



Board of Supervisors Operations Cluster Agenda Review Meeting

DATE: March 13, 2024

TIME: 2:00 p.m. – 4:00 p.m.

MEETING CHAIR: John Leonard, 3rd Supervisorial District

CEO MEETING FACILITATOR: Thomas Luscombe

This meeting will be held in a hybrid format which allows the public to participate virtually, or in-person, as permitted under the Board of Supervisors' August 8, 2023 order, which suspended the application of Board Policy 3.055 until March 31, 2024.

To participate in the meeting in-person, the meeting location is:

Kenneth Hahn Hall of Administration

500 West Temple Street

Los Angeles, California 90012

Room 374-A

To participate in the meeting virtually, please call teleconference number

1 (323) 776-6996 and enter the following 439827168# or [Click here to join the meeting](#)

Members of the Public may address the Operations Cluster on
any agenda item during General Public Comment.

The meeting chair will determine the amount of time allowed for each item.

**THIS TELECONFERENCE WILL BE MUTED FOR ALL CALLERS. PLEASE DIAL
*6 TO UNMUTE YOUR PHONE WHEN IT IS YOUR TIME TO SPEAK.**

1. CALL TO ORDER

2. GENERAL PUBLIC COMMENT

3. DISCUSSION ITEM(S):

A) Board Letter:

COUNTYWIDE CLASSIFICATION/COMPENSATION ACTIONS

CEO/CLASS - Ann Havens, Senior Manager

B) Board Letter:
RECOMMENDATION TO APPROVE MEMORANDUM OF UNDERSTANDING
BETWEEN THE LOS ANGELES COUNTY COMMISSION ON HUMAN
RELATIONS AND LOS ANGELES COUNTY OFFICE OF EDUCATION
EO - Robin Toma, Executive Director, Human Relations Commission and
Susan Huff, Administrative Deputy

C) Board Letter:
ACCEPT \$13.9 MILLION IN FUNDING AWARDED TO ISD ENERGY AND
ENVIRONMENTAL SERVICES TO IMPLEMENT AND ADMINISTER FOUR
GRANTS FOR CALENDAR YEARS 2024 THROUGH 2028; AUTHORIZE THE
DIRECTOR OF THE INTERNAL SERVICES DEPARTMENT TO EXECUTE
CONTRACTUAL DOCUMENTS WITH CONTRACTORS, CBOs AND OTHER
PUBLIC ENTITIES TO IMPLEMENT AND ADMINISTER THE
CORRESPONDING GRANT FUNDED PROGRAMS; AND APPROVE
APPROPRIATION ADJUSTMENT
ISD – Minh Le, General Manager of Energy and Environmental Services and
Lujana Medina, Environmental Initiatives Manager

4. PRESENTATION ITEM(S):

None available

5. NOTICE OF CLOSED SESSION

CS-1 CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

(Subdivision (a) of Government Code Section 54956.9)

Aaron Esquenazi, et al. v. County of Los Angeles

Los Angeles Superior Court Case No. 19STCP02885

Department: Treasurer and Tax Collector

6. ADJOURNMENT

UPCOMING ITEM(S) FOR MARCH 20, 2024:

A) Board Letter:
CEO/RE - FIVE-YEAR LEASE AGREEMENT
DEPARTMENT OF PUBLIC HEALTH
26415 CARL BOYER DRIVE, SANTA CLARITA

B) Board Letter:
CEO/RE - THREE-YEAR LEASE AMENDMENT
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
501 SHATTO PLACE, LOS ANGELES

- C) Board Memo:
LASD/CIO - ADVANCE NOTIFICATION OF INTENT TO ENTER INTO
NEGOTIATIONS FOR A SOLE SOURCE CONTRACT WITH ZETRON INC. TO
PROVIDE MAINTENANCE AND SUPPORT SERVICES

- D) Board Letter:
COUNTY COUNSEL/DCBA - AMENDMENT TO TITLE 8 – CONSUMER
PROTECTION, BUSINESS, AND WAGE REGULATIONS, RELATED TO
ESTABLISHING A FAIR WORKWEEK ORDINANCE

**BOARD LETTER/MEMO
CLUSTER FACT SHEET**

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	3/13/2024	
BOARD MEETING DATE	4/9/2024	
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th	
DEPARTMENT(S)	CHIEF EXECUTIVE OFFICE	
SUBJECT	COUNTYWIDE CLASSIFICATION/COMPENSATION ACTIONS	
PROGRAM		
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS		
COST & FUNDING	Total cost: \$966,000 (all funds) \$186,000 (NCC)	Funding source:
	TERMS (if applicable):	
	Explanation:	
PURPOSE OF REQUEST		
BACKGROUND (include internal/external issues that may exist including any related motions)	<ul style="list-style-type: none"> • Approve the accompanying ordinance amending Title 6-Salaries of the County Code to add five (5) new employee classifications for the Los Angeles County Employees Retirement Association (LACERA); reclassify 45 positions in DPH following a SAPC Reorganization Study – Phase II; reclassify three (3) positions in the Departments of Health Services (DHS), Military and Veterans Affairs, and Registrar-Recorder County Clerk; and • Approve the accompanying ordinance amending Title 5-Personnel, and Title 6-Salaries of the County Code to make technical corrections impacting two (2) non-represented classifications in the Sheriff Department. 	
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:	
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: Ann Havens, Senior Manager, (213) 974-9960, AHavens@ceo.lacounty.gov	



**CEO April 9, 2024
General Reclass
Board Letter Summary**

CEO Classification/Compensation Contact Information:

Ann Havens, Senior Manager, (213) 974-9960, AHavens@ceo.lacounty.gov

This Board Letter includes:

1. Approve the accompanying ordinance amending Title 6-Salaries of the County Code to add five (5) new employee classifications for the Los Angeles County Employees Retirement Association (LACERA); reclassify 45 positions in DPH following a SAPC Reorganization Study – Phase II; reclassify three (3) positions in the Departments of Health Services (DHS), Military and Veterans Affairs, and Registrar-Recorder County Clerk; and
2. Approve the accompanying ordinance amending Title 5-Personnel, and Title 6-Salaries of the County Code to make technical corrections impacting two (2) non-represented classifications in the Sheriff Department.



Chief Executive Office.

COUNTY OF LOS ANGELES

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, CA 90012
(213) 973-1101 ceo.lacounty.gov

CHIEF EXECUTIVE OFFICER

Fesia A. Davenport

"To Enrich Lives Through Effective and Caring Service"

April 9, 2024

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

Dear Supervisors:

COUNTYWIDE CLASSIFICATION/COMPENSATION ACTIONS (ALL DISTRICTS) (3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the tables of positions and the departmental staffing provisions by adding five (5) new employee classifications; reclassifying positions in the Department of Public Health (DPH) following a Substance Abuse and Prevention Control (SAPC) Reorganization Study – Phase II; reclassifying three (3) positions in various County departments; and by making a technical correction.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve the accompanying ordinance amending Title 6-Salaries of the County Code to add five (5) new employee classifications for the Los Angeles County Employees Retirement Association (LACERA); reclassify 45 positions in DPH following a SAPC Reorganization Study – Phase II; reclassify three (3) positions in the Departments of Health Services (DHS), Military and Veterans Affairs, and Registrar-Recorder County Clerk; and
2. Approve the accompanying ordinance amending Title 5-Personnel, and Title 6-Salaries of the County Code to make technical corrections impacting two (2) non-represented classifications in the Sheriff Department.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to implement recommended actions in a timely manner. Approval will provide the ordinance authority for County departments to implement the classification and compensation changes in this letter.

These recommendations will ensure the proper allocation of positions based upon the duties and responsibilities assigned to these jobs and as performed by the incumbents (Attachments A, B, and C). This is a primary goal of the County's classification and compensation system.

These actions are recommended based upon generally accepted professional principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper allocation of positions facilitates efficient business operations and can reduce the number of costly personnel-related issues.

New Employee Classifications

LACERA conducted a study of their general and investment accounting positions. The purpose of the study was to address LACERA's issues related to the recruitment and retention of Investment and General Accountants with the relevant experience and education.

The recommended five (5) new classifications and attendant salaries are based on information from LACERA as well as Chief Executive Office studies, and include analysis on compensation parity, internal alignment considerations and the functions of the jobs (Attachment A). Specifically, our studies included a survey of comparable positions in the public and private sector, internal alignment with other County departmental positions, and a review of LACERA's recruitment and retention issues. Our findings supported creating classifications which account for a more detailed focus on financial and actuarial accounting duties, a higher-level of accounting information technology functions, and investment accounting duties and responsibilities. The new accounting classifications will not only assist in LACERA's ability to recruit and retain skilled personnel but will also allow for better succession planning and ensure that the requirements of the jobs match the duties and experience needed to perform the duties of each classification.

DPH – SAPC Reorganization – Phase II

In 2017, the County of Los Angeles opted into California's Drug Medi-Cal Organized Delivery System (DMC-ODS). As a result, SAPC Medi-Cal and My Health LA beneficiaries gained access to a more comprehensive continuum of care (outpatient, residential, withdrawal management, and Recovery Bridge Housing) at no-cost. An overhaul was required for SAPC to perform as a managed care plan in compliance with California's Medi-Cal 2020 Section 1115(a) Medicaid Demonstration Waiver, the DMC-ODS Special Terms and Conditions, and Title 42 Code of Federal Regulations Part 438 (42 CFR Part 438) Managed Care rules. The new standards spurred development and redesign of internal clinical and operational infrastructure. This is the second phase of the SAPC wide reorganization, which includes 45 reclassifications (Attachment B), 230 permanent position transfers, and 63 deletions.

Reclassifications

There are three (3) positions in three (3) departments that are being recommended for reclassification (Attachment C). The duties and responsibilities assigned to these positions have changed since the original allocations were made. Therefore, the subject positions would be more appropriately allocated in the recommended classes.

Technical Corrections

We are recommending two (2) technical corrections to amend existing compensation provisions to ensure the original intent of these provisions is preserved. The first is related to the new unclassified management classification in the Sheriff's Department titled Director, Office of Constitutional Policing (UC) (Item No. 9214) that became effective June 6, 2023. The proposed correction to section 5.40.490 will ensure that the newly created management classification receives the same incidental expense allowance that is provided to all other management classifications and unclassified classifications within the Sheriff Department to compensate employees for necessary expenses incidental to the performance of their duties.

The second is related to the new Peace Officer Standards and Training bonus for non-represented safety management employees that became effective July 1, 2023. The proposed correction to section 6.10.105 will ensure that the classification of Assistant Sheriff (UC) (Item No. 9969) is eligible for the same bonus that is provided to all other non-represented safety management classifications within the Sheriff Department.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan Goal III – Realize Tomorrow’s Government Today. Specifically, it will address Strategy III.3 to Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability.

FISCAL IMPACT/FINANCING

The projected budgeted annual cost resulting from the recommended reclassifications is estimated to total \$966,000 (all funds). Net County cost is estimated to be \$186,000. Cost increases associated with upward reclassification actions will be absorbed within the Adopted Budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of “a classification plan and the classification of all positions.” This responsibility is further delineated in Civil Service Rule 5.

California Government Code sections 31522.1, 31522.2 and 31522.4, County Employees Retirement Law of 1937 (CERL), states that retirement system employees are County employees who are to be included in the salary ordinance adopted by the Board. Further, the Constitution and our County Charter provides the Board with the authority to create classifications and set the compensation of County employees.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6-Salaries, of the County Code, has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper classification and compensation of positions.

The Honorable Board of Supervisors
4/9/2024
Page 5

Respectfully submitted,

FESIA A. DAVENPORT
Chief Executive Officer

FAD:JMN:JDS:AYH
JR:AS:mmg

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Human Resources
Affected Departments

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CLASSIFICATION PLAN CHANGES

ATTACHMENT A

CLASSIFICATIONS RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Recommended Salary Schedule and Level	
Horizons/ Options	0473	Accountant II, LACERA	NMO	98C
Savings/ Megaflex	0470	Accounting Officer, LACERA	NM	113A
Horizons/ Options	0476	Investment Accountant, LACERA	NMO	100J
Savings/ Megaflex	0474	Investment Accounting Officer, LACERA	NM	116B
Horizons/ Options	0477	Senior Investment Accountant, LACERA	NMO	107J

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS**ATTACHMENT B****DEPARTMENT OF PUBLIC HEALTH
SUBSTANCE ABUSE AND PREVENTION CONTROL REORGANIZATION STUDY –
PHASE II**

No of Pos.	Present Classification and Salary	No of Pos.	Classification Findings and Salary
1	Administrative Assistant III Item No. 0889N NMO 97J Represented	1	Supervising Administrative Assistant I Item No. 0896N NMO 97J Represented
1	Assistant Program Director, Office of Alcohol Programs, HS Item No. 4609A NMO 118A Non-Represented	2	Program Implementation Manager, HS Item No. 4629A N23 S12 Non-Represented
1	Assistant Program Director, Drug Abuse, HS Item No. 4610A NMO 118A Non-Represented		
2	Assistant Rehabilitation Center Manager Item No. 8054A NMO 95L Non-Represented	2	Management Analyst Item No. 1848A NMO 98C Non-Represented
1	Chief, Drinking Driver Programs Item No. 4618A NMO 115D Non-Represented	2	Senior Staff Analyst, Health Item No. 4594A NMO 115D Non-Represented
1	Chief, Rehabilitation Center Item No. 8058A NMO 118A Non-Represented		

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

1	Clinical Social Worker Item No. 9013A N33MO 100F Represented	1	Senior Clinical Social Worker Item No. 9019A NMO 103F Represented
1	Clinical Social Worker Supervisor I Item No. 9014A N3MO 104K Represented	1	Mental Health Clinical Supervisor Item No. 9038A N3MWO 104F Represented
2	Community Services Coordinator II Item No. 8110N NMO 94J Represented	2	Health Program Analyst I Item No. 4727N NMO 104C Non-Represented
1	Contract Program Auditor Item No. 4614A NMO 100J Non-Represented	1	Assistant Staff Analyst, Health Services Item No. 4595A NMO 104C Non-Represented
1	Contract Program Auditor Item No. 4614N NMO 100J Non-Represented	1	Assistant Staff Analyst, Health Services Item No. 4595N NMO 104C Non-Represented
1	Health Program Analyst III Item No. 4731A NMO 115D Non-Represented	2	Program Implementation Manager, HS Item No. 4629A N23 S12 Non-Represented
1	Health Program Manager I Item No. 4541A N23 S11 Non-Represented		
1	Intermediate Stenographer Item No. 2172A N2MO 79C Represented	1	Staff Assistant I Item No. 0907A NMO 85D Represented

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

4	Intermediate Typist-Clerk Item No. 2214A NMVO 75D Represented	4	Senior Typist-Clerk Item No. 2216A NMVO 79J Represented
3	Intermediate Typist-Clerk Item No. 2214N NMVO 75D Represented	2	Senior Typist-Clerk Item No. 2216N NMVO 79J Represented
		1	Management Analyst Item No. 1848N NMO 98C Non-Represented
1	Management Analyst Item No. 1848A NMO 98C Non-Represented	1	Health Program Analyst I Item No. 4727A NMO 104C Non-Represented
1	Programs Administrator, Health Services Item No. 4604A N23 S11 Non-Represented	1	Program Implementation Manager, HS Item No. 4629A N23 S12 Non-Represented
1	Psychiatric Social Worker II Item No. 9035A N3MWO 100E Represented	1	Health Program Analyst II Item No. 4729A NMO 108C Non-Represented
1	Recreation Therapy Aide Item No. 5869A NMO 78H Represented	1	Assistant Staff Analyst, Health Services Item No. 4595A NMO 104C Non-Represented
1	Rehabilitation Center Manager Item No. 8055A NMO 107J Non-Represented	1	Staff Analyst, Health Item No. 4593A NMO 108C Non-Represented

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

2	Rehabilitation Counselor II Item No. 8593A NMO 91F Represented	1	Assistant Staff Analyst, Health Services Item No. 4595A NMO 104C Non-Represented
		1	Management Analyst Item No. 1848A NMO 98C Non-Represented
1	Senior Clinical Social Worker Item No. 9019A NMO 103F Represented	1	Psychiatric Social Worker II Item No. 9035A N3MWO 100E Represented
1	Senior Community Health Worker Item No. 8105N NRO 79G Represented	1	Health Program Analyst I Item No. 4727N NMO 104C Non-Represented
2	Senior Staff Analyst, Health Item No. 4594A NMO 115D Non-Represented	2	Program Implementation Manager, HS Item No. 4629A N23 S12 Non-Represented
1	Senior Typist-Clerk Item No. 2216A NMVO 79J Represented	1	Marketing Analyst Item No. 1772A NMO 101B Non-Represented
2	Staff Assistant II Item No. 0913A NMO 92D Represented	2	Management Analyst Item No. 1848A NMO 98C Non-Represented
2	Staff Assistant II Item No. 0913N NMO 92D Represented	2	Management Analyst Item No. 1848N NMO 98C Non-Represented

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

2	Student Professional Worker I Item No. 8243F N1 FH Represented	1	Assistant Staff Analyst, Health Services Item No. 4595F NMO 104C Non-Represented
		1	Administrative Aid Item No. 0886F N4MO 77H Represented
2	Substance Abuse Counselor Item No. 5884A NMO 82G Represented	2	Assistant Staff Analyst, Health Services Item No. 4595A NMO 104C Non-Represented
1	Supervising Rehabilitation Counselor Item No. 8594A NMO 93H Represented	1	Staff Analyst, Health Item No. 4593A NMO 108C Non-Represented
1	Supervising Typist-Clerk Item No. 2219A NMVO 79J Represented	1	Senior Typist-Clerk Item No. 2216A NMVO 79J Represented

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT C

HEALTH SERVICES – OLIVE VIEW-UCLA MEDICAL CENTER

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Physical Therapist I Item No. 5837A NMWO 106A Represented	1	Physical Therapist II Item No. 5839A NMWO 110A Represented

The subject Physical Therapist I position is responsible for independently managing a caseload of patients. Primary duties include rendering recommendations and determining the appropriate level of physical therapy services based on a comprehensive knowledge of pathophysiology, clinical signs, symptoms, etiology, and pathology of disease and injury; serving as a clinical resource to other physical therapists and multidisciplinary teams; recommending and providing assistive equipment; providing extensive education to patients and patient's family members; and collaborating with other multidisciplinary team members and specialty clinics, as needed, for problem resolution and achievement of identified patient specific goals. The duties and responsibilities of the subject position meet the classification criteria for Physical Therapist II. Therefore, we recommend upward reallocation of the subject position to Physical Therapist II.

MILITARY AND VETERANS AFFAIRS

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Supervising Administrative Assistant I Item No. 0896A NMO 97J Represented	1	Administrative Services Manager I Item No. 1002A NMO 105B Non-Represented

The subject Supervising Administrative Assistant I position reports to the Chief Deputy, Military and Veterans Affairs and is responsible for managing the oversight, daily operations, organizational partnerships, and operating budget of Bob Hope Patriotic Hall. The department has implemented a reopening of the historic building for general public use and private coordinated events. As such, there is a need for additional building administration emergency preparedness and increased contract management.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT C

MILITARY AND VETERANS AFFAIRS (Continued)

The duties and responsibilities of the subject position meet the classification criteria for Administrative Services Manager I. Positions allocable to this class assume responsibility for the independent performance of a full range of difficult to complex and sensitive analytical and administrative assignments. The work performed by this position impacts both management-level decisions and the provision of veteran-focused services and care accessible within Bob Hope Patriotic Hall. Therefore, we recommend upward reallocation of the subject position to Administrative Services Manager I.

REGISTRAR-RECORDER/COUNTY CLERK

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Application Developer Item No. 2525A NMO 109A Represented	1	Senior Information Systems Analyst Item No. 2593A NMO 111D Non-Represented

The subject Senior Application Developer position reports to an Information Technology (IT) Supervisor and is responsible for performing duties such as providing guidance, expertise, and leadership to lower-level Information Systems Analysts, various project teams, internal and external users, management, and executive leadership; developing and maintaining implementation and conversion plans for various election systems; and creating test plans and monitoring for election operations; performing incident and problem management analysis to resolve election-critical issues, which include user application support and preventive maintenance activities to reduce the number of incidents; overseeing large and complex data integrity activities and implementation processes; consulting with decision-makers and providing technical solutions for election-related process improvements; evaluating and recommending complex IT solutions; and preparing feasibility and cost analysis studies for management review. The duties and responsibilities of the subject position meet the classification criteria for Senior Information Systems Analyst, which reports to an IT Supervisor who provides expertise in one or more areas of information systems analysis and may act as a team leader or coordinator. Therefore, we recommend upward reallocation of the subject position to Senior Information Systems Analyst.

ANALYSIS

This ordinance amends Title 5 – Personnel and Title 6 – Salaries of the Los Angeles County Code by:

- Amending Section 5.40.490 to add one employee classification entitled to receive a flat monthly allowance;
- Amending Section 6.10.105 to amend the classifications eligible for the Management POST bonus in the Sheriff Department;
- Adding and establishing the salaries for five employee classifications; and
- Adding, deleting, and/or changing certain employee classifications and number of ordinance positions in the departments of Health Services, Military and Veterans Affairs, Public Health, and Registrar-Recorder/County Clerk.

DAWYN R. HARRISON
County Counsel

By: POUYA BAVAFA
Senior Deputy County Counsel

ORDINANCE NO. _____

An ordinance amending Title 5 – Personnel to add one employee classification entitled to receive a flat monthly allowance and Title 6 – Salaries of the Los Angeles County Code to amend the classifications eligible for the Management POST bonus; add and establish the salaries for five employee classifications; and add, delete and/or change certain employee classifications and number of ordinance positions in various departments to implement the findings of classification studies.

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

SECTION 1. Section 5.40.490 is hereby amended to read as follows:

5.40.490 - Incidental Expenses—Sheriff's Department.

Persons employed in the classification of Lieutenant (Item No. 2719) and designated by the sheriff as a station commander or in the classifications, or unclassified positions of Captain (Item No. 2721), Assistant Sheriff (UC) (Item No. 9969), Assistant Sheriff, AAdministration (UC) (Item No. 9972), Commander (Item No. 2723), Division Chief, Sheriff (UC) (Item No. 9968), and Undersheriff (UC) (Item No. 9970) shall receive a flat monthly allowance of \$50.00 for necessary expenses incidental to the performance of their duties. Effective July 1, 2015, persons employed in the classifications or unclassified position of Director, Bureau Operations, Sheriff (Item No. 0997), Assistant Division Director, Sheriff (Item No. 1066), and Division Director, Sheriff (UC) (Item No. 1069) shall also be entitled to receive the aforementioned allowance. Effective April 9, 2019, persons employed in the classification of Division Director, Sheriff (Item No. 1065) shall also be entitled to receive the aforementioned allowance. Effective June 6, 2023, persons employed in the classification of Director, Office of

Constitutional Policing (UC) (Item No. 9214) shall also be entitled to receive the
aforementioned allowance.

...

SECTION 2. Section 6.10.105 is hereby amended to read as follows:

6.10.105 POST Bonus.

...

E. In addition to the compensation provided for in Section 6.28.050, effective July 1, 2023, any person who is employed in one of the following positions who possesses a POST Management Certificate or who meets all of the following conditions shall qualify for a Management Bonus:

1. Possesses or is eligible to possess a Post Management Certificate;
2. Possesses a minimum of 2-years law enforcement experience as a permanent manager (lieutenant) or higher with the County of Los Angeles;
3. Successfully completed a POST certified Management Course; and
4. Completed a minimum of 60 semester units, an accredited degree (AA, BA, MA), or 1,200 POST certified training hours.

The amount of the bonus shall be 1 standard salary level, or 0.2500 percent for persons employed in the following positions:

Item No.	Title
2721	Captain

2723	Commander
2896	Captain, DA
9980	Detective (UC)

The amount of the bonus shall be one-quarter percent (0.25%) for persons employed in the following positions:

Item No.	Title
9968	Division Chief, Sheriff (UC)
<u>9969</u>	<u>Assistant Sheriff (UC)</u>
9970	Undersheriff (UC)
9977	Detective (UC)
9978	Detective (UC)
9979	Detective (UC)

...

SECTION 3. Section 6.28.050 (Tables of Classes of Positions with Salary

Schedule and Level) is hereby amended to add the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL
<u>0473</u>	<u>ACCOUNTANT II,LACERA</u>	<u> </u> *	<u>NMO</u> <u>98C</u>
<u>0470</u>	<u>ACCOUNTING OFFICER,LACERA</u>	<u> </u> *	<u>NM</u> <u>113A</u>
<u>0476</u>	<u>INVESTMENT ACCOUNTANT,LACERA</u>	<u> </u> *	<u>NMO</u> <u>100J</u>
<u>0474</u>	<u>INVESTMENT ACCOUNTING OFFICER,LACERA</u>	<u> </u> *	<u>NM</u> <u>116B</u>
<u>0477</u>	<u>SENIOR INVESTMENT ACCOUNTANT,LACERA</u>	<u> </u> *	<u>NMO</u> <u>107J</u>

*The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary or salary schedule and level in the space provided for the classifications added to Section 6.28.050 of the County Code.

SECTION 4. Section 6.77.010 (Department of Public Health) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4610A	1	ASST PROGRAM DIRECTOR,DRUG ABUSE,HS
4609A	1	ASST PROG DIR,OFF OF ALCOHOL PRO,HS
8054A	2	ASST REHABILITATION CENTER MANAGER
4618A	1	CHIEF,DRINKING DRIVER PROGRAMS
8058A	1	CHIEF,REHABILITATION CENTER

8110N	2	COMMUNITY SERVICES COORDINATOR II
5869A	4	RECREATION THERAPY AIDE
8055A	4	REHABILITATION CENTER MANAGER
8105N	4	SENIOR COMMUNITY HEALTH WORKER

SECTION 5. Section 6.77.010 (Department of Public Health) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>0896N</u>	<u>1</u>	<u>SUPVG ADMINISTRATIVE ASSISTANT I</u>

SECTION 6. Section 6.77.010 (Department of Public Health) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0886F	60 <u>61</u>	ADMINISTRATIVE AID
0889N	25 <u>24</u>	ADMINISTRATIVE ASSISTANT III
4595A	28 <u>33</u>	ASSISTANT STAFF ANALYST, HLTH SERVS
4595F	5 <u>6</u>	ASSISTANT STAFF ANALYST, HLTH SERVS
4595N	48 <u>49</u>	ASSISTANT STAFF ANALYST, HLTH SERVS
9014A	2 <u>1</u>	CLINICAL SOCIAL WORK SUPERVISOR I
9013A	3 <u>2</u>	CLINICAL SOCIAL WORKER
4614A	32 <u>31</u>	CONTRACT PROGRAM AUDITOR

4614N	67	<u>66</u>	CONTRACT PROGRAM AUDITOR
4727A	26	<u>27</u>	HEALTH PROGRAM ANALYST I
4727N	39	<u>42</u>	HEALTH PROGRAM ANALYST I
4729A	25	<u>26</u>	HEALTH PROGRAM ANALYST II
4731A	42	<u>11</u>	HEALTH PROGRAM ANALYST III
4541A	3	<u>2</u>	HEALTH PROGRAM MANAGER I
2172A	15	<u>14</u>	INTERMEDIATE STENOGRAPHER
2214A	206	<u>202</u>	INTERMEDIATE TYPIST-CLERK
2214N	77	<u>74</u>	INTERMEDIATE TYPIST-CLERK
1848A	44	<u>15</u>	MANAGEMENT ANALYST
1848N	26	<u>29</u>	MANAGEMENT ANALYST
1772A	4	<u>2</u>	MARKETING ANALYST
9038A	3	<u>4</u>	MENTAL HEALTH CLINICAL SUPERVISOR
4629A	4	<u>8</u>	PROGRAM IMPLEMENTATION MANAGER,HS
4604A	3	<u>2</u>	PROGRAMS ADMINISTRATOR,HEALTH SERVS
8593A	7	<u>5</u>	REHABILITATION COUNSELOR II
2216A	133	<u>137</u>	SENIOR TYPIST-CLERK
2216N	116	<u>118</u>	SENIOR TYPIST-CLERK
4593A	54	<u>56</u>	STAFF ANALYST,HEALTH
0907A	9	<u>10</u>	STAFF ASSISTANT I
0913A	26	<u>24</u>	STAFF ASSISTANT II
0913N	25	<u>23</u>	STAFF ASSISTANT II
8243F	45	<u>43</u>	STUDENT PROFESSIONAL WORKER I

5884A	32	<u>30</u>	SUBSTANCE ABUSE COUNSELOR
8594A	3	<u>2</u>	SUPVG REHABILITATION COUNSELOR
2219A	4	<u>3</u>	SUPERVISING TYPIST-CLERK

SECTION 7. Section 6.78.070 (Department of Health Services – Olive View-UCLA Medical Center) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
5837A	9	<u>8</u>	PHYSICAL THERAPIST I
5839A	6	<u>7</u>	PHYSICAL THERAPIST II

SECTION 8. Section 6.88.010 (Department of Military and Veterans Affairs) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0896A	1		SUPVG ADMINISTRATIVE ASSISTANT I

SECTION 9. Section 6.88.010 (Department of Military and Veterans Affairs) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1002A	3	<u>4</u>	ADMINISTRATIVE SERVICES MANAGER I

SECTION 10. Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2525A	6	<u>5</u>	SENIOR APPLICATION DEVELOPER
2593A	3	<u>4</u>	SENIOR INFORMATION SYSTEMS ANALYST

SECTION 11. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

540490ASCEO

LAST UPDATE: NEW CLASS

CLASSIFICATION TITLE: Accountant II, LACERA

ITEM NO: - 0473 NEW

DEFINITION:

Performs senior-journey level professional financial accounting, auditing, and reporting and internal control compliance functions at the Los Angeles County Employees Retirement Association (LACERA).

CLASSIFICATION STANDARDS:

Positions allocable to this class perform senior-journey level professional accounting and auditing work in the Financial and Accounting Services Division (FASD). Incumbents in these positions perform the more complex accounting work in connection with the overall operation of a moderate scale accounting system, including assisting the supervisor with management of the unit, conducting complex research projects, and acting as a technical specialist by providing guidance to lower-level Accountant I positions. Some positions may be assigned to assist with managing more complex projects conducted by others such as audits and engagements completed by external auditors and other professional consultants; researching and implementing accounting standards, pronouncements, financial statement and regulatory reporting requirements; conducting internal and organization-wide financial reporting; and implementing internal control and compliance initiatives.

Under the general supervision of a higher-level accounting professional, incumbents of these positions are responsible for performing a variety of assignments requiring a professional level of knowledge of accounting principles and practices, including: cost accounting, financial accounting and auditing, government financial statement reporting standards and procedures, generally accepted accounting principles (GAAP), general ledger accounting applications, accounting information technology systems, and general office procedures. Incumbents operate personal computers and 10-key adding machines in the performance of their duties.

Incumbents must exercise initiative and independent judgement within defined accounting procedures and project management principles.

EXAMPLES OF DUTIES:

The following examples are intended to describe the general nature and level of work performed by persons assigned to each classification. Depending on the assignment, duties may include, but are not limited to the following:

General Accounting

Interprets financial accounting, payroll tax and other financial provisions of a variety of laws and regulations, recommending steps for their implementation.

Communicates implementation plans and projects with appropriate parties and monitors from project initiation to completion.

Conducts complex cost surveys, revenue analyses, and accounting information technology systems and procedural studies, writes reports of findings in which recommendations for modifications or other action are made, and participates in installation and modification of financial information technology systems and procedures.

Compiles and evaluates complex consolidated and operating financial statements, final accountings for large projects with large budgets and claims for reimbursement from other government agencies or private contractors.

Performs routine audits of the books of other governmental agencies or private contractors and writes audit reports; or conducts an internal audit or an internal control compliance program.

Supervises unit in the absence of the Supervisor making decisions on ad hoc matters; attends meetings with Supervisor or in absence of Supervisor; reviews the work of Unit staff; and assists Supervisor in making sure all matters within the Unit are addressed.

Responsible for providing training and assistance to lower-level Accountant I staff and/or temporary staff.

Prepares lead schedules, technical summaries, and drafts footnotes for annual financial statements. Communicates and provides information to internal, external financial statement auditors, and external professional consultants.

Performs complex and technical assignments which may include analysis and reporting, requiring knowledge of an internal process, accounting treatment or other specialized area.

Prepares complex schedules and reports that may include general ledger data, supporting information for Board and/or external reports, travel and expenditure information, cash flows, monthly or annual organizational expenses, payroll tax schedules, and other similar type reporting.

May review and participate in day-to-day accounting and bookkeeping operations such as setting up accounting books or subsidiary records, classifying accounting transactions, posting and journalizing, preparing a trial balances, reconciling and ~~personally~~ preparing year-end closing transactions as an incident to performing other more difficult accounting assignments.

May serve as liaison with other County departments, governmental agencies, external service providers and consultants, plan sponsors, and clientele, concerning accounting matters.

May assist with the preparation of reports, summaries, and financial statements impacting the Annual Comprehensive Financial Report (ACFR), compliance with

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Commented [JL3]: Unnecessary

Commented [EC4R3]: Agree.

financial reporting standards, and with projects completed by external auditors and consultants.

Reporting and Compliance

Acts as a technical specialist responsible for independently managing and performing highly complex accounting assignments and/or special accounting projects impacting LACERA's annual financial statements, compliance with financial statement/legal/regulatory reporting standards, external consulting and other reports to LACERA's governing Boards; implementing organization-wide accounting strategies; and working directly with external consultants and service providers.

Develops project plans and coordinates the work deliverables for projects completed by external auditors and/or other professional consultants which may include actuaries; organizes meetings, ensures timelines are met, communicates the project status, updates and tasks to be completed with internal staff and external entities; reviews project budgets; reviews and edits reports and materials prepared by the consultants; and makes recommendations to Supervisor for actions to be taken.

Assists with managing and preparing the Annual Comprehensive Financial Report (ACFR) with summaries, updating accounting and financial data through internal records and reports, compiling accounting information technology system data, including new financial statement reporting policies and procedure changes, and extracting data from external reports.

Prepares complex schedules and reports that may include general ledger data, supporting information for Board and/or external reports, travel and expenditure information, cash flows, monthly or annual organizational expenses, payroll tax schedules, and other similar type reporting.

Manages and coordinates organizational initiatives for compliance with contract terms, policies, procedures, audit recommendation implementation, and prepares any required reports.

May work on special financial accounting projects and ad-hoc requests within the Division and for other divisions.

May be required to perform other duties as assigned.

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

Completion of twenty-one (21) semester units or thirty-two (32) quarter units of accounting including at least two (2) courses in advanced subjects such as cost accounting, governmental, financial accounting, or auditing from an accredited college or university or equivalent accounting education -AND- four (4) years professional accounting, auditing, or financial statement reporting and internal control compliance experience.

LICENSE: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS II - Light physical effort which may include occasional light lifting to a 10 pound limit, and occasional bending, walking, stooping or squatting. Incumbents sit for extended periods of time. Work is performed in an office environment in a controlled climate.

DRAFT

LAST UPDATE: 5/21/2021

CLASSIFICATION TITLE: Accounting Officer, LACERA

ITEM NO: 0417 New class – New item #0470

DEFINITION:

Performs professional accounting work and directs professional and technical accounting staff in the operation of a moderate scale financial accounting system, financial statement reporting, and internal control compliance functions of the Los Angeles County Employees Retirement Association (LACERA).

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CLASSIFICATION STANDARDS:

The one position allocable to this class performs professional accounting and supervises professional accounting and technical accounting staff in the General Accounting Section of the Financial and Accounting Services Division (FASD). Under the direction of the Chief Financial Officer and Assistant Chief Financial Officer, the position is responsible for planning, assigning, directing, evaluating, and overseeing the work of subordinate financial accounting and reporting and compliance staff; supervising cost studies; supervising the reconciliation of the monthly benefits payroll; supervising the payment of Federal and State payroll taxes; managing specialized and unique projects; communicating to internal and external stakeholders and managing the work of staff from project initiation to completion; managing projects completed by external consultants; managing the annual financial statement external audit; coordinating the implementation of audit recommendations; and assuming additional compliance and risk management related functions as the needs of the Division and organization evolve.

Incumbents must exercise a professional level of knowledge of accounting principles and practices, including: cost accounting, financial accounting, and auditing; government financial statement reporting standards and procedures, generally accepted accounting principles (GAAP), a knowledge of general office procedures, personal computer operations and general ledger accounting applications, accounting information technology systems, and the operation of a 10-key adding machine. Incumbents must have a knowledge of the principles of supervision, supervisory policies and practices. Incumbents must also have a thorough knowledge of project management and a basic understanding of actuarial principles and practices.

Incumbents must exercise initiative and have full autonomy in terms of independent judgement. The incumbent is accountable to top management and executives.

EXAMPLES OF DUTIES:

The following examples are intended to describe the general nature and level of work performed by incumbents assigned to each classification. Depending on the assignment, duties may include, but are not limited to the following:

Provides full supervisory responsibility of the General Accounting Section which includes: approving time off requests, timesheets, assessing staff training needs, preparing monthly

staff activity reports, attendings weekly management meetings, preparing performance evaluations, and disciplinary actions.

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Plans, assigns, directs, and evaluates the work of organization-wide treasury and commercial banking functions, financial accounting for the Retiree Health Care (RHC) program operations, Division-wide budget compilation and control, cashiering, supply, payroll, statistical, data processing, financial statement reporting and internal control compliance or other related staff or service activities.

Advises and consults with management concerning financial accounting, financial statement reporting, external professional consulting services, payroll tax reporting, and financial implications of existing and projected organization activities.

Supervises or personally conducts cost, revenue, and accounting information technology applications and procedure studies, writes reports of findings, and secures approval for implementation of recommendations from management and the Los Angeles County Auditor-Controller when necessary.

Supervises staff work with regards to: external consulting projects including the project scope, timing and final reports; financial audits; other audits and reviews; coordination of external consultant projects, entrance, status and exit meetings, Board presentations, and educational sessions; monitors timelines; and reviews the consultant's monthly invoice and validates the work performed.

Analyzes and interprets accounting provisions of laws and regulations, payroll tax laws, and recommends steps for their implementation.

Oversees significant portions of the Annual Comprehensive Financial Report (ACFR) project, manages special research projects and informational/data requests from other Divisions.

Analyzes and interprets accounting standards including Generally Accepted Accounting Principles (GAAP), standards issued by the Governmental Accounting Standards Board (GASB), reporting practices prescribed by the Government Finance Officers Association (GFAO), and provisions of laws and regulations, and recommends steps for their implementation.

Researches, analyzes, prepares and reviews fiscal year-end audit schedules and notes disclosures for the ACFR in accordance with GAAP and in compliance with all standards issued by the GASB and reporting practices prescribed by the GFOA.

Provides direction to administrative staff to ensure proper handling of work projects and products.

Oversees staff and coordination of ongoing consulting projects, annual financial statement report preparation, and several annual financial audits.

Administers revenue producing agreements.

Assists management with strategic direction and planning aspects of the Division which includes future initiatives, recommendations for hiring, reviews and proposes changes to

the annual budget, researches and implements changes to existing procedures, prepares and edits formal memos to governing Boards and external parties, and completes the Internal Audit's annual risk assessment.

Coordinates the work of subordinate accounting, financial statement reporting and internal control compliance, and other activities with the work of other divisions, County departments, external service providers, and clientele.

Works closely with Division Managers and Executive Management staff and regularly attends and makes formal presentations to Trustees including the Board of Retirement and Board of Retirement Committee meetings and internal meetings with senior staff, and makes formal presentations.

May serve as immediate assistant to or act in the capacity of a higher-level accounting manager.

May be required to perform other duties as assigned.

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

Completion of twenty-one (21) semester units or thirty-two (32) quarter units of accounting including at least three (3) courses in advanced subjects such as cost accounting, governmental, financial accounting, or auditing from an accredited college or university - AND- three (3) years of experience providing both administrative and technical supervision to a team of professional accountants performing accounting, auditing, or compliance accounting and reporting functions at the level of Senior Accountant, LACERA.

LICENSE: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS II - Light physical effort which may include occasional light lifting to a 10 pound limit, and occasional bending, walking, stooping or squatting. Incumbents sit for extended periods of time. Work is performed in an office environment in a controlled climate.

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LAST UPDATE: NEW CLASS

CLASSIFICATION TITLE: Investment Accountant, LACERA

ITEM NO: NEW (0476)

DEFINITION:

Performs senior-journey level professional investment accounting, financial accounting, and auditing work at the Los Angeles County Employees Retirement Association (LACERA).

CLASSIFICATION STANDARDS:

Positions allocable to this class perform senior-journey level professional investment accounting and auditing work in the Investment Accounting Section of the Financial and Accounting Services Division (FASD). Incumbents in these positions act as a technical specialist responsible for independently managing and performing highly complex investment/fund accounting assignments in connection with the overall operation of a large scale investment program, including special accounting projects impacting LACERA's annual financial statements, ensuring compliance with financial statement/legal/regulatory reporting standards, preparing reports to LACERA's governing Boards, performing specialized tasks, implementing investment strategies determined by the Investment Office, working directly with external investment consultants and service providers, and acting as lead to lower-level accounting positions. Some positions may be assigned to assist the supervisor with management of the unit.

Under the general supervision of a higher-level investment accounting professional, incumbents of these positions are responsible for the analysis, reconciliation, reporting and maintenance of investment transactions requiring a professional level of knowledge of accounting principles and practices, including: investment assets; investment funds, investment fund accounting, financial accounting and auditing, government financial statement reporting standards and procedures, generally accepted accounting principles (GAAP), general ledger accounting applications, accounting and investments information technology systems, and general office procedures. Incumbents operate personal computers and 10-key adding machines in the performance of their duties.

Incumbents must exercise initiative and independent judgement within defined accounting procedures and principles.

EXAMPLES OF DUTIES:

The following examples are intended to describe the general nature and level of work performed by persons assigned to each classification. Depending on the assignment, duties may include, but are not limited to the following:

Responsible for training and providing assistance to lower-level accounting staff. Monitors, analyzes, reconciles, records transactions, maintains daily and monthly investment accounting records, and prepares reports throughout the year or at year-end.

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Compiles investment accounting data to prepare and generate annual financial statement reporting schedules and supporting documentation.

Monitors investment cash balances and prepares the daily, weekly and monthly cash projections to ensure they are provided to the Investment Office timely and accurately.

Researches, develops, and implements procedural changes to investment accounting policies, procedures, and practices.

Participates in daily accounting operations, such as daily wire monitoring functions, wire transaction data entry, accounts payable check reviews, approving and posting investment funding/distributions, and provides support for special requests from internal offices.

Verifies wire transfer transactions for payments to external parties. Maintains physical and electronic documentation to support wire transfer transactions.

Verifies and releases State and Federal income tax payments initiated through online payment systems.

Works closely with Investments Office staff.

May be assigned to assist with supervising the Unit in the absence of the supervisor including making decisions on ad hoc matters, attending meetings with supervisor or in absence of supervisor, reviewing the work of unit staff, and assisting the supervisor in making sure all matters within the Unit are addressed.

May work on special accounting research projects, informational and data requests, and ad-hoc requests.

May be required to perform other duties as assigned.

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

Completion of twenty-one (21) semester units or thirty-two (32) quarter units of coursework from an accredited college or university, including completion of twelve (12) semester units or eighteen (18) quarter units of accounting and three (3) advanced courses within any of the following subjects: accounting, finance, economics, or auditing -AND- four (4) years of professional investment fund accounting or investment-related auditing experience.

LICENSE: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS II - Light physical effort which may include occasional light lifting to a 10 pound limit, and occasional bending, walking, stooping or squatting. Incumbents sit for extended periods of time. Work is performed in an office environment in a controlled climate.

CLASSIFICATION TITLE: Investment Accounting Officer, LACERA

ITEM NO: 0418 New class – New item #0474

DEFINITION:

Performs responsible professional investment accounting and financial accounting work and directs professional investment accounting staff in the operation of the investment accounting system at the Los Angeles County Employees Retirement Association (LACERA).

CLASSIFICATION STANDARDS:

The one position allocable to this class performs professional investment accounting and supervises professional investment accounting staff in the Investment Accounting Section of the Financial and Accounting Services Division. Under the direction of the Chief Financial Officer and Assistant Chief Financial Officer, the position performs and directs professional and technical investment accounting work and monitors accounting operations of LACERA's large scale investment portfolio. The position supervises a staff of professional investment accountants engaged in the accounting and financial reporting of investment related transactions for a large-scale investment program.

Incumbents must exercise a professional level of knowledge of generally accepted accounting principles and practices (GAAP), including: investment assets, investment funds, investment fund accounting, a knowledge of investment custodian bank operations, financial accounting and auditing; government financial statement reporting standards and procedures, general ledger accounting applications, general office procedures, accounting and investment information technology systems, and the operation of a 10-key adding machine. Incumbents must also have knowledge of the principles of supervision, supervisory policies and practices.

Incumbents must exercise initiative and have full autonomy in terms of independent judgement. Incumbents are accountable to top management.

EXAMPLES OF DUTIES:

The following examples are intended to describe the general nature and level of work performed by persons assigned to each classification. Depending on the assignment, duties may include, but are not limited to the following:

Provides full supervisory responsibility of the Investment Accounting Section which includes: approving time off requests, timesheets, assessing staff training needs, preparing monthly staff activity reports, attends weekly management meetings, prepares performance evaluations, etc.

Plans, assigns, directs, and evaluates the work of the Investment Accounting Section who analyze, record, maintain, monitor, and reconcile public markets and

direct investment activities effected by LACERA's external investment managers and custodian bank.

Assists management with strategic direction and planning aspects of the Division which includes future initiatives, recommendations for hiring, reviews and proposes changes to the annual budget, researches and implements changes to existing procedures, coordinates the implementation of audit recommendations, prepares and edits formal memos to governing Boards and external parties, and completes the Internal Audit's annual risk assessment.

Advises and consults with management concerning the accounting and financial reporting implications of existing and newly implemented investment portfolio activities.

Supervises or personally conducts cost, revenue, and accounting or investment information technology systems and procedures studies; writes reports of findings, and secures approval for implementation of recommendations from departmental administration and the external parties (i.e., plan sponsors) when necessary.

Oversees significant portions of the Annual Comprehensive Financial Report (ACFR) project and manages special research projects and investment-related data requests.

Analyzes and interprets accounting standards including Generally Accepted Accounting Principles (GAAP), standards issued by the Governmental Accounting Standards Board (GASB), reporting practices prescribed by the Government Finance Officers Association (GFAO), and provisions of laws and regulations, and recommends steps for their implementation.

Researches, analyzes, prepares and reviews fiscal year-end audit schedules and notes for the ACFR in accordance with GAAP and in compliance with all standards issued by the GASB and reporting practices prescribed by the GFOA.

Supervises staff work with regards to external consulting projects including the project scope, timing and final reports; financial audits; other audits and reviews; coordination of external consultant projects, entrance, status and exit meetings, Board presentations, and educational sessions; monitors timelines; and reviews the consultant's monthly invoice and validates the work performed.

Administers revenue producing agreements.

Works closely with Investments Office staff and regularly attends and makes formal presentations to Trustees including Board of Investment and Board of Investment Committee meetings and Investment Office meetings with senior staff.

Coordinates the work of subordinate investment accounting staff and other activities with the work of other divisions, County departments, external service providers, and clientele.

Responsible for training and providing assistance to lower-level staff.

May work on special investment accounting projects within the Division and with other Divisions such as the Investment Office.

May serve as immediate assistant to or act in the capacity of a higher-level accounting manager.

May be required to perform other duties as assigned.

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

Completion of twenty-one (21) semester units or thirty-two (32) quarter units of coursework from an accredited college or university, which includes completion of twelve (12) semester units or eighteen (18) quarter units of accounting and (3) advanced courses within any of the following subjects: accounting, finance, economics, or auditing -AND- three (3) years of experience providing both administrative and technical supervision to a team of professional investment accountants performing professional investment fund accounting or investment-related auditing functions at the level of Senior Investment Accountant, LACERA.

LICENSE: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS II - Light physical effort which may include occasional light lifting to a 10 pound limit, and occasional bending, walking, stooping or squatting. Incumbents sit for extended periods of time. Work is performed in an office environment in a controlled climate.

LAST UPDATE: 5/21/2021

CLASSIFICATION TITLE: Senior Investment Accountant, LACERA

ITEM NO: NEW (0477)

DEFINITION:

Supervises and performs highly complex professional investment accounting and financial accounting work at the Los Angeles County Employees Retirement Association (LACERA).

CLASSIFICATION STANDARDS:

The position is assigned to the Investment Accounting Section in the Financial Accounting Services Division (FASD) and are distinguished by their responsibility for overseeing major investment accounting functions in connection with a large scale investment program. Incumbents in these positions supervise a unit of professional investment accounting staff engaged in investment accounting work and perform a variety of the more difficult staff, accounting and investment information technology applications, and investment fund accounting assignments.

Incumbents must exercise a professional level of knowledge of generally accepted accounting principles and practices (GAAP), including: investment fund accounting and auditing, a knowledge of investment custodian bank operations, financial accounting and auditing, government financial statement reporting standards and procedures, general ledger accounting applications, general office procedures, accounting and investment information technology systems, and the operation of a 10-key adding machine. Incumbents must also have knowledge of the principles of supervision.

Incumbents must exercise initiative and wide latitude for making independent decisions.

EXAMPLES OF DUTIES:

The following examples are intended to describe the general nature and level of work performed by persons assigned to each classification. Depending on the assignment, duties may include, but are not limited to the following:

Plans, assigns, evaluates, and supervises the work of a unit composed of professional investment accountants engaged in investment fund and financial accounting work.

Oversees and monitors accounting and financial transactions related to a broad range of investment vehicles and investment portfolios within a large scale investment program.

Leads, develops and maintains new investment accounting and financial reporting projects initiated by the Investments Office and/or other Divisions.

Commented [JL1]: Consistent with other class spec language.

Participates in intra-Divisional teams to implement audit recommendations, make changes to procedures and modify and/or establish new processes.

Reviews, analyzes and prepares monthly financial reports pertaining to Retiree Healthcare (RHC) Investment accounts and the Other Post-Employment Benefit (OPEB) Trust accounts.

Oversees preparation of the Pension and OPEB Trust Non-Administrative (Investment) Expense Reports included with LACERA's organizational budget reports.

Responsible for monitoring investment cash balances and reviews the daily, weekly and monthly cash projections to ensure they are provided to the Investment Office timely and accurately.

Oversees the electronic wire transfer process for various payment types including: capital calls, management fees, funding of real estate acquisitions, emergency member benefit payments, internal fund transfers, and distributions from investments.

Researches, analyzes, prepares and reviews fiscal year-end audit schedules and notes for the Annual Comprehensive Financial Report (ACFR) in accordance with Generally Accepted Accounting Principles (GAAP) and in compliance with all standards issued by the Governmental Accounting Standards Board (GASB) and reporting practices prescribed by the Government Finance Officers Association (GFOA).

Coordinates and responds to internal and external auditor's questions regarding the financial statement information, investment information, footnotes, disclosures, and reporting.

Installs major modifications of department accounting or investment information technology applications and procedures.

Analyzes and interprets especially complex and extensive accounting and other financial provisions of laws and regulations and recommends steps for their implementation. Communicates implementation with appropriate internal and external parties and monitors from project initiation to completion.

Responsible for training and providing assistance to lower-level staff.

May work on special accounting research projects, investment accounting projects, informational and data requests, audit recommendation implementation, and ad hoc requests within the Division and for other Divisions.

May serve as immediate assistant to or act in the capacity of a higher-level accounting officer.

May be required to perform other duties as assigned.

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

Completion of twenty-one (21) semester units or thirty-two (32) quarter units of coursework from an accredited college or university, which includes completion of twelve (12) semester units or eighteen (18) quarter units of accounting and (3) advanced courses within any of the following subjects: accounting, finance, economics, or auditing -AND- six (6) years of professional investment fund accounting or investment-related auditing experience, of which two (2) years must include in a lead capacity over a team of investment fund accountants.

LICENSE: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS II - Light physical effort which may include occasional light lifting to a 10 pound limit, and occasional bending, walking, stooping or squatting. Incumbents sit for extended periods of time. Work is performed in an office environment in a controlled climate.

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	3/13/2024		
BOARD MEETING DATE	4/9/2024		
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th		
DEPARTMENT(S)	Executive Office of the Board (EO), Human Relations Commission (HRC)		
SUBJECT	Authorize Executive Officer or Designee to execute Memorandum of Understanding (MOU) with Los Angeles County Office of Education (LACOE)		
PROGRAM	School Based Bias Motivated Violence Prevention Program		
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:		
DEADLINES/ TIME CONSTRAINTS	N/A		
COST & FUNDING	Total cost: Maximum Budget Amount of \$200,000.		Funding source: Funding is available in the Executive Office adopted budget allocated for HRC's LA vs Hate Special Initiatives funds. \$100,000 annually for two years.
	TERMS (if applicable): The contract term is up to 24 months with 4 6-month extension options if funding is available.		
	Explanation:		
PURPOSE OF REQUEST	HRC is partnering with LACOE to implement a School-Based Bias-Motivated Violence Prevention Program Development and Social Justice Services Project to decrease bias-motivated bullying, address racist, homophobic, antisemitic, Islamophobic, anti-immigrant, transphobic, sexist, and all discriminatory incidents, and promote civil civic engagement programs within identified public school communities.		
BACKGROUND (include internal/external issues that may exist including any related motions)	<ul style="list-style-type: none"> On Nov. 22, 2018, recognizing the impact of bias motivated and hate violence on individuals, families, and communities, the Board of Supervisors (Board) established LA vs Hate, an anti-hate system created and operated by the HRC. LA vs Hate aims to expand a solid anti-hate infrastructure that provides a multi-sector, prevention-oriented response to multiple forms of hate violence. HRC is partnering with LACOE to implement a School-Based Bias-Motivated Violence Prevention Program Development and Social Justice Services Project to decrease bias-motivated bullying, address racist, homophobic, antisemitic, Islamophobic, anti-immigrant, transphobic, sexist, and all discriminatory incidents, and promote civil civic engagement programs within identified school communities. The LA vs Hate Dream Resource Centers, which are a project funded by federal ARPA monies, enable LA vs Hate to be at only 8 public schools, out of the thousands of schools and 81 school districts in our county. This MOU will activate school-driven safety solutions for targeted communities by providing safe, inclusive spaces where students can thrive. 		
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:		
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how: This action will further the Board priorities of Care First - Community Investment and an Anti-Racist agenda.		
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: <ul style="list-style-type: none"> Robin Toma, Executive Director, HRC, (213) 639-6089, rtoma@hrc.lacounty.gov. Susan Huff, Administrative Deputy, (213) 893-2509, shuff@bos.lacounty.gov. 		

EXECUTIVE OFFICE



**BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES**

JEFF LEVINSON
INTERIM EXECUTIVE OFFICER

**COUNTY OF LOS ANGELES
EXECUTIVE OFFICE
BOARD OF SUPERVISORS**

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 383
LOS ANGELES, CALIFORNIA 90012
(213) 974-1411 • www.bos.lacounty.gov

MEMBERS OF THE BOARD

HILDA L. SOLIS

HOLLY J. MITCHELL

LINDSEY P. HORVATH

JANICE HAHN

KATHRYN BARGER

April 9, 2024

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

Dear Supervisors:

**RECOMMENDATION TO APPROVE MEMORANDUM OF UNDERSTANDING
BETWEEN THE LOS ANGELES COUNTY COMMISSION ON HUMAN RELATIONS
AND LOS ANGELES COUNTY OFFICE OF EDUCATION
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

Request approval to execute the Memorandum of Understanding (MOU) between the Los Angeles County Commission on Human Relations (HRC) and the Los Angeles County Office of Education (LACOE) to provide coordination and fiscal support to further HRC's LA vs Hate School-Based Bias-Motivated Violence Prevention Program Development and Social Justice Services Project.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize the Executive Officer of the Board of Supervisors (Executive Officer), or designee, to execute a MOU with LACOE, in a format substantially similar to the attached MOU for the Social Justice Services Project, effective upon execution for a term of two years, with four optional six-month extension periods.
2. Delegate authority to the Executive Officer, or designee, to prepare and execute amendments to the MOU, when such amendments are necessary to adjust activities completed or execute the four six-month extensions if funding is available.

3. Delegate authority to the Executive Officer, or designee, to execute amendments to adjust the total cost of the MOU, based on available funding, which may increase or decrease.
4. Delegate authority to the Executive Officer, or designee, to update terms and conditions and terminate the MOU for convenience, if necessary.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

HRC is dedicated to promoting positive human relations in our richly diverse, multicultural county. HRC works to develop programs that proactively address racism, homophobia, religious prejudice, linguistic bias, anti-immigrant sentiment, and other divisive attitudes that can lead to intercultural tension, hate crimes, and related violence.

On November 22, 2018, recognizing the impact of bias motivated and hate violence on individuals, families, and communities, the County Board of Supervisors (Board) established LA vs Hate, an anti-hate system created and operated by the HRC. LA vs Hate aims to expand a solid anti-hate infrastructure that provides a multi-sector, prevention-oriented response to multiple forms of hate violence. With hate crimes in our county still on the rise (see most recent [annual report](#) and LAPD statistics showing 12% increase), and to support LA vs Hate efforts to address bullying and other forms of bias-motivated discrimination in our schools (see 265% growth in hate crimes at schools on p.16 of [our annual report](#), and for example [conflicts over LGBTQ inclusive curriculum](#)), HRC is partnering with LACOE to implement a School-Based Bias-Motivated Violence Prevention Program Development and Social Justice Services Project to decrease bias-motivated bullying, address racist, homophobic, antisemitic, Islamophobic, anti-immigrant, transphobic, sexist, and all discriminatory incidents, and promote civil civic engagement programs within identified school communities. The LA vs Hate Dream Resource Centers, which are a demonstration project funded by federal ARPA monies, enables LA vs Hate to be at only eight (8) public schools, out of the thousands of schools and 81 school districts in our county. This partnership with LACOE, which exists to support all school districts, will activate school-driven safety solutions for targeted communities by providing safe, inclusive spaces where students can thrive.

Execution of this MOU will outline the framework for a strategic partnership between the HRC and LACOE to provide coordination and fiscal support to further develop HRC's LA vs Hate's School-Based Bias-Motivated Violence Prevention Program Development and Social Justice Services Project.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

Allowing HRC to contract with LACOE would enhance our county's anti-hate infrastructure in providing a multi-sector, prevention-oriented response to multiple forms of hate violence within targeted communities to create safe, inclusive spaces where students could thrive. This action will support the County's Strategic Plan Objectives II.2

Support the Wellness of Our Communities, II.2.1 Reduce Violence in Communities, as well as Strategy III.3, Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability. This action will also further the Board priorities of Care First - Community Investment and an Anti-Racist agenda.

FISCAL IMPACT/FINANCING

Funding for this MOU is available in the Board of Supervisors, Executive Office adopted budget allocated for HRC's LA vs Hate Special Initiatives. The total amount for this MOU is \$100,000 per year, for a total maximum amount of \$200,000.

FACTS AND PROVISIONS/LEGAL REQUIREMENT

The level of hate has increased to historic levels and bias-motivated bullying continues to be experienced in different county areas. The goal of LA vs Hate is to ensure a strong anti-hate infrastructure and networks, and provide a multi-sector, prevention-oriented response to multiple forms of hate violence.

To support LA vs Hate efforts to serve targeted areas, HRC is partnering with LACOE to implement evidence-based violence prevention and intervention strategies and tailor them to the unique needs of targeted communities. In addition to LACOE and any subrecipient, HRC is also partnering with the Anti-Racism, Diversity and Inclusion Initiative, and the Department of Public Health's Office of Violence Prevention (OVP) to offer safe strategies, using the subrecipient's resources, and mentor students at identified school communities. For this project, HRC will work with LACOE and a subrecipient to use art and theater as an educational and experiential tool for social justice, advocacy, and activism. LACOE and a subrecipient will offer anti-bias, anti-racism, and anti-bullying workshops and trainings for students and parents at schools and within communities that are currently experiencing intergroup tensions and conflicts. The resources and tools that will be shared with community members to address areas of need include but are not limited to the following: Theater of the Oppressed interactive theater and forum theater for conflict resolution or anti-bullying strategies of intervention; intergroup dialogue; and restorative practices such as community building circles to promote equity, inclusion, and belonging, as well as to foster understanding, empathy, respect, and civility across differences. The initiative will promote healing of youth and families impacted by bias motivated hate, bullying or intergroup conflict, or divisive fear- and bias-motivated protests. These school districts will be identified in partnership with OVP to align with the School Safety Innovation Pilot.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will allow for the expansion of our county anti-hate network and services at targeted schools under the LA vs Hate program that aims at preventing hate violence, decreasing racist, homophobic, antisemitic, Islamophobic,

The Honorable Board of Supervisors
April 9, 2024
Page 4

and all other types of bias-motivated bullying and harassment. This project will promote conflict resolution, intergroup dialogue, restorative practices, and bring about greater equity, inclusion and belonging by fostering understanding, empathy, respect, and civility across differences.

Respectfully submitted,

Jeff Levinson
Interim Executive Officer, Board of Supervisors

JL:ao

Attachments
c:

MOU Number: _____



MEMORANDUM OF UNDERSTANDING

BETWEEN

LOS ANGELES COUNTY COMMISSION ON HUMAN RELATIONS

AND

LOS ANGELES COUNTY OFFICE OF EDUCATION

FOR

**SCHOOL BASED BIAS MOTIVATED VIOLENCE PREVENTION PROGRAM
DEVELOPMENT AND SOCIAL JUSTICE SERVICES PROJECT**

**MEMORANDUM OF UNDERSTANDING
BETWEEN
LOS ANGELES COUNTY COMMISSION ON HUMAN RELATIONS
AND
LOS ANGELES COUNTY OFFICE OF EDUCATION
FOR
SCHOOL BASED BIAS MOTIVATED VIOLENCE PREVENTION PROGRAM
DEVELOPMENT AND SOCIAL JUSTICE SERVICES PROJECT**

This Memorandum of Understanding (MOU) is entered into on _____, by and between the County of Los Angeles (hereafter “County”) Human Relations Commission (hereafter “HRC”), and Los Angeles County Office of Education (hereafter “LACOE”, each individually referred to as “Party” and collectively as “Parties).

WHEREAS, it is the intent of the Parties to enter into this MOU to support implementation of a School Based Bias Motivated Violence Prevention Program Development and Social Justice Services Project (Project) to support school-driven safety solutions.

NOW, THEREFORE, in consideration of the mutual covenants herein set forth and the mutual benefits to be derived therefrom, the Parties agree as follows:

I. PURPOSE

The purpose of this MOU is to state the terms of the agreement, the funding provisions, and the duties and responsibilities of HRC and LACOE. This partnership will provide coordination and fiscal support to further develop HRC’s Social Justice Initiative (Program).

II. BACKGROUND

On November 22, 2018, in recognition of the impact of bias motivated and hate violence on individuals, families, and communities, the County Board of Supervisors (Board) established LA vs Hate, an anti-hate system built and administered by the HRC. The goal of LA vs Hate is to ensure a strong anti-hate program and a multi-sector, prevention-oriented response to multiple forms of hate violence. One of the programs that LA vs Hate oversees is to provide safe, inclusive school programs to decrease bias-motivated bullying, address racist incidents, and promote civil and civic engagement programs for schools.

The level of hate violence has increased to historic rates and bias-motivated bullying continues to be experienced in different County areas. Led by HRC, in partnership with several community-based organizations and eight schools, LA vs

Hate's Dream Centers were established in July 2022. The Dream Centers are currently funded with American Rescue Plan Funds, and provide a comprehensive, school-based, violence prevention and intervention strategy, aligning LA vs Hate anti-bias and bullying initiatives to support historically targeted communities by providing safe, inclusive spaces where students can thrive. These Dream Centers have been implemented in eight public secondary school campuses, and a ninth Dream Center is planned for opening in school year 2023-24.

To support LA vs Hate efforts to serve other schools affected by hate and discrimination which do not have Dream Centers, HRC is partnering with LACOE to implement evidence-based violence prevention and intervention strategies developed by HRC, LACOE, and any Subrecipient of the funding provided under this MOU, and tailor them to the unique needs of each school community.

In developing this Program, LACOE and Subrecipient will use art and theater as an educational and experiential tool for social justice, advocacy, and activism. In collaboration with LACOE, the Subrecipient will offer Anti-Bias, Anti-Racism, and Anti-Bullying workshops and trainings for students and parents at schools and within communities that are currently experiencing intergroup tensions and conflicts. The resources and tools that will be shared with community members to address areas of need include but are not limited to the following: Theater of the Oppressed interactive theater and forum theater methods and techniques for conflict resolution or anti-bullying strategies of intervention; intergroup dialogue; and restorative practices such as community building circles to foster understanding, empathy, respect, and civility across difference.

III. TERM

This MOU is effective upon execution, for a term of two years, with four optional six-month extension periods, unless sooner terminated or extended, in whole or in part, as provided in this MOU. Exercising such extension options will be subject to approval by HRC and LACOE and executed via a written amendment to this MOU as further described below in **Section VI, AMENDMENTS**.

IV. FUNDING

- a) The total maximum amount of funding for this MOU is \$200,000 (\$100,000 annually), effective upon execution and up to 24 months, as set forth in Attachment I, Pricing Schedule, attached hereto and incorporated by reference.
- b) HRC may adjust funding and activities depending on:
 - i.) Available funding, which may increase or decrease the total budget and

- ii.) Completion of activities required under this MOU.

Such changes will be submitted in writing to LACOE.

LACOE will invoice HRC monthly via LACOE invoice. The invoice shall include an accounting of expenditures, per schools served, by school name and date, meetings and events described, with numbers served for each activity. Also, the invoice report should include accomplishments and progress on requirements as listed in **Section V. DESCRIPTION OF RESPONSIBILITIES, A. LACOE's RESPONSIBILITIES**, and on the Pricing Schedule, Attachment I. HRC will pay LACOE within 30 days of receiving LACOE's invoice that is deemed complete by HRC.

V. DESCRIPTION OF RESPONSIBILITIES

A. LACOE's RESPONSIBILITIES

LACOE will:

- a) Assign a Program Coordinator to develop and implement a plan to meet project activities/objectives of the MOU.
- b) Hold initial, and subsequent meetings, as necessary, with Subrecipient's Program Lead to better understand the project and evaluation needs and goals.
- c) Notify HRC of any proposed Subrecipient and obtain its approval in writing prior to subcontracting with such Subrecipient.
- d) After approval of the Subrecipient by HRC's LA vs Hate Program Lead or designated alternate, LACOE must forward a fully executed subcontract to the HRC for their files.
- e) Notify the Subrecipient of HRC's rights, as set forth in **Section V. DESCRIPTION OF RESPONSIBILITIES, B. HRC'S RESPONSIBILITIES**.
- f) Host an orientation to include the Subrecipient's Coordinator and HRC's LA vs Hate Program Lead to discuss the implementation and making site-specific adjustments as needed.
- g) Coordinate service provision and data collection across program sites, working closely with HRC, school administrators, and

community stakeholders to implement the following tasks (as such tasks may be adjusted from time to time in writing by the Parties):

- i. Identify participating secondary schools based on school community need data and school program status and do so in collaboration with HRC and district and school representatives at: 1) Azusa Unified School District; 2) Malibu/Santa Monica Unified School District and 3) Glendale Unified School District.
- ii. Identify workflow enhancements, data tracking and evaluation tools, and other program inputs that address gaps in implementation and data management.
- iii. Develop a strategic plan for coordinating service provision across sites. The LACOE Coordinator will also help coordinate bi-monthly/quarterly meetings of the Program so that school staff and community stakeholders are able to provide oversight during the process of quality improvement and service design.
- iv. With guidance from HRC, collaboratively design and oversee the development and implementation of data collection efforts across Program sites.
- v. Support and co-lead the LA vs Hate Education Workgroup, a policy-setting group that developed the parameters of this Program.
- vi. Support HRC to enhance and further develop new Program sites programs throughout the County, inclusive of, but not limited to South Central Los Angeles; the Bell corridor in the South East County; South Bay; Centinela Valley and San Gabriel Valley.
- vii. Assess program impact across multiple school sites, with the goal of assessing patterns of intervention outcome, and determine what factors contribute to positive intervention response.
- viii. Submit annual financial reports including itemization of expenses for services provided by Subrecipient to HRC's LA vs Hate Program Lead.
- ix. Provide quarterly reports to track progress as well as a final report to HRC at the end of the MOU term.

- x. Provide access to services in other languages besides English as needed, required, or requested, including interpreters and website-based features.
- xi. Coordinate Restorative Justice and Hate Violence Prevention service provision and data collection across program sites, working closely with HRC, school administrators, and community stakeholders to implement the tasks listed on Attachment I, Pricing Schedule (as such tasks may be adjusted from time to time in writing by the Parties).

B. HRC's RESPONSIBILITIES

HRC will:

- a) Work collaboratively with LACOE to provide sufficient support and work to implement the described objectives in this MOU.
- b) Assign a LA vs Hate Program Lead or designated alternate(s) to:
 - i. Provide direction to LACOE in areas relating to school site procedural requirements and data collection and
 - ii. Approve LACOE Subrecipients and Subrecipient employees.
 - 1. HRC's consent to subcontract will not waive their rights to prior and continuing approval of all personnel, including the Subrecipient's employees, providing services under this MOU.
- c) Reimburse LACOE for satisfactory services rendered pursuant to this MOU in accordance with the Pricing Schedule, Attachment I, attached hereto.

VI. AMENDMENTS

This MOU may be amended at any time upon written mutual consent of the parties. Any changes to this MOU must be made as a formal amendment to this MOU signed by the authorized representatives of both parties.

VII. TERMINATION

This MOU may be terminated at any time, with or without cause, by either party upon giving at least 30 calendar days prior written notice thereof to the other party at the address(es) herein provided in **Section VIII, DESIGNATION OF RESPONSIBLE PARTIES**, by either personal services, certified mail, or by electronic mail, return receipt requested. Any written notice of termination shall state the date termination shall become effective.

HRC may immediately terminate this MOU without prior notice if funding for the Program becomes unavailable. In the event of such termination, HRC shall reimburse LACOE for any correct outstanding invoices/amounts in accordance with the Pricing Schedule(s), Attachment I, attached hereto.

VIII. DESIGNATION OF RESPONSIBLE PARTIES

The following persons, identified by position and title, have been designated as the manager and designee to function as liaison between the Parties and coordinate overall management of this MOU as well as responsible parties for all communications, including required notices, related to this MOU:

A. Los Angeles County Commission on Human Relations

Robin S. Toma, J.D.
Executive Director
Los Angeles County Commission on Human Relations
510 S. Vermont Avenue – 11th floor
Los Angeles, California 90020
Phone Number: (213) 639-6083
E-mail: rtoma@hrc.lacounty.gov

B. Los Angeles County Office of Education

Dr. Debra Duardo
Superintendent
Los Angeles County Office of Education
9300 Imperial Highway
Downey, California 90242
Phone Number: (562) 922-6111
E-mail: Duardo_Debra@laoe.edu

Both parties may change their designated responsible person, at any time, with 15 days prior written notice.

IX. ENTIRE MOU

This MOU constitutes the complete and exclusive statement of understanding between the parties, which supersedes all previous agreements, written or oral, and all other communications between the parties relating to the subject matter of this MOU.

X. SIGNATURES

The undersigned hereby represent and acknowledge that they are duly authorized to execute this MOU on behalf of the entity for which they sign and are in agreement with all terms and conditions and hereby the MOU is being executed by parties identified below.

///

IN WITNESS HEREOF, the Parties, as authorized representatives of the Los Angeles County Commission on Human Relations and the Los Angeles County Office of Education, hereto have caused this MOU to be executed, as follows:

LOS ANGELES COUNTY COMMISSION ON HUMAN RELATIONS

Robin S. Toma, J.D.
Executive Director

Date

LOS ANGELES COUNTY OFFICE OF EDUCATION

Debra Duardo, Ed.D.
Superintendent

Date

APPROVED AS TO FORM

DAWYN R. HARRISON, COUNTY COUNSEL

By _____
Deputy County Counsel

LACOE SOCIAL JUSTICE INITIATIVE PROJECT
PRICING SCHEDULE
Schedule of Projected Costs

COST CATEGORY	Year 1 Amount	Year 2 Amount	TOTAL
LACOE Salaries and Benefits:			
Salaries	\$ -	\$ -	\$ -
Employee Benefits	\$ -	\$ -	\$ -
TOTAL LACOE SALARY AND BENEFITS	\$ -	\$ -	\$ -
LACOE Contracted Services to Subrecipients			
To Subrecipient 1 (S1): Program Evaluation Services	\$ 10,000	\$ 10,000	\$ 20,000
1. S1 creates a draft evaluation plan based on project design			
2. S1 Meets with partners to review and finalize the draft evaluation plan			
3. S1 meets with partners on monthly/quarterly basis to provide data updates and determine any necessary changes in the evaluation plan.			
4. S1 provides final evaluation report for review by partners.			
To Subrecipient 2 (S2): Program Services	\$ 90,000	\$ 90,000	\$ 180,000
Costs for personnel and resources for the following Deliverables, further described in MOU			
1. Overall, S2 provide the following specified restorative justice, healing, and conflict resolution services (identified in Deliverable 2-10) to a minimum of 180 staff, students, and family members at three (3) schools, with at least 60 per school.			
2. S2 recruit, organize and provide any required training for student mentors and other services to be provided by S2 as defined in the MOU.			
3. S2 begin and continue planning with partners for services for selected school sites or school districts where violence prevention services are needed.			
4. S2 make agreements with selected schools and/or school districts for services for a minimum of three (3) schools to begin the project, with additional schools added as needed.			
5. S2 within three (3) months of agreements with districts and schools, conduct orientations for staffs, students and their families.			

Attachment I

LACOE SOCIAL JUSTICE INITIATIVE PROJECT
PRICING SCHEDULE
Schedule of Projected Costs

Page 2 of 2

COST CATEGORY	Year 1 Amount	Year 2 Amount	TOTAL
6. S2 provide these services - mentorship, life-skills tutoring and college support services to a minimum of 75 youth in the three (3) selected schools (with 25 students minimum served per school).			
7. S2 provide Theater of the Oppressed facilitated trainings for adults and youth. Sessions at the selected school to support those who have experienced hate crimes/incidents and to prevent hate crimes/incidents.			
8. S2 provide social Justice artistic expression activities through appropriate S2 programs or departments in partnership with school.			
9. S2 provide a minimum of five workshops per school semester that relate to historically targeted communities' student experiences and students facing other forms of historic marginalization.			
10. S2 provide resources and information to students, parents, and community members in response to the hate acts experienced at these school.			
11. By the end of the project, resources and information will be more broadly disseminated to a minimum of 600 community members, staff, students and their families, through student-organized or produced events and products including some or all of, but not limited to, the following: classroom, school and community presentations; clubs; websites; social media; and United Against Hate Week activities.			
12. S2 provide monthly reports and invoices to LACOE.			
CONTRACT(S) WITH SUBRECIPIENTS	\$ 100,000	\$ 100,000	\$ 200,000
PROGRAM COSTS	\$ 79,820	\$ 79,820	\$ 159,640
OTHER EXPENSES (Evaluation)	\$ 10,000	\$ 10,000	\$ 20,000
DIRECT COSTS	\$ 89,820	\$ 89,820	\$ 179,640
LACOE INDIRECT COSTS (10.18%)	\$ 10,180	\$ 10,180	\$ 20,360
TOTAL BUDGET	\$ 100,000	\$ 100,000	\$ 200,000

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	3/13/2024	
BOARD MEETING DATE	4/9/2024	
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th	
DEPARTMENT(S)	Internal Services	
SUBJECT	ACCEPT \$13.9 MILLION IN FUNDING AWARDED TO ISD ENERGY AND ENVIRONMENTAL SERVICES TO IMPLEMENT AND ADMINISTER FOUR GRANTS FOR CALENDAR YEARS 2024 THROUGH 2028; AUTHORIZE THE DIRECTOR OF THE INTERNAL SERVICES DEPARTMENT TO EXECUTE CONTRACTUAL DOCUMENTS WITH CONTRACTORS, CBOs AND OTHER PUBLIC ENTITIES TO IMPLEMENT AND ADMINISTER THE CORRESPONDING GRANT FUNDED PROGRAMS; AND APPROVE APPROPRIATION ADJUSTMENT	
PROGRAM	California Energy Commission (CEC) REACH 2.0, California Department Food & Agriculture (CDFA) Healthy Refrigeration Program, California Air Resources Board (CARB) Sustainable Transportation Equitable Project, Department of Energy (DOE) Energy Efficiency and Conversation Block grant program	
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS	N/A	
COST & FUNDING	Total cost: \$283,150	Funding source: California Energy Commission (CEC), California Department Food & Agriculture (CDFA), California Air Resources Board (CARB), Department of Energy (DOE)
	TERMS (if applicable):	
	Explanation: There will be no impact to the County General Fund because on all CEC, DOE, and CDFA are grant funded. The CARB STEP grant award of \$7.325 million requires the County to match an additional \$283,150 from ISD to cover program management and administration.	
PURPOSE OF REQUEST	The purpose of the recommended action is for ISD-EES to implement, continue, and/or administer four grant funded clean energy programs. The first four recommendations requests authority to accept \$13.9M in grant awards; Recommendation five requests authority to execute contractual agreements with contractors, CBOs, and other public agencies	
BACKGROUND (include internal/external issues that may exist including any related motions)	ISD EES submitted four different grant proposals and were awarded four one-time grants to implement four grant funded energy programs that support the County's clean energy objectives and prioritization.	
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how: This funding supports two of the County's nine Board priorities. Specifically, Priority #7 (Sustainability) by providing programs that promotes energy efficiency and conservation and enhances health and sustainable practices for communities and their members in the County.	
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: Minh S. Le, General Manager, Energy & Environmental Services; (323) 267-2006, MSLe@isd.lacounty.gov	



County of Los Angeles INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

MICHAEL OWH
Interim Director

Speed. Reliability. Value.

Telephone: (323) 267-2101
FAX: (323) 264-7135

April 9, 2024

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

Dear Supervisors:

**ACCEPT \$13.9 MILLION IN FUNDING AWARDED TO ISD ENERGY AND ENVIRONMENTAL SERVICES TO IMPLEMENT AND ADMINISTER FOUR GRANTS FOR CALENDAR YEARS 2024 THROUGH 2028; AUTHORIZE THE DIRECTOR OF THE INTERNAL SERVICES DEPARTMENT TO EXECUTE CONTRACTUAL DOCUMENTS WITH CONTRACTORS, CBOs AND OTHER PUBLIC ENTITIES TO IMPLEMENT AND ADMINISTER THE CORRESPONDING GRANT FUNDED PROGRAMS; AND APPROVE APPROPRIATION ADJUSTMENT
(ALL SUPERVISORIAL DISTRICTS – 4 VOTES)**

SUBJECT

Request the Board to accept in total \$13.9 million in grant funding received through four grant award programs from the California Energy Commission (CEC) for the Reliable, Equitable, and Accessible Charging for Multi-family Housing 2.0 (REACH 2.0) grant in the amount of \$4.0 million, from the California Department of Food and Agriculture for the Healthy Stores Refrigeration grant program in the amount of \$1.3 million, from the California Air Resources Board (CARB) Sustainable Transportation Equity Project (STEP) in the amount of \$7.325 million, and from the United States Department of Energy (DOE) for the Energy Efficiency and Conservation Block Grant (EECBG) program in the amount of \$1.3 million, for calendar years (CY) 2024 through 2028, and approve appropriation adjustment, for implementation and administration by the County through the Internal Services Department (ISD) Energy and Environmental Services (EES) Division.

IT IS RECOMMENDED THAT THE BOARD:

1. Accept \$4.0 million from the CEC for CY 2024 through 2028 to implement the REACH 2.0 program;

2. Accept \$1.3 million from the California Department of Food and Agriculture (CDFA) for CY 2024 through 2027 to implement the Healthy Stores Refrigeration grant program;
3. Accept \$7.325 million from the CARB for CY 2024 through 2027 to implement the STEP;
4. Accept \$1.3 million from the DOE for CY 2024 through 2027 to implement the EECBG grant program; Assistance Listing Number (ALN): 81.128
5. Delegate authority to the Interim Director of ISD, or his designee to execute contractual agreements with contractors, community-based organizations (CBOs), and other public agencies to implement and administer the four grant programs;
6. Delegate authority to the Interim Director of ISD, or his designee, to execute a budget and funding agreement with the corresponding listed agencies for each grant program to allow for the disbursement of funds to the County.
7. Approve a Fiscal Year (FY) 2023-24 appropriation adjustment of \$250,000 in the Utilities budget to support the initial award to implement these programs (Attachment 1).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow ISD to formally accept the Grantee Agencies described above and implement the following programs:

CEC REACH 2.0

The County's grant funded program under the REACH 2.0 program will seek to expand equitable access to electric vehicle (EV) charging throughout a six-county Southern California region. The Program will result in the direct installation of 320 charging ports for EV supply equipment (EVSE), benefitting renter households at multifamily (MF) properties.

Los Angeles County recognizes the need for local government support in expediting access to EV charging for low-to moderate-income households. This proposed cross-county effort will result in reliable, resilient, and affordable charging for thousands of multifamily households, will support the development of tools and resources that encourage EV adoption, and will contribute to economic growth through clean energy workforce development throughout Southern California.

Under this grant funded program, we will use an owner-operator model featuring resilient, scalable, leading-edge technology and overcome barriers to MF installations by providing:

- Six (6) Level 2 charging ports dedicated for use by renters of LA County Public Housing Development Sundance Vista property;
- 314 Level 2 charging ports dedicated for use by renters of multifamily housing properties throughout County and Southern California;
- Flexible payment options for charging services, including debit card, credit card, mobile app, or mobile wallet, proving options for low-income renters;
- Outreach efforts designed to meet people where they are – in person, online, and through events – to facilitate EV adoption; and,
- Opportunities for clean energy workforce development by partnering with existing workforce programs that will provide training and employment opportunities once EVSE infrastructure is installed.

CDFA Healthy Stores Refrigeration Program

The County awarded CDFA proposal will begin the implementation of the HSR program, which will provide funding for energy efficiency refrigeration units in corner stores, food banks, and small businesses in food deserts throughout the County of Los Angeles.

The HSR program will operate by providing free technical resources to these small business owners to identify and execute a refrigeration replacement project. In partnership with the ISD SoCalREN, the HSR program will also include a detailed energy use audit, project scoping and management, and application assistance to claim any rebates or incentives offered by SCE and SoCalGas. ISD estimates that each project will save the business owners 10%-30% on their electric utility bill.

Program participation will be limited to those small businesses that operate in disadvantaged communities (DACs) as defined by the State of California using the CalEnviroScreen 3.0 tool. These communities are disproportionately burdened by multiple sources of pollution and are typically the hardest to reach for participation in State-run energy programs. ISD anticipates that the three-year program will complete 60 projects and install 120 units at these targeted businesses.

In addition, ISD anticipates that this program will assist in transforming food deserts throughout the County by prioritizing investments in small DAC businesses that provide or aim to offer healthy eating options.

CARB STEP

The County awarded CARB STEP proposal “Empowerment in Motion” will utilize a robust community outreach plan to assess community transit needs at 72 public housing campuses and implement a comprehensive, equity-based clean transportation plan. LA County will deploy five Electric Vehicle (EV) shuttles, two Bike

Share stations with 22 eBikes to transport public housing residents to critical transit, health, and community service locations. Fifty-five chargers at LA County facilities will support the shuttles and provide residents EV charging access. Empowerment in Motion is estimated to reduce VMT by 7,7666,290; MT CO₂e by 6,528.88; and NO_x by 1,501 lbs. over three years.

Additionally, LA County will develop a workforce development program by partnering with ChargerHelp!, to provide training and employment opportunities to residents and maintain chargers. Clean transportation will be a source of opportunity for the community, and multiple community partners will be engaged throughout the assessment and implementation processes.

DOE EECBG

The DOE EECBG Program is designed to assist states, local governments, and Tribes in implementing strategies to reduce energy usage, reduce fossil fuel emissions, and improve energy efficiency. The County's award will be utilized to reduce the energy burden in County facilities through the use of natural gas and electric energy efficiency upgrades. In addition, the funding will be utilized to optimize County facilities managed by ISD through Heating, Ventilation, and Air Conditioning (HVAC) controller installation, and programming. The objective of these HVAC optimization projects is to improve the energy efficiency of the building's HVAC system while also ensuring optimal indoor air quality and comfort for occupants. Last, the funding will also be utilized to support other local County public agencies in developing Energy Efficiency (EE) and Distributed Energy Resources (DER) deployment roadmaps to strengthen the resiliency of critical community infrastructure across the County. It will support agencies with regional planning and prioritization of energy resiliency project implementation.

Implementation of Strategic Plan Goals

All the funding awarded will support all of the County's strategic plan and goals. Specifically, Goal 1 (Making Investments that Transform Lives) by obtaining external funding to promote environmentally responsible practices and providing no-cost services that help reduce communities' energy burden. Additionally, this funding will support Goal 2 (Foster Vibrant and Resilient Communities) by providing a program that promotes energy efficiency and conservation and enhances health and sustainable practices in the County. This funding also achieves the realization of tomorrow's government today (Goal 3) by obtaining resources to administer clean energy programs.

FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund because all grant program activities will utilize funding awarded from the CEC, CDFA and DOE. Because of the timing with the budget cycle, the FY 2023-24 Utilities budget does not include the appropriation and funding to support the initial award. As a result, an appropriation adjustment of \$250,000 is needed award to begin the implementation of these programs.

For grant-funded expenditures in FY 2024-25, ISD will include sufficient appropriation in its FY 2024-25 Supplemental Changes budget request. Requests for activities beyond FY 2024-25 will be submitted in the Utilities annual budget request.

ISD will utilize grant funding for staff to administer and implement the grant funded programs. Where funding may be distributed to other jurisdictions for program promotion or sub-regional coordination, ISD will execute Memoranda of Understanding (MOU) or sub-agreements with those jurisdictions to disburse the funds.

The CARB STEP grant award of \$7.325 million requires the County to match an additional \$283,150 from ISD to cover program management and administration.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

This Board Letter is requesting your Board's approval to accept four one-time grant awards in the amount of \$13.9 million from the California Public Utilities Commission (CPUC) CY 2024 through 2028 to provide new clean energy programs that will support County communities' sustainability needs. The County will be required to submit annual reports on the performance and budgets for each of these grants and will also be reported out to your Board annually regarding the progress of these grant supported programs. All programs offered by the funded grants will be implemented by third-party contractors and community-based organizations who partnered through existing relationships and or contracts of the County.

ENVIRONMENTAL DOCUMENTATION

ISD does not anticipate any conflict with California Environmental Quality Act (CEQA) requirements as the charger installation will occur in multifamily complexes with existing infrastructure, and trenching, if any, will be minimal. Any panel upgrades that require permitting will be obtained prior to the initiation of the work. The scope of work is within the class of projects that has been determined not to have a significant effect on the environment. In addition, there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption.

CONTRACTING PROCESS

All programs offered by the funded grants will be implemented by third-party contractors and community-based organizations who partnered through existing relationships and or contracts of the County during the grant submittal processes. These organizations identified and approved through the proposals award will be entered into sub-recipient sole source agreements and or MOUs.

For any grant program scope not already identified within the grant award, upon approval by your Board to accept the grant, ISD will issue a competitive solicitation through its Master Agreement process for experienced and qualified consultants. Under ISD's management and direction, the hired consultants will provide all of the technical services and implementation support as needed per program or project.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

California's ambitious climate action goals include reducing emissions to 40 percent of 1990 levels by 2030 and achieving carbon neutrality by 2045. Acceptance and use of the offered funds will support programs throughout the region and will continue to help the County, the Southern California Region, and the State of California achieve the worthy public goals of creating substantial, sustainable, and measurable energy savings, green jobs, and economic stimulus benefits.

Additionally, the County of Los Angeles' regional sustainability plan—OurCounty—is the boldest in the nation, directly supporting these goals as well as regional efforts to improve energy equity and prepare local workers for the clean energy transition. This funding will directly contribute to the County's sustainability plan goals of resilient and healthy communities (Goal 1) as well as buildings and infrastructure that support human health and resilience (Goal 2), and it will work to decarbonize our transportation sector (Goal 8). Funding will directly support programming that will reduce greenhouse gases, support underserved communities with workforce placement and increases in electric vehicle infrastructure.

CONCLUSION

Upon Board approval, please return a certified copy of the adopted Board Letter to ISD.

Respectfully submitted,

MICHAEL OWH
Interim Director

MO:ML:LM:
TC:FC:fc

Enclosure

c: Executive Office, Board of Supervisor
Chief Executive Office
County Office of Sustainability
County Counsel

February 29, 2024

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

INTERNAL SERVICES DEPARTMENT

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

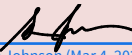
FY 2023-24

4 - VOTES

SOURCES	USES
<div>UTILITIES</div> <div>A01-IS-88-8737-12460</div> <div>STATE ENERGY GRANTS</div> <div>INCREASE REVENUE</div> <div>150,000</div>	<div>UTILITIES</div> <div>A01-IS-2000-12460</div> <div>SERVICES & SUPPLIES</div> <div>INCREASE APPROPRIATION</div> <div>250,000</div>
<div>UTILITIES</div> <div>A01-IS-90-9035-12460</div> <div>FEDERAL ENERGY GRANTS</div> <div>INCREASE REVENUE</div> <div>100,000</div>	
<div>SOURCES TOTAL</div> <div>\$250,000</div>	<div>USES TOTAL</div> <div>\$250,000</div>

JUSTIFICATION

Reflects an increase in Services & Supplies to implement four ISD Energy and Environmental Services (EES) Environmental Initiatives Division (EID) programs. They are (1) Los Angeles County's Healthy Stores Refrigeration program, (2) California Energy Commission (CEC) Reliable, Equitable, and Accessible Charging for Multi-family Housing 2.0 (REACH 2.0) Charge for All Program, (3) Energy Efficiency and Block Grant program, and (4) the Sustainable Transportation Equity Project.



Sabra Johnson (Mar 4, 2024 10:38 PST)

AUTHORIZED SIGNATURE

SABRA JOHNSON, ADMIN DEPUTY, ISD

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

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR---	<input type="checkbox"/> ACTION	<input type="checkbox"/> APPROVED AS REQUESTED
	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> APPROVED AS REVISED
AUDITOR-CONTROLLER	BY	CHIEF EXECUTIVE OFFICER
B.A. NO.	DATE	DATE