



Chief Executive Office.

COUNTY OF LOS ANGELES

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CHIEF EXECUTIVE OFFICER

Fesia A. Davenport

June 10, 2025

To: Audit Committee

From: Fesia A. Davenport..
Chief Executive Officer

REVIEW OF BOARD POLICY NO. 3.080 - DEPARTMENT HEAD NOTIFICATION TO THE BOARD PRIOR TO SERVICE CURTAILMENTS OR LAYOFFS

On April 18, 2025, the Chief Executive Office (CEO) received a memo to review and respond regarding Board Policy 3.080 – *Department Head Notification to the Board Prior to Service Curtailments or Layoffs*. The policy establishes the timeline for notifying the Board of Supervisors (Board) prior to service curtailments or layoffs, as it pertains to closures of Los Angeles County (County) facilities from which a service to the public is provided.

The CEO has completed the policy review and is submitting revisions for your consideration. The revisions reflect a change to the timeline for notifying the Board when services will be reduced or eliminated, or when layoffs are necessary. Presently, the policy requires Department Heads to inform the Board of service curtailments or layoffs one month prior to the implementation of such activities. The CEO recommends that this timeline be revised to require 90 days' notice, which will allow sufficient time to notify the impacted labor unions and engage them in discussions regarding the effects of the curtailments or layoffs on employees, consistent with the County's obligations under the Meyers-Milias Brown Act and the County Employee Relations Ordinance.

The revised document is attached in Word format with the deleted information struck through and the new text underlined.



Audit Committee
June 10, 2025
Page 2

Please consider this memo as our formal response to the Audit Committee's request for policy review.

Should you have any questions concerning this matter, please contact Silva Mamarbashi at SMamarbashi@ceo.lacounty.gov.

FAD:JMN
KLW:SM:rfm

Attachment

c: Executive Office, Board of Supervisors
County Counsel
Auditor Controller



Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
3.080	Department Head Notification To The Board Prior To Service Curtailments Or Layoffs	02/22/96

(See also [9.160](#) and [9.170](#))

PURPOSE

~~Minimizes—Establishes~~ the ~~gap—timeline between the time for notifying~~ the Board of Supervisors ~~votes to when services will be -reduced or eliminated, or a service and when the service is actually no longer available to the public. The same gap often exists~~ when layoffs are necessary, as it pertains to closures of County facilities from which a service to the public is provided.

REFERENCE

February 22, 1996 Board Order, [Synopsis 5](#)

POLICY

Department Heads are required to notify the Board of Supervisors, ~~one-month-90 days~~ prior to actual service curtailments or layoffs, of the schedule for disruption or termination of service and/or layoffs. Notification should include any negotiated mitigation, if available, to replace the terminated service, such as privatization, assumption of service by another governmental agency, and plans for notifying the affected constituents.

RESPONSIBLE DEPARTMENT

Chief Executive Office

DATE ISSUED/SUNSET DATE

Issue Date: February 22, 1996
Review Date: October 18, 2001
Review Date: September 15, 2005
Review Date: October 21, 2010
Review Date: July 16, 2015
Review Date: July 22, 2020

Sunset Review Date: February 22, 2001
Sunset Review Date: October 18, 2005
Sunset Review Date: September 15, 2010
Sunset Review Date: September 15, 2015
Sunset Review Date: September 15, 2020
Sunset Review Date: September 15, 2025

Review Date: May 15, 2025

Sunset Review Date: September 15, 2030