



DIGEST

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U.S. and County Treasurers Salute County Employees



Participating in the Savings Bonds Award Ceremonies are, from left to right, Coordinators: Evelyn Glenn, Burbank Muni Court; Tim Aguilar, Compton Muni Court; Wilma Brooks, Antelope Muni Court; Linda De Rossett, Pomona Muni Court; Treasurer/Tax Collector Richard Dixon; U.S. Treasurer Katherine D. Ortega; Vice-Chairman, Board of Supervisors, Pete Schabarum; Coordinators, Dick Gitlin, Beaches & Harbors; Monica Parikh, Treasurer/Tax Collector; Bob Helmar, Marshal; Jason Williams, Facilities Management; Al Lecesne (representing Jimmy Walker), DPSS; and Frank Zolin (representing Don Heuman), County Clerk/Superior Court.

The United States Treasurer, Katherine Davalos Ortega paid tribute to County employees for their strong participation in the U.S. Savings Bonds Program by participating in the Third Annual U.S. Savings Bonds Campaign Awards Ceremony on Tuesday, November 19. With the Board of Supervisors present, Ms. Ortega presented awards to Supervisor Ed Edelman on behalf of Los Angeles County, to Joe Wetzler, Labor Campaign Co-Chair for the third consecutive year, and to eleven departments/courts which had particularly successful 1985 campaigns.

The departments/courts honored within their size groupings for the largest percentage of new and increased savers were: Facilities Management, County Clerk/Superior Court, Treasurer and Tax Collector, Beaches and Harbors, Pomona Municipal Court, and Burbank

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1985 Social Worker Of the Year



Pearl O. Pace and Board of Supervisors Chairman Edmund D. Edelman as Pace was honored as the 1985 Social Worker of the Year by the National Foster Parent Association.

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Bilingual Workshops

Workshops to meet the education and employment needs of minority women are being sponsored by the County Commission on Human Relations in cooperation with local YWCA's and community colleges in neighborhoods throughout the County.

The programs feature bilingual workshops and are designed for specific community needs, utilizing ethnic role models who provide examples of success. The objective is to transfer planning and leadership skills to local community organizations and institutions which then continue providing the programs.

Approximately 1400 women have participated in the workshops since the program's inception two years ago, and 40% of them have returned to school, entered job training programs and/or became employed.

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Savings Bonds

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Municipal Court. Those departments/courts with the highest participation within their size grouping were: Public Social Services, Data Processing, Public Administrator-Public Guardian, Long Beach Municipal Court and the Employee Relations Commission.

County Treasurer and Tax Collector, Richard Dixon, recognized the outstanding campaign efforts of ten departmental coordinators by presenting them with \$50 Savings Bonds. As 1985 Countywide Campaign Coordinator, Mr. Dixon actively endorsed the purchase of Savings Bonds and offered the personal gift of a \$50 Savings Bond as an added incentive to the most successful departmental coordinators in the 1985 Campaign. The coordinators recognized for their achievements were Jason Williams, Jimmy Walker, Don Heuman, Bob Helmar, Monica Parikh, Dick Gillin, Linda De Rossett, Tim Aguilar, Wilma Brooks, and Evelyn Glenn.

County of Los Angeles

DIGEST

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Following the ceremony, Ms. Ortega was honored at a luncheon hosted by James Hankla, Chief Administrative Officer. During the luncheon Supervisor Pete Schabarum, on behalf of the Board, presented Ms. Ortega with a plaque of appreciation for her support and special visit to Los Angeles. In her remarks, Ms. Ortega paid a special compliment to County employees and stated that their participation has given leadership status to Los Angeles County and represents a model for other government agencies to follow.



Katherine D. Ortega

U.S. Treasurer

Bilingual Workshops

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Two-day workshops were held in Korean/English and in Spanish/English recently in the downtown Korean community and in the North San Fernando Valley. A total of 135 women took a "skills and interest" inventory of themselves, set goals, and interfaced with employers regarding apprenticeships, education and job training. Resume writing, interview and application skills were also discussed.

The next workshop is scheduled for the Southern area of the San Fernando Valley in February. For further information, call Frankie Maryland, Program coordinator, at 974-7611.

Microwaving: Do It Safely

The microwave oven has become a popular item in County facilities, in most cases either acquired by a department for employee use or purchased by the employees themselves. With the increasing use of microwave ovens, attention should be given to appropriate safety precautions.

In purchasing microwave ovens for use in County facilities, it is strongly recommended by both Facilities Management Department (FMD) and Environmental Health and Safety Services (EHSS) of the Chief Administrative Office that commercial ovens be purchased. They are usually more durable and dependable than domestic ovens and are built to withstand the severe demands of continual use. Commercial microwave ovens are advertised as such, and carry approvals by the Federal Communication Commission, the United States Department of Health and Human Services, Underwriters Laboratories and the National Sanitation Foundation.

FMD recommends that it approve all microwave ovens before purchase, and cites some problems encountered when repairs are requested for domestic type units.

Many manufacturers' warranties are void if a domestic model is used in a commercial application. (The use of a domestic unit in an office has been interpreted as commercial use.) In most cases, these domestic models cannot be economically repaired. Often times repair costs will exceed the cost of a new replacement. The peculiar construction of these ovens, the time spent on transportation, and the difficulty of obtaining parts raise the repair cost to prohibitive levels.

Recently, EHSS sponsored a training program on checking microwave ovens for leakage. The program, for departmental safety officers and representatives, was one of several EHSS activities to determine whether levels of exposure are within safe limits. Concerns about microwave oven leakage

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Congratulations - Retirees

Once again a health-care professional has the longest length of service among the current list of retirees. Lorena G. Hahn, a Supervising Staff Nurse II at the L.A. County-USC Medical Center Women's Hospital is recognized for over 41 years of County service.

Compliments and best wishes to the following retirees with more than thirty years of County service:

Facilities: Martin F. Hodnett, Jr.

Forester & Fire Warden: Don G. Oldham, Joseph Ankerberg, Richard Dorn

LAC-USC Medical Center:

General Hospital: Malissa Rhone

Women's Hospital: Lorena Grace Hahn

Museum of Natural History: Philip Y. Young

Public Works: Richard D. Grant
Sheriff: Wayne W. Powell

We also salute the following retirees with over twenty-five years of County service:

County Clerk: Edward Dickey, Jr., Beverly J. Martin

District Attorney: Bertha Faber

Facilities: Richard E. Dunn, Leroy D. Phillips

LAC-USC Medical Center

General Hospital: Martha Lovelace

MLK Hospital: Juanita G. Alford

Mus. of History & Science: Berkley McCarthy, Philip Y. Young

Municipal Court: Alice E. Benjamin
Purchasing & Stores: Vera C. Martin

Sheriff: Clifford Robinson, Albert Dean Carlton

Holiday Shopping

Los Angeles County Sheriff Sherman Block is warning citizens to exercise caution when approached by strangers offering to sell expensive items at a greatly reduced price.

"It is a common trick of con artists to sell an inferior product which has been designed or packaged to look like a more expensive name brand product," explained the Sheriff.

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Children's Services Director Appointed



Robert L. Chaffee, right, new Director of Children's Services, is congratulated by Larry Monteilh, Executive Officer of the Board of Supervisors after swearing-in ceremony. Paula Carroll, Chaffee's administrative deputy looks on.

On November 7, 1985, Robert L. Chaffee was named Director of the Department of Children's Services. In announcing the appointment, Chairman of the Board of Supervisors Ed Edelman described Chaffee as a "person with a strong background in management and social services, who has the ability to translate the Board's commitment to help abused children into effective action."

Chaffee, a 27-year County employee and specialist in Welfare Administration, had served as interim director of the Department of Children's Services since April, 1985 and was previously Director of the Bureau of Assistance Payments in the Department of Public Social Services.

Ballots Distributed

Ballots for the upcoming December 10, 1985 election for the Third Member, Board of Retirement and Third Member, Board of Investments were distributed on Friday, November 15. All General Members of the Los Angeles County Employees Retirement Association as of August 30, 1985 are eligible to vote in this election.

Under the procedures for this election, the Registrar-Recorder must actually receive completed ballots by Tuesday, December 10, 1985.

For further information or to obtain a copy of the election procedures, contact your personnel office; the Registrar-Recorder, 5557 Ferguson Drive, Los Angeles 90020; or the Executive Office, Board of Supervisors, 500 West Temple Street, Room 383, Los Angeles 90012.

Befriend a Shut-In

The Public Administrator-Public Guardian needs volunteers for their annual Holidays Project.

The Holidays Project involves sorting and wrapping 2,000 gifts and presenting them to people cared for by the Public Guardian in board-and-care homes, convalescent hospitals, nursing homes, and State hospitals. Most of the people cared for by the Public Guardian have no relatives or friends willing or able to become involved at a time when people are most in need of emotional support.

Tax-deductible donations are used for the purchase of 2,000 holiday gifts, subscriptions to large-print periodicals for those with poor sight, attendance at community events, and provision of per-

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Disability and Survivor Benefits

Effective July 1, 1985, the Board of Supervisors extended the County's Long-Term Disability (LTD) and Survivor Benefit Plan to general members of Retirement Plans A, B, C and D. Previously only employees enrolled in Retirement Plan E were covered by these benefits. The extension of LTD was negotiated in 1983, although it was not scheduled to take place until July 1985. It was not part of the bargaining agreements which were just reached.

The extended plan will not cover any employee in one of the A through D retirement plans who was disabled prior to July 1, 1985 and, as a consequence, was absent from work for 30 or more consecutive days during the period 4/1/85 through 6/30/85 unless that employee returned to work on or after July 1, 1985, **and**

- performed all normal and usual duties of his/her job for at least 90 consecutive days.

or

- died or became disabled on or after July 1, 1985 from a different and unrelated cause.

A brochure providing more detailed information on the Long-Term Disability and Survivor Benefit Plan and incorporating any changes in the plan stemming from recent labor negotiations will be distributed to departmental personnel offices as soon as possible when changes to the plan are approved by the Board of Supervisors.

Employees with questions on long-term disability and survivor benefits should contact their departmental personnel office.

Shut-In . . .

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sonal needs for those who have nothing.

The gifts are only part of it, because to people confined by age or disability, a dream come true is to be visited by someone who cares. Those who want to help with gifts, spend some time to prepare the gifts, or make a visit to a shut-in should call (213) 974-0400 or (213) 974-0543.

Microwaving . . .

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should be referred to the departmental safety officer or representative.

Highlights of the EHSS advice include the following precautions and procedures to ensure safe operation of any microwave oven in relation to the health of those who use it.

1. Employees using a pacemaker, especially older models, should be cautioned that exposure to microwave leakage from microwave ovens can be particularly hazardous to them in that it may affect the functioning of the pacemaker.
2. Never tamper with or inactivate the oven safety interlocks. Safety interlock systems must function properly at all times in order to prevent operation of the oven when the door is open. Never operate an oven if the door does not close firmly or is bent, warped, or otherwise damaged.
3. Oven doors, seals, and interiors should always be kept clean and free of grease and debris. Frequently, clean with water and mild detergent. Do not use scouring pads, steel wool, or other abrasives.
4. Other useful tips include periodic examination of the oven for signs of damage; and having the oven serviced by a qualified service person.

Social Worker of the Year . . .

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Pearl is Director of the Foster Care Support Services Section of the Department of Children's Services and is recognized nationally as an expert on child care. She has responsibility for coordinating activities to recognize outstanding and long-term foster parents and is liaison for foster parents associations. Pearl also functions as liaison for the media and community regarding the needs for and role of the foster parent as it relates to caring for the special needs of abused children.

Give the Gift of Life

December is Blood Donor Month and during the holiday season, the blood supply is traditionally low. Over 1500 units of blood are needed daily to meet the needs of our hospitals. Blood cannot be synthetically produced and the only source is voluntary blood donors.

For your convenience, blood drives have been scheduled in the following locations:

Dec. 3 & 4 - Civic Center, 500 W. Temple St., Los Angeles - Time: 8:30 a.m. - 1:15 p.m., Rm. B85 G & H

Dec. 5 - Purchasing & Stores, 2500 S. Garfield, Commerce - Time: 11:15 a.m. - 4:00 p.m., 2nd floor lunchroom

Dec. 6 - D.P.S.S., 3401 Rio Hondo Avenue, Rm. B-118, El Monte - Time: 9:00 a.m. - 3:00 p.m.

Dec. 10 & 11 - Registrar-Recorder, 5557 Ferguson Dr., Commerce - Time: 9:00 a.m. - 1:45 p.m., Rm. GS-14

Dec. 30 - Fire Dept. Hdqtrs., 1320 N. Eastern Ave., Los Angeles - Time: 8:30 a.m. - 1:15 p.m., Room 201, Training Center

Dec. 31 - D.P.S.S., 45110 3rd St. E., Lancaster - Time: 9:00 a.m. - 1:45 p.m., Conference Room

Please give the gift of life this holiday season.

Holiday Shopping . . .

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A recently discovered adaptation of this age old practice is the placing of pictures of video cassette recorders and cameras, clipped from magazine advertisements, on packages made to look like shipping boxes. The packages are wrapped in clear plastic which at first glance gives the package the appearance of a sealed container that hasn't been opened.

"As we approach the holiday shopping season, avoid becoming a victim of the numerous confidence games designed to take your money," concluded the Sheriff. "Make your purchases from reputable, established merchants."