



County of Los Angeles CHIEF EXECUTIVE OFFICE

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SACHI A. HAMAI
Chief Executive Officer

Board of Supervisors
HILDA L. SOLIS
First District

MARK RIDLEY-THOMAS
Second District

SHEILA KUEHL
Third District

JANICE HAHN
Fourth District

KATHRYN BARGER
Fifth District

January 15, 2020

To: All Department Heads
From: Sachi A. Hamai
Chief Executive Officer

DEVELOPMENT OF COUNTY ADVOCACY POSITIONS ON LEGISLATION AND BUDGET ITEMS OF INTEREST TO THE COUNTY IN SACRAMENTO AND WASHINGTON, D.C.

This memorandum is to provide a reminder of the policies and procedures for the development of County advocacy positions on legislation and budget items of interest to the County in Sacramento and Washington, D.C.

Seeking a County Position on State and Federal Legislation and Budget Items

Throughout the legislative session, the County will take positions on various State and Federal legislative and budget items. It is important that departments provide their assessment of these issues to the Chief Executive Office's-Legislative Affairs and Intergovernmental Relations Branch in a timely manner.

Consistent with Board-approved policy (Policy 7.030 of the Board of Supervisors Policy Manual), County positions on legislation and budget items are coordinated between the Chief Executive Office (CEO) and departments. While the CEO is able to obtain general information on proposed legislation, it relies on the technical expertise of departments for information on programmatic and fiscal impact to the County. **Please work directly with the CEO Legislative Affairs analysts to identify and analyze legislation and budget items that may impact the County or your department, and to develop recommended County advocacy positions. Your department's prompt attention in prioritizing and expediting advocacy proposals will ensure that the County's advocacy efforts are maximized.**

Pursuant to Policy 7.040 of the Board of Supervisors Policy Manual, in all instances, **the CEO must notify the Board prior to the Sacramento and Washington, D.C. advocates pursuing a County advocacy position using the procedures outlined in Attachment I.**

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Advocacy of the County's Interests

The Sacramento and Washington, D.C. advocates represent the County's interests based upon the policies contained in the Board-adopted State and Federal Legislative Agendas.

Once the Board is notified and/or approves a County position on legislation, the Sacramento and Washington, D.C. advocates are authorized to pursue a County advocacy position. These advocacy efforts will be coordinated by the CEO Legislative Affairs staff, in collaboration with impacted departments, and others using the procedures outlined in this memo and Attachment I.

Travel to Sacramento and Washington, D.C.

To ensure consistency of the County's State and Federal advocacy efforts and to adequately keep the Board informed, it is important that all County officials and departmental staff coordinate with CEO Legislative Affairs on plans to attend meetings and legislative hearings in Sacramento and Washington, D.C. in advance of these events.

County departments must complete and email the attached form (Attachment II) to Lisette Morikawa at lmorikawa@ceo.lacounty.gov and Diana Rubio at drubio@ceo.lacounty.gov ahead of travel to Sacramento and Washington, D.C.

State and Federal Legislation Tracked by the County of Los Angeles

For the status of all County-advocacy legislation and legislation of interest to the County, please visit: <https://ceo.lacounty.gov/county-of-los-angeles-legislative-tracking-system/>

Your cooperation and timely responses will help enhance the coordination and effectiveness of the County's legislative advocacy efforts. If you have any questions, please contact your CEO Legislative Analyst (Attachment III).

We appreciate your efforts and cooperation in this regard.

SAH:FAD:SA
OR:KS:sy

Attachments

c: County Commissions

Guidelines for Department Recommendations for County Advocacy Positions

Pursuits Consistent with Existing Policies and Positions: When a department's recommended position is consistent with existing Board-approved policy, as adopted in the State Legislative Agenda and/or Federal Legislative Agenda, the CEO Legislative Affairs analyst will work with affected departments and, as needed, with County Counsel to prepare a pursuit of County advocacy position for inclusion in a Sacramento or Washington, D.C. Update to the Board. (The County's Federal and State Legislative Agendas can be found at: [https://ceo.lacounty.gov/legislative-affairs-and-intergovernmental-relations/.](https://ceo.lacounty.gov/legislative-affairs-and-intergovernmental-relations/))

The CEO Legislative Affairs analyst will prepare Sacramento and/or Washington, D.C. Updates to provide the Board updates on new advocacy positions that the County will be pursuing based on existing policy, with an overview and the status of recent legislative actions.

No Existing Policy / Need for Board Direction: If there is not an existing Board-approved policy to support a department's recommended advocacy position on legislation or a budget item, an analysis of the issue will be prepared by CEO Legislative Affairs in coordination with the affected departments. The analysis of the policy issue must include the fiscal, programmatic, and service impact on the County and affected departments, and will note that a County advocacy position is a matter for Board policy determination.

If a Board member places a motion on the Board Agenda recommending a position on legislation or a State or Federal Budget item, it is the responsibility of CEO Legislative Affairs, in coordination with affected departments, to prepare an agenda memo on the impact of the motion. If the motion is approved, the recommended advocacy position will be adopted, and the related policy will be added to the State or Federal Legislative Agenda and become effective immediately.

Guidelines for County Commissions and Other Advisory Bodies

Pursuant to Policy 7.040 of the Board of Supervisors Policy Manual, County committees, commissions, and other advisory bodies seeking to recommend that the Board of Supervisors take a position on State or Federal legislation or budget items must submit their recommendations to CEO Legislative Affairs. This office will review proposals to determine if they are consistent with existing policy prior to recommending a County advocacy position to the Board. Upon completion of the review, CEO Legislative Affairs will provide a copy of the review findings to the committee, commission, or advisory body. County commissions and other advisory bodies must attach the CEO's review findings to the document containing the advisory body's recommendations for transmittal to the Board of Supervisors.

Guidelines for Responsiveness to Board Agenda Items on Legislation

Special attention is required when legislative items are on the Board's Tuesday Meeting Agenda. Please ensure that you provide your CEO Legislative Affairs analyst with Agenda-related information before 12:00 p.m. on Friday for items on the regular Board Agenda. For items on the Supplemental Agenda (Green Sheet), the deadline is 9:30 a.m. on the Monday before the Tuesday Board meeting. It is the intent of CEO Legislative Affairs to provide the Board with Agenda memos no later than 12:00 p.m. on the day before Board meetings.

If the Chief Executive Office does not receive the requested information by the deadlines, it will be noted in the Agenda memo to the Board. This may require departments that are closed on Friday to make special arrangements to comply with this request. It will also require close coordination with this office, affected departments, Board offices, and the Executive Office to identify legislative agenda items that may be placed on the Green Sheet as early as possible in order to immediately begin the analysis.

Regulatory or Other Administrative Matters

At times, for policy issues of the highest priority to the County, CEO Legislative Affairs may issue a County advocacy position to express the County's support or opposition on regulatory or other administrative matters, such as proposed agency rule changes and executive orders. The CEO Legislative Affairs analyst will work with affected departments and, as needed, County Counsel to prepare a pursuit of position consistent with existing Board-approved policy as adopted in the State Legislative County Agenda and/or Federal Legislative Agenda.

Of note, the issuance of a pursuit of County advocacy position does not change the department's existing process for the tracking, development, and coordination of responses for public comment to proposed regulatory changes. However, to ensure consistency with the County's advocacy efforts and existing Board-approved policy, departments are asked to coordinate with your CEO Legislative Affairs analyst on the final review of comments before they are submitted for public comment.

Advocacy of the County's Interests

The Sacramento and Washington, D.C. advocates represent the County's interests based upon the policies contained in the Board-adopted State and Federal Legislative Agendas. Once the Board is notified and/or approves a County position on legislation, the Sacramento and Washington, D.C. advocates are authorized to pursue a County advocacy position. These advocacy efforts will be coordinated by CEO Legislative Affairs staff and in collaboration with impacted departments.

Requests for County Advocacy by Non-County Entities: At times, departments or commissions may receive requests for the County to support or sponsor legislation, or budget proposals from professional associations or advocacy groups. A department must submit those requests to the CEO Legislative Affairs, along with the department's analysis of the legislation or budget proposal, for review. If CEO Legislative Affairs determines that the position is consistent with existing policy, it will notify the Board in a Sacramento or Washington D.C. Update.

Requests for Advocacy Letters or Advocacy on Other Platforms: To ensure consistency of the County's advocacy efforts on legislative and budget items, it is important for departments to coordinate with CEO Legislative Affairs on all requests for the County or County department to provide or participate in advocacy letters, or other platforms. This includes advocacy on legislative or budget items that the County has taken a County advocacy position. Departments are asked to submit these requests to your CEO Legislative Affairs analyst for review.

**CHIEF EXECUTIVE OFFICE
LEGISLATIVE ANALYST CONTACTS**

Attachment III

Department / Division	CEO Legislative Analyst	Phone and Email
Agricultural Commissioner / Weights & Measures	Angela Ovalle	(213) 974-1348 aovalle@ceo.lacounty.gov
Alternate Public Defender	Brigitte Mardigras	(213) 974-1717 bmardigras@ceo.lacounty.gov
Animal Care and Control	Brandy Miller	(213) 974-2324 bmiller@ceo.lacounty.gov
Arts and Culture	Katrina Shoats	(213) 893-2479 kshoats@ceo.lacounty.gov
Assessor	Jose Chew	(213) 974-1489 jchew@ceo.lacounty.gov
Auditor-Controller	Jose Chew	(213) 974-1489 jchew@ceo.lacounty.gov
Beaches and Harbors	Angela Ovalle	(213) 974-1348 aovalle@ceo.lacounty.gov
Cannabis Management	Katrina Shoats	(213) 893-2479 kshoats@ceo.lacounty.gov
Census	Katrina Shoats	(213) 893-2479 kshoats@ceo.lacounty.gov
Chief Information Office	Jose Chew	(213) 974-1489 jchew@ceo.lacounty.gov
Child Support Services	Brandy Miller	(213) 974-2324 bmiller@ceo.lacounty.gov
Children and Family Services	Brandy Miller	(213) 974-2324 bmiller@ceo.lacounty.gov
Compensation, Benefits, and Pensions	Jose Chew	(213) 974-1489 jchew@ceo.lacounty.gov
Consumer & Business Affairs	Katrina Shoats	(213) 893-2479 kshoats@ceo.lacounty.gov
Coroner	Brigitte Mardigras	(213) 974-1717 bmardigras@ceo.lacounty.gov
County Counsel	Katrina Shoats	(213) 893-2479 kshoats@ceo.lacounty.gov
Countywide Criminal Justice Coordination Committee (CCJCC)	Brigitte Mardigras	(213) 974-1717 bmardigras@ceo.lacounty.gov
Courts	Brigitte Mardigras	(213) 974-1717 bmardigras@ceo.lacounty.gov
District Attorney	Brigitte Mardigras	(213) 974-1717 bmardigras@ceo.lacounty.gov
Employee Relations	Jose Chew	(213) 974-1489 jchew@ceo.lacounty.gov
Executive Officer, Board of Supervisors	Jose Chew	(213) 974-1489 jchew@ceo.lacounty.gov
Fire	Brigitte Mardigras	(213) 974-1717 bmardigras@ceo.lacounty.gov

**CHIEF EXECUTIVE OFFICE
LEGISLATIVE ANALYST CONTACTS**

Department / Division	CEO Legislative Analyst	Phone and Email
Health Services	Janet Sparks	(213) 893-2087 jsparks@ceo.lacounty.gov
Homeless Initiative	Angela Ovalle	(213) 974-1348 aovalle@ceo.lacounty.gov
Human Resources	Jose Chew	(213) 974-1489 jchew@ceo.lacounty.gov
Immigrant Affairs	Brigitte Mardigras	(213) 974-1717 bmardigras@ceo.lacounty.gov
Internal Services	Angela Ovalle	(213) 974-1348 aovalle@ceo.lacounty.gov
LA County Library	Katrina Shoats	(213) 893-2479 kshoats@ceo.lacounty.gov
Los Angeles County Development Authority	Angela Ovalle	(213) 974-1348 aovalle@ceo.lacounty.gov
Los Angeles County Office of Education	Jose Chew	(213) 974-1489 jchew@ceo.lacounty.gov
Mental Health	Janet Sparks	(213) 893-2087 jsparks@ceo.lacounty.gov
Military and Veterans Affairs	Brigitte Mardigras	(213) 974-1717 bmardigras@ceo.lacounty.gov
Museum of Art	Katrina Shoats	(213) 893-2479 kshoats@ceo.lacounty.gov
Museum of Natural History	Katrina Shoats	(213) 893-2479 kshoats@ceo.lacounty.gov
Office for the Advancement of Early Care and Education (within Department of Public Health)	Brandy Miller	(213) 974-2324 bmiller@ceo.lacounty.gov
Office of Child Protection	Brandy Miller	(213) 974-2324 bmiller@ceo.lacounty.gov
Office of Diversion & Reentry	Brigitte Mardigras	(213) 974-1717 bmardigras@ceo.lacounty.gov
Office of Emergency Management	Brigitte Mardigras	(213) 974-1717 bmardigras@ceo.lacounty.gov
Parks and Recreation	Angela Ovalle	(213) 974-1348 aovalle@ceo.lacounty.gov
Probation	Brandy Miller	(213) 974-2324 bmiller@ceo.lacounty.gov
Public Defender	Brigitte Mardigras	(213) 974-1717 bmardigras@ceo.lacounty.gov
Public Health	Janet Sparks	(213) 893-2087 jsparks@ceo.lacounty.gov
Public Social Services	Jose Chew/ Brandy Miller	213-974-1489 jchew@ceo.lacounty.gov 213-974-2324 bmiller@ceo.lacounty.gov

CHIEF EXECUTIVE OFFICE LEGISLATIVE ANALYST CONTACTS

Department / Division	CEO Legislative Analyst	Phone and Email
Public Works	Angela Ovalle	(213) 974-1348 aovalle@ceo.lacounty.gov
Regional Planning	Angela Ovalle	(213) 974-1348 aovalle@ceo.lacounty.gov
Registrar-Recorder	Katrina Shoats / Brandy Miller	(213) 893-2479 kshoats@ceo.lacounty.gov (213) 974-2324 bmiller@ceo.lacounty.gov
Risk Management / Workers Compensation	Jose Chew	(213) 974-1489 jchew@ceo.lacounty.gov
Sheriff	Brandy Miller	(213) 974-2324 bmiller@ceo.lacounty.gov
Treasurer and Tax Collector	Jose Chew	(213) 974-1489 jchew@ceo.lacounty.gov
Workforce Development, Aging and Community Services	Jose Chew	(213) 974-1489 jchew@ceo.lacounty.gov

Commissions	CEO Legislative Analyst	Phone and Email
Alcohol and Other Drugs	Janet Sparks	(213) 893-2087 jsparks@ceo.lacounty.gov
Arts Commission	Katrina Shoats	(213) 893-2479 kshoats@ceo.lacounty.gov
Children and Families	Brandy Miller	(213) 974-2324 bmiller@ceo.lacounty.gov
Domestic Violence Council	Brandy Miller	(213) 974-2324 bmiller@ceo.lacounty.gov
HIV	Janet Sparks	(213) 893-2087 jsparks@ceo.lacounty.gov
Insurance	Katrina Shoats	(213) 893-2479 kshoats@ceo.lacounty.gov
Local Governmental Services	Katrina Shoats	(213) 893-2479 kshoats@ceo.lacounty.gov
Public Health Commission	Janet Sparks	(213) 893-2087 jsparks@ceo.lacounty.gov
Small Business	Katrina Shoats	(213) 893-2479 kshoats@ceo.lacounty.gov
Women's Health (Office)	Janet Sparks	(213) 893-2087 jsparks@ceo.lacounty.gov

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