



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

FESIA A. DAVENPORT  
Chief Executive Officer

Board of Supervisors  
HILDA L. SOLIS  
First District

HOLLY J. MITCHELL  
Second District

SHEILA KUEHL  
Third District

JANICE HAHN  
Fourth District

KATHRYN BARGER  
Fifth District

January 19, 2021

To: All Department Heads

From: Fesia A. Davenport  
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 and guidelines for 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 advocacy 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 (CEO) Legislative Affairs and Intergovernmental Relations (Legislative Affairs) Branch in a timely manner.

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

Consistent with Board-approved Policy (Policy 7.030 of the Board of Supervisors Policy Manual), County advocacy positions are coordinated by the CEO in collaboration with 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 impacts to the County. **To identify and analyze legislation and budget items that may impact the County or your department, please work directly with the CEO Legislative Affairs analysts 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.**

### **Advocacy on Matters of Interest to the County**

The Sacramento and Washington, D.C. advocates are designated to represent the County's interests, in coordination with the CEO Legislative Affairs analysts, 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 then 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.**

### **Virtual and In-Person Advocacy in 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, in advance, with CEO Legislative Affairs on plans to attend meetings and legislative hearings in Sacramento and Washington, D.C. This includes both in-person and virtual events.

In addition, County departments should complete and email the attached form (Attachment II) to [legislativeaffairs@ceo.lacounty.gov](mailto:legislativeaffairs@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 the Legislative Tracking System at: <https://ceo.lacounty.gov/county-of-los-angeles-legislative-tracking-system/>

Your cooperation and timely responses are critical to the coordination and effectiveness of the County's legislative advocacy efforts. We appreciate your efforts and cooperation in this regard.

If you have any questions, please have your staff contact your CEO Legislative Affairs analyst (Attachment III) or Katrina Shoats at (213) 893-2479.

FAD:JMN:SA  
OR:KS:dr

Attachments

c: County Commissions

## **Guidelines for Department Recommendations for County Advocacy Positions**

**Advocacy Recommendations Consistent with Existing Policies:** When a department's recommended advocacy 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/>).

The Sacramento and/or Washington, D.C. Updates provide the Board notification of new advocacy positions that the County will be pursuing based on existing policy, with an overview and the status of recent legislative actions which are required prior to the pursuit of an advocacy position under Board Policy.

**Advocacy Recommendations Where There Is 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 impacts 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 an advocacy position, 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 on budget items, must first submit their recommendations to CEO Legislative Affairs. This office will review proposals to determine whether it is 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 the Friday before the Tuesday meeting, 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 CEO Legislative Affairs 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 Fridays to make special arrangements to comply with this request. It will also require close coordination with this office, affected departments, Board offices, and the Board 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. CEO Legislative Affairs analysts will work with affected departments and, as needed with, County Counsel, to prepare a pursuit of County position consistent with existing Board-approved policy as adopted in the County's State and/or Federal Legislative Agendas.

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 then 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 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, 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 which the County has taken an advocacy position. Departments are asked to submit these requests to your CEO Legislative Affairs analyst for review.



**CHIEF EXECUTIVE OFFICE  
LEGISLATIVE ANALYST CONTACTS**

<b>Department / Division</b>	<b>CEO Legislative Analyst</b>	<b>Phone and Email</b>
Agricultural Commissioner / Weights & Measures	Angela Ovalle	(213) 974-1348 <a href="mailto:aovalle@ceo.lacounty.gov">aovalle@ceo.lacounty.gov</a>
Alternate Public Defender	Brigitte Mardigras	(213) 974-1717 <a href="mailto:BMardigras@ceo.lacounty.gov">BMardigras@ceo.lacounty.gov</a>
Alternatives to Incarceration (ATI)	Brigitte Mardigras and Brandy Miller	(213) 974-1717 <a href="mailto:BMardigras@ceo.lacounty.gov">BMardigras@ceo.lacounty.gov</a> (213) 974-2324 <a href="mailto:bmiller@ceo.lacounty.gov">bmiller@ceo.lacounty.gov</a>
Animal Care and Control	Brandy Miller	(213) 974-2324 <a href="mailto:bmiller@ceo.lacounty.gov">bmiller@ceo.lacounty.gov</a>
Anti-Racism, Diversity and Inclusion	Katrina Shoats	(213) 893-2479 <a href="mailto:kshoats@ceo.lacounty.gov">kshoats@ceo.lacounty.gov</a>
Arts and Culture	Janet Sparks	(213) 893-2087 <a href="mailto:jsparks@ceo.lacounty.gov">jsparks@ceo.lacounty.gov</a>
Assessor	Jose Chew	(213) 974-1489 <a href="mailto:jchew@ceo.lacounty.gov">jchew@ceo.lacounty.gov</a>
Auditor-Controller	Jose Chew	(213) 974-1489 <a href="mailto:jchew@ceo.lacounty.gov">jchew@ceo.lacounty.gov</a>
Beaches and Harbors	Angela Ovalle	(213) 974-1348 <a href="mailto:aovalle@ceo.lacounty.gov">aovalle@ceo.lacounty.gov</a>
Cannabis Management	Katrina Shoats	(213) 893-2479 <a href="mailto:kshoats@ceo.lacounty.gov">kshoats@ceo.lacounty.gov</a>
Census	Katrina Shoats	(213) 893-2479 <a href="mailto:kshoats@ceo.lacounty.gov">kshoats@ceo.lacounty.gov</a>
Chief Information Office	Jose Chew	(213) 974-1489 <a href="mailto:jchew@ceo.lacounty.gov">jchew@ceo.lacounty.gov</a>
Child Support Services	Brandy Miller	(213) 974-2324 <a href="mailto:bmiller@ceo.lacounty.gov">bmiller@ceo.lacounty.gov</a>
Children and Family Services	Brandy Miller	(213) 974-2324 <a href="mailto:bmiller@ceo.lacounty.gov">bmiller@ceo.lacounty.gov</a>
Compensation, Benefits, and Pensions	Jose Chew	(213) 974-1489 <a href="mailto:jchew@ceo.lacounty.gov">jchew@ceo.lacounty.gov</a>
Consumer and Business Affairs	Katrina Shoats	(213) 893-2479 <a href="mailto:kshoats@ceo.lacounty.gov">kshoats@ceo.lacounty.gov</a>
County Counsel	Katrina Shoats	(213) 893-2479 <a href="mailto:kshoats@ceo.lacounty.gov">kshoats@ceo.lacounty.gov</a>
Countywide Criminal Justice Coordination Committee (CCJCC)	Brigitte Mardigras	(213) 974-1717 <a href="mailto:BMardigras@ceo.lacounty.gov">BMardigras@ceo.lacounty.gov</a>
Courts	Brigitte Mardigras	(213) 974-1717 <a href="mailto:BMardigras@ceo.lacounty.gov">BMardigras@ceo.lacounty.gov</a>
District Attorney	Brigitte Mardigras	(213) 974-1717 <a href="mailto:BMardigras@ceo.lacounty.gov">BMardigras@ceo.lacounty.gov</a>

**CHIEF EXECUTIVE OFFICE  
LEGISLATIVE ANALYST CONTACTS**

<b>Department / Division</b>	<b>CEO Legislative Analyst</b>	<b>Phone and Email</b>
Employee Relations	Jose Chew	(213) 974-1489 <a href="mailto:jchew@ceo.lacounty.gov">jchew@ceo.lacounty.gov</a>
Executive Officer, Board of Supervisors	Jose Chew	(213) 974-1489 <a href="mailto:jchew@ceo.lacounty.gov">jchew@ceo.lacounty.gov</a>
Fire	Brigitte Mardigras	(213) 974-1717 <a href="mailto:BMardigras@ceo.lacounty.gov">BMardigras@ceo.lacounty.gov</a>
Health Services	Janet Sparks	(213) 893-2087 <a href="mailto:jsparks@ceo.lacounty.gov">jsparks@ceo.lacounty.gov</a>
Homeless Initiative	Angela Ovalle	(213) 974-1348 <a href="mailto:aovalle@ceo.lacounty.gov">aovalle@ceo.lacounty.gov</a>
Human Resources	Jose Chew	(213) 974-1489 <a href="mailto:jchew@ceo.lacounty.gov">jchew@ceo.lacounty.gov</a>
Immigrant Affairs	Katrina Shoats	(213) 893-2479 <a href="mailto:kshoats@ceo.lacounty.gov">kshoats@ceo.lacounty.gov</a>
Internal Services	Angela Ovalle	(213) 974-1348 <a href="mailto:aovalle@ceo.lacounty.gov">aovalle@ceo.lacounty.gov</a>
LA County Library	Brandy Miller	(213) 974-2324 <a href="mailto:bmiller@ceo.lacounty.gov">bmiller@ceo.lacounty.gov</a>
Los Angeles County Development Authority	Angela Ovalle	(213) 974-1348 <a href="mailto:aovalle@ceo.lacounty.gov">aovalle@ceo.lacounty.gov</a>
Los Angeles County Office of Education	Jose Chew	(213) 974-1489 <a href="mailto:jchew@ceo.lacounty.gov">jchew@ceo.lacounty.gov</a>
Medical Examiner-Coroner	Janet Sparks	(213) 893-2087 <a href="mailto:jsparks@ceo.lacounty.gov">jsparks@ceo.lacounty.gov</a>
Mental Health	Janet Sparks	(213) 893-2087 <a href="mailto:jsparks@ceo.lacounty.gov">jsparks@ceo.lacounty.gov</a>
Military and Veterans Affairs	Brigitte Mardigras	(213) 974-1717 <a href="mailto:BMardigras@ceo.lacounty.gov">BMardigras@ceo.lacounty.gov</a>
Museum of Art	Janet Sparks	(213) 893-2087 <a href="mailto:jsparks@ceo.lacounty.gov">jsparks@ceo.lacounty.gov</a>
Museum of Natural History	Janet Sparks	(213) 893-2087 <a href="mailto:jsparks@ceo.lacounty.gov">jsparks@ceo.lacounty.gov</a>
Office for the Advancement of Early Care and Education (within Department of Public Health)	Brandy Miller	(213) 974-2324 <a href="mailto:bmiller@ceo.lacounty.gov">bmiller@ceo.lacounty.gov</a>
Office of Child Protection	Brandy Miller	(213) 974-2324 <a href="mailto:bmiller@ceo.lacounty.gov">bmiller@ceo.lacounty.gov</a>
Office of Diversion and Reentry	Brigitte Mardigras and Janet Sparks	(213) 974-1717 <a href="mailto:BMardigras@ceo.lacounty.gov">BMardigras@ceo.lacounty.gov</a> (213) 893-2087 <a href="mailto:jsparks@ceo.lacounty.gov">jsparks@ceo.lacounty.gov</a>
Office of Emergency Management	Brigitte Mardigras	(213) 974-1717 <a href="mailto:BMardigras@ceo.lacounty.gov">BMardigras@ceo.lacounty.gov</a>
Parks and Recreation	Angela Ovalle	(213) 974-1348 <a href="mailto:aovalle@ceo.lacounty.gov">aovalle@ceo.lacounty.gov</a>

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<b>Department / Division</b>	<b>CEO Legislative Analyst</b>	<b>Phone and Email</b>
Probation	Brandy Miller	(213) 974-2324 <a href="mailto:bmiller@ceo.lacounty.gov">bmiller@ceo.lacounty.gov</a>
Public Defender	Brigitte Mardigras	(213) 974-1717 <a href="mailto:BMardigras@ceo.lacounty.gov">BMardigras@ceo.lacounty.gov</a>
Public Health	Janet Sparks	(213) 893-2087 <a href="mailto:jsparks@ceo.lacounty.gov">jsparks@ceo.lacounty.gov</a>
Public Social Services	Jose Chew and Brandy Miller	(213) 974-1489 <a href="mailto:jchew@ceo.lacounty.gov">jchew@ceo.lacounty.gov</a> (213) 974-2324 <a href="mailto:bmiller@ceo.lacounty.gov">bmiller@ceo.lacounty.gov</a>
Public Works	Angela Ovalle	(213) 974-1348 <a href="mailto:aovalle@ceo.lacounty.gov">aovalle@ceo.lacounty.gov</a>
Regional Planning	Angela Ovalle	(213) 974-1348 <a href="mailto:aovalle@ceo.lacounty.gov">aovalle@ceo.lacounty.gov</a>
Registrar-Recorder/County Clerk	Katrina Shoats and Brandy Miller	(213) 893-2479 <a href="mailto:kshoats@ceo.lacounty.gov">kshoats@ceo.lacounty.gov</a> (213) 974-2324 <a href="mailto:bmiller@ceo.lacounty.gov">bmiller@ceo.lacounty.gov</a>
Risk Management / Workers' Compensation	Jose Chew	(213) 974-1489 <a href="mailto:jchew@ceo.lacounty.gov">jchew@ceo.lacounty.gov</a>
Sheriff	Brandy Miller	(213) 974-2324 <a href="mailto:bmiller@ceo.lacounty.gov">bmiller@ceo.lacounty.gov</a>
Treasurer and Tax Collector	Jose Chew	(213) 974-1489 <a href="mailto:jchew@ceo.lacounty.gov">jchew@ceo.lacounty.gov</a>
Women and Girls Initiative	Janet Sparks	(213) 893-2087 <a href="mailto:jsparks@ceo.lacounty.gov">jsparks@ceo.lacounty.gov</a>
Workforce Development, Aging and Community Services	Jose Chew	(213) 974-1489 <a href="mailto:jchew@ceo.lacounty.gov">jchew@ceo.lacounty.gov</a>

<b>Commissions</b>	<b>CEO Legislative Analyst</b>	<b>Phone and Email</b>
Alcohol and Other Drugs	Janet Sparks	(213) 893-2087 <a href="mailto:jsparks@ceo.lacounty.gov">jsparks@ceo.lacounty.gov</a>
Arts Commission	Janet Sparks	(213) 893-2087 <a href="mailto:jsparks@ceo.lacounty.gov">jsparks@ceo.lacounty.gov</a>
Children and Families	Brandy Miller	(213) 974-2324 <a href="mailto:bmiller@ceo.lacounty.gov">bmiller@ceo.lacounty.gov</a>
Domestic Violence Council	Brandy Miller	(213) 974-2324 <a href="mailto:bmiller@ceo.lacounty.gov">bmiller@ceo.lacounty.gov</a>
HIV	Janet Sparks	(213) 893-2087 <a href="mailto:jsparks@ceo.lacounty.gov">jsparks@ceo.lacounty.gov</a>
Insurance	Katrina Shoats	(213) 893-2479 <a href="mailto:kshoats@ceo.lacounty.gov">kshoats@ceo.lacounty.gov</a>
Local Governmental Services	Katrina Shoats	(213) 893-2479 <a href="mailto:kshoats@ceo.lacounty.gov">kshoats@ceo.lacounty.gov</a>

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<b>Commissions</b>	<b>CEO Legislative Analyst</b>	<b>Phone and Email</b>
Native American Indian	Jose Chew	(213) 974-1489 <a href="mailto:jchew@ceo.lacounty.gov">jchew@ceo.lacounty.gov</a>
Public Health Commission	Janet Sparks	(213) 893-2087 <a href="mailto:jsparks@ceo.lacounty.gov">jsparks@ceo.lacounty.gov</a>
Small Business	Katrina Shoats	(213) 893-2479 <a href="mailto:kshoats@ceo.lacounty.gov">kshoats@ceo.lacounty.gov</a>
Women's Health (Office)	Janet Sparks	(213) 893-2087 <a href="mailto:jsparks@ceo.lacounty.gov">jsparks@ceo.lacounty.gov</a>

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