

COUNTY OF ORANGE SOCIAL SERVICES AGENCY

POLICIES & PROCEDURES MANUAL

Subject: Legislative Analysis and Coordination

Number: D 5

Approved: Signature on file

Date: 4/3/19

POLICY

The County of Orange Social Services Agency (Agency) is not to take public stances in support of or opposition to federal, state or local legislation. Position letters are to be issued by or at the direction of the Orange County Board of Supervisors (Board) or their designee.

If Agency staff would like to request to take a position on legislation or other matters being considered by a legislative body, the Strategic Communications, Legislation, and Policy Team (SCLPT) is to coordinate with the County Executive Office-Legislative Affairs (CEO-LA) to assess whether the Board will take a position.

The development of legislative proposals is a year round process that requires collaboration between subject matter experts, the entire Leadership Development Team, and the Legislative Manager.

In order for a legislative proposal to be considered during a legislative session, a fully developed proposal must be submitted between August and September of the previous year; due dates vary from year to year and are shared as they become available. A fully developed legislative proposal should consist of the following information:

- Statement of the problem
- Analysis
- Proposed solution
- Possible fiscal effects
- Likely support
- Likely opposition
- Previous legislation addressing the problem

SCLPT provides the following support regarding legislative matters impacting the Agency:

- Analyze past, current and proposed legislation at the federal, state and local level
- Respond to internal and external inquiries regarding legislation
- Track and evaluate legislation
- Represent the Agency at state, county and association committees and/or meetings
- Coordinate with CEO-LA and other County departments/agencies
- Collaborate with staff to develop legislative proposals.