

County DIGEST



JULY 1998

COUNTY OF LOS ANGELES

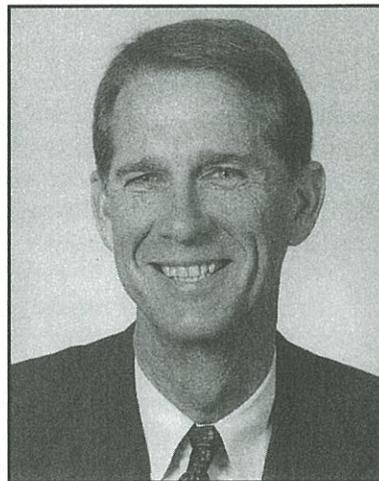
Chief Administrative Office

Developing Sound Fiscal Strategies for the Future

The Chief Administrative Office (CAO) was established by ordinance to provide overall management of County government operations; provide the Board with objective recommendations and data; oversee and develop the County's budget; and coordinate, direct, plan and control administrative operations pursuant to policies determined by the Board.

The department consists of 282 dedicated professional staff whose activities touch each of the County's departments, districts and commissions. They work with departments on a wide variety of issues and programs to ensure Board priorities are met. This is accomplished under the direction of the Chief Administrative Officer, David E. Janssen. Through his efforts, the County is moving toward the development of a sound fiscal strategy for the future.

One of the major functions of the CAO is to prepare, recommend and monitor the County Budget. This process begins with the CAO's budget forecast advising the Board of the County's current and projected financial status. In April, the CAO presents the Proposed Budget to the Board for adoption. This document represents the combined efforts of the CAO and departments working together to create a budget plan to allow departments to perform their essential missions. After adoption of the Proposed Budget, the Board holds public hearings and budget deliberations, which leads to the adoption



David E. Janssen
Chief Administrative Officer

of the Final Budget. Throughout the fiscal year the CAO monitors the overall status of the County budget, as well as the individual budget status of each department, providing periodic reports to the Board to help ensure that Board-approved allocations are not exceeded. For Fiscal Year 1998-99, the Board adopted a \$13.5 billion budget. On an ongoing basis, and on behalf of the Board, the CAO coordinates implementation of new Board initiatives including countywide policies, and coordinates various operational and program reviews and assessments as instructed by the Board.

In addition to budget responsibilities, the department is also responsible for the following programs:

The **Intergovernmental Relations** program ensures that the Board's

legislative and intergovernmental policies and objectives are coordinated countywide. Reports and recommendations to the Board on State and Federal legislative issues affecting the County are developed with the County's Legislative Strategist, Board Deputies and departments. The Sacramento and Washington, D.C. offices represent the County's interests and positions in the Legislature and Congress, respectively.

The **Leasing and Space Management** staff have a responsibility to oversee commercial leases, space acquisitions, space planning, architectural design and related real property management programs. They interact with departmental staff on space management issues balancing requests for space with available resources.

The **Asset Management** program is responsible for pursuing opportunities for commercial development of County owned real estate assets to produce revenue and income streams for the County. They are also responsible for developing an overall asset management strategy of County real property holdings. In conjunction with this effort, the CAO maintains an inventory of more than 6,400 buildings and structures representing 57 million square feet of space occupied or used by the County.

see CAO on page two

The replacement of the LAC+USC Medical Center is the largest capital project administered by the **Capital Projects/Debt Management** staff. Other major projects include the Airport Branch of the Los Angeles Municipal Court, scheduled for completion in March 1999, and planning for courthouses in Chatsworth and the Antelope Valley. In addition to managing the capital projects program, another major effort of this group is the ongoing management of the County's \$4.4 billion debt program.

Protecting the assets of the County from catastrophic or accidental loss is a major concern of the **Risk Management** program. The staff has a responsibility to evaluate and advise the Board and County departments on the probability and consequence of potential losses and to recommend loss prevention alternatives to avoid or minimize its impact. This program provides protection for more than \$4.8 billion in County real property and other assets, oversees \$65.3 million in self-insurance programs and includes a variety of commercial insurance programs valued at \$10 million in premiums.

Urban Research provides programming, statistical research and revenue recovery services to agencies inside and outside of County government. They specialize in large databases, geographic information systems, legislation impact assessment, applied statistics, socioeconomic analyses and forecasts. Some of their major projects include monitoring and evaluating the Department of Public Social Services CalWORKs Program, the Census Year 2000 Population Count, and the State Board of Equalization's Sales Tax Revenue Recovery program.

Every represented County employee is impacted by the activities of our **Employee Relations** staff. They are responsible for providing overall management and administration of the County's Employee Relations program. The staff conduct and engage in negotiations and related activities associated with recognized bargaining units. This year alone,

they negotiated 54 multi-year Memorandums of Understanding and are currently in the process of negotiating 2 Fringe Agreements. In addition, the CAO administers a Compensation program which provides policies and recommendations to assist the Board in controlling labor costs while providing adequate incentive for recruitment, retention and motivation of a qualified workforce.

The County **Office of Emergency Management** (OEM) is responsible for organizing and directing preparedness efforts of the County's emergency management program. Additionally, OEM is the day-to-day Los Angeles County Operational Area Coordinator for the entire geographic area of the County including 88 cities and over 200 Special Districts. They also provide public education programs to communities to promote general awareness and self-sufficiency in emergencies.

The **Office of Protocol** was established by the Board of Supervisors because international trade and tourism were becoming increasingly important to the area's economy. The office insures that appropriate protocol is observed and hospitality offered to visiting international dignitaries. In addition, it acts as liaison between the Consular Corps and the Board to promote international business, tourism, cultural and educational exchanges between the 88 cities and unincorporated communities in the County.

The County's Marketing Program is administered by the **Office of Workplace Programs**. This program creates commercial partnerships yielding new revenue streams and an enhanced County image. Revenue generated to date totals more than \$633,000. New partnerships have been generated through the development of a new County logo and merchandise catalog. Other countywide special programs coordinated by this office include the County's Rideshare, Telecommuting, Workplace Giving, Savings Bonds and Volunteer programs and a quarterly publication of the Commuter Connection Newsletter.

The department is also responsible for maintaining a **public information office**, providing photographic and graphic art services to departments and the Board, as well as staffing a productivity office. Communication to the general public has been enhanced by providing televised Board meetings and access to County information via the County's Web Site (<http://www.co.la.ca.us>).

Collectively, all of the services provided by the CAO contribute to, and support, the department's key focus -- that of promoting optimum fiscal stability, cost-effectiveness and quality in the coordinated and efficient delivery of essential services to the residents of Los Angeles County on behalf of, and under the leadership of, the Board of Supervisors.



Send us your comments, story ideas or questions!

Contact us by

Phone:
(213) 974-1765

Fax:
(213) 621-0387
Attention: County DIGEST

Mail:
County DIGEST
Dept. of Human Resources
Hahn Hall of Administration
500 West Temple Street,
Room 375
Los Angeles, CA 90012

Due to space considerations, we cannot guarantee publication of submitted articles.

Terry D. Reimer

Overcoming Adversity

"My greatest personal accomplishment was to regain my own quality of life after my disabling spinal cord injury," Terry Reimer said. "I now have a wonderful personal and professional life."

Supervisor Burke presented Reimer with the **June 1998 Employee of the Month** award. The 16-year County employee took to the dais with the aid of canes, reminders not only of the toboggan accident she encountered as a teenager but the determination, courage and will to overcome the situation and help others in her previous predicament.



"To be able to contribute to an individual's ability to regain independence after a tragic incident is a wonderful feeling," she said.

With determination, she was able to overcome a rehabilitating spinal cord injury. Her "stay" at Rancho Los Amigos Medical Center (RLAMC) during her recuperating days was quite a blessing because she returned to RLAMC in 1982 after being hired as a staff speech pathologist and has stayed in the hospital up to her current position.

As a Speech Pathologist II with RLAMC, Reimer functions as a Speech Pathology Supervisor responsible for staff

management and speech pathology services. She holds a B.A. and an M.A. in Communication Disorders from California State University, Long Beach and Whittier College respectively; is a state licensed Speech/Language Pathologist; and has a Certificate of Clinical Competence in Speech Pathology from the American Speech Language Hearing Association.

She assisted in a work flow analysis to identify ways to improve productivity and efficiency of patient care providers as a member of the Patient Care Design Team. She has conducted research projects in speech/language pathology and made presentations at local and national conferences on topics such as cognition. She currently co-chairs a hospital-wide committee responsible for streamlining the patient care plan documentation system to help reduce time spent in documentation so that staff can spend more time in the provision of direct patient care.

Her acceptance speech was short. But what touched those present were her overall accomplishments in giving dignity to persons with disabilities in spite of her own adversity.

Reimer actively participates in activities sponsored by the Communication Disorders Department and RLAMC. She led in the development and organization of the annual Brain Injury Sports Festival, a competition between inpatients and alums. She was also a charter member of the National Management Association, RLAMC chapter.

"I love to travel and spend time with my family," Reimer said.

With her at the ceremony were her husband Dana and their nine-year-old son Steven. She enjoys participating in her son's school and sporting events, playing hand bells in the church choir and helping her husband in his photography business. In 1997 she was the recipient of the Employee of the Year award from RLAMC and the Governor's Committee for Employment of Disabled Persons.



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:

ANIMAL CARE & CONTROL: George S. Enriquez

CHILDREN'S SERVICES: Carole Ah Sam, Gwendolyn L. Hale, Mary Hayes

FIRE: Steven W. Wood, Franklin D. Tuttle

HEALTH SERVICES: Lillian Harris, Joe N. Haywood, Travee Mondy, Hilda L. Vien, Wendall A. Willey

INTERNAL SERVICES: Betty J. Coleman, Bobby Davis, William C. Hutchinson, Lennoris S. Doss

PARKS & RECREATION: Freddy M. Palmer

PROBATION: Carl E. Curtis, Herlinda Giandalia

PUBLIC SOCIAL SERVICES: Almeter Carroll, Billye Parker, Kaye M. Rhodes

PUBLIC WORKS: Frank Cerimele, Manuel R. Martinez, Shirley B. Ryan
REGISTRAR-RECORDER/COUNTY CLERK: Gwendolyn E. Cann

SHERIFF: Daniel D. Bonar, David Mesa, Robert L. Wachsmuth, Mary M. McKain, Daniel E. Miller, Byron A. Wisberger

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

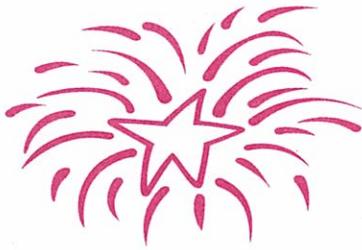
ASSESSOR: Geneva Harmon

BEACHES & HARBORS: Raul Flores

CHILDREN'S SERVICES: Rose Pagliei

FIRE: Steven L. Saylor, Robert L. Berryman, Kendall J. Carter

see Retirees on page four



Year of Healthy Children

Retirees

continued from previous page

HEALTH SERVICES: Betty L. Allen, Steven T. De La Rosa, John W. Hollinquest, Janet E. Johnson, Rosaly Nelmida, Dana V. Nunez, Angelina Sanchez

INTERNAL SERVICES: Roger J. Barnett, Jimmie A. Jones, Marion K. Munekiyo, Andrew H. Brown

PUBLIC SOCIAL SERVICES: James G. Barnhart, Martha O. Fematt, Duk (John) H. Song

PUBLIC WORKS: Ernest McNeil, Armen G. Johnson

SHERIFF: Gloria J. Grotefend

The Board of Supervisors declared 1998 as the "Year of Healthy Children." As County employees, we are fortunate to enroll our children in a health insurance program. However, we know and meet people who work at low income jobs and cannot afford medical insurance for their children. You can help by giving them the toll-free telephone number of the

Department of Public Social Services/ Department of Health Services Child Medi-Cal Enrollment Project: (877) 597-4777. Chances are they can qualify for State Medi-Cal or Healthy Families medical insurance.

Do your share. Show you care!
Call (562) 908-8601 for cards or flyers.

HELP KEEP KIDS HEALTHY

If you have children,
you may qualify for **free or low cost health insurance**
even if you work, own a house, or are married.



Find out how.....
Call toll free (877) 597-4777

-PASS IT ON-

Los Angeles County Departments of
Public Social Services and Health Services



Public Service Recognition Week

Time is running out to experience the many wonders of Los Angeles County through its fine educational or entertainment venues. As a salute to County employees from the Board of Supervisors, each employee should have received a ticket which admits up to four persons and entitles them to a one-time

only admission waiver to selected County facilities. Tickets which were distributed and effective since May 15, 1998 will expire on August 31, 1998. If you have not received your ticket, please contact your departmental personnel/payroll office who in turn can call the Countywide coordinator at (213)974-1767.



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