



March 2015



Employee Profile: Every Day is Payday for Lisa Howell

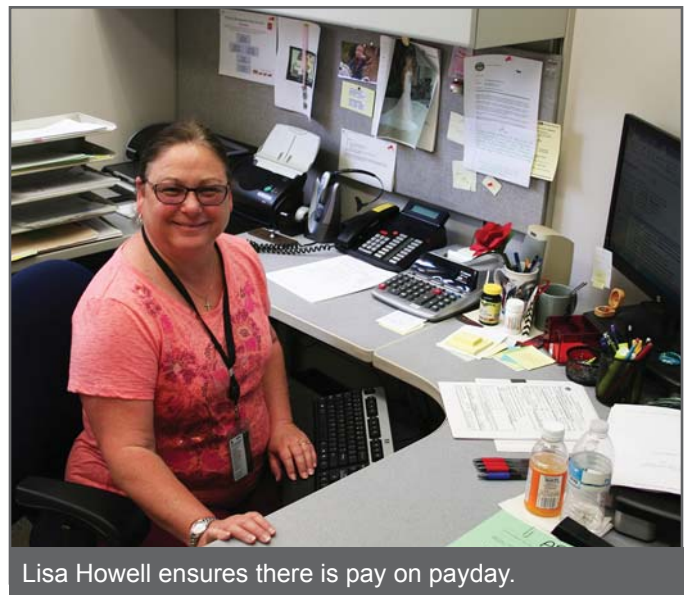
There are things in this world that only get attention when they go wrong. Among them is an organization's payroll process. You get your pay like clockwork – on payday, there it is, and you probably don't give it an iota of thought.

But what if payday comes and your pay doesn't? That's when the process would get some attention.

In the 34 years – or 884 payroll cycles – that **Lisa Howell** has been working in the Auditor-Controller's Central Payroll Unit, only once did the process even come close to becoming an (unwanted) attention-getter.

"There was one time many years ago that payroll needed to be run again because of some type of problem. We just worked to get it done, we succeeded and payroll was met without any further problems," says Howell, who, as the senior accounting supervisor, manages the 10-member payroll and check writing processes and staff.

She credits the "hard work and diligence" of the Central Payroll staff with achieving a perfect payroll record in the face of their never-ending, unyielding, two-week deadline cycle. And she recalls the days when the work was done manually and paper was central to the



Lisa Howell ensures there is pay on payday.

process. Employee files and timesheets were filled out by hand, and payday meant delivering paper checks as opposed to today's bank auto-deposit process.

Now, computer and software automation drives and processes every aspect. Employee time is processed through the Virtual Timecard Interface (VTI) system, and Central Payroll staff members work on corrections to the payroll every Monday before payday to ensure that there are no errors that could possibly delay the running of payroll checks.

There are complications that affect the payroll cycle. For example, Howell says holidays can
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be challenging. Timesheets must be turned in early due to a holiday, and time posted before the end of a pay period can result in time not posted correctly, so the staff needs to process pay adjustments to reconcile the pay period. This results in a high volume of additional corrections.

Though she has certainly gained tremendous expertise in the technical aspects of her job, she says the best part is “working with my staff, they do an excellent job” in spite of that looming deadline pressure.

Moreover, Howell says “It has always been a feeling of extreme accomplishment that payroll is met every payday and employees can count on having their direct deposit in their accounts every two weeks without fail. It gives me a very satisfying feeling to help employees with problems and provide data for prior years when it is needed.”

Howell has seen so much change over the years through the various Payroll positions she had held: account clerk, accounting specialist, senior accounting assistant, accounting office supervisor II and eventually her current position. What’s next? A title that does not include the words payroll or accounting: retired professional. She plans to retire at the end of this year and move to Utah with her husband. But her experience will leave the unit in good hands, keeping payroll going like clockwork behind the scenes. ■

FAST FACTS: Central Payroll and Check Writing

- Location: 12 Civic Center Plaza, Room 304.
- The biweekly payroll system serves more than 19,000 employees in the County, Superior Court and six special districts.
- The total payroll exceeds \$1.5 billion annually.
- All trust and accounts payable payments issued by the County, whether by check or electronic process, are processed through the Check Writing unit.
- Check Writing staff members issue more than 500,000 payments per year for a wide array of purposes, ranging from jury service and election work to accounts payable invoices, restitution payments, refunds and more.
- Check Writing is also the main center for document imaging for all of the County’s accounts payable and trust documents.

Recommend a colleague or staff member to be profiled!

Send submissions to Jessica.Good@ocgov.com

{ O.C. History 101 }

Journeys Through Orange County's Origins,
Obstacles and Opportunities

The Mission Era in Orange County *By Chris Jepsen*



The iconic and historic Mission San Juan Capistrano Central Courtyard is an Orange County jewel.



Entryway to the Serra Chapel, which is still used today. (Photos courtesy of Mission San Juan Capistrano)

Later this year Junípero Serra – the Franciscan Friar who first led the California missions – will be declared a saint, and this will draw even more attention to a colorful but controversial chapter of our local history.

The missions now tend to either be whitewashed as churches where kindly padres introduced civilization to the Indians, or vilified as forced-labor compounds where native cultures were destroyed. Both views have some truth to them, but both are gross over-simplifications.

The first of the 21 California missions was established in San Diego in 1769. Spain was ready to lay claim to Alta California by establishing *pueblos* (towns), *presidios* (forts), and a chain of Catholic missions – each a day's horseback ride from one another – which would serve as the backbone of civilization on this new frontier.

A key part of Spain's plan to control California was to train the native people to become skilled, tax-paying, citizens. The Church wanted to save the souls of the Indian people by converting them to Christianity. The missions theoretically served both these purposes. The idea was that after 10 years each mission would have accomplished its goals

and the community and property would be turned over to the now self-sufficient Indians. But that day never came. The missions were ill-supplied, the Spanish soldiers often hindered rather than helped the padres' efforts, and discipline was strict. Revolts and escape attempts were not uncommon, and many *neophytes* (Christian Indians) died from European diseases for which they had no immunity. Yet many others remained to do the work of the missions and to learn European-style farming, manufacturing and other skills.

Mission San Gabriel, founded in 1771, controlled the lands of much of today's Los Angeles County, northern Orange County, and east beyond San Bernardino. In 1775 a site was selected for Mission San Juan Capistrano, about two miles northeast of its current location. Soon thereafter there was a native uprising in San Diego, and the padres and soldiers were called away to help. Father Serra himself rededicated San Juan Capistrano at its original site, or "*Misión Vieja*," in 1776. A few years later it was moved to a new site that had a better water supply. In 1782, the Serra Chapel – which is still used today – was built. A large stone church was completed in 1806, but it was destroyed in an 1812 earthquake that also killed 40 Indians.

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By the early 1800s, the mission had a population of more than 1,000 and owned more than 10,000 head of cattle ranging over much of today’s Orange County. Mexico won its independence from Spain in 1821, and in 1833 the Mexican government secularized the missions, removing them from the padres’ control.

San Juan Capistrano’s lands were granted as ranchos to prominent *Californio* families. In 1845, the mission itself was sold to English immigrant John Forster and a partner. It was returned to the church in 1865.

San Juan Capistrano became Orange County’s first real town, and today it has retained much of its historic character. The restored mission and other historic adobes remind us of an era that changed the face of California. ■

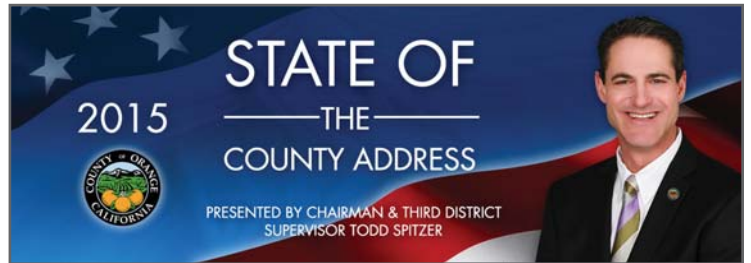
About the Author

Chris Jepsen is the assistant archivist at the Orange County Archives, a service of the Orange County Clerk-Recorder. Reach him at Chris.Jepsen@rec.ocgov.com or (714) 834-4771 if you have questions about the Archives.

Chairman Todd Spitzer Delivers 2015 State of the County Address

Last week, Board of Supervisors Chairman **Todd Spitzer** previewed his official State of the County address, which he’ll deliver on Tuesday at the Board’s regular meeting.

The theme is defining an emerging vision for Orange County, which he described as a place brimming with deep wells of intellectual, governmental and political capital. Too often, however, government, community leaders and business groups that should be collaborating to tackle problems are working separately or not even brought to the same table, he said.



As an example he cited the ongoing discussions about possible relocation of the Angels. Losing the team would have a devastating effect on the county’s economic, recreational and social identity, he said. “Where is our macro countywide conversation on this?”

He said County government has been intensely focused for the past 20 years on paying off bankruptcy debt. Those general fund obligations will be fully repaid this summer. It’s time to redefine the role and vision of the County, Spitzer said, including establishing regional leadership to innovate and solve problems. He said he’s asked CEO **Mike Giancola** and OCTA CEO Darrell Johnson to create a task force of leaders across the county to examine how to “pull ourselves together” with the bankruptcy legacy behind us. “What do we want to be and how do we generate that discussion,” he asked the group.

He highlighted a series of creative projects initiated by the County, including the Frank R. Bowerman Landfill’s gas-to-energy project, a planned public-private collaboration to build a Crime Victims Monument in William R. Mason Regional Park in Irvine, and plans for a veteran’s cemetery for Orange County.

The Chairman’s State of the County address will begin at the start of the 9:30 a.m. meeting. It can be viewed online at http://ocgov.granicus.com/ViewPublisher.php?view_id=6 ■

And The Survey Says....

Following the close last month of the County Employee Engagement Survey, Human Resource Services staff report a response rate of 67 percent (9,880 employees), which yielded 13,243 comments. The survey provided an opportunity for employees to be heard about their experiences working for the County of Orange. This candid feedback will contribute to the County’s effort to support and enhance excellence in our workforce culture and job performance.

WorkplaceDynamics, the vendor that issued the survey on the County’s behalf, has collected the responses and will begin tabulating and compiling the results. In the coming months, results will be shared with employees, and action-planning will begin. Watch email and County Connection for further communication. ■

SAFETY SPOTLIGHT

In Case You Missed It - Employee Safety Memo

Late last month Acting CEO **Frank Kim** sent a Civic Center Employee Safety memo to all County employees. The memo highlights three main components of the Civic Center Awareness and Personal Safety Program established by the CEO’s Office:

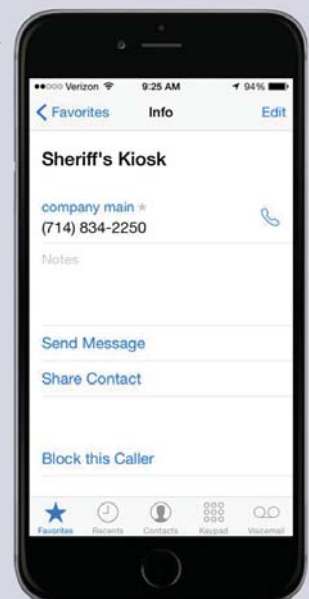
- The establishment and ongoing meeting of an Employee Safety Committee that consists of representatives from throughout the Civic Center area;
- The development and presentation of employee safety training in partnership with the Sheriff’s Department (OCSD) and the Santa Ana Police Department (SAPD); and
- The establishment of stronger working relationships with law enforcement.

In case you missed it, click [HERE](#) to read the full memo.

ALSO – As a reminder, one safety best-practice is to program your personal and/or business mobile phone with important numbers. For those who work or visit the Civic Center, you are encouraged to save the following key numbers in your phone:

- **Sheriff’s Kiosk: (714) 834-2250** – To report an incident in-progress or just occurred within the Walk of Honor area of the Civic Center.
- **SAPD Dispatch: (714) 834-4211** – To report an incident in-progress or just occurred outside of the Walk of Honor area of the Civic Center.
- **Civic Center Awareness Hotline: (714) 834-2051** – To report general Civic Center Awareness concerns.

911 – When in doubt, for life-threatening emergencies, call 911!



Around the County News, Events and Happenings



Metal Detectors to Provide Added Security for Board Meetings

Based on a recommendation from the Orange County Intelligence Assessment Center, the County is now using a metal detector outside the Board Hearing Room. Two Sheriff’s Department special officers help process people into the meetings, and purses and bags are subject to search.

All meeting attendees – including employees with their ID cards – will be subject to the security check. Those planning to attend Board meetings should allow enough time to be processed through the metal detector before the meeting starts. You are encouraged to avoid bringing a bag, backpack, briefcase, etc., to save time.

This measure intends to enhance safety; it is not in response to any specific threat, nor is it unusual. Orange County courthouses have used metal detectors at entrances since 1999, and Los Angeles, San Bernardino, San Diego and Alameda counties already use them at Board meeting or building entrances.



OC Public Works Staff Discovers Rare Fossils at Project Site

In a discovery that sheds light on life in ancient Orange County, the OC Public Works La Pata Extension Project team has uncovered extremely rare marine turtle fossils during a gap closure construction project. The discovery includes two six-foot leatherback sea turtle fossils that date back three to seven million years and represent a specimen that is extremely rare for the region. Other fossils discovered include fragments from walrus, whales and other sea creatures that were present millions of years ago when the project area in south Orange County was submerged under thousands of feet of water.

Much of this project occurs in previously undisturbed soils, which increases the potential of unearthing archeological and paleontological finds. The work is monitored daily by paleontologists and archaeologists who oversee the construction activities and exclusively look for fossils per the project’s environmental document. According to one of the paleontologists, only four other leatherback sea turtle fossils have been unearthed in California, and all of them come from Orange County.



Lloyd Sample, paleontology consultant to OC Public Works, removes excess dirt from a fossil that has been coated in protective material made from burlap and plaster.

To read more about this amazing find in the Orange County Register, please click [HERE](#). To view the news segment that aired on NBC 4, please click [HERE](#).

Around the County continued

OC Crime Lab Introduces Bullet Tracking Technology to Help Connect Crimes

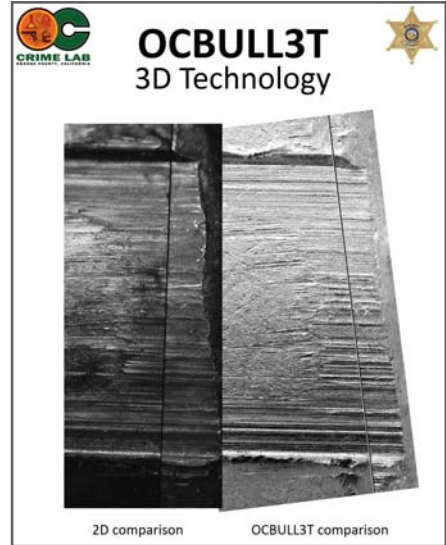
In February, the Orange County Crime Lab (OCCL) introduced the Orange County Ballistics Using Local Law Enforcement 3D Technology (OCBULL3T) and announced the first 3D database cold-hit on bullets in California. OCCL Crime Lab Director **Bruce Houlihan** reports that the bullet cold-hits recently connected three separate Anaheim Police Department cases involving firearms. Though this was the first database cold-hit, 20 subsequent hits for Orange County law enforcement have occurred with OCBULL3T and are being investigated by police departments in Orange County.

OCBULL3T provides database searching and matching using 3-D image information from a bullet and cartridge case surface marks. If an image searched in the database correlates to a previous case image where there is no known association between the cases, it is classified as a “cold hit.” The Crime Lab’s forensic scientists will then visually compare the evidence, and if verified, it provides investigatory lead information for the law enforcement agency.

Following a media briefing on the introduction, KTLA-TV aired [this segment](#).



This 3D scanned image of the part of a cartridge where the firing pin hits is colorized to visualize the 3D information in a 2D representation, such as an emailed photo to be viewed without 3D glasses. The cross-section 3D image provides better depth information.



This side-by-side comparison of the old system and the new OCBULL3T shows detail of the surface of a bullet. The marks are left by the gun’s barrel when the bullet travels through after firing. The marks can be unique to the firearm.

Longtime Department Heads Alan Murphy and Susan Novak Retire

Alan Murphy and Susan Novak began their government careers in 1983, and both have retired in February 2015.

Murphy was director of John Wayne Airport, a position he held since 2000. Novak was Clerk of the Board of Supervisors, since 2012 following 15 years as chief deputy.

[READ MORE](#) about their careers and accomplishments.



Around the County continued

New County Resource Helps Guide Writing

Do you ever get tripped up trying to remember if the correct word usage is, for example, affect or effect? Or when to capitalize certain words? Or even when and where to use a comma versus a dash versus a semi-colon?

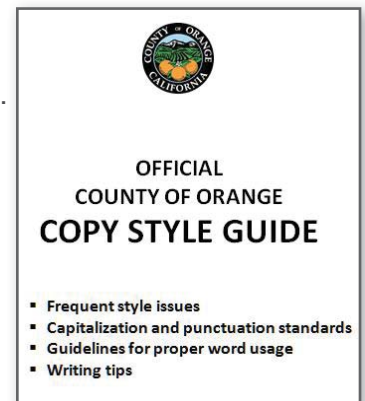
If so, help is a few clicks away. CEO Corporate Communications has published the [Official County of Orange Copy Style Guide](#). The purpose of the document is to assist County employees in preparing written materials with the greatest degrees of uniformity, consistency and clarity, which reflects best-practice excellence in organizational communication. It guides written communication and provides a resource that takes the guesswork out of such style issues as capitalization, abbreviations, basic punctuation, grammar uses, word choices and much more.

This is by no means a comprehensive manual. It addresses many of the most commonly seen

inconsistencies in County documents and correspondence. If this guide does not resolve your question, there are hundreds of online and printed resources for checking style and grammar issues that County employees are welcome to reference. Because language and accepted word usage changes, this is a living document. All who use it are welcome to suggest additions and modifications. To do so, email

ruth.wardwell@ocgov.com.

Click [HERE](#) for the Copy Style Guide.



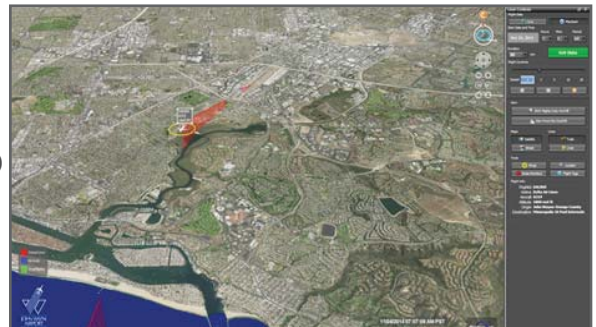
John Wayne Airport Launches New Web-Based Aircraft Flight Tracking System, Names Acting Director

John Wayne Airport (JWA) has launched a website feature that gives visitors the ability to track flights into, out of and over Orange County in a whole new way. Called Volans, the application has been designed to display flight operations online using visually stunning 3D graphics. It also enables users to:

- Watch flights from a pilot's perspective as well from an aerial view.
- Observe flight patterns in near-real-time or play back historical flight data.
- Access information that includes a plane's origin, destination, aircraft type and flight number.
- Search for a specific structure under a flight path, like a home or office building, utilizing the address locator tool.

To explore Volans for yourself, click [HERE](#).

Also: Following the retirement of long-time Airport Director Alan Murphy, the Board of Supervisors appointed **Lawrence G. Serafini** as acting director. [READ MORE](#).



A sample of the satellite-view user interface.



Lawrence G. Serafini

Around the County continued

Closing the Loop with Green Power at the Bowerman Landfill

Next year, Anaheim residents will close the recycling loop whenever they turn on their lights. That’s when the Bowerman Power renewable energy plant will begin producing electricity for Anaheim Public Utilities. Landfill gas produced by decomposing waste from Orange County’s residents and businesses soon will generate power for the very families and businesses whose waste was buried at the landfill.

Government and business officials broke ground for the new renewable “green” energy plant at the Frank R. Bowerman Landfill on Jan. 22, 2015. The \$60 million landfill gas-to-electricity plant will produce enough power to serve about 18,500 homes. It also will create construction and operational jobs and generate an estimated \$32 million in royalties for the County of Orange over the 20 years.

The landfill gas is currently flared. The electricity will be sold to Anaheim Public Utilities to power residences, schools and businesses in that city.

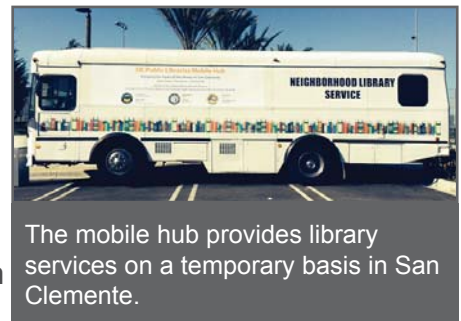


Government and business official gather for the new renewable “green” energy plant at the Frank R. Bowerman Landfill.

OC Public Libraries and Library Patrons Have Much to Celebrate

Last month OC Public Libraries held two special events that put smiles on the faces of a lot of book-lovers and library supporters from one end of the County to the other.

On February 20, County, library and city officials joined patrons in welcoming a new temporary mobile library hub to San Clemente, at Vista Hermosa Sports Park. The mobile hub enables OC Public Libraries to provide continuous library services to San Clemente residents while their local branch is undergoing a major renovation. On loan from the City of Fullerton, the mobile hub offers a collection of best sellers, new nonfiction, books on CD, and new and popular children’s and teen materials. The collection is designed to be a “boutique” browsing collection.



The mobile hub provides library services on a temporary basis in San Clemente.

After two years of planning and four months of construction, a ceremony was held February 21 to commemorate the grand opening of the Los Alamitos-Rossmoor Library Community Front Porch renovation project, which is a complete remodel of the plaza area in front of the library. The new space provides a user-friendly area for programs, book sales and socializing as well as nice setting to sit down and enjoy a book. The renovation included new tables, a new book-drop, improvements to the concrete seat wall, new paint and paving stones engraved with donors’ names.



Members of The Friends of the Los Alamitos/Rossmoor Library cut the ribbon.

Human Resource Services News You Can Use

Get Fit with Walkadoo

Walkadoo is a fitness program based on walking that is designed for people who may not have time to designate specifically for exercise and physical activity. It helps you set goals and keeps track of your activity.



All you need is a wireless device that is compatible with Walkadoo: Fitbit Zip, Fitbit Flex, Fitbit Force, Fitbit One or FitLinx Pebble. Simply [link your device](#) to Walkadoo and then wear it wherever you go. If you do not have a wireless device, you can also participate in the Walkadoo by using the free Moves app for Android and iPhone. To download the app, go to Google Play or the iTunes AppStore on your smartphone. Then, follow these [steps](#) to setup the app and connect to Walkadoo.

Through March 26, County of Orange employees have the chance to earn from \$10 per week up to \$100 per week for participating. Each day, you'll receive an email or text with your personal step goal. Visit [Walkadoo](#) from your smartphone or computer to check your progress. Walkadoo is designed for individuals from every walk of life. It features manageable daily step goals, a supportive online community, fun game features and derbies for competing with friends.

Congratulations

to the following County of Orange Employees on their years of service awards for the month of February.

35 YEARS

Janet L. Holcomb
Health Care Agency

Pamela S. Andrade
Social Services Agency

Angie M. Contreras
Social Services Agency

30 YEARS

Theresa A. Sowa
Assessor

Kathleen J. Thompson
Assessor

Patricia A. Bigger
County Executive Office

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**30 YEARS
CONTINUED**

Dennis D. Bauer
District Attorney

Joseph P. D'Agostino
District Attorney

Nancy C. Du Pont
District Attorney

Gregory J. Robischon
District Attorney

Christine M. Bavaro-Sutton
Health Care Agency

Irene M. Magana
Health Care Agency

Nancy L. Achttien
Public Defender

Marten J. Miller
Sheriff-Coroner

Rickey R. Mouze
Sheriff-Coroner

Rosalinda Enriquez
Social Services Agency

25 YEARS

Tiffany Nguyen
Clerk-Recorder

Suzanne F. Luster
County Executive Office

John M. Salinas
County Executive Office

Rosario M. Adams
Health Care Agency

Mia Delgado
Health Care Agency

Jeffrey S. Nottke
Health Care Agency

Felicia O. Olaoshebikan
Health Care Agency

Dawn L. Robinson
Health Care Agency

Marilyn J. Schmidt
Health Care Agency

Flavia G. Torres
Health Care Agency

Christopher J. Galvin
John Wayne Airport

Sylvia D. Carsey
OC Community Resources

Kathy P. Williams
OC Community Resources

Pedro A. Castillo
OC Public Works

David E. Koch
OC Public Works

John F. Moore
OC Public Works

Huong L. Tran
OC Public Works

Craig S. Wehrman
OC Public Works

Mohammad A. Salam
OC Waste & Recycling

Carmen M. Saldana
OC Waste & Recycling

Angela L. Vogel
OC Waste & Recycling

Evelyn R. Davis
Probation

Janine L. Hackwith
Probation

Randi B. Hartzell
Probation

Teresa L. Baisz
Sheriff-Coroner

Kirkland H. Cummings
Sheriff-Coroner

Qui T. Dang
Sheriff-Coroner

David S. DeLaCruz
Sheriff-Coroner

Thomas S. Dickan
Sheriff-Coroner

Rosemary Flores
Sheriff-Coroner

John M. Hollenbeck
Sheriff-Coroner

Daniel S. Jacobs
Sheriff-Coroner

Scott J. McLeod
Sheriff-Coroner

Daniel A. Mendoza
Sheriff-Coroner

Anna Perez-De Avila
Sheriff-Coroner

Teresa A. Foster
Social Services Agency

Jacqueline Garza
Social Services Agency

Vivian Q. Luong
Social Services Agency

Lorinda Mora
Social Services Agency

Hoang-Anh Nguyen
Social Services Agency

Shawn Robinson
Social Services Agency

Karen L. Schneider
Social Services Agency

Junaidi A. Tjen
Social Services Agency

Rosemary H. Vu
Social Services Agency

Service Awards are announced in each edition of County Connection in the month immediately following work anniversaries, not in the month of the anniversary.
If you believe there has been an error or omission in reporting your years of service, please email Tracy.Ayres@ocgov.com.

PARTING SHOT



Have you taken a photograph of something cool and beautiful in Orange County? Would you like to submit it to Parting Shot for consideration? If so, send it via email to ruth.wardwell@ocgov.com. Please provide your job title and department and the details of the photo (location, what's happening, etc.) Please know that not all submissions will be used; decisions are at the discretion of the CEO Communications staff.

Welcome to Parting Shot, a photo feature designed to close County Connection with a must-see visual reflecting the beauty of Orange County.

This month's selection is the work of **John Hambuch**, manager, Orange County Housing Authority, OC Community Services. He writes: "American White Pelicans can be found at the Laguna Niguel Regional Park during this time of year. They are large white birds with black wing tips that can be seen when they are in flight." ■

COUNTY OF ORANGE
MISSION STATEMENT

"Making Orange County a safe, healthy, and fulfilling place to live, work, and play, today and for generations to come, by providing outstanding, cost-effective regional public services."

Click [here](#) to read the full mission and values statement.

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COUNTY CONNECTION is distributed monthly by the County Executive Office and is published by CEO/Communications. Call 714.834.6203 with any suggestions and comments.

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