

LOS ANGELES COUNTY
CITIZENS ECONOMY AND EFFICIENCY COMMITTEE

ROOM 743, HALL OF ADMINISTRATION / 500 WEST TEMPLE / LOS ANGELES, CALIFORNIA 90012 / 625-3611, Ext. 64605

MINUTES

FULL COMMITTEE MEETING

Meeting Date: June 16, 1965
Meeting Time: 8:30 AM
Meeting Place: Rm. 739, Hall of Admin.

ATTENDANCE

Committee Members:

Mr. A. C. Rubel, Act. Chairman
Dr. John C. Bollens
Mr. Myron J. Carr, Jr.
Mr. Lathrop Leishman
Mrs. Wayne Licher
Mr. Kiyoshi Maruyama
Mr. Irvin Mazzei
Mr. H. C. McClellan
Mr. Lee McNitt
Mr. Ferdinand Mendenhall
Mr. Robert Mitchell
Mr. Burke Roche, Executive Secretary

Committee Advisors:

Mr. L. S. Hollinger, Chief Admn. Officer
Mr. Roy Hoover, Chief, Special Services Div.
Mr. R. E. Howard, Chief, Budget Div.
Mr. H. Hufford, Asst. Chief, Management Div.
Mr. C. R. Schoeppe, Chief, Capital Projects Div.
Mr. J. R. James, Chief, Personnel Div.

Prior to the start of the meeting, Mr. Hollinger and Mr. Howard had to leave for another appointment.

Mr. Rubel called the meeting to order at 9:10 AM. He introduced Mrs. Wayne Licher to the Committee. Mrs. Licher was appointed to the Committee by Supervisor Dorn to replace Mr. Wilcox. She is a resident of Pasadena and has been active in Pasadena civic affairs. She and her husband operate a secretarial and printing service in Pasadena.

Raymond Arbuthnot
John C. Bollens
Myron J. Carr, Jr.
Lathrop Leishman
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

Mr. Rubel reported that since Mr. Wilcox's resignation he had taken it upon himself to call a special meeting June 3, of the nominating committee which had been formed after Mr. Stans' resignation to consider the nomination of a new chairman. (Members had previously received a letter from Mr. Wilcox announcing his resignation due to the press of other matters.) The nominating committee recommended that Mr. Rubel should serve as acting chairman until they decide upon a recommendation for permanent chairman. The Committee approved the recommendation.

Mr. Rubel reported on his proposal to form an Executive Committee to coordinate task force activities as outlined in the minutes of the Special Meeting of June 3. Mr. Rubel also reported on the proposal to reorganize the task forces discussed in the Special Meeting, June 3, and the Executive Committee Meeting, June 4. The Committee agreed to the following reorganization, eliminating the Other Governmental Activities task force.

CHAIRMAN (ACTING)

A. C. Rubel

EXECUTIVE COMMITTEE

A. C. Rubel, Chairman
Harold C. McClellan, Vice-Chairman
Myron J. Carr, Jr.
Lee McNitt
Ferdinand Mendenhall

TASK FORCES

Organization and Management

Lee McNitt, Chairman
John C. Bollens
Robert Mitchell

Budgeting and Fiscal Affairs

Lathrop Leishman
Kiyoshi Maruyama
Harold C. McClellan

Construction, Leasing and Public Works

Myron J. Carr, Jr., Chairman
Raymond Arbuthnot
Irvin Mazzei
Maurice McAlister

Health, Welfare and Corrections

Ferdinand Mendenhall, Chairman
Mrs. Wayne Licher
Mrs. Benjamin Erick Smith

(The chairman of the Budgeting and Fiscal Affairs task force was not assigned. Mr. Leishman, the proposed chairman, reported that he did not have sufficient time to handle the responsibility. The name of the Hospital and Welfare task force was changed on a recommendation made later in the meeting by Mr. McNitt.)

Mr. Rubel asked Mr. McNitt to present the report which he had been asked to prepare at the June 4 meeting covering his recommendations for task force departmental assignments and study procedure. Mr. McNitt passed out the copies of the report to the Committee. Mr. McNitt summarized the report stating that the Committee should look at the current necessity of the various functions performed by the County departments and whether these functions are mandatory or nonmandatory. He suggested that the Committee pursue the "lay" approach by examining what actually is being done, what organizational structure is being used, and emphasize the question, "Is it necessary?" He stated that the task forces should evaluate the productivity of management and the costs of services provided to the public. Mr. Rubel commended Mr. McNitt for his report. He commented that the first step in examining any department should be the evaluation of the functions it performs. He stated that apparently the official organization chart does not give a true representation of how the departments function.

A general discussion followed on the methods which each task force should follow. Mr. McClellan stated that each task force needs to identify what the major problems are and come to a clear understanding of the issues before going into depth. Dr. Bollens emphasized that the task forces should concentrate on the key policy areas. Otherwise, detail studies of functional operations would require a large professional staff. Mr. Mazzei pointed out that the task forces should confer with employee groups - social workers and probation officers, for example - as well as departmental management. It was agreed that each task force must develop well-defined plans and that these plans should be coordinated by the Executive Committee.

On Mr. Carr's motion it was agreed that no information would be released by the Committee except through the Chairman and Vice-Chairman.

On Dr. Bollens' motion the Flood Control District was reassigned from the Organization and Management task force to Construction, Leasing and Public Works task force.

Mr. Rubel proposed that the Executive Committee should meet to review Mr. McNitt's report in detail and to further delineate plans of action for the task forces. It was agreed that the Executive Committee would meet immediately after the adjournment of the Full Committee.

A motion was made by Mr. McNitt and approved that the Organization and Management task force be instructed to turn over their questionnaire information from the various departments to the other task forces.

Mr. Roche reported that Mr. Hollinger had asked that Mr. Hoover, Chief of the Special Services Division in the CAO, be assigned as advisor to the Committee and introduced Mr. Hoover to the Committee. Mr. Rubel stated that with the reorganization of the task forces the assignments of the advisors would have to be changed. He asked Mr. Roche to confer with Mr. Hollinger on the matter.

Mr. Rubel adjourned the meeting at 10:05 AM.