



lacounty.gov

Hilda L. Solis  
Mark Ridley-Thomas  
Sheila Kuehl  
Don Knabe  
Michael D. Antonovich

## County of Los Angeles COMMUNITY AND SENIOR SERVICES

3175 West Sixth Street • Los Angeles, CA 90020  
Tel: 213-738-2600 • Fax 213- 487-0379

*Enriching Lives Through Effective And Caring Service*



css.lacounty.gov

Cynthia D. Banks  
Director

Otto Solórzano  
Chief Deputy

May 03, 2016

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:

# ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

20 May 17, 2016

LORI GLASGOW  
EXECUTIVE OFFICER

### **APPROVAL OF INCIDENTAL EXPENSES (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

#### **SUBJECT**

The County of Los Angeles Community and Senior Services (CSS) is seeking Board approval for the continued use of CSS funding in Fiscal Years (FY) 15-16 and 16-17 to pay for incidental expenses for official functions and meetings that support CSS' mission and improve the quality of public service. It is anticipated CSS will exceed the \$5,000 incidental expense limit for County departments established by County Code.

#### **IT IS RECOMMENDED THAT THE BOARD:**

Authorize the Director of CSS, or his or her designee, to spend up to \$45,000 from the CSS FY 15-16 Adopted Budget; and up to \$70,000 from the CSS FY 16-17 Adopted Budget, to cover incidental expenditures associated with the official functions and meetings as specified in Attachment A.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of the recommended action is to provide CSS with additional spending authority to meet the anticipated level of incidental expenditures. County Code limits departments to \$5,000 annually for incidental expenses. Approval from the Chair is needed for incidental expenditures between \$500 and \$5,000; expenditures greater than \$5,000 require the approval of your Board. Multiple County departments have sought and obtained Board approval to exceed their authority under County Code in order to cover incidental expenses for official meetings, events and other functions related to their respective missions. Obtaining approval for all of the expenditures listed in Attachment A will reduce the administrative burden of seeking case-by-case approvals from the

Chair for incidental expenditures between \$500 and \$5,000; and from the Board for expenditures over \$5,000. Approval pursuant to this Board action will enable CSS to focus its attention on the planning and execution of effective events that further the Department's mission and enhance the quality of public service.

CSS incurs incidental expenditures in support of the following County commissions: the Los Angeles County Commission on Older Adults (LACCOA), the Human Relations Commission (HRC) and the Native American Indian Commission (NAIC). These commissions each have important public engagement and advisory roles pursuant to Federal legislation and County Code. LACCOA convenes key stakeholders and advises CSS on planning and implementation of programs funded through the Older Americans Act of 1965. HRC advises CSS on strategies to eradicate prejudice, intolerance, and discrimination and improve human relations within the County of Los Angeles. NAIC advises the County and City of Los Angeles on programs implemented under the Community Services American Indian Block Grant. Incidental expenses incurred by the Los Angeles County Workforce Development Board are paid under separate authority, Section 3.76.100 of County Code. The provision of food and beverages at commission meetings provides a small benefit to commissioners, who contribute significant time and expertise to strengthen County programs on either a volunteer basis or in exchange for a nominal monthly stipend.

For FY 15-16, CSS intends to incur additional incidental expenses to coordinate public meetings and special events that enhance the public's engagement in County programs and services. This includes a 2016 Summer Youth Jobs Program Launch Event and Career Fair to raise awareness of Los Angeles County's Youth Jobs Program and connect local youth to career resources and employers. Other employment related events in various regions of the County are anticipated as well. In coordination with the five Board Offices, CSS is also planning to host Older Adult Recognition Day (OARD) events, which are annual events organized during Older Americans Month (May) to honor older adults and their guests for outstanding services throughout the County. In addition, CSS incurs incidental expenses to purchase meeting supplies and refreshments for strategic planning sessions, trainings and other events that are held for the discussion of official business and are critical to CSS' mission.

For FY 16-17, it is anticipated that CSS will continue to incur incidental expenditures to support commission meetings, a Summer Youth Jobs Program Launch Event, employment events, OARD events and departmental training. In addition, during FY 16-17, CSS and HRC intend to host the John Anson Ford (JAF) Human Relations Awards, a reception to honor awardees for their outstanding human relations work throughout the County, as well as other community meetings related to human relations. CSS also anticipates incidental expenditures in FY 16-17 for constituent holiday events, the purchase and distribution of turkeys and other public events at our Community and Senior Centers. Additionally, CSS intends to incur incidental expenditures for an employee appreciation event to recognize the outstanding service of our employees.

Moreover, in FY 16-17, CSS intends to coordinate multiple regional planning meetings as part of the required regional planning process under the Workforce Innovation and Opportunity Act of 2014 (WIOA). These regional planning meetings will be organized in partnership with workforce development boards, businesses and employers, community colleges, adult education schools, County departments, state agencies, economic development entities and other workforce development organizations in Los Angeles County.

The Board's authorization is requested for anticipated incidental expenditures associated with the above meetings and functions that align with and support CSS programs, initiatives and services. Several of the anticipated expenditures, including the OARD events and JAF Awards, have occurred

in prior years, but approval was sought from the Board Chair on a case-by-case basis to exceed CSS' authority to spend \$500 per occurrence/event.

### **Implementation of Strategic Plan Goals**

The recommended action is consistent with Countywide Strategic Plan Goal #1 Operational Effectiveness/Fiscal Sustainability and Goal #2 Community Support and Responsiveness.

### **FISCAL IMPACT/FINANCING**

Funding is available in CSS' FY 15-16 Budget for expenses not to exceed \$45,000 and FY 16-17 Budget for expenses not to exceed \$70,000.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Pursuant to section 5.40.097 of County Code and Section 4.9 of the County Fiscal Manual, departments are permitted to purchase food and beverages for official functions and meetings authorized by the Department Head up to \$500 per occasion with a maximum of \$5,000 per year. Any expenditure of more than \$500 but less than \$5,000 per occurrence must be approved in advance by the Chair of the Board of Supervisors. In a single year when individual events/occurrences or total expenditures exceed the \$5,000 annual limit, the Board must approve in advance. The approval limits also apply even if the department will recover some or all of the expenses from other sources.

The estimated incidental expenses of up to \$45,000 for FY 15-16 and \$70,000 for FY 16-17 are expected to exceed the \$5,000 threshold for incidental expenses. In addition, the anticipated incidental expenditures outlined in Attachment A each exceed CSS' \$500 per occasion spending authority. Therefore, approval is requested by the Board to exceed CSS' overall spending authority of \$5,000 per FY and for each of the anticipated incidental expenditures outlined in Attachment A.

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

Approval of the recommended action will enable CSS to continue to pay for incidental expenses associated with commission meetings, recognition events, staff planning meetings, trainings and other functions that support public engagement and the development and delivery of effective workforce, aging and community services.

The Honorable Board of Supervisors

5/3/2016

Page 4

Respectfully submitted,

A handwritten signature in dark ink, reading "Cynthia D. Banks". The signature is written in a cursive, flowing style. The first name "Cynthia" is written in a larger, more prominent script, followed by "D." and "Banks". The signature is positioned above the printed name and title.

CYNTHIA D. BANKS

Director

OS:JW:GN:hl

Enclosures

## ATTACHMENT A – ANTICIPATED INCIDENTAL EXPENDITURES

Activity/ Project	Estimated Amount Fiscal Year (FY) 15-16	Estimated Amount Fiscal Year (FY) 16-17	Description
Commission Meetings	\$ 2,000	\$ 3,000	Community and Senior Services (CSS) incurs incidental expenditures in support of the following County commissions: The Los Angeles County Commission on Older Adults (LACCOA), the Human Relations Commission and the Native American Indian Commission (NAIC). These commissions meet on a monthly basis to carry out important advisory and public engagement functions. Commissioners serve on a voluntary basis or in exchange for a nominal stipend. The requested amount will enable provision of light refreshments at Commission meetings.
Youth Employment Hiring Event	\$ 12,000	\$ 12,000	CSS oversees the L.A. County Youth Jobs Program, a regional collaborative funded by the Board of Supervisors that includes County Departments, seven (7) Workforce Development Boards, community organizations and countless employers. CSS and its partners are engaging in significant outreach to business and youth to prepare for the 2016 Summer Youth Jobs Program. As part of these outreach efforts, CSS is planning countywide Hiring Events that bring together employers, workforce development partners, and educators to participate in hiring youth and connecting them to services and resources. For this FY, a hiring event is scheduled for Saturday, June 18, 2016, from 10am-3pm at East Los Angeles College. The requested amount will enable CSS to cover incidental expenditures associated with this event, including the provision of lunch for the 1,000 youth expected to attend.
Other Employment and Workforce Development Events	\$ 3,000	\$ 3,000	The Board of Supervisors has recently adopted several priorities related to employment and workforce development, including Motions on Proposition 47 (Prop 47), Small Business and Social Enterprise Utilization, and a Countywide Economic Development Strategy. The requested amount will enable CSS to cover incidental costs associated with Board priority Employment and Workforce Development events, such as Prop 47 Taskforce II meetings, and high-growth sector employer convenings (in sectors that include healthcare, construction, biosciences, transportation and logistics, hospitality and tourism, and utilities).
Older American Recognition Day Events	\$ 25,000	\$ 25,000	In coordination with the five (5) Board Offices, CSS annually plans Older Adult Recognition Day Events (OARD) to honor older adults and their guests for outstanding services throughout the County. The requested amount will cover costs associated with OARD events including flowers, printing of event programs, and venue costs. Approval for approximately \$2,000 for the 4 <sup>th</sup> /5 <sup>th</sup> District events on May 5 and May 12, respectively, was secured last week from the Chair. The final OARD event is scheduled for May 25, 2016 at the Dorothy Chandler Pavilion for the 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Districts.

Activity/ Project	Estimated Amount Fiscal Year (FY) 15-16	Estimated Amount Fiscal Year (FY) 16-17	Description
Departmental Training / Strategic Planning Events	\$ 1,000	\$ 3,000	The requested amount will cover refreshments for periodic trainings intended to support succession planning and staff leadership development. CSS is currently providing training on the “7 Habits of Highly Effective People” to all managers. Periodic meetings are also scheduled to bring together senior management for team building and planning sessions that support achievement of CSS goals and objectives. In addition, training for agencies under contract with CSS is anticipated.
JAF Awards/Human Relations Community Meetings	\$ 0	\$ 12,000	In coordination with the five (5) Board Offices, CSS intends to host the John Anson Ford (JAF) Human Relations Awards, a reception to honor awardees for their outstanding human relations work throughout the County. In addition to the JAF Awards, CSS anticipates other human relations events in the community during FY 16-17, including a youth conference.
Community Events	\$ 0	\$ 4,000	CSS anticipates incidental expenditures associated with community events, such as constituent holiday events, the purchase and distribution of turkeys, and public events at Community and Senior Centers. In coordination with the HRC, we are also planning six (6) community hearings on policing and human relations. Each of these hearings is expected to involve approximately 100 community leaders and members of the public, as well as commissioners. The hearings and other community events will occur throughout the five (5) Supervisorial Districts.
Regional Workforce Development Planning Meetings	\$ 0	\$ 4,000	CSS intends to coordinate multiple regional planning meetings as part of the required regional planning process under the Workforce Innovation and Opportunity Act of 2014. These regional planning meetings will be organized in partnership with workforce development boards, businesses and employers, community colleges, adult education schools, County departments, State agencies, economic development entities and other workforce development organizations in Los Angeles County.
Annual Employee Recognition Event	\$ 0	\$ 2,000	The requested amount will cover refreshments for an expanded Employee Recognition Event to honor CSS employees from throughout the Department for their outstanding services to the public.
Other Incidental Expenses	\$ 2,000	\$ 2,000	The requested amount will cover unanticipated incidental expenditures for official functions and meetings that support CSS' mission and improve the quality of public service. This may include, for example, official meetings with representatives of Federal, State or local government.