



Chief Executive Office.

COUNTY OF LOS ANGELES

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CHIEF EXECUTIVE OFFICER

Fesia A. Davenport

February 7, 2023

To: All Department Heads

From: Fesia A. Davenport *FAD*
Chief Executive Officer
FAD (Feb 6, 2023 10:20 PST)

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 regarding 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.

County Positions 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 submission of departments' assessment of these issues to the Chief Executive Office's - Legislative Affairs and Intergovernmental Relations (CEO-LAIR) Branch is essential.

In all instances, pursuant to Policy 7.040 of the Board of Supervisors Policy Manual, the CEO-LAIR 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 CEO-LAIR in collaboration with impacted County departments. While CEO-LAIR is able to obtain general information on proposed legislation, it relies on the technical expertise of departments for information on operational, 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 recommendations will ensure that the County's advocacy efforts are maximized.



Advocacy on Matters of Interest to the County

The CEO-LAIR Sacramento and Washington, D.C. advocates are designated to represent the Board and 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.

Once the Board is notified and/or approves the County advocacy position, the CEO-LAIR Sacramento and/or Washington, D.C. advocates are then authorized to pursue advocacy on the legislation or budget item. These advocacy efforts will be coordinated by 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 requested to coordinate, in advance, with the CEO-LAIR on plans to participate in meetings, roundtable discussions, and legislative hearings. This includes both in-person and virtual events for Sacramento and Washington, D.C. advocacy matters. In addition, it is requested that County officials and departmental staff provide CEO-LAIR with a draft copy of testimony in a timely fashion for review to ensure that the comments are consistent with Board-approved policy.

In addition, County officials and departmental staff should complete and email the attached form (Attachment II) to legislativeaffairs@ceo.lacounty.gov ahead of travel to Sacramento and Washington, D.C.

Other Events with Elected Officials

As a reminder, County officials must provide advanced notice to the appropriate Supervisor(s), the Executive Office of the Board, the CEO, with a copy to CEO-LAIR 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/>.

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Your cooperation, collaboration, and timely responses are critical to the coordination and effectiveness of the County's legislative program in Sacramento and Washington, D.C.

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. Your staff can also contact your CEO legislative analyst (Attachment III).

FAD:JMN:SA
AM:dr

Attachments

c: County Commissions

Guidelines for Department Recommendations for County Advocacy Positions

Advocacy of the County's Interests: The CEO-LAIR 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.

When requested to provide testimony at legislative hearings, it is asked that departments notify CEO-LAIR of the request ahead of the hearing, as well as provide draft remarks in a timely manner for review and feedback, to ensure that the remarks are in line with Board-approved policy.

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-LAIR 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 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 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 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-LAIR's review findings to the document containing the advisory body's recommendations for transmittal to the Board.

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-LAIR 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. The CEO-LAIR 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-LAIR legislative analyst on the final review of comments before they are submitted for public comment.

When requested to provide testimony at regulatory hearings, it is asked that departments notify CEO-LAIR of the request ahead of the hearing, as well as provide draft remarks in a timely manner for review and feedback, to ensure that the remarks are in line with Board-approved policy.

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 for review in a timely fashion, along with the department's analysis of the legislation or budget proposal. If CEO-LAIR determines that the position is consistent with existing policy and the Board's priorities, 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-LAIR legislative analyst for review and clearance.

CHIEF EXECUTIVE OFFICE LEGISLATIVE CONTACTS

County Department	CEO Legislative Contact	Phone and Email
Aging and Disabilities	Jose Chew	(213) 974-1489 JChew@ceo.lacounty.gov
Agricultural Commissioner / Weights & Measures	Jonathan Kraus	(213) 262-8040 JKraus@ceo.lacounty.gov
Alternate Public Defender	Brigitte Mardigras	(213) 974-1717 BMardigras@ceo.lacounty.gov
Animal Care & Control	Jonathan Kraus	(213) 262-8040 JKraus@ceo.lacounty.gov
Arts and Culture	Jonathan Kraus	(213) 262-8040 JKraus@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 & Harbors	Jonathan Kraus	(213) 262-8040 JKraus@ceo.lacounty.gov
Child Support Services	Jose Chew	(213) 974-1489 JChew@ceo.lacounty.gov
Children & Family Services	Jose Chew	(213) 974-1489 JChew@ceo.lacounty.gov
Consumer & Business Affairs <ul style="list-style-type: none"> • Office of Cannabis Management • Office of Immigrant Affairs 	Jonathan Kraus	(213) 262-8040 JKraus@ceo.lacounty.gov
County Counsel	Jonathan Kraus	(213) 262-8040 JKraus@ceo.lacounty.gov
District Attorney	Brigitte Mardigras	(213) 974-1717 BMardigras@ceo.lacounty.gov
Economic Opportunity	Traci Kawaguchi	(213) 262-8045 TKawaguchi@ceo.lacounty.gov
Executive Office, Board of Supervisors <ul style="list-style-type: none"> • Chief Sustainability Office <ul style="list-style-type: none"> ○ Food Equity Roundtable 	<ul style="list-style-type: none"> • Jose Chew • Amanda Meere <ul style="list-style-type: none"> ○ Jose Chew 	<ul style="list-style-type: none"> (213) 974-1489 JChew@ceo.lacounty.gov (213) 262-8031 AMeere@ceo.lacounty.gov
Fire	Brigitte Mardigras	(213) 974-1717 BMardigras@ceo.lacounty.gov
Health Services <ul style="list-style-type: none"> • Office of Diversion and Reentry 	<ul style="list-style-type: none"> • Sarkis Semerdjyan • Brigitte Mardigras 	<ul style="list-style-type: none"> (213) 893-6232 SSemerdjyan@ceo.lacounty.gov (213) 974-1717 BMardigras@ceo.lacounty.gov

CHIEF EXECUTIVE OFFICE LEGISLATIVE CONTACTS

County Department	CEO Legislative Contact	Phone and Email
Human Resources	Jose Chew	(213) 974-1489 JChew@ceo.lacounty.gov
Internal Services	Amanda Meere	(213) 262-8031 AMeere@ceo.lacounty.gov
LA County Library	Jonathan Kraus	(213) 262-8040 JKraus@ceo.lacounty.gov
Medical Examiner-Coroner	Sarkis Semerdjyan	(213) 893-6232 SSemerdjyan@ceo.lacounty.gov
Mental Health	Sarkis Semerdjyan	(213) 893-6232 SSemerdjyan@ceo.lacounty.gov
Military & Veterans Affairs	Jonathan Kraus	(213) 262-8040 JKraus@ceo.lacounty.gov
Museum of Art	Jonathan Kraus	(213) 262-8040 JKraus@ceo.lacounty.gov
Natural History Museum	Jonathan Kraus	(213) 262-8040 JKraus@ceo.lacounty.gov
Parks and Recreation	Jonathan Kraus	(213) 262-8040 JKraus@ceo.lacounty.gov
Probation	Brigitte Mardigras	(213) 974-1717 BMardigras@ceo.lacounty.gov
Public Defender	Brigitte Mardigras	(213) 974-1717 BMardigras@ceo.lacounty.gov
Public Health <ul style="list-style-type: none"> • Office for the Advancement of Early Care and Education 	Sarkis Semerdjyan	(213) 893-6232 SSemerdjyan@ceo.lacounty.gov
Public Social Services	Jose Chew	(213) 974-1489 JChew@ceo.lacounty.gov
Public Works	Angela Ovalle	(213) 974-1348 aovalle@ceo.lacounty.gov
Regional Planning	Traci Kawaguchi	(213) 262-8045 TKawaguchi@ceo.lacounty.gov
Registrar-Recorder/County Clerk	Jonathan Kraus	(213) 262-8040 JKraus@ceo.lacounty.gov
Sheriff	Brigitte Mardigras	(213) 974-1717 BMardigras@ceo.lacounty.gov
Treasurer and Tax Collector	Jose Chew	(213) 974-1489 JChew@ceo.lacounty.gov
Youth Development	Brigitte Mardigras	(213) 974-1717 BMardigras@ceo.lacounty.gov

CHIEF EXECUTIVE OFFICE LEGISLATIVE CONTACTS

Chief Executive Office	CEO Legislative Contact	Phone and Email
Anti-Racism, Diversity, and Inclusion	Angela Ovalle	(213) 974-1348 aovalle@ceo.lacounty.gov
Census / Redistricting	Jonathan Kraus	(213) 262-8040 JKraus@ceo.lacounty.gov
Chief Information Office	Amanda Meere	(213) 262-8031 AMeere@ceo.lacounty.gov
Compensation, Benefits, and Pensions	Jose Chew	(213) 974-1489 JChew@ceo.lacounty.gov
Digital Divide Regional Strategy	Amanda Meere	(213) 262-8031 AMeere@ceo.lacounty.gov
Employee Relations	Jose Chew	(213) 974-1489 JChew@ceo.lacounty.gov
Homeless Initiative and Affordable Housing	Traci Kawaguchi	(213) 262-8045 TKawaguchi@ceo.lacounty.gov
Office of Emergency Management	Brigitte Mardigras	(213) 974-1717 BMardigras@ceo.lacounty.gov
Office of Justice Reform Initiatives	Brigitte Mardigras/ Sarkis Semerdjyan	(213) 974-1717 BMardigras@ceo.lacounty.gov (213) 893-6232 SSemerdjyan@ceo.lacounty.gov
Poverty Alleviation Initiative	Jose Chew	(213) 974-1489 JChew@ceo.lacounty.gov
Risk Management / Workers' Compensation	Jose Chew	(213) 974-1489 JChew@ceo.lacounty.gov
Women and Girls Initiative	Traci Kawaguchi	(213) 893-2479 KShoats@ceo.lacounty.gov

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

CHIEF EXECUTIVE OFFICE LEGISLATIVE CONTACTS

Committees / Commissions / Councils	CEO Legislative Contact	Phone and Email
Alcohol and Other Drugs	Sarkis Semerdjyan	(213) 893-6232 SSemerdjyan@ceo.lacounty.gov
Arts Commission	Jonathan Kraus	(213) 262-8040 JKraus@ceo.lacounty.gov
Children and Families	Jose Chew	(213) 974-1489 JChew@ceo.lacounty.gov
Countywide Criminal Justice Coordination Committee (CCJCC)	Brigitte Mardigras	(213) 974-1717 BMardigras@ceo.lacounty.gov
Disabilities	Jose Chew	(213) 974-1489 JChew@ceo.lacounty.gov
Domestic Violence Council	Sarkis Semerdjyan	(213) 893-6232 SSemerdjyan@ceo.lacounty.gov
HIV	Sarkis Semerdjyan	(213) 893-6232 SSemerdjyan@ceo.lacounty.gov
Insurance	Jonathan Kraus	(213) 262-8040 JKraus@ceo.lacounty.gov
Local Governmental Services	Jonathan Kraus	(213) 262-8040 JKraus@ceo.lacounty.gov
Mental Health	Sarkis Semerdjyan	(213) 893-6232 SSemerdjyan@ceo.lacounty.gov
Native American Indian	Jose Chew	(213) 974-1489 JChew@ceo.lacounty.gov
Public Health Commission	Sarkis Semerdjyan	(213) 893-6232 SSemerdjyan@ceo.lacounty.gov
Small Business	Traci Kawaguchi	(213) 262-8045 TKawaguchi@ceo.lacounty.gov

Rosters/CEO Legislative Contacts_