



## CEO's Message



### Commuter Assistance Program

County Family,

The significant increases in fuel costs have caused difficulties for employees who commute to work. As a result, many commuters have looked at alternative modes of transportation offered through the Commuter Assistance Program (CAP). The low-cost alternatives and incentives provided by the County are available to all employees.

Incentives for joining CAP include:

- Commuter Club – Employees who carpool, bike, walk, vanpool or commute via train or bus can receive membership to the Commuter Club that provides a discount card that is honored by local merchants through Orange County Transportation Authority's Destination Deals Program along with a \$15 Starbucks gift card. In addition, quarterly drawings are held for the chance to win one of eight \$25 gift cards.
- Carpool/Vanpool Classifieds – If you would like help finding a fellow employee to carpool or vanpool with, your name can be

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## Adopt a Pet During the Dog Days of Summer

Throughout the summer, more animals arrive at the OC Animal Care Center in need of loving homes than any other time of year.

"Although larger numbers of animals are brought into the shelter during the summertime, we generally see a rise in adoptions as well," said Ryan Drabek of OC Animal Care. "Our kennel attendants and volunteer staff are here to guide visitors around the center and help determine which animals they are most compatible with."

To reach residents who are unable to visit the OC Animal Care Center in Orange, a Mobile Adoption Vehicle moves throughout the area, carrying up to nine animals that are available for on-the-spot adoption.

Specialists with the Mobile Adoption Vehicle distribute information about the adoption process and responsible pet ownership.

OC Animal Care produces an online database of adoptable dogs, cats, bunnies, and other critters that is available for residents to search from the comfort of home. To view the database, visit: <http://petadoption.co.orange.ca.us/animals/>.

There are many ways to help animals in need, including volunteer opportunities at the OC Animal Care Center. To learn about becoming a volunteer dog walker, cat companion, mobile adoption assistant, bather, groomer or foster caretaker, call (714) 935-6194.

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Kennel Supervisor Ronnie Yost, OC Animal Care, visits with Lola the Chihuahua.

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added to a list of employees who are also looking for carpool partners.

- Vanpool Incentives – New vanpool groups may receive up to \$400 per month to reduce their monthly lease amount.
- Try the Bus or Train on Us – Any employee who has not ridden an OCTA Bus or MetroLink train to work during the past 90 days may receive a complimentary 1-day bus pass or 4-trip train ticket to try the new commute.
- Guaranteed Ride Home – A taxi or rental car will provide you with an emergency ride home if an urgent situation occurs on the day that you rideshare.
- Commuter Choice Tax Benefit – Employees may purchase their OCTA Bus, MetroLink, or Vanpool tickets through payroll deduction using up to \$115 per month on a pre-tax basis.

The Human Resources Department will make CAP presentations during new employee orientations, as well as set up lunchtime presentations throughout the County. The first CAP Lunch and Learn event will be on August 27, 2008 in the Board Hearing Room, Hall of Administration.

For a schedule of rideshare events or to learn more about the benefits and services available through CAP, visit [www.ocgov.com/hr/rideshare](http://www.ocgov.com/hr/rideshare). Messages may also be left at (714) 647-1931.

**Thomas G. Mauk**  
County Executive Officer

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**Tips for keeping pets safe**

Children who are home more often on school vacations are increasingly prone to leave gates and doors open accidentally, giving family pets the opportunity to wander outside. The loud noises caused by seasonal celebrations like Independence Day can scare pets, causing them to sometimes run away out of fear. For these reasons, OC Animal Care strongly recommends pet owners to ensure their pet is wearing some form of identification at all times.



**Kennel Attendant Jesse Timms, OC Animal Care, walks an 8-year-old bulldog that recently arrived at the center.**

## Changes for Catastrophic Leave Donation Program

New changes went into effect for the County's Catastrophic Leave Donation Program on July 4. The donation program was established in 1994 and has not implemented changes since its establishment.

At the same time the County was scheduled to begin a review of the program, some issues were identified with IRS guidelines for leave sharing plans. Together, staff from Human Resources, Auditor-Controller's Office and other agencies worked with the labor groups to redesign the program. The results have brought the program into compliance with various IRS regulations and improved the program's consistency and administration.

Employees may request catastrophic leave donations under the following guidelines:

- A serious medical condition of employee or employee's family member which will re-

quire the employee to be on unpaid leave for 14 or more calendar days. The employee must exhaust all available leave balances and provide documentation from the employee's or family member's physician.

- A serious circumstance (other than medical) which the employee believes will require an unpaid leave of absence for 14 or more calendar days. The employee must again exhaust all available leave balances and provide documentation of the serious circumstance (**Note that donations given under these circumstances will be taxable to donors and reported on the donors' W-2 forms**).

Employees who wish to donate leave may now do so under the following guidelines:

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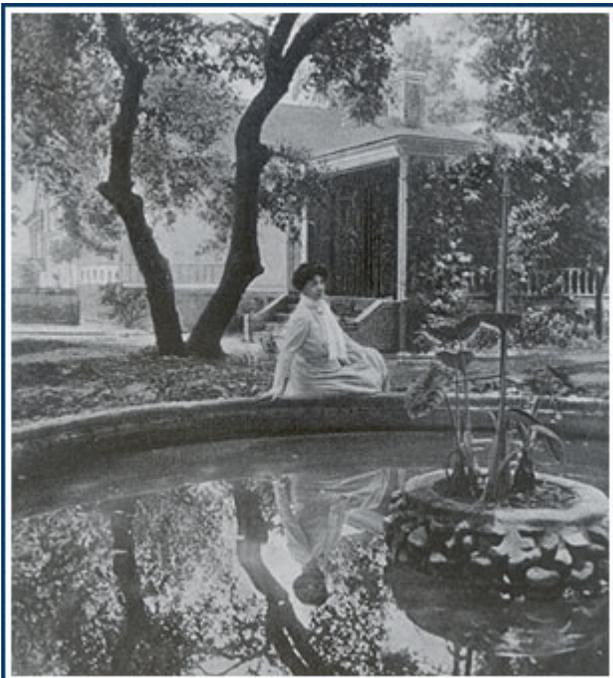
- Minimum of 2 hours and maximum of 24 hours of Annual Leave, Comp Time or PIP time may be donated. Sick leave may not be donated.
- Donations under the former program were processed immediately and made available to the requesting employee. Under the new program, approximately 80 hours per pay period will be processed until the employee no longer qualifies for catastrophic leave (e.g., returns to work or separates from County service). Donations not needed by the employee will not be processed and forms will either be destroyed or returned to the donors. Note: it is important that donating employees make sure they have sufficient leave balances available should their donation not be processed for some time after they submit the form.
- Hours will be donated on a one for one, hour for hour basis. Under the former program, there was a conversion calculation which has been eliminated.
- All requests for Catastrophic Leave donations will now be distributed Countywide via a Catastrophic Leave e-mail distribution list.

The changes bring our program into compliance with IRS guidelines and allow for the continuation of the program for employees who need it – while minimizing potential tax consequences to donors.

Details related to the program changes, including new policies and procedures, training materials and updated forms can be accessed on the HR web site (<http://www.oc.ca.gov/hr/hrportal/login.asp>) or on the Claims and Disbursing Intranet site under Reference Information (<http://ocintranet.ocgov.com/>).

Staff from Human Resources and the Auditor-Controller's Office will closely monitor the new program during this transition period. If you have any questions, please contact your agency or department Human Resources or send a message to [askdisbursing@ac.gov.com](mailto:askdisbursing@ac.gov.com).

## Modjeska Exhibition Opens at Old Orange County Courthouse



Helena Modjeska sits by the fountain at her home in the Santa Ana Mountains.

An exhibition featuring photographs and artifacts based on the life of legendary actress Helena Modjeska opens Aug. 7 at the Old Orange County Courthouse Museum.

The exhibition, "All the World's a Stage: Modjeska's Arden," offers a look into the world of the renowned 19th century Shakespearean actress and the ranch estate she named Arden. Named after the forest setting of Shakespeare's *As You Like It*, Arden is located in the Santa Ana Mountains and is a designated National Historical Landmark and one of the best known homes in California.

OC Parks welcomes the public to attend the exhibition's opening reception from 5:30 p.m. to 7:30 p.m. on Aug. 7. For more information, please contact Old Courthouse Museum Curator Marshall Duell at (714) 973-6607 or [marshall.duell@rdmd.ocgov.com](mailto:marshall.duell@rdmd.ocgov.com).

## County Workers "Say Cheese!" at the OC Fair

Cheese took center stage at the 2008 OC Fair, where among the food, rides and exhibits were Ask-The-Cheese experts and a celebrity cheese sculptor.

Representatives from 15 County programs staffed information booths from July 11 – Aug. 3 to discuss the many services the County provides to the community. Included were employees and volunteers from Assessor, Clerk-Recorder, OC Community Resources, Health Care Agency, John Wayne Airport, Probation, Registrar of Voters, Sheriff-Coroner, Social Services Agency, Treasurer-Tax Collector and OC Waste & Recycling.

Ribbons were awarded to County booths in the OC building for the Government Agency competition. The Sheriff's Department took home the Best of Show title as well as the second place

ribbon for theme. Probation placed second for the overall government agency and third in theme.



Probation: Jennifer Anderson (left) and Demitra Walker (right) work at the Probation department's Fair booth. The booth won second place for overall government agency and third in theme during the judging process.

## New Area Code Will Change Dialing Patterns

A new area code has been created to meet the demand of available telephone numbers. The new 657 area code will serve residents and workers in the same geographic region as the current 714 area code.

Beginning Aug. 23, all calls made to or within the 714 area code must be dialed using a new phone pattern: **1 + (AREA CODE) + PHONE NUMBER**.

For example, if you are in the 714 area code and also placing a call to the 714 area code, you must dial **1 + (714) + PHONE NUMBER**.

Also beginning Aug. 23, all County-related calls and faxes made to or within the 714 area code must be dialed using the new phone pattern from

**9 + 1 + (AREA CODE) + FAX NUMBER.**

Speed dial numbers, call lists and autodial keys on County fax machines and telephones must be programmed with the new dialing format prior to Aug. 23 to continue functioning properly.

On Sept. 23, new telephone lines will be assigned numbers with a 657 area code. All calls dialed within the 657 area code must also be dialed using the new pattern. For example, if you are in the 657 area code and also placing a call to the 657 area code, you must dial **1 + (657) + PHONE NUMBER**.

Please contact your Telephone Services Specialist or call (714) 834-4622 if you have questions.

### Internal Audit Fraud Hotline

If you suspect fraud, waste or abuse of County resources, contact the OC Internal Audit Department Fraud Hotline at (714) 834-3608 or visit [www.ocgov.com/audit](http://www.ocgov.com/audit). Messages are accepted any day or time and can be made anonymously. In addition, employees are provided protection under the California Whistleblower Law.

## County Employees Raise Money for Kidney Donor

County family came together to support the kidney donor of a longtime OC Public Works employee by donating more than \$1,000 to help pay for expenses related to her surgery.

To help cover the cost of the donor's meals, transportation, and hotel stay, staff from OC Public Works and the County Executive Office were invited to purchase a bagged lunch at the cost of \$10. Many opted to forgo the lunch and contributed various amounts from \$10 - \$100 after signing a Get Well card for the recipient and a thank you card for the donor.

"My donor gave unselfishly of herself," said the OC Public Works employee. "There are no words to truly thank someone for that. I intend to take the best possible care of the gift she gave me."

The July 16 kidney transplant was a success and the both the donor and employee are recovering well.

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## OC Public Works Hosts Real Estate Group Meeting

OC Public Works Real Estate Services and Corporate Real Estate divisions hosted the semi-annual meeting of the California Counties Real Estate Group at the Newport Harbor Sheriff's Station last May.

Representatives of 13 counties came together to discuss current real estate matters characteristic to county governments. Carolee Condon of Real Estate Services discussed the implementation of policies and procedures necessary to achieve compliance with recent changes in condemnation law. Chief Appraiser Richard Edmond focused on the responsibility of government entities in establishing fair compensation for acquisitions under the threat of eminent domain.

James Campbell of Corporate Real Estate gave a presentation about the entitlement process from the perspective of a public agency and Deputy County Counsel Mat Miller led a discussion of possessory interests.

### Get The 411 On OC Public Administrator/Public Guardian

- The Public Administrator/Public Guardian (PA/PG) department is committed, when no viable alternatives exist, to compassionately and effectively protect, assist and manage the affairs of resident decedent estates and residents unable to care for themselves, including those who may be a danger to themselves or others.
- In 2007, PA/PG staff conducted real property auctions to benefit decedent and conservatee estates totaling \$7,802,980.
- The department has implemented a process to electronically deposit more than 1,400 conservatee Social Security and Supplemental Security Income checks per month, resulting in increased efficiency and accounting control. To save energy and help the environment, PA/PG has converted its fleet of cars to compressed natural gas and provided alternative work week schedules for employees to cutback on driving time.

To get more of the 411, visit: <http://papg.ocgov.com/public/>



**25 Years**

- Sandra Barnes**  
Auditor-Controller
- Lupe Moreno**  
Health Care Agency
- Catherine Smith**  
Health Care Agency
- Kevin Smith**  
Health Care Agency
- Delia Arreola**  
Clerk-Recorder
- Thomas Schimke**  
Sheriff-Coroner
- Le Lonnie Sylvester**  
Sheriff-Coroner
- Beverly Barrington**  
Social Services Agency
- Margaret Longenecker**  
Social Services Agency
- Margaret Gallegos**  
Social Services Agency
- Mozelle Taylor**  
Social Services Agency
- Eve Maram**  
Social Services Agency
- Jeannie Gentry**  
Social Services Agency
- Ingril Harita**  
Social Services Agency
- Allen Menendez**  
OC Public Works

**20 Years**

- Augustine Stewart**  
Assessor
- Van Tuyet Tran**  
District Attorney
- Salvador Zamarripa**  
Child Support Services

- Bryan Pastor**  
OC Public Works
- Barbara Smith**  
Health Care Agency
- Fabian Bruno**  
Health Care Agency
- Carolyn Crick**  
Health Care Agency
- Magali Bustamante**  
Health Care Agency
- Rosa Orozco**  
Health Care Agency
- Ramona Figueroa**  
Sheriff-Coroner
- Howard Newton**  
Sheriff-Coroner
- Maria Barreto**  
Probation
- Mary Mcdermid**  
Probation
- Mary Palomo**  
Public Defender
- Christopher Beuler**  
Sheriff-Coroner
- Jacqueline Parker**  
Sheriff-Coroner
- Melanie San Jose**  
Sheriff-Coroner
- Daniel Hoffman**  
Sheriff-Coroner
- Jill Osuna**  
Sheriff-Coroner
- Michael Sharpe**  
Sheriff-Coroner
- Alberto Gorrin**  
Sheriff-Coroner
- Jerald Van Wyke**  
Sheriff-Coroner
- Linda Motley**  
Social Services Agency
- Connie Weinman**  
Social Services Agency
- Marianne Zickrick**  
Social Services Agency
- Susan Kelsey**  
Social Services Agency
- Jean Smith**  
Social Services Agency
- Crystal Nguyen**  
Social Services Agency
- Leticia Scheuermann**  
Social Services Agency
- Arlyn Buck**  
Social Services Agency
- Sylvia Foster**  
Social Services Agency
- Dawn Blank**  
Social Services Agency
- Ngoc Tran**  
Social Services Agency
- Nhan Dang**  
Social Services Agency
- Lieu Bui**  
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OC Public Works
- Wilfred Niemann**  
OC Public Works
- Maxine Jackson**  
OC Waste & Recycling
- Mike Sansky**  
OC Waste & Recycling
- Seyed Sobhani**  
OC Public Works
- Manuel Correa**  
OC Public Works

**County Connection**

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