



# DIGEST

October 15, 1985

Volume 20 Number 17

## County Employees Are Number One!

The County of Los Angeles held its Fifth Annual Charitable Giving Awards Ceremony at the Board of Supervisors meeting on September 24, 1985. Supervisor Ed Edelman, Chairman for the 1985 Spring Charitable Giving Campaign, stated that County employees pledged over \$2.3 million which exceeded all previous campaign efforts by 6%. As a result, County employees are again the number one givers in both the public and private sector in the Los Angeles area for United Way and Brotherhood Crusade.

Supervisor Edelman led the presentation of awards to various County departments and municipal courts whose efforts in the campaign were outstanding in three major categories: highest percent participation, greatest per capita increase over last year, and largest per capita cash contribution. Special recognition was also given to the Departmental Charitable Giving Coordinators, who received vigorous applause when asked to stand for recognition and praise for their hard work on behalf of the Campaign.

Participating with Supervisor Edelman in the ceremonies were Board members, Supervisor Schabarum, Supervisor Hahn, Supervisor Dana, and Supervisor Antonovich. Campaign Labor Co-Chairperson, Joseph P. Wetzler, County Coalition of Unions, and Brian Berger, representing the County Management Council, took part in the award presentations.

Special awards of recognition were also presented by the two charitable giving agencies, the Brotherhood Crusade and United Way. The Brotherhood Crusade was represented by Danny Bakewell, Sr., Presi-

dent, and his guest, George McKenna; United Way was represented by Bill Branch, Vice President-Corporate Campaign, and his guest, Tom Leadwith.



*Edgar H. Hayes, Director of the Data Processing Department receives Department of Distinction Award from Supervisor Edelman at Charitable Giving Awards ceremonies.*

The highlight of the ceremonies was the announcement that the prestigious Department of Distinction Award would be presented to the Data Processing Department. This perpetual award is presented to the County department that best exemplifies the objectives of the County's Charitable Giving Program and whose program is very successful, highly organized and emphasizes a coordinated effort among employees, management and labor organizations.

Edgar Hayes, Director of the Data Processing Department (Continued on page 3)

## Registrar-Recorder

If you are a resident of Los Angeles County for any period of time, chances are very good that you will be served by the Department of Registrar-Recorder. Yet, outside of elections, little is known about this department.

In addition to conducting federal, state, local and special district elections, the Registrar-Recorder is responsible for registration of voters, maintenance of registration files; checking initiatives, referenda and recall petitions; filing of candidates' reports; recording real estate documents and other records; and maintaining birth, death and marriage files for Los Angeles County.

Serving over 500 political districts in Los Angeles County, the Registrar-Recorder is the largest and most complex election jurisdiction in the country. In addition to presidential and gubernatorial primary and general elections, the department conducts or supports over 150 elections each year for districts ranging from congressional to mosquito abatement.

Considerable planning is required to meet legally mandated pro-  
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*Charles Weissburd, Registrar-Recorder*

# Registrar-Recorder

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cedures. For example, the June, 1986 gubernatorial primary election process begins in December, 1985. Sixty-five hundred polling places will be established; 35,000 precinct workers will be recruited and trained; and 2,000 versions of the sample ballot will be prepared for mailing to 3.5 million registered voters. The sample ballot contains names of candidates, measures to be voted on and locations of voter polling places.

Requests for absentee ballots increased 100% in a recent two-year period. This trend is expected to continue. On Election Day, special troubleshooters are in the field for quick resolution of problems. Phone satellite centers with toll free lines are established to handle the thousands of calls from voters who need assistance.

After polls have closed ballots from the 6,500 precincts are sent to 100

collection centers throughout the County, then transported to the main tally center by helicopter and sheriff's vehicles. High speed computers quickly count ballots and results are immediately transmitted to the news media for dissemination to the public.

To make it possible for every eligible citizen to register and vote, the Registrar-Recorder:

- distributes registration forms to libraries, firestations, post offices, Department of Motor Vehicles, City Clerks and other offices;
- supplies affidavits to volunteer deputy registrars, representatives of candidates and organizations conducting registration drives; and provides a registration van at community affairs;
- works with school districts to inform 18 year olds of their eligibility to register and vote;
- provides a teletype communication system for the use of persons with hearing impairments;
- operates a 24-hour telephone recording service for requesting voter affidavits; and
- presents voter education programs at high schools, colleges and civic meetings.

The three and one-half million registered voters in Los Angeles County represent approximately one-third of the eligible voters in the State of California and four percent of the national vote for President of the United States. The voter file is kept current and accurate through the use of a Residency Confirmation and Outreach Program. All procedures include safeguards to detect possible fraudulent registrations, duplicate entries and listing of non-residential addresses.

Signatures on initiatives, referenda and recall petitions must be validated by the Registrar to establish which petitions qualify for an election.

Los Angeles, San Francisco and

Sacramento are the three official locations where all statewide candidates and measure committees file their required campaign statements. The Registrar must determine not only whether the required statements have been filed, but also, if appropriate, impose fines for violations of the filing requirements.

The Recorder side of the department is home to 90 million records. These have all been duplicated and stored in a separate location away from the department's facilities, in order to enable the County to carry out its responsibilities in the event that original files are ever damaged or destroyed.

The Recorder's Office has records since 1850 of all births and deaths which occurred in Los Angeles County, all marriage licenses issued in the County, and land ownership records. Types of recorded real estate documents which affect your property include deeds, mortgages, homesteads, liens, judgments, leases, subdivision maps, and reconveyances (a little known document that shows you have paid off the mortgage on your property).

Copies of department records are used for entering your child in school or Little League competition, obtaining a passport, collecting veterans' benefits, social security or life insurance benefits and for employment purposes. On a yearly basis the Office issues 700,000 copies of real estate, birth, marriage and death records to the public. These copies are normally sent within 24 hours after the request is received.

## NACo Award Winner

At a recent meeting of the Board of Supervisors, the Department of Parks and Recreation, among other departments, was presented with a National Association of Counties Achievement Award for continuing contributions to strong and efficient County government. The Department of Parks and Recreation was honored for its program: Leasing for Private Sector Development and Operation of Public Recreation.

County of Los Angeles

## DIGEST

Board of Supervisors

**EDMUND D. EDELMAN**  
Chairman  
Third District

**PETER F. SCHABARUM**  
First District

**KENNETH HAHN**  
Second District

**DEANE DANA**  
Fourth District

**MICHAEL D. ANTONOVICH**  
Fifth District

**JAMES C. HANKLA**  
Chief Administrative Officer

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## Number One . . .

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Processing Department, explained that what was different about this year's campaign for his department was the number of individuals who volunteered to sponsor and organize various cash generating activities. There were over 60 volunteers in all levels of the Department who planned and carried out over 15 fund-raising activities. In addition to food and bake sales, a Trivial Pursuit contest, a lunch hour skating party, general merchandise and stuffed toy raffles and a plant sale were among the many fund-raisers that resulted in \$5,560 cash contributions for this awards winning Department!

### DEPARTMENTAL AWARDS FOR HIGHEST PERCENTAGE PARTICIPATION

- Group "A" — **Departments with over 2,000 employees:**

#### PUBLIC WORKS

Thomas A. Tidemanson, Director  
73.9% Participation

- Group "B" — **Departments with 1,000 - 1,999 employees:**

DATA PROCESSING DEPARTMENT  
Edgar H. Hayes, Director  
90.5% Participation

- Group "C" — **Departments with 300 - 999 employees**

#### TREASURER-TAX COLLECTOR

Richard Dixon, Treasurer-Tax Collector  
85.6% Participation

- Group "D" — **Departments with 100 - 299 employees:**

#### REGIONAL PLANNING

Norman Murdoch, Planning Director  
67.6% Participation

- Group "E" — **Departments with 35 - 99 employees:**

GLENDALE MUNICIPAL COURT  
Sheila Gonzalez, Clerk/Administrative Officer  
54.1% Participation

- Group "F" — **Departments with less than 35 employees:**

MILITARY & VETERANS AFFAIRS

Robert Crockett, Acting Director  
131.3% Participation

### DEPARTMENTAL AWARDS FOR GREATEST PER CAPITA INCREASE OVER THE PRIOR CAMPAIGN

- Group "A" — **Departments with over 2,000 employees:**

#### FACILITIES MANAGEMENT

George Y. Tice, Director  
Up 40.4%

- Group "B" — **Departments with over 1,000 - 1,999 employees:**

#### DATA PROCESSING DEPARTMENT

Edgar H. Hayes, Director  
Up 17.0%

- Group "C" — **Departments with 300 - 999 employees:**

#### REGISTRAR-RECORDER

Charles Weissburd, Registrar-Recorder  
Up 46.4%

- Group "D" — **Departments with 100 - 299 employees:**

#### BOARD OF SUPERVISORS

Larry Monteilh, Executive Officer  
Up 31.6%

- Group "E" — **Departments with 35 - 99 employees:**

#### POMONA MUNICIPAL COURT

James E. Gardner, Clerk/Administrative Officer  
Up 845.3%

- Group "F" — **Departments with less than 35 employees:**

#### EMPLOYEE RELATIONS COMMISSION

Walter F. Daugherty, Executive Officer  
Up 245.7%

### DEPARTMENTAL AWARDS FOR LARGEST PER CAPITA CASH CONTRIBUTION

- Group "A" — **Departments with over 2,000 employees:**

#### PUBLIC SOCIAL SERVICES

Eddy S. Tanaka, Director  
\$15.97 Per Capita

- Group "B" — **Departments with 1,000 - 1,999 employees:**

#### DATA PROCESSING DEPARTMENT

Edgar H. Hayes, Director  
\$5.51 Per Capita

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## Caring for Others



Vernella Bernard  
Employee of the Month

When Vernella Bernard, Licensed Vocational Nurse II, was introduced as the September, 1985, County Employee of the Month, she was lauded and applauded for the exceptional care and concern she has demonstrated for her patients.

In presenting her a scroll of recognition, Chairman of the Board of Supervisors Edmund D. Edelman spoke of nursing as a profession not generally appreciated until one is in need of medical care.

Beginning her County career in July, 1960 with the Department of Health Services, Vernella is currently assigned to the Intensive Care Unit at the General Hospital of the Los Angeles County-University of Southern California Medical Center. In providing care and nursing services for the critically ill, her responsibilities include: operating and monitoring specialized treatment equipment such as intravenous apparatus, observing and reporting adverse reaction to medication, recognizing the need for emergency care, initiating life-saving action and alerting the nurse-in-charge or the physician.

In addition to her general nursing duties, Ms. Bernard assists in the orientation of new employees, teaches health care techniques to patients and visitors, and has con-

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## Caring . . .

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tributed greatly to the improvement of nursing care procedures in the Intensive Care Unit.

Ms. Bernard is known as a steady employee who is observant of patient behavior. On one occasion her observation of a patient's behavior and physical reactions to treatment prevented further serious consequences and complications to the treatment process.

Ms. Bernard devotes a considerable amount of her off-duty time to church activities and travel. She is also a member of the Medical Center's Nurse and LVN Retention Committee and is pursuing academic commitments to meet prerequisites for the Registered Nurse Program.

Graciously accepting recognition as the County's Employee of the Month, Vernella commented that some of the most meaningful expressions of gratitude come from her former patients who take time to call and express their appreciation for the excellent care she has provided.

## Fall Campaign to Begin

The first Fall Campaign for the Charitable Giving Program begins October 15, concluding November 29. This Fall campaign marks a permanent change-over to a Fall Schedule for the Charitable Giving Program.

Continued success of the program depends on your continued support. As the Fall Campaign gets underway, remember to consider the United Negro College Fund (UNCF) as a designated agency for personal contributions. You may use designation forms provided to direct your funds to the UNCF or favorite charity. Designations during the Campaign will cover the 1986 calendar year.

Your charitable contributions go to work almost immediately for charity. Payroll deductions and cash donations to either United Way or Brotherhood Crusade are forwarded in the same month that they are collected.

## Board Declares October "Foster Family Month"

On behalf of the Department of Children's Services (DCS) on October 1, 1985, the Board of Supervisors declared October as "Foster Family Month." DCS is launching a major campaign to expand and accelerate recruitment of critically-needed foster families for children under its care.

The need for more foster homes has reached major proportions.

Last year, in Los Angeles County alone, nearly 75,000 children were referred and investigated for allegations of child abuse and neglect. This was 7.1% increase of referrals over the previous year. For 1985, it is anticipated that over 85,000 children will be referred, a 14% increase.

To become a foster parent you must be licensed by the Department of Children's Services. DCS is looking for families who have good parenting skills and adequate space in their homes to take additional children. For more information, please call Homefinders, (213) 418-2032 or write to the Department of Children's Services, Foster Home Licensing, 11911 S. Vermont Avenue, Los Angeles, CA 90044. Attention: Larry DeBelious, Supervisor, Homefinders.



Los Angeles County Board of Supervisors Chairman, Ed Edelman presents scroll to Robert L. Chaffee, Children's Services Department, Interim Director.

## Number One . . .

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### — Group "C" — Departments with 300 - 999 employees:

PUBLIC DEFENDER

Wilbur F. Littlefield, Public Defender

\$6.36 Per Capita

### — Group "D" — Departments with 100 - 299 employees:

PUBLIC ADMIN/PUBLIC

GUARDIAN

Gordon W. Treharne, Public Administrator

\$7.69 Per Capita

### — Group "E" — Departments with less than 100 employees:

GLENDALE MUNICIPAL COURT

Sheila Gonzalez, Clerk/Administrative Officer

\$5.14 Per Capita

### — Group "F" — Departments with less than 35 employees:

FARM ADVISOR

Dr. Nicelma J. King, Director

\$166.67 Per Capita

## DEPARTMENT OF DISTINCTION AWARD RECIPIENTS

### — Award Winner — Data Processing Department

### — First Runner-up — Public Social Services

### — Second Runner-up — Department of Children's Services

## Clothing the Homeless

The Civic Center Prayer Group Clothing Drive is a huge success for the second year!

County employees from throughout Los Angeles donated over 18,000 pounds of clothing for men, women and children who are homeless and living in downtown Los Angeles.

As a result 2,500 homeless people will receive clothes this year, an increase of 1,000 people over last year.

The Civic Center Prayer Group and the Union Rescue Mission have expressed sincere appreciation for the overwhelming concern for the poor and homeless.