



COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS
579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-2406 FAX (213) 621-0387

BRANCH OFFICE
3333 WILSHIRE BOULEVARD • LOS ANGELES, CALIFORNIA 90010
(213) 738-2222 FAX (213) 637-0820

MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

July 24, 2006

To: Each Supervisor

From: Michael J. Henry
Director of Personnel

Subject: **TAKE OUR DAUGHTERS & SONS TO WORK DAY 2006**

On February 7, 2006, a motion was passed proclaiming April 18, 2006 as "Take Our Daughters and Sons to Work Day" in the County of Los Angeles. As stated in your Board Order, you instructed department heads to participate in the annual celebration by creating plans and forwarding them to me.

Fifteen of the 38 departments submitted plans ranging from mock trials to a tour of their facility giving their young guests a sense of the daily operations in the workplace. Attached please find copies of the plans.

If you have any questions or need additional information, please call me at (213) 974-2406 or your staff may contact Sandra Wallace Blaydow, Human Resources Manager, at (213) 351-8945. Thank you.

MJH:STS
SWB:eb

Attachments

c: All Department Heads



Kurt E. Floren
Agricultural Commissioner/
Director of Weights and Measures

COUNTY OF LOS ANGELES

**Department of
Agricultural Commissioner/
Weights and Measures**

12300 Lower Azusa Road
Arcadia, California 91006-5872
<http://acwm.co.la.ca.us>

Robert G. Atkins
Chief Deputy

April 12, 2006

TO: Michael J. Henry
Director of Personnel

FROM: Kurt E. Floren 
Agricultural Commissioner/
Director of Weights and Measures

SUBJECT: TAKE OUR SONS AND DAUGHTERS TO WORK DAY

Our Department will participate in the observance of Take Our Sons and Daughters to Work Day on Tuesday, April 18, 2006. We are encouraging employees to bring their sons and/or daughters, ages 9-16, to work with them and introduce the children to the environment, organizational structure and interpersonal communications that occur in the workplace. We hope that the experience will inspire their future enthusiastic participation in the labor force.

We have elected not to conduct a centralized presentation as past years' experience has proven that, due to a wide range of ages of attendees, it is difficult to hold the attention of each of the children. Children will spend the day shadowing their parents, observing and taking part in various work assignments and responsibilities throughout the Department. The children will finish the day with a better understanding of the workplace and the variety of careers the Department of Agricultural Commissioner/Weights and Measures and the County of Los Angeles have to offer.

KEF:RGA:awp

Mina, John

From: Rubin, Glenn [GRubin@apd.co.la.ca.us]
Sent: Wednesday, April 05, 2006 9:50 AM
To: Mina, John
Subject: FW: "TAKE OUR DAUGHTERS AND SONS TO WORK DAY"

Hi John:

Our Department (Alternate Public Defender) will be participating in the Superior Court's "Take Our Daughters and Sons To Work Day" program on Tuesday, April 18, 2006. This program will be held at the Clara Shortridge Foltz Criminal Justice Center from 8:00 a.m. to 12:00 p.m. The attached e-mail was sent to all staff of the Alternate Public Defender.

If you have any questions please call me at (213) 974-8231. Thanks.

From: Rubin, Glenn
Sent: Tuesday, April 04, 2006 2:27 PM
To: Everyone
Subject: "TAKE OUR DAUGHTERS AND SONS TO WORK DAY"

The Los Angeles Superior Court will celebrate "Take Our Daughters and Sons to Work Day" on Tuesday, April 18, 2006 by hosting a program for young men and women who are between the ages of 9 to 16. This program will be held at the Clara Shortridge Foltz Criminal Justice Center (the building formerly known as CCB). The program will run from 8:00 a.m. to 12:00 p.m. and in the past it has included a welcome from a judge, a tour of the lockup, and a visit from the LAPD Bomb Squad Unit. The Superior Court is charging \$3.50 for each child attending to help with the costs of the program. An enrollment form must be completed for each child attending (I have the enrollment forms at my desk). The deadline for enrolling a child is Friday, April 7. At the end of the program, a certificate of completion will be presented to each participant. If you are interested in bringing a child to this event, please call me as soon as possible at (213) 974-8231. Branch employees are welcome to enroll a child or they can call their courthouse to see if a similar event is being planned there. Any children interested in attending this event at CCB will need to report to the Central Office on April 18 by 7:45 a.m. and they will be escorted to CCB.

4/5/2006



COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012-2766
PHONE: (213) 974-8301 FAX: (213) 626-5427

J. TYLER McCAULEY
AUDITOR-CONTROLLER

to John McCauley

Copy to:

STS

Clarke

Hopkins

Blaydow

or
4/11/06

April 11, 2006

To: Michael J. Henry
Director of Personnel

From: J. Tyler McCauley *JTM*
Auditor-Controller

SUBJECT: TAKE OUR DAUGHTERS & SONS TO WORK DAY - APRIL 18, 2006

This year marks the Department of Auditor-Controller's tenth consecutive year of participation in "Take our Daughters & Sons to Work Day." My staff continues to work diligently to ensure that this day is meaningful to the children as well as the parents and mentors who sponsor them. With continued staff participation, we expect to once again host approximately 50 children, as in past years.

Scheduled activities are as follows:

- 7:30 am to 9:30 am Children will be provided with a continental breakfast, issued identification badges, and greeted by line staff, who will talk about the inner-workings of the department.
- 9:30 am to 11:15 am Children will take tours of different divisions within the Auditor-Controller where representatives will explain a little about the various functions performed within their respective divisions. During this time, the children will also attend the Board of Supervisors meeting for a short while.
- 11:15 am to 1:15 pm Children will take the Metro to Shared Services Division for a tour and have lunch with their parent/mentor in the Wilshire area. After lunch, the children will take the Metro back to the Hall of Administration.
- 1:15 pm to 3:00 pm Children will participate in a group photo by the Hall of Administration courtyard fountain and after will "go to work" with their parent or mentor.

3:00 pm to 4:30 pm Children will receive closing remarks from John Naimo, Assistant Auditor-Controller, and then will receive Certificates of Participation and "Paychecks". (This is \$5 prepaid by parents and mentors during registration.)

We are pleased that we can continue our participation in this event, and are confident the day will be worthwhile for all participants.

Please contact me if you have any questions or your staff may call Michelle Day at (213) 974-0356.

JTM:WW:KZR:md

Rec'd 4/19/06



Philip L. Browning
Director

COUNTY OF LOS ANGELES
Child Support Services Department



Josephina
2003

April 17, 2006

TO: Michael J. Henry
Director of Personnel

FROM: *plb* Philip L. Browning, Director

SUBJECT: **TAKE OUR DAUGHTERS & SONS TO WORK DAY – APRIL 18, 2006**

As requested in your Take Our Daughters & Sons To Work Day memo, dated February 23, 2006, attached for informational purposes only are the plans for the day for the Child Support Services Department.

If you have any questions or need additional assistance, please call me at (323) 889-3340, or your staff may contact Celina Johnson at (323) 889-6417.

PLB:lm

Attachments



COUNTY OF LOS ANGELES

Child Support Services Department



AGENDA

"Take Our Daughters and Sons To Work Day"

April 18, 2006

5770 S. Eastern Ave.
Commerce, CA 90040
Law Library 3rd floor
9:00am to 3:30pm

- Start:** Breakfast 2nd floor Lunchroom
8:00am – 9:00am
- Welcome:** Rose Ann Waiters, Personnel Officer
Steven J. Golightly, Chief Deputy Director
9:00am – 9:30am
- Speakers:** Aaron Blackburn, (LA Police Department)
9:30am – 10:00am
- Ken Kramer, (Animal Control)
10:00am – 10:30am
- Captain Shandrik (Fire Department)
10:30am – 11:00am
- Activities:** Games / Tour
11:00am – 12:00pm
- Lunch:** Lunch with Parent/Guardian
12:00pm – 1:00pm (Work w/Parent 1:00pm – 2:00pm)
1:00pm – 2:00pm (Work w/Parent 12:00 pm – 1:00 pm)
- Distribution:** Gift bags, Certificates and Drawings
2:00pm – 3:00pm
- Closing:** Philip L. Browning, Director
3:00pm – 3:30pm

04/06/06

TO: Celina Johnson, WORKPLACE PROGRAM COORDINATOR
HUMAN RESOURCES DEPARTMENT

FROM: Mavis E. Vasquez, DAUGHTER & SON DAY COORDINATOR
INTERSTATE DIVISION

SUBJECT: "TAKE YOUR DAUGHTERS & SONS TO WORK DAY"
DATE: TUESDAY, April 18, 2006

ITINERARY

- 8:00 – 10:00** **Breakfast / Orientation / Introduction of Participants:**
During breakfast participants will be given their name badge and questionnaire to complete, with name, school, grade, hobbies, what they want to be when they grow up, why and who they came with.
Tour: of the division participants will be encouraged to ask questions.
- 10:00 – 12:00** **Time to Work:** Participants will be split into teams to assist the employees and/or work projects will be assigned.
- 12:00 – 1:00** **Lunchtime:** Interstate – Each parent/ sponsor will take their child out to lunch. However, those who go to lunch at 1:00 will continue to work until their lunchtime.
- 1:00 – 2:00** **Lunchtime:** Participants who went to lunch at 12:00 will resume working at 1:00 until the other shift returns.
- 2:00 – 2:30** **Questions & Answers:** Participants will be asked questions to see how much they were paying attention during the tours and demonstrations across the street (Fire Dept., National Guard, etc).
- 2:30 – 3:00** **Speaker / Discussion:** Interstate Administration/ Management will speak on CSSD issues and express how happy we were to have them here this year.
- 3:00 – 4:30** **Presentation/ Debriefing/ Goodbye:**
Participants will receive their certificates, hand-outs, back to school slips and their goody bags. Refreshments will be served (punch & cake). All areas where events were held will be cleaned by the participants before they are dismissed.

BRING YOUR KIDS TO WORK DAY
Tuesday, April 18, 2006

PROGRAM/ACTIVITIES

CCW/CPD
600 S. Commonwealth
Los Angeles

Part I - Activities

Welcome/ Introductions	Cecille Manalo-Lopez Administrator	8:15 - 8:45
Refreshments - Room 309		
Courtroom Visit with Judge	Commissioner Roberta Lee Dept. 2E	8:45 - 9:30
Sheriff's Visit and Tour	Deputy CeCe Lumpkin and Deputy Rhogena Byrd	9:30 - 10:15
Break	Refreshments - Jury Room	10:15 - 10:45

Part II - Activities

Presentation on Child Safety	Deputy Snapper L.A. Sheriff's Dept.	10:45 - 11:15
Court Bingo Game	Conference Room 309	11:15 - 11:45
Certificates	Conference Room 309	11:45 - 12:00

Program to end approx. 12:00 - Kids will go to lunch with their parents/sponsors

AGENDA
SONS AND DAUGHTERS DAY
APRIL 18, 2006
9:00 A.M. TO 3:00: P.M.
DIVISION IV – EL SEGUNDO
GINEY HERRING, COORDINATOR

9:00 A.M.
REGISTRATION
Conference Room 103

9:30 A.M.
CONTINENTAL BREAKFAST
Training Room

10:00 A.M.
WELCOME
Stephanie Brown, CSO II

10:10 A.M.
SPECIAL INTRODUCTION OF CHILDREN

10:30 A.M.
INTRODUCTION TO CSSD
Robert Friedlander, Head Attorney
Kathleen McEnroe, Asst. Head Attorney

OVERVIEW OF CSSD
Janet King, SCSO

10:45 A.M.
Short video

11:00 A.M.
WORK IN ACTION
Committee Members

12:00 P.M.
LUNCH

2:00 P.M.
Reassemble Training Room
Photo Time with Parents

2:15 P.M.
WORKING IN CORPORATE AMERICA
Patricia Roche, Area Administrator

2:30 P.M.
PRESENTATIONS
Certificates
Gift

Closing and Acknowledgements
Giney Herring, Coordinator

CALL CENTER KIDS DAY AGENDA

7:00 – 8:30	CONTINENTAL BREAKFAST Meet & Greet / BREAK
8:30 – 8:15	WELCOME Hcso Andrew Doswell
8:15 – 9:30	TOUR OF CALL CENTER
9:30 – 10:30	DIVISION 2 SPEAKERS Aaron Blackburn, Police Officer 9:30-10:00 Ken Kramer, Animal Control 10:00 – 10:30
11:00 – 11:30	ASK THE KIDS
11:30 – 12:00	ASK THE ADULTS Hcso Cardelia West Hcso Teofilo Guadiz
12:00 – 1:00	LUNCH HOUR
1:00 – 3:30	GAMES Bingo - Story template Unscramble the word – Word Find Crossword puzzle – Hang Man

MEET & GREET- “Getting to know you”, “What do we have in common?”

The kids learn about the richness of each other’s lives and interest outside of school.

TOUR OF CALL CENTER – Kids get an up front view of their parents work place.

ASK THE KIDS – Kids will be asked to think about their work and home life in the future and how they might manage them.

ASK THE ADULTS – A number of recruited adults will be interviewed. The kids will find out about their home, work life, and how they manage them.

BINGO – The kids will play an active bingo game together. Their job will be to walk around the room trying to find the person who fits the answer on their bingo card.

STORY TEMPLATE – Kids are asked to complete family-work life stories by filling in the blank spaces provided nouns, adjective, adverbs, and so on. The result is a silly, often very funny story.

UNSCRAMBLE THE WORD – Kids unscramble words that relate to creating a new and better world, and then solve a riddle.

WORD FIND – The kids search for hidden words that relate to sharing and working well with others.

CROSSWORD PUZZLE – Kids complete a puzzle that describes different types of jobs they may have in the future.

HANG MAN – Fill in the blanks using the alphabets to complete the word.

Sample words: child support, arrears, etc...

Tuesday, April 18, 2006

Division III will again be participating in "Take Our Daughters and Sons to Work" scheduled for April 18, 2006. We will meet with all Supervisory staff and formed committees to plan the various fund raising events so we can buy goodies for the children. Al Reyes of the Communication and Marketing Department is providing giveaways for the children. We currently have 42 children between the ages of 9-16 scheduled to attend.

Below is the proposed schedule for the event:

8:00 a.m. to 10:00a.m.	Orientation & Tour of the Building We plan to have fruit, bake goods and juice for the children, they will sign in and be issued their name tags and questionnaires (which will be turned in at the end of the day) DC Mandel will welcome the children; staff volunteers will give them a brief tour of the building
10:00a.m. to 12p.m.	The children will be working in groups, on pre-assigned work. Each group will be monitored
12p.m. to 2p.m.	The children will go to Lunch with the employee who brought them, depending on the employees lunch hour
2:00p.m to 3:00p.m.	Back to Work
3:00p.m. to 4:30p.m.	One guest speaker TBA (Attorney) >>>this time will be for questions and answers. The children will be asked to complete and turn in the questionnaires about their work experience. In that time refreshments will be served and the children will receive Work Day Certifications.

Division III Event Coordinator: Gladys Landry-Holman
(626)974-0539

Gladys R. Landry-Holman
Child Support Officer II

KLVA 7/1/06



COUNTY OF LOS ANGELES
DEPARTMENT OF CONSUMER AFFAIRS

Members of the Board
Gloria Molina
Yvonne Brathwaite Burke
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich

"To Enrich Lives Through Effective and Caring Service"

Pastor Herrera, Jr.
Director

April 11, 2006

COPY to:
BLAYDOW
Hopkins
ca
4/10/06

TO: Michael J. Henry
Director of Personnel
FROM: Espie Hernandez *(eh)*
Volunteer/Internship Coordinator

SUBJECT: "TAKE OUR DAUGHTERS AND SONS TO WORK DAY"

The Department of Consumer Affairs (DCA) is pleased to inform you that our employees will be participating in *Take Our Daughters and Sons to Work Day* on Tuesday, April 18, 2006.

DCA's participants will be engaging in:

- Observation of daily operation and responsibilities of DCA's Administrative Services, Consumer Services Division, Dispute Settlement Services, Real Estate Fraud Program and the Small Claims Court Advisor's Program
- Side by side observation of Investigators counseling consumers via the telephone and in person on landlord/tenant issues, Identity Theft, home loans and repairs, and Small Claims procedures
- Reviewing tip sheets and DCA's telephone scripts for readability
- Refilling supply orders and doing minor administrative tasks

The participants will end the day with a better understanding of:

- The services offered by the Department of Consumer Affairs
- The variety of careers in consumer protection and within the County of Los Angeles

If you have any questions, please contact me at (213) 974-9740 or via email at ehernand@co.la.ca.us.

Attachment

c: Pastor Herrera, Jr.
Timothy R. Bissell



COUNTY OF LOS ANGELES
DEPARTMENT OF CONSUMER AFFAIRS

"TAKE OUR DAUGHTERS & SONS TO WORK DAY"

AGENDA

Tuesday, April 18, 2006

- 8:15 a.m.** **Welcome by Pastor Herrera, Jr.**
- Meet in B-96 Conference Room for a continental breakfast
 - Receive photo I.D. badges
 - Photo opportunity with Pastor Herrera, Jr.
- 9:00 a.m.** **Tour of DCA**
- Meet and greet DCA Managers
 - Overview of work assignments to participants
- 10:00 a.m.** **Morning Break**
- 10:20 a.m.** **Continue with Work Assignments**
- 12:00 p.m.** **Lunch/Field Trip to Olvera Street**
- 1:40 p.m.** **Continue with Work Assignments**
- 2:00 p.m.** **Afternoon Break**
- 2:20 p.m.** **Continue with Work Assignments**
- 4:00 p.m.** **Closing Remarks by Pastor Herrera, Jr.**
- Certificate/Gift Presentations

Sample

The County of Los Angeles
Department of Consumer Affairs
presents this certificate to:



ASHLEIGH N. AQUINO

for participating in our 2006
Bring Your Sons &
Daughters To Work Day.



Pastor Herrera, J.r.
Director

TAKE YOUR DAUGHTERS & SONS TO WORK DAY
TUESDAY, APRIL 18, 2006

Theme: "Shaping the Future"

AGENDA

- 8:30 a.m. Welcome – Continental Breakfast (Law Library)
- 9:00 a.m. "Welcome to the County" Video
- 9:20 a.m. What District Are You In? (Interactive Game)
- 9:30 a.m. Break
- 9:45 a.m. Trip to Board Room
- 10:00 a.m. Trip to Music Center/Cathedral
- 11:00 a.m. Staff – Attorneys/Paralegals- Q&A (Library)
- 11:30 a.m. Making a Difference: Interviews (Imagining the Future)
- 11:45 a.m. Bingo Game -(pending time remaining)
- 12 noon Back to Parents

"Take Our Daughters and Sons to Work Day"

TUESDAY, APRIL 18, 2006 – 8:30 A.M. - NOON

RSVP FORM

(Please check all boxes that apply.)

- Yes, I will be participating by bringing the child(ren) listed below.

Child's First and Last Name	Boy	Girl	Child's Name	Your relationship to child

- Yes, I would like to volunteer as a chaperone for that day.
(Supervisor's approval is required.)

_____ I can volunteer for the entire event from 8:30 a.m. to Noon.

_____ I can volunteer as indicated _____

Your Name: _____ Work Number: _____

Supervisor's Approval: _____ Date: _____

Please e-mail or fax this completed form no later than Thursday, April 13, 2006 to the attention of Diane Quarker at (213) 617-6780 or Dquarker@counsel.co.la.ca.us.

County Counsel staff will make every effort to ensure the safety of those who participate in "Take Our Daughters and Sons to Work Day." However, please be aware that you are ultimately responsible for each guest you bring to this event.



COUNTY OF LOS ANGELES

FIRE DEPARTMENT

1320 NORTH EASTERN AVENUE
LOS ANGELES, CALIFORNIA 90063-3294
(323) 881-2401

Michael Freeman
5/10/06

P. MICHAEL FREEMAN
FIRE CHIEF
FORESTER & FIRE WARDEN

April 12, 2006

Michael J. Henry, Director
Department of Human Resources
579 Kenneth Hahn Hall of Administration
Los Angeles, CA 90012

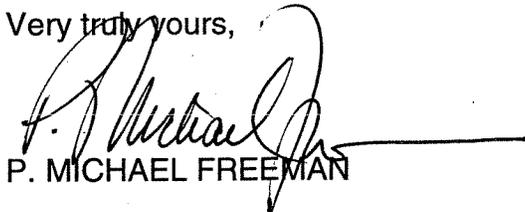
Dear Mr. Henry:

On Tuesday, April 18, 2006, Bring our Sons & Daughters to Work Day, the Los Angeles County Fire Department will be taking the children to Fire Station 64 in the City of San Dimas.

After a fire safety presentation, they will be given a tour of the fire station and helicopter.

If you have any questions, please contact Battalion Chief Charles Gutierrez, Public Affairs Section, at (323) 881-2472. Thank you.

Very truly yours,


P. MICHAEL FREEMAN

PMF:kiz

SERVING THE UNINCORPORATED AREAS OF LOS ANGELES COUNTY AND THE CITIES OF:

AGOURA HILLS
ARTESIA
AZUSA
BALDWIN PARK
BELL
BELL GARDENS
BELLFLOWER
BRADBURY

CALABASAS
CARSON
CERRITOS
CLAREMONT
COMMERCE
COVINA
CUDAHY

DIAMOND BAR
DUARTE
EL MONTE
GARDENA
GLENORA
HAWAIIAN GARDENS
HAWTHORNE

HIDDEN HILLS
HUNTINGTON PARK
INDUSTRY
INGLEWOOD
IRWINDALE
LA CANADA FLINTRIDGE
LA HABRA

LA MIRADA
LA PUENTE
LAKEWOOD
LANCASTER
LAWNDALE
LOMITA
LYNWOOD

MALIBU
MAYWOOD
NORWALK
PALMDALE
PALOS VERDES ESTATES
PARAMOUNT
PICO RIVERA

POMONA
RANCHO PALOS VERDES
ROLLING HILLS
ROLLING HILLS ESTATES
ROSEMEAD
SAN DIMAS
SANTA CLARITA

SIGNAL HILL
SOUTH EL MONTE
SOUTH GATE
TEMPLE CITY
WALNUT
WEST HOLLYWOOD
WESTLAKE VILLAGE
WHITTIER

April 4, 2006

To: All DHR Staff

From: Amylen Clarke, Administrative Deputy
Administrative Services



Subject: **TAKE OUR DAUGHTERS & SONS TO WORK DAY – APRIL 18, 2006**

On February 7, 2006, the Board of Supervisors approved a motion by Mayor Michael D. Antonovich proclaiming Tuesday April 18, 2006 as "Take Our Daughters and Sons to Work Day" throughout the County of Los Angeles.

By participating in programs such as "Take Our Daughters & Sons to Work Day", boys and girls are offered the chance to explore and learn about jobs in the County and they can interact with employees who perform these jobs. This activity also complies with the Service Excellence goal in the County's Strategic Plan, to provide our young people with access to information about County services.

On April 18, 2006, you are encouraged to bring a girl or a boy between the ages of 9 and 16 to participate in this year's activities. Programs and activities will be announced as soon as the activity times have been confirmed.

Attached you will find an RSVP form for this event. It is important that you RSVP by Friday, April 14, 2006 so that we can appropriately plan and organize the event.

The forms should be forwarded to Naomi Kitano, in Room 585 at Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles, CA 90012

If you have any questions, please contact Ms. Kitano at (213) 893-1192.

MJH:ADC

LCH:nk

Attachment

TAKE OUR SONS AND DAUGHTERS TO WORK DAY

RSVP FORM

- Yes, we would like to participate in "Take Our Sons and Daughters to Work Day" on Tuesday, April 18, 2006.

Guest Name	Girl	Boy	Age
1.			
2.			
3.			

We also welcome volunteers who would like to be chaperones. If you are interested, please clear with your supervisor first, then indicate your availability below:

- I can volunteer for the entire day.
 I can volunteer in the A.M.
 I can volunteer in the P.M.

Volunteers will be notified if they need to report on April 18, 2006.

Name of Host:	Work Phone No.:
---------------	-----------------

Note: DHR staff will make every effort to ensure the safety of all who participate in Take Our Sons and Daughters to Work Day. However, please be aware that the host is ultimately responsible for each guest they bring to participate in this event.

Take our Daughters & Sons to Work Day
Tuesday, April 18, 2006

Time	Activity
8:15 am	Continental Breakfast
8:30 am	Welcome Michael J. Henry, Director of Personnel
8:45 am	Meet the Managers
9:15 am	Picture Taking With Supervisors Gloria Molina and Mike Antonovich
10:00 am	Observe BOS Meeting
11:00 am	Lunch
11:40 am	Field Trip: Start walking to Music Center
12:00 noon	Docent Tour: Music Center & Walt Disney Concert Hall
1:30 pm	Role Playing: Recruitment for the Position "Spiderman"
3:00 pm	Afternoon Snack
3:15 pm	Activity: Design a DHR T-shirt
3:30 pm	Certificate Presentation

COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH

TAKE OUR DAUGHTERS AND SONS TO WORK

PARTICIPATION FORM

Program / Bureau / Division Name: Public Guardian

Contact Person: Dana Callaway

Phone Number: 213 974-0323 Pay Location: 14

The above Program / Bureau / Division will participate in the Take Our Daughters and Sons To Work Day - Tuesday, April 18, 2006

Planned Activities:

Introduction of daughters/sons to co-worker work alongside of parents

Games/prizes

Tax Valet downstairs

Tax court

Completion certificate

Manager's Name: CHRISTOPHER FIERRO

Manager's Signature: [Signature]

Fax the completed form on or before Tuesday, April 4, 2006 to:

Natasha Bitter
Human Resources Bureau
Fax: (213) 637-5892
Phone: (213) 738-4775

COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH

TAKE OUR DAUGHTERS AND SONS TO WORK

PARTICIPATION FORM

Program / Bureau / Division Name: Arcadia Mental Health Center

Contact Person: Linda Stone-Abrams

Phone Number: 626-821-4631 Pay Location: 35

The above Program / Bureau / Division will participate in the Take Our Daughters and Sons To Work Day - Tuesday, April 18, 2006

Planned Activities:

- welcome breakfast & orientation to clinic services
- hands on learning about clinic activities, including shadowing staff to learn about their work
- assist with simple clinic tasks (eg. help copy, collate forms, etc).

Manager's Name: Lenard Tower

Manager's Signature: Len Tower

Fax the completed form on or before Tuesday, April 4, 2006 to:

Natasha Bitter
Human Resources Bureau
Fax: (213) 637-5892
Phone: (213) 738-4775

COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH

TAKE OUR DAUGHTERS AND SONS TO WORK

PARTICIPATION FORM

Program / Bureau / Division Name: Edelman Children's Clinic

Contact Person: Ana Caballero

Phone Number: 310 766 6601 Pay Location: 06

The above Program / Bureau / Division will participate in the Take Our Daughters and Sons To Work Day - Tuesday, April 18, 2006

Planned Activities:

Organizing play rooms, do crossword puzzles, playing matching games and creating business cards.
Have a pizza party for the kids.

Manager's Name: Melisa Gallardo

Manager's Signature: Melisa Gallardo

Fax the completed form or before Tuesday, April 4, 2006 to:

Natasha Bitter
Human Resources Bureau
Fax: (213) 637-4892
Phone: (213) 737-4775

COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH

TAKE OUR DAUGHTERS AND SONS TO WORK

PARTICIPATION FORM

Program / Bureau / Division Name: Augustus F. Hawkins MHC

Contact Person: Portia Marshall

Phone Number: (310) 668-4307 Pay Location: 31

The above Program / Bureau / Division will participate in the Take Our Daughters and Sons To Work Day - Tuesday, April 18, 2006

Planned Activities:

- Tour of Augustus F. Hawkins
- Assess Child/Adolescent waiting room and select items to place inside the room. Also the children will create murals to place on the walls.
- Create sign hangers for staff (i.e. in session, Do Not Disturb, etc.)
- Lunch (Subway) including an Ice Cream Sundae Surprise

Manager's Name: Carol Vernon

Manager's Signature: [Handwritten Signature]

Fax the completed form on or before Tuesday, April 4, 2006 to:

Natasha Bitter
Human Resources Bureau
Fax: (213) 637-5892
Phone: (213) 738-4775

COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH

TAKE OUR DAUGHTERS AND SONS TO WORK

PARTICIPATION FORM

Program / Bureau / Division Name: Compton Mental Health
 Contact Person: Don Wells
 Phone Number: (310) 668-6891 Pay Location: 24

The above Program / Bureau / Division will participate in the Take Our Daughters and Sons To Work Day - Tuesday, April 18, 2006

Planned Activities:

- games
- videos
- filing - non confidential documents
- Xeroxing

Manager's Name: Don L. Wells
 Manager's Signature: [Handwritten Signature]

.....
Fax the completed form on or before Tuesday, April 4, 2006 to:

Natasha Bitter
Human Resources Bureau
Fax: (213) 637-5892
Phone: (213) 738-4775

COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH

TAKE OUR DAUGHTERS AND SONS TO WORK

PARTICIPATION FORM

Program / Bureau / Division Name: San Fernando MHC

Contact Person: Wendi Tovey

Phone Number: 818-832-6161 Pay Location: 65

The above Program / Bureau / Division will participate in the Take Our Daughters and Sons To Work Day - Tuesday, April 18, 2006

Planned Activities:

Kids are coming to the clinic @ 3:30, they will have a tour, we will put charts together - talk about what we do - helping others, importance of calling about our feelings and will end the day with ice cream sundaes.

Manager's Name: Wendi Tovey

Manager's Signature: Wendi Tovey

Fax the completed form on or before Tuesday, April 4, 2006 to:

Natasha Bitter
Human Resources Bureau
Fax: (213) 637-5892
Phone: (213) 738-4775

COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH

TAKE OUR DAUGHTERS AND SONS TO WORK

PARTICIPATION FORM

Program / Bureau / Division Name: DOROTHY KIRBY CENTER

Contact Person: FE M. FAROL

Phone Number: 323-981-4348 Pay Location: 83

The above Program / Bureau / Division will participate in the Take Our Daughters and Sons To Work Day - Tuesday, April 18, 2006

Planned Activities:

- Structured activities (e.g. crafts, art, games) to be conducted with children -

Manager's Name: Angela Houser-Betti, PsyD

Manager's Signature: Angela Houser-Betti, PsyD

.....

Fax the completed form on or before Tuesday, April 4, 2006 to:

Natasha Bitter
Human Resources Bureau
Fax: (213) 637-5892
Phone: (213) 738-4775

COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH

TAKE OUR DAUGHTERS AND SONS TO WORK

PARTICIPATION FORM

Program / Bureau / Division Name: ADULT SYSTEMS OF CARE

Contact Person: MARIA AMILATEGUI

Phone Number: 738-4381 Pay Location: 18

The above Program / Bureau / Division will participate in the Take Our Daughters and Sons To Work Day - Tuesday, April 18, 2006

Planned Activities:

LIGHT BREAKFAST
TAKE THEM ON A TOUR OF DMH HEADQUARTERS
MEET JIM ALLEN / DR. DALY
LUNCH - WITH PARENT / FRIENDS

Manager's Name: Jim Allen (by Kim Anderson)

Manager's Signature: [Signature]

.....
Fax the completed form on or before Tuesday, April 4, 2006 to:

Natasha Bitter
Human Resources Bureau
Fax: (213) 637-5892
Phone: (213) 738-4775

Mina, John

From: Vigil, Anita [Anita.Vigil@laprob.org]
Sent: Monday, April 17, 2006 8:02 AM
To: Mina, John
Cc: ELT; Bedgood, Judith; Bryant, Sabra; Byrnes, Gina; Corbin, Vara; Fragoso, Dalila; Garcia, Mark; Johns, Lorraine; Johnson, James; Kondo, Kenneth; Mendoza, John; Nguyen, Duc; Oshiro, Jane; Owens, Donald; Ruttlen, Shakeitha; Salas, Regina; Stutenroth, Melissa; Villar, Jose
Subject: TAKE OUR DAUGHTERS & SONS TO WORK REPORT

John Mina
TAKE OUR DAUGHTERS & SONS TO WORK DAY
Department of Human Resources
Headquarters
Kenneth Hahn Hall of Administration

Dear Mr. Mina,

The Probation Department's Customer Service and Satisfaction Steering Committee (CSSSC) embraced this year's TAKE OUR DAUGHTERS & SONS TO WORK DAY as part and parcel of our positive employee relations work for the department. The CSSSC is a group of representatives from each operating bureau tasked with the development and implementation of morale building programs. We believe that in addition to expanding county children's career perspectives, this effort underscores how important families and family values are to creating a model work environment.

The Probation CSSSC was able to tap the resources provided by the MS Foundation in this year's events. Our plans are as follows:

The department's administrative bureaus are joining with Los Padrinos Juvenile Hall this year to host our children and employees in an informative and exciting program. Presentations on career opportunities and demonstrations will be presented by subject experts in juvenile justice programs, facilities engineering, and administrative arenas. In addition, the program includes a feature film with a questions and answers period following.

Probation field service offices will participate in this effort at several locations including, Foothill, Pomona, Crenshaw, Pomona Valley and Pretrial Services. These offices plan programs that include tours of court rooms and skits with participants' conducting mock interviews!

We anticipate participation levels for youth at 200 with accompanying parents. Participating locations plan a complete schedule beginning with continental breakfast and awards luncheons. Certificates of participation will be presented to children and employees.

We thank you for the opportunity to provide our most valued resources – our employees- a way to share the knowledge and experiences of their work with their children in this very important fashion.

Sincerely,

Anita Vigil
for the
PROBATION DEPARTMENT
CUSTOMER SERVICE & SATISFACTION STEERING COMMITTEE

Revd 4/14/06



MICHAEL P. JUDGE
PUBLIC DEFENDER

LAW OFFICES
LOS ANGELES COUNTY PUBLIC DEFENDER

CLARA SHORTRIDGE FOLTZ
CRIMINAL JUSTICE CENTER
210 W. TEMPLE STREET, SUITE 19-513
LOS ANGELES, CALIFORNIA 90012
(213) 974-2801 / FAX (213) 625-5031
TDD (800) 801-5551

EXECUTIVE OFFICE

April 7, 2006

COPY to:

BLAYDOW

OR

4/14/06

TO: Michael J. Henry
Director of Personnel

FROM: Michael P. Judge
Public Defender

SUBJECT: TAKE OUR DAUGHTERS AND SONS TO WORK DAY - APRIL 18, 2006

On February 7, 2006, the Board of Supervisors approved a motion proclaiming April 18, 2006 as "Take Our Daughters and Sons to Work Day" throughout the County of Los Angeles.

In accordance with the Board's instructions, the Office of the Public Defender has created plans for our department and are forwarding them to you for your information. Our plans for "Take Our Daughters and Sons to Work Day" will include most of our thirty eight office locations. The day's activities will be coordinated by a site coordinator, and will include presentations by mentors in our various disciplines, courtroom visits, a possible visit to the Board of Supervisors meeting (Civic Center offices only), and tours of our offices.

In an effort to encourage employees to bring a girl or boy between the ages of nine and 16, to work on April 18, 2006, we have distributed a memo from me to each employee encouraging employees to bring a child to work with them on April 18, 2006. We have also prepared correspondence for each Head Deputy and Administrative Manager in our office outlining the program and asking them to forward the names of the designated site coordinator, the plan for the day at their locations, the names of the sponsors, and the names and ages of each participant to our Departmental Coordinator.

We look forward to this important and exciting opportunity to share our work experiences with young girls and boys in our lives and in our communities.

If you have any questions, or need additional information, you may call me or your staff may call Janet Turner Yarbrough, of my staff at (213) 974-2980.

MPJ:JTY:j

"To Enrich Lives Through Effective and Caring Service"

" To Enrich Lives Through Effective and Caring Service "

**DEPARTMENT OF PUBLIC SOCIAL SERVICES
PLAN FOR TAKE OUR DAUGHTERS AND SONS TO WORK DAY
APRIL 18, 2006**

BACKGROUND:

On March 21, 2006, Human Resources Memo # 06-31 "Take Our Daughters and Sons to Work Day" was released department-wide. The memorandum included the purpose of the event, departmental guidelines, suggested activities for the day, a website address to assist in planning activities, and due dates for reports about the activities of the day.

PLANNED ACTIVITIES:

Each office in the Department has created a committee to plan a diverse range of activities catering to the participants attending the event. The activities will be focused on the Department's Mission Statement of "Enriching Lives Through Effective and Caring Service" and this year's theme of "Shaping the Future." Below are examples of our planned activities:

- Motivational talks by guest speakers on different career opportunities and the importance of education;
- Brainstorming activities on how to help needy families;
- Filling out application forms, doing mock interviews, dressing for success tips, and simulating job fairs;
- Drawing and other art activities;
- Building a personal computer;
- Conducting mock appeal hearings by the Appeals and State Hearing Section;
- Question & Answer sessions;
- Photographing sessions; and
- Handing of Certificates of Participation and Appreciation.

FUNDRAISING:

To fund the activities, snacks, meals and materials needed for the event, each office coordinator held at least one fundraising activity. Some examples of the fundraising activities are:

- Departmental employees donated in cash or in kind.
- District offices held bake sales, raffles, and/or white elephant sales.



AGENDA

“TAKE OUR DAUGHTERS & SONS TO WORK DAY”
Tuesday, April 18, 2006

DEPARTMENT OF REGIONAL PLANNING

8:15 a.m.	Continental Breakfast
8:30 a.m.	Welcome and Introduction
8:45 a.m.	Orientation
9:00 a.m.	Pictures with Supervisors
9:15 a.m.	County Government at Work (BOS meeting)
10:15 a.m.	DRP GIS Tour/Speaker
11:00 a.m.	Program Summary/Certificates
11:30 a.m.	Lunch (with Mentor)
1:00 p.m.	Work with Mentor



COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR



KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 437
LOS ANGELES, CALIFORNIA 90012

MARK J. SALADINO

TREASURER AND TAX COLLECTOR

April 11, 2006

to John...

TELEPHONE
(213) 974-0703

FACSIMILE
(213) 626-1812

TO: Michael J. Henry
Director of Personnel

FROM: Henry Roman *HR*
Assistant Treasurer and Tax Collector

COPY to:
ETS
CLARKE
Hopkins



cc
4/11/06

SUBJECT: TAKE OUR DAUGHTERS AND SONS TO WORK DAY

The Department will be holding a brief welcome reception in the morning that will include a Power Point presentation and the distribution of snacks. After the reception, the sponsors will escort their guests back to their work areas. At the end of the day, sponsors and children will meet again for the presentation of participant certificates and distribution of gift bags.

Staff have been informed that the children are to be supervised at all times and should be kept busy with organized work assignments such as filing, sorting, alphabetizing, or similar clerical work.

If you have any questions, please call me or Naomi Guzmán, of my staff, at (213) 974-0704.

HR:NG:ng

Revd 2/24/06



LEROY D. BACA, SHERIFF

County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169

*John
Sno*



Copy to:
SIS
BLAYDOW
Hopkins

March 16, 2006

Mr. Michael J. Henry
Director of Personnel
Department of Human Resources
579 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Dear Mr. Henry:

I am writing to inform you of the Los Angeles County Sheriff's Department plans for the annual "Take Our Daughters and Sons to Work Day."

The Los Angeles County Sheriff's Department is celebrating this event on the nationally suggested day of Thursday, April 27, 2006. By having it on this day, it will allow the local schools to participate in this event. This event is being organized by our Administrative Services Division, Personnel Administration, located at 101 Centre Plaza Drive in Monterey Park.

The Event will take place from 0900 hours until 1100 hours. The scheduled program format will be similar to that of a job fair, wherein we will set-up individual booths for each participating unit. The units participating in the event are as follows:

- | | |
|---|----------------------|
| Transportation Bureau (TST Bus) | Jail Operations |
| Training Bureau (Training Demonstration) | Sheriff's Funny Car |
| Family Crimes Bureau | K9 Dogs |
| Scientific Services Bureau | Mounted Posse |
| Food Services Headquarters (Food Display) | Motorcycle Unit |
| CHIP "The Child ID Program" (Free ID Cards) | Star Unit |
| Community Law Enforcement Partnership Unit | Explorer Honor Guard |
| Arson Explosives Detail | Electrical Unit |
| Medical Services Bureau | Video/Audio Unit |
| Special Enforcement Bureau (SEB) | |

A Tradition of Service

Mr. Henry

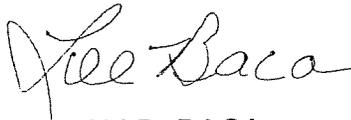
-2-

March 16, 2006

This will allow an opportunity for both boys and girls to get a glimpse of the Department's various units.

If you have any questions, please contact our, "Take our Daughters and Sons to Work Day" coordinator, Deputy Joseph Nicassio, at (323) 526-5780.

Sincerely,

A handwritten signature in cursive script that reads "Leroy Baca".

LEROY D. BACA
SHERIFF