

**COUNTY OF LOS ANGELES  
QUALITY AND PRODUCTIVITY COMMISSION**



**Administrative Policy Manual**

**Policy No.:** 12.0

**Approved:** May 23, 2005

**Distribution:** Commissioners

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**SUBJECT:** COMMISSIONER CONTACTS WITH DEPARTMENT HEADS

**PURPOSE:** The provide the method by which Commissioners may contact and meet with department heads or County staff regarding Commission business.

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**POLICY:**

1. Requests by Commissioners for individual meetings with department heads or County staff will be coordinated with the Commission Chair.
2. Scheduling of all meetings with department heads or County staff will be arranged by the Commission staff who will advise the department head or County staff of the purpose of the meeting.
3. Attendance by the Executive Director or assigned staff is advisable whenever meetings with department heads are held.
4. Commissioners will update the Chair following any meetings with department heads.