

AGENDA FOR THE REGULAR MEETING OF THE BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES, CALIFORNIA

TUESDAY, OCTOBER 3, 2017, 9:30 A.M.

BOARD HEARING ROOM 381B

KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET  
LOS ANGELES, CALIFORNIA 90012

Mark Ridley-Thomas  
Chairman  
Second District

Hilda L. Solis  
Supervisor  
First District

Janice Hahn  
Supervisor  
Fourth District



Sheila Kuehl  
Chair Pro Tem  
Third District

Kathryn Barger  
Supervisor  
Fifth District

Executive Officer  
Lori Glasgow

AGENDA POSTED: September 28, 2017

MEETING TELEVISED: Wednesday, October 4, 2017 at 10:00 p.m. on KLCS

Assistive listening devices, agenda in Braille and/or alternate formats are available upon request. American Sign Language (ASL) interpreters, other auxiliary aids and services, or reasonable modifications to Board meeting policies and/or procedures, such as to assist members of the disability community who would like to request a disability-related accommodation in addressing the Board, are available if requested at least three business days prior to the Board meeting. Later requests will be accommodated to the extent feasible. Please telephone the Executive Office of the Board at (213) 974-1426 (voice) or (213) 974-1707 (TTY), from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Supporting documentation is available at the Executive Office of the Board located at the Kenneth Hahn Hall of Administration, 500 W. Temple Street, Room 383, Los Angeles, California 90012, and may also be accessible on the Board of Supervisors' website at <http://bos.lacounty.gov/>

Máquinas de traducción disponibles a petición. Si necesita intérprete para las juntas de los Supervisores del Condado de Los Angeles, por favor llame (213) 974-1426 entre las horas de 8:00 a.m. a 5:00 p.m., lunes a viernes, con tres días de anticipación.

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Invocation led by Father David Loftus, Our Lady of Lourdes Catholic Church, Northridge (3).

Pledge of Allegiance led by Charles Taylor, former Private First Class, United States Marine Corps, Los Angeles (2).

**I. PRESENTATIONS**

Presentation of scrolls to the graduates of the Los Angeles Trade Tech College Patriotic Hall Culinary Arts Program, in recognition of their accomplishment in completing the program as the first graduating class, as arranged by Supervisor Solis.

Presentation of scroll to Women and Children's Crisis Shelter for 40 years of outstanding service to the residents of Whittier and Los Angeles County, as arranged by Supervisor Hahn.

Presentation of pet(s) to the television audience for the County's Pet Adoption Program, as arranged by Supervisor Barger.

Presentation of scroll to the City of Culver City on the occasion of their Centennial celebration, as arranged by Supervisor Ridley-Thomas. (17-0127)

**II. SPECIAL DISTRICT AGENDA**

**AGENDA FOR THE MEETING OF  
THE COMMUNITY DEVELOPMENT COMMISSION  
OF THE COUNTY OF LOS ANGELES  
TUESDAY, OCTOBER 3, 2017  
9:30 A.M.**

- 1-D.** Recommendation as submitted by Supervisors Ridley-Thomas and Kuehl: Authorize the Executive Director of the Community Development Commission to enter into a memorandum of understanding (MOU) with the Department of Mental Health (DMH), for Countywide activities related to the funding and operation of permanent supportive and affordable housing, including, without limitation, administration and allocation of up to \$50,000,000 of available funding identified by DMH with the objective that the funds be allocated through the Notice of Funding Availability (NOFA) 23A and 23B in order to provide increased public subsidy to projects that include DMH clients, optimize the number of projects that are eligible for 4% low-income housing tax credit financing beginning in NOFA 23A, and moreover, increasing the number of affordable units that serve non-permanent supportive housing populations, beginning with NOFA 23B; and accept and incorporate up to \$50,000,000 from DMH into the Commission's Fiscal Year 2017-18 budget following the execution of the MOU. (Relates to Agenda No. 9) (17-4556)

**Attachments:** [Motion by Supervisors Ridley-Thomas and Kuehl](#)

- 2-D.** Recommendation: Approve and authorize the Executive Director of the Community Development Commission to execute, amend and if necessary, terminate a three-year agreement between the Commission and the Los Angeles County Superior Court of California, to allow the Commission, through its Traffic Administration Services Program, to continue providing administration services related to the Court's traffic infraction caseload for up to five years based on funding availability, effective upon execution by all parties; extend the term of the agreement for two one-year extension options and execute any other amendments or related documents; and incorporate up to \$2,450,607 into the Commission's Fiscal Year 2017-18 approved budget. APPROVE (17-4456)

**Attachments:** [Board Letter](#)

- 3-D.** Recommendation: Authorize the Executive Director of the Community Development Commission to approve renewal plans with the California State Association of Counties Excess Insurance Authority, a Joint Powers Agreement, to continue to provide Health Maintenance Organization and Preferred Provider Option group medical plans by Blue Shield, and execute a continuing contract with Kaiser Health Plan (Kaiser), effective January 1, 2018; approve the employer-paid medical subsidy for the 2018 calendar year to Blue Shield and Kaiser at an estimated amount not to exceed \$1,631,688; and authorize the Executive Director to fund all Calendar Year 2018 health plan costs using funds included in the approved Fiscal Year (FY) 2017-18 budget and funds to be approved through the annual budget process for FY 2018-19. APPROVE (17-4471)

Attachments: [Board Letter](#)

**III. CONSENT CALENDAR**

*All matters are approved by one motion unless held.*

**BOARD OF SUPERVISORS 1 - 16**

1. Recommendation for appointment/reappointment for the following Commissions/Committees/Special Districts (+ denotes reappointments):  
**Documents on file in the Executive Office.**  
  

Supervisor Ridley-Thomas  
Susan Burton+, Sybil Brand Commission for Institutional Inspections

Supervisor Barger  
David Perry (Alternate), Arroyo Verdugo Communities Joint Powers Authority

California Contract Cities Association  
Gustavo Camacho (Alternate), Contract Cities Liability Trust Fund Claims Board (17-0173)
  
2. Recommendation as submitted by Supervisors Solis and Kuehl: Designate October 12th of each year, as “Italian American Heritage Day” in the County of Los Angeles, to recognize the contributions of Italian Americans to the history and culture of Los Angeles; create “Indigenous Peoples Day” as an official County holiday to be observed on the second Monday of each October and to be recognized no later than the 2019 calendar year; direct County Counsel to create an ordinance to remove all references to “Columbus Day” as an official County holiday and recognize “Indigenous Peoples Day” instead; instruct all Department Heads, upon passage of the ordinance, to include recognition and observance of “Indigenous Peoples Day” on all relevant County documents including, but not limited to, calendars, schedules and administrative materials; and send a five-signature letter to the Los Angeles Unified School District Board of Education (LAUSD Board) subsequent to official Board action, indicating that the County will now recognize “Indigenous Peoples Day” on the second Monday of each October and urge the LAUSD Board to consider taking a similar action. (17-4545)

**Attachments:** [Motion by Supervisors Solis and Kuehl](#)

3. Recommendation as submitted by Supervisors Solis and Hahn: Direct the Chief Executive Officer to send a five-signature letter to the Los Angeles County Congressional Delegation, the Senate and House leadership and the President of the United States urging the extension of the Deferred Action for Childhood Arrivals (DACA) renewal deadline for an additional 90 days. (17-4544)

Attachments: [Motion by Supervisors Solis and Hahn](#)  
[Memo](#)

4. Recommendation as submitted by Supervisors Solis and Barger: Proclaim October 4, 2017 as “Mid-Autumn Festival Day” to recognize and celebrate this major holiday celebrated by the Chinese diaspora, Vietnamese, Korean and many other Asian communities. (17-4546)

Attachments: [Motion by Supervisors Solis and Barger](#)

5. Recommendation as submitted by Supervisor Solis: Proclaim the month of October 2017 as “Disability Pride Month” throughout Los Angeles County to promote inclusion, awareness and visibility of people with disabilities and redefine public perception of disability. (17-4548)

Attachments: [Motion by Supervisor Solis](#)

6. Recommendation as submitted by Supervisor Solis: Waive the \$10 per vehicle parking fee for 300 vehicles for a total of \$3,000 at the Santa Fe Dam Recreational Area, excluding the cost of liability insurance, for the 2017 Dragon Boat Festival, by the Department of Parks and Recreation, to be held October 7, 2017. (17-4547)

Attachments: [Motion by Supervisor Solis](#)

7. Recommendation as submitted by Supervisor Solis: Waive the \$10 per vehicle parking fee for 500 vehicles at Parking Lot 10 and the \$9 per vehicle parking fee for 200 vehicles at the Music Center Garage for a total of \$6,800, excluding the cost of liability insurance, for the Family Health & Resource Fair in Grand Park, hosted by KDAY and KWHY Canal 22, to be held October 22, 2017. (17-4553)

Attachments: [Motion by Supervisor Solis](#)

8. Recommendation as submitted by Supervisor Solis: Waive the participant fees in the amount of \$2,400, parking fees in the amount of \$7,200 and site rental fees in the amount of \$3,240 for a total of \$12,840 at the Whittier Narrows Regional Recreation Area, Meadows Picnic Area, excluding the cost of liability insurance, for the Girls on the Run of Los Angeles County's Fall Family 5k event, to be held December 3, 2017 from 6:30 a.m. to 12:30 p.m. (17-4549)

Attachments: [Motion by Supervisor Solis](#)

9. Recommendation as submitted by Supervisors Ridley-Thomas and Kuehl: Instruct the Director of Mental Health to report back to the Board within 30 days, identifying the potential sources of funding within the Department of Mental Health (DMH) that would allow the allocation of \$50,000,000 during Fiscal Year (FY) 2017-18 to the Community Development Commission (CDC) to be administered Countywide through the CDC's bi-annual Notice of Funding Availability (NOFA), pursuant to the terms of a Memorandum of Understanding (MOU) to be entered into between DMH and the CDC; authorize the Director of Mental Health to enter into a MOU with the CDC for Countywide activities related to the funding and operation of permanent supportive and affordable housing, including, without limitation, administration and allocation of up to \$50,000,000 of available funding identified by DMH pursuant to the above directive to be administered through the CDC's NOFA process; authorize the Auditor-Controller to transfer to the CDC up to \$50,000,000 during FY 2017-18 in funds identified by the Director of Mental Health in accordance with the terms of the MOU; and instruct the Director of Mental Health to report back to the Board within 90 days with a proposed funding level to be allocated to the CDC for activities related to the funding and operation of permanent supportive and affordable housing in future fiscal years. (Relates to Agenda No. 1-D) (17-4555)

Attachments: [Motion by Supervisors Ridley-Thomas and Kuehl](#)

10. Recommendation as submitted by Supervisors Ridley-Thomas and Hahn: Direct the Chief Executive Officer, in consultation with County Counsel, the Chief Probation Officer, the Executive Officer of the Board, Resource Development Associates (RDA) and other parties deemed appropriate and necessary, to report back to the Board in writing within 45 days with recommendations required to create and establish an entity to synthesize existing reports, efforts and recommendations focused on transforming the Probation Department, develop an Implementation Plan, and monitor ongoing and long-term Probation Department reform efforts and operations, including:

Options for achieving ongoing monitoring, accountability and transparency through an independent and public body (Taskforce), as well as an analysis for extending and magnifying the responsibilities of the existing Probation Commission (Commission) to accomplish comprehensive oversight of the Probation Department and report findings and/or conclusions of reform efforts regularly to the general public, with the review to center on the legal provisions and charter of the Commission in order to determine if and/or how the Commission could be repurposed to fit this function, as well as options for achieving ongoing monitoring internally of the Department;

If feasible, for any newly proposed Taskforce or modified Commission, these recommendations will include the process for selecting membership, term limits, determining the total number of members, (Taskforce and Commission) composition, proposed ordinances necessary to establish and sustain these operations, with criteria and emphasis for membership eligibility based on the diversification of these entities, which would include, but not be limited to race, ethnicity, age, geography, gender and/or gender identity, religion, sexual orientation, occupation, national origin and experiences, including lived experience, with special consideration for candidates with expertise and/or a deep knowledge of juvenile justice policy and criminal justice reform efforts targeting adult populations;

Staffing and funding plans for any established Taskforce or expanded Commission, including provisions for office space and equipment, with the staffing plan to include dedicated County staff, pro bono professional support, and those already engaged with reforming the Department; and

Incorporating any existing efforts focused on Department reform into a new or modified entity's scope of work or structure to minimize duplication;



Once established, direct this entity in creating its Plan for Department reform, to address the following issues in collaboration with Department leadership and report back to the Board in 60 days after institution on the following:

Prioritization of various key objectives, with metrics for each outcome with the bases of data-driven performance, and the establishment of clear timelines and action steps/recommendations for monitoring progress;

Categorizing managerial, systemic, structural and organizational barriers to implementation, and identifying solutions to address these challenges; and

Long-term policy and structural recommendations for achieving oversight and accountability of the Department, including the role of the Probation Commission and any other County-related bodies or entities;

Direct the entity to report back to the Board in person on a quarterly basis or as requested by the Board; and

Authorize the Probation Department and all relevant County agencies, County commissions, County-appointed consultants, County Counsel and the Chief Executive Officer to provide full cooperation to any entity tasked with this work, including access to, among other things, personnel records, administrative reviews, and executive meetings to the fullest extent allowed by law. (17-4551)

**Attachments:** [Motion by Supervisors Ridley-Thomas and Hahn](#)

11. Recommendation as submitted by Supervisor Ridley-Thomas: Proclaim October 2017 as “Quality and Productivity Month” throughout Los Angeles County in recognition of employee efforts to enhance productivity and improve the quality of County services; request the Music Center to waive the \$750 fee for use of the Grand Hall and the \$200 fee for use of the Lobby Area of the Dorothy Chandler Pavilion, for a total of \$950, on October 18, 2017, excluding the cost of liability insurance; and take the following related actions:

Request the Chief Executive Officer and the Director of Internal Services to provide the necessary support services for activities related to “Quality and Productivity Month” celebrations, including the awards luncheon and the presentation at the Board meeting of October 24, 2017;

Request the Executive Officer of the Board to schedule the annual recognition of the Productivity and Quality Awards Top 10 award winners and the Quality and Productivity Commission Chair Leadership Awardee as a Chairman presentation for the Board meeting of October 24, 2017;

Waive \$4,000 in parking fees for approximately 200 vehicles at the Music Center Garage, excluding the cost of liability insurance, for those attending the 31st Annual Productivity and Quality Awards Program on October 18, 2017; and

Waive \$800 in parking fees for approximately 40 vehicles at the Music Center Garage, excluding the cost of liability insurance, for Productivity and Quality Awards Top 10 awardees attending the presentation at the Board meeting of October 24, 2017. (17-4550)

Attachments: [Motion by Supervisor Ridley-Thomas](#)

12. Recommendation as submitted by Supervisor Ridley-Thomas: Proclaim October 7, 2017 as “Earth, Wind & Fire Day” throughout Los Angeles County, in celebration of the band performing great music for a greater cause at this year’s Jazz at Drew concert on the campus of the Charles R. Drew University of Medicine and Science. (17-4541)

Attachments: [Motion by Supervisor Ridley-Thomas](#)

13. Recommendation as submitted by Supervisors Kuehl and Solis: Proclaim October 15, 2017, as “AIDS Walk Los Angeles Day” throughout Los Angeles County; instruct the Auditor-Controller to publicize “AIDS Walk Los Angeles” on the October 15, 2017 paycheck run and instruct the Director of Personnel to include the same message on the electronic paystub viewer in e-CAPS; instruct Department Heads to encourage AIDS Walk Los Angeles Team captains and employees to voluntarily support this worthwhile event; direct the Office of Workplace Programs and Marketing to distribute to County Departments materials related to AIDS Walk Los Angeles, and to publicize the event as part of the Charitable Giving Campaign’s open enrollment month scheduled for September 2017; and waive the \$20 per vehicle parking fee for 450 vehicles at the Music Center Garage, and waive the \$10 per vehicle parking fee for 500 vehicles at Parking lot 10, for a total amount not to exceed \$14,000, excluding the cost of liability insurance, for participants of the AIDS Walk in Grand Park, to be held October 15, 2017. (17-4529)

Attachments: [Motion by Supervisors Kuehl and Solis](#)

14. Recommendation as submitted by Supervisors Kuehl and Barger: Instruct the Executive Director of the Los Angeles Homeless Services Authority (LAHSA) to use Measure H funding available through strategy E8 to contract with LA Family Housing to operate a bridge housing program for women for up to 85 beds at the Sylmar Armory and negotiate an agreement with the National Guard for use of the facility for this purpose; include in the contract, funding for operations, start-up costs, capital improvements, 24-hour security for the facility and immediate area, transportation and staff to coordinate a Community Input Board in order to ensure that LA Family Housing is a good neighbor; and direct the Chief Executive Officer to work with the County’s Legislative Advocates in Sacramento to pursue legislation that would facilitate the sale of the facility to the County or LAHSA. (17-4543)

Attachments: [Motion by Supervisors Kuehl and Barger](#)

15. Recommendation as submitted by Supervisor Hahn: Waive up to \$5,300 in parking fees for 650 vehicles at Dockweiler State Beach, excluding the cost of liability insurance, for participants taking the Fire Department's Lifeguard Candidate Exam, to be held October 21, 2017 from 6:00 a.m. to 10:00 a.m. (17-4554)

Attachments: [Motion by Supervisor Hahn](#)

16. Recommendation as submitted by Supervisor Barger: Determine pursuant to Section 99.01 of the Revenue and Taxation Code that, for the County Sanitation District No. 14, County Sanitation District No. 20 and Antelope Valley Resource Conservation District, the exchange of property tax revenue for Annexation No. 2017-03 to the Antelope Valley Cemetery District shall be as reflected in the Joint Resolution Approving and Accepting the Negotiated Exchange of Property Tax Revenue approved by the Board on September 19, 2017. (17-4557)

Attachments: [Motion by Supervisor Barger](#)

**ADMINISTRATIVE MATTERS 17 - 43****Chief Executive Office**

17. Revised recommendation: Approve an ordinance for introduction to amend the proprietary petroleum pipeline franchise granted to Standard Gas Company, to reflect Board consent for a change of control of the franchise rights from Standard Gas Company to Chevron U.S.A. Inc., both operating subsidiaries of Chevron Corporation, to extend the term of the franchise through December 31, 2022 and make other minor revisions to clarify certain terms and conditions of the franchise; authorize the Chief Executive Officer, the Director of Public Works and County Counsel, to work with the County's existing Oil and Gas Strike Team to develop a plan to oversee the safety of pipelines carrying hazardous materials under the authority of franchises granted within public rights-of-way in the unincorporated areas of East Los Angeles, West Los Angeles, La Mirada and Carson (1, 2, 3 and 4) and to ensure compliance with all applicable Federal and/or State regulations and report back to the Board within 90 days; and find that these actions are exempt from the California Environmental Quality Act. (Relates to Agenda No. 44) (Continued from the meetings of 8-22-17, 9-5-17 and 9-19-17) (17-3776)

Attachments: [Revised Board Letter](#)

18. Recommendation: Approve and instruct the Chairman to sign an eight-year lease amendment with Pritkin-Finkel Investment Company, for the continued use of a supplemental parking lot of 150 parking spaces located at 826 West 220th Street, in the City of Torrance (2), for the Department of Health Services at an initial maximum annual rental amount of \$204,000 and an aggregate amount of \$1,814,040, funded by the Department's Fiscal Year 2017-18 Rent Expense budget at 100% Net County Cost; authorize the Chief Executive Officer to execute any other ancillary documentation necessary to effectuate the lease amendment; authorize the Chief Executive Officer and the Director of Health Services to take actions necessary and appropriate to implement the project; and find that the proposed lease amendment is exempt from the California Environmental Quality Act. (17-4475)

Attachments: [Board Letter](#)

**County Operations**

19. Recommendation: Approve and authorize the Director of Personnel to execute master agreements with qualified contractors for Hearing Officer Services for appeals filed by claimants concerning the denial or cancellation of benefits under the County's Long Term Disability and Survivor Benefit Plan, effective November 1, 2017 or upon execution of the first agreement, whichever is later, for a term of five years with two one-year extension options; execute agreements for Hearing Officer Services throughout the agreement term with contractors who meet the minimum requirements and qualifications as outlined in the Request for Statement of Qualifications issued by the Department of Human Resources and exercise the optional extension options; and approve and execute amendments to the agreement as long as the amendments are consistent with the original Board-approved intent of the agreement and modifications to processes and procedures used in the performance and delivery of the contract services are in conformance with any mandatory or otherwise Board-ordered contract provisions. **(Department of Human Resources) APPROVE (17-4418)**

Attachments: [Board Letter](#)

20. Recommendation: Authorize the Director of Internal Services to award and execute master agreements with Tel-Pro Voice & Data, Inc., L Tech Network Services, Inc., So Cal Communications Group, Inc. and First Fire Systems, Inc., to provide telecommunications equipment and services under the Telecommunications Equipment and Services Master Agreements (TESMA), as companies qualify to provide services, for an initial term of seven years with three one-year and six month-to-month extension options, effective upon Board approval; execute agreements with new vendors as they become qualified throughout the term of the TESMA; exercise the renewal extension options, execute individual work orders, suspend or terminate agreements for the administrative convenience of the County when vendors cease to be in administrative compliance, add or delete TESMA System Classifications and Product Lines and execute applicable amendments should the original contracting entity merge, be acquired or otherwise have a change of entity; and approve the transfer of 14 current TESMA Work Orders to the new TESMA to allow uninterrupted service. **(Internal Services Department)** APPROVE (17-4467)

Attachments: [Board Letter](#)

21. Recommendation: Authorize the Registrar-Recorder/County Clerk to execute a contract with LexisNexis VitalChek Network, Inc. for a records payment and processing system to accept payment by debit or credit card for purchase of recorded documents, for a three-year term with four one-year and six month-to-month extension options for a maximum term of seven-years and six months, with no Net County Cost; and execute amendments and terminate the contract, as necessary. **(Registrar-Recorder/County Clerk)** APPROVE (NOTE: The Acting Chief Information Officer recommends approval of this item.) (17-4411)

Attachments: [Board Letter](#)

**Health and Mental Health Services**

22. Recommendation: Authorize the Director of the Health Agency and/or the Chief Probation Officer to execute agreements with individuals, organizations, joint ventures and other interested providers as a result of competitive processes to obtain services for justice-involved adults and juveniles with such services to include, but not limited to, containment model services (therapy and polygraph), Re-Entry Center wraparound, substance use disorder treatment, behavioral health, supportive and employment services, provided such agreements do not exceed current and future budget appropriations for Senate Bill (SB) 678 and Juvenile Justice Crime Prevention Act (JJCPA) programs, whether those appropriations are within the Probation Department or the Health Agency; and authorize the Director of the Health Agency and/or the Chief Probation Officer to take the following related actions: **(Department of Health Agency and Probation Department) APPROVE**

Execute agreements with qualified contractors selected through a competitive selection process for the provision of ancillary services to support programs for justice-involved adults and juveniles, including, but not limited to, consultant, evaluation, technical assistance and training services for Health Agency and Probation staff and/or contracted service providers' staff, amend any existing Information Technology (IT) agreements to revise terms and conditions, statements of work, program deliverables, and/or services and allow for changes in payment structures and increase contract amounts to facilitate the deployment of IT platforms in support of programs for justice-involved adults and juveniles and advance the objectives of such programs, provided such agreements and amendments do not exceed current and future budget appropriations for SB 678 and JJCPA programs, whether those appropriations are within the Probation Department or the Health Agency;

Execute amendments to the agreements to make changes to the statement of work, add, delete and/or change certain terms and conditions required under Federal or State law regulation and County policy and terminate agreements in accordance with the provisions of each agreement; and



Authorize the Director of Health Services to add and fill eight positions subject to allocation by the Chief Executive Officer to provide critical staffing needed to implement activities to achieve Office of Diversion and Re-Entry goals as they relate to bringing the programs contemplated in the recommendations that are funded by SB 678 for successful implementation. (17-4479)

Attachments: [Board Letter](#)

23. Report by the Director of Public Health, the Chief Executive Officer and County Counsel on the progress of issues related to Exide, as requested at the Board Meeting of September 19, 2017. RECEIVE AND FILE (Relates to Agenda No. A-5) (17-4552)

Attachments: [Presentation](#)

24. Recommendation: Authorize the Director of Public Health to execute amendments to two HIV/AIDS Oral Health Care contracts with East Valley Community Health Center, Inc. and Northeast Valley Health Corporation, Inc. and one HIV/AIDS Ambulatory Outpatient Medical contract with JWCH, Institute, Inc. to increase the total annual funding in the amount of \$183,569, effective upon Board approval through February 28, 2018, increasing the total annual contractual obligation from \$701,312 to \$884,881 and increasing the total annual funding in the amount of \$405,419, for the term March 1, 2018 through February 28, 2019, increasing the total annual contractual obligation from \$663,031 to \$1,068,450, 100% funded by Ryan White Program Part A funds; and execute amendments to the contracts to extend the term through February 29, 2020 at the revised annual base maximum obligation, adjust the term through August 31, 2020, provide an internal reallocation of funds between budgets up to 10% of each term's annual base maximum, and/or provide an increase or decrease in funding up to 10% above or below each term's revised annual base maximum obligation, effective upon amendment execution or at the beginning of the applicable contract term and make corresponding service adjustments, as necessary. **(Department of Public Health) APPROVE** (17-4448)

Attachments: [Board Letter](#)

**Community Services**

25. Recommendation: Find that landscape and grounds maintenance services can be performed more economically by an independent contractor; approve an amendment to a contract with Oakridge Landscape, Inc., for services in the Westridge and Westridge area wide zones (5) to extend the contract on a month-to-month basis for up to six months, commencing on November 1, 2017 at a monthly amount of \$31,945 for a total additional amount of \$191,670 for a new maximum potential aggregate contract amount of \$2,103,452; authorize the Director of Public Works to execute the amendment upon proper execution by the contractor and increase the contract amount by up to an additional 10% of the contract amount for unforeseen additional work within the scope of the contract, if required; and find that the contract work continues to be exempt from the California Environmental Quality Act. **(Department of Public Works)** APPROVE (17-4468)

Attachments: [Board Letter](#)

26. Recommendation: Adopt a resolution by the Board and the City Council of the City of Arcadia to request the initiation of proceedings before the Local Agency Formation Commission of the County (LAFCO) for the annexation of territories to and from the City into the unincorporated County Road District No. 5 area (5) and detachment from the County Road District No. 5 to the City; authorize the Director of Public Works to file with LAFCO the required application to annex and detach the territories and take any other steps necessary to assist LAFCO in processing the application for annexation; and find that this action is exempt from the California Environmental Quality Act. **(Department of Public Works)** ADOPT (17-4466)

Attachments: [Board Letter](#)

27. Recommendation: Approve the list of proposed road improvement projects to be financed with State of California Road Repair and Accountability Act of 2017 funds, in which the County will receive \$36,120,000 for Fiscal Year (FY) 2017-18, for submission to the California Transportation Commission in FY 2017-18 under the Road Maintenance and Rehabilitation Account. **(Department of Public Works) APPROVE (17-4460)**

Attachments: [Board Letter](#)

28. Recommendation: Acting as the Governing Body of the County Flood Control District, approve the project and adopt the plans and specifications for the Dominguez Gap Spreading Grounds West Basin Percolation Enhancement Project, in the City of Long Beach (4), at an estimated construction contract amount between \$1,700,000 and \$2,300,000; advertise for bids to be received before 11:00 a.m. on November 7, 2017; authorize the Chief Engineer to award and execute a construction contract for sediment removal with the apparent responsive and responsible contractor with the lowest responsive bid within the estimated cost range; extend the date and time for the receipt of bids, allow substitution of subcontractors and relief of bidders, approve and execute change orders within the same monetary limits delegated to the Director, accept the project upon final completion and release retention money; and find that the proposed project is exempt from the California Environmental Quality Act. **(Department of Public Works) ADOPT (17-4474)**

Attachments: [Board Letter](#)

### Public Safety

29. Recommendation: Acting as the Governing Body of the Consolidated Fire Protection District, approve and instruct the Chairman to sign a three-year agreement between the State of California Department of Forestry and Fire Protection and the County; authorize the Fire Chief of the District to provide fire protection services to the State Responsibility Areas from July 1, 2017 through June 30, 2020 and receive compensation for such services in the amount of \$87,413,641; authorize the Fire Chief of the District to execute the agreement and any amendments, accept additional compensation from the State that exceeds the State's spending authority of \$87,413,641 through June 30, 2020 and review and update the Operating Plan on an annual basis; and find that the agreement is exempt from the California Environmental Quality Act. **(Fire Department) APPROVE (17-4477)**

Attachments: [Board Letter](#)

30. Recommendation: Acting as the Governing Body of the Consolidated Fire Protection District, authorize the Fire Chief to accept the United States Department of Homeland Security, Federal Emergency Management Agency Fiscal Year (FY) 2016 Assistance to Firefighters Grant award in the amount of \$167,827, to procure three Community Paramedic Units, this grant requires a 15% District match of \$25,173 which will be provided through the District's FY 2017-18 Final Adopted Budget; execute any grant agreements and all future amendments, extensions, augmentations and requests for reimbursements to meet the conditions of the grant award; and find that the proposed purchases are exempt from the California Environmental Quality Act. **(Fire Department)** APPROVE (17-4452)

Attachments: [Board Letter](#)

31. Recommendation: Acting as the Governing Body of the Consolidated Fire Protection District, approve and authorize the Director of Internal Services, as the County's Purchasing Agent, to proceed with the solicitation and acquisition of 12 pumper apparatus for an approximate amount of \$7,900,000 and one quint aerial apparatus for an approximate amount of \$1,300,000 for a combined apparatus purchase amount of approximately \$9,200,000, at no Net County Cost; and find that the proposed action is exempt from the California Environmental Quality Act. **(Fire Department)** APPROVE (17-4454)

Attachments: [Board Letter](#)

32. Recommendation: Approve an appropriation adjustment reflecting partial-year funding for increases in Salaries and Employee Benefits (S&EB) in the following amounts for a total of \$3,554,000 to provide for an additional 49 budgeted and ordinance positions and \$233,000 in Services and Supplies for a total estimated amount of \$3,787,000, fully funded by Senate Bill (SB) 678 revenue, with no Net County Cost required: **(Probation Department)**  
**APPROVE 4-VOTES**

An increase in S&EB of \$1,089,000 to partially fund fifteen budgeted and ordinance positions to provide the management and infrastructure support to develop and implement SB 678 Five-Year Spending Plan programs and the new CORE Adult Felony Offender Supervision model;

An increase in S&EB of \$520,000 to partially fund seven budgeted and ordinance positions to establish the Resource Utilization Unit, which will support the County's internal partners and community-based organizations in connecting clients to SB 678-funded direct services;

An increase in S&EB of \$350,000 to partially fund five budgeted and ordinance positions to expand the Staff Support and Development Team, with the positions to provide on-going training, coaching and progress assessment for the SB 678 Deputy Probation Officers;

An increase in S&EB of \$865,000 to partially fund twelve budgeted and ordinance positions to support administrative services for four positions for contracts and fiscal operations, six positions for information technology services and two positions for Human Resources to support the Department's Adult Field Services; and

An increase in S&EB of \$730,000 to partially fund ten budgeted and ordinance positions, eight of which will expand the Department's Research and Program Evaluation Unit to focus on SB 678 Adult Felony Offender programs and services, two of the items are for the Program Design Unit to explore grant and other funding opportunities and ensure newly developing programs are supported as evidence-based programs.  
(17-4455)

Attachments: [Board Letter](#)  
[Presentation](#)

33. Recommendation: Authorize the Chief Probation Officer to execute and enter into a non-financial memorandum of understanding (MOU) with the National Council on Crime and Delinquency for the assessment of female youth currently residing at Camp Scott and the Dorothy Kirby Center; and execute any amendments of the MOU. **(Probation Department)** APPROVE (17-4358)

Attachments: [Board Letter](#)

34. Recommendation: Approve and instruct the Chairman to sign an amendment to an agreement with 3M Cogent, Incorporated, for the provision of continued maintenance and support services to the County's Automated Fingerprint Identification System (AFIS), to extend the term of the agreement for one year from October 13, 2017 through October 12, 2018 and increase the maximum contract amount by \$1,168,248 from \$40,367,280 to \$41,535,528, funded through the Remote Access Network Board approved AFIS fund with no Net County Cost. **(Sheriff's Department)** APPROVE *(NOTE: The Acting Chief Information Officer recommends approval of this item.)* (17-4481)

Attachments: [Board Letter](#)

35. Recommendation: Approve and instruct the Chairman to sign an amendment to a contract with Securitas Security Services USA, Incorporated to add as-needed armed and unarmed security guard services for the County's Central and East Bureau courthouses and other Department facilities, exercising the contracts' last one-year option term from October 15, 2017 through October 14, 2018 and one six-month extension option from October 15, 2018 through April 14, 2019, for an estimated total contract amount of \$4,000,000, utilizing funding from the Department's operating budget. **(Sheriff's Department)** APPROVE (17-4453)

Attachments: [Board Letter](#)

36. Recommendation: Authorize the Sheriff, as an agent of the County, to execute a memorandum of understanding with the Federal Bureau of Investigation (FBI) for the participation in the Los Angeles Cyber Task Force (LACTF), effective for the duration of the LACTF's operation, Department overtime salary costs associated with the LACTF may be reimbursed by the FBI for all full-time Department personnel; and execute all future amendments, modifications and cost reimbursement agreements, as necessary, for the effective participation in the LACTF. **(Sheriff's Department)** APPROVE (17-4449)

Attachments: [Board Letter](#)

**Ordinance for Adoption**

37. Ordinance for adoption amending County Code, Title 15 - Vehicles and Traffic, to add Sections 15.64.1320, 15.64.1321, 15.64.1322, 15.64.1323 and 15.64.1324, establishing the Leroy Preferential Parking District in the unincorporated community of Arcadia (5) and impose a preferential parking permit fee in the amount of \$120 per household every three years. ADOPT (17-4155)

**Attachments:** [Ordinance](#)

**Miscellaneous**

38. Los Angeles County Contract Cities Liability Trust Fund Claims Board's recommendation: Authorize settlement of the matter entitled Timothy Paynter, et al. v. County of Los Angeles, Lancaster Superior Court Case No. MC 024475, and Silvia Morillon, et al. v. County of Los Angeles, et al., Lancaster Superior Court Case No. MC 024976 in the amount of \$4,000,000 and instruct the Auditor-Controller to draw a warrant to implement this settlement from the Sheriff's Department Contract Cities Trust Fund's budget. The Contract Cities' excess insurance carrier will cover approximately \$1,000,000 of the \$4,000,000 settlement.

This lawsuit concerns allegations of wrongful death and automobile accident involving a Sheriff's Deputy. (17-4383)

**Attachments:** [Board Letter](#)



39. Los Angeles County Claims Board's recommendation: Authorize settlement of the matter entitled Advokids, et al. v. County of Los Angeles, et al., Los Angeles Superior Court Case No. BS 150163 in the amount of \$500,868 and instruct the Auditor-Controller to draw a warrant to implement this settlement from the Department of Children and Family Services' budget.

This lawsuit seeks a court order commanding the Department of Children and Family Services to provide foster parents with notice and the opportunity to be heard and submit evidence at proceedings involving children in their care.

(17-4458)

Attachments: [Board Letter](#)

40. Request from the Redondo Beach Unified School District: Adopt a resolution authorizing the County to levy taxes in an amount sufficient to pay the principal of and interest on the District's 2017 General Obligation Refunding Bonds (Election of 2008, Series D) (2020 Crossover) when due after the Crossover Date, in an amount not to exceed \$25,000,000 to refund the outstanding Prior Bonds maturing on August 1, 2027 and August 1, 2040 on a crossover basis on August 1, 2020 (Crossover Date); and direct the Auditor-Controller to place on its 2020-21 tax roll, and all subsequent tax rolls, taxes sufficient to fulfill the requirements of the debt service schedule for the Bonds that will be provided to the Auditor-Controller by the District following the sale of the Bonds. ADOPT (17-4450)

Attachments: [Board Letter](#)

**Miscellaneous Additions**

41. Additions to the agenda which were posted more than 72 hours in advance of the meeting, as indicated on the supplemental agenda. (12-9995)
42. Items not on the posted agenda, to be presented and (if requested) referred to staff or placed on the agenda for action at a future meeting of the Board, or matters requiring immediate action because of an emergency situation or where the need to take immediate action came to the attention of the Board subsequent to the posting of the agenda. BOARD MEMBERS - (1) (12-9996)
43. Recommendations by individual Supervisors to establish, extend or otherwise modify cash rewards for information concerning crimes, consistent with the Los Angeles County Code. (12-9997)

**IV. ORDINANCE FOR INTRODUCTION 44**

44. **Revised** ordinance for introduction amending the proprietary petroleum pipeline franchise granted to Standard Gas Company, an Idaho Corporation, to reflect the consent of the Board to a change of control of the franchise rights from Standard Gas Company to Chevron U.S.A. Inc., a Pennsylvania Corporation; extending the term of the franchise through December 31, 2022; incorporate testing, reporting and safety requirements in accordance with applicable Federal, State and local laws and ~~makeing~~ other minor revisions to clarify certain terms and conditions of the franchise. INTRODUCE, WAIVE READING, AND PLACE ON AGENDA FOR ADOPTION (Relates to Agenda No. 17) (Continued from the meetings of 8-22-17, 9-5-17 and 9-19-17) **NOTE: Documentation not available at the printing of the agenda. (17-3774)**

Attachments: [Ordinance](#)  
[Revised Ordinance](#)

**V. SEPARATE MATTER 45**

45. Recommendation: Appoint Mr. Bobby Cagle to the position of Director of Children and Family Services at an annual salary of \$300,000 effective December 1, 2017; approve reimbursement of up to \$25,000 for reasonable actual relocation costs for Mr. Cagle and reimbursement for temporary housing costs; and instruct the Director of Personnel to execute an at-will employment contract. **(Chief Executive Office)** (17-4542)

Attachments: [Board Letter](#)

**VI. GENERAL PUBLIC COMMENT 46**

- 46.** Opportunity for members of the public to address the Board on items of interest that are within the subject matter jurisdiction of the Board. (12-9998)

**VII. NOTICE OF CLOSED SESSION FOR OCTOBER 3, 2017**

**CS-1. DEPARTMENT HEAD PERFORMANCE EVALUATIONS**  
(Government Code Section 54957)

Department Head performance evaluations. (11-1977)

**VIII. ADJOURNMENT 47**

47. Recommendation by individual Supervisors that the Board adjourn the meeting in memory of deceased persons and/or commemoration of ceremonial occasions. (12-9999)

**IX. ITEMS CONTINUED FROM PREVIOUS MEETINGS FOR FURTHER DISCUSSION AND ACTION BY THE BOARD**

**A-1.** Continue local emergencies as a result of the following: (a) Discovery of an infestation of fruit flies, as proclaimed on May 10, 1990; (b) Conditions of disaster arose as a result of the discovery of a leak at the natural gas storage wells at the Aliso Canyon storage field affecting the City and County of Los Angeles, as proclaimed on December 10, 2015 and ratified by the Board on December 15, 2015; (c) Conditions of disaster and of extreme peril to the safety of persons and property arose as a result of the Sand Fire affecting the Tujunga, Santa Clarita and Antelope Valley areas of the County, as proclaimed on July 25, 2016 and ratified by the Board on July 26, 2016; (d) Conditions of disaster arose as a result of the Marek Fire that affected the Angeles National Forest and areas of Lake View Terrace and Tujunga, as proclaimed on November 23, 2016 and ratified by the Board on November 29, 2016; (e) Conditions of disaster arose as a result of a winter storm from December 22 through 24, 2016 affected the City of Duarte and the Santa Clarita Valley, as proclaimed on January 3, 2017 and ratified by the Board on January 10, 2017; (f) Conditions of disaster arose as a result of a winter storm from January 18 through 23, 2017 affected the Cities of Los Angeles, Long Beach, Monterey Park, Avalon, Malibu, Diamond Bar, Duarte and the Santa Clarita Valley, as proclaimed on January 26, 2017 and ratified by the Board on January 31, 2017; and (g) Conditions of disaster and extreme peril to the safety of persons and property arose as a result of the La Tuna Fire that started September 1, 2017 and affected the cities of Los Angeles, Burbank and Glendale, as proclaimed on September 3, 2017 and ratified by the Board on September 5, 2017. (A-1)

**A-2.** **CONFERENCE REGARDING POTENTIAL THREATS TO PUBLIC SERVICES OR FACILITIES**

(Government Code Section 54957)

Briefing by Sheriff Jim McDonnell or his designee and related emergency services representatives. (A-2)

**A-3.** Discussion on the impact of rain storms, flooding, high-surf and swells, and any other weather-related or natural disaster event in Los Angeles County associated with El Niño, to include the County's preparedness and ability to coordinate response and recovery activities, as requested by Supervisor Ridley-Thomas at the meeting of January 12, 2016. (A-10)

- A-4.** Discussion and consideration of necessary actions relating to the County's homeless crisis, as requested at the Board meeting of May 17, 2016. (A-11)
- A-5.** Discussion and consideration of necessary actions on the progress of issues related to Exide, as requested at the Board meeting of June 8, 2016. (Relates to Agenda No. 23) (A-12)
- A-6.** Discussion on the status of the Federal and/or State Budgets, Federal and/or State legislative matters and Executive Orders, and their impact on Los Angeles County, as requested by Supervisor Ridley-Thomas at the meeting of January 17, 2017. (A-13)
- A-7.** Discussion and consideration of necessary actions on issues or action taken by the Federal government relating to immigration policies, as requested by Supervisors Barger and Solis at the meeting of January 17, 2017 and revised by Supervisors Solis and Hahn on September 12, 2017. (A-14)
- A-8.** Discussion and consideration of necessary actions on issues related to the repeal of the Affordable Care Act, health reform and its impact on Los Angeles County, as requested by Supervisor Ridley-Thomas at the Board meeting of February 21, 2017. (A-15)
- A-9.** Discussion and consideration of necessary actions on issues related to the implementation of Measure H, as requested by Supervisors Ridley-Thomas and Hahn at the Board meeting of March 14, 2017. (A-16)
- A-10.** Report by the Director of Beaches and Harbors on the status of emergency work related to the deteriorated elevated concrete access ramp at Nicholas Canyon Beach, as requested by Supervisor Kuehl at the Board meeting of September 12, 2017. (A-17)



**X. REPORT OF CLOSED SESSION FOR SEPTEMBER 26, 2017****(CS-1) DEPARTMENT HEAD PERFORMANCE EVALUATIONS**  
(Government Code Section 54957)

Department Head performance evaluations.

**No reportable action was taken.** (11-1977)

**(CS-2) CONFERENCE WITH LABOR NEGOTIATORS**  
(Government Code Section 54957.6)

Agency designated representatives: Sachi A. Hamai, Chief Executive Officer and designated staff

Unrepresented employees (all).

**No reportable action was taken.** (13-4431)

**(CS-3) PUBLIC EMPLOYMENT**  
(Government Code Section 54957 (b)(1))

Consideration of candidate(s) for appointment to the position of Director of Children and Family Services.

**No reportable action was taken.** (17-3353)

**(CS-4) PUBLIC EMPLOYMENT**  
(Government Code Section 54957 (b)(1))

Interview and consideration of candidate(s) for the position of Director of Health Services.

**No reportable action was taken.** (17-4476)

**E N D**

## ***PUBLIC INPUT AT BOARD OF SUPERVISORS MEETINGS***

The meetings of the Board of Supervisors are open to the public. A request to address the Board must be submitted in person to the Executive Officer of the Board prior to the item being called. The Board may limit the public input on any item(s), based on the number of people requesting to speak and the business of the Board at the discretion of the Chair. Operating within existing Board Rules, time for public input will be allocated as follows:

**Time for speaking\***: Comments are limited to a total of six (6) minutes per speaker, per meeting, which can be allocated among the following:

1. **Items Not Held by a Board Member**: A speaker shall have no more than *one* opportunity, up to a maximum of three (3) minutes, to address the Board concerning all items that have not been held by a Board Member.
2. **Items Held by a Board Member**: Agenda items that are held by a Board Member for discussion shall be considered separately. A speaker may have a maximum of two (2) minutes on each item that has been held by a Board Member.
3. **General Public Comment**: A speaker may have a maximum of two (2) minutes to address the Board on Public Comment.

**NOTE: Time allotted must be in one minute increments\* and a speaker's total time for the above is not to exceed the six (6) minute maximum.**

**Policy Matters and Public Hearings**: Additional time will be allocated for Policy Matters and Public Hearings, which do not count towards a speaker's six (6) minute maximum. The allotted time to comment on Policy Matters and Public Hearings will be announced by the Chair of the Board.

\*all times may be increased or decreased at the discretion of the Chair.

**If you have any questions or need assistance, please see Executive Office staff or call (213) 974-1411.**

## ***CONDUCT IN THE BOARD ROOM***

***Members of the Public: If you witness conduct or behavior by other members of the public that disrupts your ability to remain engaged or participate in this meeting, please notify the Sergeant-at-Arms or other County staff.***

***Miembros del Público: Si usted presencia una conducta o comportamiento de parte de otros miembros del público que interrumpe su capacidad para seguir participando o participar en esta reunión, por favor notifique al sargento quien mantiene el orden u otro personal del Condado.***

- Speakers must cease speaking immediately when their time has ended;
- Public comment on agenda items must relate to the subject matter of that item;
- General public comment is limited to subjects within the jurisdiction of the Board;
- Public comment does not include the right to engage in a dialogue with Board members or staff;
- Please remain respectful of the forum and refrain from uttering, writing, or displaying profane, personal, threatening, or other abusive statements toward the Board, any member thereof, staff or other persons;
- Members of the audience should be respectful of the views expressed by speakers, staff and Board members, and may not clap, cheer, whistle or otherwise interfere with the orderly conduct of the meeting; and
- A person engaging in conduct that disrupts the meeting is subject to being removed from the Board meeting.

**AGENDA**

In accordance with the Brown Act, all matters to be acted on by the Board must be posted at least 72 hours prior to the Board meeting. In cases of an emergency, or when a subject matter needs immediate action or comes to the attention of the Board subsequent to the agenda being posted, upon making certain findings, the Board may act on an item that was not on the posted agenda.

The majority of the Board's Tuesday agenda is a consent calendar. All matters included on the consent calendar (including Board of Supervisors items and Administrative Matters) may be approved by one motion unless held by a Board Member for discussion. Following the Invocation and Pledge of Allegiance, the Executive Officer will indicate which items have been requested to be held for discussion or continued to a future meeting, and the remaining items will be approved. Items which are set for a time certain may or may not be called up at exactly the time indicated, depending on the business of the Board. The items that are held for discussion may be taken up at any time, depending on the business of the Board. Each item includes a brief summary of the Board member's motion or department's recommended action, and in some instances, a corresponding recommendation from the Chief Executive Officer, indicated in capital letters.

Included at the end of each agenda are items which have been continued from previous meetings for further discussion and action by the Board. This portion of the agenda is commonly referred to as the "A-item Agenda". At the request of a Supervisor, the A-items may be called up for consideration at any time.

**INFORMATION RELATING TO AGENDAS AND BOARD ACTIONS**

Agendas for the Board meetings are available on Thursday mornings in the Executive Office and on the Internet. A supplemental agenda that includes corrections, additions or deletions to the agenda is available on Friday afternoons. Internet users may subscribe to and access the agenda on the Los Angeles County homepage at <http://lacounty.gov> under the "Board of Supervisors", and clicking on the the "Board of Supervisors Meeting Agendas" link.

Meetings of the Board of Supervisors are recorded on DVD and are available for a nominal charge. A recorded phone message is available immediately following the Board meeting, regarding which items were approved on consent by the Board. A recording of the Board meeting (in Spanish and English) is available within 24-48 hours of a Board meeting at <http://bosvideoap.co.la.ca.us/mgasp/lacounty/homepage.asp> and transcripts are available at <http://file.lacounty.gov/bos/transcripts/>.

After each Board meeting, a Statement of Proceedings is prepared, which indicates the actions taken by the Board including the votes, and is available within 10 days following the meeting. Internet users may access the Statement of Proceedings and supporting documents on the Los Angeles County homepage at <http://www.lacounty.gov/wps/portal/sop>

**HELPFUL INFORMATION**

General Information.....(213) 974-1411	Transcripts/DVDs of meetings...(213) 974-1424
Copies of Agendas .....(213) 974-1442	Statement of Proceedings.....(213) 974-1424
Copies of Rules of the Board .....(213) 974-1424	
<b>Board Meeting Live.....(877) 873-8017</b>	<i>Access Code: 111111# (English) 222222# (Spanish)</i>
Recorded message of Board actions for consent items .....	(213) 974-7207

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Any person who seeks support or endorsement from the Board of Supervisors on any official action may be subject to the provisions of Los Angeles County Code, Chapter 2.160, relating to lobbyists. Violation of the lobbyist ordinance may result in a fine and other penalties. FOR INFORMATION, CALL (213) 974-1093.

**ALTERNATE LOCATION TO ADDRESS THE BOARD**

Any person interested in viewing or addressing the Board during a regular meeting or hearing may do so at the Lancaster Library located at 601 West Lancaster Boulevard, Lancaster, CA 93534. However, documentation to the Board for consideration shall be submitted to the Executive Office of the Board, Room 383, Kenneth Hahn Hall of Administration, no later than 5:00 p.m. the day before the scheduled meeting or hearing. Any documentation submitted at the Lancaster site shall become part of the official record for the matter, but will not be disseminated to the Board prior to the Board's action on such matter. NOTE: This alternate location is being offered as a courtesy, and may not be available if technology fails or if the facility is not available, such as closed due to inclement weather.