



## Chief Executive Office.

### COUNTY OF LOS ANGELES

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, CA 90012  
(213) 974-1101 ceo.lacounty.gov

#### ACTING CHIEF EXECUTIVE OFFICER

Joseph M. Nicchitta

February 2, 2026

To: All Department Heads

From: Joseph M. Nicchitta   
Acting Chief Executive Officer  
Joseph M. Nicchitta (Feb 1, 2026 21:29:43 PST)

### **DEVELOPMENT OF COUNTY ADVOCACY POSITIONS ON LEGISLATION AND BUDGET ITEMS OF INTEREST TO THE COUNTY IN SACRAMENTO AND WASHINGTON, D.C.**

This memorandum is sent to County departments annually as a reminder of the guidelines, policies, and procedures for the development of County of Los Angeles (County) advocacy positions and advocacy efforts on legislation and budget items of interest to the County in Sacramento and Washington, D.C.

#### **County Positions on State and Federal Legislation and Budget Items**

Throughout the legislative session, the County will take advocacy positions on various State and federal legislative and budget items. In all instances, pursuant to [Policy No. 7.030](#) of the Board of Supervisors Policy Manual (Policy No. 7.030), the Chief Executive Office - Legislative Affairs and Intergovernmental Relations Branch (CEO-LAIR) must advise the Board of Supervisors (Board) prior to the CEO-LAIR Sacramento and Washington, D.C. advocates pursuing a County advocacy position using the procedures outlined in Attachment I.

Consistent with Policy No. 7.030, County advocacy positions are coordinated by CEO-LAIR in collaboration with impacted County departments. While CEO-LAIR performs high level analysis and review of proposed legislation, it relies on the technical expertise of departments for information on operational, programmatic, and fiscal impacts to the County. To identify and analyze legislation and budget proposals that may impact the County or your department, your department should work directly with the CEO-LAIR legislative analysts to review and develop recommended County advocacy positions. Timely submissions of departments' assessment of legislative and budgetary issues are essential to developing recommendations to the Board and maximizing the County's advocacy efforts.



The County's current Board-adopted [State Legislative Platform](#) and [Federal Legislative Platform](#) are developed in collaboration between Board Offices, the Chief Executive Office branches, and County departments, and serve as the benchmark to take advocacy positions on legislative, policy, and budgetary proposals that directly impact the County, its programs, operations, resources, budget, and its residents. Under these Platforms and Policy No. 7.030, the County can proactively respond to emerging State and federal matters in a timely, uniform, and effective manner. As urgent matters arise throughout the legislative session that pose a substantial concern to the County's operations and budget, to include issues that are not addressed by the State and Federal Legislative Platforms, the Chief Executive Officer will express the County's concerns to relevant State or federal partners.

### **Advocacy on Matters of Interest to the County**

The CEO-LAIR Sacramento and Washington, D.C. advocates, in collaboration with the CEO-LAIR legislative analysts, are designated to represent the Board and the County's interests based upon the policies contained in the current Board-adopted State Legislative Platform and Federal Legislative Platform.

Once the Board is notified of and/or approves the recommended County advocacy position, the CEO-LAIR Sacramento and/or Washington, D.C. advocates are then authorized to pursue advocacy on the legislation or budget item. These advocacy efforts will be coordinated by CEO-LAIR using the procedures outlined in this memo and Attachment I.

### **Adherence to Guidelines, Policies, and Procedures for Developing Advocacy Positions**

It is critical that the County present a coordinated strategy when representing County policies and positions in Sacramento and Washington, D.C. In order to avoid overlapping advocacy efforts and to maintain credibility, adherence to these guidelines and coordination with CEO-LAIR is critical and consistent with Policy No. 7.030.

The development of County policies and positions on State and federal legislation, and their representation by the CEO-LAIR Sacramento and Washington, D.C. advocates, requires close coordination and collaboration between the LAIR and County departments. This includes communication of recommended positions to CEO-LAIR for analysis, notifications to the Board through briefings or inclusion in a pursuit of position.

As part of the annual Management Appraisal and Performance Plan (MAPP) process, the Chief Executive Officer will report to the Board on the alignment of major legislative undertakings. The Chief Executive Officer's feedback may be included in the department head dashboard that is given to the Board as part of the annual MAPP review and rating process, like other operational feedback the Chief Executive

Officer provides related to department's budget performance history, and department's support of Board priorities, such as the Anti-Racism, Diversity, and Inclusion and Women and Girls initiatives.

### **In-Person and Virtual Advocacy in Sacramento and Washington, D.C.**

All County officials and department staff are required to coordinate, in advance, with CEO-LAIR on plans to participate in virtual or in-person advocacy meetings with legislators on County-related legislative or budgetary matters, roundtable discussions, and legislative hearings. In addition, County officials and department staff should provide CEO-LAIR with a draft copy of testimony in a timely fashion for review to ensure that the comments are consistent with Board-approved policy.

County officials and department staff must complete and email the attached form (Attachment II) to [legislativeaffairs@ceo.lacounty.gov](mailto:legislativeaffairs@ceo.lacounty.gov) ahead of advocacy-related travel to Sacramento and Washington, D.C. Advanced coordination is required to ensure consistency and to adequately keep the Board informed of the County's State and federal advocacy efforts.

### **Other Events with Elected Officials**

As a reminder, County officials must provide advanced notice to the appropriate Supervisor(s), the Executive Office of the Board, and the Chief Executive Officer, with a copy to CEO-LAIR, about any event proposed by an elected official where a County employee will participate in their official capacity. For more information, review the following memo: [Notification of Elected Officials](#).

### **State and Federal Legislation Tracked by the County of Los Angeles**

For the status of all County-advocacy legislation and legislation of interest to the County, visit the Legislative Tracking System at: <https://ceo.lacounty.gov/county-of-los-angeles-legislative-tracking-system/>.

Your cooperation, collaboration, and timely responses are fundamental to the coordination and effectiveness of the County's advocacy program in Sacramento and Washington, D.C.

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](mailto:aovalle@ceo.lacounty.gov). Your staff can also contact your CEO legislative analyst (Attachment III).

JMN:JG:ACO  
AM:dr

Attachments

**Guidelines for Department Recommendations for County Advocacy Positions**

**Advocacy of the County's Interests:** The Chief Executive Office – Legislative Affairs and Intergovernmental Relations branch's (CEO-LAIR) Sacramento and Washington, D.C. advocates represent the County's interests based upon the policies contained in the current Board-adopted [State Legislative Platform](#) and [Federal Legislative Platform](#). Once the Board is notified of and/or approves the County position on legislation and budget items of interest, the CEO-LAIR Sacramento and Washington, D.C. advocates are then authorized to advance the County's position. These advocacy efforts will be coordinated by CEO-LAIR, in collaboration with impacted departments.

When requested to provide testimony at legislative hearings, departments must notify CEO-LAIR of the request ahead of the hearing, as well as provide draft remarks in a timely manner for review and feedback, to ensure that the remarks are in line with Board-approved policy.

**Advocacy Recommendations Consistent with Existing Policies:** When a department's recommended advocacy position is consistent with existing Board-approved policy, as adopted in the State Legislative Platform and/or the Federal Legislative Platform, the CEO-LAIR legislative analysts will work with impacted departments to prepare a pursuit of County advocacy position for inclusion in a Sacramento or Washington, D.C. Update to the Board.

The Sacramento or Washington, D.C. Updates provide the Board notification of new advocacy positions that the County is pursuing based on existing policy. The Updates include an overview of the bill's main provisions, potential County impact, support and opposition of the proposed legislation, and reference to the existing policy that supports the recommended advocacy position.

**Advocacy Recommendations Where There Is No Existing Policy/Need for Board Direction:** If there is not an existing Board-approved policy to support a department's recommended advocacy position on legislation or a budget item, an analysis of the issue will be prepared by CEO-LAIR in coordination with the impacted departments. The analysis of the policy issue must include the fiscal, programmatic, and service impacts on the County and impacted departments, and recommended County advocacy position. The analysis will be distributed to the Board offices for their consideration.

If a member of the Board places a motion on a Board Agenda recommending an advocacy position, it is the responsibility of CEO-LAIR, in coordination with impacted departments, to prepare a fact sheet on the impact of the motion, when appropriate.

**Guidelines for Responsiveness to Board Agenda Items on Legislation**

Special attention is required when legislative items are placed on a Board meeting agenda. In preparation for the Board meeting, your department should provide your CEO-LAIR legislative analyst with Agenda-related information before 12:00 p.m. on the Thursday before the Tuesday meeting, for items on the regular Board Agenda. For items on the Supplemental Agenda (Green Sheet), the deadline is 9:30 a.m. on the Monday before the Tuesday Board meeting. It is the intent of CEO-LAIR to provide the Board with fact sheets no later than 12:00 p.m., the day before Board meetings.

This timeline may require departments that are closed on Fridays to make special arrangements to comply with this requirement. It will also require close coordination between CEO-LAIR, impacted departments, Board offices, and the Executive Office of the Board to identify legislative agenda items that may be placed on the Green Sheet as early as possible, in order to immediately begin the analysis. If CEO-LAIR does not receive the requested information by the deadlines, it will be noted in the fact sheet to the Board.

**Regulatory or Other Administrative Matters**

At times, for policy issues of the highest priority to the County, there may be opportunities to provide feedback, based on subject matter expertise, on regulatory or other administrative matters, such as proposed agency rule changes and executive orders. The CEO-LAIR legislative analysts will collaborate with impacted departments to prepare draft comments expressing the County's analysis of the regulatory or other administrative matters. To ensure consistency with the County's advocacy efforts and existing Board-approved policy, departments are asked to coordinate with their CEO-LAIR legislative analyst and County Counsel on the final review of comments before they are submitted for public comment.

**Guidelines for County Commissions and Other Advisory Bodies**

Pursuant to [Policy 7.030](#) of the Board of Supervisors Policy Manual, County committees, commissions, and other advisory bodies (commissions) seeking to recommend that the Board take a position on State or federal legislation or budget items must first submit their recommendations to CEO-LAIR. This Office will review the commission's recommendation to determine if it is consistent with existing policy prior to a commission's placing the recommendation for a County advocacy position on the commission's meeting agenda. Upon completion of the review, CEO-LAIR will provide a copy of the bill's summary and findings to the committee, commission, or advisory body ahead of the commission meeting where the recommendation will be considered. Should the commission adopt the recommendation that the Board take a support or oppose position on legislation or budget proposals, that recommendation would then be transmitted to the Board, along with a copy of the CEO-LAIR's Memo of Findings, via a letter from the Commission.

**Requests for County Advocacy by Non-County Entities**

At times, departments or commissions may receive requests for the County to take an advocacy position on legislation or budget proposals from professional associations or advocacy groups. A department must submit those requests to CEO-LAIR for review in a timely fashion, along with the department's analysis of the legislation or budget proposal. CEO-LAIR will analyze the bill or budget proposal and will determine if the requested position is consistent with existing policy and the Board's priorities. If the request is consistent with existing policy and the Board's priorities, CEO-LAIR will notify the Board of CEO-LAIR's recommendation and prepare a pursuit of County advocacy position for inclusion in a Sacramento or Washington, D.C. Update to the Board.

**Requests for Advocacy Letters or Advocacy on Other Platforms:** To ensure consistency of the County's advocacy efforts, it is important for departments to coordinate with CEO-LAIR on all requests for the County or County department to provide or participate in advocacy letters or other platforms. This includes advocacy on legislative or budget items which the County has taken an advocacy position. Other platforms include coalition advocacy letters, social media, quotes for press releases or media advisories, sign-on efforts via websites, and public speaking engagements.

If your department is considering engaging on legislation or budget proposals via these platforms or amplifying external partners messaging, please contact CEO-LAIR for guidance and assistance before engaging in legislative advocacy activities via these platforms. CEO-LAIR will advise the department on a case-by-case basis based on the guidance outlined below and determine whether the request aligns with the County's advocacy positions, legislative policies and advocacy strategies

**Travel to Sacramento or Washington, D.C. for the week of: \_\_\_\_\_**

Email to: [legislativeaffairs@ceo.lacounty.gov](mailto:legislativeaffairs@ceo.lacounty.gov)  
 CEO Legislative Affairs &  
 Intergovernmental Relations

Phone: (213) 974-1100

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

County Department: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Date(s) of Travel		Employee Name	Destination	Purpose of Travel <sup>1</sup> (Meetings and Name of Legislators <sup>2</sup> )
From	To			

Notes: <sup>1</sup> Travel form should be submitted only when travel is due to legislative or advocacy purposes.  
<sup>2</sup> If meeting with legislators, or members of the Administration, provide the meeting list and topics to the analyst appointed to your department.



# Legislative Affairs & Intergovernmental Relations

## Legislative Analysts

Adam Smith  
Cameron Gil  
Griselda Núñez Herrera  
Jonathan Kraus  
Jose Chew  
Sarkis Semerdjyan  
Traci Kawaguchi

[ASmith@ceo.lacounty.gov](mailto:ASmith@ceo.lacounty.gov)  
[CGil@ceo.lacounty.gov](mailto:CGil@ceo.lacounty.gov)  
[GNunezherrera@ceo.lacounty.gov](mailto:GNunezherrera@ceo.lacounty.gov)  
[JKraus@ceo.lacounty.gov](mailto:JKraus@ceo.lacounty.gov)  
[JChew@ceo.lacounty.gov](mailto:JChew@ceo.lacounty.gov)  
[SSemerdjyan@ceo.lacounty.gov](mailto:SSemerdjyan@ceo.lacounty.gov)  
[TKawaguchi@ceo.lacounty.gov](mailto:TKawaguchi@ceo.lacounty.gov)

## Sacramento Advocates

Andi Liebenbaum  
John Skoglund  
Mark Isaac Isidro  
Martha Guerrero

[ALiebenbaum@ceo.lacounty.gov](mailto:ALiebenbaum@ceo.lacounty.gov)  
[JSkoglund@ceo.lacounty.gov](mailto:JSkoglund@ceo.lacounty.gov)  
[MIsidro@ceo.lacounty.gov](mailto:MIsidro@ceo.lacounty.gov)  
[MGuerreo@ceo.lacounty.gov](mailto:MGuerreo@ceo.lacounty.gov)

County Department	Legislative Analyst	Sacramento Advocate
Aging and Disabilities	Griselda Núñez Herrera	Martha Guerrero
Agricultural Commissioner / Weights & Measures	Jonathan Kraus	Mark Isaac Isidro
Alternate Public Defender	Adam Smith	John Skoglund
Animal Care & Control	Jonathan Kraus	Mark Issac Isidro
Arts and Culture	Griselda Núñez Herrera	Martha Guerrero
Assessor	Jose Chew	Mark Issac Isidro
Auditor-Controller	Jose Chew	Mark Issac Isidro
Beaches & Harbors	Cameron Gil	Mark Issac Isidro
Child Support Services	Jose Chew	Martha Guerrero
Children & Family Services	Jose Chew	Martha Guerrero
Consumer & Business Affairs <ul style="list-style-type: none"> <li>• Office of Cannabis Management</li> <li>• Office of Immigrant Affairs</li> </ul>	Jonathan Kraus	Mark Issac Isidro
County Counsel	Jonathan Kraus	Andi Liebenbaum
District Attorney	Adam Smith	John Skoglund

<b>County Department</b>	<b>Legislative Analyst</b>	<b>Sacramento Advocate</b>
Economic Opportunity	Traci Kawaguchi	Mark Issac Isidro
Executive Office, Board of Supervisors • Chief Sustainability Office	Jose Chew • Cameron Gil	Mark Issac Isidro • Mark Issac Isidro
Fire	Traci Kawaguchi	John Skoglund
Health Services • Office of Diversion and Reentry	Sarkis Semerdjyan • Adam Smith	Andi Liebenbaum • John Skoglund
Human Resources	Jose Chew	Andi Liebenbaum
Internal Services	Amanda Meere	Mark Issac Isidro
Justice, Care, and Opportunities	Adam Smith	John Skoglund
LA County Library	Jonathan Kraus	Mark Issac Isidro
Medical Examiner - Coroner	Sarkis Semerdjyan	John Skoglund
Mental Health	Sarkis Semerdjyan	Andi Liebenbaum
Military & Veterans Affairs	Jonathan Kraus	Mark Issac Isidro
Museum of Art	Jonathan Kraus	Martha Guerrero
Natural History Museum	Jonathan Kraus	Martha Guerrero
Parks and Recreation	Cameron Gil	Mark Issac Isidro
Probation	Adam Smith	John Skoglund
Public Defender	Adam Smith	John Skoglund
Public Health • Office for the Advancement of Early Care and Education	Sarkis Semerdjyan	Andi Liebenbaum • Martha Guerrero
Public Social Services	Griselda Núñez Herrera	Martha Guerrero
Public Works	Cameron Gil	John Skoglund
Regional Planning	Traci Kawaguchi	John Skoglund

<b>County Department</b>	<b>Legislative Analyst</b>	<b>Sacramento Advocate</b>
Registrar-Recorder/County Clerk	Jonathan Kraus	Andi Liebenbaum
Sheriff	Adam Smith	John Skoglund
Treasurer and Tax Collector	Jose Chew	Mark Issac Isidro
Youth Development	Adam Smith	John Skoglund

<b>Chief Executive Office</b>	<b>CEO Legislative Contact</b>	<b>Sacramento Advocate</b>
Anti-Racism, Diversity, and Inclusion	Griselda Núñez Herrera	Andi Liebenbaum
Census / Redistricting	Jonathan Kraus	Martha Guerrero
Chief Information Office	Amanda Meere	Andi Liebenbaum
Community Safety Implementation Team	Adam Smith	John Skoglund
Compensation, Benefits, and Pensions	Jose Chew	Andi Liebenbaum
Department of Justice Compliance	Adam Smith	John Skoglund
Digital Divide Regional Strategy	Amanda Meere	Mark Issac Isidro
Employee Relations	Jose Chew	Andi Liebenbaum
Homeless Initiative and Affordable Housing	Traci Kawaguchi	Martha Guerrero
Office of Emergency Management	Traci Kawaguchi	John Skoglund
Poverty Alleviation Initiative	Griselda Núñez Herrera	Martha Guerrero
Probation Compliance Office	Adam Smith	John Skoglund
Risk Management / Workers' Compensation	Jose Chew	Andi Liebenbaum

<b>Offices / County-Related Agencies</b>	<b>CEO Legislative Contact</b>	<b>Sacramento Advocate</b>
Development Authority	Traci Kawaguchi	Andi Liebenbaum
Employee Retirement Association	Jose Chew	Andi Liebenbaum
Los Angeles County Affordable Housing Solutions Agency	Traci Kawaguchi	Martha Guerrero
Metro	Cameron Gil	John Skoglund
Office of Child Protection	Jose Chew	Martha Guerrero
Office of Education	Jonathan Kraus	Martha Guerrero
Office of Food Systems	Griselda Núñez Herrera	Martha Guerrero
Office of the Inspector General	Adam Smith	John Skoglund
Superior Court	Adam Smith	Andi Liebenbaum

<b>Committees / Commissions / Councils</b>	<b>CEO Legislative Contact</b>	<b>Sacramento Advocate</b>
Alcohol and Other Drugs	Sarkis Semerdjyan	Andi Liebenbaum
Arts Commission	Griselda Núñez Herrera	Martha Guerrero
Children and Families	Jose Chew	Martha Guerrero
Countywide Criminal Justice Coordination Committee (CCJCC)	Adam Smith	John Skoglund
Disabilities	Griselda Núñez Herrera	Martha Guerrero
Domestic Violence Council	Sarkis Semerdjyan	Martha Guerrero
HIV	Sarkis Semerdjyan	Andi Liebenbaum
Insurance	Jonathan Kraus	Mark Issac Isidro
Local Governmental Services	Jonathan Kraus	John Skoglund
Mental Health	Sarkis Semerdjyan	Andi Liebenbaum
Native American Indian	Griselda Núñez Herrera	Andi Liebenbaum
Public Health Commission	Sarkis Semerdjyan	Andi Liebenbaum
Small Business	Traci Kawaguchi	Mark Issac Isidro