



DIGEST

Around and About

Fifth District Supervisor Baxter Ward has taken over as chairman of the Board of Supervisors for the coming year. He was handed the gavel by outgoing chairman Kenneth Hahn at the Board's December 4 meeting. Supervisor Edmund D. Edelman was elected chairman pro tem, and, under the Board's rotation policy, will succeed Ward next December

Except for a few snags, all of the retroactive pay provisions have been implemented. Employees have received their checks, the latest one being December 4, just in time to either pay taxes or use for Christmas shopping. Practically all employees will receive additional raises on January 1

A note for your calendars for February —open enrollment for the health insurance program will get under way

CAO Harry Hufford met with the Association of Black County Administrators (ABCA) at their fall conference. The group is composed of Black County managers and its aim is to enhance County government by developing and improving upward mobility for Black County managers. Department and district heads were encouraged by Hufford to strongly support ABCA's efforts as part of their affirmative action and upward mobility programs

A report on the possible impact of the new Jarvis initiative was recently filed with the Supervisors by the CAO. It will be covered in detail in an upcoming edition of the Digest

DECEMBER

1979

Volume 12 Number 3



Herbert Kaplan



Al Sowa

DEPARTMENT HEADS NAMED

Chief Deputy Director of Personnel Herbert Kaplan and Acting Mechanical Department Director Al Sowa have become the County's two newest department heads.

Appointed by the Board of Supervisors, Kaplan was named director of the Personnel Department on November 20 and Sowa as director of the Mechanical Department on November 13.

Kaplan, 47, is a native of New York and a Phi Beta Kappa graduate of the City College of New York where he earned his degree in English; his graduate work in public administration was taken later at California State University at Los Angeles.

After four years of service in the U.S. Navy, he joined the County in 1962 as a personnel analyst, and thereafter worked in a variety of managerial assignments in the Personnel Department, including positions as division chief and deputy director in each of the department's major functional areas. He became chief deputy director in 1975.

Kaplan and his wife, Suzanne, and their two daughters, Michele, 20, and Margot, 17, reside in the San Fernando Valley.

Sowa, 54, is a native of Illinois and majored in engineering at Roosevelt College in Chicago. An aviation ra-

dioman in the U.S. Navy during 1942 and 1945, he served in the South Pacific; and for his more than 40 combat missions was awarded the Distinguished Flying Cross and an Air Medal with five stars.

He has 20 years' experience in private construction supervision work, including five years as a general superintendent responsible for construction of high-rise buildings in Los Angeles.

Sowa joined the County's Department of Health Services in 1967 and became the overall coordinator for construction of the Martin Luther King, Jr., General Hospital complex.

In 1976, he moved to the Mechanical Department as chief deputy director and was named the department's acting director last January.

Sowa and his wife, Helen, are the parents of six children and reside in Rowland Heights.



Keith Comrie

Comrie Appointed To L.A. City Position

Keith Comrie, former director of the County's Department of Public Social Services, has assumed his new position as Los Angeles' city administrative officer.

A native of Los Angeles, Comrie worked his way through USC and attended night classes to earn a B.S. in accounting and an M.A. in public administration in 1966. His management career began in 1963 as a budget analyst in the city administrative office, the department he now heads. In 1969, he moved to the County's chief administrative office where he was involved in preparing the County's budget and doing special audits.

After two years, he transferred to the County Department of Public Social Services where he rose through the ranks to become director in 1976.

County of Los Angeles

DIGEST

EDITORIAL BOARD

HARRY L. HUFFORD

Chief Administrative Officer

CLYDE A. BRAGDON, JR.

President

County Management Council

Edited and published by
Public Affairs Office, CAO

Editorial Office: Room 358, Hall of Administration, 500 West Temple Street, Los Angeles, CA 90012
Telephone: 974-1311

Coordinators' Roles Defined

During September and October, 169 County employees attended an eight-hour course covering the establishment and operation of a return-to-work program. The course was designed to familiarize return-to-work coordinators and their supervisors with the policies and procedures to be followed when employees recovering from an illness or injury return to their jobs.

Included were presentations by representatives from County Counsel, Workers Compensation, Occupational Health, Employee Relations, and Vocational Rehabilitation. Emphasis was placed on the need for a cooperative effort by supervisors, recuperating employees, treating physicians, and employee representatives.

The goal of return-to-work coordinators is to foster cooperation among all parties and provide recovering employees with work assignments they, their supervisors, and the treating physicians believe the employee

can perform. Assignments may be on a full- or part-time basis performing new or modified duties.

Both the recuperating employee and the County should benefit from the program. Employees return to full-pay status more quickly and work skills are maintained. According to physicians, the recovery time is shortened. The department reduces its costs, realizes a dividend from the returned employee's production, and the extra workload assumed by fellow employees is returned to a more normal level.

Return-to-work coordinators also serve as departmental contacts for employees during periods of absence for illness or injury. In this role, coordinators advise employees of benefits they are entitled to and assist them by obtaining needed information from a variety of sources such as payroll, insurance, Workers Compensation, and the Retirement Board.

Charitable Campaign Launched For 1980

The 1980 County employees United Way campaign was officially launched at a luncheon meeting attended by department heads and presiding judges at the Children's Hospital on December 14.

Joining the group was Supervisor Edmund D. Edelman who will chair the campaign and Charles Manatt, prominent business and civic leader and chairman of United Way's governmental section.

The campaign will be aimed at increasing the number of County employees who participate in United Way. It was pointed out that the County's percentage—about 26 percent—falls far short of Los Angeles City with a 50-percent level, local Federal government employees who have 69-percent membership and major utility companies who exceed 70%.

A more effective campaign is expected with the merger of United Way with Associated In-Group Donors which has been announced.

Employees' "Alternative for Sharing" is the Brotherhood Crusade which also had its kickoff this month and which will be further publicized.

Assistance Program Is Free, Confidential

This time of year brings not only joy and excitement but often extra emotional stress and, in some individuals, actually contributes to or worsens depression. If you experience emotional difficulties at this time of year or if you know someone who does, the Employee Assistance Program (EAP) may be able to help.

The EAP is a federally funded program administered through the Office of Alcoholism and Alcohol Abuse, and is a part of the Counseling and Evaluation Section of the Occupational Health Service.

While the EAP has been in operation since 1974 primarily as an alcohol abuse program, the EAP currently offers a wide range of services to Los Angeles County employees. The program provides assistance in such areas as individual, marriage, and family counseling; alcohol abuse; bereavement; drug abuse; and career counseling.

The EAP services are *free, voluntary, and confidential*. The offices are located at the Hall of Records, 320 West Temple Street, Suite 580. For information, call 974-2361.