



# DIGEST

OCTOBER 14, 1988

COUNTY OF LOS ANGELES

## National Awards Presented To County Departments

Innovative and efficient government was recognized by the National Association of Counties (NACo) when 26 County departments recently received 1988 Achievement Awards.

During a Board of Supervisors meeting, 82 unique County programs were recognized for their contribution to effective government at the local level. Programs ranged from state-of-the-art computer installations to sand nourishment, from motion picture development to aid for runaway adolescents, and from hydroelectric generation to development of a resource directory of mental health services.

Award-winning programs originated in the following departments: Affirmative Action, Animal Care and Control, Assessor, Auditor-controller, Beaches and Harbors, Chief Administrative Office, Children's Services;

Community and Senior Citizens Services, Consumer Affairs, County Clerk/Superior Court, County Counsel, Data Processing, Public Social Services;

Executive Office of the Board of Supervisors, Forester and Fire Warden, Health Services, Human Relations Commission, Library, Mental Health, Military and Veterans Affairs;

Los Angeles Municipal Court, Parks and Recreation, Public Works, Regional Planning, Sheriff, and Treasurer/Tax Collector.



**Commuter Survey Winner**  
Employee participation leads to luck—Lakida Young, grand prize winner of a trip for two to Las Vegas, became eligible for prizes when she completed a commuter survey form. See Carpools, page 2.

## Career Planning Center Honors Arias

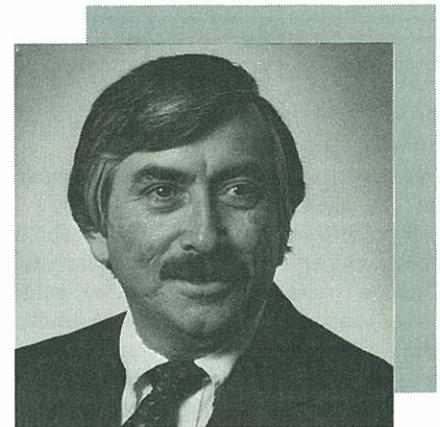
Robert Arias, County Affirmative Action Compliance Officer, has been honored by the Career Planning Center with the "Advancing Career Opportunities for Women" Award.

The September 23 award ceremony coincided with the Annual Women's Employment Options Conference, which the County co-sponsors. The Career Planning Center, conference co-sponsor, is a private, non-profit corporation whose mission is to educate women about their options and give individuals the tools to become economically self-sufficient.

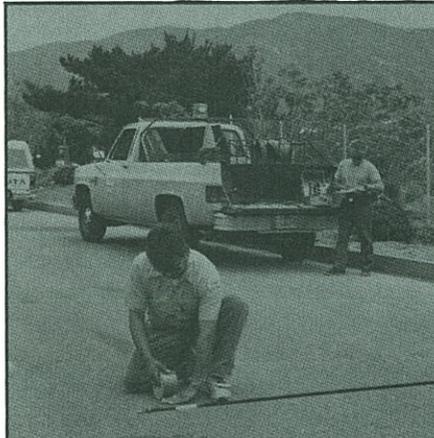
Kathye Murphy, the Center's Executive Director, on presenting the award, said that Mr. Arias was especially helpful in encouraging women vendors to bid for County contracts, and also provided much needed assistance through his office's collection of equity data.

Affirmative Action Compliance Officer

since 1982, Mr. Arias has also worked for the Peace Corps, State Department, and ACTION, the volunteer organization. He lectures extensively, and is well known for his cross cultural expertise.



Robert A. Arias



Public Works, Traffic and Lighting Division workers set up for traffic counts.

## These People Plan Our Traffic Moves

Do you know who prepares plans of the installation of new traffic signals and designs, and who coordinates the installation of detours for parades, marathons, etc. in all County unincorporated areas and some contract cities?

The people planning traffic moves in these areas are none other than the employees of the Department of Public Works, Traffic and Lighting Division.

Highlights of their duties in the three sections of the Division are:

(Continued on page 2)

## Entrepreneur Says Integrity And Commitment Are Common Features Of The Best

Success stories are as popular at the water cooler, in your work location, as they are on the TV news and in magazines. Sharing success stories, both organizational and personal, entrepreneur Gerald Murphy recently advised members of the County Employees Advisory Committee that the public is looking for innovation and new ideas on how to better perform.

Mr. Murphy is chairman and president of ERLY Industries, an agri-business that owns Swiss Colony Wine, Hansen's soft drinks and is the largest producer of rice in the world!

"People are seeking a unique approach to

performance," Murphy said as he continued to give insight into the philosophies which he prescribes for success in any endeavor.

His personal orientation early in his career with Carnation was to take on the biggest problem areas. "Problems are really opportunities," he said, "and by accomplishing goals in the most difficult arenas, one becomes the story by which legends are made."

"When choosing your team members, choose people who are the best," he advised, "based on integrity and commitment, and then performance and ability."

(Continued on page 2)

## Test Drive A Carpool

Lakida Young is the lucky grand prize winner of a trip for two to Las Vegas, courtesy of Commuter Computer. Ms. Young works in the nuclear medicine laboratory at Harbor-UCLA Medical Center.

The lab technician was one of the 33,500 County employees who completed a commuter survey form this summer, which made them eligible for one of 15 prizes donated by local merchants.

Employees who requested a matchlist will receive one with their October pay stub. By taking the initiative and calling the people on your matchlist, you can:

—Agree to “test drive” a carpool for a week or two.

- Find out who prefers to drive, where drop off points will be, what “rules of the road” need to be established by your carpoolers.
- Arrange a meeting to determine compatibility.
- Make a new friend.

By sharing the ride to work, you reduce vehicle maintenance and fuel costs, reduce air pollution, reduce the need for parking spaces, and reduce peak-hour traffic congestion.

Your personalized matchlist also includes information on express buses and vanpools from your area. For more assistance please call Linda Centell, County Employee Transportation Coordinator, at (213) 974-1771.

## Traffic And Lighting Designs By Public Works

(Continued from page 1)

### Traffic Design Section

**Geometrics Unit**— Employees prepare plans for signs and striping on roadway improvements and review such plans submitted by developers as part of subdivision activity; design parking lot layouts for public facilities, park and ride lots; review median landscaping plans to assure clear visibility approaching intersections, and develop subdivision plans for satisfactory horizontal and vertical alignments and safe sight distance on inclines and around curves.

**Signal Design Unit**— Employees prepare plans for the installation of new traffic signals and modification of existing signals; conduct studies to determine the need to install or upgrade synchronized signals or left turn phasing.

**Detours Unit**— In addition to those parade and marathon detours mentioned earlier, this unit establishes requirements and has responsibility for detour plans for traffic management during construction periods and provides detour/traffic management expertise during

natural disasters.

### Investigation and Studies Section

**Investigations Unit**— Employees conduct studies to determine the need for traffic control such as signals, stop signs, parking restrictions and speed limits.

**Studies Unit**— Employees review traffic impact reports for land development projects, conduct manual and machine traffic counts, radar speed surveys, and provide traffic index for roadway designs.

**Accident Analysis Unit**— Employees maintain a file of reported accident reports and an accident file history, and investigate high accident locations to determine the need for additional traffic controls.

### Street Lighting Section

Administers the County lighting districts; designs street lighting plans and coordinates street light installations with utility companies, land developers and cities; prepares and maintains map of district boundaries and approximately 105,000 street light locations.

It is our pleasure to salute the employees of the Traffic and Lighting Division.

## Congratulations Retirees

Special congratulations go out to William C. DeBall of the Department of Public Works, retiring after more than 39 years of County service. Sincere appreciation for his long period of dedicated service.

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

**Chief Administrative Office:**  
Henry Caplin

**Facilities Management:**  
Junios Williams

**Fire:** Paul C. Delaney, Jr., Ray Rubio, Alfred K. Stuart

**Health Services:** Bernard M. Arevalo, James W. Grant, John F. Todd

**Office of Education:** Patricia Yarborough

**Probation:** Eusebio G. Ahuero, Gloria C. Wilson

**Public Social Services:** Iola M. Sanders

**Public Works:** Laurence Cram, D.L. Whittenbarger

**Sheriff:** Rosetta Bell, Juanita W. Tatum

Also, best wishes to these retirees with 25 or more years of service:

**Arboreta & Botanic Gardens:** Donald S. Fitch

**County Clerk:** Michael V. Wymore

**Facilities Management:** Emmitt L. Hollie

**Fire:** Horace M. Gama

**Health Services:** Arthur Brice, Samuel Y. Oh

**Public Social Services:** Anita Condon, Patricia M. Kuntz

**Sheriff:** Patrick L. Norton

## Businessman Gives Prescription For Success



Businessman Gerald Murphy shares his formula for success at an Employee Advisory Committee workshop held at Beaches and Harbors headquarters, as EAC President Angie Alvarez listens attentively.

(Continued from page 1)

Murphy, who also teaches classes at the University of Southern California on entrepreneurship, encouraged the audience when he stated, “Every one of you has the same potential as I do.” All you need is initiative and a determined mental attitude to succeed.

More Murphy axioms:

—Age is not chronological; age is mental. Young in spirit means receptivity to new ideas, a willingness to commit to action. If the stimuli restricts you, then you’re aging fast.

—If you want to invest in anything, invest in yourself (through training, experience, challenge), because diversification increases your choices in life.

—Establish trading material in your life. It’s good business to help others. People have a sense of indebtedness and you establish a sense of personal credit.

# Continuing the Search For Quality Child Care

## OPTIONS

Choosing a child care setting for your child is not an easy task. A number of factors complicate the process – the supply of care is inadequate, costly, and it seems that the only available space is always in the opposite direction of your commute. The process may be a little less frustrating, if you understand what your options are. In general, there are three types of care:

- licensed family day care home,
- licensed child care center,
- in-home care.

What does a *licensed* setting mean to you as a child care consumer? Unfortunately, a child care license does not guarantee a quality program. It does, however, offer parents some assurance that the program is meeting basic health and safety standards and that the program is monitored on a regular basis by a state agency. It also means that this setting can be insured and may participate in the Child Care Food Program as well as various services offered by community agencies.

### Family Day Care

Family day care takes place in a family home. Most family day care providers are licensed to serve up to six children, including their own children under the age of twelve years. Within this group of six youngsters, no more than three can be under two years of age. A second group of family day care homes are licensed to serve up to twelve children. Under this larger license, up to four children under the age of two years may be cared for and two caregivers must be present.

Many families prefer the smaller, mixed age groups which family day care offers. In addition, family day care providers tend to be a bit more flexible in their hours.

### Child Care Center

Child care centers generally involve more than twelve children and can be located in a variety of non-residential facilities including churches and community centers. Rather than limiting the overall number of children involved, child care centers must meet specific staff-child ratios and square footage requirements. Child care programs that serve infants (children under two years of age) must have one teacher for every four infants. Once a child turns two, the staff-child ratio leaps to one teacher for every twelve children. In addition, regulations require 35 square feet of indoor space per child and 75 square feet of outdoor space per child.



*Honk if you're County family: Children of County employees enjoy a ride in the great outdoors while their parents work at such locations as the LAC-USC Medical Center across the street. The medical center recently opened the first County child care center.*

Child care centers provide parents with a stable source of care. It is often assumed that child care centers are more "educationally oriented" than family day care homes. Rather than making this assumption, parents are encouraged to discuss the daily routine, activities, and goals of each child care setting with the caregivers.

### In-Home Child Care

In-home child care workers are not licensed and are considered an employee of the parent. The advantages of this option include individual attention between caregiver and child and minimal disruption when the child is ill. A disadvantage associated with in-home care involves limited social and peer group experiences for the child.

Choosing a child care program for your child requires time and thought. However, this up front investment can save both parent and child the trauma of "child care breakdowns".

## "AIDS: Let's Face It, L.A."

Is the theme of  
**AIDS Awareness Month**

Sponsored by a consortium of community organizations, including health agencies, churches, family service groups, and the County of Los Angeles.

**Lectures\* Workshops\* Fairs\*  
Forums\* Presentations\***

For information on events, call October  
AIDS Awareness Month Hotline  
**(213) 739-6564**

## Employee Fraud Hotline Implemented

Establishment of an Employee Fraud Hotline has been announced by County Supervisor Michael Antonovich.

Auditor-Controller Mark H. Bloodgood stated that effective October 1, 1988, employees can call the Hotline to report suspected fraudulent or inappropriate activities such as theft, or misuse of County assets, and other abuses of County resources and business conduct. Mr. Bloodgood stated, "The Hotline is predicated on my belief that the vast majority of County employees are honest and that those few employees who steal or participate in other illegal acts must be identified."

Mr. Bloodgood stressed that Hotline calls will be carefully evaluated by his audit staff and investigations conducted when there is evidence of wrongdoing. Referrals to the Sheriff or District Attorney will be made when appropriate. Callers can remain anonymous. In addition, employees who report improper activities are protected from retaliation by a new County Ordinance (Section 5.02.060 of the Los Angeles County Code).

Employees can call 24 hours a day, seven days a week. The Hotline will be staffed by auditors between 8 a.m. and 5 p.m. Callers using the Hotline after hours can leave a recorded message.

Hotline numbers are: 1-(800) 544-6861 Toll free or (213) 974-0914 for local calls. Or employees can write to: Employee Fraud Hotline, 320 West Temple Street, Suite 380, Los Angeles, CA 90012.

### Some Important Things To Remember When Reporting An Incident

- Be specific when reporting allegations.
- Give name(s) of person(s) involved, department or division at which the reported incident takes place, day and time it occurs, etc.

Employees should *not* contact the Hotline for personnel matters that relate to promotions, pay, work assignments, favoritism, discrimination, sexual harassment, etc. Such matters should be reported to the department's personnel office.

## Convenience For Carpoolers

The Grand Avenue carriage port, on the east side of the Music Center, across the street from the Hall of Administration, has been designated by the Board of Supervisors as a carpool dropoff-pickup site.

A second designated dropoff site is offered on Temple Street, between Grand and Hill streets near the crosswalk.

Supervisor Michael D. Antonovich, in proposing the motion, said that additional sites are also being evaluated to encourage carpooling.

# Exhibits Alert Staff To Safe Use Of Hazardous Products

Thousands of LAC-USC Medical Center staff have viewed the Hazard Communication exhibit, the first of its kind for the County! The roving exhibits and seminars this summer were developed by the medical center's Safety Office and are based on California Occupational Safety and Health Administration (CAL/OSHA) standards, which mandate that chemical manufacturers let product users know about physical and health hazards. Employers are also required to provide information and training on hazardous chemicals in

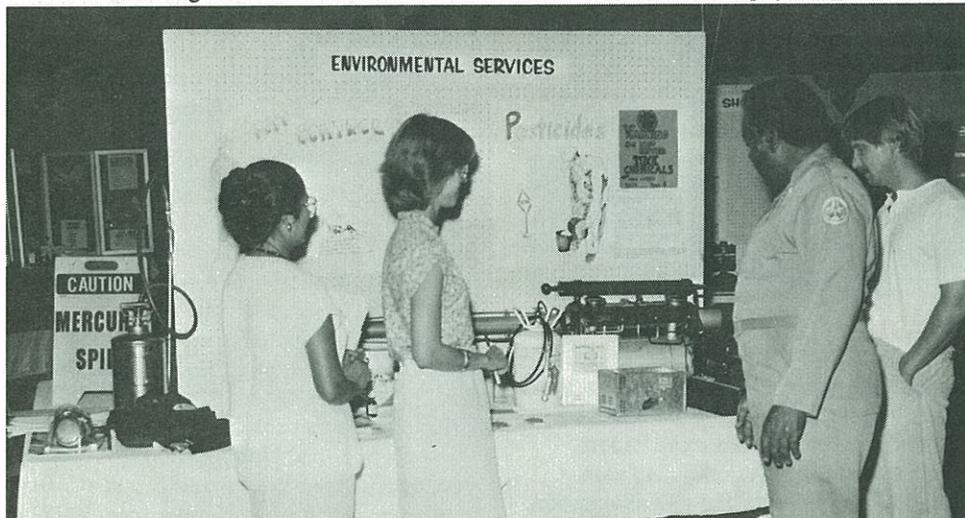
the workplace.

The inaugural program included safety experts from the County Fire Department Hazardous Materials Task Force, the Radiation Safety Office, and Environmental Health and Safety, Chief Administrative Office.

As required by CAL/OSHA, the Medical Center maintains Materials Safety Data Sheets at each job site on all hazardous substances. The easy-to-read reference sheets contain complete information on substances. Listed are a substance's physical and chemical

properties, the manufacturer, and health and reactive hazards, how to handle the substance safely, what protection to use while working with it, what to do if exposed, and what to do if there is a spill or emergency.

"Chemicals are part of modern life. It is very important that everyone be watchful and be as knowledgeable as possible about the substances in the environment — be they chemical, biological or radiation substances," said Pat Reed, Safety Officer. "The more employees know, the safer they are."



LAC-USC Medical Center employees visit the Environmental Services booth at a Hazard Communication Exhibit in General Hospital auditorium. Pest Exterminator Sweep Bell (second from right) explains the use of pesticides used on the job and the precautions workers take to protect themselves and other employees.

## A Sound You Can Live With Test Your Detector

That message was urgently advised by the County Fire Department as the nation observed "Fire Prevention Week" October 9-15.

Because most fire deaths are caused by asphyxiation, and usually at times when people are sleeping, smoke detectors are so necessary that many local jurisdictions mandate their installation in all residences, new or old. Smoke detectors serve as your early-

warning system.

After installation, smoke detectors must be maintained. It is recommended that battery operated smoke detectors be tested once a week (push the button with a broom handle). AC power (110) detectors should be tested monthly. Without fail, replace dead batteries and clean away any dust or cobwebs from the face of the detector. There are many different types of smoke detectors. You want a reliable one. It does not have to be expensive, but it should have a laboratory testing label.

An ideal suggestion is to use February 14 (Valentine's Day) to save the life of "someone you love" by changing detector batteries on that date, regardless of how the batteries have tested weekly or monthly during the previous year.

Also remember, if a fire occurs, escape first, then telephone the Fire Department or 911 from a neighbor's home or an alarm box. Your escape should be to a predetermined place outside your home where you and your family will meet. This will enable you to make sure everyone is out safely. Do not return to the house or apartment under any circumstances until the fire fighters have assured you that the fire is fully extinguished and the structure is sound.



Fire Inspector John Lenihan demonstrating how to test a smoke detector.

## Scouting For Food

The Board of Supervisors is supporting the use of County fire stations as one-day collection centers for the "Scouting for Food" drive, and encourages the participation of all citizens in this effort to feed the homeless.

On November 19, 1988, the Boy Scouts of America are conducting a national canned food drive to feed the homeless. On this day, Scouts from all over the County will collect non-perishable food items and take them to selected County fire stations. The food will then be boxed and sent to selected food banks for distribution.

County of Los Angeles

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

Telephone: 974-1784