



Chief Executive Office.

COUNTY OF LOS ANGELES

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ACTING CHIEF EXECUTIVE OFFICER

Joseph M. Nicchitta

November 14, 2025

To: All Department Heads

From: Joseph M. Nicchitta 
Joseph M. Nicchitta (Nov 13, 2025 18:00:10 PST)
Acting Chief Executive Officer

DEPARTMENT HEAD TRAVEL TO CONFERENCES AND PROFESSIONAL AFFILIATIONS

This memorandum updates and supersedes the annual travel notification policy for Department Heads attending professional or educational conferences or conventions each calendar year, as reflected in our memorandum dated February 26, 2025.

The previous policy limited Department Head travel to a total of two out-of-town professional or educational conferences or conventions each calendar year. The previous policy resulted from Board concerns over excessive out-of-County conference attendance in years past.

However, the policy's numerical limitation also generated significant inquiry by departments over which types of events were included in the policy, as well as concerns over Department Heads' ability to represent the County at important convenings throughout the country.

In response to your concerns, we are eliminating the numerical travel limitations, providing more flexibility and autonomy to determine your conference travel and participation schedules. In lieu of these limitations, Department Heads will be required to report retroactively on their travel and conference participation each calendar year. We will provide a consolidated conference travel report to the Board offices based on your submissions.

Conferences or Conventions

A conference or convention is a gathering sponsored by an entity including, but not limited to, an outside professional organization, government or trade group, or academic/educational institution. Conferences generally include research



All Department Heads
November 14, 2025
Page 2

presentations, seminars, networking events, or workshops. In contrast, business meetings are held for the purpose of conducting County business and may take place on County premises or offsite. Business meetings include, by way of example, meetings with legislators to advance County advocacy positions, meetings

Department Heads are encouraged to attend relevant conferences and events in accordance with the [travel policy](#) and as part of their involvement in professional organizations.

Documentation Requirements

Previously, Department Heads were required to submit information on anticipated travel during the calendar year. That is no longer the case. Rather, Department Heads will now be required to provide an annual report of any official business travel during the previous year, including the purpose of the trip, conference sponsor, if applicable, if attendance is funded by the County, and the location and dates of travel. To ensure accurate documentation of your 2025 conference participation, Attachment I must be filled out and returned to Amanda Meere at ameere@ceo.lacounty.gov by January 30, 2026. The information submitted should be inclusive of all events in 2025.

All other existing Board and County travel policies and procedures remain in place.

Professional Affiliations

At the start of each calendar year, Department Heads must also submit a list of all agencies and professional organizations they are involved with in their professional capacity, including level of involvement. Attachment II must be filled out and returned to Amanda Meere at ameere@ceo.lacounty.gov by January 30, 2026.

Should you have any questions concerning this matter, please contact me or Angela C. Ovalle, Acting Branch Manager, at (213) 974-1348 or aovalle@ceo.lacounty.gov.

JMN:JG:ACO
AM:ec

Attachments

