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
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WILLIAM T FUJIOKA
Chief Executive Officer

REVISED

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

September 29, 2009

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

Dear Supervisors:

LOS ANGELES COUNTY ADVISORY BODIES – SUNSET AND CONSOLIDATION RECOMMENDATIONS (ALL DISTRICTS AFFECTED) (3 VOTES)

SUBJECT

Based upon your Board's instruction, the Chief Executive Office has worked with County departments to explore opportunities to consolidate County advisory bodies to improve efficiency and reduce cost, thereby producing savings to mitigate reductions to critical County services. The review also included opportunities to sunset advisory bodies. We are recommending seven bodies be sunsetted and four bodies be consolidated into two new bodies.

IT IS RECOMMENDED THAT YOUR BOARD:

1. ~~Sunset the following County advisory bodies effective December 1, 2009 and instruct the Chief Executive Officer to return to your Board in 60 days with a plan to implement this action, including any necessary County Code changes:~~

Approved on 9/29/09

- ~~Capital Projects Appeals Board;~~
- ~~Child Support Advisory Board;~~
- ~~Emergency Preparedness Commission for the County and Cities of Los Angeles;~~
- ~~Judicial Procedures Commission;~~
- Information Systems Commission; and
- ~~Los Angeles County Task Force on Nutrition.~~

Continued to 10/13/09

Approved on 9/29/09

2. ~~Sunset the Children's Council of Los Angeles effective September 30, 2009 and instruct the Chief Executive Officer to return to your Board in 30 days with a plan to implement this action, including County Code changes, space and equipment issues.~~

3. ~~Consolidate the Commission on Alcoholism and the Narcotics and Dangerous Drugs Commission effective December 1, 2009, and instruct the Chief Executive Officer to return to your Board in 60 days with a plan to effect the consolidation, including County Code changes.~~

Continued to 10/6/09

4. Consolidate the Board of Governors, County Arboreta and Botanic Gardens with the Parks and Recreation Commission effective December 1, 2009, and instruct the Chief Executive Officer to return to your Board in 60 days with a plan to effect the consolidation, including County Code changes.

Approved on 9/29/09

5. ~~Instruct the Executive Officer of the Board to update the County of Los Angeles Committee Book to reflect these actions as approved or revised by your Board.~~

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On June 9, 2009, your Board instructed this Office to:

- Review the County's commissions and committees to identify overlap, if any, of mission, vision, and work product;
- Identify and prioritize curtailments in commission/committee budgets prior to consideration of cuts to core direct services to County residents, including children and families; and
- Report back prior to the September Supplemental budget process on a plan to consolidate those commissions with overlapping missions whose budgets, if preserved, may compete with funding for all core direct services.

Based upon analysis by affected departments, we are recommending the following advisory bodies be sunsetted generating savings as identified on the attached:

- Capital Projects Appeals Board.
- Child Support Advisory Board.
- Emergency Preparedness Commission for the County and Cities of Los Angeles.
- Judicial Procedures Commission.
- Information Systems Commission.
- Los Angeles County Task Force on Nutrition.

We also recommend the Children's Council of Los Angeles be sunsetted based on the factors outlined in the attached, including the body's inability to fully meet its MOU obligations to the County and that its work does not support the Board and County departments' issues and needs. The Commission employs 27 staffpersons who are not County employees. Three are housed in the Kenneth Hahn Hall of Administration while the others are field staff. Should your Board approve the cessation of County funding for the Commission, we believe the staff in the Hall should be relocated to non-County space. Our understanding is that the Commission and its related foundation have reserves that should support these positions until mid 2010 when coupled with a First 5 grant which they are seeking. We will address these issues in a transition plan to be presented for your Board's consideration within 30 days which will also address any space and equipment issues.

Finally, we recommend the following consolidations:

- Commission on Alcoholism and the Narcotics and Dangerous Drugs Commission; and

- Board of Governors, County Arboreta and Botanic Gardens with the Parks and Recreation Commission.

We believe in each of these cases, the objectives of the respective advisory body have either already been met, can be provided by another entity, or are no longer relevant to County operations. Each of the advisory bodies that we are recommending be sunsetted were established prior to the County administrative governance restructuring. The new CEO structure provides the central responsibility and focused accountability to address many of the issues previously tasked to these bodies. The attached provides specific background on each of these bodies, the justification for our sunset/consolidation recommendation, and estimated cost savings.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended advisory body sunsets and consolidations support all County Strategic Plan Goals. For example, under Goal 1, Operational Effectiveness, the recommendations support the Strategies of: 1) Fiscal Sustainability, and 2) Service Excellence and Organizational Effectiveness. Accordingly, the recommendations also improve the cost-effective delivery and coordination of key County services embraced by all Programmatic Strategic Plan Goals: Children and Families' Well-Being; Community and Municipal Services; Health and Mental Health Services; and Public Safety.

FISCAL IMPACT/FINANCING

We estimate implementation of the recommended sunsets and consolidations by December 1, 2009, will result in the following annual cost savings:

- **Productivity Savings** (salaries and employee benefits costs for staff supporting advisory bodies; these resources will be reallocated to higher priority efforts): $503,214 (2009-10 savings due to partial-year implementation: $335,107), and
- **Hard-Dollar Net County Cost Savings** (services and supplies, grants, stipends): $976,500 (2009-10 savings due to partial-year implementation: $725,750).

These savings will be incorporated into subsequent budget recommendations. Additional undetermined savings will be generated through avoidance of: 1) training costs for commissioners, and 2) the need to prepare attendance forms on a periodic basis.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On June 9, 2009, your Board approved this Office's recommendation to sunset 11 inactive or ineffective advisory bodies, as follows:

- Clean Fuel Program Technical Review Committee;
- Interdepartmental Coordination Group;
- Interim Planning Agency for the San Fernando Valley Transportation Zone;
- License Appeals Board;
- Local Suppression of Drug Abuse in Schools Advisory Committee;
- Los Angeles County Hazardous Waste Management Advisory Committee;
- Los Angeles County Health Facilities Authority Commission;
- Los Angeles County Task Force on Children and Youth Physical Fitness;
- Los Angeles Solid Waste Authority Commission;
- Risk Management Advisory Committee; and
- Traffic Reduction and Free Flow Interagency Committee.

In addition, in November 2008, your Board approved the Treasurer and Tax Collector's recommendation to disband the Treasury Oversight Committee. In other related actions by your Board:

- On June 22, 2009, a steering committee was established to develop a plan for consolidation of the Area Agency on Aging and Commission on Aging. A report was filed for the September 22, 2009 Board agenda.
- On July 15, 2009, your Board called for merging the Community Advisory Committee (Sunshine Canyon) and the Sunshine Canyon Landfill Combined City/County Advisory Committee, and to report to the Board monthly until the first meeting is held by the combined bodies.

Based on your Board's instruction (referenced above) to explore additional streamlining, cost reduction opportunities with respect to the County's many advisory bodies, this Office requested all departments to analyze the advisory bodies with which they interact to determine if there were opportunities to: 1) consolidate some bodies with similar or overlapping missions, or 2) sunset others if it was determined their missions had been met or their activities could be performed by other entities or County departments.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

We believe the recommended sunsets and consolidations will ensure more coordinated, cost-efficient, and responsive activities among the County's advisory bodies. These recommendations will also result in less overlap among bodies and cost savings that will mitigate curtailments in critical County public services. Finally, implementation of these recommendations will allow departments to redeploy staff more productively to other, higher priority efforts.

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:ES:MKZ
RW:pg

Attachment

c: Executive Officer, Board of Supervisors
Acting County Counsel
Auditor-Controller
Chief Information Officer
Director of Child Support Services
Director of Children and Family Services
Director of Community and Senior Services
Director of Parks and Recreation
Director of Public Health
Director of Public Works
Fire Chief
Board of Governors, County Arboreta and Botanic Gardens
Capital Projects Appeals Board
Child Support Advisory Board
Children's Council of Los Angeles
Commission on Alcoholism
Emergency Preparedness Commission for the County and Cities of Los Angeles
Information Systems Commission
Judicial Procedures Commission
Los Angeles County Task Force on Nutrition
Narcotics and Dangerous Drugs Commission

LOS ANGELES COUNTY COMMISSION STUDY
RECOMMENDATIONS FOR SUNSETS AND MERGERS
SEPTEMBER 2009

Cluster	Name	Background Description	Merge or Sunset	Justification, including how mission is to be met or is no longer relevant	Annual Estimated Productivity Savings	Annual Cost Savings
				Total estimated Productivity and Cost Savings	$503,214	$976,500
Operations	Information Systems Commission	The Information Systems Commission (ISC) supports the improvement of the efficiency and effectiveness of the County's data processing and telecommunications operations. ISC studies, advises, and recommends to the Board of Supervisors and to the Director of Internal Services on matters relating to the overall guidance of data processing and telecommunications services in the County. ISC may initiate reports to the Board of Supervisors, Director of the Internal Services, and to other County departments on such matters, and shall study and report on matters referred to it for review by the Board of Supervisors. ISC shall coordinate its activities with the Information Systems Advisory Body of the Countywide Criminal Justice Coordination Committee and other County advisory bodies. Membership requires two members appointed by each Supervisor. ISC is expected to meet five times each year.	Sunset	ISC, established in 1991, supports the improvement and efficiency of the County's data processing and telecommunications operations. ISC was established prior to the County hiring a Chief Information Officer (CIO) and creating the CIO office. The CIO Charter is similar to the duties of ISC. The County's governance structure has also changed since ISC was created. ISC has difficulty obtaining a meeting quorum and the leadership of the committee is uncertain after the departure of its Chair. ISC receives reports and is basically reactive. ISC receives staff support from the BOS Executive Office and CIO.	$6,000	$1,000
Children and Families' Well-Being	Child Support Advisory Board	The Child Support Advisory Board (CSAB) assists the County in meeting the established time-frame for upgrading family support services; provides input to help improve client service in the area of communications, reviews issues referred by the Board of Supervisors; makes recommendations to the Board of Supervisors to improve the efficiency and effectiveness of the Child Support Services Department; and provides quarterly reports to the Board of Supervisors.	Sunset	CSAB was created when child support enforcement was handled in the District Attorney's Office. In 2001 responsibility for child support enforcement was transferred to the newly established Child Support Services Department (CSSD). This transition resulted in a dramatic philosophical change in the way child support enforcement is handled. The program changed from a prosecutorial model to a human services and customer service model. CSAB has not been able to assist CSSD in identifying systemic issues that will help collect more money for the children and families, nor does it assist with any systemic issues that impede the CSSD's quest to increase performance. Many of the best practices employed by CSSD are developed internally by staff or borrowed from other local child support agencies. The time and resources expended by the CSSD on CSAB related activities far outweigh any benefit received from CSAB in recent years. No commissioner compensation.	$45,654	

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Children and Families' Well-Being	Children's Council of Los Angeles	The Children's Council of Los Angeles County (Council)—formerly the Los Angeles County Children's Planning Council—was created by the Board of Supervisors in 1991 to plan and promote the coordination of services for all children in Los Angeles County to effect their protection, healthy growth, and development, as well as to advise the Board of Supervisors of the Council's findings and recommendations.	Sunset	Department of Children and Family Services (DCFS) and County Counsel support the Council with staff, services, and supplies. The Council accomplished their original mission several years ago and is now engaged in community-building work which is jointly funded by First 5, DCFS, and private foundations. The Council operates independent of the County. The Council has not met the requirement of its MOU with the Board of Supervisors to match half of the funds the County provides with private dollars. The Council also does not work closely with the Board of Supervisors and County departments or support their goals. Annual savings would include: 1) $950,000 for United Way, commission staff, and neighborhood action councils, and 2) $330,000 in productivity savings for DCFS, DHS, DPH, DPSS, DMH, and Probation. No commissioner compensation.($82,500 NCC)	$330,000	$950,000
Community and Municipal Services	Parks and Recreation Commission	The Parks and Recreation Commission advises the Board of Supervisors, the Director of Parks and Recreation, and other County officers as to the acquisition, improvements, and management of County parks and other recreational areas and facilities.	Merge	The Commission meets 12 times annually. The Department recommends consolidation of the Commission with the Board of Governors, County Arboreta and Botanic Gardens. The Commission would assume the duties of the Board of Governors. Also, one group would be more effective, efficient, and would only need to meet monthly. Five Commissioners receive $25/meeting. (See further discussion under Board of Governors, Arboreta and Botanic Gardens.)		

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Community and Municipal Services	Board of Governors, County Arboreta and Botanic Gardens	The Board of Governors (BOG) advises and provides support to the Board of Supervisors and the Director in the general management of the County's Arboreta and Botanic Gardens.	Sunset	Over the past two years, BOG has not had a quorum to implement any projects. Meetings are now scheduled quarterly instead of monthly. Based on this information, it is recommended that this body be merged with the Parks and Recreation Commission. Estimated cost savings of $10,000 S&EB. No commissioner compensation.	$10,000	
Community and Municipal Services	Capital Projects Appeals Board	The Capital Projects Appeals Board settles disputes between the Director of the Department of Public Works and the general contractor, with respect to differences of opinion as to the cost of and the additional time required for the proposed changes to County projects under construction.	Sunset	Has not been used in 10 years. No information on estimated savings.		

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Health and Mental Health	Narcotics and Dangerous Drugs Commission (NDDC)	The Narcotics and Dangerous Drugs Commission (NDDC) reviews all existing legislation; Federal, State, and local, and recommends to the Board of Supervisors appropriate measures for enforcement. It organizes and assists in narcotics conferences in areas of Los Angeles County and does what is necessary to reduce the illicit use of narcotics and dangerous drugs. NDDC advises the County Drug Program administrator on policies and goals of the County Drug Program and any other related matters. It encourages and educates the public to understand the nature of drug problems, and encourages support throughout the County for development and implementation of effective drug abuse programs. NDDC acts independently of any other advisory board established by State law. NDDC coordinates its efforts with other County advisory boards concerned with drug problems.	Merge	Recommend the Commission on Alcoholism be consolidated with NDDC. While alcoholism and drug addiction have unique, as well as shared characteristics, a single advisory body could offer the most efficient and effective approach to study and develop recommendations for the these pervasive social and health problems. Twenty commissioners currently receive $25/meeting up to 24 meetings/year. The cost savings assume that a reduced number of commissioners would remain after merger with the Commission on Alcoholism. (See further discussion under Commission on Alcoholism.)		$5,700
Health and Mental Health	Commission on Alcoholism (COA)	The Commission on Alcoholism (COA) participates in the planning process pursuant to the Health and Safety Code. It advises the County Alcohol Program administrator and the Board of Supervisors on policies and goals of the County Alcohol Program and on any other related matters. In the event the Alcohol Program administrator and Commission disagree regarding the development of, or implementation of, any element of the County plans, or any related matter, COA may designate a representative to report to, or make a presentation before, the Board of Supervisors relating to such disagreement.	Merge	Recommend the COA be consolidated with the NDDC. While alcoholism and drug addiction have unique, as well as shared characteristics, a single advisory body could offer the most efficient and effective approach to study and develop recommendations for these pervasive social and health problems. Consolidating the two commissions would result in productivity savings of $90,187 annually ($1,804 NCC) to the County by reducing the staffing to a single FTE for both commissions, as well as resulting in reduction of office space and related overhead. Staff would be directed to other priority efforts. Fifteen commissioners currently receive $25/meeting up to 24 meetings/year. The cost savings assume that fewer commissioners would remain after merger with NDDC. (See further discussion under NDDC.)	$90,187	$6,000

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Health and Mental Health	Los Angeles County Task Force On Nutrition	Study and report to the Board of Supervisors quarterly on the issue of proper nutrition as a factor in reducing criminal behavior.	Sunset	Recommend Sunset. The task force was created in 1981 to investigate the link between nutrition and criminal behavior. It has not generated reports on this subject. The current mission is vague. The main activity is to make site visits to probation camps to review their meals. The meetings are poorly attended and seldom have a quorum. The only cost is part of the salary of the Nutrition Program secretary (approximately 10 hours per month at $39 per hour, including salary, benefits, and overhead). No commissioner compensation.	$4,680	
Public Safety	Judicial Procedures Commission	The Judicial Procedures Commission (JPC) works in cooperation with the Superior Court, the California Judicial Council, and judicial and law enforcement organizations to improve the quality of services and programs in the court. JPC recommends to the Board of Supervisors and the Presiding Judge of the Superior Court changes and improvements in judicial administration for the purposes of providing swifter, more efficient, and more economical justice reducing case loads and delays for litigants in the Superior Court. JPC determines the need for additional judges for the Superior Court, makes recommendations for action by the Board of Supervisors, and considers suggestions and recommendations by community groups and organizations and members of the public.	Sunset	The Trial Court Funding Act of 1997 transferred most financial and management responsibilities for trial courts from counties to the State. That Act and the California Rules of Court now vest exclusive authority over trial courts with the State Judicial Council, the Administrative Office of the Courts, and Presiding Judges. The majority of the County's managerial controls over the Los Angeles Superior Court have shifted to other State agencies leaving the County with no real jurisdiction over the Court. Many of the functions performed by JPC are currently duplicated by various State and County agencies that have direct authority over the Superior Court. The original mandate from the Board of Supervisors is now being met without the activities of the commission. Vacancies seemed to be an ongoing concern for the Commission. The average attendance rate for the Commission from the period of 2005 to 2007 was 66%. Quorum was often problematic and proactive measures had to be taken to encourage members to attend. Twenty three commissioners receive $25/meeting up to 24 meetings/year.	$16,693	$13,800

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Public Safety	Emergency Preparedness Commission for the County and Cities of Los Angeles	The Emergency Preparedness Commission (EPC) conducts meetings, investigation and hearings, and engages in activities, as necessary. It consults with the county, cities, and other public authorities and coordinates the development of emergency, disaster plans, and countywide programs affecting numerous jurisdictions. EPC supports and promotes emergency planning improvements, simplification, and standardization. It considers and recommends to the Board of Supervisors and the governing bodies of Cities and other operating authorities within the County, programs and policies necessary to establish emergency and disaster preparedness programs within Los Angeles County. It also recommends training and education programs in all phases of emergency and disaster preparedness within the jurisdictions represented by the Commission or in conjunction with the State or Federal emergency or disaster agencies, or both.	Sunset	In 1961, when the Board of Supervisors created EPC, the County did not have an emergency management program or a focal point for coordinating emergency preparedness. EPC predates the State of California legislation which created the Standardized Emergency Management System (SEMS), the Operational Area (OA) concept, and most emergency preparedness offices and programs that exist today. EPC is no longer required for the OA to coordinate all-hazards emergency preparedness planning on a multi-disciplinary, multi-jurisdictional level. During its long history, EPC was instrumental in identifying gaps in emergency preparedness planning and in making recommendations that resulted in the strong emergency preparedness programs and organizations that now exist in both the cities and the County of Los Angeles. EPC original mandate from the Board of Supervisors is now under the oversight and direction of the Deputy Chief Executive Officer of Public Safety (DCEO). The DCEO of Public Safety has jurisdiction over departments and agencies involved in emergency planning and management for all residents of the Los Angeles County. Therefore, based upon the report findings submitted to the Board of Supervisors, July 2009, the EPC should sunset. No commissioner compensation.		