



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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<http://ceo.lacounty.gov>

FESIA A. DAVENPORT  
Chief Executive Officer

January 31, 2022

To: All Department Heads

From: 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

## **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 of Los Angeles (County) advocacy positions and advocacy efforts 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**

The County will take advocacy positions on various State and federal legislative and budget items throughout the legislative session. Timely receipt of departments' assessment of these issues to the Chief Executive Office's (CEO) Legislative Affairs and Intergovernmental Relations (LAIR) Branch is essential.

In all instances, pursuant to Policy 7.040 of the Board of Supervisors Policy Manual, **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 impacted County 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 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 analysts, based upon the policies contained in the Board-adopted State and Federal Legislative [Agendas](#).

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**Once the Board is notified and/or approves a County advocacy position, the Sacramento and Washington, D.C. advocates are then authorized to pursue advocacy on the legislation or budget item. These advocacy efforts will be coordinated by the CEO LAIR staff using the procedures outlined in this memo and Attachment I.**

### **Virtual and In-Person Advocacy in Sacramento and Washington, D.C.**

Advanced coordination is critical to ensure consistency and to adequately keep the Board informed of the County's State and federal advocacy efforts. All County officials and departmental staff are asked to coordinate, in advance, with the CEO LAIR Branch on plans to participate in meetings and legislative hearings. This includes both in-person and virtual events for Sacramento and Washington, D.C. advocacy matters.

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.

### **Other Events with Elected Officials**

As a reminder, departments must provide advanced notice to the appropriate Supervisor(s), the Executive Office of the Board, and the CEO about any event proposed by an elected official where a County employee will participate in their official capacity. For more information, review the following memo: [Notification of Elected Officials](#).

### **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 program in Sacramento and Washington, D.C. We appreciate your efforts and cooperation in this regard.

Should you have any questions concerning this matter, please contact me or Samara Ashley, Assistant Chief Executive Officer, at (213) 974-1464 or [sashley@ceo.lacounty.gov](mailto:sashley@ceo.lacounty.gov). Your staff can also contact your CEO legislative analyst (Attachment III).

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 the Federal Legislative Agenda, the CEO legislative analysts will work with impacted departments to prepare a pursuit of County advocacy position for inclusion in a Sacramento or Washington, D.C. Update to the Board. (The County's State and Federal Legislative Agendas can be found [here](#)).

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. The updates include an overview and the status of recent legislative actions which are required to be provided 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 LAIR in coordination with the impacted departments. The analysis of the policy issue must include the fiscal, programmatic, and service impacts on the County and impacted departments, and will note that a County advocacy position is a matter for Board policy determination.

If a member of the Board places a motion on the Board Agenda recommending an advocacy position, it is the responsibility of CEO LAIR, in coordination with impacted departments, to prepare an Agenda memo on the impact of the motion, when appropriate. 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 LAIR. This Office will review proposals to determine if it is consistent with existing policy prior to recommending a County advocacy position to the Board. Upon completion of the review, CEO LAIR 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 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 LAIR to provide the Board with Agenda memos no later than 12:00 p.m., on the day before Board meetings.

If CEO LAIR 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, impacted departments, Board offices, and the Executive Office of the Board 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 LAIR 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 analysts will work with impacted departments 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, even when a pursuit of County advocacy position is issued on a regulatory matter, departments should comply with the existing process for tracking proposed regulatory changes. To ensure consistency with the County's advocacy efforts and existing Board-approved policy, departments are asked to coordinate with your CEO legislative 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 LAIR 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 LAIR, along with the department's analysis of the legislation or budget proposal, for review. If CEO LAIR 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 LAIR 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 analyst for review and clearance.

**Travel to Sacramento or Washington, D.C. for the week of:** \_\_\_\_\_

Email to: [legislativeaffairs@ceo.lacounty.gov](mailto:legislativeaffairs@ceo.lacounty.gov)

CEO Legislative Affairs & Intergovernmental Relations

Phone: (213) 974-1100

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

County Department: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Date(s) of Travel		Employee Name	Destination	Purpose of Travel
From	To			

## CHIEF EXECUTIVE OFFICE LEGISLATIVE CONTACTS

County Department	CEO Legislative Contact	Phone and Email
Agricultural Commissioner / Weights & Measures	Jonathan Kraus	(213) 262-8040 <a href="mailto:JKraus@ceo.lacounty.gov">JKraus@ceo.lacounty.gov</a>
Alternate Public Defender	Brigitte Mardigras	(213) 974-1717 <a href="mailto:BMardigras@ceo.lacounty.gov">BMardigras@ceo.lacounty.gov</a>
Animal Care & Control	Jonathan Kraus	(213) 262-8040 <a href="mailto:JKraus@ceo.lacounty.gov">JKraus@ceo.lacounty.gov</a>
Arts and Culture	Jonathan Kraus	(213) 262-8040 <a href="mailto:JKraus@ceo.lacounty.gov">JKraus@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 & Harbors	Robert Cadena	(213) 893-6233 <a href="mailto:RCadena@ceo.lacounty.gov">RCadena@ceo.lacounty.gov</a>
Child Support Services	Katrina Shoats	(213) 893-2479 <a href="mailto:KShoats@ceo.lacounty.gov">KShoats@ceo.lacounty.gov</a>
Children & Family Services	Katrina Shoats	(213) 893-2479 <a href="mailto:KShoats@ceo.lacounty.gov">KShoats@ceo.lacounty.gov</a>
Consumer & Business Affairs	Katrina Shoats	(213) 893-2479 <a href="mailto:KShoats@ceo.lacounty.gov">KShoats@ceo.lacounty.gov</a>
<ul style="list-style-type: none"> <li>• Office of Cannabis Management</li> <li>• Office of Immigrant Affairs</li> </ul>	<ul style="list-style-type: none"> <li>• Katrina Shoats/ Jonathan Kraus</li> <li>• Katrina Shoats</li> </ul>	(213) 893-2479 <a href="mailto:KShoats@ceo.lacounty.gov">KShoats@ceo.lacounty.gov</a>  (213) 262-8040 <a href="mailto:JKraus@ceo.lacounty.gov">JKraus@ceo.lacounty.gov</a>
County Counsel	Katrina Shoats	(213) 893-2479 <a href="mailto:KShoats@ceo.lacounty.gov">KShoats@ceo.lacounty.gov</a>
District Attorney	Brigitte Mardigras	(213) 974-1717 <a href="mailto:BMardigras@ceo.lacounty.gov">BMardigras@ceo.lacounty.gov</a>
Executive Office, Board of Supervisors	Jose Chew	(213) 974-1489 <a href="mailto:JChew@ceo.lacounty.gov">JChew@ceo.lacounty.gov</a>
<ul style="list-style-type: none"> <li>• Chief Sustainability Office               <ul style="list-style-type: none"> <li>○ Food Equity Roundtable</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Robert Cadena               <ul style="list-style-type: none"> <li>○ Jose Chew</li> </ul> </li> </ul>	(213) 893-6233 <a href="mailto:RCadena@ceo.lacounty.gov">RCadena@ceo.lacounty.gov</a>
Fire	Brigitte Mardigras	(213) 974-1717 <a href="mailto:BMardigras@ceo.lacounty.gov">BMardigras@ceo.lacounty.gov</a>
Health Services	Sarkis Semerdjyan	(213) 893-6232 <a href="mailto:SSemerdjyan@ceo.lacounty.gov">SSemerdjyan@ceo.lacounty.gov</a>
<ul style="list-style-type: none"> <li>• Office of Diversion and Reentry</li> </ul>	<ul style="list-style-type: none"> <li>• Brigitte Mardigras</li> </ul>	(213) 974-1717 <a href="mailto:BMardigras@ceo.lacounty.gov">BMardigras@ceo.lacounty.gov</a>
Human Resources	Jose Chew	(213) 974-1489 <a href="mailto:JChew@ceo.lacounty.gov">JChew@ceo.lacounty.gov</a>
Internal Services	Robert Cadena	(213) 893-6233 <a href="mailto:RCadena@ceo.lacounty.gov">RCadena@ceo.lacounty.gov</a>

# CHIEF EXECUTIVE OFFICE

## LEGISLATIVE CONTACTS

County Department	CEO Legislative Contact	Phone and Email
LA County Library	Jonathan Kraus	(213) 262-8040 <a href="mailto:JKraus@ceo.lacounty.gov">JKraus@ceo.lacounty.gov</a>
Medical Examiner-Coroner	Sarkis Semerdjyan	(213) 893-6232 <a href="mailto:SSemerdjyan@ceo.lacounty.gov">SSemerdjyan@ceo.lacounty.gov</a>
Mental Health	Sarkis Semerdjyan	(213) 893-6232 <a href="mailto:SSemerdjyan@ceo.lacounty.gov">SSemerdjyan@ceo.lacounty.gov</a>
Military & Veterans Affairs	Jonathan Kraus	(213) 262-8040 <a href="mailto:JKraus@ceo.lacounty.gov">JKraus@ceo.lacounty.gov</a>
Museum of Art	Jonathan Kraus	(213) 262-8040 <a href="mailto:JKraus@ceo.lacounty.gov">JKraus@ceo.lacounty.gov</a>
Natural History Museum	Jonathan Kraus	(213) 262-8040 <a href="mailto:JKraus@ceo.lacounty.gov">JKraus@ceo.lacounty.gov</a>
Parks and Recreation	Robert Cadena	(213) 893-6233 <a href="mailto:RCadena@ceo.lacounty.gov">RCadena@ceo.lacounty.gov</a>
Probation	Brigitte Mardigras	(213) 974-1717 <a href="mailto:BMardigras@ceo.lacounty.gov">BMardigras@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 <ul style="list-style-type: none"> <li>• Office for the Advancement of Early Care and Education</li> </ul>	Sarkis Semerdjyan	(213) 893-6232 <a href="mailto:SSemerdjyan@ceo.lacounty.gov">SSemerdjyan@ceo.lacounty.gov</a>
Public Social Services	Jose Chew	(213) 974-1489 <a href="mailto:JChew@ceo.lacounty.gov">JChew@ceo.lacounty.gov</a>
Public Works	Robert Cadena	(213) 893-6233 <a href="mailto:RCadena@ceo.lacounty.gov">RCadena@ceo.lacounty.gov</a>
Regional Planning	Robert Cadena	(213) 893-6233 <a href="mailto:RCadena@ceo.lacounty.gov">RCadena@ceo.lacounty.gov</a>
Registrar-Recorder/County Clerk	Jonathan Kraus / Katrina Shoats	(213) 262-8040 <a href="mailto:JKraus@ceo.lacounty.gov">JKraus@ceo.lacounty.gov</a>  (213) 893-2479 <a href="mailto:KShoats@ceo.lacounty.gov">KShoats@ceo.lacounty.gov</a>
Sheriff	Brigitte Mardigras	(213) 974-1717 <a href="mailto:BMardigras@ceo.lacounty.gov">BMardigras@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>
Workforce Development, Aging and Community Services <ul style="list-style-type: none"> <li>• Aging and Disabilities</li> <li>• Economic &amp; Workforce Development</li> </ul>	<ul style="list-style-type: none"> <li>• Jose Chew</li> <li>• Traci Kawaguchi / Amanda Meere</li> </ul>	(213) 974-1489 <a href="mailto:JChew@ceo.lacounty.gov">JChew@ceo.lacounty.gov</a>  (213) 262-8045 <a href="mailto:TKawaguchi@ceo.lacounty.gov">TKawaguchi@ceo.lacounty.gov</a>  (213) 262-8031 <a href="mailto:AMeere@ceo.lacounty.gov">AMeere@ceo.lacounty.gov</a>



## CHIEF EXECUTIVE OFFICE LEGISLATIVE CONTACTS

Chief Executive Office	CEO Legislative Contact	Phone and Email
Anti-Racism, Diversity, and Inclusion (ARDI)	Katrina Shoats	(213) 893-2479 <a href="mailto:KSoats@ceo.lacounty.gov">KSoats@ceo.lacounty.gov</a>
Census / Redistricting	Katrina Shoats	(213) 893-2479 <a href="mailto:KShoats@ceo.lacounty.gov">KShoats@ceo.lacounty.gov</a>
Chief Information Office	Robert Cadena	(213) 893-6233 <a href="mailto:RCadena@ceo.lacounty.gov">RCadena@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>
Digital Divide Regional Strategy	Amanda Meere	(213) 262-8031 <a href="mailto:AMeere@ceo.lacounty.gov">AMeere@ceo.lacounty.gov</a>
Employee Relations	Jose Chew	(213) 974-1489 <a href="mailto:JChew@ceo.lacounty.gov">JChew@ceo.lacounty.gov</a>
Homeless Initiative and Affordable Housing	Traci Kawaguchi	(213) 262-8045 <a href="mailto:TKawaguchi@ceo.lacounty.gov">TKawaguchi@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>
Office of Justice Reform Initiatives	Brigitte Mardigras / Sarkis Semerdjyan	(213) 974-1717 <a href="mailto:BMardigras@ceo.lacounty.gov">BMardigras@ceo.lacounty.gov</a>  (213) 893-6232 <a href="mailto:SSemerdjyan@ceo.lacounty.gov">SSemerdjyan@ceo.lacounty.gov</a>
Poverty Alleviation Initiative	Jose Chew	(213) 974-1489 <a href="mailto:JChew@ceo.lacounty.gov">JChew@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>
Women and Girls Initiative	Katrina Shoats	(213) 893-2479 <a href="mailto:KShoats@ceo.lacounty.gov">KShoats@ceo.lacounty.gov</a>

Offices / County-Related Agencies	CEO Legislative Contact	Phone and Email
Development Authority	Traci Kawaguchi	(213) 262-8045 <a href="mailto:TKawaguchi@ceo.lacounty.gov">TKawaguchi@ceo.lacounty.gov</a>
Employee Retirement Association	Jose Chew	(213) 974-1489 <a href="mailto:JChew@ceo.lacounty.gov">JChew@ceo.lacounty.gov</a>
Office of Child Protection	Katrina Shoats	(213) 893-2479 <a href="mailto:KShoats@ceo.lacounty.gov">KShoats@ceo.lacounty.gov</a>
Office of Education	Jonathan Kraus	(213) 262-8040 <a href="mailto:JKraus@ceo.lacounty.gov">JKraus@ceo.lacounty.gov</a>
Office of the Inspector General	Brigitte Mardigras	(213) 974-1717 <a href="mailto:BMardigras@ceo.lacounty.gov">BMardigras@ceo.lacounty.gov</a>
Superior Court	Brigitte Mardigras	(213) 974-1717 <a href="mailto:BMardigras@ceo.lacounty.gov">BMardigras@ceo.lacounty.gov</a>



## CHIEF EXECUTIVE OFFICE LEGISLATIVE CONTACTS

Committees / Commissions / Councils	CEO Legislative Contact	Phone and Email
Alcohol and Other Drugs	Sarkis Semerdjyan	(213) 893-6232 <a href="mailto:SSemerdjyan@ceo.lacounty.gov">SSemerdjyan@ceo.lacounty.gov</a>
Arts Commission	Jonathan Kraus	(213) 262-8040 <a href="mailto:JKraus@ceo.lacounty.gov">JKraus@ceo.lacounty.gov</a>
Children and Families	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>
Disabilities	Jose Chew	(213) 974-1489 <a href="mailto:JChew@ceo.lacounty.gov">JChew@ceo.lacounty.gov</a>
Dispute Resolution Program	Karina Shoats	(213) 893-2479 <a href="mailto:KShoats@ceo.lacounty.gov">KShoats@ceo.lacounty.gov</a>
Domestic Violence Council	Sarkis Semerdjyan	(213) 893-6232 <a href="mailto:SSemerdjyan@ceo.lacounty.gov">SSemerdjyan@ceo.lacounty.gov</a>
HIV	Sarkis Semerdjyan	(213) 893-6232 <a href="mailto:SSemerdjyan@ceo.lacounty.gov">SSemerdjyan@ceo.lacounty.gov</a>
Human Relations	Jose Chew	(213) 974-1489 <a href="mailto:JChew@ceo.lacounty.gov">JChew@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>
Mental Health	Sarkis Semerdjyan	(213) 893-6232 <a href="mailto:SSemerdjyan@ceo.lacounty.gov">SSemerdjyan@ceo.lacounty.gov</a>
Native American Indian	Jose Chew	(213) 974-1489 <a href="mailto:JChew@ceo.lacounty.gov">JChew@ceo.lacounty.gov</a>
Public Health Commission	Sarkis Semerdjyan	(213) 893-6232 <a href="mailto:SSemerdjyan@ceo.lacounty.gov">SSemerdjyan@ceo.lacounty.gov</a>
Small Business	Traci Kawaguchi	(213) 262-8045 <a href="mailto:TKawaguchi@ceo.lacounty.gov">TKawaguchi@ceo.lacounty.gov</a>

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