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HIGHLIGHTS
Volume 52 Issue 3



SENT ON BEHALF OF SACHI HAMAI, CHIEF EXECUTIVE OFFICER

To All County Employees:

As our efforts to slow the spread of COVID-19 intensify, Los Angeles County’s Health Officer and the Governor of California have issued important new directives that ban all public and private gatherings, direct residents to stay at home as much as possible, and order the closure of malls, playgrounds, and all other “non-essential” businesses—from golf courses to nail salons.

Essential businesses like grocery stores, gas stations, and banks are all still open for business—and so is the County of Los Angeles.

In fact, it’s hard to imagine anything more essential than the work that you, our Los Angeles County employees, are currently performing.

I am writing to underscore that in Los Angeles County government, we are all essential.

Although our buildings are closed to the public, our vital services continue, from law enforcement and firefighters to health care workers, social workers and eligibility staff. Our libraries are available online, and our entire County family is working around the clock to help people affected by COVID-19 in ways large and small.

This is an all-hands-on-deck moment for the County.

By law, every County employee is also a disaster service worker and considered essential. The CEO has encouraged Department Heads to allow telecommuting for essential employees wherever possible. Essential workers assigned to telecommute remain subject to recall and reassignment.

While many employees are able to telework during this crisis if their job assignment permits, others must continue to report to work in person to fulfill vital roles. But—whether you are working from home or reporting in person—you are an essential worker. Check with your manager to make sure you understand your assignment and working arrangement.

Here are some of the other ways we are complying with the official directives to protect you and your families, while also ensuring that L.A. County remains the public's safety net.

- Teleworking is now in place to make working from home possible for many employees, including those 65 and older and/or with underlying medical conditions that make them likelier to become seriously ill from the virus.
- We're asking employees to stay home if they are feeling even mildly ill, and to call their doctors—rather than visiting in person—to find out whether they need to be tested.
- For those whose assignments don't permit them to work from home, we are changing workplace configurations so employees can remain the recommended six feet apart.
- We've turned in-person meetings into virtual get-togethers, and we are encouraging managers to permit scheduling flexibility where possible for employees who are juggling changes in family responsibilities due to this crisis.

I'd like to thank you for the remarkable efforts you are making under difficult circumstances, and to underscore the important role you are playing as public servants who are keeping our County running.

I also wanted to reiterate the common-sense guidance we all should be following: practice social distancing, don't leave the house except for essential activities, and reach out by text or phone to check in on friends and neighbors, especially those who are older. Get outside for a walk, eat healthy food and make sure to carve out time to decompress with a little binge-watching or a good book.

For a more comprehensive look at how this emergency and the new orders will affect your work and personal life, as well as life in the communities we serve, please consult this document, [What County and State Orders Mean for Residents and Employees](#).

This public health emergency has affected virtually every aspect of our lives—on the job and off. I will be keeping you informed about this fast-moving situation as it develops and also encourage you to stay up with the latest on our website, covid19.lacounty.gov.

For a little inspiration about how you can brighten the lives of others, especially older adults, check out the “How you can help” section of the website covid19.lacounty.gov/covid19/how-you-can-help/.

It's a reminder that we're in this together, and our communities and neighbors are counting on us.

With appreciation,

Sincerely,



Sachi A. Hamai
Chief Executive Officer, Los Angeles County

Event Cancellation Information

Visit <http://hr.lacounty.gov> for information on employment opportunities with the County of Los Angeles

I have tickets to a Center Theater Group canceled event.

If you purchased tickets to The Book of Mormon, The Antipodes, or Block Party at the Ahmanson Theatre, Mark Taper Forum, and Kirk Douglas Theatre, check the e-mail addressed used to purchase for instructions on refunds and exchanges. For further questions please contact tickets@ctgla.org.

I purchased tickets to an event at Ford Theater.

Tickets purchased for events will automatically receive an account credit that can be used to:

- Exchange your tickets for any future 2019/20 season performance. All exchange fees will be waived.
- Donate tickets and receive a tax deduction for the total ticket value.
- Receive a refund for the value of your ticket.

For assistance please contact by email at information@laphil.org, or by phone at 323-850-2000 (daily 10am-6pm).

Center Theatre Group

(213) 628-2772

www.centertheatregroup.org

Grand Park

(213) 972-8080

www.grandparkla.org

The Music Center

(213) 972-7211

www.musiccenter.org



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Submissions to the DIGEST may be edited or otherwise altered for clarity.

Check out the DIGEST at:
<http://hr.lacounty.gov/about-the-county/>



What is a “Disaster Service Worker” (DSW)?

A DSW is a volunteer or public employee who will provide assistance and service to the community in times of crisis.

If you are a County of Los Angeles employee and a U.S. citizen, you are most likely a public employee **Disaster Service Worker**.

DSW provides supplemental support to County departments and emergency organizations such as the Red Cross.

DSW duties may include: packing food boxes, registering shelter evacuees, transporting people & supplies, serving as a translator, and more.



Source: FEMA News Photo

As a DSW, you need to:

- 1) Take the **Oath/Affirmation of Loyalty (PPG 230)**;
- 2) Complete the **County of Los Angeles DSW Training**; and
- 3) Sign the **Annual Acknowledgement Form**.

Additional trainings such as National Incident Management System, Local Assistant Center Management Training, or Point of Dispensing Management Training, may be arranged by your department based on your designated roles and responsibilities.

You will be assigned to a duty category based on the needs of the emergency/disaster response.

Benefits of being a DSW

As a DSW, you will learn to:

- ◆ Prepare for emergencies at your home & workplace.
- ◆ Help your Community recover after a disaster.
- ◆ Better understand the emergency preparedness of the County.



County Employees are Disaster Service Workers

California Government Code, Section 3100 – 3109

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance...in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers...

All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation...



As a County of Los Angeles employee, what do I need to do in a County-wide emergency?

- ◆ **Family First!** Employees should ensure the safety of their households (family, friends, pets) first before responding as a DSW.
- ◆ County employees respond as a DSW **only when requested**.
- ◆ You will be assigned either a **General** or **Specialized** duty.
- ◆ As a DSW, you may be asked to report to your normal worksite or an alternate location.

Most employees will be assigned a General Duty

General Duty:

Administration (executive, finance, clerical)
Human Services (interpreters, food or shelter distribution, interpreters, evacuee registration)
Laborer (sorter, packer, loader, security)
Logistics (warehouse supply, transportation)

Specialized Duty:

Only assigned to employees with specialized license or training.
Duties may include : animal rescue, fire, law enforcement, medical, search & rescue, utilities, safety inspector, environmental health, and communications.



Source: FEMA News Photo





A message from Director of Personnel Lisa M. Garrett

Andrea Ketchens is known by her coworkers for her warm smile and encouraging attitude.

I know her as one of our engaging and passionate Los Angeles County employees who just needed a little support to find stability for her and her family.

Andrea is one of more than 62 employees who have found permanent work in the County through the Temporary Services Registry Program, also known as TempLA.

The TempLA program provides on-the-job training, paid work experience and professional development resources for residents facing barriers to employment, which can include lack of work experience or justice-involvement. The goal of this temporary employment program is to provide participants with the tools they need to obtain permanent work with Los Angeles County or the private sector, return to school, or take the next stage in their professional career. Among the people we aim to help are Los Angeles County residents who are, or have, experienced homelessness.

Andrea and her family experienced homelessness for about two years — couch surfing and spending time in motels and other temporary places.

She needed a stable job and an opportunity to gain experience. That’s where TempLA comes in.

Andrea joined TempLA in 2017 and her first assignment was as an office support assistant for the Department of Public Works. She worked there until last November when she was offered a permanent job in the Department of Public Social Services as an intermediate clerk.

With the permanent job, Andrea says she’s found stability, a place to call home, and is giving back to the residents of Los Angeles County.

We know that job training, career development, and being provided with an opportunity can be life changing. We have seen this time and again with Andrea and the other participants of the TempLA program.



Thanks to you...

191



...people have participated in the TempLA program to date. They've gained valuable work experience, earned a paycheck, and served their communities.



Andrea Ketchens now works for the Department of Public Social Services' El Monte office where she performs clerical duties. Andrea started working full-time in November after successfully participating in TempLA.

Share Your Heart Share Your Home

Become a Foster/Adoptive Parent

March is social work appreciation month! Have you thanked a social worker this month? If not, make a social worker's day and tell them you appreciate the long hours they work to ensure child safety and the dedication they demonstrate to all children and families.

Jeremiah, age 15, is a great kid with a happy demeanor. He enjoys all kinds of food, especially tacos, salad, and Cheez-Its. He loves the outdoors and likes to strut his skills with a basketball. He is also very capable of being tidy and organized. Jeremiah is receiving services through Regional Center. He is learning to express himself and is able to communicate with some words. He can follow directions on a one-to-one level and can make his needs known through short sentences. He often uses a whisper or low tone of voice to get his thoughts across. Jeremiah is in good health, and is able to perform basic self-care. He is a charming youth that loves to color and greatly enjoys being read to. He is considerate and kind with other children his age. Jeremiah is a child who can thrive in a supportive environment with structure and stimulation, and with a family who can be his advocate. There is funding and services to help the right family provide that special home for Jeremiah. With so many pieces of the puzzle in place, all he needs now is a family to surround him with the love and support every child needs to become the best they can be! Call 888-811-1121 to learn more about adopting Jeremiah!

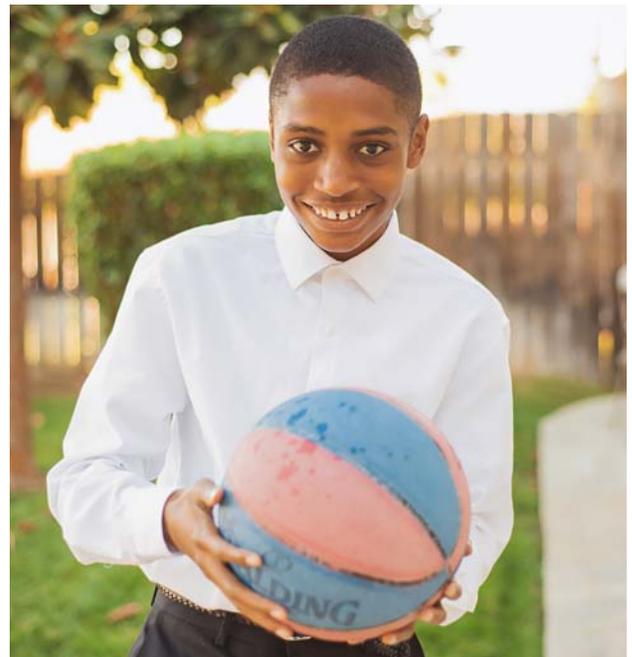


Photo by Reanne Marchman

CENSUS 2020 IS COMING TO LA COUNTY



MARCH 12: FIRST DAY TO BE COUNTED

LA County households will begin to receive mail from the U.S. Census Bureau with an invitation to complete the census form online. When the invitation arrives, you can immediately respond for your household online or by phone. **Every household in Los Angeles should receive an invitation by April 1, 2020.**

MID-MARCH: GET HELP COMPLETING YOUR FORM

Public locations known as “Questionnaire Action Kiosks” will open in libraries, community centers and other locations in neighborhoods throughout LA County to provide you with help and an opportunity to fill out the census form.

APRIL 1: CELEBRATE NATIONAL CENSUS DAY

Join millions of people throughout the country by completing your census form online.

APRIL 8 - 16: BE COUNTED BY MAIL

If you prefer to respond by mail, reminders and paper copies of the census form will be mailed to LA County households.

APRIL 20 - 27: LAST REMINDER

Households that have not yet completed their census form will receive final reminder postcards before in-person visits from Census workers begin.

MAY - JULY: HOUSEHOLD VISITS

U.S. Census Bureau workers begin visiting households across LA County that have not completed a census form to make sure everyone is counted.

JULY 31: LAST DAY TO PARTICIPATE

Final deadline to submit your household’s census survey.

Want to learn more? Visit census.lacounty.gov.

PARTICIPATING IN THE CENSUS is easy!

The census form can be completed in about 10 minutes online, by mail or over the phone. You will be asked questions like your age and whether you own or rent your home.

WHEN CAN I COMPLETE MY CENSUS FORM?

Beginning in March 2020, every household in the country will receive a notice from the U.S. Census Bureau with instructions on how to complete the census survey online.

HOW IS THE CENSUS INFORMATION USED?

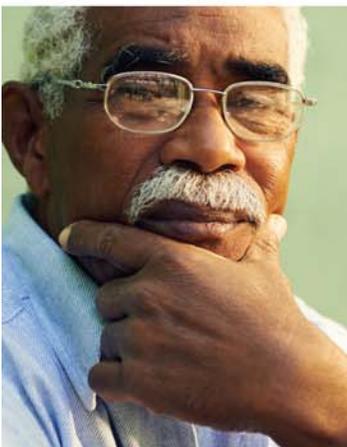
The U.S. Census Bureau will collect the information provided and create statistics that will determine how much federal funding your community will receive in the next 10 years for schools, hospitals, transportation, social services and more.

Every household
should receive
a letter
requesting that
they complete
a census survey
by Census Day on
April 1, 2020!



WILL THE CENSUS BE OFFERED IN OTHER LANGUAGES?

The online survey will be offered in **thirteen different languages**. You may also answer the questions by phone in English or in 12 additional languages. However, paper surveys will only be available in English and Spanish.



WHERE CAN I FIND ADDITIONAL INFORMATION?

You can get additional information about the census on the LA County census website: census.lacounty.gov.

WHERE CAN I GET HELP COMPLETING THE CENSUS?

Beginning in mid-March, mobile locations known as “**Questionnaire Action Kiosks**” will open to the public in libraries, community centers and other locations in neighborhoods throughout LA County to provide you with additional information about the census and an opportunity to fill out the census form in person.



STEPS FOR HANDWASHING

Stop the spread of germs and keep yourself and others from getting sick.



1. Wet your hands with warm water.



2. Lather up with soap. Soap gets rid of the oil that helps germs stick to your hands.



3. Rub and scrub your hands together for at least 20 seconds. Strongly rub and scrub your wrists, palms, between fingers, under your nails, and the backs of your hands. The soap and scrubbing action loosens the germs off your hands.



4. Rinse your hands thoroughly with warm, running water.



5. Dry your hands completely with a clean towel or paper towel. Use the towel to turn off the faucet when you're finished drying your hands. Throw the paper towel away.

If soap and water aren't available, use an alcohol-based hand sanitizer. Alcohol-based hand sanitizers can usually be found as a gel or wipes. Make sure the product is at least 60 percent alcohol.

To use an alcohol-based hand sanitizer:

- Rub the gel or wipe all over both hands.
- Rub hands together for 30 seconds until they feel dry.



LA County Library Launches Newly Updated Digital Collections

LA County Library has launched a newly updated Digital Collections platform, containing rare and unique images, documents, and audiovisual materials that document the history and culture of Los Angeles County. The collections represent digitization collaborations between LA County Library, County departments, and members of various communities who have contributed personal materials documenting the historical experiences of LA County residents. The update includes easier navigation, additional tools to help reuse and contribute to the collections, and a mobile-friendly version.

See what County park facilities looked like in 1927, or photos of honored leaders and visionaries from the African American Living Legends Series in 1980. Go back in time to the early 1900s and see mules and carts traveling along PCH in Malibu, or travel to East Los Angeles in the 1940s where local community members have contributed historical and personal photographs of the people and places important to the area. The Digital Collections are rich with historical and geographic information and provide opportunities for researchers, residents, and the general public to explore the region's history. Visit LA County Library's Digital Collections at <http://history.lacountylibrary.org/>.

For information on partnerships and contributing to the collections, contact Kelly Riddle, Digital Projects Coordinator, at kriddle@library.lacounty.gov.



FLAMES AND SMOKE MAY PREVENT YOU FROM USING A DOOR. A WINDOW MAY BE YOUR BEST OPTION.

For safety tips, download the LACoFD's Family Instructions for Rapid Escape (F.I.R.E.) guide and coloring book at fire.lacounty.gov.



DHR Update on Employee Guidance COVID-19

This website <https://employee.hr.lacounty.gov/directors-message-2/> is here to provide the latest information to you, our employees, on the Novel Coronavirus (COVID-19) and how it may impact you at work. Visit this site often to find updates to our:

1. Frequently Asked Questions (FAQs) <https://employee.hr.lacounty.gov/faqs/>
2. Official memoranda – Guidance for Employees, Managers and Supervisors
3. COVID-19 Equity Statement
4. Ill-At-Work Assessment

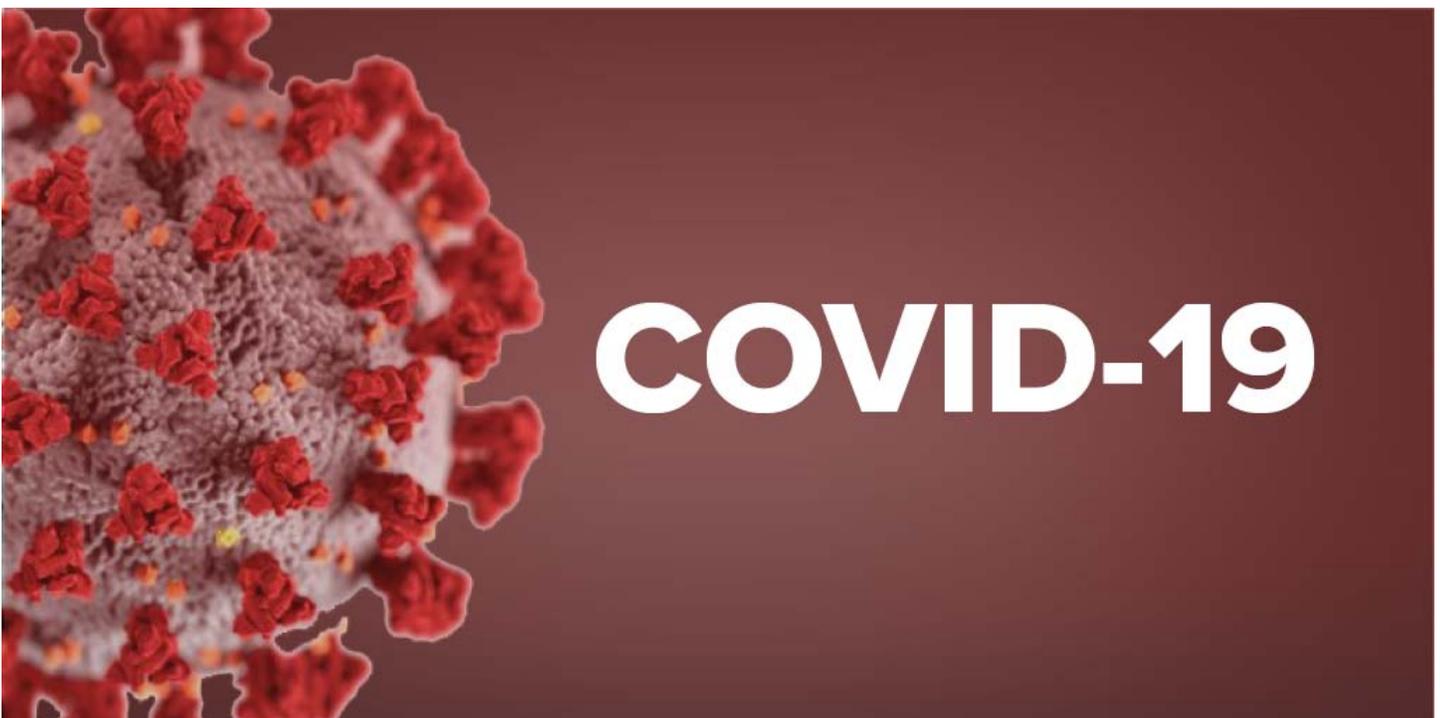
DHR will continue to work closely with the Department of Public Health (DPH) to ensure that our guidance is based on facts and best practices.

As LA County employees, we are the public safety net and must remain dedicated to providing comprehensive and quality services to our communities that is so desperately needed at this time. DHR is here to support all employees in keeping themselves, their families, and the public safe.

Additional information about COVID-19 can be found by visiting:

- LA County Department of Public Health – <http://www.publichealth.lacounty.gov/media/Coronavirus/>
- Centers for Disease Control & Prevention – <https://www.cdc.gov/>

If you have questions that are not answered here or by one of the provided public health links, you may submit your questions to covid19@hr.lacounty.gov. Your questions will help keep our FAQs up-to-date.



Retirees

Congratulations for your many years of service to the County of Los Angeles

45+ Years

CHIEF EXECUTIVE OFFICE: Duana Elam
HEALTH SERVICES: Gloria C. Gonzales, Steve Molina
PUBLIC SOCIAL SERVICES: Beverly D. Robinson
SUPERIOR COURT: Katherine L. Wilson

40+ Years

AGRICULTURAL COMMISSIONER/WEIGHTS & MEASURES: Richard K. Iizuka
CHIEF EXECUTIVE OFFICE: Hui M. Pak
DISTRICT ATTORNEY: Laurie Blaustein
HEALTH SERVICES: McKinley R. Stephens
INTERNAL SERVICES: Herbert R. Hailey
PROBATION: George P. Sahagun
PUBLIC HEALTH: Carolyn J. Burton, Pamela D. Clardy
PUBLIC SOCIAL SERVICES: Evelyn Orange
REGIONAL PLANNING: Elaine Sainz
SUPERIOR COURT: Chris P. Stewart, Grace H. Rodriguez

35+ Years

BEACHES AND HARBORS: Zemedkun Solomon
CHIEF EXECUTIVE OFFICE: Harvey T. Kawasaki
CHILDREN & FAMILY SERVICES: Dorothy Williams
DISTRICT ATTORNEY: Daniel H. Brown, Terri S. Engler
FIRE: Karl L. Schultz, Tamara D. Moser
HEALTH SERVICES: Diana L. Barker, Josephine Clements, Kenneth M. Cook, Hesoo Hwang, Marcia H. Kapuniai, Arlene Malabanan, Murphy K. Min
INTERNAL SERVICES: Cindy S. Gracia
MENTAL HEALTH: Michael J. Martin
PROBATION: Murphy Ruffins, Francisco L. Trejo, Wesley Woo, Michael R. Zahn
PUBLIC HEALTH: Gail M. Takaki Alfar
PUBLIC SOCIAL SERVICES: Angelina Aguilar, Natasha L. Williams
PUBLIC WORKS: Kennard A. Pau
SHERIFF: Michael I. Ascolese, Lawrence E. Delmese, Dale K. Eernisse, Sean R. Gibson, Benjamin R. Verduzco
SUPERIOR COURT: Yvonne M. Hiroto
TREASURER AND TAX COLLECTOR: Nancy Watts

30+ Years

AUDITOR-CONTROLLER: Merlinda Pagunsan, Steven Smith
CHIEF EXECUTIVE OFFICE: Sandra J. Claggett
CHILDREN & FAMILY SERVICES: April L. Jackson, Sandy H. Lee, Marilyn A. Spalinger
DISTRICT ATTORNEY: Vincent Maldonado
FIRE: Kenneth Brown Jr., Joseph Grayston, Tony Haberman
HEALTH SERVICES: Irene Fung, Rosalind M. Hale Walton, James K. Pratt, Lyshawn L. Sparrow, Clara Tyson, Lisa Urias-Martinez
INTERNAL SERVICES: Jeffrey D. Ashley, Dana Bufka
MENTAL HEALTH: Renato I. Galano
PROBATION: Rafael Gonzalez, Darren L. Kemp, Carnell Pritchett
PUBLIC DEFENDER: Julie Croghan, Deanna Gerald
PUBLIC HEALTH: Romelia Gallegos, Sarkis Kharadjian
PUBLIC SOCIAL SERVICES: Grach Chuldzhyan, Huoth B. Tan
PUBLIC WORKS: Jesse R. Cisneros, John C. Guild, Nary Kousoum, Ousama L. Nimri
SHERIFF: Eric Allen, Scott Anger, James Atkinson Jr., Aaron Bartsch, Paul Bednarski, Wayne Bilowit, David Bryant, Eric Conway, Patricia Creason, Kimberly Dunkley, Chad Eitner, Randy Fruto, David Furedi, Anthony Gunn, Kirk Halladay, Wayne Hogue, Brandt House, Keith Kanouse, Raye Morales, Andrew Negrete, Cheryl Newman-Tarwa, Leopold Noyola, Araceli Pedroza, Valentine Rosario III, Erico Sandoval, Wilbert Seelhorst, Darryl Stone, Kevin Unland, Steve Woolum
SUPERIOR COURT: Annette L. Beltran, Sergio A. Gonzalez, Judy M. Jao, Bernice Real, Eleanor Verner

25+ Years

AUDITOR-CONTROLLER: Gilda Deriada
CHIEF EXECUTIVE OFFICE: Hamid A. Tizani
CHILDREN & FAMILY SERVICES: Luzviminda G. Azarcon, Greta Durelli, Robin B. Hill, Penny E. Nelson, Cheryl Rose, Maria C. Trevino
CHILD SUPPORT SERVICES: Neville T. Chin
FIRE: Antonio Soto
HEALTH SERVICES: Arakel Davitian, Cassandra Dixon, Valerie J. Eberly, Paul C. Osunwa, Olga L. Samaneigo, Zeyneba I. Tahir
INTERNAL SERVICES: Joseph Galera, Barbara Miller
PROBATION: Maria E. Marquez, Donald R. Vaughn
PUBLIC SOCIAL SERVICES: Thanh Le, Patrick Muro, Ricardo Rohde
PUBLIC WORKS: Peter A. Imaa
SHERIFF: Michael A. Barlow, Patrick B. Dorsey, Billy G. Lovell Jr., Robert S. Maclean, Randy G. Niles, Carlos Quintana, Marlene Diaz



PROTECT2020

2020 Elections Alert

According to the Department of Homeland Security, foreign interference/voting tampering continues to threaten U.S. elections in many forms, including the active spreading of false information. Most recently, foreign governments have used cyberattacks and agitation on social media to influence the information environment in the United States and Europe. The use of cyber-enabled tactics are extremely manipulative and can create confusion for legitimate registered voters in areas within counties throughout the United States.

Some known tactics for election tampering:

- *Convincing audiences to abstain from voting in cities, counties and states*
- *Promoting disinformation about voter registration within communities*
- *Promoting disinformation about Election Day*
- *Performing cyber attacks to disrupt official voting registration platforms*
- *Conducting cyber attacks on voting infrastructure or public service to prevent voting*
- *Gaining unauthorized access and manipulating registration data to prevent voting*

Here are some precautionary steps you can take from being deceived:

- In an attempt to earn your trust, cybercriminals may use fake or stolen social media accounts for malicious purposes.
- Ensure the online resources (e.g., Twitter, Instagram, blogs, etc.) you follow are trusted.
- Be sure to report any misinformation that is related to the election to the County Registrar-Recorder/County Clerk (RRCC) at <https://lavote.net/contact-us>.
- For voting information, please visit RRCC's website at <https://lavote.net/>.

Additional information regarding the election alerts can be found on the Department of Homeland Security website: <https://www.dhs.gov>.