



LOS ANGELES COUNTY
CITIZENS ECONOMY AND EFFICIENCY COMMITTEE

ROOM 743 - HALL OF ADMINISTRATION
PHONE: 625-311 - EXTENSION 64605

Raymond Arbuthnot
John C. Bollens
Myron J. Carr, Jr.
Lathrop Leishman
Kiyoshi Maruyama
Irvin Mazzei
Maurice McAlister
Harold C. McClellan
Lee McNitt
Ferdinand Mendenhall
Robert Mitchell
A. C. Rubel
Ross A. Sciarrotta, Sr.
Mrs. Benjamin Erick Smith
Francis R. Wilcox

M I N U T E S

FULL COMMITTEE MEETING

Meeting Date: May 19, 1965
Meeting Time: 12:30 P. M.
Meeting Place: Room 739
Hall of Admin.

ATTENDANCE

Committee Members:

Mr. F. R. Wilcox, Chairman
Dr. J. C. Bollens
Mr. M. J. Carr
Mr. L. K. Leishman
Mr. K. Maruyama
Mr. L. McNitt
Mr. E. Mendenhall
Mr. R. Mitchell
Mr. A. C. Rubel
Mrs. B. E. Smith
Mr. Burke Roche, Executive Secretary

Committee Advisors:

Mr. L. S. Hollinger, Chief Admin. Officer
Mr. J. R. Leach, Assistant Chief Admin. Officer
Mr. C. R. Schoeppe, Chief, Capital Projects
Mr. T. E. Durkee, Chief, Management Division
Mr. J. R. James, Chief, Personnel Division
Mr. R. E. Howard, Chief, Budget Division
Mr. H. Hufford, Asst. Chief, Management Division

Others:

Mr. G. Nesvig, Clerk of the Board of Supervisors

SENT: 5-28
ALL MEMBERS &
ADVISORS

Mr. Wilcox called the meeting to order at 12:30 P.M. He stated that the objective of the meeting was to review the progress of each task force in the definition of study areas and the formulations of recommendations.

Mr. Wilcox then asked Mr. Roche to introduce (Mrs.) Ellen Warthman to the Committee. Mrs. Warthman began her duties as secretary to the Committee on May 5. She has worked for the County for 12 years in secretarial positions and more recently as deputy sheriff at the Sybil Brand Institution for Women.

Mr. Wilcox informed the Committee that he had invited Mr. Gordon Nesvig to the meeting to report on the Arrowhead Tenth Annual County Management Conference. Mr. Nesvig reported that the conference begins Thursday evening, October 14 and ends Saturday morning, October 16, and that all members of the Committee are invited. The conference is held each year under the direction of the County Management Council which is composed of all County department heads. The subject of the conference this year is personnel administration, Civil Service procedures and salary policies. Lodging and meals will be provided by the County but Committee members must furnish their own transportation.

Mr. Wilcox reported that during the salary hearings before the Board of Supervisors that morning, several of the tax-payers groups had questioned the validity of the annual Wage and Salary Survey which the County conducts in conjunction with other local public agencies. On motion by Mr. Dorn, the Board has asked the Economy and Efficiency Committee to make a study of the survey and report their conclusions to the Board at next Tuesday's meeting.

Mr. Nesvig played the tape recording of Mr. Dorn's remarks before the Committee. Mr. Dorn read the original Board order of June 10, 1964, establishing the Economy and Efficiency Committee covering the responsibility of the Committee to review man-power use of County employees and salaries raises affecting the County. Mr. Wilcox asked that copies of the original Board Order and the October 14 Order expanding the Committee's responsibility to all County affairs be attached to the minutes of the meeting (see attached copies).

On Mr. Leach's suggestion, Mr. James gave a short history of the Joint Salary Survey. The County Charter requires that the County must pay salaries and wages at least equal to the salaries and wages prevailing in the community. During World War II the local agencies consolidated their efforts in determining prevailing wages and since that time have conducted the Joint Salary Survey each year. It is the most extensive survey available covering 57 bench-mark jobs, 702 private firms, and 24 government units.

Mr. James stated that the participating agencies spend a good deal of effort in developing accurate job descriptions for the survey and in evaluating the data to insure that the information obtained from the various companies pertains to equivalent jobs.

Mr. Rubel suggested that the Committee should compare salary information on comparable jobs between the Joint Salary Survey and the Merchants and Manufacturers Survey. Mr. Mitchell reported that perhaps Mr. George Shallenberger, Chief Executive Officer of M & M, would be able to make a comparison of the two surveys.

Mr. Wilcox reported that the Town Hall organization had made a thorough study in 1961 of local government pay policies. Dr. Bollens reported that Mr. Paul Bullock who had prepared the initial draft of the Town Hall report, was still at UCLA and that he would contact Mr. Bullock on his report. Mr. Bullock, he said, had participated as an observer with the Joint Salary Survey team on a daily basis while they were conducting the 1960 survey.

Mr. Wilcox instructed Mr. Roche to coordinate the gathering of pertinent information and to draft a report for the Committee to the Board of Supervisors.

Mr. Wilcox then asked the task force chairmen for their progress reports.

Mr. McNitt, Chairman of the Organization and Management Task Force said that each Committee member had received a copy of the compilation of departmental answers to the Organization and Management questionnaire. Mr. McNitt stated that in the last task force meeting Mr. Roche had recommended the transfer of the Civil Service System to the Budgeting and Fiscal Affairs task force since the Organization and Management Task Force's load was extremely heavy. Mr. Wilcox said he agreed with the transfer and the Committee approved the move.

Mr. Wilcox commended Mr. McNitt for his excellent work.

Mr. Roche reported for Mr. Mendenhall, Chairman of the Budgeting and Fiscal Affairs Task Force, who had to leave early. Mr. Roche said he had conferred with Mr. Mendenhall on the transfer of the Civil Service study to that task force and Mr. Mendenhall and he were formulating a plan of action for the study. Mr. Roche also reported that using Mr. McNitt's assignment of study areas, he had compiled the material from the departmental answers by study areas and that this material was available to each task force. He said also that he talked to Mr. Rubel about transferring the responsibility for purchasing procedures to the Construction, Leasing and Public Works Task Force originally assigned to the Other Governmental Activities Task Force. Mr. Rubel said that his task force would like to take this responsibility since the purchasing operation was closely associated with his other study areas. Mr. Carr agreed with the transfer and the move was approved.

Dr. Bollen reported on activities of the Hospital and Welfare Task Force. He stated that the task force was reconsidering its study of the Outside Medical Relief program. At a meeting with Dr. Sutherland, County Health Officer, it was concluded that the County Health Department is in a difficult position to undertake the program because of the many problems with which they are involved relating to the recent merger with the City Health Department. (A copy of the report is attached).

Mr. Wilcox interrupted the reports of the task forces to ask Mr. Hollinger for his comments before Mr. Hollinger had to leave for that afternoon's salary hearings. (Mr. Hollinger had made a speech at the Pasadena Rotary Club luncheon and had arrived late to the Meeting.)

Mr. Hollinger stated that he was appreciative of the fact that the Committee members had attended a good many of the budget hearings. He also stated that he felt that the Committee should make a statement to the Board on the validity of the Joint Salary Survey by Tuesday and that they should make a statement to the Board at the time of the public budget hearings on June 10. Mr. McNitt said he felt the Committee should tell the Board that the development and review of the budget by the CAO's office was systematic and well organized but that the Committee is not in a position to make recommendation on any particular item. The Committee was investigating particular areas of operation and by next years budget season it would be able to make particular recommendations. Mr. Wilcox said he felt strongly that the statement to the Board should include the point that as long as citizens continue indiscriminately to ask for services they could expect the budget to increase.

Mr. Wilcox congratulated Mr. Leishman for his being honored as the Pasadena Citizen of the Year. (Mr. Leishman had attended the Pasadena Rotary Club luncheon to hear Mr. Hollinger's speech and had arrived late at the meeting.)

Mr. Wilcox then asked Mr. Carr for a report on the Other Governmental Activities Task Force. Mr. Carr reported on his task force's investigation of the feasibility of consolidating the Process Serving Functions and the assignment of Air Pollution Enforcement responsibilities. The task force is continuing its investigation in both areas and will report the results at the next meeting. (A copy of the reports is attached.)

It was agreed that the next meeting of the task forces will be a breakfast meeting on Wednesday, June 16, at 8:30 A.M., in Room 739, Hall of Administration. Mr. Wilcox invited the Committee members to attend the public hearings on the budget beginning June 10.

Mr. Roche reported that at the May 18 meeting of the Board of Supervisors, the Board, on motion of Supervisor Bonnelli, had referred a Charter Amendment proposal to the Committee for study. The Amendment was proposed by Mrs. Mary Frisina, Chairman of the Taxpayers' Crusade of Los Angeles County. She advocates that Section 47 covering employee compensation be changed from "...a salary or wage at least equal to the prevailing salary or wage for the same quality of service rendered to private persons, firms or corporations under similar employment..." to read "...less than and no more than the prevailing wage..." Study of the proposal was assigned to the Budgeting and Fiscal Affairs Task Force.

There being no further business, Mr. Wilcox adjourned the meeting at 2:15 P.M.

BR:ew

Encl.(3)

- Board Orders - June 19 & Oct. 14, 1964
- Progress Report, Hospital & Welfare Task Force
- Progress Report, Other Governmental Activities Task Force