



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

FESIA A. DAVENPORT
Chief Executive Officer

November 18, 2022

To: Supervisor Holly J. Mitchell, Chair
Supervisor Hilda L. Solis
Supervisor Sheila Kuehl
Supervisor Janice Hahn
Supervisor Kathryn Barger

From: Fesia A. Davenport
Chief Executive Officer

Celia Zavala 
Executive Officer, Board of Supervisors

Board of Supervisors
HILDA L. SOLIS
First District

HOLLY J. MITCHELL
Second District

SHEILA KUEHL
Third District

JANICE HAHN
Fourth District

KATHRYN BARGER
Fifth District

REPORT BACK ON THE REVIEW AND ASSESSMENT OF COUNTY COMMISSIONS' NEEDS (ITEM NO. 10, AGENDA OF AUGUST 9, 2022)

On August 9, 2022, the Board of Supervisors (Board) directed the Chief Executive Officer to review and assess County commissions' needs, including administrative staff, funding, and other needs and report back to the Board in 90 days with recommendations to ensure commissions are supported and effective. In collaboration with the Executive Office of the Board – Commission Services Division (Executive Office), responsible for providing administrative support to the largest number of County Commissions, the following report was developed.

The Board encourages citizen involvement and their expertise to assist the Board in serving the community. Various legislative bodies, commissions, committees, and boards (collectively referred to as "Commissions") have been established to help the Board administer the many and varied duties and responsibilities of local County government. Commissions are created by State or federal law, County ordinance, or by action of the Board. There are approximately 70 citizens advisory commissions and administrative boards and committees operated by the County (see Attachment). Their primary roles are to provide feedback and recommendations to the Board and/or County departments on proposed or existing policies, procedures, programs, and services or to provide essential administrative functions on behalf of or in conjunction with government entities. They also provide a forum for citizen input and accessibility to County government, and the Board relies on these groups to advise them on a wide range of issues affecting their constituencies, and to assure they are responsive to community needs.

On September 16, 2022, the Executive Office disseminated a survey to all County department's administrative deputies and the citizens advisory commissions, which yielded responses from 52 Commissions across 19 County departments. In consultation with the Executive Office, the Chief Executive Office reviewed the results of the survey and conducted a general needs assessment of the County Commissions.

Our assessment of the survey results focuses on three primary areas identified from the survey responses: (1) staffing; (2) stipend compensation, and/or (3) orientation and training, which 30 Commissions indicated having sufficient resources to support their Commissions.

Staffing Needs

The survey results indicated that there are 166 staff supporting the 52 Commissions and 116 related subcommittees. While 35 Commissions meet monthly or more frequently, survey results indicate that overall staff support either have shared staff or staff with split duties that are not dedicated full-time positions for the Commissions. Of the 52 Commissions, 20 indicated the need for additional, dedicated, or analytical staff.

Commissioners are called upon to develop Commission objectives, conduct preliminary research and draft reports; however, responses showed that the crux of the work falls to the support staff to further research and complete. For example, duties and responsibilities may include scheduling and preparation of events, presentations, and/or hearings, agenda completion, goals research and development, writing reports, data review and other duties pertinent to the work behind the scenes. Respondents indicated that to better serve the various Commissions, hiring additional staff resources, specifically targeting staff analysts and managerial positions would help better support and effectively administer the operations of the various County Commissions.

Stipend Compensation

Approximately half of the Commissions surveyed receive a stipend to offset the financial burden that will allow for the Commissioners' voluntary participation. Commission stipends generally range from \$25 to \$150 per meeting or Commission authorized activity. Based on a preliminary study, it was noted that many of these rates have been in place since the 1990s or prior, or since the inception of the Commissions. For 22 of the 25 Commissions that receive a stipend, the survey showed that the amount of the stipend is not sufficient, based on the amount of work and time required for performing Commission duties, including the nine receiving a \$25 stipend.

To help retain and recruit potential Commissioners, a stipend increase for some Commissions may be appropriate to cover the expenses incurred to participate and to show the County's commitment to civic engagement and community inclusion. The Executive Office will conduct further review of Commission stipends and submit a recommendation to the Board.

Commissioner Orientation and Training

The survey results indicate that four Commissions require additional resources for on-boarding and training. The review noted that training varies for each Commission, based on departmental orientation and mandatory training guidelines from the Department of Human Resources (DHR). In addition, Commissioners that do not receive a stipend, are not issued employee numbers, which is required to access the County's mandatory trainings through the Learning Link system. Further, the Executive Office facilitates a number of additional voluntary training opportunities, including New Commissioner Orientation, Annual Brown Act Workshop, along with other biannual educational networking forums and trainings hosted by the Commission Services Division, including such topics as Convening a Meeting, Communicating with the Board and Submitting Annual Reports, and Incorporating Diversity, Equity and Inclusion in Commission Work.

Standardizing the orientation and training process would help to ensure that all Commissioners have a consistent experience across the County and help provide the necessary knowledge and understanding of their roles and responsibilities as members of their respective Commissions. The Executive Office plans to work with the CEO, County Counsel, Auditor-Controller and DHR to facilitate a focus group of various departments to assess and recommend a consistent on-boarding process and mandatory training requirements for Commissioners.

Summary

In summary, additional staffing resources will need to be considered based on the individual needs identified by each department to ensure the support to effectively administer the operations of the various County Commissions. For those departments that indicated a need for additional staffing resources, they can submit a request during the 2023-24 Recommended Budget for funding consideration on a case-by-case basis. The CEO will report back during the 2023-24 Recommended Budget with funding recommendations, as appropriate, based on competing budget priorities and available funding.

As previously stated, the Executive Office will further review Commission stipends and report back separately to the Board. In addition, a focus group will be established to assess and recommend a consistent on-boarding process and mandatory training requirements for Commissioners.

Please let us know if you have any questions concerning this matter, or your staff may contact Lorayne Lingat, Assistant Executive Officer at (213) 974-1405 or lilingat@bos.lacounty.gov or Sheila Williams, Senior Manager, CEO at (213) 974-1155 or swilliams@ceo.lacounty.gov.

FAD:CZ:JMN:MM:SW:AB:BM:kn

Attachment

c: County Counsel
Arts and Culture



LOS ANGELES COUNTY CITIZENS ADVISORY COMMISSIONS AND ADMINISTRATIVE BOARDS AND COMMITTEES

EXECUTIVE OFFICE



BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

ATTACHMENT

There are more than 200 Commissions established in the County of Los Angeles that are designated into specific categories. Some of these include citizens advisory commissions, administrative boards and committees, special districts, and joint powers authorities. Below are the citizens advisory commissions and administrative boards and committees who were provided the commission needs assessment survey.

Category 1 - Citizen advisory commissions are bodies whose primary role is to provide feedback and recommendations to the Board and/or County Departments on proposed or existing policies, procedures, programs and services.	
Aviation Commission	Los Angeles County Commission for Older Adults
Board of Governors, Department of Museum of Natural History	Los Angeles County Commission on Disabilities
Business License Commission	Los Angeles County Commission on Insurance
Commission for Children and Families	Los Angeles County Historical Landmarks and Records Commission
Commission for Public Social Services	Los Angeles County Mental Commission
Commission for Women	Los Angeles County Small Business Commission
Commission on Alcohol and Other Drugs	Los Angeles County Veterans' Advisory Commission
Commission on HIV	Los Angeles County Youth Commission
Commission on Human Relations	Los Angeles Probation Oversight Commission
Consumer Affairs Advisory Commission	Measure A: Citizens Oversight Advisory Board
Emergency Medical Services Commission	Park and Recreation Commission
Fish and Wildfire Commission	Public Health Commission
Gender Responsive Advisory Committee	Quality Productivity Commission
Hospitals and Health Care Delivery Commission	Real Estate Management Commission
Library Commission	Regional Planning Commission
Los Angeles City-County Native American Indian Commission	Rental Housing Oversight Commission
Los Angeles County Arts Commission	Sheriff Civilian Oversight Commission
Los Angeles Beach Commission	Small Craft Harbor Commission
Los Angeles County Care First and Community Investment Advisory Committee	Small Craft Harbor Design Control Board
Los Angeles County Citizens' Economy and Efficiency Commission	Sybil Brand Commission for Institutional Inspections

Category 2 - Administrative boards and committees are bodies tasked with providing essential administrative functions on behalf of or in conjunction with government entities.	
Accessibility Appeals Board	Independent Citizens' Oversight Committee Proposition E Special Tax
Assessment Appeals Board	Labor Management Advisory Committee on Productivity Enhancements
Audit Committee	Los Angeles County Board of Education
Board of Examiners of Plumbers and Gas Fitters	Los Angeles County Children and Families First-Proposition 10 Commission (aka First 5 L.A.)
Board of Investments	Los Angeles County Citizens Redistricting Commission (Independent)
Board of Retirement	Los Angeles County Community Action Board
Building Board of Appeals	Los Angeles County Highway Safety Commission
Building Rehabilitation Appeals Board	Measure R Independent Taxpayers Oversight Committee (aka Traffic Relief and Expansion)
Civil Grand Jury	Pension Saving Plan Administrative Committee
Civil Service Commission	Public Safety Realignment Team
Claims Board, Los Angeles County	Saving Plan Committee
Employee Relations Commission	Solid Waste Facilities Hearing Board
Engineering Geology and Solis Review and Appeals Board	Water Appeals Board
Housing Authority Committee	Workforce Development Board