



# COUNTY of VENTURA

COUNTY EXECUTIVE OFFICE

**Sevet Johnson, PsyD**  
County Executive Officer

**Mike Pettit**  
Assistant County Executive Officer

**Kaye Mand**  
County Chief Financial Officer

**Shawn Atin**  
Assistant County Executive  
Officer/  
Human Resources Director  
Labor Relations

March 28, 2023

Board of Supervisors  
County of Ventura  
800 S. Victoria Avenue  
Ventura, CA 93009

**SUBJECT:** Approval of Modifications to the County Administrative Policy Manual  
Chapter II – 4: Protocol for Receiving Foreign Dignitaries and Delegations

**RECOMMENDATIONS:**

It is recommended that your Board approve amendments to County Administrative Policy Chapter II – 4: Protocol for Receiving Foreign Dignitaries and Delegations.

**FISCAL/MANDATES IMPACTS:**

None.

**DISCUSSION:**

**Modifications To the County Administrative Policy Manual Chapter II – 4: Protocol for Receiving Foreign Dignitaries and Delegations**

The County's Administrative Policy Chapter II - 4 addresses the countywide protocol when hosting foreign dignitaries and delegations. Additions to the existing policy are recommended to ensure protocols are up to date and comprehensive when receiving delegations and that all necessary entities are informed.

This item has been reviewed by the County Executive Office and County Counsel. If you have any questions, please contact Michele Guzman at (805) 654-3836.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Michele Guzman'.

Michele Guzman  
Legislative Analyst



Sevet Johnson, PsyD  
County Executive Officer

Exhibit 1: Proposed Amended Administrative Policy Chapter II – 4: Protocol for  
Receiving Foreign Dignitaries and Delegations