



COUNTY OF LOS ANGELES
DEPARTMENT OF MEDICAL EXAMINER
1104 N. MISSION RD, LOS ANGELES, CALIFORNIA 90033



ADOPTED

Odey C. Ukpo, M.D., M.S.
Chief Medical Examiner

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

April 15, 2025

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
Los Angeles, California, 90012

32 April 15, 2025

Edward Yen
EDWARD YEN
EXECUTIVE OFFICER

Dear Supervisors:

**AUTHORIZE THE DEPARTMENT OF MEDICAL EXAMINER TO ACCEPT
GRANT FUNDS FROM THE
CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
PAUL COVERDELL FORENSIC SCIENCE IMPROVEMENT PROGRAM
ADMINISTERED BY THE FEDERAL FUNDING AGENCY OF
THE U.S. DEPARTMENT OF JUSTICE (DOJ) OFFICE OF JUSTICE
PROGRAMS (OJP), BUREAU OF JUSTICE ASSISTANCE (BJA)
FEDERAL ASSISTANCE LISTING NUMBER 16.472
FOR THE FISCAL YEARS 2024-25 AND 2025-26 AND
APPROVE AN APPROPRIATION ADJUSTMENT
(ALL DISTRICTS) (4-VOTES)**

SUBJECT:

This Board letter requests authority for the County of Los Angeles Department of Medical Examiner (DME) to accept and execute a grant award from the California Governor's Office of Emergency Services Paul Coverdell Forensic Science Improvement Program in the award amount of \$93,548 for the period of April 1, 2025, through March 31, 2026, to improve the quality of forensic medicine and forensic laboratories bureaus. The Board letter also requests the authority to add and approve appropriation adjustment funding. The addition of this funding will provide financial means to staff, including deputy medical examiners, investigators, and criminalists, to attend classes, conferences, and seminars for continuing education.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Chief Medical Examiner to accept the 2025 California Governor's Office of Emergency Services Paul Coverdell Grant award of \$93,548, encompassing the performance period of April 1, 2025, through March 31, 2026. (Attachment A).
2. Delegate authority to the Chief Medical Examiner, or designee, to execute and submit all required Coverdell Grant Program documents to the California Governor's Office of Emergency Services (Cal OES), including but not limited to, agreements, amendments, extensions,

Accreditations:

National Association of Medical Examiners (Provisional)
California Medical Association-Continuing Medical Education

Accreditation Council for Graduate Medical Education
Peace Officer Standards and Training Certified

modifications, and payment requests that may be necessary for completion of this program that do not increase Net County Cost.

3. Delegate authority to the Chief Medical Examiner or designee to apply for, accept, and implement all grant awards from Cal OES Coverdell Grant Program in future fiscal years (FYs), and to execute all required grant award documents, including but not limited to, applications, agreements, amendments, extensions, and payment requests, subject to review and approval by County Counsel, and notification to your Board and the Chief Executive Office (CEO).
4. Approve the attached appropriation adjustment (Attachment B) to increase the DMEs Salaries and Employee Benefits appropriation by \$16,000 and Services and Supplies appropriation by \$78,000, fully offset by grant revenue from CAL OES to enhance the quality and timeliness of Forensic Medicine and Forensic Laboratories services provided by the DME, and to provide the financial means for staff, including deputy medical examiners, investigators, and criminalists, to attend classes, conferences, and seminars for continuous education.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

Approval of the recommendations will allow the DME to accept the 2025-2026 California Coverdell Grant award in the amount of \$93,548, respectively, from the Cal OES California Coverdell Grant Program, which will be used to improve the quality and timeliness of forensic medicine and forensic laboratories services provided by the DME. Funding will provide a financial means to staff, including deputy medical examiners, investigators, and criminalists, to attend classes, conferences, and seminars for continuous education, in addition to providing funds for overtime of laboratory staff to facilitate timely analyses of forensic evidence.

Each year Cal OES allocates funds under the Paul Coverdell Forensic Science Improvement Program. These funds are allocated to state and local governments for one or more of the following three purposes:

1. To carry out all or a substantial part of a program intended to improve the quality and timeliness of forensic science or medical examiner services in the state, including those services provided by laboratories operated by the state and those operated by units of local government within the state.
2. To eliminate a backlog in the analysis of forensic science evidence, including the examination of controlled substances, toxicology, trace evidence, firearms, biology/DNA, crime scene evidence, and pathology.
3. To train forensic laboratory personnel as needed to eliminate such backlogs.

Approximately 25% of the funds are allocated to state and local governments through a competitive process.

The DME plans to enhance the quality and timeliness of forensic medicine and forensic laboratories services by the DME by providing the financial support needed for staff, including deputy medical examiners, investigators, and criminalists, to attend classes, conferences, and seminars for continuing education. Attending nationally recognized conferences, workshops, and courses enables practitioners to remain current and receive relevant information in the constantly evolving field of medicolegal death investigation.

The approval of Recommendation 3 will allow DME to apply for, accept, and implement future awards and/or amendments that are consistent with the requirements of the forthcoming Coverdell Grant Program awards. (Attachment C) This authority is being requested to enhance DME's efforts to expeditiously maximize grant revenue, consistent with Board Policy 4.070: Full Utilization of Grant Funds.

IMPLEMENTATION OF STRATEGIC PLAN GOALS:

The recommended actions support Strategy III.3, Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability, by ensuring that resources are available to assist the DME in carrying out its mission, and providing essential services to the public in a responsible, efficient, and strategic manner.

FISCAL IMPACT/FINANCING:

The California Emergency Management Paul Coverdell funding of \$93,548 will be provided to the County to offset the cost of the functions outlined under the Purpose/Justification of Recommended Actions. The grant period will be from April 1, 2025, to March 31, 2026.

Approval of the attached appropriation adjustment will increase the DMEs Salaries and Employee Benefits appropriation by \$16,000 and Services and Supplies appropriation by \$78,000, fully offset by grant revenues from CAL OES for various trainings/conferences and overtime of laboratory staff, which will assist the department with the timeliness of services to prevent backlog of cases while continuously educating its staff. No impact on Net County Cost is anticipated.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The California Coverdell Grant Program is authorized by the Paul Coverdell Forensic Sciences Improvement Act of 2000, as amended. Cal OES, Office of Justice, and the National Institute of Justice have provided the DME with specific guidelines for the management and administration of this grant. These guidelines detail the activities and expenditures that are allowable under the grant. The 2025 Coverdell Grant Program sub-award number is #CQ24 03 0101.

County Counsel has reviewed and approved the grant sub-award documents as to form.

IMPACT ON CURRENT SERVICES OR PROJECTS:

This Program will have a positive impact on the services currently provided by the DME. The grant funds will be utilized to enhance the quality of forensic science; improve the timing of medicolegal death investigations throughout the County of Los Angeles, including the timeliness of analysis of forensic evidence; advance training; and fund the professional development of medical examiners, criminalists, and investigators.

CONCLUSION:

Following Board approval, the Executive Officer-Clerk of the Board is requested to return two copies of the adopted Board letter to the Department of Medical Examiner, Dr. Nichelle H. Shaw, Administrative Deputy Director.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Odey C. Ukpo', with a stylized flourish at the end.

Odey C. Ukpo, M.D., M.S.
Chief Medical Examiner

Attachment

c: Chief Executive Office
County Counsel
Executive Office, Board of Supervisors

April 15, 2025

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF MEDICAL EXAMINER

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HER RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFORE
FY 2024-25
4 - VOTES

SOURCES		USES	
MEDICAL EXAMINER A01-ME-90-9031-19150 FEDERAL GRANTS INCREASE REVENUE	94,000	MEDICAL EXAMINER A01-ME-1000-19150 SALARIES & EMPLOYEE BENEFITS INCREASE APPROPRIATION	16,000
		MEDICAL EXAMINER A01-ME-2000-19150 SERVICES & SUPPLIES INCREASE APPROPRIATION	78,000
SOURCES TOTAL	\$ 94,000	USES TOTAL	\$ 94,000

JUSTIFICATION

Reflects an increase in federal revenue from the California Governor’s Office of Emergency Services Paul Coverdell Forensic Science Improvement Program, and a corresponding increase in Salaries & Employee Benefits and Services and Supplies, to enhance the quality and timeliness of forensic medicine and forensic laboratories services and to provide the financial means for staff to attend classes, conferences, and seminars for continuous education.

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

32 April 15, 2025

Dr. Nichelle Shaw

Digitally signed by Dr. Nichelle Shaw
Date: 2025.03.28 11:18:23 -07'00'

AUTHORIZED SIGNATURE

Dr. Nichelle Shaw, Admin Deputy

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

Edward Yen

EDWARD YEN
EXECUTIVE OFFICER

REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR---

☐ ACTION

☒ RECOMMENDATION

Andrea

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Turner
Date: 2025.04.01 15:19:47
-07'00'

AUDITOR-CONTROLLER

BY Turner

B.A. NO. 203

DATE 4/1/25

☒ APPROVED AS REQUESTED

☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

Brian

BY Hoffman

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Brian Hoffman
Date: 2025.04.02
13:30:26 -07'00'

DATE 4/2/25