



DIGEST

March 3, 1986

Volume 21 Number 4

Radio Listeners Support CSRC Project



Board of Supervisors Chairman Peter Schabarum (right) presents scrolls of appreciation to Tim Kelly (left), Program Director of KLOS/FM, and Nelkane Benton (center), Community Relations Director for KABC/Talkradio and KLOS/FM. The stations' listeners contributed \$40,000 to the Community Services Resource Corporation (CSRC) Food Bank. The money will provide 400,000 pounds of food to hungry people in Los Angeles County.

CSRC is a Board sponsored non-profit public-benefit corporation whose purpose is to generate assistance for critically needed services for the young, the old, the physically abused and the homeless.

For further information regarding CSRC, contact Managing Director, Rockwell Ames at 738-2615.

Night Courts Begin

A phased-in implementation plan to operating night courts hearing criminal cases is now in progress. One Municipal Court and one Superior Court are already hearing cases during evening hours. Project plans call for two additional evening Superior Courts

(Continued on page 2)

Retirement Planning

What's the best date to retire? What are the various retirement options available? When will I get my first retirement warrant? What is my first day of retirement? These are just some of the questions asked by prospective retirees during Retirement workshops, held on the second and fourth Wednesday of each month from 2:00 - 3:30 p.m., in the Hall of Administration, Room B-85.

Anyone who is contemplating retiring is welcome. The atmosphere is congenial and informal. The Retirement Benefits staff have assisted approximately 2,200 employees retire each year by "walking them through" the retirement process.

All retirement matters are within the purview of the Retirement Administration, which has three divisions: Retirement Benefits, Retirement Accounting and Controls, and Disability Benefits.

Retirement Benefits is divided into two sections: Active Members and Retired Members. The Active Member Section can assist current employees plan for retirement by providing information (individually or in workshops) on such topics as: eligibility to purchase credit for previous County temporary

New Employee Suggestion Awards Program

The new Employee Suggestion Awards Program was recently approved by the Board of Supervisors.

This program should encourage all County employees to become part of a Countywide effort to improve productivity, reduce County costs, and enhance operational efficiency.

Through a Countywide recognition and reward system, each County department will establish its own Departmental Awards Committee which will review and evaluate individual employee suggestions submitted.

Program guidelines will soon be distributed to all departments. Watch the **Digest** for further news on implementation of this program.

time, previous public service, military and Federal time and sick leave time; eligibility to re-deposit withdrawn contributions; changing a beneficiary, and impact of Social Security on Retirement Allowance.

(Continued on page 4)



Retirement Workshop atmosphere is informal for participants (L to R. seated) Lois Gourley, Regina Apeck, Jim Holler, and Ann Fisher, Benefits Supervisor. Standing are (L to R.) Robert Shumate, Jerry Matthews, Herb Lester and Floyd Darling.

Night Courts

(Continued from page 3)

to be operative by the end of March, 1986. Except for highly publicized and capital cases, all types of criminal cases will be heard at the night sessions.

The night courts will be in the Criminal Courts Building, 210 W. Temple Street, from 2:30 to 10:30 p.m., and will operate Monday through Friday. To accommodate these night sessions, the hours of the affected daytime courts were rescheduled to begin at 7:00 a.m.

One measurement of the success of this pilot project is expected to be a determination of the impact additional courts can have on reducing jail overcrowding. Another goal is better utilization of existing courtrooms.

Some judges have volunteered for the night court sessions; commissioners are being used in non-participating courts to free more judges for the night courts; and the possible use of retired judges is being considered. There are also special incentives for jurors.

The night court pilot project is unrelated to the current night traffic court programs.

County of Los Angeles

DIGEST

MEMBERS OF THE BOARD

PETER F. SCHABARUM
Chairman
First District

KENNETH HAHN
Second District
EDMUND D. EDELMAN
Third District

DEANE DANA
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

JAMES C. HANKLA
Chief Administrative Officer

EDITORIAL OFFICE
Evelyn Gutierrez
Hilda Nigro

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

Telephone: 974-1784

Minority Women's Conference

"Race and Sex Discrimination in the Labor Market: Minority Women at Work" is the subject of a second annual conference sponsored by the County of Los Angeles Commission on Human Relations, Friday, March 7 from 9 a.m. to 2:30 p.m. at the University Student Union, Cal State Los Angeles.

The conference is free and co-sponsored by American Indian Women on the Move, Asian Pacific Women's Network; Black Women's Network; Hispanic Women's Council, and Women's Resource Center of Cal State Los Angeles.

For program information call Reva Trevino (213) 974-7626.



Planning "Minority Women in Workplace" conference are (L to R) County of Los Angeles Commission on Human Relations staff members Frankie Maryland, Mary Louise Longoria, Reva Trevino and Lionel Martinez.

Performance Pay Plan

On December 31, 1985, the Board of Supervisors approved the recommendations of CAO James C. Hankla regarding compensation adjustments for nonrepresented employees. At that time, the Board was advised that a Performance Pay Plan is being developed for approximately 5,000 nonrepresented employees.

A fully structured Performance Pay Plan for nonrepresented employees is targeted to be presented to the Board in mid-1986. A consultant, to be selected in March, will assist in developing a pay-for-performance salary structure and process. The consultant will have approximately 90 days to complete the necessary plans and methodology for the new system.

The new system will be flexible enough to allow specific performance plans to be drawn up and tailored to responsibilities and assignments of individual personnel. It will also be designed to include Board of Super-

visors objectives which enhance the services and cost effectiveness of County government. The new system will include provision for objective measurement of individual performance. Line supervisors will have increased discretion to reward excellence and motivate improvement of poor performance.

The plan will be developed and implemented in phases. The first phase will affect approximately 1,700 County management personnel below the level of department head, and phase two will include the approximately 3,300 employees in other categories.

As the plan is implemented, there will be information, instruction and training to allow for a smooth transition into new procedures and a variety of opportunities for employees to expand their knowledge and skills. The selected consultant is expected to provide the County with sufficient training services and materials to adequately orient all affected employees.

New County Helicopter



Sheriff Block receives "Key" to helicopter from Governor George Deukmejian. (Left and Right) County Supervisor Michael Antonovich, G. Albert Howenstein, Jr., Executive Director, Office of Criminal Justice Planning, Sacramento; Governor George Deukmejian; Sheriff Sherman Block

In accepting the keys to a Hughes 500-D helicopter from Governor George Deukmejian recently, Sheriff Sherman Block stated, "In awarding this helicopter to our department, the Governor and the State Office of Criminal Justice Planning have greatly enhanced our ability to serve the residents of Los Angeles County." The Sheriff's Department submitted a unique proposal to the State requesting the helicopter and outlining its potential in the enforcement of hazardous materials disposal laws.

The Sheriff's Hazardous Materials Response Unit will use the new helicopter to enhance the ability to locate illegal disposal sites in sprawling, sparsely populated areas of Los Angeles County and conduct surveillances of suspected unlawful disposals of hazardous material.

The department also intends to utilize the helicopter to augment its search and rescue capability.

Health Plans Open Enrollment Now in Progress

An open enrollment period for the County-administered health plans (Blue Shield "Preferred" Plan, Kaiser, Ross-Loos and Maxicare) will continue through Monday, March 31, 1986. During this time, eligible employees may enroll or change their current health plan. To verify your present health plan coverage, please check your February 14, 1986, paycheck stub. (Paycheck stubs from prior months may not reflect current coverage.)

This open enrollment applies to all employees eligible to participate in the County health program EXCEPT employees participating in the Flexible Benefit Plan. For employees who are already enrolled in one of the health plans, the open enrollment period provides an opportunity to add dependents to their present coverage, or to switch from one plan to another. Dependents may be deleted at any time.

Enrollment and change materials can be obtained from your departmental personnel office. The properly completed forms should be returned to that office as soon as possible.

For employees who fully completed the enrollment process during the month of February, the new coverage will be reflected on the May 15, 1986, paycheck stub, and have an effective date of June 1, 1986. Employees who complete the enrollment process during the month of March will see the change reflected on the June 13, 1986, paycheck stub. Their new coverage effective date will be July 1, 1986. Employees who wish to continue their present coverage without any change need take NO ACTION.

REMEMBER: March 31, 1986, is the deadline!

Employee of the Month

Described as a "self-starting" and highly motivated employee, Hayward Harris, Deputy Compliance Officer, Office of Affirmative Action Compliance, was honored for being selected as the January 1986 Employee of the Month. During the scroll presentation, Board of Supervisors Chairman Peter F. Schabarum mentioned Hayward's success in developing innovative programs and ideas which are effectively used in County operations.



Hayward Harris, Jr.
January Employee of the Month

A most significant achievement was Hayward's development of the County's "Directory of Minority and Women-Owned Businesses." This essential document in use by County departments is also rapidly becoming the "model" for other intergovernmental agencies. The directory is used as an informational guide to encourage minority participation in the County's Proposition "A" Contracting Program. Through Hayward's efforts, the County has realized revenues of approximately \$7,500 from sales of the directory at \$10 a copy and it is estimated that there is a savings of staff time equaling approximately \$200,000 since the directory was published and issued to County departments.

He has made substantial contributions to the success of affirmative action programs in many County departments as well as nine other governmental jurisdictions.

(Continued on page 4)

WOMEN'S LEGAL RIGHTS SEMINAR

Hall of Administration - Saturday, March 8, 1986

For Further Information Call (213) 974-1455

Hayward Harris

(Continued from page 3)

Hayward assists in the recruitment and evaluation process of minority and women civil engineering and fire fighter candidates. He, also, participates in an inter-agency review body that determines the eligibility of Minority Business Enterprise/Women Business Enterprise (MBE/WBE) contractors. This concerted undertaking greatly reduces the duplicative efforts of all agencies involved in identifying and certifying contractors. He is also coordinating the establishment of standardized MBE/WBE eligibility criteria with the Board of Port Commissioners, Port of Oakland.

Stamina and enthusiasm are also evident in Hayward's contributions to his community and fellow workers. He has demonstrated concern for the environment by assuming responsibility for the operation of a 15-member Van Pool sponsored by Commuter Computer and is actively involved in the Boy Scouts of America. Also at his own expense, he sponsors an annual Bar-B-Que for the underprivileged and disabled youth in his community.

Hayward's entire 11-year County career has been in contract and affirmative action compliance functions.

High praise to a high achiever!

Retirement Planning

(Continued from page 1)

The Retired Members Section provides information **after** retirement on such topics as: insurance; what deductions can be taken from a retirement allowance, calculating and providing surviving spouse benefits and information; setting up direct deposit of your retirement allowance and address changes.

Retirement **Accounting and Controls**, along with other functions, processes withdrawals and classifies new members entering the retirement system. **Disability Benefits** receives, investigates and processes requests for disability retirements.

Call (213) 617-2575 or visit Room 440, Hall of Administration for further information.

March of Dimes Walk-A-Thon

The March of Dimes Annual WalkAmerica Day is being held on Saturday, April 26 throughout the Los Angeles area. County employees and their families are being encouraged to participate in this "Walk-A-Thon" fund raiser for birth defects at Bonelli Park in San Dimas.

The March of Dimes promises to make it a festive occasion that the whole family can enjoy. For more information, call 974-1778.

Congratulations Retirees

In years of service, Mitsue Wakabayashi (December Employee of the Month) leads the list of retirees this month with over 42 years in the Department of Health Services. Next are James W. Williams - Purchasing and Stores with over 41 years and Marianna Graham - Children's Services with over 40 years. Special applause to these "long timers" - Mitsue, James and Marianna.

We salute and congratulate the following retirees with more than 30 years of service:

Beaches & Harbors: John William Howe

County Clerk: Constance B. Watts

Data Processing: Lois M. Miller

District Attorney: Anthony Keiley, Gerald Hughes

Facilities: Kenneth G. Anderson, Stanton A. Baruch, Mary Jo Hellickson, Robert E. Kibby, James H. Williams

Fire: Don E. Franklin, Robert O. Matkins, Walter E. Sutherland

Health Services: Ruth Rosborough, Evelyn C. Thompson, Leo Douglas

Municipal Courts: Miles G. Brown, Lester M. Zive

Probation: Henry Delgado, Murray A. Irvin, Jack H. Taube, Hobart Williams

Public Library: Frances L. Bandel

Public Social Services: Ursula A. Clarks, Mattie Jean McAfee, Robert O. Mize, Frank A. Ruby



George Caro, CAO, greets Tara Ouellette, MARCH OF DIMES Youth Ambassador, during March of Dimes Orientation meeting.

Public Works: Curtis R. Carlson, William A. Goodfellow, Marvin Gregory, James G. Hobb, Frank J. Isaia, Robert J. Josenhans, Kenneth Walter Kummerfeld, Ned L. Lillich, Bruce J. Turrill, Samuel Joseph Washington, Raymond A. Brandenburg

Sheriff: Lawrence S. Bertram, Richard B. Evans, Marilyn L. Mareina, Samuel F. Miller, Martin Orloff, Jerome O. Stern, William R. Hanke, Donald J. Pusich

Also, best wishes to these retirees with over 25 years of services:

Assessor: Donald E. Brennan

Chief Administrative Office: Norma Charlton-Tomlinson

Community Development: Arnold S. Maynard

Data Processing: Roger J. Best, Sherry A. MacMullen

Facilities: Burnell Dupree, Rudene Williams

Fire: Bartley N. Lonberger, Willis E. Haddox, Fred A. Dean, Irvin A. Langton

Health Services: Henry Alonzo, Henry Frank, Charles R. Mansfield, Richard L. Thomas, Terry O. Walsh, Betty C. White

Marshal: Charles N. Pharris

Municipal Courts: Lorraine M. Colley

Probation: Robert E. Scott, Carmine Iovine

Public Defender: Antonio Trujillo

Public Social Services: Zelma M. Smith