



Chief Executive Office.

COUNTY OF LOS ANGELES

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CHIEF EXECUTIVE OFFICER

Fesia A. Davenport

April 30, 2024

To: All Department Heads

From: Fesia A. Davenport 
Chief Executive Officer
FAD (Apr 19, 2024 13:01 PDT)

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

Annually, this memorandum is sent to County departments and commissions as a reminder of the guidelines, 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

Throughout the legislative session, the County will take advocacy positions on various State and federal legislative and budget items. In all instances, pursuant to Policy 7.040 of the Board of Supervisors Policy Manual, the Chief Executive Office's-Legislative Affairs and Intergovernmental Relations (CEO-LAIR) Branch 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 performs high level analysis and review of 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, your department should work directly with the CEO legislative analysts to review and develop recommended County advocacy positions. Timely submissions of departments' assessment of legislative and budgetary issues are essential to developing recommendations to the Board maximize the County's advocacy efforts.



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 Agenda, which is linked [here](#). I encourage you to review these agendas as they have been revamped to provide the County more flexibility and dynamism to advocate on County priorities.

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.

Adherence to Guidelines, Policies, and Procedures for Developing Advocacy Positions

We must present a coordinated strategy when representing County policies and positions in Sacramento and Washington, D.C. In order to avoid overlapping advocacy efforts and to maintain credibility, adherence to these guidelines and coordination with CEO-LAIR is critical and consistent with [Policy 7.030](#) and [Policy 7.040](#) of the Board of Supervisors Policy Manual.

The development of County policies and positions on State and Federal legislation, and their representation in Sacramento and in Washington, D. C., requires close coordination and collaboration between the CEO and County departments. This includes communication of proposed policies and positions to CEO-LAIR for analysis, and submission to the Board either by Agenda memo or by inclusion in a State or Federal Legislative Update.

As part of the annual MAPP process, the CEO will report to the Board on the alignment of major legislative undertakings to include wins, challenges and missed opportunities, pursuant to [County Code Section 6.08375, section B, Tier 1 Merit Salary Adjustment Provisions](#). CEO's feedback will be included in the department head dashboard that is given to the Board as part of the annual MAPP review and rating process, like other operational feedback CEO provides related to department's budget performance history, and department's support of Board priorities, such as the Anti-Racism, Diversity, and Inclusion (ARDI) and Women and Girls initiatives.

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

All County officials and department staff are requested to coordinate, in advance, with CEO-LAIR on plans to participate in virtual or in-person advocacy meetings with legislators on County-related legislative or budgetary matters, roundtable discussions, and legislative hearings. In addition, County officials and department staff should 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.

County officials and department staff should complete and email the attached form (Attachment II) to legislativeaffairs@ceo.lacounty.gov ahead of advocacy-related travel to Sacramento and Washington, D.C. Advanced coordination is required to ensure consistency and to adequately keep the Board informed of the County's State and federal advocacy efforts.

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 Chief Executive Officer, 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, visit the Legislative Tracking System at: <https://ceo.lacounty.gov/county-of-los-angeles-legislative-tracking-system/>. Your cooperation, collaboration, and timely responses are fundamental 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:gr

Attachments

c: County Commissions

Guidelines for Department Recommendations for County Advocacy Positions

Advocacy of the County's Interests: 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 of and/or approves a County position on legislation, the Sacramento and Washington, D.C. advocates are then authorized to advance the County's position. These advocacy efforts will be coordinated and by CEO-LAIR staff, in collaboration with impacted departments.

When requested to provide testimony at legislative hearings, it is required 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 is 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 County advocacy position will be discussed with Board offices.

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 a fact sheet on the impact of the motion, when appropriate.

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 analysis to the committee, commission, or advisory body. County commissions and other advisory bodies must attach the CEO-LAIR's analysis 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. In preparation for the Board meeting, your department should provide your CEO-LAIR legislative analyst with Agenda-related information before 12:00 p.m., on the Thursday 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 supporting materials 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 supporting materials 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, departments must 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.



Legislative Affairs & Intergovernmental Relations

Legislative Analysts

Jose Chew	(213) 974-1489	JChew@ceo.lacounty.gov
Cameron Gil	(213) 893-2479	cgil@ceo.lacounty.gov
Traci Kawaguchi	(213) 262-8045	TKawaguchi@ceo.lacounty.gov
Jonathan Kraus	(213) 262-8040	JKraus@ceo.lacounty.gov
Griselda Núñez Herrera	(213) 948-2846	gnuneherrera@ceo.lacounty.gov
Sarkis Semerdjyan	(213) 893-6232	SSemerdjyan@ceo.lacounty.gov

County Department	Legislative Analyst
Aging and Disabilities	Griselda Núñez Herrera
Agricultural Commissioner / Weights & Measures	Jonathan Kraus
Alternate Public Defender	Cameron Gil
Animal Care & Control	Jonathan Kraus
Arts and Culture	Griselda Núñez Herrera
Assessor	Jose Chew
Auditor-Controller	Jose Chew
Beaches & Harbors	Cameron Gil
Child Support Services	Jose Chew
Children & Family Services	Jose Chew
Consumer & Business Affairs <ul style="list-style-type: none"> • Office of Cannabis Management • Office of Immigrant Affairs 	Jonathan Kraus
County Counsel	Jonathan Kraus
District Attorney	Cameron Gil
Economic Opportunity	Traci Kawaguchi

County Department	Legislative Analyst
Executive Office, Board of Supervisors <ul style="list-style-type: none"> • Chief Sustainability Office • Food Equity Roundtable 	Jose Chew <ul style="list-style-type: none"> • Cameron Gil • Griselda Núñez Herrera
Fire	Traci Kawaguchi
Health Services <ul style="list-style-type: none"> • Office of Diversion and Reentry 	Sarkis Semerdjyan
Human Resources	Jose Chew
Internal Services	Amanda Meere
Justice, Care, and Opportunities	Cameron Gil
LA County Library	Jonathan Kraus
Medical Examiner-Coroner	Sarkis Semerdjyan
Mental Health	Sarkis Semerdjyan
Military & Veterans Affairs	Jonathan Kraus
Museum of Art	Jonathan Kraus
Natural History Museum	Jonathan Kraus
Parks and Recreation	Cameron Gil
Probation	Cameron Gil
Public Defender	Cameron Gil
Public Health <ul style="list-style-type: none"> • Office for the Advancement of Early Care and Education 	Sarkis Semerdjyan
Public Social Services	Griselda Núñez Herrera
Public Works	Cameron Gil
Regional Planning	Traci Kawaguchi
Registrar-Recorder/County Clerk	Jonathan Kraus

County Department	Legislative Analyst
Sheriff	Cameron Gil
Treasurer and Tax Collector	Jose Chew
Youth Development	Cameron Gil

Chief Executive Office	CEO Legislative Contact
Anti-Racism, Diversity, and Inclusion	Griselda Núñez Herrera
Census / Redistricting	Jonathan Kraus
Chief Information Office	Amanda Meere
Compensation, Benefits, and Pensions	Jose Chew
Digital Divide Regional Strategy	Amanda Meere
Employee Relations	Jose Chew
Homeless Initiative and Affordable Housing	Traci Kawaguchi
Office of Emergency Management	Traci Kawaguchi
Poverty Alleviation Initiative	Griselda Núñez Herrera
Risk Management / Workers' Compensation	Jose Chew

Offices / County-Related Agencies	CEO Legislative Contact
Development Authority	Traci Kawaguchi
Employee Retirement Association	Jose Chew
Los Angeles County Affordable Housing Solutions Agency	Traci Kawaguchi
Metro	Cameron Gil
Office of Child Protection	Jose Chew

Offices / County-Related Agencies	CEO Legislative Contact
Office of Education	Jonathan Kraus
Office of the Inspector General	Cameron Gil
Superior Court	Cameron Gil

Committees / Commissions / Councils	CEO Legislative Contact
Alcohol and Other Drugs	Sarkis Semerdjyan
Arts Commission	Griselda Núñez Herrera
Children and Families	Jose Chew
Countywide Criminal Justice Coordination Committee (CCJCC)	Cameron Gil
Disabilities	Griselda Núñez Herrera
Domestic Violence Council	Sarkis Semerdjyan
HIV	Sarkis Semerdjyan
Insurance	Jonathan Kraus
Local Governmental Services	Jonathan Kraus
Mental Health	Sarkis Semerdjyan
Native American Indian	Griselda Núñez Herrera
Public Health Commission	Sarkis Semerdjyan
Small Business	Traci Kawaguchi