COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS
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(213) 974-2406 FAX (213) 621-0387

BRANCH OFFICE
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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

February 18, 2005

To: All Department Heads

From: Michael J. Henry
Director of Personnel

Subject: **TAKE OUR DAUGHTERS & SONS TO WORK DAY – APRIL 26, 2005**

On February 1, 2005, the Board of Supervisors approved a motion by Supervisor Michael D. Antonovich proclaiming April 26, 2005 as "Take Our Daughters and Sons to Work Day" throughout the County of Los Angeles.

As stated in the attached Board Order, you are encouraged to participate in the program by creating plans for your department and forwarding these plans to me for informational purposes only. A report will be sent to the Board describing the activities taking place on that day. The Board also indicated that you should encourage all your employees to take a girl and/or boy, between the ages of nine and 16, to work on April 26, 2005.

To assist you in the preparation of activities for "Take Our Daughters and Sons to Work Day," please direct your staff to the Ms. Foundation Web site at www.ms.foundation.org. The site contains information to assist you in creating a meaningful work day for those involved.

If you have any questions or need additional assistance, please call me at (213) 974-2406, or your staff may contact John S. Mina at (213) 738-2352. Thank you.

MJH:STS
SWB:pc

Attachment

c: Each Supervisor
Chief Deputies
Administrative Deputies
Personnel Officers

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

All Department/District Heads

At its meeting held February 1, 2005, the Board took the following action:

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Supervisor Antonovich made the following statement:

> "Los Angeles County has annually celebrated '*Take Our Sons To Work Day,' and 'Take Our Daughters To Work Day.*' These days give '...sons and daughters the opportunity to spend time in the workplace with a caring adult or mentor.' April 28, 2005 has been designated as 'Take Our Daughters And Sons To Work Day' throughout the Country. Because the Board meets on Tuesday, April 26, 2005, it would be a more appropriate day to celebrate this event throughout the County, and would give sons and daughters the opportunity to see County Government at work."

Therefore, on motion of Supervisor Antonovich, seconded by Supervisor Burke, unanimously carried (Supervisor Knabe being absent), the Board took the following actions:

1. Proclaimed April 26, 2005 as "Take Our Daughters and Sons to Work Day" throughout Los Angeles County;

2. Instructed the Director of Personnel to forward to all Department Heads the "Take Our Daughters and Sons to Work Day" organizing kits from the Ms. Foundation for Women;

3. Encouraged all Department Heads to participate by creating plans for their departments and forwarding the plans to the Director of Personnel for informational purposes;

4. Encouraged all employees to bring a girl and/or boy, age 9 through 16, to work on April 26, 2005; and

5. Authorized placement of a notice about "Take Our Daughters and Sons to Work Day" in the March 15, 2005 paychecks of all County employees.

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Copies distributed:
Each Supervisor

Letter sent to:
President and Chief Executive Officer
Ms. Foundation for Women