



Chief Executive Office.

COUNTY OF LOS ANGELES

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500 West Temple Street, Room 713, Los Angeles, CA 90012
(213) 974-1101 ceo.lacounty.gov

CHIEF EXECUTIVE OFFICER

Fesia A. Davenport

January 30, 2025

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.

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 7.030](#) of the Board of Supervisors Policy Manual (Policy 7.030), 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 Policy 7.030, 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 proposals 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 to maximize the County's advocacy efforts.



The County's Legislative Platforms, developed as part of a collaborative process between Board Offices, the CEO, and County departments, serve as the benchmark to take advocacy positions on legislative, policy, and budgetary proposals that directly impact the County, its programs, operations, resources, budget, and its residents. Under these Platforms and this Policy, the County can proactively respond to emerging State and federal matters in a timely, uniform, and effective manner. As urgent matters arise throughout the legislative session that pose a substantial concern to the County's operations and budget, including issues that are not addressed by the State and Federal Legislative Platforms, the Chief Executive Office will advocate to express the County's concerns.

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 Legislative Platform](#) and [Federal Legislative Platform](#).

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

It is critical that the County 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.

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

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department's budget performance history, and department's support of Board priorities, such as the Anti-Racism, Diversity, and Inclusion Initiative.

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:dr

Attachments

c: County Commissions

Guidelines for Department Recommendations for County Advocacy Positions

Advocacy of the County's Interests: The Chief Executive Office – Legislative Affairs and Intergovernmental Relations (CEO-LAIR) Branch Sacramento and Washington, D.C. advocates represent the County's interests based upon the policies contained in the Board-adopted State and Federal Legislative Platforms. 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 Platform](#) and/or the [Federal Legislative Platform](#), 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 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 7.030 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., 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, opposition or concern 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 Platforms.

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.

Travel to Sacramento or Washington, D.C. for the week of: _____

Email to: 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 ¹ (Meetings and Name of Legislators ²) |
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Notes: ¹ Travel form should be submitted only when travel is due to legislative or advocacy purposes.

² If meeting with legislators, or members of the Administration, provide the meeting list and topics to the analyst appointed to your department.



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 | gnunezherrera@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 |
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| 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 |
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| 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 |