Members of the Public may address the Operations Cluster on any agenda item by submitting a written request prior to the meeting. Two (2) minutes are allowed for each item.

1. **Call to order / Introductions** – Mark Baucum/Gevork Simdjian

2. **Public Comment**
   (2 minutes each speaker)

3. **INFORMATIONAL ITEM(S):**
   (5 minutes total) [Any Information Item is subject to discussion and/or presentation at the request of two or more Board offices]:
   
   A) Board Letter:  
   DELEGATION OF AUTHORITY TO INVEST AND ANNUAL ADOPTION OF THE TREASURER AND TAX COLLECTOR INVESTMENT POLICY  
   TTC – Nai-len Ishikawa, Assistant Treasurer and Tax Collector

   B) Board Letter:  
   DELEGATED AUTHORITY FOR STATE FUNDS FOR APPLICATION AND EXECUTION OF ANY AGREEMENTS WITH THE SECRETARY OF STATE FOR THE MODERNIZATION AND REPLACEMENT OF THE VOTING SYSTEM  
   RR/CC – Aaron Nevarez, Division Manager

   C) Board Letter:  
   COUNTYWIDE CLASSIFICATION AND COMPENSATION ACTIONS  
   CEO – Irish Wong, Analyst

   D) Board Letter:  
   APPROVE AND ORDER PUBLICATION OF NOTICE OF INTENTION TO PURCHASE REAL PROPERTY  
   CEO – Dean Lehman, CEO Manager or designee

CONTINUED ON PAGE 2
4. **PRESENTATION/DISCUSSION ITEMS:**
   A) LA COUNTY EMPLOYEE CLIMATE SURVEY (10 minutes)
      Women and Girls Initiative – Abbe Land, Executive Director
   B) STATUS UPDATE ON THE CHAPTER 8 PROGRAM (10 minutes)
      TTC – Keith Knox, Chief Deputy

5. **Adjournment**

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**FUTURE AGENDA TOPICS**

**CALENDAR LOOKAHEAD:**

None available at this time.
| BOARD LETTER/MEMO – FACT SHEET  
OPERATIONS CLUSTER |
|----------------------|
| **OPS CLUSTER**  
**AGENDA REVIEW DATE** | 2/28/2019 |
| **BOARD MEETING** | 3/19/2019 |
| **SUPERVISORIAL DISTRICT AFFECTED** | All Supervisorial Districts |
| **DEPARTMENT** | Treasurer and Tax Collector (TTC) |
| **SUBJECT** | Delegation of Authority to Invest and Annual Adoption of the Treasurer and Tax Collector Investment Policy |
| **PROGRAM** | N/A |
| **SOLE SOURCE CONTRACT** | ☐ Yes ☒ No  
If Yes, please explain why: |
| **DEADLINES/TIME CONSTRAINTS** | N/A |
| **COST & FUNDING** | Total cost: $0  
Funding source: N/A  
TERMS (if applicable):  
Explanation: |
| **PURPOSE OF REQUEST** | The request is for 1) the annual delegation of authority to the Treasurer to invest and reinvest County funds and funds of other depositors in the County Treasury and 2) annual adoption of the Treasurer and Tax Collector Investment Policy. |
| **BACKGROUND (include internal/external issues that may exist)** | The Board adopted an ordinance delegating the authority to invest to the Treasurer, pursuant to the Government Code. However, the delegation is subject to an annual renewal.  
In addition, the TTC submits the Investment Policy to the Board on an annual basis. Each year, the TTC reviews applicable Government Codes to determine if any changes need to be made to the Investment Policy to ensure alignment. This year, the Department has determined that no changes are needed. |
| **DEPARTMENTAL AND OTHER CONTACTS** | Name, Title, Phone # & Email:  
- Nai-len Ishikawa, Assistant Treasurer and Tax Collector, (213) 974-2139, nishikawa@ttc.lacounty.gov |
March 19, 2019

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**DELEGATION OF AUTHORITY TO INVEST AND ANNUAL ADOPTION OF THE TREASURER AND TAX COLLECTOR INVESTMENT POLICY (ALL DISTRICTS) (3-VOTES)**

**SUBJECT**

Delegation of authority to invest and reinvest County funds and funds of other depositors in the County Treasury to the Treasurer, and adoption of the Treasurer and Tax Collector Investment Policy

**IT IS RECOMMENDED THAT THE BOARD:**

1. Delegate the authority to the Treasurer to invest and reinvest County funds and funds of other depositors in the County Treasury.


**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The requested actions allow the Treasurer to continue to invest County funds and funds of other depositors in the County Treasury pursuant to the Investment Policy. On March 20, 2018, pursuant to Government Code Section 27000.1, and subject to Government Code Section 53607, your Board delegated to the Treasurer the annual authority to invest and reinvest funds of the County and funds of other depositors in the County Treasury. Government Code Section 27000.1 states that subsequent to your Board’s delegation, the county treasurer shall thereafter assume full responsibility for
those transactions until your Board either revokes its delegation of authority, by ordinance, or decides not to renew the annual delegation, as provided in Section 53607. This action requests renewal of the annual delegation.

Government Code Section 53646 permits your Board to annually approve the Investment Policy. The primary objectives of the Investment Policy, in priority order, are to maintain the safety of principal, to provide liquidity, and to achieve a return on funds invested. These objectives align with those in State law. Each year, my office reviews the Investment Policy to ensure that it aligns with any changes in the Government Code. Based on our analysis, we do not recommend any changes to the Investment Policy. Nevertheless, we have provided the annual update to the limitation calculation for intermediate-term, medium-term, and long-term holdings in Attachment II.

**Implementation of Strategic Plan Goals**

The recommended action supports County Strategic Plan Strategy III.3 - Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability.

**FISCAL IMPACT/FINANCING**

The investment of surplus County funds and funds of other depositors allows these funds to earn a return which is credited to the depositor, net of administrative expenses.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Pursuant to Government Code Section 27000.1, your Board may delegate by ordinance the authority to invest and reinvest funds of the County and funds of other depositors in the County Treasury to the Treasurer. On January 23, 1996, your Board adopted Ordinance 96-0007 adding Los Angeles County Code Section 2.52.025 which delegated such authority to the Treasurer, subject to annual renewal pursuant to Government Code Section 53607.

Government Code Section 53646 permits the Treasurer to render annually to your Board a statement of Investment Policy, to be reviewed and approved at a public meeting. This Government Code Section also requires that any change in the Investment Policy be submitted to your Board for review and approval at a public meeting.
IMPACT ON CURRENT SERVICES (OR PROJECTS)

There is no impact on current services.

Respectfully submitted,

JOSEPH KELLY
Treasurer and Tax Collector

JK:NI:JNK:bp

Enclosures

c:  Chief Executive Officer
    Executive Officer, Board of Supervisors
    County Counsel
    Auditor-Controller
    Los Angeles County Office of Education
    Los Angeles Community College District
Authority to Invest

Pursuant to Government Code Section 27000.1 and Los Angeles County Code 2.52.025, the Los Angeles County Board of Supervisors has delegated to the Treasurer the authority to invest and reinvest the funds of the County and the funds of other depositors in the County Treasury.

Fundamental Investment Policy

The Treasurer, a trustee, is inherently a fiduciary and subject to the prudent investor standard. Accordingly, when investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing investments, the investment decisions SHALL be made with the care, skill, prudence, and diligence under the circumstances then prevailing, that a prudent person acting in a like capacity and familiarity would use with like aims.

All investments SHALL be governed by the Government Code and comply with the specific limitations set forth within this Investment Policy. Periodically, it may be necessary and prudent to make investment decisions beyond the limitations set forth in the Investment Policy that are otherwise permissible by California Government Code. In these special circumstances, ONLY the Treasurer is permitted to give written approval to operate outside the limitations set forth within this Investment Policy.

Pooled Surplus Investment Portfolio

The Treasurer SHALL establish and maintain a Pooled Surplus Investment (PSI) portfolio. The PSI portfolio SHALL be used to provide safe, liquid investment opportunities for pooled surplus funds deposited into the County Treasury.

The investment policies of the PSI portfolio SHALL be directed by and based on three prioritized objectives. The primary objective SHALL be to ensure the safety of principal. The secondary objective SHALL be to meet the liquidity needs of the PSI participants, which might be reasonably anticipated. The third objective SHALL be to achieve a return on funds invested, without undue compromise of the first two objectives.

PSI revenue/loss distribution SHALL be shared on a pro-rata basis with the PSI participants. PSI revenue/loss distribution will be performed monthly, net of administrative costs authorized by Government Code Section 27013 which includes employee salaries and benefits and services and supplies, for investing, depositing or handling funds, and the distribution of interest income, based on the PSI participants' average daily fund balance as recorded on the Auditor-Controller's accounting records. Administrative costs SHALL be deducted from the monthly PSI revenue/loss distribution...
on the basis of one-twelfth of the budgeted costs and adjusted periodically to actual costs.

Investments purchased with the intent to be held to maturity SHALL be accounted for in the Non-Trading partition of the PSI portfolio. Investments purchased with the intent to be sold prior to maturity SHALL be accounted for in the Trading partition of the PSI portfolio. The investments in the Trading partition SHALL NOT exceed $500 million without specific written approval of the Treasurer.

In the event that a decision is made to transfer a given security from one partition to another, it MAY be transferred at cost; however, the difference between the market value, exclusive of accrued interest, at the time of transfer and the purchase price, exclusive of accrued interest, SHALL be computed and disclosed as unrealized profit or loss.

All PSI investments SHALL be categorized according to the period of time from settlement date to maturity date as follows:

- SHORT-TERM investments are for periods of up to ONE YEAR.
- INTERMEDIATE-TERM investments are for periods of ONE YEAR to THREE YEARS.
- MEDIUM-TERM investments are for periods of over THREE YEARS to FIVE YEARS.
- LONG-TERM investments are for periods of over FIVE YEARS.

PSI investments SHALL be limited to the short-term category except that the Investment Office of the Treasurer's Office MAY make PSI investments in accordance with the limitations imposed in Attachments I, II, and III (all of which are attached hereto and incorporated by this reference.)

The weighted average maturity target of the PSI portfolio is a range between 1.0 and 2.0 years. For purposes of maturity classification, the maturity date SHALL be the nominal maturity date or the unconditional put option date, if one exists.

The total PSI portfolio investments with maturities in excess of one year SHALL NOT exceed 75% of the last 36 months' average total cash and investments, after adjustments, as indicated in Attachment II.
Business Continuity Plan

The Treasurer’s Business Continuity Plan (BCP) serves to sustain the performance of mission-critical Treasury functions in the event of a local or widespread disaster. The BCP includes written guidelines to perform critical Treasury functions, contact information for key personnel, authorized bank representatives and broker/dealers. The plan provides for an offsite location in the event the Treasurer’s offices are uninhabitable. The Treasurer’s Office implemented its BCP in 2007.

The Treasurer’s Office shall perform regularly scheduled BCP exercises at the offsite location. To prepare Treasury staff for emergency processing, staff shall participate in the BCP exercises on a rotating basis.

Liquidity of PSI Investments

Short-term liquidity SHALL further be maintained and adjusted monthly so that sufficient anticipated cash is available to fully meet unanticipated withdrawals of discretionary deposits, adjusted for longer-term commitments, within 90 days.

Such liquidity SHALL be monitored where, at the beginning of each month, the par value for maturities in the next 90 days plus projected PSI deposits for 90 days, divided by the projected PSI withdrawals for 90 days plus discretionary PSI deposits, is equal to or greater than one.

The liquidation of investments is not required solely because the discretionary liquidity withdrawal ratio is less than one; however, investments SHALL be limited to a maximum maturity of 30 days until such time as the discretionary liquidity withdrawal ratio is equal to or greater than one.

The sale of any PSI instrument purchased in accordance with established policies is not required solely because an institution’s credit rating is lowered after the purchase of the instrument.

Specific Purpose Investment Portfolio

The Treasurer SHALL maintain a Specific Purpose Investment (SPI) portfolio to manage specific investment objectives of the SPI participants. Specific investments may be made with the approval of the requesting entity’s governing body and the approval of the Treasurer. Revenue/loss distribution of the SPI portfolio SHALL be credited to the specific entity for which the investment was made. The Treasurer reserves the right to
establish and charge the requesting entity fees for maintaining the entity’s SPI portfolio.

Investments SHALL be limited to the short-term category, as defined above in the previous section for PSI investments, except when requested by a depositing entity and with the approval of the Treasurer, a longer term investment MAY be specifically made and held in the SPI portfolio.

The sale of any SPI instrument purchased in accordance with established policies is not required solely because an institution’s credit rating is lowered after the purchase of the instrument.

**Execution, Delivery, and Monitoring of Investments**

The Treasurer SHALL designate, in writing, personnel authorized to execute investment transactions.

All transactions SHALL be executed on a delivery versus payment basis.

The Treasurer or his authorized designees, in purchasing or obtaining any securities in a negotiable, bearer, registered, or nonregistered format, requires delivery of the securities to the Treasurer or designated custodial institution, by book entry, physical delivery, or by third party custodial agreement.

All investment transactions made by the Investment Office SHALL be reviewed by the Internal Controls Branch to assure compliance with this Investment Policy.

**Reporting Requirements**

The Treasurer SHALL provide the Board of Supervisors with a monthly report consisting of, but not limited to, the following:

- All investments detailing each by type, issuer, date of maturity, par value, historical cost, market value and the source of the market valuation.

- Month-end bank balances for accounts under the control of the Treasurer.

- A description of funds, investments, or programs that are under the management of contracted parties, including lending programs for the Treasurer.

- A description of all investment exceptions, if any, to the Investment Policy.
A statement denoting the ability of the PSI portfolio to meet the anticipated cash requirements for the participants for the next six months.

**Discretionary Treasury Deposits and Withdrawal of Funds**

At the sole discretion of the Treasurer, PSI deposits may be accepted from local agencies not required to deposit their funds with the Los Angeles County Treasurer, pursuant to Government Code Section 53684.

At the time such deposits are made, the Treasurer may require the depositing entity to provide annual cash flow projections or an anticipated withdrawal schedule for deposits in excess of $1 million. Such projections may be adjusted periodically as prescribed by the Treasurer but in no event less than semi-annually.

In accordance with Government Code Section 27136, all requests for withdrawal of such funds, for the purpose of investing or depositing these funds elsewhere SHALL be evaluated, prior to approving or disapproving the request, to ensure that the proposed withdrawal will not adversely affect the principal deposits of the other PSI participants.

If it is determined that the proposed withdrawal will negatively impact the principal deposits of the other PSI participants, the Treasurer may delay such withdrawals until the impact can be mitigated.

**Broker/Dealers Section**

Broker/Dealers SHALL be limited to primary government dealers as designated by the Federal Reserve Bank or institutions meeting one of the following:

A. Broker/Dealers with minimum capitalization of $500 million and who meet all five of the below listed criteria:

   1. Be licensed by the State as a Broker/Dealer, as defined in Section 25004 of the Corporations Code, or a member of a Federally regulated securities exchange and;

   2. Be a member of the Financial Industry Regulatory Authority and;

   3. Be registered with the Securities and Exchange Commission and;

   4. Have been in operation for more than five years; and
5. Have a minimum annual trading volume of $100 billion in money market instruments or $500 billion in United States (U.S.) Treasuries and Agencies.

B. Emerging firms that meet all of the following:

1. Be licensed by the State as a Broker/Dealer, as defined in Section 25004 of the Corporations Code, or a member of a Federally regulated securities exchange and;

2. Maintain office(s) in California and;

3. Maintain a minimum capitalization of $250,000 and, at the time of application, have a maximum capitalization of no more than $10 million.

Commercial Paper and Negotiable Certificates of Deposit may be purchased directly from issuers approved by the Treasurer.

An approved Treasurer Broker/Dealer list SHALL be maintained. Firms SHALL be removed from the approved Broker/Dealer list and trading suspended with firms failing to accurately and timely provide the following information:

A. Confirmation of daily trade transactions and all open trades in effect at month-end.

B. Response to auditor requests for confirmation of investment transactions.

C. Response to the Internal Controls Branch requests for needed information.

**Honoraria, Gifts, and Gratuities Limitations**

The Treasurer, Chief Deputy Treasurer and Tax Collector and designated Treasurer and Tax Collector employees SHALL be governed by the provision of the State's Political Reform Act, the Los Angeles County Code relating to Lobbyists, and the Los Angeles County Code relating to post government employment of County officials.

**Investment Limitations**

The Investment Office SHALL NOT invest in inverse floating rate notes, range notes, or interest only strips that are derived from a pool of mortgages.
The Investment Office SHALL NOT invest in any security that could result in zero interest if held to maturity.

For investment transactions in the PSI portfolio, the Investment Office SHALL obtain approval of the Treasurer before recognizing any loss exceeding $100,000 per transaction, calculated using amortized cost.

Proceeds from the sale of notes or funds set aside for the repayment of notes SHALL NOT be invested for a term that exceeds the term of the notes. Funds from bond proceeds may be invested in accordance with Government Code Section 53601(m), which permits investment according to the statutory provisions governing the issuance of those bonds, or in lieu of any statutory provisions to the contrary, in accordance with the approved financing documents for the issuance.

**Permitted Investments**

Permitted Investments SHALL be limited to the following:

**A. Obligations of the U.S. Government, its agencies and instrumentalities**

1. Maximum maturity: None.
2. Maximum total par value: None.
3. Maximum par value per issuer: None.
4. Federal agencies: Additional limits in Section G apply if investments are Floating Rate Instruments.

**B. Municipal Obligations from the approved list of municipalities**

(Attachment III)

1. Maximum maturity: As limited in Attachment III.
2. Maximum total par value: 10% of the PSI portfolio.
C. Asset-Backed Securities

1. Maximum maturity: Five years.

2. Maximum total par value: 20% of the PSI portfolio.

3. Maximum par value per issuer: Per limits outlined in Attachment I for issuer's current credit rating.

4. All Asset-Backed securities must be rated in a rating category of “AA” or its equivalent or better rating and the issuer's corporate debt rating must be in a rating category of “A” or its equivalent or better by a Nationally Recognized Statistical Rating Organization (NRSRO).

D. Bankers’ Acceptance Domestic and Foreign

1. Maximum maturity: 180 days and limits outlined in Attachment I for issuer's current credit rating.

2. Maximum total par value: 40% of the PSI portfolio.

3. Maximum par value per issuer: Per limits outlined in Attachment I for the issuer's current credit rating.

4. The aggregate total of Bankers’ Acceptances and Negotiable Certificates of Deposits SHALL NOT exceed:

   a) The total shareholders’ equity of depository bank.

   b) The total net worth of depository bank.

E. Negotiable Certificates of Deposit (CD)

1. Maximum maturity: Three years and limits outlined in Attachment I for issuer's current credit rating.

2. Maximum total par value: Aggregate total of Domestic and Euro CD's are limited to 30% of the PSI portfolio.
3. Maximum par value per issuer: Per limits outlined in Attachment I for the issuer's current credit rating.

4. Must be issued by:
   a) National or State-chartered bank, or
   b) Savings association or Federal association, or
   c) Federal or State credit union, or
   d) Federally licensed or State-licensed branch of a foreign bank.

5. Euro CD's:
   a) Maximum maturity: One year and limits outlined in Attachment I for issuer's current credit rating.
   b) Maximum total par value: 10% of the PSI portfolio.
   c) Maximum par value per issuer: Per limits outlined in Attachment I for issuer’s current credit rating.
   d) Limited to London branch of National or State-chartered banks.

6. The aggregate total of Bankers Acceptances and Negotiable Certificates of Deposits SHALL NOT exceed:
   a) The total shareholders’ equity of depository bank.
   b) The total net worth of the depository bank.

F. Corporate and Depository Notes

1. Maximum maturity: Three years and limits outlined in Attachment I for the issuer's current credit rating.

2. Maximum total par value: 30% of the PSI portfolio.
3. Maximum par value per issuer: Per limits outlined in Attachment I for the issuer's current credit rating.

4. Notes MUST be issued by:
   a) Corporations organized and operating within the U.S.
   b) Depository institutions licensed by the U.S or any State and operating within the U.S.

5. Additional limits in Section G apply if note is a Floating Rate Note Instrument.

**G. Floating Rate Notes**

Floating Rate Notes included in this category are defined as any instrument that has a coupon or interest rate that is adjusted periodically due to changes in a base or benchmark rate.

1. Maximum maturity: Seven years, provided that Board of Supervisors' authorization to exceed maturities in excess of five years is in effect, of which a maximum of $100 million par value may be greater than five years to maturity.

2. Maximum total par value: 10% of the PSI portfolio.

3. Maximum par value per issuer: Per limits outlined in Attachment I for the issuer's current credit rating.

4. Benchmarks SHALL be limited to commercially available U.S. dollar denominated indexes.

5. The Investment Office SHALL obtain the prospectus or the issuer term sheet prior to purchase for all Floating Rate Notes and SHALL include the following on the trade ticket:
   a) Specific basis for the benchmark rate.
   b) Specific computation for the benchmark rate.
   c) Specific reset period.
d) Notation of any put or call provisions.

H. Commercial Paper

1. Maximum maturity: 270 days and limits outlined in Attachment I for the issuer's current credit rating.

2. Maximum total par value: 40% of the PSI portfolio.

3. Maximum par value per issuer: The lesser of 10% of the PSI portfolio or the limits outlined in Attachment I for the issuer's current credit rating.

4. Credit: Issuing Corporation - Commercial paper of “prime” quality of the highest ranking or of the highest letter and number rating as provided for by a NRSRO. The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (a) or paragraph (b):

   a) The entity meets the following criteria:
      
      1) Is organized and operating in the U.S. as a general corporation.
      
      2) Has total assets in excess of $500 million.
      
      3) Has debt other than commercial paper, if any, that is rated in a rating category of “A” or its equivalent or higher by a NRSRO.

   b) The entity meets the following criteria:
      
      1) Is organized in the U.S. as a Limited Liability Company or Special Purpose Corporation.
      
      2) Has program-wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond.
      
      3) Has commercial paper that is rated “A-1” or higher, or the equivalent, by a NRSRO.

I. Shares of Beneficial Interest

1. Money Market Fund (MMF) - Shares of beneficial interest issued by
diversified management companies known as money market mutual funds, registered with the Securities and Exchange Commission in accordance with Section 270.2a-7 of Title 17 of the Code of Federal Regulation. The company SHALL have met either of the following criteria:

a) Attained the highest possible rating by not less than two NRSROs.

b) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years experience investing in the securities and obligations authorized in Government Code Section 53601 and with assets under management in excess of five hundred million dollars ($500,000,000).

Maximum total par value: 15% of the PSI portfolio. However, no more than 10% of the PSI may be invested in any one fund.

2. State of California’s Local Agency Investment Fund (LAIF) pursuant to Government Code Section 16429.1.

3. Trust Investments – Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in securities and obligations authorized in Section 53601 (a) to (o) of the Government Code. To be eligible, the joint powers authority issuing the shares shall have retained an investment adviser that meets all of the following criteria:

a) The adviser is registered or exempt from registration with the Securities and Exchange Commission.

b) The adviser has not less than five years of experience investing in the securities and obligations authorized in Section 53601 (a) to (o) of the Government Code.

c) The adviser has assets under management in excess of five hundred million dollars ($500,000,000).

J. Repurchase Agreement

1. Maximum maturity: 30 days.

2. Maximum total par value: $1 billion.
3. Maximum par value per dealer: $500 million.

4. Agreements must be in accordance with approved written master repurchase agreement.

5. Agreements must be fully secured by obligations of the U.S. Government, its agencies and instrumentalities. The market value of these obligations that underlie a repurchase agreement shall be valued at 102% or greater of the funds borrowed against those securities and the value shall be adjusted no less than monthly. Since the market value of the underlying securities is subject to daily market fluctuations, the investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102% no later than the next business day. If a repurchase agreement matures the next business day after purchase, the repurchase agreement is not out of compliance with this collateralization requirement if the value of the collateral falls below the 102% requirement at the close of business on settlement date.

K. Reverse Repurchase Agreement

1. Maximum term: One year.

2. Maximum total par value: $500 million. Maximum par value is limited to a combined total of reverse repurchase agreements and securities lending agreements of 20% of the base value of the portfolio.

3. Maximum par value per broker: $250 million.

4. Dealers limited to those primary dealers or those Nationally or State chartered banks that have a significant banking relationship with the County as defined in Government Code Section 53601(j)(4)(B) approved specifically by the Treasurer.

5. Agreements SHALL only be made for the purpose of enhancing investment revenue.

6. Agreements must be in accordance with approved written master repurchase agreement.

7. Securities eligible to be sold with a simultaneous agreement to repurchase
SHALL be limited to obligations of the U.S. Government and its agencies and instrumentalities.

8. The security to be sold on a reverse repurchase agreement SHALL have been owned and fully paid for by the Treasurer for a minimum of 30 days prior to sale.

9. The proceeds of the reverse repurchase agreement SHALL be invested in authorized instruments with a maturity less than 92 days unless the agreement includes a codicil guaranteeing a minimum earning or spread to maturity.

10. The proceeds of the reverse repurchase agreement SHALL be invested in instruments with maturities occurring at or before the maturity of the reverse repurchase agreement.

11. In no instance SHALL the investment from the proceeds of a reverse repurchase agreement be sold as part of a subsequent reverse repurchase agreement.

L. Forwards, Futures and Options

Forward contracts are customized contracts traded in the Over The Counter Market where the holder of the contract is OBLIGATED to buy or sell a specific amount of an underlying asset at a specific price on a specific future date.

Future contracts are standardized contracts traded on recognized exchanges where the holder of the contract is OBLIGATED to buy or sell a specific amount of an underlying asset at a specific price on a specific future date.

Option contracts are those traded in either the Over The Counter Market or recognized exchanges where the purchaser has the RIGHT but not the obligation to buy or sell a specific amount of an underlying asset at a specific price within a specific time period.

1. Maximum maturity: 90 days.

2. Maximum aggregate par value: $100 million.

3. Maximum par value per counterparty: $50 million. Counterparties for Forward
and Option Contracts limited to those on the approved Treasurer and Tax Collector list and must be rated “A” or better from at least one nationally recognized rating agency.

4. The underlying securities SHALL be an obligation of the U.S. Government and its agencies and instrumentalities.

5. Premiums paid to an option seller SHALL be recognized as an option loss at the time the premium is paid and SHALL not exceed $100,000 for each occurrence or exceed a total of $250,000 in any one quarter. Premiums received from an option purchase SHALL be recognized as an option gain at the time the premium is received.

6. Complex or hybrid forwards, futures or options defined as agreements combining two or more categories are prohibited unless specific written approval of the Treasurer is obtained PRIOR to entering into the agreement.

7. Open forward, future, and option contracts SHALL be marked to market weekly and a report SHALL be prepared by the Internal Controls Branch.

8. In conjunction with the sale of bonds, the Treasurer MAY authorize exceptions to maturity and par value limits for forwards, futures and options.

M. Interest Rate Swaps

Interest Rate Swaps SHALL be used only in conjunction with the sale of bonds approved by the Board of Supervisors. In accordance with Government Code Section 53534, these agreements SHALL be made only if all bonds are rated in one of the three highest rating categories by two nationally recognized rating agencies and only upon receipt, from any rating agency rating the bonds, of written evidence that the agreement will not adversely affect the rating.

Further, the counterparty to such an agreement SHALL be rated “A” or better from at least one nationally recognized rating agency selected by the Treasurer, or the counterparty SHALL provide an irrevocable letter of credit from an institution rated “A” or better from at least one nationally recognized rating agency acceptable to the Treasurer.
N. Securities Lending Agreement

Securities lending agreements are agreements under which the Treasurer agrees to transfer securities to a borrower who, in turn agrees to provide collateral to the Treasurer. During the term of the agreement, both the securities and the collateral are held by a third party. At the conclusion of the agreement, the securities are transferred back to the Treasurer in return for the collateral.

1. Maximum term: 180 days.

2. Maximum par value: Maximum par value is limited to a combined total of reverse repurchase agreements and securities lending agreements of 20% of the base value of the portfolio.

3. Dealers limited to those primary dealers or those Nationally or State chartered banks that have a significant banking relationship with the County as defined in Government Code Section 53601(j)(4)(B) approved specifically by the Treasurer.

4. Agreements SHALL only be made for the purpose of enhancing investment revenue.

5. Securities eligible to be sold with a simultaneous agreement to repurchase SHALL be limited to obligations of the U.S. Government and its agencies and instrumentalities.

6. The security to be sold on securities lending agreement SHALL have been owned and fully paid for by the Treasurer for a minimum of 30 days prior to sale.

7. The proceeds of the securities lending agreement SHALL be invested in authorized instruments with a maturity less than 92 days unless the agreement includes a codicil guaranteeing a minimum earning or spread to maturity.

8. In no instance SHALL the investment from the proceeds of a securities lending agreement be sold as part of a subsequent reverse repurchase agreement or securities lending agreement.
O. Supranationals

Supranational institutions are multilateral lending institutions that provide development financing, advisory services and other financial services to their member countries to promote improved living standards through sustainable economic growth.

Supranational investments are U.S. dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by any of the supranational institutions identified in Government Code Section 53601(q), with a maximum remaining maturity of five years or less, and which are eligible for purchase and sale within the United States. Supranational investments shall be rated in a rating category of “AA” or its equivalent or better by a NRSRO and shall not exceed 30% of the PSI portfolio.

1. Maximum maturity: Five years and limits outlined in Attachment I for issuer’s current credit rating.

2. Maximum total par value: 30% of the PSI portfolio.

3. Maximum par value per issuer: Per limits outlined in Attachment I for issuer’s current credit rating.
MINIMUM CREDIT RATING
DOMESTIC ISSUERS

<table>
<thead>
<tr>
<th>Investment Type</th>
<th>Maximum Maturity</th>
<th>S&amp;P</th>
<th>Moody's</th>
<th>Fitch</th>
<th>Investment Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bankers' Acceptance</td>
<td>180 days</td>
<td>A-1/AAA</td>
<td>P-1/Aaa</td>
<td>F1/AAA</td>
<td>$750MM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A-1/AA</td>
<td>P-1/Aa</td>
<td>F1/AA</td>
<td>$600MM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A-1/A</td>
<td>P-1/A</td>
<td>F1/A</td>
<td>$450MM, of which 50% may be over 90 days to a maximum of 180 days</td>
</tr>
<tr>
<td>Certificates of Deposit</td>
<td>3 years</td>
<td>A-1/AAA</td>
<td>P-1/Aaa</td>
<td>F1/AAA</td>
<td>$750MM, of which 50% may be over 180</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A-1/AA</td>
<td>P-1/Aa</td>
<td>F1/AA</td>
<td>$600MM, of which 50% may be over 180</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A-1/A</td>
<td>P-1/A</td>
<td>F1/A</td>
<td>$450MM, of which 50% may be over 90 days to a maximum of 180 days</td>
</tr>
<tr>
<td>Corporate Notes, Asset Backed Securities (ABS) and Floating Rate Notes (FRN)</td>
<td>Corporate: 3 years</td>
<td>A-1/AAA</td>
<td>P-1/Aaa</td>
<td>F1/AAA</td>
<td>$750MM, of which 50% may be over 180</td>
</tr>
<tr>
<td></td>
<td>ABS: 5 years</td>
<td>A-1/AA</td>
<td>P-1/Aa</td>
<td>F1/AA</td>
<td>$600MM, of which 50% may be over 180</td>
</tr>
<tr>
<td></td>
<td>FRN: 5 years (1)</td>
<td>A-1/A</td>
<td>P-1/A</td>
<td>F1/A</td>
<td>$450MM, of which 50% may be over 90 days to a maximum of 180 days</td>
</tr>
</tbody>
</table>

Note: All domestic issuers must attain the required ratings from at least two of the three Nationally Recognized Statistical Rating Organizations (S&P, Moody's, and Fitch).

(1) Seven years, if Board of Supervisors’ authorization to exceed maturities in excess of five years is in effect, of which a maximum of $100 MM (million) par value may be greater than five years to maturity.
**MINIMUM CREDIT RATING**

**FOREIGN ISSUERS**

<table>
<thead>
<tr>
<th>Investment Type</th>
<th>Maximum Maturity</th>
<th>S&amp;P</th>
<th>Moody's</th>
<th>Fitch</th>
<th>Investment Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bankers' Acceptance</td>
<td>180 days</td>
<td>A-1/AAA</td>
<td>P-1/Aaa</td>
<td>F1/AAA</td>
<td>$600MM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A-1/AA</td>
<td>P-1/Aa</td>
<td>F1/AA</td>
<td>$450MM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A-1/A</td>
<td>P-1/A</td>
<td>F1/A</td>
<td>$300MM, of which 50% may be over 90 days to a maximum of 180 days.</td>
</tr>
<tr>
<td>Certificates of Deposit</td>
<td>3 years</td>
<td>A-1/AAA</td>
<td>P-1/Aaa</td>
<td>F1/AAA</td>
<td>$600MM, of which 50% may be over 180</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A-1/AA</td>
<td>P-1/Aa</td>
<td>F1/AA</td>
<td>$450MM, of which 50% may be over 180</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A-1/A</td>
<td>P-1/A</td>
<td>F1/A</td>
<td>$300MM, of which 50% may be over 90 days to a maximum of 180 days.</td>
</tr>
<tr>
<td>Corporate Notes, Asset Backed Securities (ABS) and Floating Rate Notes (FRN) (1)</td>
<td>Corporate: 3 years ABS: 5 years FRN: 5 years (1)</td>
<td>A-1/AAA</td>
<td>P-1/Aaa</td>
<td>F1/AAA</td>
<td>$600MM, of which 50% may be over 180</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A-1/AA</td>
<td>P-1/Aa</td>
<td>F1/AA</td>
<td>$450MM, of which 50% may be over 180</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A-1/A</td>
<td>P-1/A</td>
<td>F1/A</td>
<td>$300MM, of which 50% may be over 90 days to a maximum of 180 days.</td>
</tr>
</tbody>
</table>

Note: All foreign issuers must attain the required ratings from at least two of the three Nationally Recognized Statistical Rating Organizations (S&P, Moody's, and Fitch).

(1) Seven years, if Board of Supervisors’ authorization to exceed maturities in excess of five years is in effect, of which a maximum of $100 MM (million) par value may be greater than five years to maturity.
### MINIMUM CREDIT RATING
### SUPRANATIONAL ISSUERS

<table>
<thead>
<tr>
<th>Issuer Rating (1)</th>
<th>Limit (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>S&amp;P</td>
</tr>
<tr>
<td>AAA</td>
<td>Aaa</td>
</tr>
<tr>
<td></td>
<td>30% of PSI Portfolio, of which 20% of the PSI Portfolio may be between 2 and 5 years.</td>
</tr>
<tr>
<td>AA</td>
<td>Aa</td>
</tr>
<tr>
<td></td>
<td>20% of PSI Portfolio, of which 10% of the PSI Portfolio may be between 2 and 5 years.</td>
</tr>
</tbody>
</table>

(1) The issuer must attain the required ratings from at least two of the three Nationally Recognized Statistical Rating Organizations (S&P, Moody's and Fitch).

(2) Maximum combined par value for all issuers is limited to 30% of the PSI portfolio.
MINIMUM CREDIT RATING
COMMERCIAL PAPER

<table>
<thead>
<tr>
<th>Maximum Maturity</th>
<th>S&amp;P</th>
<th>Moody's</th>
<th>Fitch</th>
<th>Investment Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>270 days</td>
<td>A-1/AAA</td>
<td>P-1/Aaa</td>
<td>F1/AAA</td>
<td>$1.5 Billion</td>
</tr>
<tr>
<td></td>
<td>A-1/AA</td>
<td>P-1/Aa</td>
<td>F1/AA</td>
<td>$1 Billion</td>
</tr>
<tr>
<td></td>
<td>A-1/A</td>
<td>P-1/A</td>
<td>F1/A</td>
<td>$750 MM</td>
</tr>
</tbody>
</table>

Note: The issuer must attain the required ratings from at least two of the three Nationally Recognized Statistical Rating Organizations (S&P, Moody’s and Fitch).
### LIMITATION CALCULATION FOR INTERMEDIATE-TERM, MEDIUM-TERM AND LONG-TERM HOLDINGS (Actual $)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Investment Balance and Available Cash (1)</td>
<td>$28,964,136,457</td>
</tr>
<tr>
<td>Less:</td>
<td></td>
</tr>
<tr>
<td>50% of Discretionary Deposits (1)</td>
<td>($1,132,949,913.70)</td>
</tr>
<tr>
<td>Average Available Balance</td>
<td>$27,831,186,543</td>
</tr>
<tr>
<td>Multiplied by the Percent Available for Investment Over One Year</td>
<td>75%</td>
</tr>
<tr>
<td>Equals the Available Balance for Investment Over One Year</td>
<td>$20,873,389,908</td>
</tr>
<tr>
<td>Intermediate-Term (From 1 to 3 Years)</td>
<td></td>
</tr>
<tr>
<td>One-third of the Available Balance for Investment</td>
<td>$6,957,796,636</td>
</tr>
<tr>
<td>Medium-Term and Long-Term (Greater Than 3 Years)</td>
<td></td>
</tr>
<tr>
<td>Two-thirds of Available Balance for Investment (2)</td>
<td>$13,915,593,272</td>
</tr>
</tbody>
</table>

(1) 36 Month Average from January 2016 to December 2018.
(2) Any unused portion of the Medium-Term and Long-Term available balance may be used for Intermediate-Term investments.
APPRISED LIST OF MUNICIPAL OBLIGATIONS

1. Any obligation issued or caused to be issued by the County of Los Angeles on its behalf or on behalf of other Los Angeles County affiliates. If on behalf of other Los Angeles County affiliates, the affiliate must have a minimum rating of “A3” (Moody’s) or “A-” (Standard and Poor’s or Fitch). The maximum maturity is limited to 30 years.

2. Any short- or medium-term obligation issued by the State of California or a California local agency with a minimum Moody’s rating of “MIG-1” or “A2” or a minimum Standard and Poor’s rating of “SP-1” or “A.” Maximum maturity limited to five years.
<table>
<thead>
<tr>
<th><strong>OPS CLUSTER</strong></th>
<th><strong>AGENDA REVIEW DATE</strong></th>
<th>2/28/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BOARD MEETING</strong></td>
<td></td>
<td>3/19/2019</td>
</tr>
<tr>
<td><strong>SUPERVISORIAL DISTRICT AFFECTED</strong></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>DEPARTMENT</strong></td>
<td>Registrar-Recorder/County Clerk</td>
<td></td>
</tr>
<tr>
<td><strong>SUBJECT</strong></td>
<td>Delegated authority to accept State funds for voting system replacement.</td>
<td></td>
</tr>
<tr>
<td><strong>PROGRAM</strong></td>
<td>Voting Solutions For All People (VSAP)</td>
<td></td>
</tr>
<tr>
<td><strong>SOLE SOURCE CONTRACT</strong></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If Yes, please explain why:</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>DEADLINES/TIME CONSTRAINTS</strong></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>COST &amp; FUNDING</strong></td>
<td>Total cost:</td>
<td>$0</td>
</tr>
<tr>
<td>Funding source:</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>TERMS (if applicable):</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>EXPLANATION:</strong></td>
<td>This request brings in revenues for the Registrar-Recorder/County Clerk’s (RR/CC) Voting Solutions for All People (VSAP) program.</td>
<td></td>
</tr>
<tr>
<td><strong>PURPOSE OF REQUEST</strong></td>
<td>Request delegated authority for the Registrar-Recorder/County Clerk (RR/CC), or designee to conduct negotiations and execute documents related to the application and receipt of State funds for the replacement of voting systems.</td>
<td></td>
</tr>
<tr>
<td><strong>BACKGROUND</strong></td>
<td>Through the Voting Modernization Bond Act of 2002 (Proposition 41) and Assembly Bill 1824 (2018), the County is authorized to apply for reimbursement of costs associated with the replacement of voting systems. The County may seek reimbursement for payments made for the development, purchase lease or other type of contract made for voting system replacement pursuant certain requirements are met, such as the voting system is certified and the County meets the matching funds minimum for each funding source.</td>
<td></td>
</tr>
<tr>
<td><strong>DEPARTMENTAL AND OTHER CONTACTS</strong></td>
<td>Name, Title, Phone # &amp; Email:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Aaron Nevarez</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Division Manager</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Government &amp; Legislative Affairs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>562-462-2800</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:anevarez@rrcc.lacounty.gov">anevarez@rrcc.lacounty.gov</a></td>
<td></td>
</tr>
</tbody>
</table>
March 19, 2019

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

REQUEST DELEGATED AUTHORITY TO APPLY FOR AND RECEIVE STATE FUNDS FOR THE APPLICATION AND EXECUTION OF ANY AGREEMENTS WITH THE SECRETARY OF STATE FOR THE MODERNIZATION AND REPLACEMENT OF THE VOTING SYSTEM AS AUTHORIZED UNDER THE ELECTIONS CODE (ALL DISTRICTS) (3 VOTES)

SUBJECT:

Request delegated authority for the Registrar-Recorder/County Clerk (RR/CC), or designee, to conduct all negotiations and execute all documents that relate to the application and receipt of State funds appropriated to the California Secretary of State (SOS) in the Budget Act of 2018 for voting system replacement. Further, the RR/CC requests your Board adopt the attached Resolution granting the RR/CC the delegated authority to perform these functions.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Adopt the attached Resolution authorizing the RR/CC, or designee, as agent of the County of Los Angeles (County) to apply for and receive all State funds under Elections Code section 19402 for modernization and replacement of voting systems.

2. Delegate authority to the RR/CC, or designee, as agent of the County, after concurrence from County Counsel, to conduct all negotiations, prepare, and execute all documents relating to the application for and receipt of State funds under Elections Code section 19402 for modernization and replacement of voting systems.
PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The purpose of the recommended action is to authorize the RR/CC to apply for and receive State funding for modernization and replacement of voting systems under the SOS's shortened application timelines.

The continuously shortened application period makes it extremely difficult to adhere to the County's traditional Board authorization process. In an effort to streamline the process and maximize the County's opportunities for applying for and receiving such funding, the RR/CC requests delegated authority to apply for all future available State funding for modernization and replacement of voting systems.

The RR/CC has expressed its concern with the condensed application timeframe to the SOS. However, the State is bound by its own internal processes and requirements. Granting the RR/CC, or designee, the delegated authority to act as an agent of the County will help expedite the County's application submission process in order to meet these timelines and maximize all State grants offered.

Each time the RR/CC applies for State funds for modernization and replacement of voting systems on behalf of the County, the RR/CC will provide Board Notification letters as well as any relevant status reports and Board memos to all County Board Deputies and the County’s Chief Executive Office.

IMPLEMENTATION OF STRATEGIC PLAN GOALS:

This request supports the County Strategic Plan as follows:

Goal No. 1: Operational Effectiveness/Fiscal Sustainability: Utilizing State funds to strengthen and maintain the effectiveness of the County’s voting experience. Strengthen the County’s fiscal capacity by efficiently applying for and managing available State grant funding.

Goal No. 2: Community Support and Responsiveness: Enrich the lives of Los Angeles County residents by providing enhanced, effective voter services.

FISCAL IMPACT/ FINANCING:

Approval of the recommended actions will allow the RR/CC to receive and expend State funds under the California Elections Code, and there will be no increase to net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The Voting Modernization Bond Act of 2002 authorizes counties to apply to the Voting Modernization Board for money from proceeds of the sale of bonds (1) to pay for or
purchase new voting systems that are certified or conditionally approved by the Secretary of State, (2) to research and develop new voting systems, or (3) to manufacture the minimum number of voting system units reasonably necessary to test and seek certification or conditional approval of the voting system, or test and demonstrate the capabilities of a voting system in a pilot program.

In June 2018, Governor Brown approved Assembly Bill 1824 adding Chapter 5, Voting Systems Replacement Contracts, sections 19400 and 19402 to Division 19 of the California Elections Code. Under these sections, the SOS shall use funds appropriated to him or her in the Budget Act of 2018 for voting system replacement by awarding reimbursement contracts to counties engaged in voting system replacement activities. The SOS must allocate funding based on the size of the county, the number of voters registered in the county, and the SOS's estimate of need for county voting equipment.

The County would be able to seek reimbursement for payments made pursuant to a purchase agreement, lease agreement, or other contract made after April 29, 2015 for voting system replacement. The County would provide the SOS with documentation of the payment for which reimbursement is sought, and of the purchase agreement, lease agreement, or other contract pursuant to which the reimbursed payment was made. The SOS shall verify that payment for which reimbursement is sought meets the criteria set forth in the contract before reimbursing the County. The SOS must reimburse the County by matching county funds spent on voting system replacement activities on a dollar-for-dollar basis, up to the maximum amount of funds allocated for the contract.

A contract with the SOS will permit the County to apply and receive reimbursement for costs incurred in connection with voting system replacement activities. Reimbursable voting system replacement activities include the purchase or lease of: (1) a voting system certified or conditionally approved by the SOS that does not use pre-scored punch card ballots; (2) electronic poll books certified by the SOS; (3) ballot on demand systems certified by the SOS; (4) Vote by mail ballot drop boxes that comply with any applicable regulations adopted by the SOS pursuant to subdivision (b) of Section 3025 of the California Elections Code; (5) remote accessible vote by mail systems certified or conditionally approved by the SOS; (6) telecommunication technologies to facilitate electronic connection, for the purpose of voter registration, between polling places, vote centers, and the office of the county elections official or the SOS’s office; or (7) vote by mail ballot sorting and processing equipment.

Other activities that would be subject to reimbursement include the research and development of a new voting system that has not been certified or conditionally approved by the SOS, but that would result in a voting system certified by the SOS to comply with the California Voting System Standards. Counties that manufacture a minimal amount of voting system units reasonably necessary to test and seek certification or conditional approval for the voting system and testing and demonstration of the capabilities of the voting system in a pilot program, can seek reimbursement from the SOS for these actions. If a county receives funding for these activities, but does not ultimately result in a voting
system certified by the SOS that complies with the California Voting System Standards by July 1, 2023, must return the funding provided for those activities to the State.

A voting system purchased or leased by a county for which the county seeks reimbursement from the SOS that does not require a voter to directly mark on the ballot must produce, at the time the voter votes his or her ballot or at the time the polls are closed, a paper version or representation of the voted ballot or of all the ballots cast on a unit of the voting system. The paper version shall not be provided to the voter but shall be retained by elections officials for use during the one percent manual tally or any recount, audit, or contest. The County's Voting Solutions for All People system will produce a paper ballot as required.

**IMPACT ON CURRENT SERVICES (OR PROJECTS):**

Approval of the recommended actions will afford the RR/CC the necessary time to meet deadlines for the application and eventual receipt of State funds. Funding will allow the RR/CC to continue to deliver effective voter services and maintain voting standards.

**CONCLUSION**

Los Angeles County continues to be the nation’s largest county – over 5.2 million voters across 4,084 square miles and boasts one of the most diverse populations and electorates. Approval of the requested action will allow the RR/CC to continue to provide voters and prospective voters alike with the tools needed to participate in the democratic process.

Respectfully submitted,

DEAN C. LOGAN
Registrar-Recorder/County Clerk

DCL:RF:APL:PT:
VW:ra

Enclosure

c: Chief Executive Officer
County Counsel
RESOLUTION NO. __________

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES APPROVING THE DELEGATED AUTHORITY OF THE REGISTRAR-RECORDER/COUNTY CLERK FOR THE APPLICATION AND EXECUTION OF ANY AGREEMENTS WITH THE SECRETARY OF STATE FOR VOTING SYSTEM REPLACEMENT AS AUTHORIZED UNDER THE ELECTIONS CODE

WHEREAS, the Voting Modernization Bond Act of 2002 authorizes a county to apply to the Voting Modernization Board for money from the proceeds of the sale of bonds (1) to pay for or purchase new voting systems that are certified or conditionally approved by the Secretary of State, (2) to research and develop new voting systems, or (3) to manufacture the minimum number of voting system units reasonably necessary to test and seek certification or conditional approval of the voting system, or test and demonstrate the capabilities of a voting system in a pilot program; and

WHEREAS, in June 2018, Governor Brown approved Assembly Bill 1824 adding Chapter 5, Voting Systems Replacement Contracts, sections 19400 and 19402 to Division 19 of the California Elections Code; and

WHEREAS, the Secretary of State has been delegated the responsibility for the administration of the funds appropriated to him in the Budget Act of 2018 for voting system replacement by awarding reimbursement contracts to counties for voting system replacement activities based on the size of the county, the number of voters registered in the county, and the Secretary of State's estimate of need for county voting equipment; and
WHEREAS, the maximum amount of funds allocated by the Secretary of State for the contract is $43,128,000.00; and

WHEREAS, this contract with the Secretary of State would allow a county to apply and receive reimbursement for the payments made pursuant to a purchase or lease agreement, or other contract made after April 29, 2015, and up and until June 30, 2021 relating to voting systems replacement; and

WHEREAS, the Secretary of State shall reimburse the county by matching county funds spent on voting system replacement activities on a dollar-for-dollar basis, up to the maximum amount of funds allocated for the contract; and

WHEREAS, a county may seek reimbursement for payments incurred in connection with the activities described in subdivision (d) of section 19402 of the California Elections Code, for voting system replacement activities; and

WHEREAS, said procedures established by the Secretary of State require each county to submit a copy of the governing body's delegated authority to the Registrar-Recorder/County Clerk, authorizing his ability to enter into the proposed contract, authorizing execution of the agreement; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Los Angeles County Board of Supervisors:
1. Certifies that the County, through its Registrar-Recorder/County Clerk, understands the substantially similar funding application, and/or terms of the State standard agreement, including the assurances and certifications therein, which are attached and incorporated herein reference; and

2. Appoints the Registrar-Recorder/County Clerk, or designee, as agent to conduct all negotiations, prepare, and execute all documents, including but not limited to, application forms, State of California Standard Agreement with attachments, payment requests, which may be necessary for compliance with reporting requirements.

On a motion by Supervisor __________, seconded by Supervisor __________, the foregoing resolution was passed and adopted by the Board of Supervisors of the County of Los Angeles, State of California, this ____ day of March, 2019, by the following vote, to wit:

CELIA ZAVALA,
Executive Officer-Clerk of the Board of Supervisors of the County of Los Angeles

By:____________________

APPROVED AS TO FORM:
MARY C. WICKHAM
County Counsel

By:____________________

Gina V. Eachus
Senior Deputy County Counsel
EXHIBIT A
(Standard Agreement)

SCOPE OF WORK

A. NAME OF PROGRAM

This program shall be known as “Voting System Replacement Contract 2018.”

B. PURPOSE OF AGREEMENT

The purpose of this Agreement is to provide the counties within the state of California, as appropriated by Assembly Bill 1824, Chapter 38 (Stats.2018), (Voting System Replacement Contracts), pursuant to California Elections Code sections 19400 and 19402, administered by the Secretary of State, with state funds to reimburse counties for voting system replacement activities subject to the provisions of this Agreement and all requirements of state and federal law, regulations and procedures. Counties who receive the reimbursement of funds under this agreement are subject to the following:

1. Counties may seek reimbursement for payments made pursuant to a purchase agreement, lease agreement, or other contract made after April 29, 2015.

2. The funded activities must belong to one or more of the categories outlined below in Section E – USE OF FUNDS.

3. If a county uses funding provided to it for activities described below in Section E – USE OF FUNDS, #8, and those activities do not result in a voting system certified by the Secretary of State to comply with the California Voting Systems Standards by July 1, 2023, the county shall return the state funding provided for those activities to the State. If the county does not return the funding by June 30, 2024, the State Controller shall withhold any payment to the county in an equivalent amount, as directed by the California Department of Finance.

4. Any voting system purchased or leased by a county for which the county seeks reimbursement from the Secretary of State pursuant to this Agreement and that does not require a voter to directly mark a ballot, must produce a paper version or representation of the voted ballot or all of the ballots cast on a unit of the voting system. The paper version shall not be provided to the voter but shall be retained by elections officials for use during the one percent manual tally described in Elections Code Section 15360, or any recount, audit, or contest.

C. PROJECT CONTACTS

The program representatives during the term of Agreement will be:

a. For County: Dean Logan (562) 462-2785
b. For State: Kathyrn Chaney (916) 695-1657
D. MATCHING FUNDS

Counties may seek reimbursement where the county has spent matching county funds on voting systems replacement activities on a dollar-for-dollar basis, up to the maximum amount of funds allocated for the contract. Matching funds may also include federal funds such as Help America Vote Act (HAVA). State funds, such as Voting Modernization Bond Act of 2002 (VMB) may not be used as matching funds.

E. USE OF FUNDS

Any Voting Systems Replacement Contract 2018 funds received pursuant to this program shall be used by County only for one or more of the following purposes:

1. New voting systems that have been certified or conditionally approved pursuant to the California Voting Systems Standards (CVSS).

2. Electronic poll books certified by the Secretary of State.

3. Ballot on demand systems certified by the Secretary of State.

4. Vote by mail ballot drop boxes that comply with any applicable regulations adopted by the Secretary of State, including California Code of Regulations (CCR) Title 2, Division 7, Chapter 3, sections 20130-20138.

5. Remote accessible vote by mail systems certified or conditionally approved by the Secretary of State.

6. Telecommunication technologies to facilitate electronic connection, for the purpose of voter registration, between polling places, vote centers, and the office of the county elections official or the Secretary of State's office.

7. Vote by mail ballot sorting and processing equipment.

8. Research and development of a new voting system using only nonproprietary software and firmware with disclosed source code that have not been certified or conditionally approved by the Secretary of State, but that would result in a voting system certified by the Secretary of State to comply with the California Voting Systems Standards, in addition to the following:
   - Manufacturing of the minimum number of voting system units reasonably necessary for either of the following purposes:
     - Testing and seeking administrative approval for the voting system pursuant to Section 19210 to 19214, inclusive.
     - Testing and demonstrating the capabilities of the voting system in a pilot program pursuant to paragraph (2) of subdivision (b) and subdivision (c) of Section 19209.
EXHIBIT A
(Standard Agreement)

F. County shall not submit any claim for payment or reimbursement and shall not be entitled to receive payment or reimbursement from State of Voting System Replacement Contract 2018 funds for:

1. The cost of purchasing any motored vehicle;

2. The cost of leasing for more than thirty (30) days of any motored vehicle;

3. The cost of purchasing any real property;

4. The cost of leasing any real property;

5. The cost of promotional items and memorabilia;

6. General purpose equipment, including but not limited to, office equipment and furnishings; modular furniture; telephone networks and component parts that are not for the explicit use of facilitating electronic connections as defined above in Section E – USE OF FUNDS, #6 of this document; and reproduction and printing equipment that is not a component of a voting system, ballot on demand system, or electronic poll book system;

7. General office supplies;

8. Any indirect rate or overhead costs distributed to county administrative support services.

G. DISPOSAL OR SALE OF EQUIPMENT PURCHASED WITH VOTING SYSTEM REPLACEMENT CONTRACT FUNDING

If a county elections officials disposes of voting systems or voting equipment purchased with Voting System Replacement Contract funding:

1. No pre-approval or permission is required by the Secretary of State.

2. Sales should conform to county purchasing procedures. If those do not exist, counties should rely on the State Administrative Manual (SAM Chapter 8600).

3. A solid audit trail should be maintained and include the following:

   a. All information relevant to valuation.

   b. Documentation relevant to the source of funding used for the original purchase of the equipment being sold or disposed of.
EXHIBIT A
(Standard Agreement)

c. Information relevant to the actual sale or disposition, including the date, amount of the actual sale, which equipment was involved (description and inventory numbers) and receipts.

4. Prior to disposing or selling of any voting system or portion thereof, ensure the equipment is formatted so there is no software or firmware remaining on the equipment. All equipment should be taken back to a condition where it is solely a non-functioning piece of hardware.
EXHIBIT B
(Standard Agreement)

BUDGET DETAIL AND PAYMENT PROVISIONS

1. Invoicing and Payment
   A. For services satisfactorily rendered, and upon receipt and approval of the invoices submitted with supporting documentation, the State agrees to compensate the Contractor for actual expenditures incurred in accordance with the rates specified herein, which is attached hereto and made a part of this Agreement.
   B. Invoices shall include the Agreement Number and shall be submitted in triplicate not more frequently than monthly in arrears to:

      Office of Secretary of State
      Attention: Accounts Payable
      P.O. Box 944260
      Sacramento, CA 94244-2600

      Invoices may be submitted via email to AccountsPayable@sos.ca.gov. Please contact Accounts Payable at (916) 653-9155 for any further questions regarding invoices.

2. Budget Contingency Clause
   A. It is mutually agreed that if the Budget Act or a Voting System Replacement Contract Spending Plan amendment of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
   B. If funding for any fiscal year is reduced or deleted by the Budget Act or a Voting System Replacement Contract Spending Plan amendment for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an Agreement amendment to Contractor to reflect the reduced amount.

3. Prompt Payment Clause

   Payment will be made in accordance with, and within the time specified in Government Code Chapter 4.5, commencing with Section 927.

4. Failure to Properly Claim Maximum Amount of Voting System Replacement Contract Funds

   Notwithstanding any provision of Agreement, County shall be entitled to receive only those amounts for fully supported and appropriate claims, which are properly submitted, pursuant to the provisions of Agreement and all applicable state and federal laws, regulations, and procedures.

5. Basis of Claims

   Subject to the provisions of Paragraph #9 below, all claims for Voting System Contract Replacement Funds under this program must be based on invoices submitted by the County. All invoices or Agreements that are the subject of any claims must relate directly to expenditures authorized pursuant to Exhibit A – SCOPE OF WORK, Section E – USE OF FUNDS.
EXHIBIT B
(Standard Agreement)

6. Processing of Claims

The Secretary of State shall establish the criteria and processes for submitting claims under this Program. Such criteria shall include requirements that all claims:

A. Contain a face sheet that summarizes each expenditure made by the categories set forth in Exhibit A – SCOPE OF WORK, Section E – USE OF FUNDS;

B. Include the total amount of the claim;

C. Identify whether additional claims are expected to be submitted;

D. Include the hourly charge of any contractor for which a claim is made for their time;

E. Include signed Contractor Activity Reports, please see sample, which is Exhibit G - CONTRACTOR VOTING SYSTEM REPLACEMENT ACTIVITY REPORT, for each employee and contractor’s employee for whom reimbursement for time is being claimed. (Vendors who receive payment from Voting System Replacement Contract funds are required to submit timesheets for any work paid for as time and materials); and

F. Include a copy of the contract, if the contractor’s invoice does not describe the activities undertaken in such a manner that the State can determine whether the activities comply with the provisions of this Agreement.

7. Retroactive Payments

Counties may claim reimbursement for expenses and activities permissible under the terms of this Agreement that occur after April 29, 2015, and before June 30, 2021.

8. Payments of Claims

The Secretary of State shall advise the County of the status of the claim processing within 30 (thirty) days of receipt of the claim. Payments made by the State with respect to any claim shall be sent directly by the State Controller’s office to the County.

9. Deadline for Submitting Claims

The deadline for submitting any claim under this program is 30 (thirty) days after the expiration date of this Agreement.

10. Multiple Claims

County can submit multiple claims for Voting Systems Replacement funds authorized above, within the aggregate limit established for County.

11. Documentation to be Submitted

A. Each claim shall include a cover page that identifies the activity or service in Exhibit A – SCOPE OF WORK and a summary sheet that includes the dollar amount associated with each activity or service for which funds are being sought. Each claim shall also include originals or true copies of all documentation of the payment for which reimbursement is sought, and of the purchase agreement, lease agreement, or other contract pursuant to which the reimbursed payment was made.
B. The county shall certify to the Secretary of State the source and amount of match funding, including supporting documentation of the source of funding such as a statement of account.

C. If applicable, approval by the County Board of Supervisors, along with the appropriate County Resolution will be required.

12. **Order of Processing**

Claims shall be processed by the Secretary of State in order of receipt.
GENERAL TERMS AND CONDITIONS

PLEASE NOTE: This page will not be included with the final agreement. The General Terms and Conditions (GTC 04/2017) will be included in the agreement by reference to Internet site: www.dgs.ca.gov/ols/resources/standardcontractlanguage.aspx
SPECIAL TERMS AND CONDITIONS

A. AUDITING

1. Receipt of Voting System Replacement funds by County indicates agreement, to be reimbursed by the Secretary of State, by first providing matching funds spent on voting system replacement activities described in Exhibit A – SCOPE OF WORK, Section E – USE OF FUNDS, on a dollar-for-dollar basis, up to a maximum amount of funds allocated for the contract, as allocated per county.

2. County shall maintain records in a manner that:
   a. Accurately reflects fiscal transactions with necessary controls and safeguards;
   b. Provides complete audit trails, based whenever possible on original documents (purchase orders, receipts, progress payments, invoices, timesheets, cancelled warrants, warrant numbers, etc.);
   c. Provides accounting data so the costs can readily be determined throughout Agreement period;
   d. Accurately records and tracks the disposition of all equipment and sensitive property in compliance with 41 CFR 105-71 and the California State Administrative Manual.

3. Records shall be maintained for three (3) years after termination of this Agreement and for at least one (1) year following any audit or final disposition of any disputed audit finding.

4. If the final disposition of any disputed audit finding is determined to be a disallowed cost that the Secretary of State has paid the County, the County shall return to the Secretary of State an amount equal to the disallowance.

5. County shall permit periodic site visits by the Secretary of State, or the Secretary of State’s designee or designees, to determine if any Voting System Replacement Contract funds are being used or have been used in compliance with this Agreement and all applicable laws.

B. GENERAL PROVISIONS

1. Voting System Replacement Contract funds can only be used for the purposes for which the Voting System Replacement Contract funds are made.

2. No portion of any Voting System Replacement Contract funds shall be used for partisan political purposes. All contractors providing services are required to sign an agreement, please see Exhibit E – Additional Provisions, to abide by the Secretary of States’ policy to refrain from engaging in political activities that call into question the impartiality of the Secretary of State’s Office.

3. Proceeds received by the County for the sale of equipment or sensitive property originally purchased by funds shall be deposited in an interest-bearing account and used in accordance with procedures outlined in Exhibit A – SCOPE OF WORK, Section G - DISPOSAL OR SALE OF EQUIPMENT PURCHASED WITH VOTING SYSTEM REPLACEMENT CONTRACT FUNDING. Such sales shall be reported in writing to the Secretary of State within 30 days of completion. Interest earned on funds shall be reported to the Secretary of State within 90 days of the close of each fiscal year. Upon expenditure of these funds and interest earned, County will report such
EXHIBIT D
(Standard Agreement)

expenditure to the Secretary of State, along with documentation of such expenditure, including invoices, agreements or other documentation.

4. Funds not claimed by County within thirty (30) days of the end date of this contract, or any funds claimed by a county that are not approved for use by the Secretary of State within one hundred eighty (180) days of the end date of this contract, shall revert to the Secretary of State.

5. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this Program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an Agreement amendment to County to reflect any reduced amount.

6. This Agreement is subject to any restrictions, limitations or conditions enacted or promulgated by the United States Government, or any agency thereof, that may affect the provisions, terms or funding of Agreement in any manner.

7. County warrants by execution of this Agreement, that no person or selling agency has been employed or retained to solicit or secure this contract upon agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by County for the purpose of securing business. For breach or violation of this warranty, the State shall, in addition to other remedies provided by law, have the right to annul this contract without liability, paying only for the value of the work actually performed, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

8. Nothing contained in this Agreement or otherwise, shall create any contractual relation between the State and any subcontractor or vendor, and no subcontractor shall relieve County of its responsibilities and obligations hereunder. County agrees to be as fully responsible to State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by County. County's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to County. As a result, State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor or vendor of County.

9. If a county uses funding provided to it for activities described in Exhibit A – SCOPE OF WORK, Section E – USE OF FUNDS, #8, and those activities do not result in a voting system certified by the Secretary of State to comply with the California Voting Systems Standards by July 1, 2023, the county shall return the state funding provided for those activities to the State. If the county does not return the funding by June 30, 2024, the State Controller shall withhold any payment to the county in an equivalent amount, as directed by the California Department of Finance.
EXHIBIT E
(Standard Agreement)

ADDITIONAL PROVISIONS

Secretary of State Policy Regarding Political Activity in the Workplace

SECRETARY OF STATE POLICY REGARDING POLITICAL ACTIVITY IN THE WORKPLACE

The Secretary of State is the state’s chief elections officer. It is, therefore, imperative that staff in the Secretary of State’s Office, and those who contract with the Secretary of State’s Office, refrain from engaging in any political activity that might call into question the office’s impartiality with respect to handling election issues. Accordingly, the policy of the Secretary of State’s Office with respect to political activity in the workplace, a copy of which will be given to every employee in the Secretary of State’s office and incorporated as an attachment to contracts with the Secretary of State’s Office, is as follows:

1) No employee of or contractor with the Secretary of State’s Office shall engage in political campaign-related activities on state-compensated or federal-compensated time, except as required by official duties, such as answering inquiries from the public. In those cases where the contractor with the Secretary of State’s Office is a county, the term “contractor” shall apply only to county elections office employees, county employees redirected to work temporarily for the county elections office, or any person, firm, company or business that provides reimbursable election-related services to a county elections office in furtherance of a contract. This prohibition shall not apply while an employee is on approved vacation or approved annual leave. This prohibition shall not apply to activities engaged in during the personal time of an employee.

2) No employee of or contractor with the Secretary of State’s Office shall use any state property in connection with political campaign activities. It is strictly prohibited to schedule political campaign-related meetings or to conduct political campaign-related meetings in state office space, even if after normal working hours.

3) No employee of or contractor with the Secretary of State’s Office shall use his or her official status with the Secretary of State’s Office to influence political campaign-related activities or to confer support for or indicate opposition to a candidate or measure at any level of government.

4) No employee of or contractor with the Secretary of State’s Office may be involved with political campaign-related telephone calls, letters, meetings or other political campaign-related activities on state-compensated or federal-compensated time. Requests by employees to switch to alternative work schedules, such as 4-10-40 or 9-8-80 work weeks, or to take vacation in order to accommodate political campaign-related activities or to attend political campaign functions, will be judged in the same manner and on the same basis as any other requests of this nature (i.e., existing needs of the office and discretion of the division chiefs).

5) The receipt or delivery of political campaign contributions or photocopies thereof on state property is strictly prohibited, as is the use of office time or state resources (e.g., intra-office mail or fax machines) to solicit or transmit political campaign contributions.

6) No employee of or contractor with the Secretary of State’s Office may authorize any person to use his or her affiliation with the Secretary of State’s Office in an attempt to suggest that the employee’s or contractor’s support or opposition to a nomination or an election for office or a ballot measure is of an “official,” as distinguished from private, character.

7) No employee of or contractor with the Secretary of State’s Office may display political campaign-related buttons, posters, or similar materials in areas visible to individuals who are in public areas of the Secretary of State’s Office; nor may an employee of or contractor with the Secretary of State’s Office display political campaign-related posters or other materials on windows facing out of the state office building.
8) No employee of or contractor with the Secretary of State’s Office may use official authority or influence for the purpose of interfering with or attempting to affect the results of an election or a nomination for any public office.

9) No employee of or contractor with the Secretary of State’s Office may directly or indirectly coerce or solicit contributions from subordinates in support of or in opposition to an election or nomination for office or a ballot measure.

10) An employee who is paid either partially or fully with federal funds, including the Help America Vote Act of 2002 (HAVA), is subject to the provisions of the federal Hatch Act, and is, therefore, prohibited from being a candidate for public office in a partisan election, as defined in the federal Hatch Act. However, any employee who is to be paid either partially or fully with funds pursuant to HAVA, shall first be consulted about the proposed funding and be informed about the prohibitions of the federal Hatch Act. The employee, whenever possible, shall be given the opportunity to engage in employment that does not involve HAVA funding.

11) Provisions limiting participation in political campaign-related activities as provided for in this policy statement shall be included in every contract with the Secretary of State’s Office.

If you have questions concerning these restrictions, please refer them to the Secretary of State Office contact person listed in Exhibit A – SCOPE OF WORK.
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<th>Deliverable Name</th>
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<td>CHIEF EXECUTIVE OFFICE</td>
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<td><strong>SUBJECT</strong></td>
<td>COUNTYWIDE CLASSIFICATION AND COMPENSATION ACTIONS</td>
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<td><strong>PROGRAM</strong></td>
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<td><strong>SOLE SOURCE CONTRACT</strong></td>
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**PURPOSE OF REQUEST**
Provide ordinance authority for the Department of Mental Health to implement the classification and compensation recommendations in this board letter.

**BACKGROUND**
(include internal/external issues that may exist)
- Adding and establishing three (3) new classifications within the Department of Mental Health to facilitate the implementation of Phase II of the department’s clinical management restructuring and allocating four (4) new positions
- Adding and establishing five (5) new classifications for the Office of the Public Guardian within the Department of Mental Health
- Changing the salary of five (5) unclassified classifications
- Changing titles of three (3) non-represented classifications within the Department of Mental Health

**DEPARTMENTAL AND OTHER CONTACTS**
Name, Title, Phone # & Email:
Chief Executive Office
- Irish Wong, Classification Analyst, (213) 893-7818, iwong@ceo.lacounty.gov
- Derek Mann, Classification Analyst, (213) 974-1254 dmann@ceo.lacounty.gov
- Scott Orr, Compensation Analyst (213) 974-1175, sor@ceo.lacounty.gov

Department of Mental Health
Dr. Curley Bonds, Chief Deputy Director, (213) 738-4108, cbonds@dmh.lacounty.gov
Connie Draxler, Deputy Director, (213) 974-0407, cdraxler@dmh.lacounty.gov
John Franklin, DMH Consultant, (213) 738-2460, jfranklin@dmh.lacounty.gov
Monica Paraja Dominguez, DHRM III, (213) 972-7077, mparajadominguez@dmh.lacounty.gov
Yanela Soulier, ASM III, (213) 972-7082, ysoulier@dmh.lacounty.gov
Contact Information
CEO Classification:
Irish Wong, (213) 893-7818, iwong@ceo.lacounty.gov
Derek Mann, (213) 974-1254 dmann@ceo.lacounty.gov

CEO Compensation:
Scott Orr, (213) 974-1175 sorr@ceo.lacounty.gov

Department of Mental Health:
Dr. Curley Bonds, Chief Deputy Director, (213) 738-4108, cbonds@dmh.lacounty.gov
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John Franklin, DMH Consultant, (213) 738-2460, jfranklin@dmh.lacounty.gov
Monica Paraja Dominguez, DHRM III, (213) 972-7077, mparajadominguez@dmh.lacounty.gov
Yanela Soulier, ASM III, (213) 972-7082, ysohlier@dmh.lacounty.gov

This Board Letter includes:

- Adding and establishing three (3) new classifications within the Department of Mental Health to facilitate the implementation of Phase II of the department’s clinical management restructuring and allocating four (4) new positions (job descriptions and class specifications attached)
  2. Senior Deputy Director, Mental Health (UC) (4706) (Range 15, Control Point $15,471.28)
  3. Mental Health Program Manager IV (4738) (S14, Control Point $14,391.80)

- Adding and establishing five (5) new classifications for the Office of the Public Guardian within the Department of Mental Health (class specifications attached)
  1. Deputy Public Guardian (1496) 89F NM ($4,737.64 - $6,213.82)
  2. Deputy Public Guardian Trainee (1495) 86J NM ($4,399.55 - $5,770.45)
  3. Principal Deputy Public Guardian (1498) 95F NM ($5,574.64 - $7,311.45)
  4. Senior Deputy Public Guardian (1497) 91F NM ($5,001.82 - $6,559.91)
  5. Supervising Deputy Public Guardian (1499) 97G NM ($5,900.27 - $7,738.55)

- Changing the salaries of five (5) unclassified classifications from salary Range 14 to Range 15:
  1. Chief of Psychology, Mental Health (UC) (4724)
  2. Chief of Nursing, Mental Health (UC) (4723)
3. Chief of Social Services, Mental Health (UC) (4714)
4. Chief of Peer Services, Mental Health (UC) (4713)
5. Deputy Director, Mental Health (UC) (4707)

- Changing titles of three (3) non-represented classifications within the Department of Mental Health
  1. Mental Health Clinical Program Manager I to Mental Health Program Manager I (4740)
  2. Mental Health Clinical Program Manager II to Mental Health Program Manager II (4741)
  3. Mental Health Clinical Program Manager III to Mental Health Program Manager III (4742)
March 12, 2019

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

COUNTYWIDE CLASSIFICATION AND COMPENSATION ACTIONS
(ALL DISTRICTS – 3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions for the Department of Mental Health (DMH) by adding three (3) new classifications and four (4) positions to facilitate the implementation of Phase II of the department’s clinical management restructuring; by creating five (5) new classifications for the Office of the Public Guardian within DMH; by changing the salary of five (5) unclassified classifications; and by changing the title of three (3) non-represented classifications.

IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add eight (8) new classifications, including two (2) new unclassified classifications; allocate four (4) new positions; change the salary of five (5) unclassified classifications; and change the title of three (3) non-represented classifications in the Department of Mental Health.
PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommended actions in a timely manner. Approval of these recommendations will provide the ordinance authority for DMH to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachment A). This is a primary goal of the County’s classification and compensation system.

These actions are recommended based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in implementing high-priority Board initiatives. The proper classification and compensation of positions facilitates good business operations, and can reduce the number of costly personnel-related problems.

New Classifications

The Director of Mental Health has requested the establishment of three (3) new clinical leadership classifications, two (2) unclassified (UC) and one (1) classified, to properly align the remainder of the department’s clinical management team. These recommended classification actions will facilitate the achievement of this goal in a timely manner.

Senior Deputy Director, Mental Health (UC) (Item No. 4706)

We are recommending creation and allocation of one (1) Senior Deputy Director, Mental Health (UC). This single position classification, under the direction of the Medical Director, M.D., Mental Health (UC) (Item No. 4574), will have oversight for all directly-operated outpatient mental health programs and services (Attachment A). This position will be assigned to the DMH’s Outpatient Services and will be responsible for overseeing, planning, coordinating, and evaluating all mental health programs and services, including working with executive leadership in the development of clinical policies, procedures, and standards for all directly-operated outpatient programs and services provided by DMH.
Mental Health Clinical Chief (UC) (Item No. 4718)

In addition, we are recommending creation of the Mental Health Clinical Chief (UC), a single position classification which will be responsible for overseeing the department’s forensic psychiatry-related programs and services (Attachment A). Specifically, one position will be allocated to be responsible for directing the department’s Juvenile Justice and Adult Probation programs and services. In this capacity, it will have immediate responsibility for planning, coordinating, and evaluating specialty programs and services. This includes directing the development and modification of policies and procedures pertaining to mental health services provided to justice-involved clients outside of the jails. The Mental Health Clinical Chief (UC) classification will report to the Medical Director, M.D., Mental Health (UC).

Mental Health Program Manager IV (Item No. 4738)

We are recommending creation of the Mental Health Program Manager IV, which will be responsible for overseeing the implementation and administration of multiple service-area based programs and clinical services through subordinate program managers (Attachment A). Specifically, we recommend allocating two (2) new positions to be responsible for the provision of all service-area based clinical services under the department’s Outpatient Services. This includes working with the Medical Director, M.D., Mental Health (UC) and the new classification of Senior Deputy Director, Mental Health (UC), to establish and standardize clinical policies and procedures throughout Outpatient Services; directing the development of various performance matrixes to evaluate clinical performance across the service areas; serving as a subject matter expert and participating in the contract negotiation process; and consulting and collaborating with other departments, agencies, and organizations as it relates to outpatient mental health services.

The two (2) new Mental Health Program Manager IV positions will report to the Senior Deputy Director, Mental Health (UC), and will assist in ongoing strategic development, oversight, and evaluating activities of all clinical and client care services throughout Outpatient Services.

Department of Mental Health’s Office of the Public Guardian

After a review of operational issues presented by the Office of the Public Guardian, we are recommending creation of a new Deputy Public Guardian series exclusively for the Department of Mental Health’s Office of the Public Guardian (Attachment A). These classifications are being established to recognize the specific authority granted to the Office of the Public Guardian and its deputies to investigate the need for conservatorship, make recommendations regarding conservatorship, and administer conserved cases and surrogate decision-making for conserved individuals.
Following the establishment of these new classifications, our office will work with DMH to evaluate its existing Deputy Public Conservator/Administrator positions to make reclassification recommendations, which we intend to present to the Board for approval in a future Board Letter.

The creation of these new classifications is in response to a Board motion by Supervisors Sheila Kuehl and Kathryn Barger on August 8, 2017, in which the Board directed DMH, in collaboration with the Health Agency and Chief Executive Officer, to evaluate the adequacy of staffing patterns, positions, classifications, and salaries of staff in the Office of the Public Guardian.

**Salary Changes**

We are recommending salary range adjustments from R14 to R15 for four (4) executive management clinical chief unclassified classifications and the Deputy Director, Mental Health (UC) (Item No. 4707) in the Department of Mental Health (Attachment A). The recommended compensation changes are appropriate as they reflect the department-wide scope and responsibilities of these classifications.

**Title Changes**

We are recommending three (3) non-represented classifications for title change to more accurately reflect the work performed by the classifications (Attachment A).

**Implementation of Strategic Plan Goals**

Approval of the accompanying ordinance will further the County Strategic Plan Goal I – Operational Effectiveness and Goal III – Realize Tomorrow’s Government Today. Specifically, it will address Strategy III.3 to Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability. The new leadership team established by these classification actions will develop a transformative, comprehensive, strategic, and disciplined use of resources.

**FISCAL IMPACT/FINANCING**

Cost increases associated with the recommended actions will be absorbed by the department’s budget. No additional funding is required.
FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of “a classification plan and the classification of all positions.” This responsibility is further delineated in Civil Service Rule 5.

The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of these classification and compensation recommendations will enhance the operational effectiveness of the department through the proper classification and compensation of positions.

Respectfully submitted,

SACHI A. HAMAI
Chief Executive Officer

SAH:JJ:MM:MK:PAC
AE:DM:IW:KP:mmg

Attachment

c: Executive Office, Board of Supervisors
   County Counsel
   Auditor-Controller
   Human Resources
   Affected Departments
CLASSIFICATIONS RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN

<table>
<thead>
<tr>
<th>Proposed Savings/ Cafeteria Benefit Plan</th>
<th>Item No.</th>
<th>Title</th>
<th>Recommended Salary Schedule and Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings/ Magaflex</td>
<td>1496</td>
<td>Deputy Public Guardian</td>
<td>NM 89F</td>
</tr>
<tr>
<td>Savings/ Magaflex</td>
<td>1495</td>
<td>Deputy Public Guardian Trainee</td>
<td>NM 86J</td>
</tr>
<tr>
<td>Savings/ Magaflex</td>
<td>4738</td>
<td>Mental Health Program Manager IV</td>
<td>N23 S14</td>
</tr>
<tr>
<td>Savings/ Magaflex</td>
<td>1498</td>
<td>Principal Deputy Public Guardian</td>
<td>NM 95F</td>
</tr>
<tr>
<td>Savings/ Magaflex</td>
<td>1497</td>
<td>Senior Deputy Public Guardian</td>
<td>NM 91F</td>
</tr>
<tr>
<td>Savings/ Magaflex</td>
<td>1499</td>
<td>Supervising Deputy Public Guardian</td>
<td>NM 97G</td>
</tr>
</tbody>
</table>

UNCLASSIFIED CLASSIFICATIONS RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN

<table>
<thead>
<tr>
<th>Proposed Savings/ Cafeteria Benefit Plan</th>
<th>Item No.</th>
<th>Title</th>
<th>Recommended Salary Schedule and Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings/ Magaflex</td>
<td>4718</td>
<td>Mental Health Clinical Chief (UC)</td>
<td>N42 E18</td>
</tr>
<tr>
<td>Savings/ Magaflex</td>
<td>4706</td>
<td>Senior Deputy Director, Mental Health (UC)</td>
<td>N23 R16</td>
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</table>
## UNCLASSIFIED CLASSIFICATIONS RECOMMENDED FOR SALARY CHANGE IN THE CLASSIFICATION PLAN

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Title</th>
<th>Current Salary Schedule and Level</th>
<th>Recommended Salary Schedule and Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>4724</td>
<td>Chief of Psychology, Mental Health (UC)</td>
<td>N23 R14</td>
<td>N23 R15</td>
</tr>
<tr>
<td>4723</td>
<td>Chief of Nursing, Mental Health (UC)</td>
<td>N23 R14</td>
<td>N23 R15</td>
</tr>
<tr>
<td>4714</td>
<td>Chief of Social Services, Mental Health (UC)</td>
<td>N23 R14</td>
<td>N23 R15</td>
</tr>
<tr>
<td>4713</td>
<td>Chief of Peer Services, Mental Health (UC)</td>
<td>N23 R14</td>
<td>N23 R15</td>
</tr>
<tr>
<td>4707</td>
<td>Deputy Director, Mental Health (UC)</td>
<td>N23 R14</td>
<td>N23 R15</td>
</tr>
</tbody>
</table>

## NON-REPRESENTED CLASSIFICATIONS RECOMMENDED FOR TITLE CHANGE IN THE CLASSIFICATION PLAN

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Current Title</th>
<th>Recommended New Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>4740</td>
<td>Mental Health Clinical Program Manager I</td>
<td>Mental Health Program Manager I</td>
</tr>
<tr>
<td>4741</td>
<td>Mental Health Clinical Program Manager II</td>
<td>Mental Health Program Manager II</td>
</tr>
<tr>
<td>4742</td>
<td>Mental Health Clinical Program Manager III</td>
<td>Mental Health Program Manager III</td>
</tr>
</tbody>
</table>
ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County Code by:

- Adding and establishing the salaries for six (6) employee classifications and two (2) unclassified employee classifications;
- Changing the salaries of five (5) unclassified employee classifications;
- Changing the titles of three (3) employee classifications in the Departments of Health Services, Mental Health, and Public Defender; and
- Adding, deleting and/or changing certain employee classifications and numbers of ordinance positions in the Department Mental Health.

MARY C. WICKHAM
County Counsel

By:
RICHARD D. BLOOM
Principal Deputy County Counsel
Labor & Employment Division

RDB:
An ordinance amending Title 6 - Salaries, of the Los Angeles County Code to add and establish the salaries for six (6) employee classifications and two (2) unclassified employee classifications; to change the salaries of five (5) unclassified employee classifications; to change the titles of three (3) employee classifications; and to add, delete, and/or change certain employee classifications and number of ordinance positions in the Department of Mental Health.

The Board of Supervisors of the County of Los Angeles ordains as follows:

**SECTION 1.** Section 6.28.050 (Table of Classes of Positions with Salary Schedule and Level) is hereby amended to add the following classes:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>TITLE</th>
<th>EFFECTIVE DATE</th>
<th>SALARY OR SALARY SCHEDULE AND LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1496</td>
<td>DEPUTY PUBLIC GUARDIAN</td>
<td>*</td>
<td>NM 89F</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/01/2019</td>
<td>NM 90E</td>
</tr>
<tr>
<td></td>
<td></td>
<td>01/01/2020</td>
<td>NM 90J</td>
</tr>
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<td></td>
<td></td>
<td>10/01/2020</td>
<td>NM 91H</td>
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<td></td>
<td></td>
<td>01/01/2021</td>
<td>NMO 91H</td>
</tr>
<tr>
<td>1495</td>
<td>DEPUTY PUBLIC GUARDIAN TRAINEE</td>
<td>*</td>
<td>NM 86J</td>
</tr>
<tr>
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<td></td>
<td>10/01/2019</td>
<td>NM 87H</td>
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<td>01/01/2020</td>
<td>NM 88A</td>
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<td>10/01/2020</td>
<td>NM 88L</td>
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<tr>
<td></td>
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<td>01/01/2021</td>
<td>NMO 88L</td>
</tr>
<tr>
<td>4738</td>
<td>MENTAL HLTH PROGRAM MANAGER IV</td>
<td>*</td>
<td>N23 S14</td>
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<tr>
<td></td>
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<td>10/01/2019</td>
<td>N23 S14</td>
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<tr>
<td></td>
<td></td>
<td>10/01/2020</td>
<td>N23 S14</td>
</tr>
<tr>
<td>1498</td>
<td>PRINCIPAL DEPUTY PUBLIC GUARDIAN</td>
<td>*</td>
<td>NM 95F</td>
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<td></td>
<td>10/01/2019</td>
<td>NM 96E</td>
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<tr>
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<td></td>
<td>01/01/2020</td>
<td>NM 96J</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/01/2020</td>
<td>NM 97H</td>
</tr>
<tr>
<td></td>
<td></td>
<td>01/01/2021</td>
<td>NMO 97H</td>
</tr>
</tbody>
</table>
The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary or salary schedule and level in the space provided for the classifications added to Section 6.28.050 of the County Code.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 2. Section 6.28.050 (Tables of Classes of Positions with Salary Schedule and Level) is hereby amended to change the salary of the following classes:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>TITLE</th>
<th>EFFECTIVE DATE</th>
<th>SALARY OR SALARY SCHEDULE AND LEVEL</th>
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</thead>
<tbody>
<tr>
<td>4724</td>
<td>CHIEF OF PSYCHOLOGY,MH(UC)</td>
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<td></td>
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<td>*</td>
<td>N23 R15</td>
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<td>10/01/2019</td>
<td>N23 R15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/01/2020</td>
<td>N23 R15</td>
</tr>
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<td>Code</td>
<td>Position</td>
<td>Dates</td>
<td>Grade</td>
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<td>-------</td>
<td>-----------------------------------------------</td>
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<td>-------</td>
</tr>
<tr>
<td>4723</td>
<td>CHIEF OF NURSING, MH(UC)</td>
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<td>N23</td>
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<td></td>
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<td>10/01/2019</td>
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<td></td>
<td>10/01/2020</td>
<td>N23</td>
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<tr>
<td></td>
<td>*</td>
<td>N23</td>
<td>R15</td>
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<td>10/01/2019</td>
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<td></td>
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<td>N23</td>
</tr>
<tr>
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<td>CHIEF OF SOCIAL SERVICES, MH(UC)</td>
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<td></td>
<td>10/01/2019</td>
<td>N23</td>
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<tr>
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<td>10/01/2020</td>
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</tr>
<tr>
<td></td>
<td>*</td>
<td>N23</td>
<td>R15</td>
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<tr>
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<td>10/01/2019</td>
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<td>N23</td>
</tr>
<tr>
<td>4713</td>
<td>CHIEF OF PEER SERVICES, MH(UC)</td>
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<td></td>
<td>10/01/2019</td>
<td>N23</td>
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<tr>
<td></td>
<td></td>
<td>10/01/2020</td>
<td>N23</td>
</tr>
<tr>
<td></td>
<td>*</td>
<td>N23</td>
<td>R15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/01/2019</td>
<td>N23</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/01/2020</td>
<td>N23</td>
</tr>
<tr>
<td>4707</td>
<td>DEPUTY DIRECTOR, MENTAL HEALTH (UC)</td>
<td>10/01/2018</td>
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<td>10/01/2019</td>
<td>N23</td>
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<tr>
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<td></td>
<td>10/01/2020</td>
<td>N23</td>
</tr>
<tr>
<td></td>
<td>*</td>
<td>N23</td>
<td>R15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/01/2019</td>
<td>N23</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/01/2020</td>
<td>N23</td>
</tr>
</tbody>
</table>

*The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary or salary schedule and level in the space provided for the salary changes made to Section 6.28.050 of the County Code.
SECTION 3. Section 6.28.050 (Table of Classes of Positions with Salary Schedule and Level) is hereby amended to change the title of the following classes:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4740</td>
<td>MENTAL HLTH CLINICAL PROG MGR I</td>
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<tr>
<td></td>
<td>MENTAL HLTH PROGRAM MANAGER I</td>
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<tr>
<td>4741</td>
<td>MENTAL HLTH CLINICAL PROG MGR II</td>
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<tr>
<td>4742</td>
<td>MENTAL HLTH CLINICAL PROG MGR III</td>
</tr>
<tr>
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<td>MENTAL HLTH PROGRAM MANAGER III</td>
</tr>
</tbody>
</table>

SECTION 4. Section 6.78.010 (Department of Health Services – Administration) is hereby amended to change only the title of the following class:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE</th>
<th>NO. OF POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4740A</td>
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<td>1</td>
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<tr>
<td></td>
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<td>MENTAL HLTH PROGRAM MANAGER I</td>
</tr>
</tbody>
</table>

SECTION 5. Section 6.78.085 (Department of Health Services – Integrated Correctional Health Services) is hereby amended to change only the title of the following classes:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE</th>
<th>NO. OF POSITIONS</th>
<th>TITLE</th>
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</tr>
<tr>
<td>4742A</td>
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<td>1</td>
<td>MENTAL HLTH CLINICAL PROG MGR III</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>MENTAL HLTH PROGRAM MANAGER III</td>
</tr>
</tbody>
</table>
SECTION 6. Section 6.86.010 (Department of Mental Health) is hereby amended to add the following classes and number of ordinance positions:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
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<td>4718A</td>
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<tr>
<td>4706A</td>
<td>1</td>
<td>SR DEPUTY DIRECTOR, MENTAL HEALTH(UC)</td>
</tr>
</tbody>
</table>

SECTION 7. Section 6.86.010 (Department of Mental Health) is hereby amended to change only the title of the following class:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>4741A</td>
<td>56</td>
<td>MENTAL HLTH CLINICAL PROG MGR II MENTAL HLTH PROGRAM MANAGER II</td>
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<tr>
<td>4741N</td>
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<tr>
<td>4742A</td>
<td>34</td>
<td>MENTAL HLTH CLINICAL PROG MGR III MENTAL HLTH PROGRAM MANAGER III</td>
</tr>
</tbody>
</table>
SECTION 8. Section 6.104.010 (Department of Public Defender) is hereby amended to change only the title of the following class:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO.</th>
<th>ORDINANCE NO.</th>
<th>POSITIONS</th>
<th>TITLE</th>
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<td>740 A</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MENTAL HLTH PROGRAM MANAGER I</td>
</tr>
</tbody>
</table>

SECTION 9. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[628050KPCEO]
Class Specification: DEPUTY PUBLIC GUARDIAN

ITEM NUMBER: 1496

APPROVAL DATE: TBD

DEFINITION:
Under general supervision, administers conservatorships, guardianships and trusts that are referred to and fall under the jurisdiction of the Office of the Public Guardian.

CLASSIFICATION STANDARDS:
This is the journey/intermediate level in the Deputy Public Guardian Series. Positions allocable to this classification are in the Department of Mental Health's Office of the Public Guardian and are responsible for managing Special Needs Trusts and a range of clients, from routine to the more difficult Lanterman-Petris-Short (LPS) or Probate appointed cases. Incumbents manage the structured placement, medical and mental health treatment, personal care, and social welfare of conservatees and wards adjudged to be mentally incompetent or disabled and unable to manage their own affairs. Incumbents may also be assigned to assist Senior Deputy Public Guardians and/or Principal Deputy Public Guardians in the conservatorship investigation process and complicated appointed cases.

Positions allocated to this class report to a Supervising Deputy Public Guardian and perform assignments in connection to cases with persons and estate related issues including stabilized placement in structured settings, less complicated trusts, such as a Special Needs Trusts, estates with public assistance benefit, and the need for ongoing surrogate decision-making related to physical, mental health, and substance use needs.

Positions are distinguished from Senior Deputy Public Guardian in that the latter is responsible for investigations in structured environments or for difficult assignments related to case management.

These positions require general knowledge of principles of conservatorships; trust administration, the ability make decisions on behalf of conservatees; interpret Federal, State, and County legislation, regulations and mandates; establish and maintain effective working relationships with staff, community members, and other public and private agencies; and communicate effectively orally and in writing. In addition, incumbents must follow general guidelines and procedures, apply provisions of applicable, Probate, Welfare and Institution Codes, Penal Code, and Health and Safety Codes; and make decisions requiring independent judgement and use discretion and tact in dealing with persons in stressful circumstances.

EXAMPLES OF DUTIES:
Develops care plan in coordination with treatment team and verifies and monitors implementation of care plan.

Determines and authorizes appropriate living arrangements; and arranges for and authorizes Physical, mental health, and substance use treatment including the specific authority to require involuntary placement and treatment.

Makes periodic visits to evaluate and monitor the delivery and quality of care to identify special needs and to perform personal services or direct the delivery of services such as obtaining clothing.
and other personal items.

Establishes and monitors budgets and authorizes expenditures of funds to meet conservatee needs in accordance with Probate Code, fiduciary responsibilities, and policies and procedures.

Locates and arranges for the safeguarding and inventory and appraisal of all known assets and is responsible for court documents verifying the marshalling and protection of said assets.

Identifies all financial resources to meet conserved client’s needs and secures and maintains benefits and income sources to which the estate is entitled.

Negotiates debt collection favorable to estate; secures property; health insurance coverage; and authorizes expenditures and payment of liabilities in favor of conserved clients.

Notifies family members or concerned parties of conservatee deaths, and makes funeral and burial arrangements according to burial instructions.

Prepares and assists County Counsel in the preparation of petitions for conservatorship, guardianship, and trusts.

Prepares and negotiates funeral and burial arrangements, if no previous burial instructions exist, according to cultural and faith-based requirements or availability of resources.

Prepares annual court reports supporting the need for ongoing conservatorship and responds to court ordered inquiries.

Testifies in court regarding the need for conservatorship, litigation against estates, dependency court, criminal, and civil court matters pertaining to conserved clients or their dependent children.

Ensures timely submission of documentation related to investigation and administration of conservatorships and guardianships.

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:
OPTION I: One year as a Deputy Public Guardian Trainee in the County of Los Angeles.

OPTION II: A bachelor’s degree from an accredited college or university with specialization in a discipline related to the core business function of the department and -AND- two years of experience administering public guardian conservatorships, guardianships or trusts in a public agency. A Master’s Degree from an accredited college or university in a discipline related to the core business function of the department may be substituted for one year of the required experience.

LICENSE:
A valid California Class C Driver License.

PHYSICAL CLASS:
2 – Light

OTHER REQUIREMENTS
Appointee must be a citizen of the United States of America at the time of appointment, per U.S. Government Code sections 7, 1020, 1194, 2400, 24100, 30017 and Los Angeles County Code, Title 2, Chapter 2.04, section 2.04.030
SPECIALTY REQUIREMENTS

Ability to travel out of county in personal vehicle to conduct periodic visits and annual reviews.

Certification from the State Association of Public Administrators, Public Guardians and Public Conservators.
Class Specification: DEPUTY PUBLIC GUARDIAN TRAINEE

ITEM NUMBER: 1495

APPROVAL DATE: TBD

DEFINITION:
Under close supervision, learns to perform and performs routine administration of conservatorships, guardianships and trusts that are referred to and fall under the jurisdiction of the Office of the Public Guardian.

CLASSIFICATION STANDARDS:
This is the entry-level/trainee in the Deputy Public Guardian Series. Positions allocable to this classification are allocated to the Department of Mental Health’s Office of the Public Guardian and receive structured training and technical guidance in the performance of routine case administration of conservatorships, guardianships and trusts.

Positions allocated to this class report to a Supervising Deputy Public Guardian and may also receive technical guidance and mentorship from a Senior Deputy Public Guardian or higher.

Factors affecting allocation of positions in the Deputy Public Guardian Series include, but are not limited to, scope and complexity of assignments in the areas of investigations, training, case auditing, casework administration including management of estates, assets, trusts, associated fiduciary responsibilities, and decision-making authority.

EXAMPLES OF DUTIES:
Learns common mental health, physical health and substance use terminology, diagnoses, and medications including ability to read and understand electronic health records.

Receives training on relevant legal codes, legal authority granted and legal requirements of conservatorships, guardianships and trusts including the appropriate use of surrogate decision making for conserved clients.

Identifies, coordinates, and authorizes supportive services to meet the needs of conserved clients including housing, medical and mental health, substance use, education, and social and vocational needs.

Prepares court reports for annual reevaluation of Lanterman-Petris-Short (LPS) conservatorships.

Learns to manage and manages basic conservatorship cases such as Person Only or Person and Estate with public assistance as only source of income and stabilized placement such as skilled nursing facilities.

Learns how to investigate the social, medical and financial background of persons referred for conservatorship or guardianship including interviewing prospective conservatees and wards, their relatives, neighbors, landlords, treatment providers, police, and others to determine and evaluate the need for services and determine whether eligible for public conservatorship or guardianship.
Learns to investigate and manage trusts including the review of trust documentation to determine if appointment as trustee is appropriate and within the jurisdiction of the Public Guardian.

Learns to and assists in establishing and monitoring of conservatees’ and wards’ budgets for care and treatment; pay bills, and other personal expenses.

Learns to prepare or assists County Counsel or outside attorneys in the preparation of petitions for conservatorship and guardianship or petitions for probate and administration, and other court documents.

Assists in making funeral arrangements according to burial instructions, provisions of the will, or departmental and court policy; and notifies relatives and other interested parties.

Enters and retrieves information relating to the administration of conservatorships, guardianships, or trusts.

Assists in the development of care plans, makes periodic visits to evaluate and monitor the delivery and quality of care given by treatment providers, determines special needs, and performs personal services such as obtaining clothing or other personal items.

**MINIMUM REQUIREMENTS:**

**TRAINING AND EXPERIENCE:**
A bachelor’s degree from an accredited college or university with specialization in a discipline related to the core business function of the department.

**LICENSE:**
A valid California Class C Driver License.

**PHYSICAL CLASS:**
2 – Light

**OTHER REQUIREMENTS**
Appointee must be a citizen of the United States of America at the time of appointment, per U.S. Government Code sections 7, 1020, 1194, 2400, 24100, 30017 and Los Angeles County Code, Title 2, Chapter 2.04, section 2.04.030

**SPECIALTY REQUIREMENTS**
Ability to travel out of county in personal vehicle to conduct periodic visits and annual reviews.
MENTAL HEALTH CLINICAL CHIEF (UC)

ITEM: 4718

APPROVAL DATE: TBD

DEFINITION/STANDARDS:

DEFINITION:

Has immediate charge of a large and complex specialized service-area based or Countywide mental health program.

CLASSIFICATION STANDARDS:

Positions allocable to this class report to the Medical Director, MD, Mental Health (UC) over clinical operations, and have immediate responsibility for overseeing all program planning, coordination, evaluation, and policy and procedure development activities pertaining to the delivery of specialized mental health services provided to justice involved clients outside of the jail system of care.

Mental Health Clinical Chief (UC) is distinguished from those belonging to the lower-level Supervising Mental Health Psychiatrist class in that the latter class supervises the work of a small unit or program providing mental health psychiatry services, while the Mental Health Clinical Chief oversees specialty mental health services through subordinate managers.

EXAMPLES OF DUTIES

Directs a service area program through subordinate managers providing specialized mental health services which include client/patient therapy, mental health consultation to other agencies, and mental health educational and informational services.

Directs the mental health services performed by physicians, nurses, psychologists, psychiatric social workers, peers, and other personnel in the assigned service area or Countywide program.

Develops policies and standards for specialty mental health programs to ensure compliance with existing State and Federal laws and regulations.

Assists in the development and coordination of quality improvement activities. Reviews and evaluates a community's need for mental health services by initiating special studies and surveys.

Directs the maintenance of records, preparation of reports, and the clerical and administrative functions necessary for the delivery of specialty mental health services.

Responsible for administration of specialty mental health service agreements for mental health services with other County agencies or departments in the service areas or Countywide specialty mental health programs.
Serves as liaison with other agencies, organizations, academic institutions, groups, and individuals to promote specialized community mental health programs.

Provides consultation services and directs the care of all clients/patients in assigned community mental health programs.

**REQUIREMENTS**

**MINIMUM REQUIREMENTS:**

**TRAINING AND EXPERIENCE:**
Completion of a residency approved by an American Specialty Board in Psychiatry - AND- Two years post-residency experience in psychiatry, one year of which must have been in a medical-administrative capacity or in a community mental health program.

**LICENSE:**
California State Physician and Surgeon's certificate authorized by the Board of Medical Examiners of the State of California. A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**PHYSICAL CLASS:**
2 - Light.

**OTHER REQUIREMENTS:**

**SPECIALTY REQUIREMENTS:**
Class Specification: PRINCIPAL DEPUTY PUBLIC GUARDIAN

ITEM NUMBER: 1498

APPROVAL DATE: TBD

DEFINITION:
Under limited supervision, conducts the most complicated and sensitive investigative activities, as well as performs training and auditing activities related to conservatorships, guardianships and trusts in the Office of the Public Guardian.

CLASSIFICATION STANDARDS:
This is the principal level class in the Deputy Public Guardian Series. Positions allocable to this classification are in the Department of Mental Health’s Office of the Public Guardian and report to and receive general direction from the Supervising Deputy Public Guardian or higher. Assignments are distinguished by responsibility for auditing conservatee cases and services and providing training to staff to meet certification requirements and training to internal and external partners.

Principal Deputy Public Guardian is distinguished from the Senior Deputy Public Guardian in that the latter administers the most difficult conservatorships, guardianships or trusts of conservatees or wards, or performs investigations for establishment of new conservatorships and guardianships. Whereas the Principal Deputy Public Guardian performs audits and trainings. This position is also distinguished by its ability to serve in the supervisors’ absence.

These positions require expert knowledge of principles of conservatorships and probate program administration; the ability make decisions on behalf of conservatees; interpret Federal, State, and County legislation, regulations and mandates; establish and maintain effective working relationships with staff, community members, and other public and private agencies; the ability to facilitate and conduct training; and the ability to perform comprehensive audits and communicate effectively orally and in writing.

EXAMPLES OF DUTIES:

AUDITING
Reviews terminated and deceased cases including final audit of transactions and actions performed during appointed case and resolution of discrepancies.

Resolves outstanding debts, distributes assets as appropriate and prepares for final discharge of responsibilities.

Performs quality assurance activities including audits of open cases in the Public Guardian office to ensure compliance with Probate and Lanterman-Petris-Short (LPS) codes, local court rules, standard fiduciary responsibilities, and policies and procedures;

Prepares case audit summaries, recommends corrective action and discusses preliminary findings with management.

May observe actual case management practices to evaluate operating techniques.
Identifies causes or contributing factors relating to trends discovered during case auditing process.

Recommends improvements for compliance to increase the overall effectiveness of departmental procedures, as well as administrative and operational processes.

Assists training unit in development of appropriate training materials to address process improvements.

May chair process improvement workgroups; and recommends technology improvements and participates in database enhancement workgroups including testing and implementation of improved system changes.

**TRAINING**
Assists in developing and providing training and education to all Deputy Public Guardians and associated parties, including internal and external partners.

Complies with Standards and Certification requirements for training as established by the California State Association of Public Administrators, Public Guardians and Public Conservators.

Participates in training evaluation activities and assists in the development of measurement tools to help assess effectiveness of training and in improving quality of training.

Maintains current knowledge and responds to changes in legislation, local court rules, policies and procedures and provides training related to these changes.

Assists in researching training needs and makes recommendations to management to address training gaps.

**MINIMUM REQUIREMENTS:**

**TRAINING AND EXPERIENCE:**
Four years as a Senior Deputy Public Guardian in Los Angeles County.

**LICENSE:**
A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**PHYSICAL CLASS:**
2 – Light

**OTHER REQUIREMENTS**
Appointee must be a citizen of the United States of America at the time of appointment, per U.S. Government Code sections 7, 1020, 1194, 2400, 24100, 30017 and Los Angeles County Code, Title 2, Chapter 2.04, section 2.04.030

**SPECIALTY REQUIREMENTS**
Ability to travel out of county to conduct periodic visits and annual reviews.

Certification by the California State Association of Public Administration, Public Guardians, and Public Conservators.
Class Specification: SENIOR DEPUTY PUBLIC GUARDIAN

ITEM NUMBER: 1497

APPROVAL DATE: TBD

DEFINITION:
Under limited supervision, performs investigative activities, as well as the most complicated and sensitive case management activities, related to conservatorships, guardianships and trusts in the Office of the Public Guardian.

CLASSIFICATION STANDARDS:
This is the senior level class in the Deputy Public Guardian Series. Positions allocable to this classification are in the Department of Mental Health’s Office of the Public Guardian and report to and receive general direction from the Supervising Deputy Public Guardian or higher. Positions are distinguished either by responsibility for providing technical guidance and mentorship to a team in the administration of conservatorships, guardianships and trusts while handling the more complicated cases, or by assignments related to conducting more predictable investigations in structured (hospital or other health facility) environments for establishment of new conservatorships and guardianships.

Senior Deputy Public Guardian is distinguished from the Deputy Public Guardian in that the latter administers routine to more difficult conservatorships, guardianships or trusts of conservatees or wards, whereas the Senior Deputy Public Guardian may provide technical guidance and mentorship to a team engaged in the administration of conservatorships, guardianships and trusts, and may be assigned either to conduct investigations for establishment of new conservatorship and guardianships, or to complete the most technical and difficult assignments relating to case management (e.g., Family Trusts, forensic case administration, complex person and estate issues).
This position may act on behalf of the supervisor in their absence, especially regarding the supervision of case management activities.

Positions are distinguished from Principal Deputy Public Guardian in that the latter are responsible for training or auditing.

These positions require advanced knowledge of principles of conservatorships; the ability to make decisions on behalf of conservatees; interpret Federal, State, and County legislation, regulations and mandates; and establish and maintain effective working relationships with staff, community members, and other public and private agencies.

EXAMPLES OF DUTIES:
Develops care plan for the most difficult clients in coordination with treatment team and verifies and monitors implementation of care plan.

Determines and authorizes appropriate living arrangements; arranges for and authorizes physical, mental health, and substance use treatment including the specific authority to require involuntary placement and treatment.

Investigates the social, medical and financial background of persons referred for conservatorship or guardianship including interviewing prospective conservatees and wards, their relatives, neighbors, landlords, treatment providers, police, and others to determine and evaluate the need for services and determine whether eligible for public conservatorship or guardianship.
Investigates for possible establishment of conservatorship forensic cases involving justice-involved clients who may be declared misdemeanor or felony incompetent to stand trial (MIST or FIST), are eligible for diversion and/or require a Murphy conservatorship.

Makes periodic visits to evaluate and monitor the delivery and quality of care to identify special needs and to perform personal services or direct the delivery of services such as obtaining clothing and other personal items.

Establishes and monitors budgets and authorizes expenditures of funds to meet conservatee needs in accordance with Probate Code, fiduciary responsibilities and policies and procedures.

Locates and arranges for the safeguarding and inventory and appraisal of all known assets and is responsible for court documents verifying the marshalling and protection of said assets.

Identifies all financial resources to meet conserved client’s needs and secures and maintains benefits and income sources to which the estate is entitled.

Negotiates debt collection favorable to estate; secures property; health insurance coverage; and authorizes expenditures and payment of liabilities in favor of conserved clients.

Notifies family members or concerned parties of conservatee deaths, and makes funeral arrangements according to burial instructions, cultural and faith-based requirements and availability resources.

Prepares and negotiates pre-need funeral and burial arrangements if no previous burial instructions exist, according to cultural and faith-based requirements and available resources.

Prepares and assists County Counsel in the preparation of petitions for conservatorship.

Prepares annual court reports supporting the need for ongoing conservatorship and responds to court ordered inquiries.

Testifies in court regarding the need for conservatorship, litigation against estates, dependency court, criminal, and civil court matters pertaining to conserved clients or their dependent children.

Enters documentation timely relating to investigation and administration of conservatorships, guardianships and trusts.

Serves as the Court Deputy in the Mental Health Court, representing the Public Guardian.

Serves as the Private Conservator Liaison, providing information on conservatorships, linking conservators to services and assisting private conservators navigate the mental health system and conservatorship court system.

**MINIMUM REQUIREMENTS:**

**TRAINING AND EXPERIENCE:**

**OPTION I:** Three years as a Deputy Public Guardian in the County of Los Angeles.

**OPTION II:** A bachelor’s degree from an accredited college or university with specialization in a discipline related to the core business function of the department and -AND- four years of experience administering conservatorships, guardianships or trusts in a public agency. A Master’s Degree from an accredited college or university in a discipline related to the core business function of the department may be substituted for one year of the required experience.
LICENSE:
A valid California Class C Driver License.

PHYSICAL CLASS:
2 – Light

OTHER REQUIREMENTS
Appointee must be a citizen of the United States of America at the time of appointment, per U.S. Government Code sections 7, 1020, 1194, 2400, 24100, 30017 and Los Angeles County Code, Title 2, Chapter 2.04, section 2.04.030

SPECIALTY REQUIREMENTS
Ability to travel out of county in personal vehicle to conduct periodic visits and annual reviews.

Certification from the California State Association of Public Administrators, Public Guardians and Public Conservators.
SENIOR DEPUTY DIRECTOR, MENTAL HEALTH (UC)

ITEM: 4706

APPROVAL DATE: TBD

DEFINITION:
Has immediate clinical, program, fiscal, policy, and administrative responsibility for directly operated mental health programs and services provided across all service areas.

CLASSIFICATION STANDARDS:
This single incumbent class reports to the Chief Deputy Director, Clinical Operations, and is responsible for the development, direction, and coordination of outpatient mental health services. The incumbent technically and administratively oversees all outpatient mental health programs and services through subordinate Deputy Directors.

The Incumbent must exercise a thorough knowledge of the principles of management; methods for planning and budgeting to meet service delivery goals and objectives; and applicable regulations, policies and procedures of mental health services programs administered.

EXAMPLES OF DUTIES:

Directs the administration of mental health programs and services including the formulation and development of policies related to the delivery of all mental health services throughout the County.

Plans, organizes, assigns, directs, and evaluates, through subordinate Deputy Directors, all staff from directly-operated service planning areas, including administrative functions such as planning, budget preparation, personnel selection and development, and policy interpretations and report preparation.

Directs the preparation of position papers and reports for the Director or Chief Deputy Director, including reports to local, State and Federal agencies, committees and commissions.

Directs the maintenance of records, preparation of reports, and clinical and administrative audit functions for service-area-based clinical operations.

Oversees all directly-operated clinics and specialty programs across the departmental service areas, which include client mental health needs, treatment, mental health consultation to other agencies, and mental health community education.

Coordinates service area planning activities with the executive management team and subordinate managers to ensure compliance with existing State and Federal laws and regulations.
Directs the mental health services performed by physicians, nurses, psychologists, psychiatric social workers, and other clinical personnel across all directly operated programs.

Provides consultation services to the Quality and Risk Management Bureau to address matters related to contractors across all private agencies, implements improvement plans, ensures quality assurance programs, and works to mitigate risk across all service areas.

Serves as liaison with other agencies, organizations, groups, and individuals to promote community mental health programs, and works directly with the Board of Supervisors to address and resolve client related matters.

Represents the Director/Department of Mental Health during meetings and conferences with Federal, State and other county departments and with various public and private agencies.

REQUIREMENTS:
MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:
Must possess a valid professional license in psychiatry, psychology, nursing, social work, or marriage and family therapy AND have at least five years of extensive managerial experience in a large, complex mental health setting.

LICENSE:
A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:
2 - Light.

OTHER REQUIREMENTS:

SPECIALTY REQUIREMENTS:
**Class Specification:** SUPERVISING DEPUTY PUBLIC GUARDIAN

ITEM NUMBER: 1499

APPROVAL DATE: TBD

**DEFINITION:**
Supervises staff engaged in investigations, and the administration of conservatorships, guardianships and trust cases for the Office of the Public Guardian.

**CLASSIFICATION STANDARDS:**
This is the supervisory-level class in the Deputy Public Guardian Series. Positions allocable to this class are in the Department of Mental Health's (MH) Office of Public Guardian and typically report to and receive general direction from an Assistant Division Chief, Public Guardian, MH or higher. Positions are distinguished by its responsibility for supervising staff and support personnel engaged in investigations and case management administration and associated fiduciary functions.

Supervising Deputy Public Guardian is distinguished from Principal Deputy Public Guardian in that the latter may provide technical guidance and mentorship to staff and be assigned to training and auditing, whereas the Supervising Deputy Public Guardian supervises the full scope of activities for which the position is responsible.

These positions require expert knowledge of principles of conservatorships; organization and planning; methodologies, concepts and evaluations; the ability to collect, evaluate, synthesize data, draw conclusions, and formulate recommendations in connection with public guardian programs and services; the ability to make decisions on behalf of conservatees; interpret Federal, State, and County legislative regulations and mandates; establish and maintain effective working relationships with staff, community members, and other public and private agencies; and communicate effectively orally and in writing.

**EXAMPLES OF DUTIES:**
Supervises staff engaged in investigations, and caseload administration of appointed Lanterman-Petris-Short (LPS) or Probate conservatorships, guardianships and trusts.

Assigns, reviews and evaluates work of the staff; advises subordinates on problem cases; and provides guidance in conservatorship, guardianship and trust administration.

Recommends legal action, sale of assets and other financial transactions that would benefit conservatees or trust beneficiaries.

Confers with conservatees, trust beneficiaries, their relatives, attorneys, heirs and other interested parties regarding the conservatorship or trust administration.

Coordinates the work of subordinate staff with that of other units and divisions.

Oversees staff engaged in property inspections; securing and protecting property at risk for loss, theft or misappropriation; and the withdrawal and receipt of funds from conserved client bank accounts.
MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:
OPTION I: Two years as a Senior Deputy Public Guardian in Los Angeles County.

OPTION II: One year as a Principal Deputy Public Guardian in Los Angeles County.

OPTION III: A bachelor’s degree from an accredited college or university with specialization in a discipline related to the core business function of the department and -AND- seven years of experience administering conservatorships, guardianships or trust in a public agency. A Master’s Degree from an accredited college or university in a discipline related to the core business function of the department may be substituted for one year of the required experience.

LICENSE:
A valid California Class C Driver License.

PHYSICAL CLASS:
2 – Light

OTHER REQUIREMENTS
Appointee must be a citizen of the United States of America at the time of appointment, per U.S. Government Code sections 7, 1020, 1194, 2400, 24100, 30017 and Los Angeles County Code, Title 2, Chapter 2.04, section 2.04.030

SPECIALTY REQUIREMENTS
Ability to travel out of county to conduct periodic visits and annual reviews.

Certification by the California State Association of Public Administrators, Public Guardians, and Public Conservators.
Class Specification: MENTAL HEALTH PROGRAM MANAGER IV

ITEM NUMBER: 4738

APPROVAL DATE: TBD

DEFINITION:
Oversees the development and administration of multiple service areas mental health services programs through subordinate mental health program managers in the Department of Mental Health’s Outpatient Services Bureau and collaborates with contracted mental health and community-based agencies.

CLASSIFICATION STANDARDS:
The two positions allocable to this class report to the Senior Deputy Director, Mental Health, and have responsibility for overseeing, planning, coordinating and evaluating mental health programs and provision of clinical mental health services through directly operated programs in the Outpatient Services Bureau of the Department of Mental Health. Mental Health Program Manager IV provides direction to directly operated outpatient mental health service providers through subordinate Mental Health Clinical Program Manager III.

This is the fourth and highest working level in the Mental Health Program Manager series. Incumbents must exercise a thorough knowledge of the principles of management and supervision; methods for planning and budgeting to meet service delivery goals and objectives; and applicable regulations, policies and procedures of mental health services programs administered.

Mental Health Program Manager IV is distinguished from Mental Health Program Manager I, II and III in that the latter manage, through subordinate supervisors, the services programs of a clinic; or manage a Service Area-based or Countywide program, while the former is a two-position class responsible for managing programs and services through subordinate Mental Health Program Manager IIIs over multiple service areas.

EXAMPLES OF DUTIES:
Assists the Senior Deputy Director in the direction of mental health programs and services including the formulation and development of policies relating to the delivery of outpatient mental health services throughout multiple Service
Areas within the County or within regional boundaries.

Assesses mental health needs of the communities within specific regional boundaries, evaluates the effectiveness of existing programs; and within agency guidelines and under the direction of the Senior Deputy Director, implements new programs or modifies existing programs and services.

Plans, organizes, assigns, directs, and evaluates work through subordinate managers and supervisors, including administrative functions such as budget preparation and position control, personnel selection and development, and preparation of reports.

Directs the maintenance of records, preparation of reports, clinical and administrative functions necessary for the operation of the Bureau, which includes both centralized and service area operations.

Represents the Department of Mental Health during meetings and conferences with federal, state and other county departments and with various public and private agencies.

Ensures that services provided by the Department meet federal, state, and County legislated regulations and standards; and ensures services meet court mandated standards for conservatees.

MINIMUM REQUIREMENTS:

Option I: A valid, current license to practice clinical psychology, clinical social work, marriage and family therapy, or nursing issued by the appropriate State of California licensing agency - AND - Three years of experience, at the level of Mental Health Clinical Program Manager III, providing administrative and technical direction through subordinate managers in the operation of a large or multiple small regional or service area mental health services delivery program/s comprised of multidisciplinary treatment and support staff.

Option II: A Master’s Degree in Social Work, Marriage and Family Therapy, Nursing Administration, Psychology, or a related field from an accredited college or university - AND - Four years providing managerial direction through subordinate program managers at the level of Mental Health Program Manager III in a mental health setting.

TRAINING AND EXPERIENCE:

LICENSE:
A valid California Class C Driver License.

PHYSICAL CLASS:
2 – Light
<table>
<thead>
<tr>
<th>OPERATIONS CLUSTER</th>
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<tbody>
<tr>
<td><strong>AGENDA REVIEW DATE</strong></td>
<td>2/28/2019</td>
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<tr>
<td><strong>BOARD MEETING</strong></td>
<td>3/12/2019</td>
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<tr>
<td><strong>SUPERVISORIAL DISTRICT AFFECTED</strong></td>
<td>1</td>
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<tr>
<td><strong>DEPARTMENT</strong></td>
<td>CEO, Office of the Assessor</td>
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<tr>
<td><strong>SUBJECT</strong></td>
<td>APPROVE AND ORDER PUBLICATION OF NOTICE OF INTENTION TO PURCHASE REAL PROPERTY</td>
</tr>
<tr>
<td><strong>PROGRAM</strong></td>
<td></td>
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<td><strong>SOLE SOURCE CONTRACT</strong></td>
<td>☐ Yes ☒ No</td>
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<tr>
<td>If Yes, please explain why:</td>
<td></td>
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<tr>
<td><strong>DEADLINES/TIME CONSTRAINTS</strong></td>
<td>Assessor is currently on a month to month holdover at 1190 Durfee Avenue and needs to acquire the property as soon as possible.</td>
</tr>
<tr>
<td><strong>COST &amp; FUNDING</strong></td>
<td>Total cost: $12,084,100  Funding source: ADIF</td>
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<td>TERMS (if applicable):</td>
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<tr>
<td>Explanation: Asset Development Implementation Fund to Capital  $12,084,100 will be sent from the Asset Development Implementation Fund to the Capital Assets-Buildings and Improvements under Capital Project No. 70030 to fund the acquisition of the Property, not to exceed $11,084,100 and up to $1 million to initiate design efforts.</td>
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<td><strong>PURPOSE OF REQUEST</strong></td>
<td>Approval of the recommended actions will authorize publication of a Notice of Intention to Purchase real property located at 1190 and 1198 Durfee Avenue</td>
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<td><strong>BACKGROUND (include internal/external issues that may exist)</strong></td>
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<td>• County entered into a seven-year lease agreement (1190 Durfee Lease) with the Whittier Narrows Business Park (predecessor-in-interest to the Seller) to lease a two-story 36,861 sq. ft. office building and a two-story parking structure containing 130 spaces for seven years, with two five-year options to extend the lease.</td>
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<td>• County also has entered into a one-year lease for the adjacent 10,548 square foot office building, for use by the Assessor’s Office</td>
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<td>• County is now desirous of acquiring said properties to continue County’s current use as the Assessor’s East District Office.</td>
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<td>• The purchase price reflects the fair market value for the Property, which has been substantiated by a County-commissioned appraisal report and compared to an appraisal report prepared by the Seller.</td>
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<tr>
<td><strong>DEPARTMENTAL AND OTHER CONTACTS</strong></td>
<td></td>
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<tr>
<td>Name, Title, Phone # &amp; Email:</td>
<td>Dara Sounthong Smith  Administrative Deputy, Office of The Assessor  (213) 974-8750 Direct  <a href="mailto:DSmith@assessor.lacounty.gov">DSmith@assessor.lacounty.gov</a></td>
</tr>
<tr>
<td>Eva Mora, Departmental Finance Manager</td>
<td>Los Angeles County - Office of The Assessor</td>
</tr>
<tr>
<td>(213) 974-1504 – Direct</td>
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<tr>
<td><a href="mailto:emora@assessor.lacounty.gov">emora@assessor.lacounty.gov</a></td>
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</table>
March 19, 2019

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012  

Dear Supervisors:

**APPROVE AND ORDER PUBLICATION OF NOTICE OF INTENTION TO PURCHASE REAL PROPERTY AND ACCEPT TRANSFER OF TITLE TO REAL PROPERTY**  
**1190 AND 1198 DURFEE AVENUE, SOUTH EL MONTE**  
**ESTABLISH CAPITAL PROJECT NO. 70030**  
**APPROVE APPROPRIATION ADJUSTMENT**  
**(FIRST DISTRICT)**  
**(4 VOTES)**

**SUBJECT:**

Approval of the recommended actions will authorize publication of a Notice of Intention to Purchase real property located at 1190 and 1198 Durfee Avenue, South El Monte, California (Property) from the Jewish Community Foundation of the Jewish Federation – Council of Greater Los Angeles (a California non-profit corporation as to an undivided 48.5 percent interest); Zvi and Betty Ryzman (husband and wife as to an undivided 48.5 percent interest); and David and Theresa A. Loth (husband and wife as to an undivided 3 percent interest) (seller). The real property to be purchased, comprised of approximately 1.7 acres of land currently improved with two office buildings totaling 47,409 square feet of office space, a two-story parking structure, and a portion of a surface parking lot, will be used for County office purposes. This action will also establish Capital Project No. 70030, approve an appropriation adjustment, and authorize the Chief Executive Office (CEO), in conjunction with the Assessor’s Office (Assessor) and the Department of Public Works (Public Works), to proceed with programming and design for the Property to ascertain what refurbishments may be necessary to make the Property suitable for the Assessor’s current and future use.
IT IS RECOMMENDED THAT THE BOARD:

1. Find that the proposed Project is exempt from the California Environmental Quality Act pursuant to California Environmental Quality Act Guidelines Section 15301 (Class 1 - Existing Facilities), California Environmental Quality Act Guidelines Section 15061(b)(3) (common sense exemption) and Appendix G of County's California Environmental Quality Act Reporting Procedures and Guidelines (Class 1(u) - any change in the method of conveyance of an existing facility). The proposed purchase of the Property contemplates the continued use of the Property as County department office space with some anticipated interior alterations, and involves negligible or no expansion of the Property's existing facilities and use. Additionally, none of the exceptions to the application of the exemptions apply.

2. Approve the Notice of Intention to Purchase the Property located at 1190 and 1198 Durfee Avenue in South El Monte, California, from the Jewish Community Foundation of the Jewish Federation – Council of Greater Los Angeles (a California non-profit corporation as to an undivided 48.5 percent interest); Zvi and Betty Ryzman (husband and wife as to an undivided 48.5 percent interest); and David and Theresa A. Loth (husband and wife as to an undivided 3 percent interest), for a purchase price not to exceed $11,069,000, plus title, survey, escrow fees, totaling approximately $15,000 (collectively, "title and escrow fees"), in addition to an independent consideration amount of $100 for the purchase, for a not to exceed total amount of $11,084,100.

3. Instruct the Executive Office of the Board of Supervisors to publish the Notice of Intention to Purchase, in accordance with Government Code Section 6063, which will state the date following the publishing period that the Board will meet to consummate the purchase.

4. Set a date for a Board meeting to receive comments and consummate the proposed acquisition following publication of the Notice of Intention to Purchase, in accordance with Government Code Section 6063.

AT THE BOARD MEETING SET BY THE NOTICE OF INTENTION TO PURCHASE, FOLLOWING THE GOVERNMENT CODE SECTION 6063 PUBLISHING PERIOD, IT IS RECOMMENDED THAT THE BOARD:

1. Order the purchase of the Property to be consummated, in accordance with Government Code Sections 25350 and 25353.
2. Instruct and authorize the Chief Executive Officer, and or her designee, to execute the Agreement of Purchase and Sale, approved as to form by County Counsel, to purchase the Property from the Jewish Community Foundation of the Jewish Federation – Council of Greater Los Angeles (a California non-profit corporation as to an undivided 48.5 percent interest); Zvi and Betty Ryzman (husband and wife as to an undivided 48.5 percent interest); and David and Theresa A. Loth (husband and wife as to an undivided 3 percent interest), for a purchase price not to exceed $11,069,000, plus title and escrow fees of approximately $15,000, in addition to an independent consideration amount of $100 for the purchase, for a not to exceed total amount of $11,084,100, and authorize the Chief Executive Officer, or her designee, to take all further actions necessary and appropriate to complete the transaction, including opening and management of escrow, any administrative adjustments to the transfer documents, and execution of all the requisite documentation for the completion of the transfer and related actions and acceptance of the deed conveying title to the Property to the County.

3. Establish the proposed South El Monte Assessor’s Office Acquisition and Refurbishment Project, Capital Project No. 70030 (Project).

4. Approve an Appropriation Adjustment to transfer net County cost, as a loan, in the amount of $12,084,100 from the Asset Development Implementation Fund to Capital Assets-Buildings and Improvements under Capital Project No. 70030 to fund the acquisition of the Property, not to exceed $11,084,100 and up to $1 million to initiate design and planning efforts.

5. Authorize the Auditor-Controller to issue a warrant to cover the purchase price of $11,069,000 and any other required transactional costs or escrow fees or independent consideration, which are estimated not to exceed $15,100 for a total approved warrant amount not to exceed $11,084,100.

6. Instruct the Assessor’s Office to place the Property under the complete ownership of the County, and remove the Property from the tax roll effective upon the transfer of title to the County.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

As part of the implementation of the County’s Strategic Asset Management Plan, the CEO is seeking to reduce cost and optimize the use of the County’s office space. As part of this effort, we are seeking opportunities to transition long term programs from leases into County-owned space.
On August 1, 2000, the County entered into a seven-year lease agreement (1190 Durfee Lease) with the Whittier Narrows Business Park (predecessor-in-interest to the Seller) to lease a two-story 36,861 sq. ft. office building and a two-story parking structure containing 130 parking spaces for seven years, with two five-year options to extend the lease. The County exercised its options to extend the 1190 Durfee Lease in 2007 and 2012 and is now desirous of acquiring said Property to continue the County's current use of the Property as the Assessor’s East District Office. The County also has entered into a one-year lease for the adjacent 10,548 square foot office building, for use by the Assessor’s Office, and wishes to acquire this adjacent property. Collectively, these properties comprise the Property. The purchase price reflects the fair market value for the Property, which has been established based on a County-commissioned appraisal report and compared to an appraisal report prepared by the sellers.

Upon acquisition, Public Works, in concert with the Assessor’s Office, will proceed with a complete space programming analysis and design review for the Property, in order to ascertain and implement a space use and office design that will improve the Property’s functionality, suitability, and cost-efficiency for the Assessor’s Office's current and future use. Upon completion of design efforts, we will return to the Board to seek approval for the proposed refurbishments, budget, and any required environmental documentation.

The execution of the Agreement of Purchase and Sale (Agreement) by the CEO and approval of the recommendations will allow the County to open escrow, order and review all necessary title documents to ensure the County acquires free and clear title to the Property, issue warrants for the purchase price of $11,069,000, plus title and escrow fees and independent consideration fee in the amount $15,100, deposit said funds into escrow, fulfill the County’s obligations associated with the acquisition and consummate the transfer of title of the Property to the County.

**Implementation of Strategic Plan Goals**

The Countywide Strategic Plan Goal 3 of “Realize Tomorrow’s Government Today” directs that our increasingly dynamic, and complex environment, challenges our collective abilities to respond to public needs and expectations. We want to be an innovative, flexible, effective, and transparent partner focused on advancing the common good. Upon acquisition of the Property by the County, the Assessor’s Office will be in a position to move some Assessor functions from the Hall of Administration to the East District Annex Office, thereby maximizing the effectiveness of their operations that will further support their continued timely delivery of customer-oriented and efficient public services, particularly in the area of assessing the public’s property values.
FISCAL IMPACT/FINANCING

The proposed acquisition of the Property totaling $11,069,000 plus approximately $15,100 for title and escrow fees and independent consideration, will result in the elimination of the current monthly rental costs of $83,120 that includes the monthly rental amount for 1190 Durfee Avenue of $75,620 and the monthly rental amount for 1198 Durfee Avenue of $7,500. Following the acquisition of the Property, the operating costs of the Property will be funded through the Assessor’s Office annual operating budget, as the proprietor department of this prospective County-owned asset.

The proposed acquisition and related design and planning efforts will be funded through a loan from Asset Development Implementation Fund (ADIF) which is managed by the Chief Executive Office (CEO). Approval of the Appropriation Adjustment (Attachment A) will transfer $12,084,100 from ADIF into Capital Project No. 70030 to fund the acquisition of the Property and design efforts for the proposed South El Monte Assessor’s Office Refurbishment Project. Once the design efforts have been completed, we will return to the Board to seek approval for the proposed refurbishments and budget. The Assessor will commence repayment of the ADIF loan immediately upon the close of escrow for the purchase.

Operating Budget Impact

The net operating budget savings resulting from the elimination of monthly rental costs will be used by the Assessor to offset the annual operating costs of the facilities and to assist in the payment of the $12,084,100 loan from ADIF. The CEO will enter into a Memorandum of Understanding with the Assessor to formalize the payment amount and amortization schedule of the loan.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In order to accept the transfer of title, CEO authorized completion of a preliminary title report, which revealed no claims or encumbrances that would significantly affect or impair the Property’s title. Additionally, as required by Government Code Section 65402, notice of the proposed acquisition was submitted to the City of South El Monte (City) Planning Department. The City’s Planning Department has determined that the acquisition of the Property and its continued use as office buildings and a parking structure is in compliance with its General Plan. A Phase I Environmental Site Assessment was completed, and concluded that there is no evidence of recognized environmental conditions to address or mitigate. Additionally, property condition assessment reports were ordered and completed for the two buildings and the parking structure by a Public Works-commissioned consultant. All items in said reports were reviewed by CEO and the Assessor’s Office with any repair and/or maintenance items that posed a health or safety risk to the County being remedied by the sellers. CEO, with the assistance of Public Works, has satisfactorily completed its due diligence with respect to the proposed acquisition of the Property.
Section 25353 of the California Government Code, allows the Board to acquire real property for use of the County for buildings or for other public purposes. Pursuant to Government Code Sections 6063 and 25350, a Notice of Intention to Purchase will be published for the intended action to purchase real property, and a Board meeting will be scheduled following the three-week publishing period, to receive comments prior to consummating the proposed acquisition.

ENVIRONMENTAL DOCUMENTATION

The proposed Project is exempt from CEQA. The proposed Project, which is to acquire the Property which is currently leased by the County from the Seller, and the proposed programming and design work to identify refurbishments needed to make the Property suitable for current and future County department office use, is within a class of projects that have been determined not to have a significant effect on the environment and which meet the criteria set forth in Section 15301 of the State CEQA Guidelines, Section 15061(b)(3) of the State CEQA Guidelines and Class 1(u) of Appendix G of the County’s Environmental Document Reporting Procedures and Guidelines. In addition, the proposed Project will comply with all applicable regulations, and there are no cumulative impacts, unusual circumstances, damage to scenic highways, listing on hazardous waste site lists compiled pursuant to Government Code Section 65962.5, or indications that it may cause a substantial adverse change in the significance of a historical resource that would make the exemptions inapplicable.

Upon the Board’s approval of the recommended actions, the department will file a Notice of Exemption with the County Clerk in accordance with Section 21152 of the California Public Resources Code.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no impact on or disruption of County services.
CONCLUSION

It is requested that the Executive Office, Board of Supervisors, return two original copies of the signed Agreement, and the adopted, stamped copy of the Board letter to CEO, for further processing, and to Public Works, Project Management Division I. Additionally, please forward one adopted, stamped copy of the Board letter to the Assessor’s Office.

Respectfully submitted,

SACHI A. HAMAI
Chief Executive Officer

SAH:DPH:DL
JLC:KW:RH:gw

Enclosures

c: Executive Office, Board of Supervisors
   County Counsel
   Auditor-Controller
   Office of the Assessor
   Public Works

BL 1190 and 1198 Durfee
COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENT
DEPARTMENT OF CHIEF EXECUTIVE OFFICER

AUDITOR-CONTROLLER:
The following appropriation adjustment is deemed necessary by this department. Please confirm the accounting entries and available balances and forward to the chief executive officer for her recommendation or action.

ADJUSTMENT REQUESTED AND REASONS THEREFORE
FY 2018-19
4 - VOTES

<table>
<thead>
<tr>
<th>SOURCES</th>
<th>USES</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSESSOR SOUTH EL MONTE ASSESSOR OFFICE A01-CP-96-9919-65059-70030 OPERATING TRANSFERS IN - CAPITAL PROJECTS 12,084,000</td>
<td>ASSESSOR SOUTH EL MONTE ASSESSOR OFFICE A01-CP-6006-65059-70030 INCREASE APPROPRIATION 3,875,000</td>
</tr>
<tr>
<td>ASSESSOR SOUTH EL MONTE ASSESSOR OFFICE A01-CP-6014-65059-70030 CAPITAL ASSETS - B &amp; I INCREASE APPROPRIATION 8,209,000</td>
<td></td>
</tr>
</tbody>
</table>

SOURCES TOTAL $12,084,000 USES TOTAL $12,084,000

JUSTIFICATION
The appropriation adjustment is necessary to fully fund the acquisition of the 1190 and 1198 Durfee Avenue property in the City of South El Monte, and design of the site to accommodate Department's operational need. The funding is coming from a loan from Asset Development Implementation Fund.

AUTHORIZED SIGNATURE JAMES YUN, MANAGER, CEO

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR---

AUDITOR-CONTROLLER
B.A. NO. 097

ACTION
RECOMMENDATION
APPROVED AS REQUESTED
APPROVED AS REVISED
CHIEF EXECUTIVE OFFICER

DATE Dec 20, 2018

DATE 12/20/18
NOTICE OF INTENTION
TO PURCHASE REAL PROPERTY

NOTICE IS HEREBY GIVEN that it is the intention of the Board of Supervisors of the County of Los Angeles, State of California to purchase approximately 1.7 acres of land improved with two office buildings totaling 47,409 square feet and a two story parking structure (the "Real Property") located at 1190 and 1198 Durfee Avenue, in the City of South El Monte, County of Los Angeles, State of California for the sum of Eleven Million Sixty Nine Thousand and NO/00 Dollars ($11,069,000) from the Jewish Community Foundation of the Jewish Federation — Council of Greater Los Angeles, a California non-profit corporation as to an undivided 48.5% interest; Zvi and Betty Ryzman, husband and wife, as to an undivided 48.5% interest; and David and Theresa A. Loth, husband and wife as to an undivided 3% interest (the "Seller"). It is the intent of the County to use the property for County office purposes. The Real Property to be acquired is legally described in Exhibit “A” attached to this Notice and incorporated herein by this reference.

NOTICE IS HEREBY GIVEN that the purchase of the Real Property will be consummated by the Board of Supervisors of the County of Los Angeles, State of California, on December 11th, 2018, at 9:30 a.m. in the Hearing Room of the Board of Supervisors, Room 381, Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles, California 90012. No obligation will arise against the County and in favor of the Seller with respect to the purchase of the Real Property described herein until the Board of Supervisors approves the purchase on the named consummation date.

CELIA ZAVALA, Executive Officer
Board of Supervisors, County of Los Angeles

By _______________________
Deputy

APPROVED AS TO FORM:

MARY C. WICKHAM
County Counsel

By _______________________
Deputy
EXHIBIT “A”
PROPERTY LEGAL DESCRIPTION

APN(s): 8119-008-171

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF SOUTH EL MONTE, IN THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS:

PARCEL A:
PARCEL 1 OF PARCEL MAP NO. 72234, IN THE CITY OF SOUTH EL MONTE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP FILED IN BOOK 380, PAGES 6 THROUGH 10, INCLUSIVE OF PARCEL MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

EXCEPT THEREFROM ALL OIL, HYDROCARBON, ASPHALT, MINERALS, MINERAL AND OTHER SUBSURFACE RIGHTS IN AND UNDER SAID LAND, BUT WITHOUT THE RIGHT OF ENTRY ON THE SURFACE OF ABOVE 500 FEET BELOW THE SURFACE AS GRANTED IN FAIX INC., A CORPORATION, BY DEED RECORDED MAY 19, 1969 AS INSTRUMENT NO. 2140, BOOK D4373, PAGE 948 OF OFFICIAL RECORDS.

PARCEL B:
A NON-EXCLUSIVE EASEMENT FOR INGRESS AND EGRESS OVER THAT PORTION OF LOT 4 OF TRACT 2377, IN THE CITY OF SOUTH EL MONTE, AS PER MAP RECORDED IN BOOK 23, PAGES 107 AN 108 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT IN THE WESTERLY LINE OF PECK ROAD, 100.00 FEET WIDE, SAID WESTERLY LINE AT SAID POINT BEING THE ARC OF A CURVE CONCAVE EASTERLY HAVING A RADIUS OF 2050.00 FEET, SAID POINT BEING DISTANT SOUTHERLY 128.33 FEET, MEASURED ALONG THE ARC OF SAID CURVE, FROM THE SOUTHEASTERLY CORNER OF THE LAND DESCRIBED IN PARCEL 2 OF THE DEED TO THE STATE OF CALIFORNIA, RECORDED JUNE 12, 1964 AS INSTRUMENT NO. 1776, IN BOOK D2507, PAGE 391 OF OFFICIAL RECORDS, A RADIAL LINE THROUGH SAID POINT BEARS SOUTH 82° 49' 11" WEST; THENCE SOUTHERLY ALONG SAID WESTERLY LINE OF PECK ROAD, THROUGH A CENTRAL ANGLE OF 0° 30' 11" AN ARC DISTANCE OF 18.00 FEET; THENCE SOUTH 86° 39' 23" WEST 50.00 FEET; THENCE NORTH 66° 25' 36" EAST 51.92 FEET TO THE POINT OF BEGINNING.

PARCEL C:
A NON-EXCLUSIVE EASEMENT FOR INGRESS AND EGRESS OVER THAT PORTION OF PARCEL 2 OF SAID PARCEL MAP, AS SHOWN AND DELINEATED AS PRIVATE DRIVE AND FIRE LANE ON THE MAP OF SAID PARCEL MAP.

EXCEPT THEREFROM ANY PORTION WITHIN PARCEL “A” DESCRIBED ABOVE.
1190 and 1198 Durfee Avenue, South El Monte
Property proposed to be acquired by the County of Los Angeles
### LA County Employee Climate Survey: Summary of Questions

<table>
<thead>
<tr>
<th>Part I: Background Information</th>
<th>Includes a battery of questions concerning participants’ basic demographic information and general information about their employment with the County.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part II: General Work Environment</td>
<td>Includes general employment climate and job satisfaction questions. Employees are asked questions concerning the amount of resources and respect they are afforded to complete their jobs to their satisfaction.</td>
</tr>
<tr>
<td>Part III: Work Environment in My Department</td>
<td>Includes department employment climate and job satisfaction questions. Employees are asked to reflect upon the level of gender equity their department achieves concerning employment issues such as career development opportunities, mentorship, respect, resources and pay.</td>
</tr>
<tr>
<td>Part IV: Departmental Leadership</td>
<td>Includes a battery of questions concerning the leadership in their departments and direct supervisors. Employees are asked to indicate their level of agreement on how management deals with encouraging employees, various equity issues in the workplace and their satisfaction with County complaint processes.</td>
</tr>
<tr>
<td>Part V: Work / Family Balance</td>
<td>Includes a battery of questions concerning the climate around which County employees navigate balancing work and family obligations. Employees are asked to indicate general and specific levels of support for their ability to tend to various family obligations.</td>
</tr>
<tr>
<td>Part VI: Caregiving for Dependent Adult Family Members</td>
<td>This portion of the survey will only be taken by employees who are currently or have in the past 5 years used FMLA leave time to care for a dependent family member, including dependent adults. This section includes a battery of questions concerning ease of understanding and use, as well as satisfaction with County policies concerning dependent family related leaves of absence.</td>
</tr>
<tr>
<td>Part VII: Caregiving for Dependent Children</td>
<td>This portion of the survey will only be taken by employees who are currently, will in the recent future or have in the past 5 years had childcare needs while employed with the County. This section includes a battery of questions concerning ease of understanding and use, as well as satisfaction with County policies concerning child care related policies and parental needs.</td>
</tr>
<tr>
<td><strong>OPS CLUSTER</strong></td>
<td></td>
</tr>
<tr>
<td><strong>AGENDA REVIEW DATE</strong></td>
<td>2/28/2019</td>
</tr>
<tr>
<td><strong>BOARD MEETING</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>SUPERVISORIAL DISTRICT AFFECTED</strong></td>
<td>All Districts</td>
</tr>
<tr>
<td><strong>DEPARTMENT</strong></td>
<td>Treasurer and Tax Collector</td>
</tr>
<tr>
<td><strong>SUBJECT</strong></td>
<td>Status Update on the Chapter 8 Program</td>
</tr>
<tr>
<td><strong>PROGRAM</strong></td>
<td>Chapter 8 Agreement Sales</td>
</tr>
<tr>
<td><strong>SOLE SOURCE CONTRACT</strong></td>
<td>☒ Yes ☐ No</td>
</tr>
<tr>
<td><strong>DEADLINES/TIME CONSTRAINTS</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>COST &amp; FUNDING</strong></td>
<td>Total cost: $</td>
</tr>
<tr>
<td></td>
<td>Funding source:</td>
</tr>
<tr>
<td></td>
<td>TERMS (if applicable):</td>
</tr>
<tr>
<td></td>
<td>Explanation:</td>
</tr>
<tr>
<td><strong>PURPOSE OF REQUEST</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>BACKGROUND</strong></td>
<td>This is to provide a status update on the October 31, 2017 Board Motion and resulting improvements to the Chapter 8 Program.</td>
</tr>
<tr>
<td><strong>DEPARTMENTAL AND OTHER CONTACTS</strong></td>
<td>Keith Knox, Chief Deputy (213) 974-0703 <a href="mailto:kknox@ttc.lacounty.gov">kknox@ttc.lacounty.gov</a></td>
</tr>
</tbody>
</table>
COUNTY OF LOS ANGELES
STATUS UPDATE ON THE
CHAPTER 8 PROGRAM

TREASURER AND TAX COLLECTOR (TTC)
COMMUNITY DEVELOPMENT COMMISSION (CDC)
Sale to Private Parties (Revenue and Taxation Code Chapter 7)

- Public Auction Process:
  - Residential property tax-defaulted five years or more
  - Non-residential commercial property tax-defaulted three years or more

- Key Elements:
  - Minimum bid
  - Notifications:
    - Owners of Record
    - Public Agencies (eligible taxing agencies, special districts, cities, revenue districts)
    - Nonprofit organizations who request notice
Sale to State, County or Public Agencies
(Revenue and Taxation Code Chapter 8)

- Request to purchase OR submit objection to Chapter 7 sale, and application
  - Parcel, purchaser and purpose specific
  - Approved by the Board of Supervisors and State Controller
- Public Agencies – far less restrictive
  - Purchase property for public use
Nonprofit organizations – more restrictive and must be incorporated to serve low-income persons for:

- Acquiring substandard single-family or multi-family housing
  - For rehabilitation and sale or rent
- Acquiring vacant land to:
  - Construct residential dwellings for sale or rent
  - Use for other purposes (e.g., senior center, community center)
  - Dedicate to public use (e.g., park, community garden)
- CDC involvement (e.g., housing, non-residential construction)
Over the last three years we have completed Chapter 8 Agreement Sales for 35 properties.

Most of the projects have been by cities and special districts for the purpose of:

- Flood Control
- Waste Water Management
- Open Space
Highlights

- Establish a Workgroup and include nonprofit organizations
- Find better ways to share information with public agencies and nonprofits including property characteristics
- Streamline application process
- Update existing TTC and CDC MOU
7 Nonprofit Organizations, 5 County Departments (Assessor, CEO, Parks, Regional Planning, TTC) and CDC

- Key challenges:
  - Lack of knowledge in community – what is Chapter 8?
  - Limited property information
  - Difficult to verify substandard condition

- Identified program inefficiencies:
  - Two application processes - TTC and CDC
  - Inconsistent timeframes
Improved information sharing:

- Development of Chapter 8 Web Portal
  - Property descriptions (i.e. zoning, land use)
  - Property maps
- Collaborated with Public Works
  - Flagged substandard properties in the unincorporated area and contract cities

- Automated nonprofit annual request
- Collaborated with the Office of the Assessor at Nonprofit Empowerment Symposium
Program Efficiencies and Cost Saving Measures:

- Updating application process and materials
- Developing application manual and underwriting guidelines
- Offering Regional Planning and Public Works fee waivers to affordable housing projects
- Removing costly requirement for construction monitoring
NEXT STEPS

- Continue collaboration with the Office of the Assessor
- Hosting Seminar for Public Agencies and Nonprofit Organizations on March 7, 2019
- Co-sponsoring Chapter 8 Workshop with the Southern California Association of Nonprofit Housing (SCANPH)
- Targeted outreach to local Community and Economic Development Departments
NEXT STEPS

- Finalize fee studies/Ordinances
  - Board approval
- Targeting summer implementation
  - Media Release – Announcing Web Portal
Contact:
Deondria Barajas,
Operations Chief, Treasurer and Tax Collector
(213) 974-0070 or dbarajas@ttc.lacounty.gov