

# Management Council



## Writing Board Letters, Reports & Proposals: Realize Tomorrow's Government Today! Wednesday, August 23, 2017 (8:30 am – 4:30 pm)

**Management Council Officers**

Steven J. Goughly, CSSD - President  
Armand Montiel, DCFS - Vice President  
Shannon Denby, DPSS - Secretary  
John Wicker, Parks & Recreation - Treasurer

**Executive Committee**

Brian Stiger, DCBA  
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Rafael Carbajal, WDACS  
Derrick Robinson, DPSS  
Epifanio Peinado, DHR  
Fred Hungerford, Retired  
Jim Robinson, Fire  
Lisa M. Garrett, DHR  
Marcia Mayeda, Animal Care  
Morteza Mostafavi, DHR  
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Sheryl L. Spiller, DPSS  
Steven Hernandez, TTC

**Education Committee**

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Maria Rivas, DPSS  
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Ed Johnson, Probation  
James Johnson, Probation  
McKandy Leger, DHR  
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Ruben Marquez, PD  
Susanna Tram-Quon, Superior Court  
Tracy Jordan-Johnson,  
Exec. Office, Board of Supervisors  
Rita Tufenkjian, WDACS

Department of Public Works  
900 S. Fremont Avenue  
Alhambra, CA 91803  
~The Alhambra Room~

**ATTEND THIS SEMINAR AND LEARN THE DYNAMICS OF WRITING FOR THE BOARD**

- One of our values in the County of Los Angeles is "Integrity": We do the right thing, being honest, transparent, and accountable. Show your integrity and do the right thing by attending this seminar to learn key information about writing for the Board. By attending this seminar you and your department stand to learn about topics such as, but not limited to:
  - What is the proper format
  - What is pertinent
  - Securing buy-in
  - Preparing to present or defend your department

**Keynote Speaker:** Anna Mouradian, Chief Deputy of the 5<sup>th</sup> District  
Los Angeles County Board of Supervisors

**Guest Speakers:** Carmen Gutierrez, Division Chief of Board Services  
Executive Office of the Board

Dardy Chen, Manager  
Chief Executive Office

Judy Whitehurst and Nicole Davis Tinkham, County Counsel  
Office of County Counsel

Rosemary Bandes, Private Vendor & LA County Writing Inst.

**Panelist:** Rodrigo Castro-Silva, Office of County Counsel  
Reaver Bingham, Probation Department

Registration begins at 7:30 am (Continental Breakfast Provided)  
Registrar Questions – Tracy Jordan-Johnson at (213) 253-5677; email: [Tjordan-Johnson@coc.lacounty.gov](mailto:Tjordan-Johnson@coc.lacounty.gov) ;  
or McKandy Leger at (626) 293-1124; email: [mleger@hr.lacounty.gov](mailto:mleger@hr.lacounty.gov)  
Seminar Questions – Ed Johnson at (562) 382-2216 or email: [ed.johnson@probation.lacounty.gov](mailto:ed.johnson@probation.lacounty.gov)

**Registration Online – No payment accepted at the door**

**STANDARD SEMINAR REGISTRATION RATES:**

- \$25.00 Dues - Paying Members
- Free with Voucher

**REGISTRATION DEADLINE: FRIDAY, AUGUST 18, 2017:**

Registrar: Tracy Jordan ([tjordan-Johnson@coc.lacounty.gov](mailto:tjordan-Johnson@coc.lacounty.gov))  
McKandy Leger ([mleger@hr.lacounty.gov](mailto:mleger@hr.lacounty.gov))

*Note: Continental Breakfast is included in the registration fee*

Register online (dues paying members only) at: <https://paydirect.link2gov.com/LACMCEventSeminarRegSys>

**Make your online payment now to reserve your seat. Confirmations will be sent via email.**

**Cancellation Policy:** To accommodate those on the waitlist, please contact the Registrar(s) at least 72 hours prior to the seminar date to cancel and arrange for a refund. No substitutes are permitted.

**"Disclaimer – The Los Angeles County Management Council invites speakers to share their knowledge with the membership; however, LACMC is in no way endorsing the individuals or the companies presenting information at our seminars."**