



**LOS ANGELES COUNTY EMPLOYEE RELATIONS COMMISSION**  
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Christopher David Ruiz Cameron, Chair  
Najeeb Khoury, Member  
Patti Paniccia, Member

Joseph F. Gentile  
Chairman Emeritus

Jeri Weinstein  
Executive Director

Shonna Jeffreys  
Head Board Specialist

February 18, 2025

Dear Registered Organization Representative:

As per the Employee Relations Commission (ERCOM) Rules and Regulations, specifically Rules 2.11 and 2.11A, the Commission is conducting its annual audit of all Registered Organizations in Los Angeles County. There will be two forms for you to complete and your responses will be due no later than March 31, 2025. Your responses shall be sent to [Ercomfilings@bos.lacounty.gov](mailto:Ercomfilings@bos.lacounty.gov).

To ensure that we have the most up-to-date records, and as part of an effort to review the County's relationship to Registered Organizations, we are asking that for this audit all Registered Organizations complete the attached registration forms and provide any other relevant documents/materials noted in the attachments. Please indicate any changes to Board Members, Board Positions, rules, contact information, or anything else that will be relevant using the attached forms. If there have been changes to your by-laws in 2025, please submit the updated version and indicate the date they were changed.

On a separate Word document please delineate the following

- 1) What you have provided to your members during 2024. This will include any activity that involved career development, assistance with workplace issues, networking events regarding career development, seminars regarding career topics, planning or involvement in charitable events. This **will not** include the sales of any materials that benefited the organization such as clothing, mugs, insurance products, financial products, books that are not relevant to career development, etc.
- 2) Whether or not you have collected dues from your members over the year and what system you use to collect dues.
- 3) Whether or not you have had an outside entity audit your finance records.

Your response is due back to ERCOM via the [ERCOMfilings@bos.lacounty.gov](mailto:ERCOMfilings@bos.lacounty.gov) email no later than March 31, 2025. If you cannot complete it by that time, please contact me to discuss. Any organization that does not submit materials, or contact me by March 31, 2025, will receive one reminder email with a 5-day extension.

**Failure to submit materials after that will result in suspension of the designation of Los Angeles County Registered Organization until such time as compliance is achieved. IF THIS IS A SECOND VIOLATION OF NON-RESPONSIVENESS, THE NON-RESPONSIVE ORGANIZATION WILL BE COMPLETELY REMOVED FROM THE LIST OF REGISTERED ORGANIZATIONS. IF THE ORGANIZATION WISHES TO REMAIN AS A REGISTERED ORGANIZATION THEY WILL BE REQUIRED TO GO THROUGH THE APPLICATION AND COMMISSION VETTING PROCESS AGAIN, AS THOUGH THEY WERE A NEW APPLICANT.**

If you have any questions, please feel free to contact me via email at [jweinstein@bos.lacounty.gov](mailto:jweinstein@bos.lacounty.gov) or telephonically at 213 479-0123. Thank you in advance for your cooperation.

*Jeri Weinstein*

Executive Director

Los Angeles County Employee Relations Commission