County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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January 28, 2003

To: Each Supervisor

From: Marjorie Kelly, Interim Director
Department of Children and Family Services

Michael J. Henry, Director
Department of Human Resources

Subject: **WORKFORCE REDUCTION PLAN FOR MACLAREN CHILDREN'S CENTER**

The Department of Children and Family Services (DCFS) has established a goal of increasing utilization of community based placement through foster and shelter care resources and family centered services. As a result, there is a reduced dependence on MacLaren Children's Center (MCC) to meet the shelter care needs of children and families, which consequently, is reducing staffing requirements at MacLaren. This is to provide you with information regarding the DCFS' plan for workforce reduction as we continue progress towards this goal.

We have developed a phased approach to implementing projected changes in staffing requirements. Over the past several months, the average child population has dropped from approximately 100 to approximately 25 children. As of January 16, 2003, 146 of the 439 MCC employees have been reassigned to equivalent positions within their respective departments of DCFS, the Department of Mental Health, or the Department of Health Services. An additional 26 staff are scheduled to be reassigned effective February 7, 2003.

The remaining staff will be reassigned as the child population continues to decrease. There are approximately 140 employees at MCC for which there are no equivalent, vacant positions within DCFS. As such, we are preparing for a workforce reduction according to applicable Board policies, Civil Service Rule 19, and Memorandum of Understanding with

employee unions. DCFS and DHR are working closely with the Chief Administrative Office, the Office of Affirmative Action, and the Department of Community and Senior Services. Consultation meetings are being held with representatives from all affected labor unions. In line with policies established by the Board of Supervisors, this is to provide notification to you that the target effective date for workforce reduction actions is March 1, 2003 for surplus employees based on the current population. As the population goes down, further workforce reduction actions may be necessary.

As part of the workforce reduction process, DHR is aggressively coordinating efforts to place potentially impacted employees within the department or in other County departments.

If you have any questions or require additional information, please contact either of us or staff may contact Sandra K. Taylor, Human Resources Manager, at (213) 974-2616.

MK:MJH
STS:SM

c: Chief Administrative Officer
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Director, Department of Health Services
Director, Department of Mental Health
Chief Probation Officer, Probation Department
Director, Community and Senior Services
Affirmative Action Compliance Officer
Superintendent, Los Angeles County Office of Education