



## COMMISSION ON HUMAN RELATIONS

### LOS ANGELES COUNTY

*"Enriching lives through effective and caring service"*

August 14, 2017

## MEMORANDUM TO THE COMMISSIONERS

FROM: Isabelle Gunning, President

SUBJECT: Commission Meeting- Monday, August 14, 2017

Our Commission will meet on Monday, August 14, 2017 at 12:30 p.m., at 3175 W. Sixth Street, Teamwork Conference Room 301 (3<sup>rd</sup> Floor), Floor, Los Angeles, California.

Enclosed is the Agenda, Draft Minutes of July 10, 2017 meeting and other pertinent information for your review and approval.

If you are unable to attend the meeting, please call Grace Löwenberg at (213) 639-6089 no later than **9:00 a.m., Monday, August 14<sup>th</sup>!**

*Please ensure you have your Photo ID to enter the premises or you will need to sign in the reception area/security guard. Thanks.*

See you **Monday!**

*(Parking is available on 523 Shatto Street, 4<sup>th</sup> and Shatto. Park on Level 3 and above.)*

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#### Human Relations Commissioners

Isabelle Gunning, Esq.  
President

Melina Abdullah, Ph.D.  
Jarrett T. Barrios, Esq.

Ilan Davidson  
Vice Presidents

Ashlee Y. Oh  
Vice President/Secretary

Cynthia Anderson Barker, Esq.  
Michael Gi-Hao Cheung  
Ilan Davidson  
Adrian Dove  
Porter Gilberg  
Preeti P. Kulkarni  
Samuel Liu  
Daisy Ma  
Guadalupe G. Montaño  
Sandra E. Thomas, Ph.D.

Honorary Members  
Vito Cannella  
Philip R. Valera  
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Human Relations Staff  
Robin S. Toma, Esq.  
Executive Director

Elena Halpert-Schilt  
Assistant Executive Director

#### Intergroup Relations Specialists

Kevin Coleman  
Gustavo Guerra Vasquez  
Sikivu Hutchinson  
Yuisa Gimeno  
Monica Lomeli  
Juan Carlos Martinez  
RiKu Matsuda  
Josh Parr  
Gustavo Partida  
Ray Regalado  
Fidel Rodriguez  
Clifton Trotter  
Marshall Wong

#### Administrative Staff

Grace Löwenberg  
Barbara Nolen  
Emily Pacheco  
Sharon Williams

Dispute Resolution Program  
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#### Community and Senior Services

Cynthia Banks  
Director

Otto Solorzano  
Chief Deputy Director  
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#### Board of Supervisors

Hilda Solis  
First District

Mark Ridley-Thomas  
Second District

Sheila Kuehl  
Third District

Janice Hahn  
Fourth District

Kathryn Barger  
Fifth District

Sachi A. Hamai  
Chief Executive Officer



Los Angeles County Commission on Human Relations  
3175 W. Sixth Street, Ste. 400, Los Angeles, CA 90020  
(213) 738-2788

## **A G E N D A**

### **MEETING OF THE COMMISSION/EXECUTIVE COMMITTEE**

**August 14, 2017 – 12:30-2:00 pm.**

**Ray Bartlett/Teamwork Conference Room 301 – L.A. County WDACS (CSS) Building  
3175 W. Sixth Street, Los Angeles, CA 90020**

**Our mission: to transform prejudice into acceptance, inequity into justice, and hostility into peace**

- 1. Call to Order/Flag Salute and Moment of Silence**
- 2. Review/Approval of Minutes\***
- 3. Public Comment**
- 4. President's Report**
  - 4.1. Spotlight on a Commissioner
  - 4.2. Next Commission meeting on September 11th instead of September 5<sup>th</sup>\*
- 5. Executive Director's Report\***
  - 5.1. Recent Changes in Staffing and the Dispute Resolution Program\*
  - 5.2. Update on WDACS Reorganization
  - 5.3. Special Report on Post-Presidential Election Hate Crimes in LA County\*
  - 5.4. LACCHR Sponsorship of Resist Pride March\*
- 6. Committee Report**
  - 6.1. John Anson Ford (JAF) Human Relations Awards Event Committee
  - 6.2. Ad Hoc Committee on Policing and Human Relations\*
- 7. Action/Discussion Items**
  - 7.1. JAF Human Relations Awards\*
  - 7.2. Indigenous Peoples Day
  - 7.3. Commission's Place in the County Organizational Structure
  - 7.4. Hate Crime Rhetoric
  - 7.5. Strategic Retreat Follow Up
  - 7.6. Board Directive on Annual Report and Sunset Review of Commissions\*
- 8. Commissioner's Comments/Announcements (2 minutes per item)**
- 9. Adjournment (2:00)**

**Note:** The following Commissioners will be participating by conference telephone communication from the following locations: Ashlee Oh, 500 W. Temple St., Ste. 493, Los Angeles, CA 90012; (213) 974-2326; Sandra Thomas, 3544 Canon Blvd., Altadena, CA 91001, (626) 399-5007.

*Para mas información en español, favor de comunicarse al (213) 738-2788.*

\* Denotes that this agenda packet includes written material regarding this agenda item.

\*\* All committee reports are to be submitted in writing in advance for the agenda packet whenever possible. Meetings are held in English. If interpretation in other languages or accommodations for persons with disabilities are needed, please contact the Commission at (213) 738-2788 at least 3 business days before the meeting. The meetings of the Human Relations Commission are accessible to persons with disabilities. Access to the facility is via the Sixth Street entrance.



# Los Angeles County Commission on Human Relations

3175 W. Sixth Street, 4<sup>th</sup> Floor  
Los Angeles, California, 90020  
<http://www.lahumanrelations.org>

(213) 738-2788

## [PROPOSED] MINUTES COMMISSION ON HUMAN RELATIONS

Commission Meeting of July 10, 2017

Workforce Development Aging and Community Services (WDACS)  
3175 W. Sixth Street, Los Angeles, California 90020  
Rm 301 CSS Teamwork/Ray Bartlett Conference Room

PRESENT:	Melina Abdullah Cynthia Anderson-Barker Adrian Dove Porter Gilberg Isabelle Gunning	Preeti Kulkarni Samuel Liu Sandra Thomas (By Phone)
ABSENT:	Jarrett Tomas Barrios Michael Gi-Hao Cheung Ilan Davidson	Daisy Ma Guadalupe Montaña Ashlee Oh
STAFF:	Tisha Boyd Gustavo Guerra Vasquez Grace Löwenberg Sandra Mitchell	Emily Pacheco Raymond Regalado Clifton Trotter

1. **Call to Order/Flag Salute and Moment of Silence:** Commission President Isabelle Gunning called the meeting to order, and a quorum of the Commission was established with 8 commissioners present. Commissioner Kulkarni led the pledge of allegiance. A moment of silence was observed.

**Approval of Minutes:** The minutes of the Commission's strategic retreat were presented for review and approval. After a brief discussion, the Commission requested that a portion of the minutes include additional detail related to the Commission's duties as defined by County Code. The additional detail that should be included, which was discussed at the Strategic Retreat, consisted of the following:

The overall discussion of agenda item 7 sought to provide further information on the relationship between the Commission, Commission staff, and County government. Commissioners were particularly interested in understanding how the Commission can urge the adoption of legislation, while being sure not to violate any county policy, ethical or legal considerations. Executive Director Toma explained that the Commission serves in an advisory role to the Board of Supervisors on

human relations matters, including legislation; and only the Board can take the official county position on legislation. While the Commission and staff can provide education on particular issues or ballot measures, the Board can urge the general public to vote in a particular way, as was the case for Proposition 54, a state ballot measure that proposed outlawing government collection of data regarding race, color, ethnicity, creed or national origin.

Additionally, the Commission corrected the spelling of various words and removed parentheticals that were inadvertently included.

With the edits discussed above, the Commission approved the minutes of June 5, 2017.

It was moved by Commissioner Kulkarni, and seconded by Commissioner Thomas, to approve the minutes of June 5, 2017, as amended. The motion carried with seven votes in favor (Kulkarni, Thomas, Gunning, Dove, Anderson-Baker, Abdullah, and Liu) and one abstention (Gilberg).

2. **Public Comment:** No public comment was received.

3. **President's Report:** Commission President Gunning provided the following report:

3.1 **Spotlight on a Commissioner:** The Spotlight on a Commissioner will continue at the next scheduled meeting. Commissioner Liu will be the next commissioner to be featured.

3.2 **Brief reflections on the recent Commissioners' Strategic Retreat:** Before discussing the strategic retreat, Commission President Gunning provided a brief report on her attendance at the LA Youth Poet Laureate event held on June 10. She has attended the event for the last three years.

President Gunning noted that the Commission's strategic retreat covered many issues and topics. Some issues will be brought back to the Commission for further discussion because time did not allow for adequate discussion to take place at the retreat. In particular, the Commission will have additional time to discuss the current organizational structure and proposed changes to that structure.

3.3 **Next Commission Meeting:** Due to scheduling conflicts, commissioners agreed to hold the next Commission meeting on August 14, 2017, and not the first Monday. Additionally, President Gunning asked Commissioners to consider holding the September meeting on September 11, since the first Monday will fall on the Labor Day holiday.

4. **Executive Director's Report:** Executive Director Toma was not present at the meeting. Commission staff were present to provide the program update on his behalf.

4.1 **Youth Human Relations Leadership Retreat:** Commission staff member Gustavo Guerra Vasquez provided a report on the annual youth retreat which aims to accomplish the Commission's multi-year goal of bringing at least 60 youth from all over the County to become leaders and leading human relations change efforts in their own schools and communities. This year over 20 students from 11 schools, representing all five

supervisory districts, attended the retreat at Thousand Pines in Crestline, California on June 12, 2017. Commission staff members Gustavo Partida, Monica Lomeli, and Fidel Rodriguez led trainings and discussions on human relations, “isms,” phobias, opportunities for change, 7 habits of highly effective people, classism and other topics. This year staff from the Probation Department were also in attendance and presented on “Hurt People Hurt People.”

During the retreat, youth identified ways to create change, developed vision boards, and participated in team building activities. The youth from this retreat will help to recruit additional youth to attend the Rise Up Conference scheduled for February 26, 2018. A list of schools that were represented is available.

- 4.2 LAUSD Human Relations Retreat:** Commission staff member Tisha Boyd presented on the LAUSD Human Relations Commission Retreat held on Saturday, July 8. The commission discussed commercial sex trafficking of minors, violent extremism, Islamophobia, bullying of LGBTQ students, and the Women’s Leadership Project (WLP). In particular, the LAUSD commission discussed expanding the WLP into the 3<sup>rd</sup> district.

- 4.3 JAF Awards Update and Recent Changes in Dispute Resolution Program:** Commission staff member Ray Regalado presented on the current status of the 2017 JAF Awards Event. The event will be held on October 10. A reception will be held at 11 a.m. and a presentation at the Board of Supervisors at 1 p.m. in the afternoon. The reception will be held on the 8<sup>th</sup> floor balcony overlooking the Grand Park Area. Staff has scheduled a meeting to review nominations, which will then be forwarded to the Commission for consideration. Staff continues to welcome nominations from the Commission.

Due to time constraints, the update on the Dispute Resolution Program did not take place.

## **5. Committee Report**

- 5.1 Ad Hoc Committee on Policing and Human Relations:** The committee did not meet prior to the Commission meeting, but is scheduled to meet next month. Commissioner Abdullah provided a brief update on the status of the Women’s and LGBTQ hearing scheduled for September 23, at L.A. Trade Tech College from 2:00 p.m. until 5:00 p.m. Child care is expected to be available on campus, and parking will be free. Additionally, staff is currently working to obtain the help of two consultants to assist with the development of the final report. More information will be provided after the committee meets in August.

## **6. Action/Discussion Items**

- 6.1 Creation of the Ad Hoc Committee on LACCHR Code of Conduct and appointment of chair and membership:** President Gunning advised the Commission that at the strategic planning retreat Commissioner Barrios volunteered to chair a committee that will work to revise the Commission’s Code of Conduct. The purpose of this item was to formally establish and appoint the membership of the committee.

Commissioner Barrios will chair the committee, and Commissioner Gilberg agreed to serve as a member.

- 6.2 Commission's Place In the County Organizational Structure:** In consideration of limited time, Commissioner Dove agreed to discuss this item at a future meeting when the Executive Director is present. Commissioner Dove will not be available for the August 14 meeting, and this item may be postponed until he is able to participate.

Commissioner Dove also requested that a discussion take place related to the 4<sup>th</sup> Amendment, which provides that people are to be presumed innocent until proven guilty. He expressed concern that, as of late, the media has presumed many people guilty rather than innocent.

Additionally, Commissioner Abdullah requested that a discussion take place regarding the Commission's annual hate crime report, and the possibility of tracking not only incidents that rise to the level of a crime but also hate rhetoric and micro aggressions.

- 6.3 Special Presentation on the Implicit Bias Training for DPH and County:** Commission staff members, Sandra Mitchell and Clifton Trotter, presented on the CDC/DPH Ebola Grant Implicit Bias Training Project with a PowerPoint presentation. The overall presentation consisted of the following:

- The Human Relations Commission began its collaboration with the Department of Public Health through the help of former Commission Assistant Executive Director Elena Halpert-Schilt.
- The grant funded the development of a training curriculum to address and reduce implicit bias in public health employees.
- The need arose after the 2014-16 Ebola Outbreak, during which prejudice and bias increased against those who traveled to and from countries in Africa.
- The curriculum that was developed will be implemented via the County's online training database LearningNet.
- In addition, the Commission staff developed a research-based implicit bias guidebook that informs the training curriculum. Staff also wrote a Train-the-Trainer manual for DPH staff who will have responsibility for training managers and staff who do not have access to the LearningNet.
- The training includes de-biasing techniques, role playing and assessments, and 12 video vignettes demonstrating various settings/interactions where implicit bias may be present.
- The material developed through this grant will serve as the primary resource for the development of a countywide implicit bias training program for all County employees.
- A final presentation will be provided when the training is complete.


7. **Commissioner's Comments/Announcements:** No commissioner comments were received.
8. **Adjournment:** There being no further business, it was moved by Commissioner Dove, and seconded by Commissioner Anderson-Barker, to adjourn the meeting at 2 p.m.

Respectfully submitted,

Ashlee Oh, Vice President/Secretary

**HUMAN RELATIONS COMMISSION MEETING DATES**  
**3175 W. SIXTH ST., 3<sup>RD</sup> FLOOR, TEAM ROOM**  
**LOS ANGELES, CALIFORNIA , CA 90020**  
**12: 30 P.M.-2:00 P.M.**

**2017**



<b>January</b>	<b>9</b>
<b>February</b>	<b>6</b>
<b>March</b>	<b>6</b>
<b>April</b>	<b>3</b>
<b>May</b>	<b>8</b>
<b>June</b>	<b>5</b>
<b>July</b>	<b>10</b>
<b>August</b>	<b>14</b>
<b>September</b>	<b>11</b>
<b>October</b>	<b>2</b>
<b>November</b>	<b>6</b>
<b>December</b>	<b>No Commission Meeting</b>

***\* Legal/Religious Holidays.***







Los Angeles County

# Commission on Human Relations

Workforce Development, Aging and Community Services  
County of Los Angeles,  
3175 W. Sixth Street, Ste. 400  
Los Angeles, California 90020  
(213) 738-2788

*"Our mission is to transform prejudice into acceptance, inequity into justice, and hostility into peace."*

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August 14, 2017

To: **COMMISSIONERS**

From: Robin Toma, Executive Director

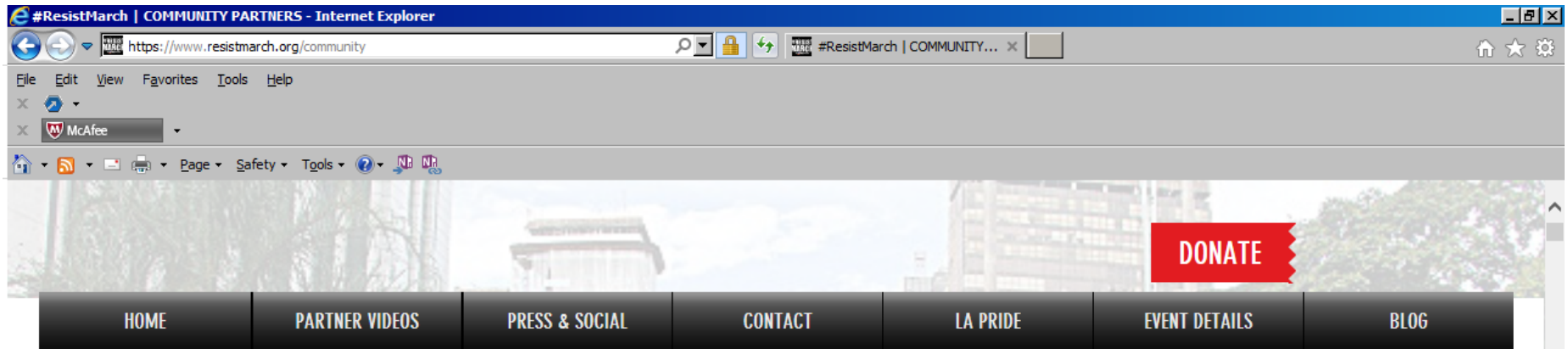
Re: **Report for Commission Meeting**

1. **Recent changes in Staffing and the Dispute Resolution Program** (*Agenda Item 5.1*): With Elena Halpert-Schilt's retirement, we went through a process that included interviews of several high ranking staff in the top band on the eligibility list for that position in the department. The result of that process was the selection of Robert Sowell, former Commission staff manager who had left to lead/coordinate the WDACS department-wide Cultural Transformation Initiative. (You may recall that Robert facilitated our recent strategic retreat.) We are very pleased to have him back in our branch and on our Commission staff!

The L.A. County Bar Association (LACBA), a longtime contractor and partner in our county Dispute Resolution Program (DRP), withdrew from its DRP contract as of June 30<sup>th</sup>. During the preceding months, department contract staff worked with our staff manager for DRP, Ray Regalado, to go through a process which resulted in the selection of two organizations to take over LACBA's responsibilities for day of court hearings and community mediation work.

2. **Special report on Post-Election Hate Crimes in L.A. County** (*Agenda Item 5.3*): Since Election Day, 2016, our Commission has been contacted repeatedly by press and an array of concerned elected officials, community leaders and organizations wanting to know if Los Angeles County experienced an increase in hate crime as a result of the presidential election. This special report will share our findings.
3. **LACCHR Sponsorship of Resist Pride March** (*Agenda Item 5.4*): The day after the Strategic Retreat, staff was able to locate the point person and submit our logo and statement in sponsorship of the LA Pride/#Resist march. We have verified that both our logo and statement of support was included in their website; the relevant pages are included in your agenda packet.

4. **JAF Human Relations Awards** (*Agenda Item 7.1*): The Commission's JAF Awards Event Committee met and the recommended slate of awardees will be presented by the committee at the meeting for Commission action.
5. **Hate Crime Rhetoric** (*Agenda Item 7.4*): We will discuss this item raised at the last Commission meeting in the context of our efforts to not only report on hate crime, but to take into account the wide range of hate-motivated hostility that has been reported since the November elections.



(check back daily for additions)

[CLICK HERE TO ADD YOUR ORGANIZATION](#)



## BIENESTAR

BIENESTAR has been the forefront for Latino LGBTQ advocacy since 1989. Creating a home and a safe haven for many. Our mission has been to provide education and services for a better BIENESTAR for LGBTQ Latino individuals and other underserved communities. We will come together on June 11, 2017 to resist against the violation of all Human Rights. We are strong and love will persist.



## CALIFORNIA ENDOWMENT

Daniel Zingale, Sr. VP of California Endowment and former Political Director HRC

The health and safety of millions of Californians are threatened by what is happening in Washington DC right now. Our most basic rights now depend on our standing up

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## HUMAN RELATIONS

Robin S. Toma, Esq. Executive Director

We at the L.A. County Commission on Human Relations are proud to support LA Pride/Resist March parade this Sunday, June 11th! We call upon everyone who cares about human rights to join the Resist March and its outreach to those of us who have had to face a new level of hostility and hate because of our sexual orientation or religion, our gender or gender identity, our race/ethnicity or country of origin, and/or our immigration status (actual or perceived). We are all part of this wonderfully diverse community we call Los Angeles County, and we encourage our partners and supporters to march starting at Hollywood and Highland, to become part of our efforts to "transform prejudice into acceptance, inequity into justice, and hostility into peace!" Together we are stronger!

San Fernando Valley

SAN FERNANDO VALLEY LGBT  
COMMUNITY CENTER



Los Angeles County

# Commission on Human Relations

Department of Workforce Development, Aging Community Services  
3175 West Sixth Street, Suite 406  
Los Angeles, CA 90020

(213) 738-2788

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## Ad Hoc Committee on Policing and Human Relations

### Meeting Notice

Monday August 14, 2017  
11:00 a.m.

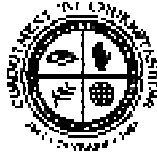
Department of Workforce Development, Aging Community Services  
3175 West Sixth Street, Teamwork Room 301  
Los Angeles, California 90020

Members: Commissioners Melina Abdullah (Chair), Cynthia Anderson-Barker, Adrian Dove, Isabelle Gunning, Sandra Thomas

Staff: Robin Toma, Ray Regalado, Yuisa Gimeno, Joshua Parr, Emily Pacheco

### AGENDA

1. Women/LGBTQ Hearing Preparations Update
2. Location and Staffing
3. Anchor Organizations
4. Academic Partner for Post-Hearing Project Discussion



# JOHN ANSON FORD AWARDS Ad Hoc COMMITTEE

## of the Los Angeles County Human Relations Commission

August 3, 2017  
10:00am  
3175 West Sixth Street  
Vision Room 300  
Los Angeles, CA 90020  
Teleconference

Members: Ashley Oh, Chair; Sam Liu, Guadalupe Montañó (absent), Ilan Davidson (absent)

Staff: Robin Toma, Robert Sowell, Ray Regalado and Yuisa Gimeno

## NOTES

### New Business

#### I. Review Nominees

Committee discussed all submitted nominees and developed a proposed slate to be presented to the full Commission for review and approval. **(See attached slate.)**

The L.A. Justice Fund was a nominee that would be considered for JAF 2018 because its services haven't started yet.

Robin would follow-up with Commissioner Davidson to discuss why his nominee, South Bay Interfaith Council, wasn't selected.

#### II. Staff Update on event timeline and logistics

Commissioner Oh stated that event timeline looked good. She requested that some type of commemoration of the 25<sup>th</sup> anniversary of the 1992 L.A. uprising be held at the event. Commissioner Oh would also like to include key stakeholders in the invitee list and aim to have 100% attendance by the Commissioners.

Yuisa and Ray reported that a walk through with 2<sup>nd</sup> District staff and ISD staff took place on July 26<sup>th</sup> to go over set-up logistics for the October 10<sup>th</sup> event on the 8<sup>th</sup> floor balcony of Hall of Administration.

III. Status update of board approval for district nominees

Robin stated that the Board of Supervisors doesn't have a history of rejecting Commission nominations. This item wasn't discussed at length since the overall proposed slate hadn't been presented to the full Commission.

IV. Other

Commissioner Oh requested that staff type up the proposed slate and talking points for the presentation to the full Commission.

Para mas información, favor de comunicarse al (213) 738-2788. Meetings are held in English. If interpretation in other languages or accommodations for persons with disabilities are needed, please contact the Commission at (213) 738-2788 at least 72 hrs. before the meeting. The meetings of the Human Relations Commission are accessible to persons with disabilities. If you require information regarding the accessibility, please contact (213) 738-2788.

### JAF Committee's Proposed Slate for 2017 JAF Human Relations Awards

SUPERVISORIAL DISTRICT	#1 CHOICE	#2 CHOICE
1	<p><b>Santee High School's Gay Straight Alliance (GSA) Club program</b> in South L.A. led efforts to establish L.A.'s first all-gender bathroom at a public school despite fierce opposition. Students gathered over 700 signatures among stakeholders and presented their request to LAUSD administrators and got it approved through district channels. Despite tactics and arguments used by opponents of "All-gender" bathrooms, as of almost 1 year of implementation, the "All-Gender" bathroom at Santee Education Complex has been described by administrators as one of the cleanest bathrooms in the school and more importantly ZERO complaints of sexual harassment in said bathroom have been filed. In the meantime the designation has helped multiple students on their campus to use the bathroom in peace and not have to skip doing some of their basic human necessities or risk harassment.</p> <p><a href="http://www.latimes.com/local/education/la-me-edu-gender-neutral-bathroom-20160413-snap-htmlstory.html">http://www.latimes.com/local/education/la-me-edu-gender-neutral-bathroom-20160413-snap-htmlstory.html</a></p> <p><a href="http://www.independent.co.uk/news/world/americas/fights-break-out-over-la-s-first-gender-neutral-school-bathroom-a6994571.html">http://www.independent.co.uk/news/world/americas/fights-break-out-over-la-s-first-gender-neutral-school-bathroom-a6994571.html</a></p>	<p><b>Legacy L.A.'s "Though Our Eyes" program</b> is a youth-developed training for law enforcement. Its goal is to allow police to see themselves through the eyes of the community to improve police-community relations and build youth leadership and self-advocacy. The training is designed, led and implemented by youth that live in the Ramona Gardens housing projects, Lincoln Heights and East L.A.</p> <p><a href="http://legacyla.org/">http://legacyla.org/</a></p>



2	<p><b>Community Coalition’s 25<sup>th</sup> Anniversary of the 1992 LA Uprising Art Exhibit project</b> leveraged the anniversary to learn about the social injustices and racial inequities at the roots of the uprising, recognize the role of people power through organizing and civic engagement that has led to progressive change, while bringing attention to the unfinished business, and core solutions needed to address them.</p> <p>Throughout the month of April, Community Coalition was transformed into a <a href="http://cocosouthla.org/LAUprising/">living art and education museum</a> and a destination site for South LA residents and beyond. The exhibition “Justice Re-Imagined” included new commissioned pieces as well as loaned art from local and national artists. At least 2/3 of the art was from South LA artists. The message of the art conveyed hope, empowerment, and empathy.</p> <p><a href="http://cocosouthla.org/LAUprising/">http://cocosouthla.org/LAUprising/</a></p> <p><a href="https://www.nytimes.com/2017/04/25/us/california-today-la-riots.html">https://www.nytimes.com/2017/04/25/us/california-today-la-riots.html</a></p>	<p><b>New Earth’s Mentorship Program</b> provides mentor-based arts, educational, and vocational programs that empower juvenile justice and system involved youth. New Earth’s FLOW (Fluent Love of Words) classes enhance social-emotional development by encouraging self-expression via creative writing and student presentations in a peer group setting. New Earth currently serves 500 young people per week, mostly Latino and African American youth and young adults, who are or have been recently incarcerated in Los Angeles County detention facilities and placement homes and in the Orange County Juvenile Hall. Through this program, they receive career training, jobs, a fully accredited High School education program, mentorship, case management, nature expeditions, arts programming and wrap-around services that help them re-enter their communities with all the support and nurturing they need to make a successful transition. <a href="https://newearthlife.org">https://newearthlife.org</a></p> <p><a href="http://www.cnn.com/videos/us/2017/07/13/heroes-grammer-mixed.cnn/video/playlists/2017-cnn-heroes/">http://www.cnn.com/videos/us/2017/07/13/heroes-grammer-mixed.cnn/video/playlists/2017-cnn-heroes/</a></p>
3	<p><b>LA Pride/Christopher Street West’s #Resist March project</b>, LGBTQ pride month march pioneered the expansion of this traditional march for queer and transgender civil rights to include broader issues of immigrant’s rights, worker’s rights, human rights and civil liberties in light of Trump Administration’s policies. 25-35,000 participated, and was endorsed by Sup. Kuehl. <a href="http://www.latimes.com/local/lanow/la-me-ln-pride-resist-march-20170611-story.html">http://www.latimes.com/local/lanow/la-me-ln-pride-resist-march-20170611-story.html</a></p> <p><a href="https://www.lapride.org/news">https://www.lapride.org/news</a></p>	<p><b>Somos Familia Valle’s Youth and Parent Leadership Project.</b> Somos Familia Valle is the only LGBTQ people of color organization in the San Fernando Valley founded and led by immigrant youth that promotes the health and well-being of LGBTQ youth and social support and training for their parents or legal guardians. <a href="http://www.somosfamiliavalle.org/sfv-pride.html">http://www.somosfamiliavalle.org/sfv-pride.html</a></p> <p><a href="http://www.nbclosangeles.com/news/local/LGBT-Community-Rallies-After-Slaying-of-Gay-Son-374552181.html">http://www.nbclosangeles.com/news/local/LGBT-Community-Rallies-After-Slaying-of-Gay-Son-374552181.html</a></p> <p><a href="http://www.somosfamiliavalle.org/in-the-news.html">http://www.somosfamiliavalle.org/in-the-news.html</a></p>

4	<p><b>Educated Men of Meaningful Messages (EM3)</b> trains low income Cambodian at-risk youth in Long Beach in leading their peers to change behavior in themselves and others to end gender inequity, sexual and relationship violence, and all forms of oppression. EM3 is a project of St. Mary Hospital's Families in Good Health program, in partnership with the Center for the Pacific Asian Family. EM3 has identified and trained six youth leaders to work in the community and advocate for the movement to end sexual violence against women and children. Leaders have been trained to support and ally with women in spaces traditionally given to men. EM3 has sent these leaders to facilitate at CPAF's Annual "Violence-free Begins with Me" API Youth Forum, support Khmer Girl's in Action Prison to Pipeline initiative, and lead discussions in Californians for Justice's Network initiative to end racial justice.</p> <p><a href="https://www.facebook.com/EducatedMenwithMeaningfulMessages/">https://www.facebook.com/EducatedMenwithMeaningfulMessages/</a></p>	<p><b>Manhattan Beach Educational Fund's human relations project</b> in the local community that was born out of a racially-motivated firebombing of a Black family. <a href="http://mbef.org/2017/06/13/social-inclusion-mbusd/#more-10464">http://mbef.org/2017/06/13/social-inclusion-mbusd/#more-10464</a></p>
5	<p><b>Center for Conflict Resolution</b>, a longtime partner in L.A. County's Dispute Resolution Program, carried out <b>the Hindenburg Park Mediation project</b>, the daunting task of skillfully facilitating the meetings among opposing sides to find agreement as to what would replace the Hindenburg Park sign, following the Commission's public hearing and recommendation to County Parks and Recreation department.</p> <p><a href="http://ccr4peace.org/index.cfm">http://ccr4peace.org/index.cfm</a></p>	<p><b>The Burbank Human Relations Council's Hate Crime Victim Support program</b> has long reached out to victims of hate crime, offering assistance and solidarity. The Burbank Human Relations Council (BHRC) is an all-volunteer, 501(c)3 organization founded in 1958, which monitors hate related activities, has regular contact with the police department, and offers support to victims of hate, most recently through a partnership with Family Service Agency of Burbank and other organizations.</p> <p><a href="https://www.facebook.com/Burbank-Human-Relations-Council-1565655233730069/">https://www.facebook.com/Burbank-Human-Relations-Council-1565655233730069/</a></p>

COUNTY-WIDE	#1 CHOICE	#2 CHOICE
Yvonne B. Burke Courage Award	<p>(Co-Nominees)</p> <p>W. Kamau Bell, comedian and host of CNN's "United Shades of America" television show</p> <p>Claudia Rueda, undocumented student activist defies ICE deportation of herself and mother through community activism</p>	Ron and Mallissia Clinton, African American family from Manhattan Beach that survived a suspected racially-motivated hate crime that initiated human relations programming for youth and community
John Allen Buggs Leadership Award	Vaka Faletau, Tongan community advocate and DCFS social worker	



# LOS ANGELES COUNTY COMMISSION MANUAL

This manual provides a guide to Los Angeles County processes, legal parameters, and protocols that affect the business of County Commissions.

In addition, the manual details information on the role and duties of Commissioners when conducting meetings, developing agendas, advocating on legislative issues, and provides information on resources available while representing the County Board of Supervisors.

Executive Office, Board of Supervisors

[Commserv@bos.lacounty.gov](mailto:Commserv@bos.lacounty.gov)

(213) 974-1431

## TABLE OF CONTENTS

<b>PREFACE</b>	<b>4</b>
<b>I. ROLE OF COMMISSIONS IN COUNTY GOVERNMENT</b>	<b>4</b>
A. Establishment of Commissions	
<b>II. COMMISSIONER RESPONSIBILITIES</b>	<b>5</b>
A. Role and Responsibilities of a Commissioner	
B. Public Statements by Commissioners	
C. New Commissioner Orientation	
D. State Mandated Ethics and Other Training	
E. Conflicts of Interest and Statement of Economic Interest (Form 700)	
F. Service At the Will of the Board of Supervisors	
G. Process for Resigning from a Commission	
H. Process for Filling Vacancies	
<b>III. COMMISSION OFFICERS</b>	<b>7</b>
A. Chairperson's/President's Duties	
B. Vice Chairperson's Duties	
C. Election of Commission Officers	
<b>IV. ROLE OF THE DEPARTMENTS, EXECUTIVE DIRECTOR, COMMISSION LIAISON, AND COMMISSION STAFF</b>	<b>8</b>
A. Executive Director, Commission Liaisons, Commission Staff	
B. Relationship with Departments	
<b>V. COMMUNICATING WITH THE BOARD OF SUPERVISORS</b>	<b>8</b>
A. Recommendations to the Board of Supervisors	
B. Consulting and Engaging with Board Offices	
C. Commission Annual Reports	
D. Sunset Review Evaluation	
<b>VI. LEGISLATION AND PUBLIC OFFICIALS</b>	<b>9</b>
A. How to Obtain Information on Board of Supervisors Legislative Positions	
B. Recommending a position of Commission Interest to the Board of Supervisors	
C. Engaging other Jurisdictions and Elected Officials	
<b>VII. TYPES OF MEETINGS</b>	<b>10</b>
A. Regular Meetings	
B. Special Meetings	
C. Planning Meetings	
<b>VIII. COMMISSION MEETINGS</b>	<b>11</b>
A. Process for Developing the Meeting Agenda	
B. Ralph M. Brown Act	
C. Quorum Determination	
D. Attendance Reports to the Board of Supervisors	

<b>IX. COMMITTEES</b>	<b>11</b>
A. Standing Committees	
B. Ad-Hoc Committees	
<b>X. CONDUCTING MEETINGS</b>	<b>12</b>
A. Business Conducted at Commission Meetings	
B. Public Comment	
C. Distribution of Materials	
<b>XI. MISCELLANEOUS</b>	<b>13</b>
A. Travel Expense Reimbursement	
B. Mileage Reimbursement	
C. County Issued Materials	
D. Commissioner Parking	
E. Commissioner Publications	
F. Commissioner Webpages	
<b>XII. APPENDIX</b>	<b>14</b>
A. Sample Annual Report Template	
B. Sunset Review Evaluation Questionnaire and Instructions	
C. County Strategic Plan and Major Priorities	
D. Commission Bylaws, Ordinances, and/or Board Directives	
E. Parliamentary Procedures	

Disclaimer: This manual contains general information, county policies and practices to be used as a commissioner guide. Contents within the guidelines are subject to change anytime without notice.



## PREFACE

Welcome to the County of Los Angeles. We thank you for your dedication to public service in facilitating the important work of the County of Los Angeles through County Boards, Commissions, Committees, Oversight Boards, Task Forces, Working Groups, and Special District Agency Boards (collectively referred to as Commissions). This manual will outline your responsibilities and obligations as a Commissioner, on how to communicate your recommendations and findings to the Board of Supervisors (Board), and on other practical information in the conduct of your service.

Please take time to read through this manual to understand how business is handled by the various Commissions and the Board. You are expected to attend meetings regularly and to conduct the business of the Commission in a transparent, efficient, and professional manner. As you advocate for the community you represent, please remember your expertise is a valued, important, and essential factor in assisting the Board to reach their goals and strategic priorities for the County and the communities they serve.

## I. ROLE OF COMMISSIONS IN COUNTY GOVERNMENT

Commissions serve a vital role in county government by gathering and analyzing public input and recommending options to the Board. The guiding principle of any Commission recommendation to the Board is that of addressing the overall public benefit. Some Commissions are authorized by the Board to take independent action (e.g., Regional Planning Commission, Civil Service Commission, Business License Commission, etc.); others serve in a fact-finding or advisory role and are not authorized to take action. These Commissions are advisory to the Board; therefore, may not take an official position for the County which has not been approved by the Board. (See also Section VI. Legislation and Public Officials)

### A. Establishment of Commissions

Commissions were established to assist the Board with the varied duties and responsibilities of local government, and encourage citizen involvement, expertise and participation.

Commissions may be created by:

- State or Federal Law
- County Ordinance or Charter
- Action by the Board of Supervisors

Commissions are organized into seven categorical roles:

1. **Citizen Advisory Commissions** are local, state or federally mandated bodies whose primary role is to provide feedback and recommendations to the Board and/or County Departments on proposed or existing policies, procedures, programs and services.
2. **Administrative Board and Committees** are bodies tasked with providing essential administrative functions on behalf of or in conjunction with government entities.

3. **Authorities of the County** are decision making bodies that approve funding for specific County projects, equipment and facilities.
4. **Interagency Coordination Committees** are entities that are concerned with inter-organizational coordination of policies, regulations, services and programs to better serve the needs of residents in specific subject areas.
5. **Joint Power Authorities and other agencies** are comprised of a group of bodies that are primarily concerned with the direct delivery and management of government services, programs, and public infrastructure.
6. **Special Districts** are independent government entities that provide specialized functions for clearly defined geographic areas.
7. **Ad-Hoc Committees and Task Forces** are temporary, special purpose committees that are created by the Board and/or other government entities to address pressing County matters.

## II. COMMISSIONER RESPONSIBILITIES

### A. Role and Responsibilities of a Commissioner

- Commissioners are encouraged to take an active role in helping the Commission fulfill its goals and objectives.
- Commissioners are responsible for attending meetings regularly to ensure a quorum, and to facilitate the business and meet the goals of the Commission.
- It is the responsibility of Commissioners to provide advance notice to the Chairperson, Executive Director, Commission Liaison, or Commission Staff, if they cannot attend a meeting.
- Commissioners are also responsible for reviewing meeting materials in advance of a meeting, and complying with the Ralph M. Brown Act (Brown Act) as set forth in state and local laws regarding public meetings.
- Commissioners should also have knowledge of the County's Strategic goals and the vision and priorities of the Board. (See Appendix Section XII C. [2016 -2021 County Strategic Plan and County Strategic Priorities](#))

### B. Public Statements by Commissioners to Media and Other Organizations

Prior to responding in your capacity as a Commissioner to any inquiry from television, magazines, newspapers, or any other media outlets, the request should be discussed with the Executive Director, Commission Liaison, or Commission Staff to ensure Departmental policy and protocols are followed to respond to media inquiries.

When speaking to the media, Commissioners should not imply they are speaking on behalf of the Commission without prior approval from the body. Commissioners affiliated with non-county organizations should proactively clarify with reporters that they do not speak on behalf of the Commission and are only commenting as an individual affiliated with an outside organization. Commissioners comments (verbal or written) as a private citizen solely reflect your personal position and not as a representative of the Commission.



### C. New Commissioner Orientation

All newly-appointed Commissioners are encouraged to attend an orientation session coordinated by the Executive Office of the Board relating to the County's Governance, legislative process and the Brown Act.

### D. State Mandated Ethics and Other Trainings

[California Government Code sections 53235 and 53235.1](#) require that any newly appointed local agency official and certain Commissioners receive two hours of training in local government ethics within one year of assuming the position and once every two years thereafter. The Executive Director, Commission Liaison, or Commission Staff will notify you if your Commission is required to complete this training.

Citizen Advisory Commissioners are also required to complete the Cultural Diversity Awareness and Sexual Harassment and Prevention Training and the County Policy of Equity Training. The Executive Director, Commission Liaison, or Commission Staff will notify you of your scheduled trainings.

### E. Conflicts of Interest and Statement of Economic Interests (Form 700)

Commission members must keep their personal interests separate from their Commission duties and responsibilities, and avoid conflicts of interest. A conflict of interest occurs if Commission members allow their personal relationships, money (or the promise of money), or other outside factors to influence how they perform their Commission duties and responsibilities. A conflict of interest also exists if Commission members use information acquired in their capacity as Commission members for personal gain.

To avoid potential conflicts or the appearance of any conflicts, Commission members may not participate in discussions, deliberations, or recommendations regarding issues in which they have a personal or financial interest. In addition, they may not accept gifts from lobbyists or anyone doing business with the County or who may come before the Commission. This is against County policy and may be illegal.

Some Commissioners are required to complete and sign conflict of interest documentation (Statement of Economic Interests - Form 700) prior to commencing their Commission duties. Not all Commissioners are required to file a Form 700, because the filing requirement is based upon the authority and responsibilities of the Commission. If you have questions about whether or not you need to file, please contact your Executive Director, Commission Liaison, or Commission Staff.

### F. Service at the Will of the Board of Supervisors

Generally, Commissioners serve at the pleasure of the Board and can be removed at any time.

### G. Process for Resigning from a Commission

Letters or email of resignation can be submitted to their appointing authority and Board Office. Copies of the resignation should also be provided to the Chairperson, Executive Director, Commission Liaison, or Commission Staff.

#### H. Process for Filling Vacancies

It is the policy of the Board of Supervisors to give public notice of vacancies on Commissions and actively recruit qualified candidates. Vacancy information along with the Commission qualifications found on Commission's Fact Sheet is available on the Commission Services Membership Roster webpage at <http://bos.lacounty.gov/Services/Commission-Services/Membership-Roster>. Commissions are encouraged to forward letters of interest along with a biography, to the Board.

### III. COMMISSION OFFICERS

#### A. Chairperson's/President's Duties

The duties of the Chairperson/President or Co-Chair if applicable, generally shall include, unless otherwise established by the bylaws, operating rules and/or ordinance of the Commission:

- Working with the Executive Director, Commission Liaison, or Commission Staff to prepare the meeting agenda to comply with Brown Act standards and timeframes.
- Presiding over all meetings by:
  - Calling the meeting to order at the scheduled time.
  - Verifying the presence of a quorum.
  - "Processing" all motions including (stating the motion prior to discussion, restating the motion just prior to the vote, and announcing the result of the vote, specifying who voted in favor, who voted against, and any abstentions and recusals).
  - Facilitating meetings by staying on track and adhering to time constraints.
  - Conducting the meeting in a fair and equitable manner.
  - Restraining the members when engaged in debate, within the rules of order to enforce the observance of order and decorum among the members.
  - Maintaining neutrality to facilitate debate.
  - Ensuring the work of the Commission is consistent with its intended purpose and mission.
- Be familiar with and conduct the meetings according to the Robert's Rules of Order, and/or bylaws and ordinance. (See Appendix Section XII E. County of Los Angeles Procedural Rules for County Commissions and Committees Based on [Robert's Rules of Order \(Abridged\)](#) and in Compliance with the Brown Act)
- For issues related to business processes, contact the Executive Director, Commission Liaison, or Commission Staff.

#### B. Vice Chairperson's/President's Duties-if applicable

The Vice Chairperson's/Vice President's duties shall generally include, unless otherwise established by the bylaws, operating rules and/or ordinance of the Commission:

- Assuming the role of the Chairperson/President, in the absence of the Chairperson/President.
- Working in collaboration with the Chairperson/President.

#### C. Election of Commission Officers

As indicated in the Commission's bylaws, Ordinance, or Board Directive, each body should organize the election of its Officers (Chairperson, Vice Chairperson, Treasurer, etc.). The Commission's bylaws or operating rules should contain the duties of its elected officers.

#### IV. ROLE OF THE DEPARTMENTS, EXECUTIVE DIRECTORS, COMMISSION LIAISONS, AND COMMISSION STAFF

##### A. Executive Directors, Commission Liaisons, Commission Staff

Administrative support provided by the assigned Executive Director, Commission Liaison, or Commission Staff who is responsible for providing leadership to the Commissions and assisting the Commissions with annual goals and objectives that align with the Board and/or Department priorities. The Executive Director, Commission Liaison, or Commission Staff serve as the point of contact for your Commission. Commissions are generally administratively assigned to County Departments as mandated by legislation, ordinance or Board order.

##### B. Relationship with Departments

County Departments may be a resource for Commissions to answer questions, provide data on the impact of issues being considered, clarify County policy, and generally keep Commissions current on issues related to the County's budget, legislation endorsed by the County, and information on available services.

#### V. COMMUNICATING WITH THE BOARD OF SUPERVISORS

The Board is always interested in facilitating the work of Commissions and welcomes any suggestions. Board members value information that alerts them to upcoming issues and concerns allowing them to respond proactively.

Commissions have various avenues of communicating and reporting their collective recommendations and findings to the Board, including an annual report to the Board of its activities and accomplishments. Another avenue for communication with the Board is through Commission approved correspondence. Commission approved letters/memos can be submitted to the Board to relay information or to obtain guidance on matters of Commission concern.

##### A. Recommendations to the Board of Supervisors

Recommendations approved by the Commission as a whole can be submitted to the Board via memos or written correspondence for consideration. It is recommended that you consult with your Executive Director, Commission Liaison or Commission Staff regarding correspondence guidelines and protocols for your respective departments when submitting memos or written correspondence on behalf of the Commission.

##### B. Consulting and Engaging with Board Offices

Commissioners may communicate with their District's assigned Board offices. However, protocol suggests that Commissioners work within the framework of the Commission and the Chairperson when information needs to be conveyed to or obtained from the Board as a whole, or to an individual Supervisor.

### C. Commission Annual Reports

Each Commission should provide an update to the Board about its activities through an Annual Report. The Annual Report is to be completed by each Commission and approved at a regular Commission meeting. The Executive Director, Commission Liaison, or Commission Staff will transmit the Annual Reports to the Board. (See Appendix Section XII A. Annual Report Template and Instructions)

It is the Commission's responsibility to write its Annual Report. Some Commissions assign this task to a committee or a particular Commissioner, who will prepare a draft for Commission review. Once the content is approved by the Commission, the Executive Director, Commission Liaison, or Commission Staff can prepare the final documents and forward to the Board.

### D. Sunset Review Evaluation

Every four years, a Sunset Review is conducted for each Citizen Advisory Commission, and others as designated as indicated on the Commission's Fact Sheet that can be accessed on the Commission Services Membership Roster webpage at <http://bos.lacounty.gov/Services/Commission-Services/Membership-Roster>. The Sunset Review will provide an opportunity for Commissions and stakeholders to evaluate their work and accomplishments, as well as allows Commissions to periodically review their ordinance and scope of work. The Sunset Review analysis is forwarded to the Audit Committee for assessment and recommendations to the Board for extension to the sunset review date and any changes to the Commissions' ordinances. (See Appendix Section XII B. Sunset Review Evaluation Questionnaire and Instructions)

## VI. LEGISLATION AND PUBLIC OFFICIALS

### A. How to Obtain Information on the Board of Supervisors Legislative Positions

Each year, the County's State and Federal Legislative Agendas are developed based on the political and economic climates in Sacramento and Washington, D.C. Through the County's Legislative Program, the Board adopts legislative goals and policies, enabling the County's advocates in Sacramento and Washington D.C., to effectively respond to legislative proposals that could significantly impact the County's finances or programs. The Legislative Agenda includes general principles and positions, as well as policy statements regarding issues of major County interest. These documents are updated annually, after consultation with County departments, the Board offices, the County's legislative representatives, and commissions and advisory boards. The Legislative Agendas are presented to the Board for consideration in December or January and once approved, provide a framework for ongoing advocacy throughout the year.

You can request a copy of the County's State and Legislative Agenda via the Executive Director, Commission Liaison, or Commission Staff, if applicable. Also, for additional information and status updates of bills for which the County has taken a position on, you may also review the State and Federal Legislation of County Interest report available through the Chief Executive Office (CEO) Legislative Affairs and Intergovernmental Relations office or website at [http://ceo.lacounty.gov/igr/leg\\_info.htm](http://ceo.lacounty.gov/igr/leg_info.htm). For information on State legislation information, visit <http://leginfo.legislature.ca.gov/>.



### B. Recommending a position of Commission Interest to the Board of Supervisors

Commissions may not take an official position for the County which has not been approved by the Board. County Commissions and other advisory bodies seeking a position on legislation or State Budget items are required to submit their recommendations to the CEO for review to determine if they are consistent with existing policy prior to taking an advocacy position. Upon completion of the review, the CEO will provide a copy of the review findings to be attached to the document containing the Commission's recommendations transmitted to the Board.

### C. Engaging with other Jurisdictions and Elected Officials

Commissions can work with the Executive Director, Commission Liaison, or Commission Staff when engaging other jurisdictions, such as other counties, cities and elected officials in the work of the Commission when needed. Commissions should notify Board Offices before inviting or if they are informed that a state, or federal, or other local elected official will attend a Commission meeting, event or County facility.

## VII. TYPES OF MEETINGS

### A. Regular Meetings

Commissions hold regular meetings to conduct business, such as receiving and filing reports, discuss and take action on recommendations and vote to forward recommendations to the Board or other entities as deemed appropriate. The agenda for a regular meeting must be posted 72 hours in advance of the meeting in accordance with the Brown Act. The Executive Director, Commission Liaison, or Commission Staff attending the meetings assist the Commission Chair.

### B. Special Meetings

The Chairperson/President or a majority of the appointed Commissioners may call a special meeting if deemed necessary and will coordinate with the Executive Director, Commission Liaison, or Commission Staff regarding availability of staff and a meeting room. The agenda of a special meeting must be posted 24 hours in advance of the meeting in accordance with the Brown Act and distributed to interested parties that have requested notification.

### C. Planning Meetings

Commissions may work in coordination with the Executive Director, Commission Liaison, or Commission Staff to schedule to meet in planning sessions to develop their annual goals, review bylaws, and focus on Commission issues. These meetings are subject to the Brown Act and will be properly noticed, agendized, open to the public and require a quorum of members in attendance to conduct business.

## VIII. COMMISSION MEETINGS

### A. Process for Developing the Meeting Agenda

The Chairperson/President works with the Executive Director, Commission Liaison, or Commission Staff to coordinate the meeting agenda; however, the method by which the agenda is developed varies according to the procedures of the individual Commissions. A Commissioner may request that an item be placed on the agenda by submitting a request to the Chairperson. The Executive Director, Commission Liaison, or Commission Staff, in collaboration with the Chairperson, will ensure that the agenda follows standard formatting and language guidelines and Brown Act requirements.

### B. Ralph M. Brown Act (Brown Act)

Commission meetings are subject to the Brown Act, which guarantees the public's right to attend and participate in Commission meetings. Agendas must be physically posted at the meeting site and accessible to the public. It is also highly encouraged for Commissions with websites to post current agendas and minutes online for public view. The agenda must include all items which will be discussed or acted upon by the Commission. Generally, the Commission cannot discuss, deliberate, or take action on any item not included on the agenda. Commissions must allow a member of the public to address the Commission on any agenda item before or during consideration of that item. Members of the public are also given the opportunity to address the Commission on any matter not on the agenda which is within the subject matter jurisdiction of the Commission. (See Appendix Section XII E. County Counsel Guide to the Brown Act)

### C. Quorum Determination

A quorum is the minimum number of members who are required to be present at the meeting in order to conduct business. Generally, a quorum is a majority of the members of the body, unless otherwise established. Statute or bylaws may specify a higher (but not a lower) number.

### D. Attendance Reports to the Board of Supervisors

Attendance information is maintained by the Executive Office of the Board, Commission Services Division and is provided to the Board quarterly for their review.

## IX. COMMITTEES

A Commission may choose to create standing and/or ad-hoc committees that report to the full Commission to assist with Commission business and priorities.

### A. Standing Committees

Standing committees have a continuing subject matter and have a meeting schedule fixed by formal action. Standing committees may not include a quorum of the entire Commission membership. All standing

committees are subject to the Brown Act and must be properly noticed, agendized, and open to the public, and have a quorum of the committee membership present to meet.

#### B. Ad-hoc Committees

Ad-hoc committees are established by the Commission for a limited purpose and time. The Chairperson/President can appoint Commissioners to serve on ad-hoc committees or an ad-hoc committee can be established by Commission vote. An ad-hoc committee may not include a quorum of the entire Commission membership.

## X. CONDUCTING MEETINGS

#### A. Business Conducted at Commission Meetings

The application of Parliamentary Procedure is the best method to enable Commissions to determine the will of the Commission. The Procedures help create a balance between the rights of persons in the minority on specific issues to be heard with the rights of persons holding the majority position to prevail. All meetings should be conducted in accordance with Robert's Rules of Order to aid in conducting meetings in a fair and equitable manner. (See Appendix Section XII E. County of Los Angeles Procedural Rules for County Commissions and Committees Based on [Robert's Rules of Order \(Abridged\)](#) and in Compliance with the Brown Act)

The meetings are called to order by the Chairperson/President or Vice Chairperson/President in the absence of the Chairperson/President. If neither is in attendance, the Commission selects a Chairperson Pro Tempore to conduct the meeting.

#### B. Public Comment

Pursuant to the Brown Act, before or during consideration of each agenda item, the public must be given an opportunity to comment on the item, and have a right to comment on any agenda item or items that are within the jurisdiction of the Commission. The Chairperson/President establishes the amount of time public speakers are authorized to speak on each item. Generally, speakers fill out Request to Speak Forms, which will be provided to the Chairperson to call on speakers. A member of the public is not required to identify themselves, but must provide identifiable information allowing the Commission the reasonably call upon them to address the body. Also, a member of the public may record (audio/video) the meeting including their testimony before the Commission.

#### C. Distribution of Materials and Meeting Accommodations

The Brown Act states that documents being distributed by the Commission during meetings must be made available for review by the public. This applies to documents distributed prior to the meeting. Any material that is not prepared by the County or a Commissioner and is distributed during an open meeting must be made available for public inspection as soon as possible after the meeting. For example, if a member of the public submits a document to accompany his/her public comment statement, Commission staff retain the document as part of the meeting records, provide a copy of the document to the Commissioners following the meeting, and have it available upon request following the meeting.

## XI. MISCELLANEOUS

### A. Travel Expense Reimbursement

Commissioners can consult with their Executive Director, Commission Liaison or Commission Staff to determine whether they are authorized by County Code to travel on Commission related business (other than commission meetings) and are eligible for reimbursement of expenses incurred while conducting Commission business. Commissioners authorized to travel must make all air travel reservations through as mandated by the Board (See [County Code Section 5.40](#) and [Fiscal Guidelines Chapter 13](#)).

### B. Mileage Reimbursement

Commissioners can consult with their Executive Director, Commission Liaison or Commission Staff to determine whether they are eligible pursuant to County Code to receive mileage reimbursement for Commission business. A Commissioner who uses their private vehicles for travel on County Business, if eligible, may become certified as a Mileage Permittee for reimbursement of mileage at the current established rate. Mileage claim forms are provided by the Executive Director, Commission Liaison, or Commission Staff. Claims for mileage reimbursement are required be submitted within 30 days of County business conducted.

### C. County Issued Materials

If applicable, County Commission Business cards may only contain information concerning the Commission, not personal business information. Commissioners may not use County-issued materials such as business cards and letterhead for personal correspondence purposes. If a "Commissioner" title is used for information purposes, you must include a disclaimer that you do not speak on behalf of the County of Los Angeles or the Commission for which you are a member.

### D. Commissioner Parking

The Executive Director, Commission Liaison or Commission Staff will inform commissioners of available parking for commission meetings.

### E. Commission Publications

Commissions may develop or produce informational and educational materials for distribution in hard copy or for inclusion on the Commission's website relating to their roles, responsibilities and meeting information. Material and information shall be in compliance with enabling legislation, federal and state laws, County Codes and Board policies.

### F. Commission Webpages

Available Commission Websites are linked on the Executive Office Membership Roster website <http://bos.lacounty.gov/Services/Commission-Services/Membership-Roster> as the central location to obtain commissioners rosters, fact sheets and websites. To ensure that the County's commissions



website are consistent with information that various stakeholders have indicated they would like to access, it is recommended that at least the following information be included:

- A current agenda and past minutes
- An annual regular meeting schedule
- A description of the commission and its mission with creating authority (link to ordinance, board order, state or federal mandate establishing the body)
- Commission's annual report (if applicable)
- Commission members and officers

## XII. APPENDIX

### A. Annual Report Template and Instructions

A Template and Instructions on completing and submitting the Annual Report is attached

### B. Sunset Review Evaluation Questionnaire and Instructions

A Template and Instructions on completing and submitting the completed questionnaire is attached.

### C. County Strategic Plan and Major Priorities

A copy of the [County Los Angeles Strategic Plan](#) is attached; Los Angeles County Board of Supervisors Major Priorities can also be accessed at <http://priorities.lacounty.gov>.

### D. Commission Bylaws, Ordinances, and/or Board Directives

See your Executive Director, Commission Liaison, or Commission Staff for additional information specific to your Commission.

### E. Parliamentary Procedures

The following are attached:

- County of Los Angeles Procedural Rules for County Commissions and Committees Based on [Robert's Rules of Order \(Abridged\)](#) and in Compliance with the Brown Act
- [County Counsel Guide to Brown Act Requirements](#)

# **ANNUAL REPORT TEMPLATE**

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Each Commission is required to provide an update to the Board of Supervisors about its activities through an Annual Report. The Annual Report for Commissions is to be completed either each Fiscal Year or each Calendar Year as determined by the Commission. The following template includes suggested sections, but is meant to be used as a guide and does not preclude a Commission from including additional information.

## **Part I. Cover Sheet**

- Include the name of the Commission and the timeframe covered in the Annual Report
- Include the Commission's physical and website addresses, telephone and fax numbers
- Include members' names and their titles, and the name of the Executive Officer

## **Part II. Mission Statement**

- State the mission of the Commission and any motto or vision/values, if applicable; and how mission, vision and values align with and support the County's Mission and Strategic Priorities
- List any roles and responsibilities of the Commission; this information can be extracted from the Commission ordinance, bylaws or fact sheet

## **Part III. Historical Background**

- Provide historical information about the Commission such as when it was formed and the purpose for its formation
- Include issues of focus in past years, not including most recent past year to be discussed in Prior Year's Accomplishments
- Include significant outcomes of work by the Commission

#### **Part IV. Annual Work Plan**

- Provide goals or objectives for the upcoming year; and indicate how goals and objectives support the County's mission, vision and strategic priorities
- Include a work plan to accomplish the goals
- Include a timeline for completion of each goal

#### **Part V. Prior Year Accomplishments**

- Include accomplishments for the last year and status of each accomplishment
- Include a completion date or expected completion date

#### **Part VI. Ongoing Long-Term Projects**

- Provide any ongoing or long-term projects that the Commission is continuing to work on