



DIGEST

Letter to the Editor

Dear Editor:

It has been several weeks since my supervisor, Mr. Larry Wilson, asked me to teach him to write Braille. I am a Transcriber Typist at Martin Luther King Hospital and I am blind. I wrote down the alphabet in Braille and handed it to him on a piece of old card. After asking me a few questions, he attempted to write a short message. We had a good time with the project, which lasted about thirty minutes.

The following Monday, when I arrived at work, I found that Mr. Wilson had taken his own time to come to the hospital over the weekend. He put a card in Braille on each requisition with which I would be involved that day. The card contained the patient name, MLK-number, and type of examination. I was surprised that he had given any serious thought to learning to write Braille.

I cannot tell you how surprised and delighted I was. I felt that he didn't have any obligation to take his time to do that. And it did take time because it was new to him, and he was slow at it.

It made my job so much easier. It meant that I did not have to come into the office on Monday morning and pre-scan the tape, or put the names on the cards myself. It was already done. So, I only had to sit and type. That made a big difference.

Since that time, he has continued to
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Charitable Giving Agencies Provide Special Recognition For County Fund Raising Achievements

Los Angeles County employees were singled out for special praise by United Way at its annual corporate luncheon held on June 13 at the Biltmore Hotel in downtown Los Angeles. Dickinson C. Ross, United Way's 1984-85 Chairman of the Board, lauded County employees in his opening remarks for their fine effort in raising over \$1.77 million for United Way from the recently completed 1985 Spring Campaign. This acknowledgement before a luncheon crowd of over 850, including many prominent business and civic leaders from the Los Angeles area, is particularly noteworthy because it was the only recognition from the podium given to an organization for its fund raising efforts. In addition, all those in attendance received a copy of United Way's newsletter, the *Campaigner*, which featured an article about the County's successful 1985 Spring Campaign. County representatives at the luncheon, which included staff of the Board of

Supervisors, attended as guests of United Way.

Both United Way and Brotherhood Crusade, which serve as the two umbrella charitable giving agencies in the County's Charitable Giving Program, also displayed their particular appreciation to the County by recently holding special welcoming receptions for newly appointed Chief Administrative Officer James C. Hankla. At these two receptions, Mr. Hankla shared his views on charitable giving and its importance to the community with many community leaders and volunteers. Mr. Hankla stressed the importance of a strong partnership with the charitable giving agencies to meet the growing social needs of the community which government alone cannot fully address. He also praised the work of County department heads and all employees for the success of the County's Charitable Giving Program.

Fair Labor Standards Act Held Applicable to State and Local Government

A recent United States Supreme Court decision has held that provisions of the Fair Labor Standards Act (FLSA) relating to minimum wage and overtime are applicable to state and local governments.

The FLSA requires payment of time-and-one-half for overtime in excess of forty hours per week. However, the act makes certain employees exempt (executive, administrative, and professional).

The Chief Administrative Officer has directed all department and district

heads to implement the following practices:

1. No new compensatory time will be granted for overtime worked by any employee in a "covered" classification, unless such time is taken off in the same work week in which it is earned. The FLSA does not permit an employee who works overtime to be credited with compensatory time not taken off in the same week, even though the employee agrees or requests it.

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Fair Labor Standards Act . . .
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- Overtime for covered employees not granted as compensatory time to be taken off in the same work week in which it is earned is to be compensated at the rate of time-and-one-half.

Certain law enforcement and fire protection personnel may be exempt from the above requirements. The CAO will issue further instructions to the affected departments.

RETIREES

The following people have retired or have been approved for retirement by the Retirement Board in recent months after more than thirty years of service to the County:

Sheriff: James R. Barker, Patrick R. Shields.

The following have retired or have been approved for retirement by the Retirement Board with over twenty-five years of County Service:

Fire: Edwin J. Brooks, Elmer George Smith.

Sheriff: Clyde M. Garrison, Harris J. DeJean.

Health Services: Melba M. Glover.

County of Los Angeles

DIGEST

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County Launches Productivity Internship Program in Cooperation with USC

Ten graduate level interns in Public Administration, Industrial Engineering and Business Management from the University of Southern California are now a part of the newly created Los Angeles County Productivity Internship Program.

Several County departments have operated various internship programs for a number of years, but this one is different. The Productivity Internship Program is a Countywide program coordinated by the Chief Administrative Office. It brings together the County's Productivity Improvement Program, the concept of an internship program, and the interest of USC into a single highly identifiable program.

The Los Angeles County Productivity Improvement Program, established by the Board of Supervisors upon the recommendation of the Productivity Advisory Committee, is an aggressive

multifaceted approach to productivity enhancement Countywide. One component of the program is a decentralized approach where each County department is responsible for the development of its own productivity projects. Currently there are 255 projects in place.

The internship program is seen as a bridge between the County and the newly formed USC Productivity Research Center. The projects the interns are undertaking will form the basis for comprehensive records management programs and for action research in order to develop principles of productivity improvement.

Immediate savings will result from student productivity improvement projects which have been designed to produce hard dollar savings when implemented.



Key figures in a new LA County-USC productivity internship program gathered recently at the Hall of Administration to launch the summer program.

First row: left to right are interns James Taylor, Terza West, Don Offoegbu, Hank Chapjian, Jaime Amezcua, Scott Boyer, Clara Lyons, Patrick Legaspi, Tehitna Abebe, Ron Day (not shown).

Second Row: Victor Adorian, Director of the Department of Beaches and Harbors; Lynn W. Bayer, Head of the Contracting and Productivity Section of the CAO; Ross Clayton, Dean of the USC School of Public Administration; Ted Reed, Assistant Chief Administrative Officer, CAO; Marvin Rosenberg, Chairman of the County Productivity Advisory Committee; George Tice, Director of the Department of Facilities Management.

Mike Conrad Teaches Auto Repair in the Dark

In 1975 Mike Conrad was referred to the Mechanical Department by the California Industries for the Blind. At that time, he was reputed to be an excellent small engine repairman. Managers in the Mechanical Department, somewhat incredulously, accepted the referral and appointed Mike to Power Equipment Mechanic Helper I on the old CETA Program.

On December 22, 1975, Mike completed probation in the Offhighway Section of the Automotive Crafts Services Division. In that section, he repaired small engines like those used in small tractors, lawnmowers and chain saws. In fact, his present supervisor remarks that they asked that he not test chain saws after he repaired them because it was bothering some of his fellow workers. Mike knew exactly where a chain saw was pointed, but the other workers weren't so sure.

In September, 1978, Mike became a Permanent Power Equipment Mechanical Helper I, and by that time he had so expanded his expertise in small engine repair that he was given older equipment to repair, even when parts were not available. His supervisors knew that he would figure out some way to make the equipment work. They were so impressed with his abilities that he was assigned to the Electric Shop and then to the Transmission Shop in 1981. He was promoted to Power Equipment Mechanical Helper II in 1982.

While assigned to the Electric Shop, he demonstrated his ability to repair electrical automotive components such as starters and alternators. It was during this assignment that he was asked to repair a generator similar to the kind used on recreational vehicles. In spite of the fact that he is not sighted, he was able to determine that the malfunction was a mechanical one rather than one having to do with the electrical portion of the generator. His supervisor points out that this is the kind of assignment generally given to a trained electrician, but because Mike has trained himself and is so thoroughly informed about

electrical apparatus, he was able to make the diagnosis himself.

After being assigned to the Transmission Shop, he learned how to repair the nine automatic transmission models used in the General Motors cars, Ford cars and trucks up to $\frac{3}{4}$ tons, and some Chrysler and American Motors cars. The supervisor says that it was only necessary to assign another mechanic to work with Mike long enough to name the parts as they were removed from



Mike Conrad

the transmission so that Mike could identify them by name and by touch. Mike was then able to recall the location of the various parts and to repair the transmission. Since each transmission contains approximately 300 parts, this means that Mike has memorized location and placement of some 2700 parts used in the nine different transmission models.

James Hunter, Mike's supervisor, points out that the average person cannot assemble an automotive transmission in the light, much less in the dark, as Mike must do. He says that the parts in the transmissions are color coded to guide sighted persons — an advantage denied to Mike. Nevertheless, his

supervisor cannot recall a single incident of a transmission failure due to Mike's error in reassembly. This is all the more remarkable when one considers that Mike must work with tolerances as little as .003 of an inch — about the same as the thickness of a piece of paper — and must be able to distinguish between models made by the same manufacturer. Hunter also points out that Mike works in the same way and like any other mechanic, getting his own parts from the parts room and performing all of the repair activities associated with the automatic transmission repair function.

Mike has become so expert in transmission repair that he is acting as instructor for other employees who are being trained to repair automotive transmissions.

Mike has a sharp sense of humor. Other employees enjoy working with him because he is pleasant to work with and knows his job.

Mike's vocation is also his avocation. At home, he repairs cars and motorcycles.

What to do if Your Child is Missing

Parents suffer a great deal of anxiety by the discovery that their child is missing. Visions of the child being hurt or kidnapped flash through their minds. Mother is usually the one to find that her little toddler is no longer in the back yard. Upon making this discovery, she makes a hurried check of the neighborhood, calling for the child. If she finds the child, all is well.

The case where the child is not found in a few minutes is the one that causes parents and the police real anxiety. However, there are very few missing children who are not found in a few hours. There are very few who come to any harm.

If parents were to do the following things, missing toddlers and young children could be located easier and sooner. Remember that all children

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help me with my work by doing that. He has designed a new system which helps me and the unit. The result is that I have been able to type for almost the full eight-hour day, rather than having to spend one or two hours scanning tapes and getting things ready.

I am writing this to you because I think that we often find things to say about people that are negative. I wanted to take some time to let everyone know this, because I think it was a positive move on his part. I, as an employee, feel very proud that another employee would take up his personal time to make my job easier. I have worked for quite a number of years, and, I must say, this is the first time I have ever found that to be true. I realize that, as a blind employee, it is my obligation to find a way to do my job effectively. I believe I had done that,

and I was having no problems with it. But he, as another employee who can see, wanted to help me and to help the unit. He took his time to find a way to make my job even easier.

Let me say that I do hope that something special will be done for Mr. Wilson, such as a special recommendation of some kind, or special notice, because of his special efforts in this matter. He is now getting to be a much better and much faster writer of Braille. He is able to write me notes about a lot of things now, and this has really become an exciting project for both of us.

Thank you for whatever might be done to recognize Mr. Wilson.

Sincerely,

Essie Hall

Beach Advertising Ordinance Passed

On June 18, the Board of Supervisors enacted an urgency ordinance to allow and regulate advertising on Los Angeles County beaches.

The proposal to implement the plan this summer was submitted by Victor Adorian, Director of the County Department of Beaches and Harbors, and is part of a budget-boosting concept approved last year by the Board. According to Mr. Adorian the advertising could generate up to \$1 million in new revenues when fully implemented.

The advertising will be in good taste. The ordinance includes a ban on the promotion of alcoholic beverages and tobacco products. Billboards are not allowed on the beaches, but smaller advertising signs are permitted on lifeguard towers, walls, directional signs, trucks, rescue boats and employee uniforms.

The only advertising permitted before enactment of this ordinance was on donated trash cans and some lifeguard trucks. The size and location of the new signs will have to be approved by the Board as part of each advertising contract.

The advertising may appear on beaches stretching from San Pedro to Malibu.

What to do if Your Child is Missing

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wander at some time or another. Therefore, you should check on them frequently. If you do not locate your missing child within a short time, notify the police at once. The sooner they are on the job, the easier it is for them to locate the youngster. Time is important, as young children sometimes wander great distances from their homes in a short period of time. You, as a parent, can assist a great deal if you will enlist your neighbors and the older children of the vicinity in the search. After all, these people know the child and can spot him at a distance, while the officers are working from a description. Keep someone in the home, preferably the mother. The child may return, and if no one is there, he may wander away again. When checking your neighborhood, check every house and back yard. Don't skip around. Very often, children are located in homes nearby. If it is evening, and both parents are home, one of the parents, preferably the father, should join in the search. Don't do as some people do — just sit down or go to bed and wait for the officers to find the child. Be sure to check each room in your house. Check in and under the

beds. Look behind the furniture. Look under the house, in the garage, and in out-buildings. Young children often crawl in these places to hide and then go to sleep. Has the child expressed a desire to do or see something? This may prove a valuable clue. If you locate the child and you have reported him missing, notify the police at once. Many times officers have continued the search long after the child was found by the parents.

If a child comes to your house, contact his parents or the police. Many times officers have had to work all night in search of a child who was already safe with friends who felt it unnecessary to check with the parents.

Retirement Rate Change Adjustment

The July 15 payroll will reflect a slight additional retirement deduction to compensate for the months of July and August 1984. Retirement contribution rates increased effective July 1, 1984 but were not implemented until September 1, 1984. This resulted in an under collection for that period.

