

# County DIGEST



JANUARY 2000

COUNTY OF LOS ANGELES

## A Message from the Chair of the Board

Let me begin by thanking my colleagues for this honor. While it is informally a rotation, the Chair plays a critical leadership role and is a facilitator of a consensus agenda for the entire County. Thank you for your support, and let me express my thanks to the leadership of Supervisor Knabe, who led our Board through the last year with optimism, hope and humor—we thank you, Don.

While this is a transition in leadership, this term will also lead us to a transition to a new millennium. Even with all the hype, it is important to look back and look forward as we continue to provide services to the ten million residents of Los Angeles County. We begin the 21<sup>st</sup> Century with those ten million relying on the County to carry them safely through the Y2K scare, and because our CAO, CIO, and department heads have worked so diligently on this issue, we will provide secure guidance. Our County has been recognized by the White House as the most prepared county in the nation and a model for other governments.

My last opportunity to Chair this board was through one of the most difficult fiscal crises ever faced by this County. We laid off many employees and cut back on basic, essential service to many of our constituents. They were tough, bold decisions that needed to be made, and we worked hard at building consensus. We made it through a difficult time and now we need to continue the consensus building to make sound decisions on a budget that hopefully will help us build back the infrastructure of our county and develop new and effective programs.



While we may have the reserve in our budget to develop new and creative programs, we have a greater responsibility to continue to garner the trust of our constituents—I look forward to building a budget this year that will earn that trust. Our leadership role continues as we administer programs in welfare reform, employment training and community development. As government, we must not abandon our responsibility to the working poor. As the gap widens between the haves and have-nots, it is critical that we understand the important role we can play in narrowing this divide.

This year, we passed the living wage ordinance and this year we will monitor all of our contracts to make sure that we are setting the standard as

responsible employers. We have the chance to expand employment opportunities to welfare recipients within our own workforce. It is my hope that we will build on childcare initiatives and realize that we are probably the only local government that can play the key leadership role in building childcare centers that meet the needs of all families. We need to include childcare in every new building we erect and start initiatives to build childcare centers in all of our parks.

We need 24-hour centers as well as drop-in centers. We need to make sure that each center is built within a framework of sound child development curriculum. We also have an opportunity to challenge and incorporate the private sector in narrowing this gap. If we wish to see a new century with social harmony, it is imperative that we understand the role government, in partnership with the private sector, can play in equalizing opportunity.

One of the most critical areas of responsibility is our children. It is my hope that this year will bring opportunities to strengthen our Department of Children and Family Services. New leadership as well as Board of Supervisors' consensus will enable us to deliver the best of services to many children within our County who are abandoned or abused. In addition, we hopefully will make good use of the new Prop 10 dollars coming into the County that will build on programs for the pre-natal to five population and make them available to many more families throughout the County.

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## January Retirees

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:

**ASSESSOR:** Louis C. Glazer

**BOARD OF SUPERVISORS:** David R. Vannatta

**CHILDREN'S SERVICES:** Ralph J. Schoettmer

**COMMUNITY & SENIOR SERVICES:** Betty A. McGill

**DISTRICT ATTORNEY:** Fredrick L. Bickle, Jerri S. Patchett, Elvis M. Smith, Michael J. Armstrong

**FIRE:** Peter W. Reid, Raymond L. Stone Jr., Louis E. Buffone, Donald J. Wharton

**HEALTH SERVICES:** Carolann Aragon, Ben A. Carlsen, Eufemia De Guia, Edward E. Dean, Charles E. Fisher, Myrtle Jackson, Donald A. Moore

**INTERNAL SERVICES:** David P. Evans, Wanda Shelton, Jonathan Thornton

**MENTAL HEALTH:** Joseph S. Troyan

**PROBATION:** Ulysse V. Collins, Richard W. Kaelke

**PUBLIC SOCIAL SERVICES:** Elizabeth S. Ambrose, Beverly A. Ware

**PUBLIC WORKS:** James R. Garufi, John J. Lowry III, Wayne Worden

**SHERIFF:** Sheldon S. Bloomfield, Michael E. Clayvon, Roger E. De Haan, Frederick L. Gruener, Mason R. Kenny, Paul E. Myron, Robert B. Stevens Jr., Arthur W. Stip, Henry O. Davis, Norman Smith, Robert M. Stoneman

**SUPERIOR COURTS:** Helen Alaniz

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

**ASSESSOR:** Theodosia Horace, Peggy L. Mooradian

**BOARD OF SUPERVISORS:** Joanne E. Sturges

**CHILDREN'S SERVICES:** Dolores E. Munoz

**DISTRICT ATTORNEY:** Elois Caulton, A.B. Collier



## Ergonomics Fair

The Los Angeles County Joint Labor/Management Committee on Video Display Terminals/Microfiche is sponsoring an Office Ergonomics Vendor Fair 2000 on Wednesday, February 9, 2000. The Fair will be held at Ayers Hall on the grounds of the Arboretum of Los Angeles County at 301 N. Baldwin Avenue in Arcadia from 9:00 am to 3:00 pm. Anyone involved in any aspect of planning, designing, installing or retrofitting video display terminal (VDT) workstations; in purchasing VDT furniture and accessories; in VDT ergonomic evaluations and training; in managing or supervising VDT-related operations; or

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**FIRE:** Robert L. Sanford Jr.

**HEALTH SERVICES:** Janice E. Gilden, Willie C. Hopkins, Curtisteen Jones, Hildred M. MacIsaac, Evelina O. Peralta, Deldrese Randell, Mary M. Reynolds, Jose D. Vitug, Keng Y. Wong

**INTERNAL SERVICES:** Vinebaldo D. Darcera

**MUNICIPAL COURTS:** Linda L. Tovey

**PUBLIC SOCIAL SERVICES:** Evelyn L. Esquivel, Salvador R. Esquivel, Linda Lieberman, Nilda Petrovich, Felicitas E. Platino

**SHERIFF:** Jerry W. Whitfield



## New On-line Selective Service Registration

The County of Los Angeles Department of Human Resources (DHR) recently introduced a new on-line service to assist young men 18-25 years of age who are interested in employment opportunities with Los Angeles County to register with the Selective Service System via the Internet.

The federal Military Selective Service Act requires 18-25 year old male U.S. citizens (as well as non-citizens residing in the U.S.) to register with the Selective Service System within 30 days of their eighteenth birthday. Failure to register is a federal felony.

Selective Service studies have shown that the great majority of young men who do not register with the Selective Service System are not aware of this legal requirement and do not know the potential legal consequences or other penalties which may occur when they fail to register. In addition to potential criminal prosecution, young men who are not registered:

•Cannot obtain any form of state or federal college loans;

- Cannot receive state or federal student financial aid (such as Pell Grants) or participate in work assistance programs;
- Cannot participate in any federally supported job training or skill enhancement programs;
- Are ineligible for most federal jobs;
- Cannot work for a variety of defense contractors; and
- Cannot be appointed to the following classifications within Los Angeles County: Deputy Sheriff, Fire Fighter, District Attorney Investigator, Safety Police Officer, Deputy Probation Officer, Detention Services Officer and Group Supervisor, Nights, Probation.

If a young man does not register prior to becoming 26 years of age, he is forever barred from registration thereafter and will go through the rest of his life deprived of all federal and state benefits and government job opportunities that are tied to Selective Service registration.

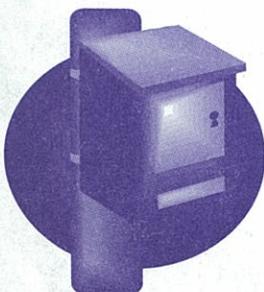
The new on-line Selective Service registration feature may be accessed via the DHR Internet web site at <http://hr.co.la.ca.us/scripts/genjobs.htm>.

## Recognizing the Best: Then and Now



**Supervisor Don Knabe poses with Commissioner Stephen A. Wesson, Director of Public Works Harry W. Stone and Commission Chair Jaclyn Tilley Hill after a meeting in his office.**

As the 1990s dissolve into the new millennium, a quick look back reminds us of how far we have come as a public agency poised to celebrate its 150<sup>th</sup> birthday in February. At the end of 1999, some of the most creative and important thinking in County public service delivery was recognized by the Board of Supervisors under an annual program sponsored by the Quality and Productivity Commission in collaboration with departmental Productivity Managers. Over 100 projects were submitted for recognition and some 350 project participants had been feted at a dinner at Universal Studios. Special attention was given to the Top Ten and Special Award winners and the Grand Prize winning Department of Public Works. The number of projects and participation by virtually every County department and the courts signaled strong momentum for the year 2000 and the continuation of cutting-edge performance by County departments and employees. This year, the Awards program promises to be even more imposing and represents a link with parallel efforts to recognize the best in innovative County thinking, such as the Employee Suggestion Program where cash awards may be granted to employees and the Productivity Investment Fund which provides financing for some of the most promising proposals. We invite your participation in these dynamic programs. To find out more, please contact your departmental Productivity Manager or the Commission office at <http://qpc.co.la.ca.us> or (213)974-1361.



## Mailing Address Change

If you have changed your mailing address, please notify your Personnel Office immediately.

While chairing the Board five years ago, we regretfully did not enjoy a good working relationship with the State Legislature. Today, our relationship is healthier because all of the Board members have made conscientious efforts to build a strong relationship, and we have partnered with our Los Angeles delegation to strengthen our budget and our programs. This year, I am hopeful that partnership will bring resolution to the rebuilding of LAC+USC—a resolution that we can all support, as well as a resolution to ERAF. We will also be celebrating our County's 150<sup>th</sup> birthday.

We are kicking off this celebration with various events for the residents of the County, which include parades, cultural festivals and opening up all of our museums free to the public during our celebration. This is a celebration that will include all of our departments and eighty-five thousand employees. We will also join with the City of Los Angeles in showcasing our County during the 2000 Democratic National Convention. With forty-nine hundred delegates and alternatives, and hundreds more journalists coming in from all over the county and the world, we will be able to extend our handshake of friendship and pride in our County. Again, thank you for this honor.



## County DIGEST



Dept. of Human Resources  
500 W. Temple Street, Room 375  
Los Angeles, CA 90012  
(213) 974-1765  
(213) 613-4789 FAX

<http://hr.co.la.ca.us>

# Martha Hawkins

## 180-Degree Turnaround



**Martha Hawkins receives her scroll from Board Chair Gloria Molina.**

Martha Hawkins, the December 1999 County Employee of the Month and a 13-year County veteran, inherited a four-month work backlog, a sharply curtailed staff and downcast employee morale after assuming the position of Intermediate Supervising Typist Clerk with the Disease Control Division of the Department of Health Services. Thanks to Hawkins' suggestions to streamline the data entry process and redistribute assignments, the work backlog was eliminated without additional staff and overtime. This resulted in her division obtaining a \$5.6 million grant for tuberculosis control from the Centers for Disease Control and Prevention.

"I was very surprised with tears in my eyes because I did not expect this [award]. What this award means to me is that with commitment and dedication, you can accomplish your goals and dreams in life... I feel blessed in playing a role in obtaining this grant."

Hawkins developed instructions for screening forms which expedited information input, created an easy reference glossary of terminology and established standards for quality and quantity of work. She has worked wonders on enhancing morale by giving her staff quality time through training, mentoring, conflict

resolution and problem solving. She also rewards employees for exemplary performance.

"My most rewarding experience is that I am able to utilize my skills in many areas of my life, not only at work but wherever there is a need... I feel that if someone needs my help and I can give it, why not?"

A myriad of extracurricular activities fill her time. She directs the Los Angeles City Church's Children's Choir and assists with their kindergarten class, participates in a project which serves food to the homeless, aids a terminally ill friend and helps a grandmother with her young grandchildren. She volunteers at her daughter's school, is an active PTA member and runs a weekend catering business. Her hobbies include baking cakes, making floral arrangements and playing the piano. She frequents the gym, plays racquetball and tennis and has completed two City of Los Angeles Marathons.

On her catering business, Hawkins notes, "Running [it] is very exciting because you get to meet and deal with many nationalities from other parts of the world."

Hawkins has a bachelor's degree from the University of Miami and a Certificate of Completion as a nurse assistant and a home health aide from the Los Angeles County Regional Occupational Center. She plans to pursue a master's degree in Public Administration at California State University, Long Beach next fall.

On time management, Hawkins says, "I make time for everything. My time is spent very wisely because tomorrow is not promised to me."

Bravo, Martha! Keep up the great work!



## Ergonomics

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who use computers is invited. Over twenty vendors of ergonomic products will provide demonstrations and information about chairs, furniture, accessories, office supplies, ergonomic programs and software. This is an opportunity to ask specific questions and gather cost information that leads directly to improved computer ergonomic practices in County departments. For further information, contact the Department of Human Resources at (213) 738-2159.



### Members of the Board

**Gloria Molina**  
Chair  
First District

**Yvonne Brathwaite Burke**  
Second District

**Zev Yaroslavsky**  
Third District

**Don Knabe**  
Fourth District

**Michael D. Antonovich**  
Fifth District

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**Michael J. Henry**  
Director of Personnel

**Sandra A. Hoodye**  
Ombudsman/Community Liaison

**John S. Mina**  
Staff