



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

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

December 15, 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:

BOARD ADVISORY BODIES - IMPLEMENTATION OF BOARD-ORDERED SUNSETS AND MERGERS

(ALL DISTRICTS AFFECTED) (3 VOTES)

SUBJECT

We are recommending Board approval of implementation plans, including County Code amendments as necessary, to effectuate your Board's directives to: 1) ~~sunset the Capital Projects Appeals Board, Child Support Advisory Board, Emergency Preparedness Commission for the County and Cities of Los Angeles, and the Los Angeles County Task Force on Nutrition;~~ and 2) merge the Commission on Alcoholism with the Narcotics and Dangerous Drugs Commission, with the new, merged body to be named the Commission on Alcoholism and Other Drugs.

IT IS RECOMMENDED THAT YOUR BOARD:

- Approved on 12-22-09*
1. ~~Approve implementation plans to effectuate your Board's instruction to sunset the Capital Projects Appeals Board, Child Support Advisory Board, Emergency Preparedness Commission for the County and Cities of Los Angeles, and the Los Angeles County Task Force on Nutrition.~~
 2. Approve the implementation plan to effectuate your Board's instruction to merge the Commission on Alcoholism with the Narcotics and Dangerous Drugs Commission, with the new, merged body to be named the Commission on Alcohol and Other Drugs.
 3. Approve for introduction ordinance amendments to reflect Board-ordered actions regarding ~~the Capital Projects Appeals Board, Child Support Advisory Board, Emergency Preparedness Commission for the County and Cities of Los Angeles,~~ Commission on Alcoholism, Narcotics and Dangerous Drugs Commission, ~~Risk Management Advisory Board, and the Interdepartmental Coordination Group.~~

"To Enrich Lives Through Effective And Caring Service"

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PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On September 29, 2009, your Board approved recommendations by this Office to sunset the following advisory bodies effective December 1, 2009, and to return with implementation plans, including any necessary County Code changes:

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

Your Board also approved this Office's recommendation to merge the Commission on Alcoholism with the Narcotics and Dangerous Drugs Commission effective December 1, 2009, and to return with an implementation plan, including County Code changes.

The following attachments provide additional information on these recommended actions:

- Attachment I: Implementation Plan to sunset Capital Projects Appeals Board.
Attachment II: Implementation Plan to sunset Child Support Advisory Board.
Attachment III: Implementation Plan to sunset the Task Force on Nutrition.
Attachment IV: Implementation Plan to sunset Emergency Preparedness Commission for the County and Cities of Los Angeles.
Attachment V: Implementation Plan to merge the Commission on Alcoholism with the Narcotics and Dangerous Drugs Commission, including draft bylaws.

Implementation of Strategic Plan Goals

The 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

Cost savings resulting from the Board-approved advisory body sunsets and mergers were reported in the September 29, 2009 Board letter.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Not all the advisory bodies impacted by your Board's sunset and merger directives are reflected in the County Code. Ordinance amendments to effectuate your Board's actions are included for the Capital Projects Appeals Board, Child Support Advisory Board, Emergency Preparedness Commission for the County and Cities of Los Angeles, Commission on Alcoholism, and the Narcotics and Dangerous Drugs Commission. Ordinance amendments to effectuate your Board's

directive of June 9, 2009 to sunset the Risk Management Advisory Board and the Interdepartmental Coordination Group are also included.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

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

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:ES
MKZ:pg

Attachments (5)

- c: Sheriff
- Acting County Counsel
- Auditor-Controller
- Director of Child Support Services
- Fire Chief
- Director of Public Health
- Director of Public Works

COMMISSION ON ALCOHOL AND OTHER DRUGS

BYLAWS

ARTICLE I: NAME

As used in these Rules of Procedures, "commission" shall refer to the Commission on Alcohol and Other Drugs.

ARTICLE II: LEGAL AUTHORITY

Section A: The State of California Health and Safety Code, Section 11805 states:

Each county may have an advisory board on alcohol and other drug problems appointed by the board of supervisors. The advisory board may be independent, be under the jurisdiction of another health-related or human service advisory board established pursuant to any provision of state law, or have the same membership as that other advisory board.

Section B: The Los Angeles County Code, Title 3, Chapter 3.15, States in part:

There is hereby created the commission on alcohol and other drugs, hereinafter referred to in this chapter as the "commission," pursuant to State of California Health and Safety Code, Sections 429.997, 11752.1(e), 11798.1(a), 11805, 11998.1(f)(2).

ARTICLE III: MEMBERS

Section A: Members

"Member" or "members" as used in these Rules of Procedures refer to those persons who have been duly and lawfully appointed to the commission by the County of Los Angeles Board of Supervisors and are then serving at the pleasure of said Board of Supervisors.

Section B: Duties

The commission shall advise and make recommendations to the board of supervisors on alcohol and other drug issues with the goal of reducing problems and the negative impact of alcohol and other drug use on the quality of life in Los Angeles County. These duties may include the following:

1. Review federal, state and local legislation and recommend to the board of supervisors appropriate measures for the implementation thereof;
2. Recommend to the board a stronger program in such field, including such additional federal, state, and local legislation as in its opinion would be advisable;

3. Recommend to the board strong programs in the field of enforcement, medication, prevention, and rehabilitation concerned with problems associated with the abuse of and addiction to alcohol and other drugs;
4. Advise the county alcohol and drug program administrator on goals and policies of the county alcohol and drug program administration and on any other related matters the county alcohol and drug program administrator refers to it or which are raised by the commission;
5. Organize and assist in alcohol and other drug conferences in areas of the county;
6. Encourage and educate the public to understand the nature of addiction to alcohol and other drugs and related problems, and encourage support throughout the county for development and implementation of effective programs for prevention and treatment of alcohol and other drug abuse, addiction and related problems; and
7. Do all other things necessary or helpful to reduce the illicit and problematic use of alcohol and other drugs.

ARTICLE IV: MEETINGS

Section A: Regular Meeting

Insofar as possible, the regular meetings of the commission shall be held once per month and may meet at such other times as may be deemed necessary by the chair of the commission or the alcohol and drug program administrator, at the headquarters of the Alcohol and Drug Program Administration, Department of Public Health, except as follows:

1. Change of time or place of regular meeting – A majority of members present at a meeting having a quorum may, by resolution, set a different time and place within the County for any subsequent meeting.
2. Cancellation of meeting – Should the commission staff become aware that a quorum of members will not be in attendance at a regular meeting, he or she shall inform the commission chairperson who may then cancel the meeting.
3. Disasters – If, by reason of fire, flood, earthquake, or other emergency it shall be unsafe to meet in the regular meeting place, the regular meetings may be held for the duration of the emergency at such place as shall be designated by the Commission Chairperson or be the prior action of the Commission members in accordance with paragraph 1, hereof.

Section B: Special meeting

1. Special meetings of the commission may be held on call of the chairperson or by any four members of the commission. No other business shall be considered at a special meeting, except that for which the special meeting was called and which appears on the agenda.

2. The call shall be by written notice to the members and to others who have requested notice of meetings, not less than three days prior to the date set for such special meeting.

Section C: Quorum

A quorum is defined as a majority (fifty percent plus one) of the members. A meeting begun with a quorum may not continue to conduct business once the number falls below that constituting a quorum. Members may attend by telephone provided they have listening and speaking capabilities and can fully participate in the business of the meeting.

Section D: General

1. The commission shall conduct all meetings open to the public, except for Closed or Executive Sessions held in accordance with Sections 54950, et. Seq., of the California Government Code.
2. Members of the public must be provided an opportunity to address the commission on all motions before they are voted upon. Public comments can be provided either before or after the commission has discussed a motion.
3. Unless otherwise prescribed by these Rules, all meetings shall be governed by the Brown Act and Roberts' Rules of Order. The Brown Act supersedes Roberts' Rules of Order.

Section E. Voting

At any commission meeting, each member personally present shall be entitled to one vote upon any question. Voting upon any question shall be by voice vote, show of hands, or roll call of the members. All members who abstain on any vote shall have their names shown in the minutes of the meeting as having abstained.

ARTICLE V: OFFICERS AND DUTIES

Section A: Officers

The commission shall have the following officers, each of whom must be a member of the commission as follows:

1. Chairperson
2. First Vice-Chairperson
3. Second Vice-Chairperson
4. Reporting Secretary

Section B: Duties

The duties of officers shall consist of the following:

1. Chairperson

- a. Preside at all meetings of the commission and executive committee, decide all points of order, and prepare the agenda for each meeting. Unless two-thirds of those present vote to the contrary, the chairperson's decision shall stand.
- b. Appoint chairpersons and members for standing committees and appoint the members of special committees and serve as an ex officio member of each standing committee.
- c. Recommend members for the nominating committee.
- d. Represent the commission at public functions or appoint a member to do so in her or his stead, sign all official documents of the commission, and supervise activities of the commission staff.

2. First Vice-Chairperson

- a. Perform the duties and exercise the powers of the chairperson in the absence or disability of the chairperson.
- b. Assist the chairperson and perform such other duties as members shall prescribe.
- c. Serve as a member of the Executive Committee.

3. Second Vice-Chairperson

- a. Perform the duties and exercise the powers of the chairperson in the absence or disability of the chairperson and first vice-chairperson.
- b. Assist the chairperson and perform such other duties as members shall prescribe.
- c. Serve as a member of the Executive Committee.

4. Reporting Secretary

Ensure that all commission communications to the board of supervisors and other individuals and entities are prepared and submitted in an appropriate and timely manner consistent with instructions of the chairperson.

ARTICLE VI: TERM OF OFFICE

Section A: Term of Office

The term of office for each officer shall be one year terminating at the first regular meeting in February.

Section B: Chairperson Term Limit

The chairperson shall serve no more than two consecutive one-year terms.

ARTICLE VII: ELECTION OF OFFICERS

At the regular meeting in January of each year, the chairperson shall recommend for commission approval a nominating committee comprised of one member from each Supervisorial District and two members appointed by the full board. The chairperson for the nominating committee will provide a report with nominations to the commission chairperson and commission staff for placement on the commission agenda.

At the next regular meeting, the nominating committee shall give its report and place in nomination the names of its recommended members. Additional nominations may then be made from the floor. Upon closing of nominations, elections shall be conducted. If there is more than one nominee for any office, voting shall be by voice, show of hands, or roll call.

ARTICLE VIII: VACANCY IN OFFICE

In the event a vacancy occurs in any office before the expiration of the term thereof, current officers will move up to fill the vacancy, thereby leaving vacant the lowest officer. At the following regular commission meeting, the members will conduct a special election to fill the officer position for the unexpired term of such office. Nominations shall be taken from the floor. If there is more than one nominee, voting shall be by voice, roll call, or show of hands.

ARTICLE IX: COMMITTEES

Section A: Standing committees

The commission shall have three standing committees as follows: Executive Committee, Education and Prevention, and Planning and Policy. Any other needs shall be met by the chairperson appointing special committees for the duration of the need. It is the responsibility of each member to be an active member of at least one committee.

Section B: Executive Committee

The executive committee shall be comprised of the officers, chairpersons of other standing committees, and the immediate past chairperson. The committee shall have the following responsibilities:

1. Review action items recommended by other standing or special committees as deemed appropriate by the chairperson;

2. Review and make recommendations to the commission for awards for meritorious service; and
3. Review and determine methods for handling issues and matters that are not clearly within the area of review by any other standing committee.

Section B: Education/Prevention Committee

The committee shall have the following responsibilities:

1. Review and make recommendations on the community's alcohol and other drug education/prevention programs' needs and services;
2. Review and make recommendations on methods to educate the public on alcohol and other drug problems;
3. Plan periodic program presentations and training seminars for the commission; and
4. Review and make recommendations on proposed legislation and laws that impact the alcohol and other drug field and are within the committee's subject matter jurisdiction.

Section C: Planning and Policy

The committee shall have the following responsibilities:

1. Review federal, state and county budgets and their impact on communities and delivery of programs and services in the county and regularly update the commission on the same;
2. Review and make recommendations on the processes used to ensure citizen and professional involvement at all stages of planning for, delivery of, and evaluation of programs and services for prevention and treatment of alcohol and other drug abuse and addiction;
3. Review and make recommendations on need indicators, allocation processes, and priorities used for determining and providing alcohol and other drugs program and services for county residents; and
4. Review and advise on proposed legislation and laws that impact the alcohol and other drugs field and are within the committee's subject matter jurisdiction.

ARTICLE X: COMMISSION STAFF

Staff shall be approved by the commission and function solely under its direction under the administrative supervision of the Director, Alcohol and Drug Program Administration and the commission chairperson. Only such staff as is specifically assigned to the commission shall be considered staff.

Commission staff shall be responsible for the following:

1. Regulate and monitor commission member composition and provide a membership report to the Board on an annual basis;
2. Provide 60 day advanced written notice to the Board regarding the approaching term expiration of commission members;
3. Advise the Board on all membership related changes, as needed;
4. Maintain a correct list of the names, addresses, and contact information of commission members;
5. Attend all regular and special commission meetings and keep a correct record of all action taken at such meetings in a book of minutes belonging to the commission; and
6. Provide for the giving of notices of commission meetings in a timely manner and do all things and carry out all orders as the commission shall prescribe.

ARTICLE XI: MAINTENANCE OF RECORDS

Files containing commission meeting summary reports, correspondence, audio records, and other records shall be maintained by the commission staff in the commission office. Copies of public records on file in the commission office may be supplied upon request. Audio records of commission meetings shall not be removed from the commission office but may be listened to in the commission office. Audio records can be discarded after one year at which time they will be destroyed unless specific instructions otherwise are provided by the chairperson's discretion. Approval to make a copy of such audio records must be obtained from the chairperson.

ARTICLE XII: CONFLICT OF INTEREST

A member shall abstain from discussions or voting on motions that would provide the member with undue influence on county policy and/or fiduciary matters regarding remuneration or contract reimbursement.

ARTICLE XIII: EXPENSE REIMBURSEMENT

Members may be reimbursed for any actual and necessary travel expenses incurred in connection with their duties, including transportation, meals, and lodging. Members must request advance approval for travel and/or training from the chairperson and submit documents as required according to county travel and training policies and procedures.

ARTICLE XIV: COMMISSIONER ABSENCES

In accordance with the Los Angeles County Code, Title 5.12, Section 6.12.050, a commission member who fail to attend three consecutive meetings, unless excused

thereof, vacates membership. The chairperson is required to notify the appointing member of the board of supervisors.

In addition, excluding serious illness, the expected standard of attendance of commission meetings in a twelve month period is not less than 75 percent. Excused absences are limited to vacation, illness of the member or family member, or a special circumstance approved by vote of the commission as a whole. Barring emergencies, members are expected to notify the commission office no later than two hours before a scheduled meeting if they are unable to attend the meeting.

ARTICLE XV: AMENDMENTS

Additional Rules of Procedures may be adopted or these Rules may be amended or repealed by the affirmative vote of the members.

(End of by-laws language.)