



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

May 6, 2008

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:

**DEPARTMENT OF PUBLIC SOCIAL SERVICES: RECOMMENDATION TO AMEND
TITLE 5 OF THE LOS ANGELES COUNTY CODE RELATING TO TRAVEL
EXPENSES OF THE COMMUNITY SERVICES BLOCK GRANT COMMUNITY
ACTION BOARD**

(ALL DISTRICTS AFFECTED) (3 VOTES)

SUBJECT

Currently, County Code Section 5.40.132 mandates that prior approval of Community Services Block Grant (CSBG) Community Action Board (CAB) travel outside the state be granted by your Board. The attached ordinance is amending the County Code to delegate such authority to the Chief Executive Office (CEO).

IT IS RECOMMENDED THAT YOUR BOARD:

Approve ordinance amending Title 5 of the County Code, Section 5.40.132 Community Action Board – Mileage and other allowances – Conditions; specifically subsection (C), to give the CEO the authority to approve expenses for travel outside the state for members of the CAB.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The CSBG Program is administered by the Department of Public Social Services (DPSS), which serves as a local Community Action Agency (CAA). The CAB is a mandated oversight board under federal law and generally oversees the implementation of the various social service poverty programs funded with the County's CSBG

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Fifth District

allocation. The CAB was established by Board Order No. 107 on December 18, 1979, and serves as your Board's 15-member advisory body for the CSBG program. The CAB conducts public hearings and community needs assessments, evaluates program effectiveness, and establishes priorities. The CAB attends in-state and out-of-state conferences to educate themselves on CSBG funding, program, and accountability issues.

Currently, County Code Section 5.40.132 mandates that prior approval of the CSBG CAB expenses to travel outside the state be granted by your Board. The attached Ordinance delegates such authority to the CEO. By approving this recommended action, the approval process for CAB's out-of-state travel will be conducted in a more efficient manner.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan, Goal 5: Children and Families' Well-Being, as measured by achievements in the five outcome areas adopted by your Board: good health; economic well-being; safety and survival; social and emotional well-being; and education/workforce readiness.

FISCAL IMPACT/FINANCING

CAB travel is funded with available federal CSBG funds. There is no impact on net County cost (NCC). County travel reimbursement guidelines will be followed.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Currently, County Code Section 5.40.132 mandates that prior approval of the Community Services Block Grant (CSBG) Community Action Board (CAB) expenses to travel outside the state be granted by your Board.

The State Department of Community Services and Development has confirmed that state/Federal statutes governing CSBG and the CAB do not require that CAB out-of-state travel be approved by your Board.

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IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended action will enable the CAB to continue their participation at CSBG related conferences to become better educated on best practices for community action. CAB members will continue discovering new strategies to help eliminate poverty and share experiences with other Community Action Agencies, which will allow for a more efficient program and potentially enhance services to the poverty level residents in Los Angeles County.

CONCLUSION

The Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board letter to the Director of DPSS.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF: SRH:MS
GP:JB:cvb

Attachments

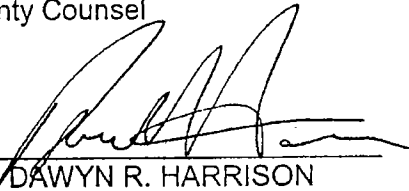
- c: Executive Officer, Board of Supervisors
- County Counsel
- Department of Public Social Services
- Auditor-Controller
- Community Action Board

ANALYSIS

This ordinance amends Title 5 - Personnel of the Los Angeles County Code, specifically Section 5.40.132 - Community action board -- Mileage and other allowances -- Conditions. The ordinance gives the Chief Executive Office the authority to approve expenses for travel outside the state for members of the Community Action Board.

RAYMOND G. FORTNER, JR.
County Counsel

By:



DAWYN R. HARRISON
Principal Deputy County Counsel
Social Services Division

DH:gm

01/28/08 (requested)

02/07/08 (revised)

ORDINANCE NO. _____

An ordinance amending Title 5 – Personnel of the Los Angeles County Code, relating to travel expenses for the Community Action Board.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 5.40.132 is hereby amended to read as follows:

5.40.132 Community action board -- Mileage and other allowances --

Conditions.

A. Members of the community action board of the Los Angeles County community action agency whose family income falls within the federal Community Service Administration Income Poverty Guidelines are authorized to receive an allowance of \$25.00 per meeting for attending meetings of the community action board. The allowance is payable for a maximum of two meetings a month. No person who is an employee of the federal government, the state, county, or any local public agency, CSA grantee or delegate agency is authorized to receive an allowance under this section.

B. Members of the community action board are authorized to receive a mileage allowance for use of private vehicles on trips between their homes and meetings of the community action board, its committees, or while on other official business. The mileage rates shall be in accordance with community services administration instructions and regulations governing travel. Mileage claims shall be prepared and filed in conformance with the auditor's rules and regulations established pursuant to Section 5.40.150 of this chapter.

C. Members of the community action board are authorized to receive reimbursement in accordance with Community Services Administration instructions and

regulations for travel expenses for attendance at conferences and training sessions. Prior approval of expenses for travel within the state must be granted by the executive director of the community action agency. Prior approval of expenses for travel outside the state must be granted by the ~~board of supervisors~~ Chief Executive Office.

D. Payments to community action board members authorized by this Section 5.40.132 are to be made exclusively from funds made available pursuant to Title 11 of the Community Services Act of 1974, and any revisions thereto.

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