



# DIGEST

## Budgetary Controls Imposed to Avoid Year End Budget Deficit

The Chief Administrative Office has advised the Board of Supervisors that it will be necessary to impose additional controls on departmental hiring and spending to ensure that the County finishes the fiscal year without a negative fund balance as required by State law.

In December, 1984 the Board was informed that the projected year end fund balance or surplus was estimated at \$3.5 million. Since then, CAO staff has updated budget estimates using additional experience and has found that the County will end the year in a negative position of \$(-3.3) million unless spending is reduced between now and June 30, 1985.

The most recent analysis indicates that a majority of departments are still spending at or below authorized budget levels. These savings, however, are inadequate for offsetting major setbacks in the County fiscal condition including overspending of authorized budget levels for critical services including jails, courts, and welfare. In addition, major revenues supporting all departments' appropriations (e.g., new accelerated lien date property taxes and interest on investments) are coming in below budget estimates.

In order to ensure that the County ends the year in a positive fiscal posi-

tion, the CAO is exercising budgetary controls. The additional controls, effective February 4, 1985, include:

— **Greater restrictions on departmental hiring**

Departments are authorized to fill only those positions determined critical to maintain public health and safety services. These restrictions will be applied to all departments including non-sworn positions in the Sheriff's Office and non-patient care positions in the Department of Health Services.

— **Curtailment of extraordinary salary expenditures**

Departments will be required to obtain approval in advance of authorizing all paid overtime work by their employees. In addition, departments are requested to curtail or at least minimize the need for payment of excess deferred vacation days and all other extraordinary salary payments, e.g., call-back and standby pay.

— **Deferral of purchases of non-essential services and supplies**

The Purchasing Agent will continue to approve purchases of supplies critical to maintenance of public health and safety, including

medicine, clothing, and food for County institutions. All other requisitions for supplies will be withheld and only those deemed essential will be processed on an exception basis.

— **Deferral of nonessential equipment purchases**

Expenditure controls similar to those of services and supplies will be withheld and only those deemed essential will be processed on an exception basis.

— **Deferral of capital projects**

Capital projects, other than those required to be completed this fiscal year for public health and safety purposes, are being deferred to 1985-86.

— **Deferral of extraordinary maintenance and general services**

Various discretionary maintenance and other general services provided by the Facilities Management and Data Processing Departments that are not absolutely required this year for public health and safety purposes are being cancelled or deferred to 1985-86.

In implementing these controls, efforts will be made to avoid disruption

*(Continued on page 3)*

**FEBRUARY 15**

**1985**

**Volume 20**

**Number 3**

### Next Blood Donor Drive Scheduled

The Bloodmobile is scheduled to return to the Hall of Administration on March 5th and 6th. In order to accommodate the various work shifts in the Civic Center area, the hours of the Blood Drive have been changed. On March 5, employees may donate from

8:00 a.m. to 1:00 p.m., and on March 6, from 12:00 noon to 5:00 p.m.

The Board of Supervisors has recommended the expansion of the Volunteer Blood Donor Program. The need for additional donors is always there. Why not participate?

## Volunteer Child Advocates Ease Court Experience for Children

The Child Advocates Office recruits citizen volunteers to provide advocacy services to abused or neglected children and their families who are under the jurisdiction of the Dependency Court. Citizens volunteer their talents and time as Guardians ad litem, Attorneys for children, Judicial Review Assistants and Resource Desk Assistants. Supervision and training is provided by court staff assigned to the Child Advocates Office and volunteers are requested to serve minimum time commitments weekly.

**Guardians ad litem** - A volunteer Guardian ad litem, appointed by the Court, advocates for and promotes the best interests of an individual child. The Guardian ad litem functions are (1) to support the child throughout the court proceedings; (2) to establish a relationship with the child to better understand his or her particular needs and desires; (3) to communicate the child's needs and desires to the Court in written reports and recommendations; (4) to identify and explore potential resources which will facilitate early family reunification or alternative permanency planning; and (5) to provide continuous attention to the child's situation to insure that the Court's plans for the child are being implemented.

Guardians ad litem may work with only one child or may choose to work with as many as seven children.

**Attorneys** - The Barristers' Committee of the Los Angeles Bar Association assists in recruiting attorneys who volunteer their services to team with the Guardians ad litem on individual cases. Of particular importance is the courtroom advocacy provided by the Attorney in the Dependency Court.

The Attorney may also be retained by the Guardian ad litem to represent the minor in a criminal court proceeding or in another civil proceeding, e.g., to protect the minor's interest in a probate matter.

**Judicial Review Assistants** - The Judicial Review Assistant volunteers to assist the Court with the mandated review of children under the Court's jurisdiction. These Assistants read court reports, review legal files and make phone inquiries to provide supplemental information to the courts. They may also interview parties at the request of the Court.

**Resource Desk Assistants** - Resource Desk volunteers assist parents' attorneys in locating child abuse and neglect treatment resources for their clients. The desk is located adjacent to the courtroom where the parents and children must first appear.

This assistance may result in parents seeking treatment at the first court appearance.

Originally funded by a federal demonstration grant in 1978, the office was known as the Guardian ad litem/Dependency Court Improvement Project. In 1983, in order to incorporate additional program components, the Project assumed the title of the Child Advocates Office.

The Office operates under the auspices of the Los Angeles Superior Court and is approved by the Los Angeles County Board of Supervisors. It is supported by an Advisory Committee comprised of County, court, and community representatives.

For more information call (213) 974-5375.

## New Election Set for Second Member, Board of Investments

On January 29, 1985, the Board of Supervisors invalidated the election held on December 11, 1984 to fill the office of the Second Member, Board of Investments. Such action was taken because several County departments did not distribute the ballots within the timeframe provided for in the Resolution of September 4, 1984. A new election will be held on April 30, 1985 to fill the office. New ballots will be issued listing the same candidates as they appeared on the December 11, 1984 election ballot.

Ballots will be distributed by your departmental election coordinator on or before Friday, March 29, 1985 to all General Members of the Los Angeles County Employees Retirement Association who were employed as of January 31, 1985. Voting will close Tuesday, April 30, 1985. Please fill out your ballot and return it to the Registrar-Recorder by 5:00 p.m., April 30, 1985. Under the procedures of this election the Registrar-Recorder must actually **receive** your ballot by that date.

If you do not receive a ballot by Friday, March 29, you may request a duplicate ballot through your departmental election coordinator. Please be advised that if you transferred to another County department after January 31, 1985, it is your responsibility to make arrangements with your **former** departmental election coordinator to obtain your ballot.

For further information, a copy of the election procedures may be obtained from your personnel office; from the Registrar-Recorder, 5557 Ferguson Drive, Los Angeles; or from the Executive Office, Board of Supervisors, 500 West Temple Street, Los Angeles 90012.

County of Los Angeles

### DIGEST

#### EDITORIAL BOARD

TED L. REED  
Asst. Chief Administrative Officer

CHARLES R. STEAKLEY  
Editor

#### EDITORIAL OFFICE

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

Telephone: 974-1785

## Public Works Department Created

Do not hang up when the telephone is answered "Public Works" and you are seeking personnel or information from the Road Department, Flood Control District, or public works areas of the County Engineer-Facilities Department. On January 1, 1985, the County Department of Public Works was created.

This merger encompasses all of the former Road Department and the Flood Control District, as well as those areas of the County Engineer-Facilities Department that served the general public. Areas of County Engineer-Facilities that provided internal County services were merged with the new Facilities Management Department.

The Board of Supervisors gave Tom Tidemanson many hats, Director of Public Works, Chief Engineer of the Flood Control District, County Engineer, County Surveyor, and Road Commissioner, and directed him to implement the consolidation in five phases over 36 months. The phased merger approach is necessary to handle the large number of administrative, personnel, technical, logistical, and legal issues and to ensure an orderly transition. Efficiencies and cost savings will be achieved through coordinated use

of personnel, warehouses, yards, and equipment and reduced inventories.

Task forces are hard at work in the new department. A systems approach to planning is being used, incorporating a great deal of input from the staff. Also, special steps are being taken to promote strong employee identity with one Public Works organizational unit. A committee has been formed, utilizing resources from the County Economy and Efficiency Commission, to consider such matters as departmental signs, colors, and communications, with a contest currently in progress for a logo, motto, and newsletter name.

To the public the merger will offer the advantage of having only a single agency to contact regarding public works in Los Angeles County. Examples of improvements being effected quickly are land development coordination, in which broad areas of responsibilities are being consolidated in an interdisciplinary approach; comprehensive planning for public works in the Antelope Valley; and coordination of emergency operations, particularly in the areas of public assistance and information.

## Sheriff Outlines Innovative Efforts on Behalf of Missing Children

Sheriff Sherman Block has announced a pilot cooperative program designed to further law enforcement's efforts to locate missing children.

The Los Angeles County Sheriff's Department will coordinate the joint venture, which involves the initial distribution of over 400,000 cartons of milk displaying the photographs of two Southern California missing children.

Sheriff Block commended the contributions of two area corporations to the project. The Potlatch Corporation of Pomona is funding the printing on milk cartons of the missing children's photographs, as well as physical descriptions and instructions as to whom to contact with information.

Alta-Dena Certified Dairies will distribute the milk cartons throughout Los Angeles County and surrounding areas,

simultaneously enhancing public awareness and encouraging citizens to come forward with potentially helpful leads.

"This innovative program is an excellent example of the benefits to be derived from cooperative efforts between private industry and law enforcement," the Sheriff commented. "We applaud the generosity and public spirit that both the Potlatch Corporation and Alta-Dena Certified Dairies have displayed by their willingness to get involved."

Sheriff Block explained that the Sheriff's Department's Missing Persons Unit will continue to provide Potlatch Corporation with photos, descriptions, and information on a different pair of missing children each month.

## RETIREES . . .

The following people have retired in recent months after more than thirty years of service to the County:

**Sheriff:** William H. Allen, Leon V. Anderson, Sr., Harvey L. Morris, Clifford A. Priestley, Herman Benson, Sr.

**Road:** Warren G. Heer, Robert L. Swann, Bertus J. Wichers, James F. Wilkes.

**General Hospital:** Dorothy Jean Hogan, Anne M. Stark.

**Public Social Services:** Ann E. Nila, Lola C. Robertson, Anna Pearl Russell.

**Also:** Raymond Anderson, Public Defender; Charles M. Broussard, Treasurer-Tax Collector; Donald K. Byrne, County Counsel; S. S. Domurat, Superior Court Reporters; Eduardo Gonzalez, Engineer; John W. Pinkett, Collections; Phillip H. Starks, Probation; George D. Trahan, Medical Center Services.

The following have retired with over twenty-five years of County Service:

**Probation:** Melvin R. Firestone, Fred J. Koch, Don E. Yetter, Henry Carter.

**Sheriff:** Frederick G. Schippa, Mark McHenry, Thurston Carlson, Jr.

**Also:** Bobby J. Graham, Fire; Novies Calloway, District Attorney; Travis C. Jackson, Building Services; Richard A. Lewis, Community Services; Leroy F. Lyons, Flood Control; Julia Padilla, Women's Hospital; Mary Richards, Family Support; Anita N. Siebold, Municipal Court.

## Budgetary Controls

*(Continued from page 1)*

to critical public services. Some delays or minor inconveniences may result. However, in the absence of additional revenues, the CAO advised the Board that a further tightening of expenditure controls represented the only alternative to ending the year in a positive position.

The CAO will be monitoring departmental experience under the new controls throughout the remainder of this fiscal year and may be advising the Board of further actions necessary to end the year in a positive position.

## January Employee of the Month



HAI NGUYEN

Hai Nguyen, Electronic Data Processing Program Analyst II, Data Processing Department, was selected as the January Employee of the Month.

In keeping with the Board of Supervisors' practice of giving recognition to County employees nominated for outstanding performance, Chairman of the Board of Supervisors Edmund D. Edelman presented a scroll to Mr. Nguyen in Board Room ceremonies recently.

Mr. Nguyen began his County service with the Data Processing Department four and one-half years ago. He has

been assigned to the Justice Data Systems Project since 1980.

Currently, Mr. Nguyen serves as Acting Supervisor over the Justice Data Systems Automated Jail Information Systems. Because of his technical skills, he was given responsibility to work with the Sheriff's Department to develop and design a Mass Arrest System.

This rapid on-line inmate booking program was implemented for use in mass arrest situations during the Olympics and required extensive interface and coordination with the District Attorney, City Attorney, Public Defender and Municipal Courts.

Nguyen did an excellent job defining the needs of the users and worked effectively with his staff to achieve assigned goals on or ahead of schedule. For these efforts he was nominated for and received the Data Processing Department's Employee Achievement Award in July, 1984.

He is married and lives with his wife, Janet, in Granada Hills where they are involved in promoting the sponsorship of refugee children through the International Christian Aid Program.

## What To Do If Your Brakes Fail

Brake failure is one of the most frightening driving emergencies. If it happens in the middle of traffic, you're probably in for a good bump if there's no path to escape. Here are some actions that could assist you in this difficult situation:

- See if there is any resistance at all in your brake pedal. If there is, pump it. This may enable you to build up enough pressure to get some braking help.
- If your driving path is clear, coast in the drive gear and use your parking brake. Shifting to lower gears will slow the car with the help of the engine compression.
- On a hill or mountain grade, the problem becomes more critical. Look for something to sideswipe against, such as roadside brush, curbing, a guardrail, embankment or snowbank.
- Make use of your horn and lights to warn other drivers and pedestrians that your car is not in control.

These steps are easier to tell than they are to accomplish. One important step in the emergency is to maintain control over yourself. Do not panic because that will only lessen your effectiveness.

Here, as in other emergencies, your seat belt is a vital safety factor.

Los Angeles County

1985

Charitable Giving  
Campaign

FEBRUARY 1  
to MARCH 15  
1985



and



## Don't Treat Your Feet Like Dogs

Would you like being walked on, kicked around, and shut in all day?

Though your foot is probably the most abused part of the body, it's also one of the most critical parts. It affects how we stand and walk, even how we feel.

New York Podiatrist Robert Sparer says, "The foot is the base of the superstructure. Take away the base of the Eiffel Tower, and even it will fall."

But no tower has a better foundation than the human body. It rests on a network of 26 bones, 19 muscles, about 100 ligaments, and a complex rigging of tendons.

Although they are built to take it, the feet require proper maintenance for optimum performance. This means daily care, proper foot gear, attention to

problems, exercise, and regular check-ups.

### Daily Care

Except for a quick bath or shower, most people do nothing for their feet. Yet, because they are in a cramped, dark, moist environment most of the day, the feet should have special attention to prevent conditions like athlete's foot.

Podiatrists recommend cleaning the feet with soap and water at least once, and preferably twice a day, and then dusting them with foot powder. (Cornstarch is an inexpensive alternative.)

To exercise the feet, extend the toes and then flex rapidly for a minute or two. Rotate the feet in circles at the ankles. Try picking up a marble or pencil with your toes. This will give them agility and strength.