



# DIGEST

## Supervisor Antonovich Reviews A Year Of Progress

Supervisor Antonovich has pledged to continue progress made in the past year toward more efficient, economical administration of County services while continuing to hold the budget line.

In his final report before turning the gavel over to Chairman Pro Tem Deane Dana, Antonovich told the Board that despite cuts elsewhere in the 1983-84 budget, we held the line for the County Fire, Sheriff's and public health departments while adding \$5.3 million for child abuse programs.

"These vital public services," Antonovich said, "should remain as our highest priorities as we prepare to develop our budget for the next fiscal year."

Antonovich recalled remarks he made one year ago when he assumed Board leadership and presented the Board with a step-by-step progress report dealing with efforts to streamline County government, consolidate departments, reform civil service and encourage reform of criminal court procedures. He also reviewed continuing County efforts to contract out jobs to the private sector, accelerate the

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## Supervisor Dana Outlines Goals For 1984

What kind of year will 1984 be for Los Angeles County government? That depends on how each of us in the County family is willing to approach our needs and problems.

If any one word could summarize the Eighties, it would be "change." Whether it be in the world of industry and commerce, or in government, the methods of operating are changing. We can wring our hands in despair over this changing world, or we can approach it with innovative strength.

County government exists to provide service to the public. Our goal in 1984 must be to increase productivity and efficiency to assure the best human services possible for that public. That means improving and increasing shelter facilities for battered women and strengthening protection for abused children. It means working with the private sector to develop child care centers, which will assist both working mothers and employers.

Many other concerns will challenge us during 1984, such as: Establishing a stable source of funding for the County, and therefore, for all levels of local governments; avoiding possible traffic problems generated by the Olympic Games; the need for more jail facilities, and also continuing protection for our coastline and beaches.

We must continue to promote and strengthen understanding with the Governor and the State Legislature, and strive to implement the recommendations of the state's Task Force on Local Government. A reliable funding source is the only way to end the grinding uncertainties we face each budget period.

And certainly we must be innovative in meeting the transportation crunch that will be created this summer during the Olympic Games . . . an innovative approach such as encouraging public

and private employees to take their vacations during the Games and the use of flextime or staggered hours to ease traffic congestion.

The need for more jail space is immediate. Overcrowding is unsafe both for officers and inmates. The State Board of Corrections is involved in prorating \$280 million in voter-approved funds for new jail construction. We must continue to work for our fair share of those funds. Even then we will still need the help of the Governor and the Legislature. We do not have the additional \$55 million required, even with our full share.

The County-wide Criminal Justice Coordination Committee (CCJCC), by providing a forum and coordinating mechanism for this County's justice community, can help. Prison and jail overcrowding is one of the issues, as chairman, I want the CCJCC to deal with during the coming year, along with exploring new priorities and funding possibilities for local corrections, the rapidly growing problem of computer crime, and a fresh look at crime prevention. We must also pay heed to the valuable resource that our coastline and beaches represents, assuring they continue to receive proper attention. This calls for additional self-sustained funding programs.

But innovation cannot come only from this Board. Every department manager and every employee should be encouraged to take part in developing new means of providing the best human services possible for the elderly, the indigent, and indeed all the people.

I am pleased to say this Board has laid the foundation for meeting the challenge by providing managers with greater flexibility through the early retirement incentive, by establishing

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## Policy of Nondiscrimination on the Basis of Handicapped Status

In compliance with final regulations on the handicapped issued on October 17, 1983 by the United States Department of the Treasury, Office of Revenue Sharing, the following is a reaffirmation of current County policy:

The County of Los Angeles does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its programs or activities.

Robert A. Arias, Affirmative Action Compliance Officer, Room 780 Hall of Administration, 500 West Temple Street, Los Angeles 90012, has been designated to coordinate compliance with the nondiscrimination requirements contained in Section 51.55 of the Revenue Sharing Regulations.

## REMINDER OF NEW PAYDAYS

Effective March 15, 1984, payroll warrants, including base pay, bonuses, overtime, or any other compensation, will be issued once a month, on the 15th day of the month, for work performed during the previous calendar month. If such day falls on a Saturday, Sunday, or holiday, the payday shall be the immediately preceding regular workday. Employees may opt to receive pay twice a month, including the Earned Salary Advance (ESA), as at present, provided they participate in the Direct Deposit Program, in which the Auditor-Controller automatically deposits the entire semi-monthly net pay directly into the employee's checking or

savings account at the bank, savings and loan, or credit union of the employee's choice. Such deposits will be made on or before the 15th and 30th days of each month.

During the period of November 23, 1983 to March 15, 1984, the above change of payday dates is being phased in by gradually moving the date of the regular payday and the ESA payday, and gradually diminishing the percentage of net monthly salary to be received on each ESA warrant as follows, except that employees who opted for the Direct Deposit Program shall continue to receive approximately 50% on each payday:

ESA Payday	Percent of Monthly Pay	Regular Payday	Percent of Monthly Pay
Oct. 25, 1983	50%	Nov. 10, 1983	50%
Nov. 23, 1983	40%	Dec. 9, 1983	60%
Dec. 22, 1983	30%	Jan. 11, 1984	70%
Jan. 27, 1984	20%	Feb. 13, 1984	80%
Feb. 28, 1984	10%	Mar. 14, 1984	90%
		Apr. 13, 1984	100%

## County Holidays Through August 31, 1985

Martin Luther King, Jr.'s Birthday	January 16, 1984
Washington's Birthday	February 20, 1984
Memorial Day	May 28, 1984
Independence Day	July 4, 1984
Labor Day	September 3, 1984
Columbus Day	October 8, 1984
Veterans Day	November 12, 1984
Thanksgiving Day	November 22, 1984
Friday After Thanksgiving	November 23, 1984
Christmas	December 25, 1984
New Year's Day	January 1, 1985
Martin Luther King, Jr.'s Birthday	January 21, 1985
Washington's Birthday	February 18, 1985
Memorial Day	May 27, 1985
Independence Day	July 4, 1985

Any person employed on a monthly basis in a full pay status on September 9, 10, c 11, 1984, shall be credited with accumulated holiday time in an amount equivalent to the holiday time to which the employee would have been entitled had September 10, 1984, been a holiday.

County of Los Angeles

### DIGEST

#### EDITORIAL BOARD

**HARRY L. HUFFORD**  
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Editor

#### EDITORIAL OFFICE

Room 783, Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Telephone: 974-1785

# Stress Management Assistance Available

A beneficial service that helps County employees manage stress on their jobs, is available through the Employee Assistance Program, Department of Personnel.

"The Employee Assistance Program, (EAP) is a short-term counseling service that is voluntary and in which strict confidentiality is maintained," said Dr. Jerry Horn, Psychologist, Director, EAP. "We counsel employees from various departments throughout the County."

Stress is a straining force exerted upon the body. It could be a mental or physical tension.

"Frequently stress problems are recognized when the client doesn't function well on the job or measure up to his capabilities, becomes irritable and impatient, appears to not get enough sleep, increases a drug use or begins to increase his consumption of alcoholic drinks," Dr. Horn said.

"A client's job difficulties are sometimes caused by problems with the marriage or other annoyances remote from the job."

Some psychological indicators of stress are: anxiety, tension, dissatisfaction, depression, feelings of futility, inadequacy and low self-esteem, anger

and repression.

Persons working under severe stress can frequently be indentified in behavior as follows:

- Appearing depersonalized or detached
- Being frequently late or absent from work
- "Going by the book"
- Disregarding high priority tasks
- Devoting an insufficient amount of time to each task
- Shifts or avoids responsibilities
- Being unreceptive to or blocking out new information
- Being superficially involved in task of activities; appearing to give up
- Expresses negative or cynical attitudes about superiors, colleagues or subordinates
- Being overly precise
- Displaying inappropriate humor
- Obviously wasting time; being "unavailable" most of the time
- Stealing or using other means of "ripping off" the organization

Dr. Horn said each client's situation is analyzed and identified and changes in the clients routine habits are recommended. He said the EAP stress

management sessions are given both to individuals privately and to groups in seminars.

"We monitor and follow up on the cases to make sure the clients are taking proper care of themselves . . . to help avoid stressful conditions," Dr. Horn said.

"We are here to help employees become more efficient, so we try hard to meet each individual's need."

The EAP also offers employees training, education and referral services as well as case documentation for department supervisors to help them make better decisions when handling the problems of their subordinates.

An employee's involvement with the EAP may lead to a timely resolution of the person's negative behavior patterns. Once an employee is helped, that person's job performance improves. Some problems are more serious than others and some persons may not respond as well as others. In such a case, the individual may be referred to a community agency for long term treatment.

The EAP is also available to the immediate family members of County employees. For further information call 744-4431.

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## **BE CAREFUL WHAT YOU SIGN!**

Many organizations have Payroll Deduction privileges in the County. Some organizations and programs, such as the County's U.S. Saving Bond and Charitable Giving Campaigns, are endorsed or sponsored by the County.

There are many organizations which are not endorsed or sponsored by the County, although the County is required by law to provide payroll deduction privileges to them. In all cases, employees must protect their own interests by carefully investigating all solicitations prior to signing the deduc-

tion card. The County has no means of investigating or controlling statements made by solicitors. Just because an organization is soliciting on County premises does not mean their program has County approval.

Be careful. Be sure you understand what you are buying. Ask yourself what the solicitor has to gain from getting your signature. Obtain identification and references — and check them out before you sign!

**Never Sign A Blank or Incomplete Form**

The County's policy on stopping deduc-

tions requires signed cancellation cards to be routed through the organization for which the deduction is made. If a solicitor promises you that you can stop the deduction at any time, this promise can be no more trustworthy than the solicitor's organization. In some cases you may only be able to cancel the deduction after a great deal of time and personal effort.

**Your Signature is Worth Money!**

## Supervisor Dana's Goals for '84

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goals and objectives for each department, through a commitment to contract out with a minimum of disruption for our employees, and the reorganizational guidelines suggested by the Economy and Efficiency Commission's Agency Plan.

Armed with these tools, we can increase both efficiency and productivity, a goal important not only to the public, but to our employees. The budget crises of the past three years have been a time filled with uncertainty for our employees. By achieving the goals I have outlined we can eliminate the possibility of such unsettling factors as pay and work furloughs, and additional layoffs.

We can also make every effort to keep our employees' salaries and benefits at levels equal to the private sector and other government entities.

That will create a more stable work atmosphere, and help our employees in overcoming a public perception that they are uninterested. I say perception because in the vast majority of cases, our employees go out of their way to help the public.

Perhaps the best way of letting the public know that our employees care is by showing them. Therefore, I have called for creation of an Employee of the Month Program - one providing full recognition by this Board, and that informs the public as well.

(Supervisor Dana also called for recognition of the many positive contributions of Dr. Martin Luther King Jr. to our nation and to millions of people. The Board has adopted Dana's motion establishing Dr. King's birthday as a County holiday, beginning in January, 1984.

Dana said King has benefited a significant portion of the population and rectified the wrongs affecting them, and called for the holiday designation to serve as a commitment by the Board to support Affirmative Action in the County for minorities, women and the disabled.)

## Supervisor Antonovich Reviews A Year Of Progress

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development of affordable housing, improve the reliability of public transportation and beef up the County's volunteer programs.

He noted that the short-and-long term savings effected through the reforms in County government should ultimately come to \$30.5 million.

Antonovich praised his colleagues for supporting his efforts to consolidate various County departments and called on department heads and other County officials to "move forward toward implementation" of the proposed reorganization.

He also praised the Board for adoption of civil service reforms which "now give department heads the tools needed to more effectively manage their departments and provide quality service to the public." Among those reforms cited by Antonovich was a change in "antiquated selection systems" for the appointment and promotion of County employees.

"We now have provided management with maximum flexibility to select the most qualified candidate for a given position," Antonovich said.

He said a major improvement to the justice system was achieved in the past year by Board action reducing some misdemeanor charges to infractions and praised Board endorsement of a proposed November ballot measure to dramatically reform criminal justice procedures.

"Projections of the effect of the Board decision on misdemeanors indicate as many as 48,000 court cases can be eliminated annually with the anticipated savings over a 10-year period of \$4 million to \$5 million," he said.

Antonovich noted that the Board under his administration has continued its aggressive search to place contracts with the private sector when work can be done more efficiently and economically, by private firms."

Antonovich said that "if our current

contracting program was abandoned today, the Board would need immediately to add \$15 million to our current budget or take the unacceptable alternative of cutting back vital service to that extent."

Antonovich pointed also to the "vital role" played by the County's relatively new one-stop permit centers for developers and the contribution the centers have made toward relieving housing shortages through the unincorporated areas of the County.

Citing a "billion dollar impact to the County's economy," Antonovich noted that the Board approved the opening of centers in the Antelope Valley and Santa Clarita Valley since the 1981 opening of the downtown center in the Hall of Records.

"Building activity since establishment of the centers has meant more than 50,000 jobs and \$3.7 billion in new business activity in the County," Antonovich said.

Also giving credit to the Reagan administration and the administration of Governor George Deukmejian for efforts to reduce interest rates, control inflation and hold down spending, Antonovich reported a dramatic upsurge in the production of affordable homes.

Antonovich told the Board that during the first ten months of this year, 10,799 building permits have been issued in unincorporated County areas with total valuations of almost \$511 million.

"This reflects an increase of more than 2,000 permits and \$252 million in valuation over the same period of one year ago."

He said additional boosts toward solving housing problems in the County can be traced to the Board's development of programs to provide low interest finance plans for developers of affordable rental housing projects in which 20% of the units are reserved for those of low income.