



County of Los Angeles
**CHIEF EXECUTIVE OFFICE
OPERATIONS CLUSTER**

WILLIAM T FUJIOKA
Chief Executive Officer

DATE: March 8, 2012
TIME: 1:00 p.m.
LOCATION: Kenneth Hahn Hall of Administration, Room 830

AGENDA

Members of the Public may address the Operations Cluster on any agenda item by submitting a written request prior to the meeting.
Three (3) minutes are allowed for each item.

1. Call to order – Ellen Sandt
- A) **Board Letter – AUTHORIZE AN AGREEMENT WITH LA FINANCIAL CREDIT UNION TO PROVIDE AN AUTOMATIC TELLER MACHINE AT THE DEPARTMENT’S HEADQUARTERS LOCATION**
RR/CC – Dean Logan or designee
- B) **Fire Department Alternate Overtime**
Auditor-Controller - Gregg M. Iverson
- C) **Discussion on the Livescan Feasibility Study**
CEO – Ellen Sandt or designee
- D) **Discussion of Draft Board Letter for Risk Management Information System Contract Extension**
CEO Risk Management – Laurie Milhiser or designee

2. Public Comment

NOTICE OF CLOSED SESSION

CS-1 **O’Donnell Corrective Action Plan**
CEO Risk Management – Laurie Milhiser or designee

3. Adjournment



DEAN C. LOGAN
Registrar-Recorder/County Clerk

April 3, 2012

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

Dear Supervisors:

**AUTHORIZE AN AGREEMENT
WITH LA FINANCIAL CREDIT UNION TO PROVIDE AN AUTOMATIC TELLER
MACHINE AT THE DEPARTMENT'S HEADQUARTERS LOCATION
(All Districts - 3 Votes)**

SUBJECT

Approve an agreement with LA Financial Credit Union to install, maintain, and monitor one (1) Automatic Teller Machine (ATM) in the main public lobby area of the Department of the Registrar-Recorder/County Clerk ("RR/CC") Headquarters facility located at 12400 Imperial Hwy, Norwalk, CA 90650 for use by the general public and County employees.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve the attached agreement ("Agreement") and delegate authority to the Registrar-Recorder/County Clerk, or designee, to execute the Agreement with LA Financial Credit Union ("LA Financial") to provide an ATM at RR/CC Headquarters, 12400 Imperial Hwy, Norwalk, CA 90650 for one year with automatic one-year renewals, not to exceed 5 years. LA Financial will incur a \$700 per month charge, payable each month in advance to RR/CC for the use of the space. There is no impact to the County general fund.
2. Authorize the Registrar-Recorder/County Clerk, or designee, to prepare and execute amendments to the Agreement, as necessary, provided that County Counsel approval is obtained prior to executing any such amendment.

3. Authorize the Registrar-Recorder/County Clerk, or designee, to terminate the Agreement pursuant to the termination provisions contained in the Agreement, if needed, provided that County Counsel approval is obtained prior to terminating the Agreement.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The RR/CC serves hundreds of walk-in customers daily. The customers are usually filing documents for recording or requesting copies of various types of documents for which a fee is involved. An ATM at the main public entrance will assist customers in obtaining cash if the need arises. The ATM can also be used by County employees at RR/CC Headquarters and surrounding facilities that house other County services such as DCFS, DPSS, Sheriffs, Library, etc. saving time and resources to perform simple banking needs.

Implementation of Strategic Plan Goals:

This request supports the County Strategic Plan as follows:

Goal No. 1: Operational Effectiveness: Maximize the effectiveness of processes, structure, and operations to support timely delivery of customer-oriented and efficient public services by making available as needed cash to customers to complete transactions.

FISCAL IMPACT/FINANCING:

The Agreement will generate revenue to the Department in the amount of \$700 per month, payable each month in advance. There is no impact to Net County Cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The County currently has other agreements with affiliated credit unions that are part of the CO-OP Financial Services Network. One, for example, is the agreement with LA Financial to provide ATM equipment and services at the Hall of Administration ("Hall") for the benefit of the general public wishing to perform certain business transactions at the Hall for which there is a fee or charge; and for use by County employees. As with the ATM at the Hall, use of the ATM at RR/CC would be free to affiliated credit union members which include members of: LA Financial Credit Union, Fiscal Credit Union, Southland Credit Union, Harbor Federal Credit Union, First City Credit Union, West Works Credit Union, and Focus One Credit Union (which is now part of First City Credit Union). Non-members would pay a transaction fee of \$2. The transaction fee supports the lease cost of the equipment to the RR/CC, daily to bi-weekly servicing of the ATM, and other maintenance related services to the equipment.

The Chief Executive Office and County Counsel have reviewed and approved this Board letter. County Counsel has approved the Agreement as to form.

CONTRACTING PROCESS:

There was no contracting process associated with the Agreement.

IMPACT ON CURRENT SERVICES:

Approval of the recommended action would provide RR/CC customers and County staff to an easily accessible ATM to access cash as needed. Otherwise, there is no impact to current services.

CONCLUSION

Upon approval of the recommendation, it is requested that the Executive Officer/Clerk of the Board return one original stamped copy of the adopted Board letter to:

County of Los Angeles Registrar-Recorder/County Clerk
12400 Imperial Highway, Room 7201
Norwalk, CA 90650
Attention: Denis Sarro, Manager
Finance and Management Services Division

Respectfully submitted,

DEAN C. LOGAN
Registrar-Recorder/County Clerk

DCL:DM:NU:rl

Attachment (1)

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

PROCESSING PAY IN eHR FOR FIRE PROTECTION EMPLOYEES WORKING OVERTIME AT ALTERNATE PAY RATES

In April 2012, the County will replace the countywide Timekeeping and Payroll Personnel System (CWTAPPS) with the new eHR functionality. Currently, eHR is the County's payroll system and in April will also become the County's timekeeping and personnel system. This will provide an opportunity to simplify procedures required to correctly pay Premium Overtime (OT) when Fire Protection employees work OT on a job with a rate of pay different from their regular rate of pay.

For example, a Paramedic Firefighter may perform his/her regular assignment as a Paramedic and also work OT hours as a Non-Paramedic Firefighter (Alternate Assignment). When this occurs, the Paramedic Firefighter is paid at his regular pay rate for working as a Paramedic and also paid an Alternate Pay Rate for those OT hours worked as a Non-Paramedic Firefighter. In this example, the Fair Labor Standards Act (FLSA) requires that all OT hours worked on each assignment be paid at the applicable rate of pay for each assignment and that the employee be paid an additional ½ hour of pay (Premium Pay) for each hour of OT worked. The Premium Pay is paid at an FLSA-compliant Weighted Average Premium Pay Rate factoring in the Paramedic and Non-Paramedic pay rates. An example of how overtime pay is calculated is provided on the last page of this document.

CWTAPPS does not support calculating a Weighted Average Premium Rate when an employee has more than one assignment with different rates of pay. To work around this, Fire Department staff manually determines the rate of pay for the Alternate Assignment and enters a pay adjustment in CWTAPPS with the Alternate Pay rate and OT hours worked on the Alternate Assignment. CWTAPPS will combine these earnings with earnings from the employee's regular assignment to determine the Weighted Average Premium Pay Rate and then determine the premium OT pay.

To simplify and automate this complex and tedious manual process in eHR, Fire Department staff will set-up all pay criteria for Alternative Assignments on a "Dummy" Alternate Job in addition to the employee's pay criteria for his regular assignment. Additionally, a separate position will need to be established for each secondary alternate job. This requires a position authorization in each unit for each item/bonus combination for each applicable employee. For example, one employee could possibly be assigned to as many as 12 secondary positions. The Fire Department has requested a total of 9,155 additional position authorizations for this purpose. These additional 9,155 position authorizations will not appear in the department's budget. However, they will appear in the department's Position Control in the eHR system. The eHR system will prevent a monthly permanent employee from sitting against these positions; however, the department could sit a primary hourly as needed ("F" sub) employee on any one of them. The Auditor Controller will periodically monitor these positions to ensure only secondary assignments be placed on them. The employee or proxy can then report the time worked on the Alternate Assignment on an electronic timesheet that eHR recognizes. The system will determine the correct pay rate for the Alternate Assignment, factor the pay for all assignments to determine the Weighted Average Premium Pay Rate, and calculate the employee's OT pay for all assignments.

Setting up pay criteria for "Dummy" Alternate Jobs also requires that "Dummy" Titles be created and made available for this purpose. Ordinarily, each Title has a unique code used to identify a unique classification. For example, the classification of Firefighter is assigned the Title code of "0199". However, the same Title is also used to pay a Paramedic Firefighter. To allow the Paramedic Firefighter to be paid for OT work on both Firefighter assignments in eHR, the employee will have both a 0199 Title paid at the regular Paramedic semi-monthly salary rate and a "Dummy" Title of A0199 to pay the Non-

Paramedic hourly pay rate. A separate electronic timesheet will be created for each Title in order to report time worked on each assignment. eHR will use the time reported on each assignment and correctly calculate the employee’s regular and OT earnings.

Because other conditions may also require an employee to work OT at different pay rates (i.e. a 56-hour Firefighter works a 40-hour assignment; a 40-hour Firefighter works a 56-hour assignment; a Fire Captain works as a Firefighter, etc.), an employee may have more than one “Dummy” Title. For example, a Paramedic normally working a 56-hour assignment with a Title of 0199 may have a “Dummy” Title of A0199 when working OT as a Non-Paramedic and a “Dummy” Title of C0199 when working OT on a 40 assignment.

To automate and simplify these OT practices in eHR for Fire Protection personnel, four “Dummy” Titles should be created for three current classifications in the Fire Department. The three current classifications are: 0199 Firefighter, 0201 Firefighter Specialist, and 0205 Fire Captain.

Four “Dummy” Titles will be created for each applicable Title. These “Dummy” titles do not allow any employee benefits. The Titles and “Dummy” Titles are provided below:

0199	Fire Fighter 56-Hour
A0199	Fire Fighter 56-Hour
B0199	Fire Fighter 56-Hour
C0199	Fire Fighter 40-Hour
D0199	Fire Fighter 40-Hour

0201	Fire Fighter Specialist
A0201	Fire Fighter Specialist 56-Hour
B0201	Fire Fighter Specialist 56-Hour
C0201	Fire Fighter Specialist 40-Hour
D0201	Fire Fighter Specialist 40-Hour

0205	Fire Captain 56-Hour
A0205	Fire Captain 56-Hour
B0205	Fire Captain 56-Hour
C0205	Fire Captain 40-Hour
D0205	Fire Captain 40-Hour

Example of Overtime Pay Calculation

Paramedic Firefighter working regular assignment of 192 hours, 24 OT on regular assignment and 24 OT Hours as a Non-Paramedic Firefighter. Total of 240 hours worked.

Salaries/Pay Rates

Semi-Monthly Paramedic Salary	8,883.730
Hourly Paramedic Rate (Salary/121.8)	36.469
Semi-Monthly Non-Paramedic Salary	7,549.820
Hourly Non-Paramedic Rate (Salary/121.8)	30.993

Weighted Average Premium Rate Calculation

Hours at Paramedic Hourly Rate x Hours Worked (36.469*216)	7,877.304
Hours at Non-Paramedic Hourly Rate x Hours Worked (30.993*24)	743.832
Sub-Total	8,621.136
Weight Average Premium Rate (Sub-total/Total Hours Worked (240))	35.921

Overtime Pay

24 hours at Paramedic Hourly Rate of 36.469	875.26
24 hours at Non-Paramedic Hourly Rate of 30.993	743.83
Half of total OT hours (24) at Weighted Average Premium Rate of 35.921	862.10
Total OT Pay	2,481.19



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

DRAFT

March 27, 2012

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:

**AUTHORIZATION TO RENEW CONTRACT FOR THE
RISK MANAGEMENT INFORMATION SYSTEM
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

This letter seeks your Board's authorization to renew Contract No. 73275 with Risk Technologies, Inc. (RTI), for maintenance and repair services of the Risk Management Information System (RMIS), for an eight-month period, effective April 14, 2012, through and including December 31, 2012.

JOINT RECOMMENDATION WITH COUNTY COUNSEL THAT YOUR BOARD:

Authorize the Chief Executive Officer (CEO) and County Counsel, as joint Program Directors, to renew Contract No. 73275 with RTI, for maintenance and repair services for RMIS, for an eight-month period, effective April 14, 2012, through and including December 31, 2012.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

In approving the recommended actions, the County of Los Angeles (County) will continue to receive uninterrupted RMIS services for an additional eight-month period. As documented in the attached report, RMIS and RTI's performance continues to meet the County's data quality, data availability, and data accessibility expectations.

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

"To Enrich Lives Through Effective And Caring Service"

**Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only**

Implementation of Strategic Plan Goals

The services provided under this contract support the County's Strategic Plan Goal One, Operational Effectiveness, by providing a centralized claim and litigation database that the CEO, County Counsel, County departments, and County third party administrators utilize to improve the effectiveness of Countywide risk management and litigation activities.

FISCAL IMPACT/FINANCING

Funding for system upgrade projects and maintenance and support have been included in the Insurance Budget for Fiscal Year 2011-12, and proposed budget for Fiscal Year 2012-13.

FACTS AND PROVISIONAL/LEGAL REQUIREMENTS

On March 6, 2001, your Board approved the contract with RTI to procure and maintain RMIS, and authorized the CEO to execute up to six annual contract renewal options. On September 8, 2009, your Board authorized the CEO to execute Amendment No. 3, which added two additional annual renewal options to the contract as part of the contract extension/cost reduction initiative. The current term expires on April 13, 2011.

On March 1, 2005, your Board approved Amendment No. 2 to the contract, and instructed the CEO and County Counsel, as joint Program Directors, to seek your Board's approval before executing each annual renewal option for enhanced maintenance services, and to provide justification for the renewal, based upon outcome measurement methodology.

In addition, in October 2009, the CEO and County Counsel worked together to successfully implement the departmental reporting functions of the Cognos-based Online Risk Business Intelligence Tool (ORBIT) to distribute claims-related reports to all County departments on a monthly basis. The CEO and County Counsel continue to work closely to accurately and efficiently report to your Board information concerning claims and litigation.

In late 2011, County Counsel began implementation of an e-billing system, CTymetrix T360, which interfaces with RMIS to provide streamlined processing and enhanced cost-control tools for attorney billings. The CTymetrix T360 contract was solicited and awarded by the Internal Services Department under its statutory authority as the County's Purchasing Agent.

The CTymetrix T360 contract includes a "matter management" functionality, which appears to have the capacity to replace RMIS functionality.

County Counsel and CEO Risk Management Branch are currently exploring the feasibility of providing lower-cost-equivalent RMIS services by leveraging the matters management functionality in the County Counsel CTymetrix T360 system contract.

Therefore, there is currently no plan to conduct a Request for Proposals (RFP) for RMIS services. It is anticipated, however, that the current RMIS agreement may need to be extended on a sole source basis, month to month, for several months until the CTymetrix T360 system can be fully implemented. The CEO will provide periodic status reports to your Board regarding this project and on any month-to-month extension period that may be needed.

IMPACT ON CURRENT SERVICES

Renewal of this contract will ensure uninterrupted continuation of critical services to the CEO, County Counsel, County departments, and third party administrators through December 31, 2012.

CONCLUSION

Upon approval by your Board, please return two adopted copies of this letter to the CEO Risk Management Branch, attention Laurie Milhiser, County Risk Manager.

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

JOHN F. KRATTLI
Acting County Counsel

WTF:ES:JFK
LM:SE:SEN:LC:sg

Attachment

c: Executive Office, Board of Supervisors
Auditor-Controller
Chief Information Office

<i>DRAFT</i>

**COUNTY OF LOS ANGELES
RISK MANAGEMENT INFORMATION SYSTEM
ANNUAL REPORT SUMMARY
APRIL 2011 THROUGH APRIL 2012**

As requested by your Board on March 1, 2005, listed below are summary descriptions and status of each work order issued or in development for system modifications and enhancements to the Risk Management Information System (RMIS) during the renewal term of April 14, 2011 through April 13, 2012. The work orders were created to accomplish the upgrade projects of the Priority 1 enhancements, as provided to your Board on February 28, 2005. Upgraded projects meet the performance expectations established in the Methodology to Measure the Outcomes and Effectiveness of RMIS, as outlined in the December 30, 2005 report to your Board.

COMPLETED WORK ORDERS

- T360 eBilling Test Interface Data Extraction (Work Order 15).

WORK ORDERS IN PROGRESS

- Enhancements to RMIS Payment and Reserve Processes (Work Order 13).
 - Includes enhancements for eCAPS Time Collection (originally Work Order 15).
- T360 eBilling Interface Data Extraction and Import (Work Order 16).
 - Includes automated daily data extraction file to transfer RMIS Matter Management data to the T360.
 - Includes an automated process for the import of the Approved Invoice data from T360 to RMIS.
 - Includes the addition of standard UTBMS codes into the list of Expense Codes in RMIS to allow mapping of T360 invoice expense categories.
 - Includes an automated process for the import of the Approved Case Budget data from T360 to RMIS.
 - Includes an automated daily data extraction file to transfer RMIS Invoice Paid data to T360.

CANCELLED WORK ORDERS

- RMIS ORBIT Enhancements (Work Order 14)
 - Enhancement to the new Online Business Intelligence Tool (ORBIT) data marts for user roles and user tracking, using the County's online Business Intelligence (BI) development tool (Cognos).

WORK ORDERS IN DEVELOPMENT

- None

MISCELLANEOUS ITEMS

- None