

**LOS ANGELES COUNTY
CITIZENS ECONOMY AND EFFICIENCY COMMITTEE**

ROOM 372, HALL OF ADMINISTRATION / 500 WEST TEMPLE / LOS ANGELES, CALIFORNIA 90012 / 625-3611, Ext. 64605

M I N U T E S

FULL COMMITTEE MEETING

DATE: FEBRUARY 3, 1967

TIME: 8:30 A.M.

PLACE: ROOM 739, HALL OF ADMINISTRATION

Raymond Arbuthnot
John C. Bollens
Max Candiotty
Myron J. Carr, Jr.
P. S. Magruder
Mrs. Wayne Licher
Kiyoshi Maruyama
Edward J. Macke
Irvin Mazzei
Maurice McAlister
Harold C. McClellan
Ferdinand Mendenhall
Robert Mitchell
A. C. Rubel
Mrs. Benjamin Erick Smith
J. B. Roche,
Executive Secretary

Attendance:

A. C. Rubel, Chairman
Raymond Arbuthnot
Max Candiotty
Myron J. Carr, Jr.
P. S. Magruder
Kiyoshi Maruyama
Irvin Mazzei
Maurice McAlister
Robert Mitchell
Mrs. Benjamin Erick Smith
J. B. Roche, Executive Secretary
Lloyd Halstead, Administrative Analyst

Advisors:

John Leach, Assistant Chief Administrative Officer
T. E. Durkee, Chief, Management Services Division
C. R. Schoeppe, Chief, Capital Projects Division
Roy Hoover, Chief, Special Services Division
Robert E. Howard, Chief, Budget Division

Guest:

Gordon Nesvig, Director of Personnel

Mr. Rubel called the meeting to order at 8:35 a.m. He explained that Mr. Nesvig had been invited to the meeting to give a report on the organization and programs of the new Personnel Department. Mr. Nesvig reviewed the changes which have been initiated to streamline the examining process and to increase participation by the concerned departments. Mr. Nesvig reported that his department was working closely with Ted Durkee and the Management Services staff on a thorough revision of classification procedures for the County. Mr. Nesvig then described the organizational structure of the new department.

This structure is explained in detail in the attached report.

Mr. Rubel asked what progress was being made on the employee relations ordinance. Mr. Nesvig stated that a draft of the ordinance had been sent to all union and employee groups accompanied by a letter asking them for their comments and suggestions and giving them a deadline of February 10 to reply. Mr. Nesvig said, however, that this deadline was unrealistic and that they intended to extend it to give the unions and employee groups more time to prepare their comments. After the comments have been received, Mr. Nesvig and his staff expect to meet with the union and employee representatives to prepare a final draft for submittal to the Board of Supervisors.

Mr. Rubel thanked Mr. Nesvig for his report and expressed the Committee's interest in the progress of the personnel and labor relations programs.

As the next order of business, Mr. Rubel reported that the Executive Committee had approved a revised approach to Committee organization at the meeting held on January 25. In the proposed approach, the Executive Committee would direct all projects previously assigned to the task forces. The task forces would be abolished. On a motion by Mr. Magruder, the proposal was approved unanimously by the Committee. The Committee also approved the following assignments to the Executive Committee:

A. C. Rubel, Chairman
Chad McClellan, Vice Chairman
John C. Bollens,
Organization and Management
Max Candiotty,
Budgeting and Fiscal Affairs
Myron J. Carr, Jr.,
Construction, Leasing and Public Works
Irvin Mazzei,
Personnel and Employee Relations
Maurice McAlister,
Construction, Leasing and Public Works
Ferdinand Mendenhall,
Welfare
Robert Mitchell,
Organization and Management

Mr. Rubel next called on Mr. Durkee to give a report on the progress of the Management Audit and Work Measurement programs. Mr. Durkee stated that since his last report to the Committee on November 23, 1966, the following progress has been made: The members of his staff have been meeting with department staff members once a month to review the progress of the programs in the

Department of Public Social Services (formerly Bureau of Public Assistance). He said that they are receiving very good cooperation from Mr. Murphy, the new Department head.

The work measurement program, initiated in the Metro North District, is now being extended to cover 500 transcriber typists in all 15 districts. The measurement is scheduled for completion by April. The target is a reduction of 20% based upon the experience in the Metro North District. In this district, personnel has been reduced from 182 to 154 positions. The target is 142. Savings to date are approximately \$145,000 a year. Interestingly, while the Metro North District has reduced total personnel by 17 to 18%, the other districts have averaged a 10% increase.

Mr. Durkee stated that they have recommended an increase in clerical supervisory positions to improve the control over workload distribution. He said that they have received excellent cooperation from the Personnel Department in the classification of these new positions.

The Management Services Division is also conducting a work measurement and systems study in the School Claims Division of the Auditor-Controller's office. The results of this study will be available shortly. The Division has also been conducting an intensive study of the Health Department for the past several months. They expect to present a report to the Board with the results of this study within three to four weeks. The report will cover a work measurement program, systems improvements and structural reorganization. Savings on this project, they estimate, will be equal to or greater than those in the welfare area.

Mr. Rubel thanked Mr. Durkee for his report and complimented him on the progress of the program. The rest of the meeting was devoted to a review of current Committee projects.

Mr. Rubel first called on Mr. Leach to report on the proposed merger of the Sheriff's Department and the Los Angeles Police Department. Mr. Leach stated that since his report to the Executive Committee, he had arranged a meeting of the concerned City and County officials on Friday, February 17. Mr. Rubel asked Mr. Leach if he had contacted Mr. Kenney on the possibility of his serving as project director as discussed at the Executive Committee meeting. Mr. Leach said that he thought it would be better to talk to Mr. Kenney after the meeting of City and County officials. Mr. Mitchell asked whether a complete merger of the two Departments was contemplated. Mr. Leach said he felt such a merger was not practical. He believed, however, that economies could be achieved through the consolidation of such functions as training and record keeping. He pointed out that the jails were already consolidated and that even some cities which maintained their own police forces

contract with the County for detective services and criminal investigations. These were the areas he felt would and should be investigated for possible merger and consolidation.

On Mr. Rubel's request, Mr. Leach next reported on the proposed merger of the Health and Hospitals Departments. He said that he had called a meeting of the heads of the three departments involved - Hospitals, Health and Mental Health, - and that they had agreed to appoint a task force made up of representatives from each department, to make a full study of the subject. Mr. Roche had attended the meeting and was in full agreement that further study was required before definite recommendations could be presented. Mr. Leach said that he would keep the Committee advised of their progress.

Mr. Rubel then reported briefly on the study to reduce the number of bailiffs in the Superior Courts. He said that he and Mr. Roche were to meet with Judge Nix, presiding Judge of the Superior Court, at 11:00 that morning. He said that after talking to Judge Nix, they would determine a plan of action to recommend to the Committee.

Mr. Rubel next asked Mr. Roche to report on the study of the Court Trustee function. Mr. Roche explained the nature of the Court Trustee function and the reasons behind the proposal to transfer it from the Probation Department to the Auditor-Controller Office. The concerned County officials are in general agreement that the function is primarily an accounting and clerical operation and should be assigned to the Auditor's office. Mr. Leach said that they will prepare a report on this subject which should be ready for review by the CEEC by March 13.

Mr. Roche next reported on the status of the Executive Compensation project. He said that they had received proposals from eleven management consultant firms to conduct the proposed study. Mr. James, Mr. Leonetti and he were studying these proposals and were scheduled to review them together at a meeting on February 8. They then expected to review their conclusions with Mr. Nesvig and Mr. Hollinger and would then submit their recommendations to the Committee.

Mr. Rubel asked Mr. Roche to introduce Mr. Halstead who summarized the status of the study of the capital projects program. Mr. Halstead reported that they expected to complete reports on the financing of capital projects and the use of architectural services by March 15. He said that they were just getting started on a study of the capital acquisition system involving both condemnation and negotiation procedures. He said that further study of capital projects financing for Special Districts, the Road Department, Marina Del Rey, and the Aviation Fund would require an additional four months.

Mr. McAlister suggested getting additional help on a loan basis from industry to work on Committee projects. Mr. Rubel stated that during his service with the Appointments Committee for Governor Reagan, a number of well-qualified people had indicated their interest in donating their services at the State level. He said he planned to talk to some of these people about offering their services to the CEEC. Mr. Rubel adjourned the meeting at 10:40 a.m.

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