

County DIGEST



MARCH 1998

COUNTY OF LOS ANGELES

Executive Office of the Board

Administrative Branch of County Government...and much more!

If you have reason to contact the Executive Office of the Board, then you may be well aware that it supports the Board of Supervisors in their capacity as the governing body of the County of Los Angeles. But the majority of County employees are unaware of the countless functions the Office quietly performs to keep the wheels of County government turning.

The main mission of the Executive Office is to prepare weekly agendas for the Board of Supervisors, to provide support functions during Board meetings, to communicate Board actions, to carry out legal notice requirements, to execute contracts, to prepare minutes of meetings and to preserve and provide public access to records which date back to 1850. The Board Operations Unit effectively orchestrates all of these duties through specialized staff and a sophisticated automation system. If you are interested in learning more about this part of County government, then watch the Board's weekly meetings on Tuesday evenings on KLCS (channel depends on the cable company in your area). You can also access the Executive Office through the worldwide web at www.co.la.ca.us/bos/bos/bos.html.

Board Operations also receives and processes to the County Counsel all claims against the County for personal or property damage and maintains the Los Angeles County Code, a compilation of all ordinances adopted by the Board of Supervisors.

Appeals of Property Assessments

On behalf of the Board of Supervisors, five assessment appeals boards and approximately twenty hearing officers conduct daily hearings on property assessment disputes between taxpayers and the County Assessor. Two operating divisions process and schedule appeals and provide staff support to the boards and hearing officers. The staff closely examine each appeal application to ensure its validity. They also work closely with taxpayers, agents, attorneys and the Assessor to ensure that taxpayers and the Assessor receive a timely hearing and provide the board members and hearing officers with a wide variety of support services to facilitate their work in the most efficient manner possible.

The Assessment Appeals Public Education Program provides assistance to taxpayers regarding their appeal rights and how to prepare for a hearing.

Support to County Commissions

The Commission Services Division provides staff support to some 35 County commissions, committees and other entities by preparing agendas, minutes, notices, letters and reports to the Board of Supervisors; press releases and commission publications. The Commission for Women, the Commission on Disabilities, the Historical Landmarks/Records Commission and the Quality and Productivity Commission are a few examples



Joanne Sturges
Executive Officer

of the wide spectrum of commissions served by this Division.

Also under the umbrella of the Executive Office are the Civil Service Commission, the Employee Relations Commission, the Countywide Criminal Justice Coordination Committee/Information Systems Advisory Body and the Arts Commission. While each of these entities has its own executive director and staff, the Executive Office provides them with fiscal, payroll/personnel and information management resource support services.

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Administrative Support Services

The Fiscal Services Division and the Special Services and Personnel Division provide accounting, procurement and payroll services to the Board of Supervisors Department, as well as to more than 20 small County departments and budget units that contract with the Executive Office. The staffs of these divisions have developed considerable expertise in assisting the start up of new departments and budget units and in providing superior customer service to the Board and its client departments. In serving a large number of budget units, these divisions make a significant contribution to the economy and efficiency of County government by eliminating the necessity of those units operating duplicative supply, accounting and payroll/personnel offices. The Special Services and Personnel Division also coordinates the Countywide Employee Service Award Program.

Additionally, the Executive Office serves as the building manager for the Kenneth Hahn Hall of Administration under the County's building proprietary program. The Building Management staff oversees and directs maintenance, security, custodial services and coordinates special building-wide projects.

Management Services

The primary function of Management Services is to fulfill certain responsibilities mandated by the Political Reform Act of 1974 and the County's Lobbyist Ordinance. Staff act as the filing office for Statements of Economic Interests for more than 1,800 individuals in some 240 public agencies. They register individual lobbyists and lobbyist employers and function as the filing office for quarterly lobbyist activity reports. They also coordinate the elections for members of the Board of Retirement and the Board of Investments of the County Employees Retirement Association.

Technology Support

Nearly every aspect of all operations within the Board of Supervisors Department is affected by Information

Resource Management by virtue of the systems technology and support it provides on a daily basis. The challenge for this unit is to keep pace with technology, innovation and information, thus allowing the staff of the Executive Office to provide superior services to the Board, other County departments and the general public. This unit supports over 30 automated and electronic word processing systems, provides support services to over 300 staff members and performs daily troubleshooting for system hardware. The most recent undertaking of this unit is in the area of automating the Board meeting function. Supervisors now have laptop access to their offices and critical information during the lengthy Board meetings. Staff are also in the midst of updating equipment in the Board Room to facilitate electronic presentations of information to the Board members, conference calls during Board meetings and audio/video transmission of Board meetings through the Countywide network.

Through the myriad of services that the Executive Office Team provides, they come in contact with every County department. They are truly at the core of County government and strive to provide outstanding customer service, while maintaining their reputation for professionalism and integrity.



Congratulations to the following employees who are joining the ranks of the retired after 30 or more years of service to the people of Los Angeles County:

- AGRICULTURAL COMMISSIONER/WEIGHTS & MEASURES:** Barbara J. Thogersen
- ASSESSOR:** Roger Pomposello, Sue L. Sandiforth, John K. Tanner, Gareld L. Woltkamp
- AUDITOR-CONTROLLER:** Jose E. Seanez, Nancy D. Singer, Lawrence S. Tamashiro
- CHIEF ADMINISTRATIVE OFFICE:** Paul B. Saffell
- CHILDREN'S SERVICES:** Dianne N. Brown, Peter Cunningham, Sally McCoy, Mary E. Wallace, Doris Williams

COUNTY COUNSEL: Dennis M. Devitt
DISTRICT ATTORNEY: Robert E. Perry, Herman Roethel, Alan M. Genelin, Richard H. Weber

FIRE: Thomas P. Byrne, Melvin C. Clemens, John W. Devonshire, Ronald F. Hurd, Larry J. Kirkham, Matt Kearns, Satoshi Miyata, Frederick L. Palardy, Barry C. Curtis, Lockwood R. Marshall, Richard E. Raabe, John L. Selders, Vernon L. Hanson, Larry I. Rockwell

HEALTH SERVICES: Cleotha W. Boyd, Lula M. Calhoun, Margret R. Davis, Paulette Hartman, Mary Holliday, Floyd E. Irons, Eddie Kirven, Marcine Morris, Lupe V. Ordaz

HUMAN RESOURCES: Edna Easterwood
INTERNAL SERVICES: Percy Brewer, Lennoris S. Doss, Charles Goudeau, Roger M. Levine, Leo L. Payton, William F. Stewart, Irene Williams

LACERA: Robert M. Johnson

MENTAL HEALTH: Nolan E. Stewart, Beatrice Terrell

MUNICIPAL COURTS: Ellen M. Favarote

PROBATION: Ramona J. Braggs, James Broussard, James J. Galipeau, Shirley J. Gray, Howard A. Levitt, Robert Oates

PUBLIC SOCIAL SERVICES: Michael Collins, Lowquilla M. Grenier, Noel Hammond, Ken Mitsunaga, Ann R. Mosley, Dorothy L. Robbins, Michael A. Rundquist, Betty Ward

PUBLIC WORKS: Dugan Andrus, George Burgs, Jr., Darryl D. Driggs, Martin L. Murphy, Rudy A. Robledo, Mike Torres

SHERIFF: Ronald R. Ablott, Alvin S. Duncan, Huey P. Jones, William B. Lopez, Ernest M. Maldonado, Santo N. Marino, Barry C. Sandstrom, Carol L. Foster, Margaret M. Watley, James T. Lyle, Dwight L. Smith, Richard N. Teeman

SUPERIOR COURTS: Evelyn B. Cully, Arlene Miller

TREASURER & TAX COLLECTOR: Larry J. Monteilh

Congratulations to the following employees who are retiring after serving the people of Los Angeles County for more than 25 years:

- ASSESSOR:** Jaime M. Magajes, William J. Strachan
- AUDITOR-CONTROLLER:** Steve James, Narvella Wright

Community and Senior Services

Community and Senior Services (CSS) was created in 1976 when several County functions and departments were combined to consolidate federal and state grant-funded community programs. The department's mission is to develop and administer programs that promote economic self-sufficiency and prevent the abuse and exploitation of individuals and families. Services are provided directly by CSS staff and by over 500 contract providers.

Unlike some organizations with a single main program, CSS operates 14 separate major social service programs, each with its own client constituency and unique requirements. One of the big challenges in the department is to juggle workload priorities while remaining evenly responsive to the public's need for service from all the programs.

"I'm very proud of our multi-talented staff," said CSS Director Stephanie Klopfleisch.

Social workers, contract managers, accountants and community organizers are among the many CSS professionals who work really hard to develop and coordinate top notch services for our clients."

The services provided by the department include five employment and training programs, senior and adult protective services, domestic violence prevention and emergency shelter, dispute resolution, community outreach and refugee services. The department also operates 11 community centers, three senior centers and two one-stop employment centers.

Expansion of Employment and Training Services

Traditionally, CSS provides employment and job placement services to over 30,000 adults and youths each year. The number will soon increase significantly as CSS plans to begin three new employment and support services for persons who are enrolled in the welfare reform program CalWORKs.

Starting in April, CSS will assist victims of domestic violence prepare for employment by helping them obtain the

safe housing, legal services and counseling they need to participate in regular employment activities. Under a new Federal program called "Welfare to Work," CSS and the County's Private Industry Council will launch a program in the summer to find and upgrade jobs and earnings of CalWORKs enrollees referred by the Department of Public Social Services. In addition, CSS plans to serve an increased number of non-custodial parents of children who receive CalWORKs assistance upon referral from the District Attorney's Child Support Operation. This unique joint department



The CSS Management Team (l to r): Robert Ryans, Johnny James, Stephanie Klopfleisch and Ken Kessler.

program called "Parents' Fair Share" features peer group counseling, employment and training support and assistance with child visitation. It was cited recently by U.S. Secretary of Labor Alexis Herman as a model program.

Protection for Seniors and Adults

"Protection," a major theme running through many of CSS' programs, is broadly defined to include safeguarding an individual's physical and mental well-being, protection of financial assets, protection at domestic violence shelters and protection of rights through carefully mediated Dispute Resolution sessions. CSS Social Workers, home health nutritionists, domestic violence shelter contract monitors and service center workers are trained to recognize signs of neglect, abuse and incapacitation among seniors and adults and to identify community resources to help individuals and families

deal with these difficult problems. Whether a person's need for protection is identified at a CSS service center, telephoned to the department as an anonymous allegation or observed by a community contractor, CSS staff will respond immediately and begin to find solutions. Some of the cases that come to the department start as media horror stories of abandoned incapacitated adults unable to arrange for their basic food and health needs. But with thorough work and good coordination with the County's Public Guardian, the Department of Health Services, law enforcement, friends and families, some of the worst cases are successfully resolved by the Adult Protective Services (APS) staff and clean safe living arrangements are obtained for the client. Last year, CSS served 43,609 persons in its APS programs, domestic violence shelters, Community Service Block Grant and Dispute Resolution program.

Responding Immediately to Community Needs

CSS historically has roots in community advocacy and community work. The department endeavors to quickly develop and implement **time limited** new programs in response to sudden or developing issues. CSS works with numerous partners including Board Offices, cities, neighborhoods and community-based organizations to initiate such new programs. Some examples are the **Commodity Food Distribution Program** which brought millions of pounds of surplus Federal foods into the Los Angeles area; the **Fiduciary Abuse Specialist Team** which coordinates law enforcement, APS, health and mental health in the investigation of financial exploitation of seniors and adults; the **Earthquake Recovery Teams** that coordinated community services for low-income persons displaced by the 1994 earthquake; and last year's **Citizenship Assistance campaign** which organized 250 community agencies in a program that assisted 100,000 legal immigrants in initiating

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Paul A. Clay

Taking Risk with "At-Risk Youths"

"Behind every good man is a good woman," the old cliché goes. And it rings true for the February 1998 County Employee of the Month.



Paul A. Clay, a Deputy Sheriff Generalist in Field Operations I (Temple station) of the Sheriff's Department thanked his wife for her "unconditional love and support." He also expressed gratitude to Sheriff Sherman Block for "providing years of strong leadership and direction in the area of community policing, bringing the Sheriff's Department personnel to a high standard of excellence." He then thanked his supervisors and his partners in the field for demonstrating and expressing their "genuine concern for the communities we serve."

The eleven year County employee is assigned to recruit "at-risk youths" to participate in the "Youth Activities League" at the County's Pamela Park. Aside from recruiting youths, Clay oversees all sports and recreational activities, interacts with the families of these youths and acts as a big brother and father figure to many young boys in the

neighborhood.

Clay's arrival at the park was marked with violent acts from gang members who were upset that a Sheriff's Deputy was stationed at "their" park. Because of his determination, he eventually drove them out of the park and reclaimed it for the children and the community.

To run a successful program, equipment needed to be purchased. Through a grant he wrote, he was able to acquire books, sports equipment and other materials for both educational purposes and the leisure activities of the children.

Having a first hand experience on the struggles faced by the members of the community he serves, Clay was instrumental in starting up a day care at the park that provides free child care services so that parents of these children could work. The availability of these services was a major step forward for the community and its residents.

Clay nonetheless has not forgotten those whom he works with. He acts as a counselor to his peers who are experiencing marital problems or a death of a family member. Working with youths in the League as well as having four children of his own, he also gives advice on parenting skills.

The bond of trust he has established with the community and vice versa has resulted in the "realization that positive change will not occur until we have unity." Knowing that the community where he works is predominantly Spanish speaking, he learned to speak the language through the aid of one of the young boy's parents.

Congratulations!

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citizenship applications. Over the years, CSS has developed a strategy for program development which calls for broad based input from many stakeholders in the community and achieving, where possible, consensus on operations. When all of the partnerships and planning efforts are successful, the results can be very effective new community programs.

"CSS prides itself on its flexibility and ability to respond to the needs of individuals and communities," said Klopfleisch. "Many of our programs may be of interest to County employees and their families. If so, I hope they will feel free to call us at (213) 738-2600."

Retirees continued from page 2

CHIEF ADMINISTRATIVE OFFICE: Inez W. Mayho, Robert R. Mendoza
CHILDREN'S SERVICES: Erma Kellum
COMMUNITY & SENIOR SERVICES: Roy Jenkins, Alexander W. Ng, Shiro Masuda, Robert A. Singer
DISTRICT ATTORNEY: Makram G. Shehata, James D. Jacobs
FIRE: James A. Cobleigh, Charles E. Blevins, William L. Byler, Robert T. Payne, Gregory D. Allen, George L. Merritt
HEALTH SERVICES: Leticia I. Balteza, Sandra S. Bibb, Margie Boyd, Lisa M. Calvillo, Annette Dellomes, Betty R. Durfee, Manuel L. Hernandez, Sharon A. Hilton, Regina Lin, Clotiel Longino, Sadie Moore, Byron A. Myhre, William Sermons, Mary Y. Wang, Mildred Watson
INTERNAL SERVICES: Faith M. Cushings-Bro, Trinidad M. Garcia, Minnie L. Johns, Rudolph S. Sanders, Erwin W. Schweizer
MUNICIPAL COURTS: Sallie A. Hamilton, Carol D. Soper, Ollie F. Stokes
PROBATION: Barbara R. Cooper, Tony Leiker
PUBLIC DEFENDER: Ronald E. Buckley
PUBLIC LIBRARY: John Y. Doami, Wilbert E. Hunt, Maria M. Tang
PUBLIC SOCIAL SERVICES: Aldo F. Falcinella, Daryl E. Grenier, Martin Hyman, Donna E. White
PUBLIC WORKS: Ruben Mendez, Donald R. Robinson
REGISTRAR-RECORDER/COUNTY CLERK: Gayle L. Willis
SHERIFF: Richard L. Gray, Herbert M. Howard, William L. Hughes, John D. Mosak, Jimmy L. Newman, Patrick H. Hoban
TREASURER & TAX COLLECTOR: Steven Stewart

Members of the Board

Yvonne Brathwaite Burke
Chair
Second District

Gloria Molina
First District

Zev Yaroslavsky
Third District

Don Knabe
Fourth District

Michael D. Antonovich
Fifth District

Michael J. Henry
Director of Personnel

Sandra A. Hoodye
Ombudsman/Community Liaison

John S. Mina
Staff