



# DIGEST

August 15, 1988

COUNTY OF LOS ANGELES



**T.V. Viewers Support S.A.N.E.**

**See Page 2**

**Pictured Left to Right: Kevin O'Connel, Scott St. James, Steve Rosen (Red Onion), Sheriff Block, Paul Richards (Mayor of Lynwood), Ron Masak, Andrew Amador, Brian Roberts, Tina Yothers, Chuck Velona, and Jim Gates.**

## County Launches Management Trainee Program

A Management Trainee Program has been launched by the County Chief Administrative Office. The 24-month formal management development program employs college graduates in public administration, business management or related areas in an effort to meet the County's future management needs.

During the two-year program, participants will gain professional experience and insight into the management of County government through rotational work experience assignments and a series of workshops designed to enhance problem solving and general management skills. The Trainees are currently working in the Departments of Health Services, Beaches and Harbors, Public Works, Community and Senior Citizens, Probation and the Sheriff.

At the recent orientation meeting which launched the program, Richard B. Dixon, Chief Administrative Officer and sponsor of the program, pointed to the contributions of the County's former Administrative Trainee Pro-

*(Continued on page 3)*

## Hospital Sets Up Parent Support Group

The staff of Martin Luther King/Drew Medical Center have initiated a self-help program, the King/Drew Parent Support Group, to provide psychological support to those who have experienced the loss of a child through miscarriage, stillbirth or neonatal (new born to one month) death.

One-on-one telephone support as well as informal monthly meetings are being offered. The meetings are held on the last Wednesday of each month from 6:30 p.m. - 8:30 p.m. in the Cobb Building at Drew School, 1621 E. 120th St., Los Angeles.

Any affected family member (mother, father, grandparent, guardian, etc.) is encouraged to use the program.

According to Dale Chanaiwa, R.N./J.D., who has been instrumental in developing the program at King/Drew, the further along the mother is when the loss occurs, the more difficult the trauma.

Staff members from the hospital's Social Service, Obstetrics and Gynecology, Neonatal and Volunteer Service Departments will provide counseling, referral services and guidance to the program participants.

Ms. Chanaiwa, a Prenatal (during the period closely surrounding birth) Outcome Analyst believes that increased public awareness of the support group will encourage use of this much needed service.

For more information call (213) 603-4321.

## Building Emergency Plans Emphasized

The recent fires in two downtown high-rise buildings dramatically brings to focus the need for adequate planning for public and employee safety in County buildings. The fires in the First Interstate and the Union Bank show that an emergency situation can happen and that the County should be prepared.

A directive issued by the Chief Administrative Officer called for the designation of a Building Emergency Coordinator for each County building. These Coordinators' respon-

sibilities include the development of a Building Emergency Plan. The development of these plans in over 600 County facilities has been underway for several months.

A Building Emergency Plan includes assigning employees to act as floor wardens to be in charge of evacuation. Response team members are assigned specific jobs such as first aid assistants, searchers and assistants for the mobility impaired. Many County facilities

*(Continued on page 2)*

## Final In Three Part Series Elder Abuse Can Happen

A family may benefit from the wisdom and experience of an older person in the home. Normally, such a living arrangement can provide younger children with a greater sense of family and serves as an excellent example of caring.

However, even in the closest families, there can be emotional strains on both the caregiver and the elderly when tempers run short or other pressures are added.

For some people, caregiving is a very positive and rewarding experience despite the additional stress sometimes created. But for others, the adjustment may be extremely difficult to handle, and frustrations can result in "elder abuse."

Many factors may be involved when abuse occurs and different situations affect families differently. Victims of abuse are most typically over the age of 75, female and single or widowed. The typical abuser is unable to handle stress well and is often under some type of outside stress related to work or finance.

Stress alone is not a cause of elder abuse, but a person under a lot of pressure is more likely to explode in anger at the demands of a dependent adult.

Abusive actions are usually not intentional but they are abusive, nonetheless. Some forms of abuse are:

- Neglect: Which includes ignoring the person's needs by not providing enough food, water, personal care, medication or supervision.
- Physical abuse: Which to a frail elder,



could be a shove or a hard shake which could inflict pain.

- Psychological abuse: Verbal assaults, threats, provoking fear or isolation in the elderly.
- Material or financial abuse: Misuse, theft or deception regarding the use of the elderly's money or possessions.

The best way to prevent such situations from developing is to seek the assistance of services such as counseling, respite care, visiting nurse services or home-delivered meal programs. This can greatly relieve some of the pressures felt making it easier to enjoy the positive aspects of caregiving.

We hope this and the two previous articles on "Caring For A Dependent Elder" and "Understanding The Aging Process" have provided some insight and guidance. For specific service referrals available in your area, call Info-Line, 24 hours a day (800) 242-4612 (multilingual). Hearing Impaired (800) 242-4026 (TDD).

## Emergency Plans Include Floor Wardens, Response Teams

(Continued from page 1)  
have their Plans completed.

At the Civic Center County facilities, a contractor is making and installing signs to show evacuation routes and locations of fire alarms and extinguishers. Criminal Courts Building and the County Courthouse signs have been installed and the Hall of Administration is scheduled to have the signs installed in the month of August. The Hall of Records will follow later.

The Building Emergency Coordinator Program requires training for the employees who

are assigned tasks. Classes have been conducted for the basic program and for nonstructural hazard mitigation. Over 1,500 employees attended these classes which were held in the spring of this year. Additional training is scheduled. Ensuring an effective program requires continued training and testing of the emergency procedures.

This awareness and preparedness will extend into our employee's home and even touch the public that we serve.

## S.A.N.E. Telethon Results

A prime time telethon recently hosted by Sheriff Sherman Block raised \$289,000 of badly needed funds to support the Sheriff's Department, Substance Abuse & Narcotics Education (SANE) Program.

While the SANE Program stresses a strong partnership effort between law enforcement, schools, and the community to diminish the demand for drugs, this night of fund raising provided the public an opportunity to get involved as well.

The "SANE Kids Say No" Telethon brought out a variety of celebrities and sports personalities including: Tina Yothers, Ron

Masak, Vikki Carr, Edward J. Olmos, Rick Monday, Lou Johnson, and a host of others. Also joining in support of the SANE Program and forming new partnerships were Chuck Velona, of KHJ-TV, Channel 9, whose station donated air time and Don Slusser, of Universal/MCA who donated the use of Soundstage 44. Carl's Jr. Restaurants prepared over 2,000 hamburgers and Apple Computers, Inc. supplied the computers needed to handle the pledges received. With the help of over 500 sworn and civilian Sheriff's Department employees who volunteered their time, the Telethon was an overwhelming success.

## Congratulations Retirees

Warm wishes for an enjoyable retirement are extended to the following retirees who are leaving County service after more than 30 years of service:

**Agricultural Commission:** Thomas A. Reid, Jr.

**Comm. & Sr. Citizen:** George Y. B. Wong

**District Attorney:** Dewey D. Shoemaker, Darlene Jones

**Facilities Management:** Perey H. Arceneaux

**Fire Department:** Robert N. Switzer, Richard H. Van Vleck, Joseph K. Kim, Thomas L. Smotherman

**Health Services:** Gale V. Anderson, Helen Hill, Joseph K. Indenbaum, Edgar Jones, John R. Luna, Charles P. Schwinn, Paul F. Wehrle, James Lee Simmons

**Parks & Recreation:** Felipe Avila, Evans B. Mayes

**Probation:** Keith L. Brown, Donald S. MacAlester, Eric L. Reed, Ellis C. Robinson, James A. Wright, II

**Public Social Services:** Rosalind W. Harris

**Public Works:** Robert Graham, John Mayerski

**Purchasing & Stores:** Marshall J. Anthony

**Sheriff's Department:** Winston Elliott, Rodrigo Serrano

**Superior Court:** George Masuda

The following retirees with 25 or more years will also be missed and we wish them well:

**Children's Services:** Fred Frank Archuleta

**District Attorney:** E. Raymond Hiles

**Fire Department:** Max D. Curtis, Clare M. Ito, Donald Kirchenschlager, Anthony N. Skultety

**Health Services:** Carrie L. Brockman, Julius Hicks, Laura H. Mitchell, Mercella C. Scott

**Municipal Court:** Lois E. Palmer  
**Natural History Museum:** James Anderson

**Parks & Recreation:** Rodney J. Boudreaux, Earvin Calomee, Carl W. B. Scott, Arvester Williams

**Probation:** Sylvia J. Sacher  
**Public Social Services:** Robert J. Hissner

**Public Works:** Esther M. McCullough

**Sheriff's Department:** Earl Anderson, Milton K. Brooks, Charles L. Ellis, Donald A. Hill, Carmel M. Labate, Roy L. Sylvies, Donald G. Wintermute

**Superior Court:** Melba L. House, Geraldine Wendt



## Management Trainee Program Launched

(Continued from page 1)

gram. "The Management Trainee Program represents the County's commitment to the future and investment in the talented individuals who will meet tomorrow's management needs."

(l. to r.) Participating trainees: Paul D. Croney, Valerie M. Hara, Diana L. Hou, Jill Rasmussen, Diane C. Sancetta and Ali Farahani.

## Homestead Exemptions: What You Need To Know

That is the title of a recent brochure from the County Department of Consumer Affairs which gives the following important information about property you own as your principal residence.

What is a homestead exemption? A homestead exemption protects California homeowners who have had money judgments entered against them. It saves a certain amount of the value of the house for the homeowner if a creditor goes to court to force the sale of the house. There are two (2) kinds of homestead exemptions: one is automatic and the other is declared.

Every homeowner has an automatic homestead exemption of at least \$30,000 for his or her primary residence. This protection does not require the signing or filing of any papers or documents. The amount of the exemption increases to \$45,000 if at least one member of the family unit living in the house owns no interest in the house, as for example when a homeowner lives with his or her minor child. If a homeowner is 65 years of age or older, or is physically or mentally disabled, the amount of the exemption climbs to \$60,000.

The homeowner can have declared homestead exemption as well by filing a written,

notarized, homestead declaration form with the County Recorder in the county where the house is located. The Los Angeles Recorder's office is located at 227 North Broadway, Los Angeles 90012. It is important to note that the amount of the exemption does not change when a declaration of the homestead is filed.

It is easy to file a declared homestead by yourself. It is not necessary to pay someone to do it for you. Simply buy a homestead declaration form in an office supply store that carries legal forms. To fill out the form, all you need is your name, the name of the co-owner, if any, and the legal description of the property which can be found on your deed.

When you sign the form, have it notarized. Take or mail the form to the County Recorder's office along with a check or money order for \$5.00 to cover the recording fee.

A declared homestead offers extra protection in that it is not automatically lost when a

homeowner moves. It will also protect proceeds of the sale exempted by the homestead from creditors for six months after the house is sold, even if the house was voluntarily sold by the homeowner.

What a homestead does not do: While a homestead offers protection, it does not protect against the forced sale of a house by a bank, savings and loan or any other creditor holding a mortgage or deed of trust on the house, or against the enforcement of a valid mechanic's lien or judgment for child or spousal support.

**Warning:** Recent legislation makes it unlawful for any person to make false or misleading statements in connection with offering a homestead filing service or failing to provide prospective customers with the disclosures required by the new 1987 law.

For more information about homestead exemptions, call the County Department of Consumer Affairs at (213) 974-9752.

## Retirement Association Elections

Elections to fill the office of the Third Member on the Los Angeles County Employees Retirement Association Board of Retirement and Board of Investments will be held on December 6, 1988. The Third Member on both Boards are elected by active General Members of the Association.

Members interested in running for any of the above offices may pick up nomination packets from the Registrar-Recorder, 5557 Ferguson Drive, Los Angeles, beginning Monday, August 22. Deadline for filing nomination packets is Friday, September 9.

For further information, contact your personnel office, Registrar-Recorder at (213) 725-5895, or the Executive Office, Board of Supervisors at (213) 974-1748.



## Chess Champions Receive Awards

Winners in the Second Annual County Employees Open Chess Championship held in March were recognized recently by the Board of Supervisors. Shown (l. to r.) above are: Supervisor Michael D. Antonovich; Francis Calasanz, Dept. of Public Works (Novice Division, First Place); Paul Maselbas, Public Works (Novice Division, Second Place); Arnold Decena, Sheriff (Novice Division, Third Place); Lowell Harter, Facilities Management (Open Division, First Place); Board of Supervisors' Chairman Deane Dana; Rich Henderson, Regional Planning (Open Division, Second Place); Brian Brooks, California Association of Professional Employees, Secretary; Fred Ureta, Public Works; and Supervisor Peter F. Schabarum. Pastor Octavio, Assessor's Office (Open Division, Third Place) is not shown in the photo.

Forty people from 13 departments participated in the intense competition this year and because of the large number in the novice division, it is anticipated that next spring's championship will find renewed and rival competition in both divisions.



*The Los Angeles Master Chorale with John Currie, Music Director*

## A Season To Celebrate

This year the Los Angeles Master Chorale celebrates its 25th Anniversary with a series of five magnificent concerts in the elegant Dorothy Chandler Pavilion.

Experience the thrill of 140 voices blending with a full orchestra in glorious song. That's the magic of choral music. The season premiere on October 29 is one of the most popular choral works of all time: Carmina Burana, a series of rollicking songs about love and life. The program also includes Dvorak's exuberant Te Deum and Aaron Copland's "Hoe-Down" from his ballet Rodeo.

And the celebration is just beginning! Special bonus features such as free parking, discounts on dining, pre-concert lectures will make your evening a totally enjoyable experience. Order your season or single tickets by August 31, 1988 and you'll receive vouchers for free Music Center parking.

For those who have missed getting tickets to the annual Messiah Sing-Along, this is an advance alert that it will be on Tuesday and Wednesday, December 13 and 14. Order early for this event. . . a sell-out year after year.

For more information, call (213) 972-7211.

## Going For The Gold, Again!

California has produced more than its fair share of Olympic athletes, perhaps a tribute to its perfect climate and the energy of its youth. Eight-hundred thirty-eight (838) California residents have been members of Olympic teams, far more than any other state. Twenty-seven percent of the 1984 Summer Olympic Team came from California and, between them, carried away 54 Gold Medals. As brilliant as these accomplishments are, the Games are merely the visible end result of much broader efforts by the USOC, whereby millions of California youngsters have the opportunity to train and compete in the 37 sports in the Olympic program.

The United States Olympic Committee Team-Up Program has joined the United States Olympic effort, the excitement of the Games and the team spirit, as American athletes go for the gold at the 1988 Olympics

in Seoul, Korea, September 17 through October 2, 1988.

County employees now have an opportunity to support the U.S Olympic Team by donating \$10, \$25, \$50, \$100.

All donors of \$10 or more will receive a lapel pin and special recognition in the form of an Olympic team gift. For a \$10 donation, beach/book bag; \$25, baseball cap; \$50, set of four drinking glasses; and \$100, a sport umbrella.

If you are interested, send your checks payable to the U.S. Olympic Committee to:

United States Olympic Committee  
California State Olympic Organization  
P.O. Box 712088  
Los Angeles, California 90071-1504

For further information, call (213) 253-3800.

## What Do People Think Of You?

Is your image in sync with what you are trying to accomplish? Assessing and making changes in the image you project can influence career development as much as taking action to improve specific skills. What exactly is "image?"

Your image is projected by the way you communicate, interact, and respond to others both visually and verbally. It is also the level of confidence, enthusiasm, commitment and energy you display.

Each of us needs to be aware of some of the components of the image we present. A good appearance, expressive mannerisms and strong presentation skills are some ways that self-assurance is projected.

Appearance has the first and most immediate impact. Is your attire appropriate for your assignment, clean and neat? Extremes in hairdos, clothes which need repair or are spotted will take the attention of the observer away from even the most efficient employee.

How you look affects how you feel and sends an important message to others about what you think of yourself.

People seem to have the most trouble with body language. Yet, the silent signals of posture, eye contact and handshaking can be a major influence on your image. Good posture conveys a sense of confidence and credibility. Lack of eye contact might signal disinterest or lack of confidence. A handshake between two people, regardless of gender, should be firm and, ideally, should be combined with good eye contact.

Another important area in maintaining a positive image is courtesy. Office etiquette is no different than general good manners. Returning phone calls is not only courteous, but sends a message that the person is important to you. Being pleasant and patient in assisting the public helps the County's image as well as yours!

County of Los Angeles

### DIGEST

MEMBERS OF THE BOARD

DEANE DANA  
Chairman  
Fourth District

PETER F. SCHABARUM  
First District

KENNETH HAHN  
Second District

EDMUND D. EDELMAN  
Third District

MICHAEL D. ANTONOVICH  
Fifth District

RICHARD B. DIXON  
Chief Administrative Officer

EVELYN GUTIERREZ  
Editor - In - Chief

HILDA A. NIGRO  
Managing Editor

LINDA CENTELL  
Design

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

Telephone: 974-1784