



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

February 9, 2010

To: Supervisor Gloria Molina, Chair
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

ASSISTANCE TO THE PEOPLE OF HAITI AND EMERGENCY PREPAREDNESS CAMPAIGN FOR THE RESIDENTS OF LOS ANGELES COUNTY (ITEM NO. 65-A AGENDA OF JANUARY 19, 2010) – STATUS REPORT

On January 19, 2010, your Board approved a motion by Supervisor Mark Ridley-Thomas concerning assistance to the people of Haiti. Your Board's directive to the Chief Executive Office (CEO) requested the following:

1. Prepare a five-signature letter of thanks to President Barack Obama on the Administration's decisive action on Haiti during this time of crisis (Attachment I);
2. Post on the County's Website information on how County residents may provide assistance to the people of Haiti (Attachment II);
3. Prepare a report to your Board on other ways employees may contribute to the rescue and recovery efforts; and how County medical personnel who so desire may travel to Haiti to provide medical services, which are in high demand; and
4. Direct the CEO Office of Emergency Management (OEM) to prepare a campaign to remind County residents to be prepared for a major disaster.

Additional Assistance to Haiti

The County's annual Charitable Giving campaign raises funds through payroll deductions and one-time department fund raisers. The campaign is conducted from late August to December in partnership with five, Board-approved fund distribution agencies - United Way of Greater Los Angeles, Brotherhood Crusade, Asian Pacific Community Fund, EarthShare California, and United Latino Fund.

"To Enrich Lives Through Effective And Caring Service"

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Intra-County Correspondence Sent Electronically Only**

These non-profit agencies work directly with community-based organizations to provide health and human services to County residents in need. Within the County's diverse population is a sizable number of residents, whose native country is Haiti.

Employees have two options with regard to the fund distribution agencies. Employees may sign up for a monthly payroll deduction that would go to one of the five agencies with a request to send their contribution, less the administrative fee, to either the American Red Cross or the Salvation Army. Alternatively, employees may make a one-time donation, specifically earmarked for Haitian relief, to the agencies. These options can be promoted this year to employees as part of the Charitable Giving campaign.

The CEO Workplace Programs Office can also work with both the American Red Cross and the Salvation Army to establish an "Adopt a Haitian Family" program. County employees who so desire may contribute indefinitely to the support of a designated Haitian family. While both agencies, so far, have requested only financial contributions, we may want to explore the feasibility of adding a clothes donation component to the program.

County Medical Personnel

In 2005, your Board approved an ordinance to allow employees to donate leave time for the Hurricane Katrina Charitable Relief effort (Attachment III).

The Hurricane Katrina Leave Donation Program allowed employees to donate up to three days of paid leave to disaster relief by forfeiting the time in exchange for a County contribution to the Red Cross, Salvation Army, or United Way equal to the cash value of the time. Your Board approved the processing of leave donation requests under this program up to a maximum of \$2.0 million dollars on a countywide basis. A similar program could be established for the Haitian disaster.

Emergency Preparedness

OEM manages the Emergency Survival Program (ESP) which provides earthquake and other emergency preparedness information to County residents on an ongoing basis. ESP materials are available electronically to County residents at www.espfocus.org and printed materials are distributed at emergency preparedness fairs held throughout the year. OEM also works with community groups and other stakeholders to distribute information within faith-based, ethnic and educational communities. OEM and other ESP stakeholders are currently updating 2010 campaign materials and are actively seeking funds to support the cost of printed editions. In addition to ESP, an all-hazards Los Angeles County Emergency Survival Guide (Guide) has been developed collaboratively by OEM and your Board offices. The Guide is now available electronically on the County Website and Spanish translation is underway. OEM is working to identify funds that might be used to translate the Guide into additional languages and support the cost of creating printed editions. Once printed materials are available, OEM plans to work with 211 LA County to mail the Guide to each household in the County's unincorporated areas.

Each Supervisor
February 9, 2010
Page 3

If you have any questions, please have your staff contact Ellen Sandt at (213) 974-1186 or esandt@ceo.lacounty.gov or Victoria Pipkin-Lane at (213) 974-2495 or vpipkin@ceo.lacounty.gov.

WTF:ES:MKZ
VPL:JF:acn

Attachments

c: All Department Heads

2010-02 02-09-2010 WTF Response to 01-19-10 Board Agenda Item 65-A



COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 383
LOS ANGELES, CALIFORNIA 90012
(213) 974-1411 • FAX (213) 620-0636

MEMBERS OF THE BOARD

GLORIA MOLINA

MARK RIDLEY-THOMAS

ZEV YAROSLAVSKY

DON KNABE

MICHAEL D. ANTONOVICH

SACHI A. HAMAI
EXECUTIVE OFFICER

January 22, 2010

The Honorable Barack H. Obama
President of the United States
1600 Pennsylvania Avenue, NW
Washington, D.C. 20500

Dear Mr. President:

We are writing to thank you, acknowledge and commend you for the efforts that you have put in place to help the people of Haiti. Your swift and decisive leadership during this time of crisis proved invaluable in mobilizing our national resources to alleviate the humanitarian crisis that the Haitian people now endure.

Your prompt action in prominently displaying information on the White House website related to Haiti Earthquake relief and the prompt mobilization of national resources will greatly aid in the recovery efforts now and for time to come.

We greatly appreciate your leadership on this critically important matter.

Sincerely,

GLORIA MOLINA
Chair of the Board
Supervisor, First District

MARK RIDLEY-THOMAS
Supervisor, Second District

ZEV YAROSLAVSKY
Supervisor, Third District

DON KNABE
Supervisor, Fourth District

MICHAEL D. ANTONOVICH
Supervisor, Fifth District

COUNTY OF LOS ANGELES WEBSITE ANNOUNCEMENT

Assistance to the people of Haiti – County residents and employees are encouraged to consider making, on a strictly voluntary basis, financial contributions to help the earthquake victims in Haiti. Contributions should be sent to the following organizations:

American Red Cross

International Response Fund
P.O. Box 37243
Washington, D.C. 20013

Credit card donations may be made by telephone at:

1-800-RED CROSS (English), or
1-800-257-7575 (Spanish)

Contributions may be made online at www.redcross.org.

The Salvation Army

World Service Office
International Disaster Relief Fund
P.O. Box 630728
Baltimore, MD 21263-0728

Credit card donations may be made by telephone at:

1-800-725-2769

Contributions may be made online at www.salvationarmyusa.org.



MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Violet Varona-Lukens, Executive Officer
Clerk of the Board of Supervisors
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Auditor-Controller
Chief Administrative Officer

At its meeting held October 25, 2005, the Board took the following action:

13

The following item was called up for consideration:

Chief Administrative Officer's recommendation to approve introduction of an ordinance to establish the Hurricane Katrina Leave Donation Program which allows County employees to donate up to three days of paid leave to Hurricane Katrina disaster relief by agreeing to forfeit the time in exchange for County contributions to the Red Cross, Salvation Army, or United Way, equal to the cash value of the time; and approve the following related actions:

Approve the processing of leave donation requests under the program through December 31, 2006, up to a maximum of \$2 million on a County-wide basis (all funds);

Instruct the Auditor-Controller, in conjunction with each County department, to process the requests in order received, until December 31, 2006, or until the \$2 million limit is reached;

Instruct the Auditor-Controller to report all such payments to the Board and Chief Administrative Officer, and instruct the Chief Administrative Officer to return to the Board with recommendations in the event employee requests to donate more than the \$2 million aggregate are received; and

(Continued on Page 2)

13 (Continued)

Instruct the Chief Administrative Officer and the Auditor-Controller to prepare the appropriate forms and procedures, and issue the instructions and guidance to County departments and employees necessary to implement the recommendations.

On motion of Supervisor Yaroslavsky, seconded by Supervisor Knabe, unanimously carried, the Board adopted the Chief Administrative Officer's attached recommendations.

02102505-13

Attachment

Copies distributed:

Each Supervisor
Auditor-Controller
County Counsel
Director of Personnel
Coalition of County Unions
Los Angeles County Employees Association,
Service Employees Internacional Union, Local 660

(ALSO SEE BOARD ORDER NO. 20 THIS DATE)



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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(213) 974-1101
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DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

October 25, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**ORDINANCE TO ALLOW EMPLOYEES TO DONATE LEAVE
FOR HURRICANE KATRINA CHARITABLE RELIEF
(3-VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve the accompanying ordinance establishing the Hurricane Katrina Leave Donation Program, allowing County employees to donate up to three days of paid leave to Hurricane Katrina disaster relief by agreeing to forfeit the time in exchange for a County contribution to the Red Cross, Salvation Army, or United Way equal to the cash value of the time; and
2. Approve the processing of leave donation requests under this program through December 31, 2006, up to a maximum of \$2 million on a County-wide basis (all funds); instruct the Auditor-Controller, in conjunction with each County department, to process the requests in the order received until December 31, 2006, or until the \$2 million limit is reached; instruct the Auditor-Controller to report all such payments to the Board of Supervisors and the Chief Administrative Officer, and instruct the Chief Administrative Officer to return to your Board with further recommendations in the event employee requests to donate more than \$2 million in the aggregate are received; and
3. Instruct the Chief Administrative Officer and the Auditor-Controller to prepare the appropriate forms and procedures, and issue the instructions and guidance to County departments and employees necessary to implement these recommendations.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

County provided paid leave benefits such as sick leave, vacation, accumulated holiday time, and compensatory time represent economic value to employees and a corresponding financial liability for the County. The purpose of the recommended action is to allow employees who wish to make a charitable contribution to Hurricane Katrina relief efforts, do so by irrevocably forfeiting up to three days of accumulated paid leave time in exchange for an equivalent cash contribution from the County.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

Approval of this leave donation program meets the County's Strategic Goals of Workforce Excellence and Children and Families' Well Being, by providing County employees an additional means of providing aid to the victims of Hurricane Katrina.

FISCAL IMPACT/FINANCING

The paid leave benefits that may be donated under this program include accumulated full-pay sick leave, accumulated vacation benefits, accumulated holiday time, compensatory time off earned in lieu of paid overtime for "nonexempt" employees covered by the Fair Labor Standards Act, and nonelective and elective annual leave for employees covered by the cafeteria benefit plan known as MegaFlex. This time currently represents a liability for the County in that it may be taken as paid time off, or cashed out on a full or partial basis upon termination from County service.

For every dollar of time donated by employees under this program, the accrued balances and related County liability for that time would be reduced by one dollar. In this sense, this proposal is cost neutral. However, in light of the fact that some of the cash expense for this time would have been incurred in future years, this program would likely cause the County to incur some portion of these expenses sooner than would have otherwise been the case. Therefore, we are recommending a County-wide monetary cap of \$2 million at this time. If the program generates employee interest exceeding \$2 million, the Chief Administrative Office will return to your Board with further recommendations prior to incurring any expenditures in excess of this limit.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

This program would become effective with respect to all County employees upon adoption of the implementing ordinance. The Chief Administrative Office and Auditor-Controller would issue the necessary forms and instructions to County departments and employees. Those instructions would essentially provide for each County department to

receive signed authorizations from donating employees and calculate, in each case, the value of the donated time by taking into account the hours donated, and the pay rate for each participating employee at the time the donation is made.

Each department would forward the calculations to the Auditor-Controller and make the necessary adjustments to each participating employee's paid leave records maintained in the County-Wide Timekeeping and Personnel/Payroll System (CWTAPPS). The Auditor-Controller would verify the calculations and CWTAPPS entries, aggregate the value of the donated time, and forward the contributions to the Red Cross, Salvation Army, or United Way as instructed by each employee on the signed authorization form.

Employee authorizations to donate time would be irrevocable and would apply only to Hurricane Katrina disaster relief. They would be handled on a "first come – first served" basis relative to the \$2 million limit. Any requests received after the \$2 million limit has been realized would be considered null and void absent further direction from your Board.

The program would end on December 31, 2006, as that is the sunset date established by the Internal Revenue Service guidance. The Internal Revenue Service guidance also provides that the value of paid leave donations cannot be income to the employees and cannot appear on year-end W-2 statements. Consequently, the contribution amounts cannot be taken as a charitable contribution on individual employee tax returns. These facts would be clearly communicated to all County employees, should your Board approve these recommendations.

This program has been discussed with the Coalition of County Unions, AFL-CIO and SEIU Local 660.

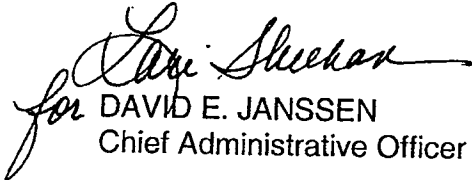
IMPACT ON CURRENT SERVICES (OR PROJECTS)

None.

Honorable Board of Supervisors
October 25, 2005
Page 4

The accompanying ordinance has been approved as to form by County Counsel.

Respectfully submitted,


for DAVID E. JANSSEN
Chief Administrative Officer

DEJ:SRH
WGL:PC:df

c: Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Coalition of County Unions, AFL-CIO
SEIU, Local 660, AFL-CIO

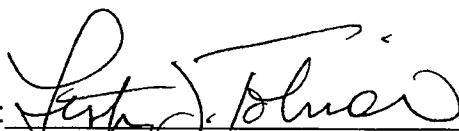
ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County

Code by:

- Adding Section 6.21.020 to establish the Hurricane Katrina Leave Donation Program.

RAYMOND G. FORTNER, JR.
County Counsel

By: 
LESTER J. TOLNAI
Principal Deputy County Counsel
Labor & Employment Division

LJT:mag
(requested 10/05/05)
(revised 10/11/05)
(reviewed by CoCo10/11/05)

ORDINANCE NO. _____

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code to add Section 6.21.020 to establish the Hurricane Katrina Leave Donation Program.

The Board of Supervisors of the County of Los Angeles ordains, as follows:

SECTION 1. Section 6.21.020 is hereby added to read, as follows:

6.21.020 Hurricane Katrina Leave Donation Program

In view of the extreme need for charitable relief in the aftermath of Hurricane Katrina, the board of supervisors has adopted this leave-based donation program to aid victims of this hurricane. This program is intended to comply with the terms of Internal Revenue Service Notice 2005-68 and will be interpreted consistent with that notice and any additional, relevant guidance provided by the Internal Revenue Service.

A. Eligible Participants. Any County employee in active status or on a leave of absence may participate in the Hurricane Katrina Leave Donation Program by completing, signing and returning to the appropriate County department the leave donation authorization form that is approved for use by the Chief Administrative Office. Participation in the program is voluntary.

B. Leave-Based Donations. Participants in the Hurricane Katrina Leave Donation Program may elect to assign to the County the following forms of accrued leave, as applicable and subject to the limitations set forth in C: full-pay sick leave, vacation, holiday time, compensatory time accrued as a non-exempt County employee.

nonelective annual leave under Megaflex for the current year, and elective annual leave purchased under Megaflex for the current year provided that all nonelective annual leave for the current year has been used. Leave may be assigned to the County in increments of a minimum of one (1) hour and in whole hour increments thereafter. Once an election is made, the assignment of donated leave is irrevocable, except as otherwise provided in Section 6.21.020C.

C. Limitations on Leave-Based Donations. The County may limit the number of hours, days and/or forms of accrued leave that may be assigned under the Hurricane Katrina Leave Donation Program and communicate such limits to participants in forms or procedures developed to administer the program. Any change in such limitations will be applicable prospectively. In addition, the Hurricane Katrina Leave Donation Program shall be subject to an aggregate limit on the total cash donation by the County under the program of two (2) million dollars, which may be changed by the board of supervisors in its sole discretion. Any participant elections to donate paid leave that have not been processed at the time that the applicable aggregate limit is reached will be void and the hours of paid leave subject to the void election will not be assigned to the County but will be restored to the participant's leave account.

D. Donations. The leave that is assigned to the County under this program will be converted to cash by the County and one or more cash payments will be made by the County to charitable organizations for the relief of victims of Hurricane Katrina.

Only charitable organizations described in section 170(c) of the Internal Revenue Code and designated by the County will be eligible for participation as an eligible recipient organization. The County will notify participants in the program of the eligible recipient organizations and allow participants to designate which organization they would prefer to benefit. Only one eligible recipient organization may be designated on each authorization form and such direction is irrevocable. Although the County will make every effort to honor each participant's preference, the County reserves the right to change or add to the eligible recipient organizations and redirect the cash payments in its sole discretion to another eligible recipient organization; provided, however, that any new recipient organization shall be described in Internal Revenue Code section 170(c). All cash payments under the Hurricane Katrina Leave Donation Program will be made to eligible recipient organizations no later than December 31, 2006.

E. Restrictions. The leave that is assigned to the County will not be treated as income to the participant and thus the value of the leave will not be treated as compensation for any of the County-sponsored deferred compensation plans or LACERA. Participants may not claim a charitable contribution deduction under Internal Revenue Code section 170 with respect to the value of the leave that has been assigned to the County. Leave that is assigned to the County will not be restored to the participant's leave account and the value of the leave will not be included in termination pay upon the participant's termination from County service. Megaflex participants who assign elective annual leave under the program will not be eligible to receive the cash value of such leave at the end of the year in which the leave has been assigned.

F. Duration of Program. The Hurricane Katrina Leave Donation Program will expire on midnight December 31, 2006; provided, however, that the board of supervisors reserves the right to terminate or amend the program at any time prior to this date.

G. Assignments of full pay sick hours will not count as sick leave used for purposes of applying Section 6.20.030F (2) for the participating employee and will not adversely affect such employee's right to be paid for sick leave hours in lieu of such hours as provided in that section.

H. Administration. The Hurricane Katrina Leave Donation Program shall be administered according to procedures established from time to time by the auditor-controller and chief administrative officer.

SECTION 2. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.