

MINUTES

FULL COMMITTEE MEETING

Meeting Date: November 17, 1965

Meeting Place: Room 739, Hall of Administration

Meeting Time: 9:00 A.M.

Attendance

Committee Members

Max Candiotty
Mrs. Wayne Licher
Phil Magruder
Kiyoshi Maruyama
Maurice McAlister
Harold C. McClellan
Ferdinand Mendenhall
Robert Mitchell
Mrs. Benjamin E. Smith
Burke Roche, Executive Secretary

Advisors

L.S. Hollinger, Chief Administrative Officer
John R. Leach, Assistant Chief Administrative Officer
T.E. Durkee, Chief, Management Division
Robert Howard, Chief, Budget Division
C.R. Schoeppe, Chief, Capital Projects Division
John R. James, Chief, Personnel Division
Harry Hufford, Assistant Chief, Management Division

In the absence of the Chairman and Vice Chairman, Mr. Roche conducted the meeting. He explained that Mr. McNitt was to assume the Chairmanship at this meeting but that he was ill and could not attend. Mr. Roche said that Mr. McNitt had wanted to devote a good part of the meeting to a definition of task force goals with an indication of the time necessary to complete the necessary investigations. On behalf of the Committee Mr. McNitt also wanted to express his appreciation to Mr. Rubel for his excellent work as Interim Chairman of the Committee.

Mr. Roche then reported on the presentation made by Mr. Rubel on Civil Service operations at the Board of Supervisors meeting of November 16th. Mr. Roche explained that the study of the Civil Service system had been generated by the answers to the questionnaire which the Organization and Management task force had sent to all department heads. The task force had received 15 pages of comments on the Civil Service system, much of it critical, particularly with respect to recruitment, selection, and promotion problems. The purpose of the presentation to the Board was to inform the Board that the Committee proposed to obtain the services of two personnel

specialists from private industry with the purpose of streamlining and improving the Civil Service operations. In addition, the Committee recommended that the Civil Service Commission should hold an interdepartmental examination to fill the position of Secretary and Chief Examiner, which is open as a result of Mr. Harry Petrie's retirement. The Board concurred in the proposal to bring in the two personnel specialists and referred the examination question to the Civil Service Commission.

Mr. Roche said he had reviewed the report with the Civil Service Commission at a meeting on November 8th. They agreed with the proposal for the study of the Civil Service operations and promised their full cooperation. They also indicated that they would use an interdepartmental examination for the selection of Secretary and Chief Examiner. Mr. Albert, however, stressed the importance of a man with heavy technical experience in personnel work. The Committee, on the other hand, believes the most important qualification is proven experience as a top administrator. Therefore, the examination should be open to all qualified managers in County government regardless of the department in which they work.

Mr. Roche reported that the Special Industry Committee, which had been formed to study the Joint Salary Survey and salary setting practices in the County, had completed its initial review and was now formulating its recommendations for submission to the Economy and Efficiency Committee. The next meeting of the Committee will be held on November 23rd. It is developing recommendations in the following areas:

1. The setting of craft wage rates
2. Step rate increases
3. The setting of wage rates for positions not comparable to those in industry
4. Fringe benefits
5. Section 47 of the County Charter covering prevailing wages
6. Validity of the Joint Salary Survey itself

Mr. Roche then asked Mr. Magruder to give a brief report on the County Management Conference at Lake Arrowhead, which Mr. Magruder, Mr. Rubel and Mr. Roche had attended. Mr. Magruder stated that he had been impressed with the sincerity and dedication of the County Management group. He felt that the Conference offered the managers an opportunity to express their problems in an informal and off-the-cuff environment. The Conference subject was Government Personnel Practices. Mr. Magruder stated that several of the outside speakers described Civil Service systems which apparently provided more flexibility and less centralized control than the County's Civil Service system. He said that the key question was: "How should Civil Service be administered so that department management is permitted to manage and at the same time employees are protected from undue political influence?"

Mr. Roche then asked the task force Chairmen to report on their activities.

In the absence of Dr. Bollens, Mr. Mitchell reported that Dr. Bollens, as the new Chairman of the Organization and Management task force, had not yet held any meetings.

Mr. Candiotty reported that he had had two meetings with Mr. Roche to review the method and organization for a study of the County's budgeting system. He stated that they expect to follow a similar approach to that used in the Civil Service system study by bringing in several people on a loan basis from private industry. He also reported that the task force was scheduled to meet with Mr. Hollinger to review the plans for its study with him.

Mr. Roche reported that Mr. Myron Carr, Chairman of the task force on Construction, Leasing and Public Works, was vacationing in Europe and expects to return on December 1st. Upon his return Mr. Carr expects to continue his study of the County's real property acquisition system.

Mr. Mendenhall reported that the task force on Health, Welfare and Corrections was continuing its study on the welfare area. They were principally concerned with the problems involving State vs. County control of welfare administration.

There being no further business, Mr. Roche adjourned the meeting at 10:20 a.m.