



# Board of Supervisors Operations Cluster Agenda Review Meeting

**DATE:** May 14, 2025

**TIME:** 2:00 p.m. – 4:00 p.m.

**MEETING CHAIR:** Michelle Vega, 5<sup>th</sup> Supervisorial District

**CEO MEETING FACILITATOR:** Dardy Chen

**THIS MEETING IS HELD UNDER THE GUIDELINES OF BOARD POLICY 3.055**

To participate in this 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 this meeting virtually, please call teleconference number

1 (323) 776-6996 and enter the following 522268816# or [Click here to join the meeting](#)

Teams Meeting ID: 237 250 878 670

Passcode: UoBQAE

**For Spanish Interpretation, the Public should send emails within 48 hours in advance of the meeting to [ClusterAccommodationRequest@bos.lacounty.gov](mailto:ClusterAccommodationRequest@bos.lacounty.gov).**

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. BOARD MOTION ITEM(S):**

None.

**4. DISCUSSION ITEM(S):**

- A) Board Letter:  
COUNTYWIDE CLASSIFICATION/COMPENSATION ACTIONS  
CEO/CLASS – Jennifer Revuelta, Principal Analyst
  
- B) Board Letter:  
AUTHORIZATION FOR THE ASSESSOR TO AMEND DELEGATED  
AUTHORITY PREVIOUSLY APPROVED BY YOUR BOARD TO EXERCISE  
NECESSARY CONTRACT ACTIONS FOR AS-NEEDED HISTORICAL  
DOCUMENT PRESERVATION AND IMAGING SERVICES  
ASSESSOR – Dara Smith, Assistant Assessor
  
- C) Board Memo:  
ADVANCE NOTIFICATION OF INTENT TO NEGOTIATE NEW SOLE SOURCE  
CONTRACT WITH GREENCOURT LEGAL TECHNOLOGIES, LLC FOR  
GOVLINK CHILD SUPPORT DOCUMENT WORKFLOW AND E-FILE  
PLATFORM  
CSSD/CIO – Elizabeth Pak, Head Attorney and  
Hooman Hassanpour, Deputy Chief Information Officer

**5. PRESENTATION ITEM(S):**

None.

**6. ADJOURNMENT**

**UPCOMING ITEMS FOR MAY 21, 2025:**

- A) DCBA - ADVANCE NOTIFICATION OF INTENT TO NEGOTIATE A NEW SOLE SOURCE CONTRACT WITH 3DI, INC. FOR THE PROVISION OF LICENSING, MAINTENANCE, AND SUPPORT SERVICES
  
- B) DCBA - APPROVAL OF CONTRACT WITH NEIGHBORHOOD LEGAL SERVICES OF LOS ANGELES COUNTY TO PROVIDE SELF-HELP LEGAL ACCESS CENTER SERVICES
  
- C) CEO/RE - GRATIS LEASE AGREEMENT WITH EAST LOS ANGELES WOMEN'S CENTER OPERATING AT COUNTY-OWNED LA GENERAL MEDICAL CENTER

- D) BOS - RECOMMENDATION TO AMEND COUNTY EQUITY OVERSIGHT PANEL MEMBER CONTRACTS TO EXTEND THE TERM THROUGH JUNE 30, 2026
  
- E) BOS - APPROVE AN AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF LOS ANGELES AND THE LOS ANGELES COUNTY DEVELOPMENT AUTHORITY FOR POLICY OF EQUITY SERVICES

IF YOU WOULD LIKE TO EMAIL A COMMENT ON AN ITEM ON THE OPERATIONS CLUSTER AGENDA, PLEASE USE THE FOLLOWING EMAIL AND INCLUDE THE AGENDA NUMBER YOU ARE COMMENTING ON:

[OPS\\_CLUSTER\\_COMMENTS@CEO.LACOUNTY.GOV](mailto:OPS_CLUSTER_COMMENTS@CEO.LACOUNTY.GOV)

**BOARD LETTER/MEMO  
CLUSTER FACT SHEET**

Board Letter

Board Memo

Other

<b>CLUSTER AGENDA REVIEW DATE</b>	5/14/2025	
<b>BOARD MEETING DATE</b>	6/3/2025	
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>	
<b>DEPARTMENT(S)</b>	CHIEF EXECUTIVE OFFICE	
<b>SUBJECT</b>	COUNTYWIDE CLASSIFICATION/COMPENSATION ACTIONS	
<b>PROGRAM</b>		
<b>AUTHORIZES DELEGATED AUTHORITY TO DEPT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>SOLE SOURCE CONTRACT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:	
<b>SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No - Not Applicable  <b>If unsure whether a matter is subject to the Levine Act, email your packet to <a href="mailto:EOLevineAct@bos.lacounty.gov">EOLevineAct@bos.lacounty.gov</a> to avoid delays in scheduling your Board Letter.</b>	
<b>DEADLINES/ TIME CONSTRAINTS</b>		
<b>COST &amp; FUNDING</b>	Total cost: \$90,000 (all funds) \$44,000 (NCC)	Compensation Amendments: \$35,000 (all funds) \$34,000 (NCC)
	TERMS (if applicable):	
	Explanation:	
<b>PURPOSE OF REQUEST</b>		
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	<ul style="list-style-type: none"> <li>• Adjust the salary range of two (2) non-represented classifications;</li> <li>• Reclassify 11 positions in the Departments of Consumer and Business Affairs, Justice, Care and Opportunities (JCOD), Parks and Recreation, Public Social Services and Registrar-Recorder/County Clerk;</li> <li>• Update the New Management Physician Plan E Schedule Table as of January 1, 2025; and</li> <li>• Make a technical correction.</li> </ul>	
<b>EQUITY INDEX OR LENS WAS UTILIZED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
<b>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:	
<b>DEPARTMENTAL CONTACTS</b>	Name, Title, Phone # & Email: Jennifer Revuelta, Principal Analyst, (213) 974-1783, <a href="mailto:jrevuelta@ceo.lacounty.gov">jrevuelta@ceo.lacounty.gov</a>	



## **CEO June 3, 2025 General Reclass Board Letter Summary**

CEO Classification/Compensation Contact Information:

Alex Evans, Acting Manager, (213) 893-2370, [aevans@ceo.lacounty.gov](mailto:aevans@ceo.lacounty.gov)

Jennifer Revuelta, Principal Analyst, (213) 974-1783, [jrevuelta@ceo.lacounty.gov](mailto:jrevuelta@ceo.lacounty.gov)

This Board Letter includes:

1. Adjust the adjust the salary range of two (2) non-represented classifications;
2. Reclassify 11 positions in the Departments of Consumer and Business Affairs, Justice, Care and Opportunities (JCOD), Parks and Recreation, Public Social Services and Registrar-Recorder/County Clerk;
3. Update the New Management Physician Plan E Schedule Table as of January 1, 2025; and
4. Make a technical correction.



## 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"

June 3, 2025

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 adjusting the salary of two (2) non-represented classifications; reclassifying 11 positions in various County departments; amending compensation provisions; and making a technical correction.

#### **IT IS RECOMMENDED THAT THE BOARD:**

Approve the accompanying ordinance amending Title 6-Salaries, of the County Code to:

1. Adjust the salary range of two (2) non-represented classifications;
2. Reclassify 11 positions in the Departments of Consumer and Business Affairs, Justice, Care and Opportunities (JCOD), Parks and Recreation, Public Social Services and Registrar-Recorder/County Clerk;
3. Update the New Management Physician Plan E Schedule Table as of January 1, 2025; and
4. Make a technical correction.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Board of Supervisors (Board) has requested submission of classification and compensation 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 and B). 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.

### Salary Adjustments

We conducted a salary review of the classification of Executive Assistant, Public Works (UC) (Item No. 0957) and are recommending a salary range adjustment for this non-represented MAPP position (Attachment A). We determined the subject classification needed to be reallocated to a higher salary range to reflect the level of scope and responsibility of this position.

### Reclassifications

There are 11 positions in five (5) departments that are being recommended for reclassification (Attachment B). 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.

### Compensation Amendments

On June 25, 2024, the Board approved the successor Memoranda of Understanding (MOU) for Bargaining Unit 324 (Physician and Veterinarian). In light of this agreement, we are recommending a comparable market-based inequity adjustment for one (1) non-represented classification, Medical Director, Medical Examiner (UC) (Item No. 5402), assigned to the Department of Medical Examiner (Attachment A). The adjusted salary range maintains an appropriate pay differential with represented employees in the same occupational group.

In addition, we are recommending various technical and administrative corrections to clarify existing special pay practices and update the salary table for the New Management Physician Plan E to appropriately reflect the salary ranges that were previously approved by the Board on November 6, 2024.

### Technical Correction

We are recommending one (1) technical correction to an existing compensation provision to correctly identify the item number assigned to members of the Aviation Commission within the Department of Public Works.

### Implementation of Strategic Plan Goals

These recommended actions support the County's Strategic Plan North Star 3 – Realize Tomorrow's Government Today, Focus Area Goal B – Diverse and Inclusive Workforce, Strategy 2 – Fairness and Equity.

### FISCAL IMPACT/FINANCING

The total cost resulting from the recommended reclassifications and salary adjustment is \$90,000 and the net County cost portion is \$44,000. Cost increases associated with the recommended actions will be absorbed within the Adopted Budget for each affected department. No additional funding is required.

The projected budgeted annual cost resulting from the recommended compensation adjustments to the management physician pay plan are estimated to total \$35,000. Net County cost is estimated to be \$34,000. Cost increase associated with the County Code amendments 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.

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.



The Honorable Board of Supervisors  
6/3/2025  
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**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

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

Respectfully submitted,

FESIA A. DAVENPORT  
Chief Executive Officer

FAD:JMN  
AE:JR:AS:lm

Enclosures

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

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BL (Draft 5).docx

**CLASSIFICATION PLAN CHANGES**

**ATTACHMENT A**

**NON-REPRESENTED CLASSIFICATIONS RECOMMENDED  
FOR SALARY CHANGE IN THE CLASSIFICATION PLAN**

<b>Item No.</b>	<b>Title</b>	<b>Current Salary Schedule and Level</b>		<b>Recommended Salary Schedule and Level</b>	
0957	Executive Assistant, Public Works (UC)	N23	R8	N23	R12
5402	Medical Director, Medical Examiner (UC)	N42	E18	N42	E20

DRAFT

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### CONSUMER AND BUSINESS AFFAIRS

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Services Manager III Item No. 1004A NMO 119C Non-Represented	1	Departmental Finance Manager I Item No. 1052A N23 S9 Non-Represented

The subject Administrative Services Manager III position is located in Administrative Services Management and reports to an Administrative Deputy I. The primary purpose of the subject position is to supervise and manage the daily activities of the Finance Management Division. The duties and responsibilities of the subject position meet the classification criteria for Departmental Finance Manager I, a class with responsibility for managing the financial resources for a County department with a small to medium size budget. Based on the reporting relationship to the Administrative Deputy I; management of the daily activities of the Finance Management Division; comparability to other administrative management positions in the department; and responsibility for management of the financial resources of a County department with a small to medium size budget, we recommend downward reallocation of the subject position to Departmental Finance Manager I.

#### JUSTICE, CARE AND OPPORTUNITIES

No of Pos.	Present Classification	No of Pos.	Classification Findings
7	Health Program Manager I Item No. 4541A N23 S11 Non-Represented	7	Justice Division Director Item No. 3070A N23 S11 Non-Represented

The seven (7) subject Health Program Manager I positions are assigned to various functions throughout the Department of Justice, Care and Opportunities (Department) and supervise teams of analysts engaged in planning, implementing administering, and evaluating justice and service-based programs. The subject positions were allocated to initiate operations while the Department was first established during Fiscal Year 2022-23. The Justice Division Director class was approved by the Board of Supervisors on October 22, 2024, to direct divisions comprised of multiple sections responsible for

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### JUSTICE, CARE AND OPPORTUNITIES (Continued)

providing justice related program and administrative services. The Department's objective is to ensure that the positions are aligned in accordance with their respective duties and responsibilities and equity for each of these positions which oversee a specific division in the Department. In reviewing the Department's request, we recommend lateral reallocation of the subject Health Program Manager I positions to Justice Division Director.

#### PARKS AND RECREATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Executive Officer, Arboretum Item No. 0301A NMO 119C Non-Represented	1	Executive Officer, Arboretum (UC) Item No. 0302A N23 R10 Non-Represented

The subject Executive Officer, Arboretum position reports to the Director of Parks and Recreation and has executive management oversight over the Los Angeles County Arboretum and Botanical Gardens. On February 18, 2025, the Board approved the creation of the new Executive Officer, Arboretum (UC). The duties and responsibilities of the subject position meet the classification criteria for Executive Officer, Arboretum (UC). Therefore, we recommend lateral reallocation of the subject position to Executive Officer, Arboretum (UC).

#### PUBLIC SOCIAL SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Contract Program Monitor Item No. 4229A NMO 102G Non-Represented	1	Management Analyst Item No. 1848A NMO 99E Non-Represented

The subject Contract Program Monitor position is assigned to the Contracts Development Division. Duties of the position include researching legal, state, federal and county

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### PUBLIC SOCIAL SERVICES (Continued)

regulations related to the contract and amendment development process; interacting with various stakeholders during the contract development and amendment processes; and providing analytical and administrative support to managers for all matters related to contract development. The duties and responsibilities of the subject position meet the classification criteria for Management Analyst, a class that performs assignments that require analysis and technical skills for core functions such as contract administration including contract solicitations, contract feasibility studies, and contract development. Therefore, we recommend downward reallocation of the subject position to Management Analyst.

#### REGISTRAR-RECORDER/COUNTY CLERK

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Public Information Specialist Item No. 1609A NMO 109B Non-Represented	1	Communications Manager (UC) Item No. 1604A N23 R13 Non-Represented

The subject Senior Public Information Specialist position is responsible for directing and managing the Media and Creative Services Section, aligning its media strategy and activities with departmental priorities, and works with the Communication Directors for the respective Board of Supervisors offices, the Executive Office to the Board of Supervisors, and the Chief Executive Office Countywide Communications, along with various municipal jurisdictions and other County departments, for all media and communications activities, event coordination, or sharing resources to advertise various departmental services. The duties and responsibilities of the subject position meet the classification criteria for Communications Manager (UC), which, per the classification specification, manages and directs the planning, development, evaluation, implementation, and administration of a comprehensive and strategic public information and engagement program. Therefore, we recommend upward reallocation of the subject position to Communications Manager (UC).

## ANALYSIS

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

- Adjusting the salary range of two (2) employee classifications;
- Amending Section 6.08.425 to extend negotiated salary adjustments to non-represented management physicians;
  - Amending Section 6.08.450 to extend eligibility to include additional non-represented management physicians;
  - Amending Section 6.26.040 to delete New Management Physician Pay Plan E Schedule Tables S, T, U and V – Monthly Rates and add the New Management Physician Pay Plan E Schedule Tables W – Monthly Rates;
  - Amending Section 6.109.080 to make a technical correction to an existing compensation provision; and
  - Adding, deleting, and/or changing certain employee classifications and number of ordinance positions in the departments of Consumer and Business Affairs, Justice, Care and Opportunities, Parks and Recreation, Public Social Services, and Registrar-Recorder/County Clerk.

DAWYN R. HARRISON  
County Counsel

By:  
GRAEME E. SHARPE  
Senior Deputy County Counsel  
Labor & Employment Division

**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending Title 6 – Salaries of the Los Angeles County Code to adjust the salary range of two (2) employee classifications; amend compensation provisions; make a technical correction; 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 6.08.425 is hereby amended to read as follows:

**6.08.425 Management Physician E Pay Schedules.**

...

B. Compensation of Management Physicians and Dental Directors. The following Management Physician and Dental Director classifications shall be compensated on the indicated schedule of the effective E Table effective January 1, ~~2019~~ 2025, as follows:

Item No.	Title	Schedule Number
4718	Mental Health Clinical Chief (UC)	<del>18</del> <u>19</u>
4734	Chief of Psychiatry, MH (UC)	<del>18</del> <u>19</u>
4739	Chief Mental Health Psychiatrist	<del>19</del> <u>20</u>
4769	Head Dentist	<del>3</del> <u>5</u>
4776	Dental Director I	7
4777	Dental Director II	9

5463	Medical Director I	24
5461	Medical Director II	26
5462	Medical Director II (UC)	26
5460	Medical Director III (UC)	28
4574	Medical Director, MD, Mental Health (UC)	24
4577	Medical Director, Public Health (UC)	26
4737	Supervising Mental Health Psychiatrist	<del>16</del> <u>17</u>
<u>5402</u>	<u>Medical Director, Medical Examiner (UC)</u>	<u>20</u>

C. Compensation of Dental Directors engaged in the practice of Oral and Maxillofacial Surgery. Effective January 1, 2019, a Dental Director I (Item No. 4776) engaged in the practice of Oral and Maxillofacial Surgery shall be compensated on Schedule E30 of the Management Physician Pay Plan and a Dental Director II (Item No. 4777) engaged in the practice of Oral and Maxillofacial Surgery shall be compensated on Schedule E32 of the Management Physician Pay Plan.

**SECTION 2.** Section 6.08.450 is hereby amended to read as follows:

**6.08.450 Special Credits.**

...

D. E. A Physician in the Department of Health Services ~~or~~<sub>1</sub> Public Health or Department of Medical Examiner who is assigned to act in the absence of the medical director of a hospital, correctional health facility ~~or~~<sub>1</sub> the Department of Public Health, or the Department of Medical Examiner shall receive a flat-rate monthly bonus equal to 5.5 percent of the step on the appropriate E Schedule to which he is entitled based upon



experience. No more than one such assignment may be made in each hospital, correctional health facility or the Department of Public Health or the Department of Medical Examiner. Such assignment requires prior annual authorization of the Chief Deputy Director, Health Services, Clinical and Medical Affairs (UC) (Item No. 4552) or the Director of Public Health (Item No. 4546) or the Chief Medical Examiner (Item No. 5405) and the Chief Executive Officer.

....

**SECTION 3.** Section 6.26.040 (County of Los Angeles Salary Tables) is hereby amended to delete the New Management Physician Pay Plan E Schedule Tables S, T, U and V – Monthly Rates and add the following New Management Physician Pay Plan E Schedule Table W – Monthly Rates.

**6.26.040 County of Los Angeles Salary Tables.**

...

**NEW MANAGEMENT PHYSICIAN PAY PLAN E SCHEDULE TABLES**

See Section 6.08.415 B

**TABLE W - Monthly Rates**

Effective January 1, 2025

Sch	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
E01	14,887	15,334	15,793	16,268	16,754	17,732	18,264	18,811	19,377	19,957
E02	16,587	17,087	17,600	18,128	18,671	19,759	20,352	20,963	21,592	22,240
E03	17,047	17,558	18,083	18,625	19,184	20,303	20,913	21,540	22,186	22,853
E04	17,515	18,040	18,580	19,136	19,711	20,861	21,486	22,131	22,795	23,478
E05	17,998	18,538	19,094	19,666	20,254	21,435	22,079	22,741	23,423	24,127
E06	18,491	19,047	19,615	20,205	20,814	22,027	22,689	23,369	24,070	24,791
E07	18,998	19,569	20,155	20,759	21,384	22,631	23,311	24,010	24,729	25,473
E08	19,521	20,106	20,709	21,331	21,971	23,252	23,949	24,667	25,409	26,171
E09	20,057	20,658	21,280	21,917	22,577	23,893	24,611	25,349	26,109	26,891
E10	20,610	21,227	21,864	22,521	23,195	24,548	25,286	26,044	26,825	27,630
E11	21,178	21,811	22,467	23,140	23,835	25,225	25,982	26,761	27,564	28,391
E12	21,761	22,410	23,086	23,780	24,492	25,920	26,697	27,498	28,321	29,171
E13	22,357	23,028	23,722	24,432	25,164	26,631	27,429	28,253	29,101	29,975
E14	22,970	23,661	24,371	25,099	25,854	27,362	28,183	29,030	29,900	30,797
E15	23,604	24,311	25,040	25,791	26,566	28,116	28,960	29,828	30,723	31,646
E16	24,252	24,982	25,728	26,502	27,296	28,889	29,756	30,649	31,569	32,515
E17	24,919	25,668	26,438	27,231	28,049	29,685	30,575	31,493	32,438	33,412
E18	25,605	26,376	27,165	27,980	28,819	30,501	31,416	32,358	33,329	34,330
E19	26,309	27,100	27,914	28,748	29,612	31,339	32,280	33,249	34,246	35,272
E20	27,032	27,844	28,680	29,541	30,426	32,201	33,166	34,161	35,187	36,242
E21	27,776	28,610	29,468	30,352	31,264	33,087	34,081	35,103	36,155	37,239
E22	28,540	29,393	30,278	31,185	32,122	33,995	35,015	36,067	37,149	38,262
E23	29,324	30,205	31,111	32,043	33,005	34,931	35,978	37,058	38,172	39,317
E24	30,132	31,036	31,967	32,925	33,911	35,890	36,967	38,076	39,218	40,393
E25	30,961	31,889	32,844	33,831	34,844	36,876	37,983	39,122	40,297	41,505
E26	31,811	32,765	33,750	34,761	35,801	37,890	39,027	40,197	41,403	42,644
E27	32,689	33,666	34,678	35,717	36,789	38,935	40,103	41,306	42,546	43,822
E28	33,584	34,593	35,630	36,700	37,801	40,005	41,205	42,441	43,715	45,026
E29	34,508	35,545	36,608	37,709	38,840	41,105	42,338	43,608	44,915	46,262
E30	35,459	36,521	37,618	38,747	39,909	42,236	43,503	44,808	46,153	47,537
E31	36,433	37,526	38,652	39,812	41,007	43,399	44,702	46,043	47,424	48,847
E32	37,435	38,560	39,715	40,905	42,133	44,592	45,929	47,306	48,726	50,188
E33	38,465	39,618	40,804	42,031	43,293	45,818	47,192	48,608	50,066	51,568
E34	39,521	40,709	41,927	43,188	44,481	47,076	48,488	49,943	51,441	52,984
E35	40,609	41,827	43,081	44,376	45,706	48,372	49,822	51,317	52,857	54,443
E36	41,726	42,977	44,265	45,595	46,963	49,701	51,192	52,730	54,311	55,940
E37	42,872	44,160	45,485	46,848	48,253	51,066	52,599	54,176	55,801	57,475
E38	44,053	45,373	46,735	48,135	49,583	52,474	54,048	55,669	57,340	59,060
E39	45,266	46,620	48,017	49,461	50,946	53,918	55,535	57,201	58,917	60,685
E40	46,507	47,903	49,342	50,823	52,347	55,400	57,062	58,774	60,538	62,354
E41	47,785	49,220	50,698	52,221	53,785	56,922	58,628	60,388	62,200	64,066
E42	49,099	50,574	52,092	53,657	55,264	58,487	60,240	62,049	63,911	65,828

...

**SECTION 4.** Section 6.28.050 (Tables of Classes of Positions with Salary

Schedule and Level) is hereby amended to change the salary of the following

classes:

<b>ITEM NO.</b>	<b>TITLE</b>	<b>EFFECTIVE DATE</b>	<b>SALARY OR SALARY SCHEDULE AND LEVEL</b>	
0957	EXECUTIVE ASST,PUBLIC WORKS(UC)	01/01/2021	N23	R8
		10/01/2022	N23	R8
		10/01/2023	N23	R8
		10/01/2024	N23	R8
		_____*	<u>N23</u>	<u>R12</u>
5402	MEDICAL DIR,MEDICAL EXAMINER(UC)	01/25/2022	N42	E18
		10/01/2022	N42	E18
		10/01/2023	N42	E18
		10/01/2024	N42	E18
		<u>01/01/2025</u>	<u>N42</u>	<u>E20</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 salary changes made to Section 6.28.050 of the County Code.

**SECTION 5.** Section 6.60.010 (Department of Consumer and Business Affairs) is

hereby amended to delete the following class and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
1004A	4	<del>ADMINISTRATIVE SERVICES MANAGER III</del>

**SECTION 6.** Section 6.60.010 (Department of Consumer and Business Affairs) is hereby amended to add the following class and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
<u>1052A</u>	<u>1</u>	<u>DEPARTMENTAL FINANCE MANAGER I</u>

**SECTION 7.** Section 6.94.010 (Department of Parks and Recreation) is hereby amended to delete the following class and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
0301A	4	<del>EXECUTIVE OFFICER, ARBORETUM</del>

**SECTION 8.** Section 6.94.010 (Department of Parks and Recreation) is hereby amended to add the following class and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
<u>0302A</u>	<u>1</u>	<u>EXECUTIVE OFFICER, ARBORETUM(UC)</u>

**SECTION 9.** Section 6.102.010 (Justice, Care and Opportunities Department) is hereby amended to delete the following class and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
4541A	7	<del>HEALTH PROGRAM MANAGER I</del>

**SECTION 10.** Section 6.102.010 (Justice, Care and Opportunities Department) is hereby amended to add the following class and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
<u>3070A</u>	<u>7</u>	<u>JUSTICE DIVISION DIRECTOR</u>

**SECTION 11.** Section 6.108.010 (Department of Public Social Services) is hereby amended to change the number of ordinance positions for the following classes:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
4229A	44 <u>43</u>	CONTRACT PROGRAM MONITOR
1848A	<del>439</del> <u>140</u>	MANAGEMENT ANALYST

**SECTION 12.** Section 6.109.080 (Aviation Commission) is hereby amended to read as follows:

**6.109.080 Aviation commission.**

Each member of the Los Angeles County aviation commission (Item No. ~~9330~~ 9390) shall be entitled to receive as compensation the sum of \$25.00 for each meeting of the commission attended, not to exceed 15 meetings per year.

**SECTION 13.** Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to delete the following class and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
1609A	4	SENIOR PUBLIC INFORMATION SPECIALIST

**SECTION 14.** Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to add the following class and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
<u>1604A</u>	<u>1</u>	<u>COMMUNICATIONS MANAGER(UC)</u>

**SECTION 15.** Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[608425MBCEO]

DRAFT

## BOARD LETTER/MEMO CLUSTER FACT SHEET

 Board Letter

 Board Memo

 Other

<b>CLUSTER AGENDA REVIEW DATE</b>	5/14/2025	
<b>BOARD MEETING DATE</b>	6/3/2025	
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>	
<b>DEPARTMENT(S)</b>	Office of the Assessor (Assessor)	
<b>SUBJECT</b>	Authorization for the Assessor to Amend Delegated Authority Previously Approved By Your Board to Exercise Necessary Contract Actions for As-Needed Historical Document Preservation and Imaging Services	
<b>PROGRAM</b>	N/A	
<b>AUTHORIZES DELEGATED AUTHORITY TO DEPT</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>SOLE SOURCE CONTRACT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:	
<b>SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – Not Applicable  <b>If unsure whether a matter is subject to the Levine Act, email your packet to <a href="mailto:EOLevineAct@bos.lacounty.gov">EOLevineAct@bos.lacounty.gov</a> to avoid delays in scheduling your Board Letter.</b>	
<b>DEADLINES/ TIME CONSTRAINTS</b>	Term expires July 7, 2025; Extension from July 8, 2025 through July 7, 2026 with 1 additional 1-year renewal option for completion of project deliverables/scope and to solicit for new contract if need for services continue past the extension.	
<b>COST &amp; FUNDING</b>	Total cost: \$ N/A	Funding source: Current services is included in the Assessor's budget and no additional funding is required.
	<b>TERMS (if applicable):</b> Explanation: The Contracts do not have a Maximum Contract Amount (MCA). Services are on an as-needed and intermittent basis. Current project deliverables and scope were included in prior years funding. Extension request for completion of project.	
<b>PURPOSE OF REQUEST</b>	Prepare and execute amendments to renew contracts for an additional 1-year term through July 7, 2026 with 1 additional 1-year renewal option, and request authority to make changes to the Statement of Work as operationally necessary.	
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	Contract Term renewal will continue: <ul style="list-style-type: none"> <li>Modernization efforts of digitizing all the Assessor's parcel records and microfilms to ensure preservation and archival security;</li> <li>Records accessibility to the public;</li> <li>Enable the Assessor, other property tax departments, and the public the ability to access maps and documents from the Assessor's data repository using a web-based user interface;</li> <li>Ensure continue success of the Assessor's hybrid model and the Office of the Future initiative;</li> <li>Ensure film to image conversion of approximately 168,597 slides of Local Roll microfilms;</li> <li>Ensure completion of preserving, digitizing, cabinet installation, and retuning of remaining map books;</li> <li>and provide sufficient time for solicitation, if needed.</li> </ul>	
<b>EQUITY INDEX OR LENS WAS UTILIZED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
<b>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:	
<b>DEPARTMENTAL CONTACTS</b>	Name, Title, Phone # & Email: <ul style="list-style-type: none"> <li>Dara Smith, Assistant Assessor, 213-974-3101, <a href="mailto:dsmith@assessor.lacounty.gov">dsmith@assessor.lacounty.gov</a></li> </ul>	



**JEFFREY PRANG**  
ASSESSOR  
**COUNTY OF LOS ANGELES**  
500 WEST TEMPLE STREET, ROOM 320  
LOS ANGELES, CALIFORNIA 90012-2770  
assessor.lacounty.gov  
(213) 974-3101



June 3, 2025

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

Dear Supervisors:

**AUTHORIZATION FOR THE ASSESSOR TO AMEND DELEGATED AUTHORITY  
PREVIOUSLY APPROVED BY YOUR BOARD TO EXERCISE NECESSARY  
CONTRACT ACTIONS FOR AS-NEEDED HISTORICAL DOCUMENT  
PRESERVATION AND IMAGING SERVICES  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

Request to authorize the Assessor, or his designee, to amend the delegated authority, previously approved by your Board, to exercise necessary contract actions to continue to utilize, administer, amend and/or execute contract documents for Contract Number 2020-001 with Avenu Insights and Analytics, LLC (Avenu) and Contract Number 2020-002 with Kofile Technologies, Inc. (Kofile) for As-Needed Historical Document Preservation and Imaging Services in order to ensure current services will continue uninterrupted.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Authorize the Assessor, or his designee, to prepare and execute amendments to its As-Needed Historical Document Preservation and Imaging Services Contracts with Avenu and Kofile, respectively, to: (i) renew the contracts for an additional one-year term, which will extend the term of each contract from July 8, 2025 through July 7, 2026 with one (1) additional one-year renewal option for a maximum total contract term of seven years, and (ii) to make changes to the Statement of Work as operationally necessary. These contracts do not have a Maximum Contract Amount (MCA). Services are on an as-needed and intermittent basis subject to funding as reviewed by the Chief Executive Officer (CEO).



## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

### **BACKGROUND**

The Assessor has initiated modernization efforts aimed at replacing historical legacy systems via the development of an integrated property assessment replacement system known as the Assessor Modernization Project (AMP). AMP is a five-phase agile development project which includes the replacement of more than 120 aging applications that date back to the 1960s. The current legacy systems are cumbersome, inefficient, and unable to support the changing business needs of the Assessor. To ensure the successful implementation of AMP, the Assessor requires continuous digitization of all parcel records and microfilms, including permanent collections of parcel maps, historic assessment improvements, and information such as exemption claims, property tax statements, assessment appeal applications, financial records and other property tax-related documents.

These collections of maps and documents cover the entire geographic area of Los Angeles County, including all incorporated cities as well as the unincorporated areas. Some map books are approximately one hundred years old or more, and consist of paper bound Journal and Plat Maps with either typewritten or handwritten pages. The maps themselves display the parcel numbers, parcel and lot boundaries, and adjoining map page information. The maps also show the recorded dimensions of property, acreage, street addresses, street width, and other recorded map information.

On July 7, 2020, your Board authorized the Assessor to execute services contracts for the purpose of providing historical document preservation and imaging services for a three year term with two 1-year renewal options. After recognizing the benefits of preserving and digitizing these records, on June 6, 2023, your Board authorized Amendment One with Avenu and Kofile to exercise the first renewal option and to include imaging services for the Executive Office (EO) of the Board of Supervisors (BOS). On July 8, 2024, Amendment Two for both contracts was executed to exercise the last of the two optional one-year extensions.

The work to be performed under these contracts may be extended to other County Department(s) pursuant to the terms and conditions set forth in the contracts, as customized to that Department(s).

### **BENEFITS**

The work to be performed will continue the modernization efforts of digitizing all the Assessor's parcel records and microfilms in order to ensure their preservation and their archival security, and to make these records more easily accessible to the public. In addition, extending these historical document preservation and imaging efforts will

provide the Assessor, other property tax departments, and the public with the ability to access maps and documents from the Assessor's data repository using a web-based user interface.

The Assessor has recognized the benefits of preserving and digitizing all its documents and will continue its work with approval of the extension. The digital imaging of these documents will continue to ensure the success of the Assessor's hybrid model and the Office of the Future initiative, as well as guarantee the services provided by the Assessor to its property tax partners (i.e. Treasurer and Tax Collector, Auditor-Controller and Executive Office) and to the public.

Furthermore, the work may be extended to other County Department(s) to include provisions tailored to the Department(s), including, as necessary, a customized Project Plan, Pricing and Payment Schedule, Project Schedule, Contract Sum, Scope, and other defined terms and provisions as may be required.

Avenu Insights and Analytics, LLC and Kofile Technologies, Inc. have provided professional service and partnership, and have demonstrated an understanding of the project expectations and requirements.

To date, Avenu has digitized approximately 63,978 Disabled Veterans (DVX) and 414,379 Homeowners Exemption claims and is currently in the process of digitizing Local Roll microfilms consisting of approximately 168,597 slides. Film to image conversion requires extensive testing of all film to identify both the presence, and level of severity, of any contamination to the microfilm and any other micrographic aging problems.

With Kofile's continued assistance, the Assessor's Health and Safety Remediation efforts to restore and digitize permanent collections of parcel maps and historic assessment roll books will ensure records are safely reintegrated to the public. To date, approximately 90% of these parcel maps have been preserved and digitized. Cabinet installation and return of approximately 30% of the Assessor's Map Books is currently in process. The Assessor continues to evaluate space requirements for the remaining 70%.

Amending the As-Needed Historical Document Preservation and Imaging Services contract with both Avenu and Kofile will ensure uninterrupted project deliverables and project completion while the Assessor solicits for a new contract, in the event the need for these services continues past the extension.

### **Implementation of Strategic Plan Goals**

The recommended action supports the County's Strategic Plan, North Star 3A – Communication and Public Access by providing increased transparency and accessibility to government services, communication, and driving efficient public services; North Star 3E – Data-Driven Decision Making by continually assessing and strengthening our

efficiency and effectiveness to maximize and leverage resources, and North Star 3F – Flexible and Efficient Infrastructure by implementing flexible and efficient administrative, technological, and physical infrastructures to meet the needs of our constituents.

### **FISCAL IMPACT/FINANCING**

The As-Needed Historical Document Preservation and Imaging Services Contracts do not have a Maximum Contract Amount (MCA). Services are on an as-needed and intermittent basis.

Funding for current services is included in the Assessor's budget and no additional funding is required.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The services provided under the As-Needed Historical Document Preservation and Imaging Services Contract Number 2020-001 with Avenu Insights and Analytics, LLC and Contract Number 2020-002 with Kofile Technologies, Inc. are highly technical and specialized. These services are only needed on an intermittent or as-needed basis, and therefore, are exempt from Proposition A (Los Angeles County Code Chapter 2.121) and are not subject to the Living Wage Program (Los Angeles County Code Chapter 2.201).

The recommended action will allow both contractors to complete the current project scope and deliverables. Assessor will solicit for a new contract should the need for these services continue past the extension date.

All amendments allowed under the recommendations above will be developed in consultation with County Counsel, and will be reviewed and approved as to form prior to execution. All previously negotiated terms and conditions of the existing As-Needed Historical Preservation and Imaging Services Contracts will remain in full effect.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended action will have no negative impact on current public services or projects, nor will it affect the Assessor's production. Approval of the recommendation will ensure the Assessor continues to develop a modern assessment system to enhance its business operations and improve service delivery.

Respectfully submitted,

JEFFREY PRANG  
Assessor

Honorable Board of Supervisors  
June 3, 2025  
Page 5

JP:DS:EM:st

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

DRAFT

## BOARD LETTER/MEMO CLUSTER FACT SHEET

 Board Letter

 Board Memo

 Other

<b>CLUSTER AGENDA REVIEW DATE</b>	5/14/2025	
<b>BOARD MEETING DATE</b>	Not applicable	
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>	
<b>DEPARTMENT(S)</b>	Los Angeles County Child Support Services Department	
<b>SUBJECT</b>	Advance Notification of Intent to Negotiate New Sole Source Contract with GreenCourt Legal Technologies, LLC (GreenCourt) for GovLink Child Support Document Workflow and E-File Platform	
<b>PROGRAM</b>	Child Support Services	
<b>AUTHORIZES DELEGATED AUTHORITY TO DEPT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>SOLE SOURCE CONTRACT</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	GovLink is a proprietary SaaS solution by GreenCourt that provides a document workflow management system, editing and reporting features, and e-file capabilities specifically designed to accurately and effectively support court filings to establish parentage and support orders.	
<b>SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – Not Applicable  <b>If unsure whether a matter is subject to the Levine Act, email your packet to <a href="mailto:EOLevineAct@bos.lacounty.gov">EOLevineAct@bos.lacounty.gov</a> to avoid delays in scheduling your Board Letter.</b>	
<b>DEADLINES/ TIME CONSTRAINTS</b>	Los Angeles Superior Court will require e-filing of child support court cases by Fall of 2025.	
<b>COST &amp; FUNDING</b>	Total cost: Pending Negotiation	Funding source: Welfare Recoupment Fund and Federal Financial Participation 2:1 funding match.
	TERMS (if applicable): Pending Negotiation	
	Explanation: The cost and term of the new sole source agreement are pending negotiations.	
<b>PURPOSE OF REQUEST</b>	Initiate sole negotiations for provisioning, hosting and support for GovLink Child Support Document Workflow and E-File Platform to streamline and e-file all legal documents with the LA Superior Court.	
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	The LA Superior Court requires all court filing to be e-filed by the Fall of 2025. In 2024, CSSD filed over 171,084 court documents – 87,846 documents were filed manually and 83,238 were e-filed through the California Child Support Enforcement (CSE) system. The State plans to expand the capabilities of the CSE to support the e-filing of child support-related court documents by the required deadline. However, the CSE capabilities lack the document workflow processes, and automation features necessary to meet CSSD’s needs to manage the high volume of e-filings efficiently. We estimate that using GovLink for preparing, tracking and e-filing court documents will save approximately 1,000 working hours/weekly versus using the CSE system.	
<b>EQUITY INDEX OR LENS WAS UTILIZED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
<b>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Poverty Alleviation. This project supports Poverty Alleviation by ensuring families seeking child support have the financial backing to maintain the well-being of their children by meeting their basic needs and standard of living.	
<b>DEPARTMENTAL CONTACTS</b>	Elizabeth Pak, Head Attorney (323) 889-2880/ <a href="mailto:Elizabeth_Pak@cssd.lacounty.gov">Elizabeth_Pak@cssd.lacounty.gov</a>	



County of Los Angeles  
**Child Support Services Department**



**TERRIE HARDY**

Director

**GENIE CHOUGH**

May X, 2025

TO: Supervisor Kathryn Barger, Chair  
Supervisor Hilda L. Solis  
Supervisor Holly J. Mitchell  
Supervisor Lindsey P. Horvath  
Supervisor Janice Hahn

FROM: Terrie Hardy, Director

SUBJECT: **ADVANCE NOTIFICATION OF INTENT TO NEGOTIATE NEW SOLE SOURCE CONTRACT WITH GREENCOURT LEGAL TECHNOLOGIES, LLC FOR GOVLINK CHILD SUPPORT DOCUMENT WORKFLOW AND E-FILE PLATFORM**

This is to notify you that the Los Angeles County Child Support Services Department (CSSD) intends to begin sole source contract negotiations with GreenCourt Legal Technologies, LLC (GreenCourt) for provisioning, hosting and support for GovLink, a proprietary software as a service (SaaS), document workflow and e-filing platform. GreenCourt is the only vendor providing unique services offered by GovLink, which include a document workflow management system, editing and reporting features, and e-file capabilities specifically designed to assist child support caseworkers and attorneys to accurately and effectively establish and enforce support.

This notice is being sent in accordance with Board Policy 5.100, which states that the County of Los Angeles departments that intend to negotiate a sole source service contract for Board approval must provide advance written notice and justification to the Board at least four weeks prior to commencing contract negotiations.

**Background**

The CSSD child support program is required by Title IV-D of the Social Security Act to establish and enforce parentage and support orders. California's judicial system necessitates court filings to obtain parentage and support orders. The CSSD files over 171,084 court documents a year, with 87,846 via a lengthy paper-filing process and 83,238 by e-filing.

**EXECUTIVE OFFICES**

5770 South Eastern Ave, Commerce, CA 90040 • (323) 889-3400

*"To enrich our community by providing child support services  
in an efficient, effective and professional manner, one family at a time"*

The CSSD utilizes the statewide California Child Support Enforcement (CSE) system, a central database and case management system operated and maintained by State Department of Child Support Services (DCSS) that supports child support enforcement activities, to e-file a limited number of legal documents (10 of 88 judicial council form sets can be e-filed). By Fall of 2025, the DCSS will be expanding the CSE's e-filing capacity for most legal documents. Though a significant step towards modernization, the CSE lacks an automated document workflow management included in GovLink to streamline document creation, review and approval processes and provide dashboards and reports to identify opportunities for process improvement.

### **Justification of CSSD's Intent to Negotiate a Sole Source Contract**

By Fall of 2025, the Los Angeles Superior Court (Court) will require the CSSD to e-file all judicial documents. The CSSD intends to begin negotiations for a new sole source contract with GreenCourt for GovLink so that the CSSD will be able to efficiently e-file *all* legal documents as required by the Court's October 2025 deadline. It is imperative that CSSD be able to timely e-file documents to meet federally mandated compliance deadlines and fulfill its charge to establish and enforce parentage and support for families.

The CSSD researched Court's 134 approved Electronic Filing Service Providers (EFSP). Most offer only e-filing capabilities, and *none* offer a workflow management system or editing and reporting features designed to meet the specific needs of the child support program.

Kings and Alameda County Child Support Services have entered into sole source contracts with GreenCourt to use GovLink to manage their workflow and e-file their documents. Each did so due to the limitations inherent in CSE Expanded e-Filing capabilities.

### **Impact to CSSD if the Intent to Negotiate a Sole Source Contract is not Approved**

The failure to begin negotiations with GreenCourt for a GovLink sole source contract, will impact the CSSD's ability to timely and efficiently provide services to its constituents by the Fall of 2025.

While CSE's Expanded e-Filing will allow CSSD to meet the court's e-filing requirements, it is anticipated that operational inefficiencies and workarounds will result from using the CSE system to e-file. Indeed, many counties with CSE Expanded e-Filing already in place have either turned to GovLink or still partially paper-file their court documents because CSE does not meet their needs.

**Conclusion**

GovLink is a proprietary software by GreenCourt that is uniquely qualified to provide a document workflow management system, editing and reporting features, and e-file capabilities to assist child support caseworkers and attorneys to accurately and effectively establish and enforce support.

Unless otherwise instructed by your Board, CSSD will proceed with the negotiations with GreenCourt for the GovLink application four weeks from the date of this memorandum.

If you have any questions or require additional information, please contact me or Elizabeth Pak, Head Attorney at (323) 889-2880 or [Elizabeth\\_Pak@cssd.lacounty.gov](mailto:Elizabeth_Pak@cssd.lacounty.gov).

TH:[MANAGER INITIALS]

[STAFF INITIALS]:[Typist Initials]

Enclosures

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