



**Memorandum of Understanding  
Between the California Counties Foundation, Inc.,  
and Tulare County to Host a Series of CSAC Institute Courses in Tulare  
County, California**

17 July 2018

The California Counties Foundation, Inc. (Foundation) enters into this Memorandum of Understanding with Tulare County to offer a series of ten CSAC Institute courses at county-provided facilities in Tulare beginning in September, 2018 and ending June, 2020. The CSAC Institute Dean shall serve as the MOU administrator and point of contact on behalf of the Foundation

**CSAC Institute will provide the following:**

1. Ten Institute courses chosen by County
2. On-Line registration
3. Marketing through semester schedule, website and monthly e-blasts and e-newsletter, *The Flipchart*
4. Course design and instruction (including faculty fees and travel expenses)
5. All arrangements for instructor, instructor travel and course materials
6. Printing and shipping course materials, name tents, certificates of completion and sign-in sheets
7. Arrangement and payment for morning coffee and lunch
8. Reduced registration for all County participants registered and paid directly by the County through quarterly invoices (2018-19 rate is \$129/person/per class for the credential package; or \$149/person for direct on-line registration. Rates subject to change).
9. Three credit hours for each participant towards the CSAC Institute Credential for each class

**The county will provide the following:**

1. Minimum guaranteed payment for 40 participants at the discounted Credential per-person rate (2018-19 rate of \$1,290 per person for 10 classes) for the 10 County-selected CSAC Institute courses.
2. Classroom facilities for up to 55 participants
3. Classroom equipment, including computer, projector, screen, audio connections for computer, flipchart and easel, markers and microphones as needed
4. County coordination of registration of County participants
5. Staff support to assist with room and food logistics, and registration
6. On site staff for registration, welcoming of participants and introducing instructor
7. Designated staff member to receive course materials and transfer to classroom

**Other considerations in this Agreement:**

1. A minimum number of 40 seats in each class will be reserved for Tulare County.
2. Courses will be open to staff and elected officials from all California counties
3. Registration fees will be the same as all Institute courses
4. Host County will scan and e-mail course sign-in sheet to Institute Training Coordinator within a day of the class

UPDATED 20 July 2017

TULARE COUNTY AGREEMENT NO. 28737

5. CSAC will invoice each County quarterly, or as arranged, for group course registrations. Invoices are due in 30 days.
6. If for unforeseen circumstances CSAC Institute must cancel the class, and the class cannot be rescheduled, all paid registrations will be refunded and the county will not be obligated for any CSAC Institute expenses.
7. Host County may cancel the class up to 30 days in advance with no penalty. Cancellation within 30 days is subject to a 50% payment of the minimum guarantee (currently \$2,580).

**Signatures**

The undersigned have agreed to the terms and conditions identified above.

  
Supervisor J. Steven Worthley  
Chairman, Board of Supervisors  
Tulare County

  
Graham Knaus  
Chief Executive Officer  
California Counties Foundation, Inc.

July 17, 2018  
Date

**Contact Information**

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**APPROVED AS TO FORM:  
COUNTY COUNSEL**

  
20171635 Deputy for JMN  
7-12-18