

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

ROOM 743, HALL OF ADMINISTRATION / 500 WEST TEMPLE / LOS ANGELES, CALIFORNIA 90012 / 625-3811, Ext. 64605

M I N U T E S

FULL COMMITTEE MEETING

TIME: 9:00 A.M.

PLACE: ROOM 739, HALL OF ADMINISTRATION

DATE: AUGUST 29, 1966

Attendance

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

Committee Members:

A.C. Rubel, Chairman
H.C. McClellan, Vice Chairman
Raymond Arbuthnot
Myron J. Carr, Jr.
P.S. Magruder
Kiyoshi Maruyama
Irvin Mazzei
Ferdinand Mendenhall
Robert Mitchell
Burke Roche, Executive Secretary

Advisors:

L.S. Hollinger, Chief Administrative Officer
John R. Leach, Assistant Chief Administrative Officer
T.E. Durkee, Chief, Management Services Division
Roy Hoover, Chief, Special Services Division

Mr. Rubel called the meeting to order at 9:00 a.m. He stated that now that all committee members have been reappointed for another year, the committee should review its organization and plans for future activity. He then asked for nominations for the Chairman and Vice Chairman positions on the committee. Mr. Mitchell made a motion to re-elect Mr. Rubel as Chairman and Mr. McClellan as Vice Chairman. The motion was seconded and unanimously approved by the committee. Mr. Rubel then requested a motion for reappointment of Mr. Roche as Executive Secretary. This motion was also seconded and unanimously approved by the committee.

Mr. Rubel asked Mr. Roche to review the status of current committee reports.

Mr. Roche reported that the Civil Service Commission had agreed to appoint an interim Secretary and Chief Examiner from

outside the Civil Service Department and to charge him with the responsibility for implementing the recommendations in the CEEC report of May 24 on Civil Service Operations. He stated that the Commission has selected Mr. Gordon Nesvig, presently Clerk of the Board of Supervisors, for the position. As a result of the Commission's action, Mr. Rubel submitted the committee's report of August 23, 1966, to the Board of Supervisors which outlined the agreements which were reached on the CEEC proposal for a Charter amendment covering reorganization of County personnel functions. A copy of the report is attached. Also attached are copies of the Charter amendment resolution and the committee's arguments for the Charter amendments, which the Board asked the committee to prepare.

Mr. Roche then asked Mr. Durkee to report on the status of the management audit and work measurement programs which had been recommended by the committee in its report on Productivity in County Departments.

Mr. Durkee reported that his division had been working with the Bureau of Public Assistance since the first of the year and that they expect to present an extensive report to the Board of Supervisors in the near future. He feels that the study is moving along very well and has received good acceptance from the BPA personnel. Mr. Durkee stated that on their recommendation the Bureau has established a management services function. The former director of the Metro North District has been placed in charge of the new organization. He also stated that he believes the County will realize a substantial savings once the work is completed and put into effect.

Mr. Durkee also reported that the Management Services Division is working in the Health Department and the Department of Parks and Recreation.

Mr. Magruder asked Mr. Durkee to report on the status of the County Recorder's Department with respect to the work measurement program recommended by the committee.

Mr. Durkee reported that in this year's budget one-half of the positions the committee recommended deleting have been taken out of the Recorder's budget. He expects that they will be able to delete the other half next year. The committee had recommended a reduction of 26 people in the department.

Mr. Roche next reported that Mr. McClellan and he had made a presentation to the State and Local Government Committee of the Los Angeles Chamber of Commerce covering the committee's activities in general and in particular the committee's recommendations on reorganization of the personnel functions in the County. The Chamber committee endorsed the CEEC recommendations and as a result

prepared a report to be sent to each member of the Board of Supervisors. The report was approved by the executive committee of the Chamber of Commerce the next day at a meeting which Mr. McClellan attended on behalf of the CEEC. A copy of the report is attached. As the report indicates, the State and Local Government Committee has established a subcommittee to review the proposed Charter amendment. Mr. Roche reported that Mr. Hollinger and he had appeared before this subcommittee at which time they had voiced agreement with the final version of the Charter amendment.

Mr. Rubel reported that Mr. McClellan, Mr. Roche and he had also met with the editorial board of the Los Angeles Times and had briefed it on the committee's objectives.

Mr. Rubel then placed the committee's report on Compensation Policies and Practices before the committee for approval.

Mr. Magruder asked why the committee had not made a specific recommendation on the application of overtime pay in the County. Mr. Roche reported that the Special Industry Committee had not studied overtime pay procedure in the County and therefore had not made a recommendation on this issue. Mr. Hollinger stated that overtime pay is not a problem in the County.

All recommendations in the report were then approved by the committee members with the exception of Mr. Mazzei, who abstained from voting. It was agreed that the report would be filed with the Clerk of the Board on Wednesday, August 31, for discussion and action by the Board on Tuesday, September 6. The report would also be released to the press and copies sent to all union and employee representatives on August 31.

Mr. Rubel then stated that he felt that the committee should request an additional staff analyst to assist Mr. Roche and that the analyst should be selected from within the County. He asked Mr. Hollinger if this could be worked out and Mr. Hollinger indicated that he would act upon it. Mr. Rubel also said that he thought the committee should try to obtain the services of two men from private industry to work for the committee on a loan basis for a period of one year.

There being no further business, the meeting was adjourned at 10:45 a.m.