



AGENDA & NOTICE

LOS ANGELES CITY/COUNTY
NATIVE AMERICAN INDIAN COMMISSION
REGULAR MEETING
TUESDAY, MAY 18, 2021, 5:30 P.M.

To Listen Via Telephone: (669) 900-6833
Webinar ID: 814 4817 2666

To View Via Web: <https://us02web.zoom.us/j/81448172666>

To Provide Public Comment: You may submit written public comment via email to aferguson@wdacs.lacounty.gov. Please submit your public comment or documentation as soon as possible but no later than 5 p.m. the night before the scheduled meeting.

CHRISSIE CASTRO, Chairperson
Navajo

RUDY ORTEGA JR., Vice Chairperson
Fernandeño Tataviam

SHAWN IMITATES-DOG, Treasurer
Lakota

ANDREA N. GARCIA, M.D., Commissioner
Mandan, Hidatsa, Arikara

ALLISON HICKS, Commissioner
Prairie Band Potawatomi Nation/Choctaw

DAWN JACKSON, Commissioner
Saginaw Chippewa

FRED LEAF, Commissioner
Potawatomi

KIMBERLY MORALES JOHNSON,
Commissioner
Gabrieleno Tongva

RANDALL MURPHY, Commissioner
Choctaw/Lakota

TRACY PEREZ, Commissioner
Navajo

JOSEPH A. QUINTANA, Commissioner
Kewa Pueblo

TED TENORIO, Commissioner
Tiguan Nation

CHERI THOMAS, Commissioner
Quinault/Yurok

MARK VILLASEÑOR, Commissioner
Fernandeño Tataviam

RENE' WILLIAMS, Commissioner
Colville Tribes

ALEXANDRA VALDES
Executive Director
Tlingit/Athabaskan

1. INVOCATION

2. CALL TO ORDER

3. ROLL CALL

4. COMMISSIONER & STAFF INTRODUCTIONS

5. ACTION ITEMS

- 5.1. Review and take possible action adopting the April 20, 2021 Los Angeles City/County Native American Indian Commission (LANAIC) Meeting Minutes
- 5.2. Review slate of nominations for the LANAIC Secretary and take action electing a new LANAIC Secretary to fill current vacancy and serve through January 18, 2022
- 5.3. Take possible action adopting a stance on the LANAIC's desired position within the County of Los Angeles' organizational structure due to the pending reorganization of the Department of Workforce Development, Aging and Community Services

**AGENDA FOR THE REGULAR MEETING OF THE
LOS ANGELES CITY/COUNTY NATIVE AMERICAN INDIAN COMMISSION
TUESDAY, MAY 18, 2021 - 5:30 P.M.**

- 5.4. Take possible action formally requesting to the County of Los Angeles Board of Supervisors and CEO a reclassification of the LANAIC's assigned item Executive Assistant – NAIC to an Executive Director (UC) item

6. DISCUSSION ITEMS

- 6.1. LANAIC 45th Anniversary (June 25, 2021)
- 6.2. Measure J Updates
 - 6.2.1. Addressing American Indian and Alaska Native Homelessness and Housing Insecurity proposal
- 6.3. LA Native COVID Response Working Group Updates
 - 6.3.1. Recap of May 1, 2021 pop-up vaccine clinic and updates for the May 29, 2021 pop-up vaccine clinic
- 6.4. County of Los Angeles Board of Supervisors Board Order Updates & Board Priority Updates
 - 6.4.1. Indigenous Peoples Day 2020 (September 29, 2020) – Accessing County-Owned Land in Los Angeles

7. COMMISSIONER GENERAL COMMENTS ON NON-AGENDA ITEMS

8. ANNOUNCEMENTS/FUTURE AGENDA ITEMS

9. PUBLIC COMMENT

10. COMMISSION ADJOURNMENT

Meetings are held in English. If interpretation in other languages or accommodations for persons with disabilities are needed, please contact the Commission at (213) 738-3241 at least 3 business days before the meeting. The meetings of the Native American Indian Commission are accessible to persons with disabilities.

Contact: www.lanaic.org, contact@lanaic.org, or (213) 738-3241



**LOS ANGELES CITY/COUNTY NATIVE AMERICAN INDIAN COMMISSION
UNAPPROVED MINUTES OF THE MEETING OF APRIL 20, 2021**

The meeting of the Los Angeles City/County Native American Indian Commission April 20, 2021 was held virtually.

Chairwoman Chrissie Castro called the meeting to order at 5:32 p.m. and led the body in a moment of silence in honor of the communities processing various emotions in light of the Derek Chauvin verdict.

Commissioners Present: Chrissie Castro (Chairwoman)
 Rudy Ortega Jr. (Vice Chairperson)
 Dr. Andrea Garcia
 Allison Hicks
 Dawn Jackson
 Kimberly Johnson Morales
 Randall Murphy
 Joseph Quintana
 Cheri Thomas
 Mark Villasenor
 Rene' Williams

Commissioners Absent: Shawn Imitates-Dog (Treasurer)
 Fred Leaf
 Ted Tenorio
 Tracy Perez

Staff Present: Alexandra Valdes, Executive Director

Commissioner & Staff Introductions

All commissioners present and Alexandra Valdes, the Executive Director, provided brief introductions and welcomed new Commissioner Rene' Williams (SD4).

Action Items

Review & Approval of February 2021 Meeting Minutes

A motion was made by Vice Chairperson Rudy Ortega Jr. and seconded by Commissioner Randall Murphy, to adopt the minutes of the March 16, 2021 meeting as presented. The motion passed.

YES	Castro, Ortega Jr., Jackson, Johnson Morales, Murphy, Quintana, Thomas, Villasenor
NO	
ABSTAIN	Garcia, Williams



LOS ANGELES CITY/COUNTY NATIVE AMERICAN INDIAN COMMISSION UNAPPROVED MINUTES OF THE MEETING OF APRIL 20, 2021

Take Action Appointing a New LANAIC Secretary to Fill Current Vacancy

The body discussed holding a special election at the May meeting and having Alexandra Valdes solicit nominations via email from Commissioners and then present the slate of nominees at the May meeting. No action was taken.

Discussion Items

COVID-19 Updates: May 1, 2021 Native American Pop-Up Vaccine Clinic

Commissioner Garcia shared that the LA Native COVID Response Working Group in partnership with United American Indian Involvement, California Native Vote Project, Torres Martinez Tribal TANF, Semillas, American Indian Counseling Center, Supervisor Hilda Solis and Kedren Community Health Centers will be hosting a pop-up vaccine event from 10 am to 2 pm on Saturday May 1, 2021 at LA State Historic Park. She shared that food boxes and PPE will also be distributed at the event. Alexandra shared that she would send the commissioners the event flyer following the adjournment of the meeting.

County of Los Angeles Board of Supervisors Board Order Updates & Board Priority Updates: Indigenous Peoples Day 2020 (September 29, 2020) – Accessing County-Owned Land in Los Angeles

Alexandra shared a brief status update on the IPD 2020 Board Order. She shared that in order to properly report back to community, before submitting the report to CEO and the Board of Supervisors, that the Chief Sustainability Office as the named lead in the Board order plans to request a 3-month extension for the report submission. If granted, which Alexandra anticipates it will be, it will be due August 27, 2021.

Commissioner General Comments On Non-Agenda Items

Commissioner Johnson Morales extended her gratitude to the LANAIC, especially Vice Chairperson Ortega Jr., for support the Gabrieleno/Tongva San Gabriel Band of Mission Indians following the passing of Julia Bogany.

Commissioner Quintana shared that he would like to invite Councilmember Mitch O'Farrell to an upcoming LANAIC meeting to share about the issues at Echo Park and how that has impacted the American Indian and Alaska Native community. Alexandra also noted it may be beneficial to extend an invitation to the Mayor's office to have staff talk through Garcetti's proposed FY21-22 budget and how it impacts and supports the AIAN community.

Announcements/Future Agenda Items

No announcements or future agenda items were shared.



**LOS ANGELES CITY/COUNTY NATIVE AMERICAN INDIAN COMMISSION
UNAPPROVED MINUTES OF THE MEETING OF APRIL 20, 2021**

Public Comment

There was no public comment.

Commission Adjournment

The Los Angeles City/County Native American Indian Commission meeting of April 20, 2021 was adjourned by Chairperson Castro at 6:30 p.m in honor of the life and legacy of Julia Bogany (Tongva). Vice Chairperson Ortega Jr. and Commissioner Johnson Morales shared some memories of Julia and her impact on their lives.

Los Angeles City/County Native American Indian Commission

Secretary Nominations

Term: May 18, 2021 through January 18, 2022

1. Dawn Jackson
2. Tracy Perez
3. Cheri Thomas
4. Mark Villaseñor



DATE: May 12, 2021

TO: LANAIC Commissioners

FROM: Alexandra Valdes, Executive Director

RE: Future Placement of the Los Angeles City/County Native American Indian Commission within the County of Los Angeles' Organizational Structure

RECOMMENDED ACTION

Request that the County Board of Supervisors affirms and strengthens its commitment to Los Angeles County's American Indian and Alaska Native (AIAN) population through the creation of a Tribal Relations Office or Initiative within the Strategic Integration Branch of the Chief Executive Office that will house the LANAIC and the LANAIC's Self Governance Board, promote culturally grounded, long-term, positive relationships and decision-making processes through government-to-government consultation with Tribal governments and engagement with the urban AIAN community and develop focused and long-term strategies to improve programs and services for all AIAN people living in the County.

BACKGROUND

On April 20, 2021 the County Board of Supervisors adopted the *Establishing the Los Angeles County Economic and Workforce Development Department* motion that directs the CEO to work with County Counsel, the Department of Human Resources, the Auditor Controller, WDACS, LACDA, DCBA on a number of things related to the reorganization of the Department of Workforce Development, Aging and Community Services including developing a report back to be submitted to the Board of Supervisors on or before October 1, 2021 that includes recommendations on the appropriate placement of the LANAIC.





LOS ANGELES CITY/COUNTY NATIVE AMERICAN INDIAN COMMISSION

Chairperson
CHRISSIE CASTRO
Navajo

May 18, 2021

Vice Chairperson
RUDY ORTEGA JR.
Fernandeño Tataviam

Re: Reclassification of Executive Assistant, N.A.I. (0945) to Executive Director (UC)

Treasurer
SHAWN IMITATES-DOG
Lakota

Dear Supervisor X/CEO Davenport

Secretary
Vacant

ANDREA N. GARCIA, M.D.
Mandan, Hidatsa, Arikara

ALLISON HICKS
*Prairie Band Potawatomi
Nation/Choctaw*

DAWN JACKSON
Saginaw Chippewa

KIMBERLY JOHNSON
MORALES
Gabrieleno Tongva

FRED LEAF
Potawatomi

RANDALL MURPHY
Choctaw/Lakota

TRACY PEREZ
Navajo

JOSEPH A. QUINTANA
Kewa Pueblo

TED TENORIO
Tiguan Nation

CHERI THOMAS
Quinault/Yurok

MARK VILLANSEÑOR
Fernandeño Tataviam

RENE' WILLIAMS
Colville Tribes

My name is Chrissie Castro and I am the Chairwoman of the Los Angeles City/County Native American Indian Commission (LANAIC). I am writing on behalf of the LANAIC. We respectfully request that you support the LANAIC's request for the reclassification of the Executive Assistant ("EA"), N.A.I (0945) item to an Executive Director ("ED") (Unclassified - "UC") item.

This June will mark 45 years since the County of Los Angeles and LA City established the LANAIC to address inequities impacting the County's American Indian and Alaska Native (AIAN) population, at the behest of AIAN community.

Throughout much of this time the LANAIC has had one dedicated staff person, the EA, who has uplifted and advocated for the concerns of the largest AIAN population of any county in the U.S. It is of note that the LANAIC is the only body within the LA City and County of Los Angeles governments charged with the responsibility of protecting and fulfilling the basic needs and human rights of the AIAN community.

The classification and compensation discrepancy of the EA item and items with similar duties and responsibilities presents an equity issue that needs to be resolved as the County has committed to "the elimination of structural racism and bias in the County."¹

The submission of the reclassification paperwork to the Chief Executive Office is forthcoming from the Department of Workforce Development, Aging and Community Services ("WDACS") - Human Resources Division ("HRD"). We have been informed by WDACS' HRD that the CEO is accepting reclassification requests through May 25, 2021 and that CEO approved reclassifications will be included as a motion in a Board meeting agenda for early August 2021.

Executive Director
ALEXANDRA VALDES
Tlingit/Athabaskan

¹ <https://ceo.lacounty.gov/antiracism>

The LANAIC is seeking a reclassification of this item for the following reasons:

1. The actual duties of the Executive Assistant (EA), NAI (0945) item are the same in scope and responsibility of Executive Director (UC) items, while the EA compensation is not equitable. Similarities in the actual job duties of the LANAIC EA class specifications with those of the recently created ED for the Youth Commission and ED for the Probation Oversight Commission (see attached Comparison of Duties (EA NAIC 0945)) noticeably contrast with the compensation and classification of these items. While the LANAIC EA is expected to fulfill the same or similar duties of the aforementioned ED positions the item is not compensated at the same level. In fact, the starting pay and top step pay of the EA is nearly half of that of the ED of the Probation Oversight Commission (See attached Comparison of Duties (EA NAIC 0945)).

It should be noted that we are unaware of a salary range adjustment (apart from cost-of-living adjustments) for the NAIC position, and we are requesting that we be informed of any made since the creation of this item.

2. To our knowledge the job duties statement has not been updated since 1976, and since then, the role has expanded in scope and responsibility (See attached Comparison of Duties (EA NAIC 0945)).

Since 1994, the executive position for LANAIC has also been responsible for the administration of the federal Community Services Block Grant Native American Set-Aside funds (CSAIBG). The LANAIC EA class specifications does not include any mention the CSAIBG program or the of the responsibilities associated with the LANAIC's Self Governance Board (SGB), a Brown Act body established in the early 1990s in order to administer CSAIBG funds and any future funding received by the SGB. Today the SGB oversees over \$750,000 in CSAIBG funding and the EA is responsible for directing all activities of the CSAIBG program and any future funding including planning, implementation, administration, and evaluation.

As a federal program overseen by the state Community Services and Development department, the CSAIBG grant program has strict reporting requirements that have grown in quantity and complexity in recent years. This demands higher level knowledge, skills and abilities for the development and submission of annual reports, Organizational Standards reports and biannual community needs assessment and Community Action Plans for the County's AIAN population.

Since the early 1990s, with LA County's participation in the CSAIBG program administration, the LANAIC executive staff position is also responsible for staffing the SGB, a Brown Act compliant body, in addition to the related but legally separate and distinct Native American Indian Commission. The SGB meets monthly and thus requires the LANAIC executive item to staff twice as many Brown Act bodies as other Commission executive positions in the county.

Moreover, the SGB requires regular community elections for mandated community representatives per legal CSAIBG requirements, which entail an additional responsibility and skill that few if any other commission executive staff are required to carry out.

Additionally, the item requires that the EA act as the external face of the the LANAIC and SGB in both the City and the County and as such is regularly leading or co-leading various interdepartmental or intradepartmental partnerships at once which is not noted in the job duty statement. It is an Executive Management position that requires regular interfacing with County Board Offices, County Departmental leadership, LA City Mayor's Office, City Council Offices and leadership at other external organizations and agencies as well as liaising with local tribal governments and the AIAN community on behalf of City and County governments. As such the current EA leads and/or serves on wide scale and timely County, City and Community initiatives including:

- LA County Anti-Racism, Diversity & Inclusion (ARDI) Leadership Committee and Stakeholder Engagement Steering Committee
- LA County COVID-19 Vaccine Workgroup and Equity Subcommittee
- LA City Civic Memory Project Land Acknowledgment Subcommittee
- LA Native COVID Response Working Group

3. The LANAIC EA item does not reflect additional, higher level, and more complex responsibilities due to LANAIC being a joint LA City/LA County body. Very few if any LA county commissions are jointly of LA City government as well as of the County government.

Not only does the LANAIC Executive need to support appointees of LA City government, along with those involving the LA County Board of Supervisors; the LANAIC executive staff position must also learn and manage adherence to the policies, procedures, and practices of LA City, in addition to those of LA County.

Moreover, the LANAIC Executive must navigate the complexities of the political relationships among and between LA City and LA County government officials.

Over the past year, the Board of Supervisors has taken great strides to prioritize Anti-Racism, Diversity & Inclusion (ARDI) efforts in the County to root out systemic racism. We are hopeful that the County will note the incongruence in compensation and classification of the LANAIC's Executive Assistant position with items assigned to other County commission's that fulfill the same or similar functions and take the necessary steps to correct this. It is critical that the County ensure this item is properly classified to reflect the true nature of its duties and responsibilities.

We thank you for your time and consideration.

Sincerely,



Chrissie Castro
Chairwoman

DRAFT

	EA - LANAIC (Class Specifications) \$75,672.00 - \$101,748.00	EA - LANAIC (Functionally) \$75,672.00 - \$101,748.00	ED - Probation Oversight Commission \$142,215-\$215,320	ED - Youth Commission \$106,522-\$161,231	Health Program Manager II \$125,174.72-\$196,226.88
Meeting Administration	• Arranges and assists in the conduct of meetings for the Commission and its subcommittees.	• Administers the Commission's, its subcommittees and the Commission's Self Governance Board (SGB) meetings, in collaboration with Commissioners, and ensures compliance with Brown Act and Robert's Rules of Order.		• Administers the Commission's Meetings, in collaboration with Commissioners, and ensures compliance with the Brown Act and Robert's Rules of Order	
Policy/Program Analysis, Development, and Evaluation	• Gathers, compiles, and analyzes data to provide the Commission with information needed for policy determination and other Commission matter • Implements Commission policy, directs its execution, and evaluates the effectiveness of the program and the work accomplished	• Implements Commission and SGB policy, directs its execution, and conducts analysis of programs, services, and initiatives • Provides recommendations regarding their effectiveness; and recommends new programs, services, and initiatives	• Directs the analysis and evaluation of operational policies/procedures and systemic services delivery or outcomes for juveniles and adults;	• Facilitates the Commission's analysis of existing programs, services, and initiatives • Provides recommendations regarding their effectiveness; and recommends new programs, services, and initiatives.	
Recommendations for Executive/Legislative Action	• Develops recommendations for submission to the Board of Supervisors, Mayor, and City Council on ways of correcting adverse conditions	• Develops recommendations for submission to the Board of Supervisors, Mayor, and City Council on ways of correcting adverse conditions	• Makes recommendations to the Board and advises the Probation Department regarding those issues.		
Project Management & Strategic Planning	• Implements Commission policy, directs its execution, and evaluates the effectiveness of the program and the work accomplished.	• Leads and oversees all aspects of the Commission and the Commission's SGB including operations, strategic planning and execution, project management, and administrative duties.	• Develops, recommends, and implements management concepts, objectives, policies, projects, and systems to implement the work of the Commission.	• Develops Commission training materials, policy, and programming, in collaboration with Commissioners and stakeholders	
Internal & External Relations	• Disseminates minutes and other reports to the Board of Supervisors, Mayor and City Council on the activities of the Commission • Coordinates efforts with the executive and legislative branches of Federal, State, and local agencies to promote the development of programs and funding resources to serve the needs of urban American Indians and American Indian organizations. • Maintains effective relationships with the American Indian community; serves as liaison with various groups to coordinate activities and disseminate information regarding community groups and organizations working for the special concerns of American Indian people • Assists various agencies in researching, preparing, and disseminating information in the field of American Indian affairs.	• Acts as liaison between the Commission, the Board, County departments, the Mayor's Office, City Council and Native American tribal governments, community-based organizations, and the external stakeholder community • Advises and provides technical consultation to the Commission, Board of Supervisors, County departments, elected and appointed officials, and City, State and Federal agencies on the Countywide AIAN issues and strategies • Strengthens relationships with Native American tribal governments while coordinating and providing expertise to other County and City departments involved in these relationships • Establishes and strengthens ties and relationships with urban American Indian and Alaska Native community and leadership. • Facilitates conversations and trainings for diverse audiences about the historical experiences and contemporary realities of the AIAN community • Cultivates internal and external partnerships to promote collaboration with and investment in the AIAN community to address inequities • Directs community workshops and participates as a member of community task groups, committees, and boards in order to promote Commission and Commission's SGB goals, objectives and services	Builds and maintains the effective relations between the Commission, County departments, the Board, other governmental agencies or community organizations and the public.	• Serves as a liaison for strategic collaboration between the Commission and County advisory and oversight bodies with similar scope and areas of focus, such as the Probation Oversight Commission and the Commission for Children and Families. • Acts as liaison between the Commission, the Board, youth-serving County departments, community based organizations, and the external stakeholder community.	
Record Keeping & Agenda Development	• Maintains records of and prepares agendas for the meetings of the Commission, and assembles materials for presentation to the Commission	• Maintains records of and prepares agendas for the meetings of the Commission and the SGB and assembles materials for presentation to the Commission and the SGB		• Directs preparation of the Commission's meeting agenda and associated materials	
Reporting	• Prepares reports, position papers, and correspondence; writes routine press releases as directed by the Commission.	• Prepares annual reports, sunset reviews, and various other written correspondence (i.e. Board Reports, reports on the progress of initiatives and recommendations) - including those of a highly sensitive nature, to the Board, County departments, the Mayor's Office and City Council • Prepares reports, position papers, and correspondence; writes press releases as directed by the Commission	• Provides reports to the Commission and prepares annual reports related to Commission objectives.	• Prepares annual reports, sunset reviews, and various other written correspondence, including those of a highly sensitive nature, to the Board and County Departments.	
Recommendations & Technical Assistance	• Develops recommendations for submission to the Board of Supervisors, Mayor, and City Council on ways of correcting adverse conditions	• Develops recommendations for submission to the Board of Supervisors, Mayor, and City Council on ways of correcting adverse conditions		• Reports the progress of initiatives, recommendations, and/or other areas of interests to the Board	
Staff Supervision	• Supervises Commission staff providing general support services. Directs the fiscal, personnel, budget, and other administrative functions of the Commission	• Supervises Commission staff providing general support services when assigned to the Commission. • Directs the fiscal, personnel, budget, and other administrative functions that support the Commission and the Commission's SGB.	• Leads all aspects of the Commission by planning, organizing, assigning, evaluation, and monitoring the assignments of staff responsible to provide policy, program, and administrative support	• Plans, organizes, assigns, and evaluates the work of staff responsible for providing administrative support to the Commission.	
Community Outreach and Engagement	• Attends meetings, conferences, public hearings and other functions at the Federal, State, and local levels as a means of identifying and assessing conditions which adversely affect the welfare and socioeconomic status of urban American Indians	• Plans and executes County-wide community events including the Commission's annual Pow Wow, Native American Heritage Month and Indigenous Peoples Day • Attends meetings, conferences, public hearings and other functions at the Federal, State, and local levels as a means of identifying and assessing conditions which adversely affect the welfare and socioeconomic status of urban American Indians	• Coordinates and directs community outreach efforts and regularizing attends scheduled public meetings		
Budget Management & Other Functions	• Obtains the necessary space, services, and supplies to carry out the work of the Commission • Prepares the annual budget	• Oversees the preparation of the annual budget for the Commission and monitors the Commission's financial management, allocation, and expenditure controls for the work activities • Oversees the development and monitoring of contracts with various professional specialists, experts and technicians engaged in furthering the work and initiatives of the LANAIC and Self Governance Board	• Manages administrative, research, and support services		
N/A				• Facilitates and supports the development of Commissioners' leadership capacity and well-being.	
N/A			• Ensures systems reform efforts are initiated and institutionalized throughout the Probation Department.		
GRANTS MANAGEMENT DUTIES					
Program Management		• Directs all activities of the Community Services Block Grant Native American Set-Aside (CSAIBG) program (and any future funding obtained by the Commission or Commission's SGB) including planning, implementation, administration, and evaluation			• Directs all activities of the program or program segment, including planning, implementation, administration, and evaluation
Program Administration		• Oversees payment to and invoicing of subrecipient agencies, drafts and executes program directives, develops and provides or procures technical assistance and capacity building training for subrecipient agencies • Pursues internal and external funding opportunities that leverage existing funding • Completes various grant deliverables including annual reports, organizational Standard reports, Community Action Plans and community needs assessments • Directs program administrative functions and internal support services and develops and implements solutions to complex problems within the CSAIBG program			• Performs the full range of administrative and technical supervision to plan, assign, oversee, and evaluate the work of subordinate staff • Provides technical guidance and support to staff where appropriate • Directs program administrative functions and internal support services and develops and implements solutions to complex problems within the program or program segment
Program Compliance		• Completes annual Organizational Standard reports that ensure implementation of required CSAIBG program policies • Develops and issues program directives to subrecipient agencies to ensure compliance • Provide programmatic support to the Compliance Division to ensure fiscal and programmatic audits are completed.			• Develops, implements, and interprets policies and procedures and advises and make recommendations to bureau administration on policy issues involving the work of the program or program segment • Participates in the development, monitoring, and compliance of contracts specific to the program or program segment
Program Budget Development		• Administers grant funds, develops funding allocation plans for SGB in alignment with the needs and priorities of Los Angeles County's low income AIAN community documented in community needs assessments			• Participates in the development, negotiation, implementation, and management of the budget for the program • Ensures that budget and contract allocations reflect program priorities and takes corrective action as necessary
External Engagement		• Interfaces and collaborates with community groups and public and governmental agencies (ex. Liaises with funders (State of California's Department of Community Services & Development) and 3 current subrecipient agencies.)			• Interfaces and collaborates with community groups and public and governmental agencies
Legislative Analysis					• Directs the review and analysis of existing and proposed Federal, state, and local regulations, legislation, or policies affecting the program
Strategic Planning		• Leads strategic planning efforts for the SGB which oversees the CSAIBG program in order to ensure services funded are meeting the priority needs of LAC's low-income AIAN population			• Supervises and leads division-wide strategic planning groups in the development of strategies and priorities for the division.
Program Reporting		• Completes annual program reports that include program outcomes at both the individual, family and community level. Works with subrecipient agencies to ensure they are meeting program reporting requirements.			• Plans and leads the assessment of programmatic activities affecting the health and well-being of individuals served by the program and coordinates the development and dissemination of findings and recommendations developed from the evaluations conducted
Grants Preparation and Evaluation		• Participates in the preparation and analysis of grant applications (ex. Develops statements of work, helps develop scoring tools and coordinates informed averaging sessions)			• Participates in the preparation and analysis of grant applications.