

Dear

The Los Angeles County Commission on Disabilities is mandated to work with each Department of County government to ensure that residents with disabilities enjoy their full rights to access all publicly available services and that all County programs and services with specific responsibilities to serve the needs of disabled residents are effectively meeting their responsibilities. The Commission's responsibilities include creating opportunities for dialogs and exchanges between the Commission, persons with disabilities and the leaders of County Departments. Through these dialogs important exchanges of information flows in all directions.

With this letter The Los Angeles County Commission on Disabilities formally invites you, or a designated member of your senior staff to make a presentation to the Commission during it's regularly scheduled public meeting on.....

The Commission has adopted the following format for County Department presentations:

Methodology: The LA County Commission on Disabilities will routinely request presentations from administrators of County departments whose responsibilities and or direct services substantially impact the lives of people with disabilities.

Presentations would include:

1. Describe the mission/ mandate of the Department
2. Describe the Department's plans and programs that address the special circumstances people with disabilities face in receiving services from the Department.
3. Describe the Department's public information / outreach efforts to ensure citizens with disabilities are aware of the services available to them through the Department
4. Describe the Department's Quality Assurance / Accountability processes that provide information regarding the effectiveness of the Department in meeting its mission / mandate as it pertains to citizens with disabilities.
5. Share any ideas, initiatives under consideration that could improve the Department's ability to serve residents with disabilities.

Presentations should be budgeted for approximately 20 minutes without interruptions for comments. Following the presentation, approximately 10 minutes will be allotted for questions/comments.

After the presentation a brief summary report will be completed. The summary will include: 1) Overview of the presentation. 2) Salient issues raised by Commissioners and, 3) any next steps identified to improve services or to resolve identified obstacles to optimum service delivery.

Thank you for your dedication to public services and for your response to this request. Please do not hesitate to call me in anticipation of your presentation.

Sincerely

Commission Chair

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