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June 7, 2021

TO: County Commissions

FROM: Celia Zavala 
Executive OfficerSUBJECT: **COVID-19 Meeting Guidance – Preparing to Reopen**

Over the past 14 months, County of Los Angeles ("County") Commissions have been operating and hosting remote meetings under the provisions of Governor Gavin Newsom's Executive Order [N-29-20](#) (superseding [N-25-20](#)) ("Executive Order"), which was signed on March 17, 2020. The Executive Order authorized local agencies to hold public meetings through teleconferencing and allowed public comment to be presented electronically. It also waived the requirements to post remote meeting locations and to make those locations accessible to the public for in-person attendance. In addition, on March 16, 2020, all County buildings were closed to the public as a precautionary measure to slow the spread of COVID-19. Under the foregoing rules, County Commissions have dramatically shifted the way they conduct their public business to maintain the health and safety of their staff and the public, while also continuing to include the public in the important work of their respective Commissions.

As the State and County's public health status improves, County Commissions should anticipate and plan for a return to conducting business in person. It is anticipated that on June 15, 2021, the Governor may announce the reopening of the State. Soon thereafter, the Chair of the Board of Supervisors may announce plans for the County. A group of local legislative bodies has asked the State to permit a 30-day transition period after any reopening is announced by the Governor so that cities and counties have time to effectively adjust to any new public health and safety requirements to ensure a coordinated and collaborative return to in-person public meetings. In a [response](#) from the Governor's Office, it was indicated that notice will be provided to affected stakeholders in advance of the rescission of the Executive Order to provide state and local agencies and boards time to meet statutory and logistical requirements.

To prepare for the eventual repeal of COVID-19-related Executive Orders, including those that allow local legislative bodies to hold public meetings remotely, and the re-opening of County buildings to the public, County Commissions may want to consider the following steps:

- Evaluate meeting space and alternative spaces to determine whether they are accessible to the public. Consider whether capacity limits will be necessary if social distancing remains in place.
- Evaluate interest by commissioners to continue teleconferencing for meetings and whether they can do so in compliance with Section 54953 of the [Brown Act](#). Evaluate alternative remote locations for Brown Act compliance.¹
- Evaluate whether you will continue to provide remote access for members of the public. If so, determine what technology, equipment, and staffing will be required to conduct the meetings.
- Determine whether additional logistical modifications are needed or should be considered to best accommodate your meetings.
- Determine wording for agendas or announcements that clearly identify how the public can participate in meetings (in-person and remotely).

Our office greatly appreciates your resiliency and leadership during the pandemic to guide County Commissions and to provide access to the public. We will provide additional guidance once we are informed how the State and County plan to reopen. For up-to-date information and news surrounding COVID-19, visit <https://covid19.lacounty.gov/>. Should you have any questions, you may contact Twila P. Kerr of my staff at (213) 974-1431.

CZ:tpk

¹ Please note that the Brown Act requires, among other things, posting of the agenda at the location of teleconferencing, accessibility of the public to attend, and that the location be ADA accessible. Please consult with your County Counsel for additional guidance.