**ORANGE COUNTY SOCIAL SERVICES AGENCY**
**ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL**

**Subject:** **Legislation Coordination, Tracking, Analysis, Proposal, and Implementation** **Number: D 5**

**Approved:** **Date: 12/17/07**

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## I. PURPOSE

The purpose of state and federal legislation coordination and tracking is to improve service delivery to our clients and the community, to increase efficiency in our business practice, and to maximize appropriate opportunities for revenue, while minimizing any negative impact on services to our clients or negative fiscal consequences to the Social Services Agency (SSA) and/or the County of Orange.

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## II. POLICY

The Board of Supervisors (BOS) determines the County position on all legislation.
The SSA Director or designee is authorized to present the Agency position on any proposed legislation, subsequent to the approval of the position by the BOS. The Manager of Strategic Planning and Public Relations Section shall aid the SSA Director in this task by designating staff member(s) to coordinate the review and analysis of proposed legislation and cite the respective piece of the County Legislative Platform.
Any legislative position advocated by a SSA staff member on behalf of the Agency or County shall be reviewed by the appropriate Division Program Manager and/or Deputy Director and the appropriate Division Director prior to approval by the SSA Director or designee to determine that the position is consistent with Agency policy, the County Legislative Platform, and to ensure that it has been approved by the BOS.

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## III. GENERAL

The BOS adopts the annual County Legislative Platform for legislative issues to be supported, opposed, or sponsored during the year's legislative session. The Platform is distributed in January of each year. SSA is responsible for preparing and submitting proposed policy guidelines and recommendations for sponsored legislation, in areas of SSA purview, to the County Executive Office/Legislative Affairs (CEO/LA) for review and recommendation to the BOS. The BOS shall make a determination whether or not to adopt and move forward with the proposed recommendations.
Throughout the legislative process, SSA is responsible for monitoring the progress of bills that could have an impact on the Agency’s programs or operations; and alerting the CEO/LA of specific state and federal legislation. In addition, SSA will keep CEO/LA informed of any actions the Agency intends to take with respect to legislative issues that have been approved by the BOS.
The CEO/LA reviews positions proposed by County agencies on pending legislation for conformance with the County Legislative Platform and makes recommendations to the BOS. It is the primary responsibility of the County Legislative Advocates to lobby and advance the official County position as bills go through the legislative process. Agency personnel may not represent official County positions without the written approval of the BOS or the CEO/LA.

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## IV. PROCEDURE

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A. Legislation Coordination, Tracking, Analysis, and Proposal

The Strategic Planning and Public Relations Section of the Administrative Services Division is the centralized point for tracking, monitoring, and analyzing legislation for all service areas within the Agency. The responsibilities of the section include:

1. Developing monthly tracking reports of proposed state and federal legislation that may have an impact on agency programs, operations, or financial matters for each Agency division.
2. Updating the status of pending legislation on the tracking reports using resources such as government Internet websites, legislative tracking services (e.g. Capitol Tracking system), publications from the County Welfare Directors Association (CWDA), California State Association of Counties (CSAC), Urban County Caucus (UCC), and other resources. Updated tracking reports are distributed to SSA Division Program Managers on a monthly basis for review. Reports are also posted on SSA Intranet on a regular basis.
3. Meeting regularly with Agency program staff to review and discuss legislation that may have an impact on programs, operations, or financial matters.
4. Attending meetings, as approved in the travel budget, and/or participating in teleconferences of professional organizations that are active in sponsoring or influencing legislative policy such as:
    a. The CWDA Legislative Subcommittee Meetings conducted in Sacramento.
    b. Southern Counties Children and Family Services CWDA Meetings.
5. Preparing formal analyses of legislation (Attachment A) as requested by Division Managers, Executive Management Team, or CEO/LA. As may be needed, input from the program staff of the appropriate division including Research Unit and/or Financial Services Unit shall be included.
6. Coordinating with the staff at CEO/LA for the submission of written correspondence to elected officials for the purpose of advocating or opposing legislative issues.
7. Preparing the Chaptered Bill Summary at the end of each legislative session that shall include the summaries of chaptered legislation and the potential impact on Agency programs, operations, or financial matters. The report will be distributed to Division Managers and Executive Management Team in November of each year.
8. Developing the Agency's annual Legislative Policy Guidelines for submittal to the County Executive Office for possible inclusion in the annual County Legislative Platform.
9. Developing proposals for potential county-sponsored state legislation and selected federal matters, which might be of concern to SSA or the County, and submitting proposals to the CEO/LA for possible inclusion in the County Legislative Platform. The process may include the following:
    a. Soliciting input or proposals from the Deputy Directors of all Agency divisions.
    b. Requesting that the entire Executive Management Team review any proposed legislative position or analysis prior to distribution to ensure that it is consistent with Agency policy, the County Legislative Platform, and that it has been approved by the BOS.
    c. Obtaining approval of all proposals from the Agency Director.
    d. Coordinating the submission of proposals to the CEO/LA.

B. Implementation of Chaptered Legislation

Upon receipt of the Chaptered Bill Summary Report from Strategic Planning and Public Relations Section, the Executive Management Team, Division Directors, and/or Division Program Managers shall ensure that a timely and systematic implementation of the chaptered legislation occurs. The process may include, but not limited to the following:

1. Following and disseminating information related to the chaptered legislation using resources such as: All County Letter (ACL), BOS directive, and others.
2. Reviewing business processes and re-aligning requirements/staff to accommodate any changes.
3. Revising each applicable division’s policies and procedures, as may be needed.
4. Updating information on the Agency Intranet/Internet sites.

5. Working with Human Resources and Career Development (HRCD) to facilitate the development of new training materials to ensure Agency staff is trained as may be needed and/or required by any new legislation.

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## V. ATTACHMENTS

A Electronic Bill Analysis Form

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