

HCA programs receive CSAC honors

The California State Association of Counties (CSAC) holds its annual CSAC Challenge Awards each year to recognize unique county programs. This year, CSAC received a record number of entries for its competition, which spotlights the most innovative programs and services in county government. A total of 234 entries were received from 36 counties.

Congratulations to the following HCA programs and events that received honors this year:

Merit Award Winner

Environmental Health—Dana Point Harbor Clean and Green Campaign

In 1997, boater's engine leaks and spillage during oil changes were contaminating ocean recreational waters and affecting marine life. The challenge was to provide boaters with an effective way to dispose of oil contamination commonly

found in the bottoms of their crafts. In response, HCA began offering a free exchange program for bilge pads – large, absorbent pads boaters use to absorb leaking oil. Paid for through grants and partnerships, the pads were given away free to boaters at local boating events and at marinas, and new drop-off containers for used bilge pads were installed at the Dana Point Marina. Once the exchange program was in place, an education and promotional campaign – Got a Boat, Use a Pad – was launched to ensure that boaters took advantage of the program. The campaign was a tremendous success. In six months, nine drums of used pads were collected and disposed of, accounting for 1,800 soiled pads. In 2004, approximately 500 gallons of oily water was successfully diverted from ocean recreational waters. A duplicate campaign is now underway at another Orange County harbor.

Honorable Mentions

Emergency Medical Services (EMS) Week Events

Multi-Orange County Car Seat Inspection

Making certain that children are properly restrained in a car seat is one of the most effective ways to ensure their safety in the event of a collision. But many parents and caregivers lack the proper knowledge and education to make certain children are restrained correctly. The Health Care Agency partnered with "Orange Counties" in Florida, New York, North Carolina and Texas to provide simultaneous car seat safety education and training that is designed to save lives and reduce injuries. HCA developed a website that provided technical information, and an event was held at Angel Stadium of Anaheim to provide free inspections and training to families in the community.

Cheong picked as manager

HCA welcomes new Family Health Clinics Manager, Ken Cheong, who started his new position on December 1. Ken's responsibilities include management of the Children's Clinics, Pediatric Immunization Clinics, Traveler Shot Clinic, Family Planning Clinics, Women's Health Clinic, Children's Dental Health Clinic, Adult Emergency Dental Clinic and the HIV Dental Clinic.

Ken started his career in healthcare 16 years ago at the Regional Offices of Kaiser Permanente in Pasadena. While at Kaiser, he served as Department Administrator for the Huntington Beach Medical Office where he managed and led a multidisciplinary and multi-cultural team who provided primary care, OB/GYN services, and vision and physical therapy services.

Most recently, Ken was Primary Care Administrator for the North West Primary Care Unit at Kaiser Orange County, where he oversaw operations at the La Palma, Garden Grove and Tustin/Santa Ana Medical Offices.



Super CPR Sunday

Finding a CPR class to fit the busy lifestyles in Orange County's diverse communities is a worthy challenge. The Health Care Agency and the Office of Emergency Medical Services joined forces to hold a Super CPR Sunday at Angel Stadium of Anaheim. Various county public agencies sent more than 100 certified CPR instructors to the event, which was promoted entirely by volunteers and local businesses. Approximately 1,200 Orange County residents were provided CPR instruction. More than 40 local vendors participated in the Vendor Fair and Cardiac Science donated three automated external defibrillators with training to three local non-profit organizations. The event was so successful that the Angels Baseball Club has already requested another event at the ballpark during the 2006 season.

For more information about CSAC or the 2005 CSAC Challenge Awards, visit www.csac.counties.org.

Food safety tips for holiday feasts

With the holiday season in full swing, remembering to practice safe food handling is important in preventing foodborne illness. Bacteria like Salmonella and Campylobacter can be present in foods such as meat and poultry, and can cause illness due to insufficient cooking, inadequate cooling and improper food handling practices.

Consumers don't have to worry about catching avian flu when preparing and eating turkey and other domestic poultry during the holidays because there is no evidence of these viruses in the United States and poultry is not imported from affected countries.

The California Department of Health Services offers the following simple, easy-to-remember food safety tips:

Keep hands and food contact surfaces clean; wash them often:

- Always wash your hands with warm, soapy water before and after handling raw foods, after using the restroom, changing diapers and after handling pets. Dry hands with a clean single-use paper towel. People with cuts or skin infections on their hands should not prepare food.
- Thoroughly clean all work surfaces, utensils and dishes with hot soapy water and rinse with hot water before and after each use. Knives, cutting boards and meat grinders should be washed thoroughly before using them for other foods.



Keep foods separate; don't cross contaminate:

- Always wash fruits and vegetables in clean sinks and keep them away from raw meats, poultry, eggs, fish and any other raw animal product.
- When tasting food, ladle a small amount of it into a small dish and taste with a clean spoon. Remove the dish and spoon from the area and clean when finished.

Refrigerate foods promptly:

- Refrigerate or freeze turkey and other meats promptly after purchase. Prevent meat juices from spilling on and contaminating other foods or surfaces both at the market and at home. Refrigeration should be kept at 41 degrees or colder.
- Thaw a frozen turkey inside the refrigerator in its original wrapping. Thawing a moderate-sized turkey in this manner may take two to four days. If time does not permit a gradual thaw, place the frozen tur-

key in a watertight wrapper and immerse in cold—not hot or warm—water until the meat is pliable. Change the water every half hour.

Cook foods to proper temperatures:

- Rinse the turkey thoroughly in cold water and drain well before cooking.
- Stuffing should be cooked separately. Turkey should be placed immediately in a preheated oven set no lower than 325 degrees. Turkey and other poultry should be cooked to an internal temperature

of 180 degrees to kill pathogens that may be present, and the stuffing must reach 165 degrees.

- Always use a meat thermometer to ensure that meat is thoroughly cooked. To accurately measure the temperature, insert a thermometer in the thickest part of the turkey thigh, but not against the bone. Turkey meat is thoroughly cooked when the hip joint moves easily and the juices run clear – not pink.
- When leftovers are eaten hot, they should be heated to at least 165 degrees or until hot and steaming throughout.
- Foods cooked or reheated in microwave should be stirred or turned occasionally to ensure that all parts of the food are thoroughly cooked.

Refrigerate leftovers:

- Turkey should be refrigerated one of two ways: within two hours after it is cooked; or right after cooking, the turkey should be de-boned, sliced or pulled into pieces no more than 2 ½ inches thick and refrigerated in shallow containers. Store the meat, stuffing and stock in separate containers in the refrigerator or freezer.
 - Do not eat leftover meat that has been refrigerated for longer than four days or eat leftover stuffing or gravy that has been refrigerated longer than two days. If properly wrapped, leftover meat may be safely consumed after being frozen for one to three months.
 - Keep refrigerated all cream, custard and meringue pies and any other foods with custard filling, except when being served.

Practicing these safe food handling and preparation tips will help prevent a foodborne illness from ruining your holiday meal.

Visit www.ocfoodinfo.com for more information about HCA's Food Protection Program. Additional resources or information on food safety can also be found on the U.S. Department of Agriculture Meat and Poultry website at www.fsis.usda.gov and on the Partnership for Food Safety Education's "Fight BAC" (bacteria) page at www.fightbac.org.

The HCA Compliance Program offers a confidential telephone hotline to voice your concerns about any situation that may conflict with Compliance Program principles. You may call the hotline 24 hours a day, 7 days a week at:

(866) 260-5636

World AIDS Day 2005



World AIDS Day 2005, "Keep the Promise, Stop AIDS," was commemorated globally on December 1, 2005. It calls for a five-year Global AIDS Campaign beginning this year to hold the world community accountable to the commitments it has made to ensure a comprehensive response to the epidemic.

Since 1981, California has recorded more than 138,000 AIDS cases. Of that total, 80,500 Californians have died of AIDS-related illnesses. Over 91 percent of cumulative AIDS cases in California are among males, 8 percent are among females and 1 percent are among trans-gender individuals. Since July 1, 2002, when HIV reporting became effective in California, 39,508 HIV cases have been reported to the State Department of Health Services.

Locally, Orange County reported 211 AIDS cases in 2004. Since the county's first AIDS case was reported in 1981, a total of 6,504 AIDS cases have been reported through December 2004. Orange County ranks fifth among California's 58 counties in cumulative AIDS cases reported through 2004.



Staff from HCA's HIV Planning and Coordination Program receive a World AIDS Day proclamation from Supervisor Bill Campbell.

To commemorate the day locally, on November 22 Supervisor Bill Campbell presented a proclamation declaring December 1 as World AIDS Day in Orange County.

Each year, World AIDS Day arms people with the facts, how to prevent being infected and how to live with the disease. Wear a red ribbon as a sign of support for people living with HIV and a symbol of hope for the future. For more information regarding HIV/AIDS programs and services, visit the following websites:

- HCA's HIV Planning and Coordination Program—www.ochealthinfo.com/public/hiv/
- HCA HIV/AIDS information available for download, including HIV/AIDS Surveillance Reports—www.ochealthinfo.com/public/hiv/downloads.htm
- Office of AIDS—www.dhs.ca.gov/AIDS
- U.S. Department of Health and Human Services—www.omhrc.gov/hivaidsoptions
- World AIDS Day—www.worldaidsday.org

Do not delay, the golden moments fly!

—Henry Wadsworth Longfellow

Start the New Year eating healthy

During this holiday season, get a jump start on a healthy New Year by preparing a holiday meal that is both delicious and nutritious. Start by planning a holiday menu that incorporates colorful fruits and vegetables as well as other healthful ingredients which can act as substitutes for items called for in your favorite recipes.

To help you plan a healthful holiday meal, the American Dietetic Association offers the following simple tips:



- Buy a turkey that is the right size for your group. Allow one pound per person.
- Choose a turkey that is not self-basted. That way, you can baste using fat-free broth and save calories.
- Buy plenty of vegetables for dips and salads and to also use in stuffing as well as side dishes.
- Add nuts and dried fruits like cranberries, raisins, dates and apricots to your stuffing or favorite baked breads or cookies. They increase fruit intake and add variety.
- Use non-fat yogurt or fat-free sour cream for dips, sauces and pie toppings.
- Choose products that are trans fat-free.
- Try evaporated skim milk instead of whole milk.
- Buy whole-grain bread for your stuffing and add barley or wild rice to increase fiber.
- Use a variety of herbs and spices like basil, lemon or lime juice, garlic, rosemary, fennel, dill, mint and nutmeg to enhance the flavor of your meal. Add dried herbs at the beginning of cooking. When using fresh herbs, add them at the end of cooking and use more than usual as fresh herbs are not as strong as the dried variation.

Don't forget to incorporate physical activity into the holiday mix. While the holidays can often find us wrapped up in preparing meals and gift shopping, staying physically active by walking, biking or hiking is important.

For more informational tips to help jump start your healthy New Year, visit the American Dietetic Association's website at www.eatright.org or the California Project Leaders Encouraging Activity and Nutrition (LEAN) website at www.californiaprojectlean.org.

health care agency

WHAT'S UP
keeping staff informed & current

WHAT'S UP is a newsletter for employees of the County of Orange, CA, Health Care Agency.

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2005 holiday gift drive opportunities



The holiday season for gift-giving is once again upon us. The 2005 Operation Santa Claus and Senior Santa & Friends annual gift drive began Nov. 28. Participation in these projects has granted many holiday wishes for children in Orangewood Children's Home or in foster care, as well as other children, elderly and disabled adults served by the County of Orange Social Services Agency, Health Care Agency, Probation Department, Child Support Services and Housing and Community Services.

Last year, the County family helped make the holidays more cheerful by distributing more than 45,000 toys and providing gifts for 1,518 elderly and disabled adults. Please share in the holiday spirit again this year. There are several ways that you, your family, coworkers and friends can participate in Operation Santa Claus and Senior Santa & Friends. The following is a list of options to help brighten someone's life this holiday season.

Angel Tags for the Tree

Angel tags provide gift suggestions for a child or senior in need of a holiday gift. Look for Angel tags hanging on several Christmas trees and holiday displays throughout various County buildings and locations for some gift giving ideas. Pull a tag, purchase the item and bring it unwrapped, to a designated drop-off box, also located in County buildings.

Gifts for Seniors

Cash donations and gift cards are needed for seniors, which help to purchase special request items such as walkers and other medical equipment. Gift cards offer clients the opportunity to purchase medication and clothing. For more information, please call the Senior Santa line at (714) 825-3111.

Holiday Food Assistance

Many of HCA's clients live at nutritional risk because of low-income level. The Food for Families program is designed to provide them with food during the holidays and is made possible by generous donations from the community and County employees. Volunteer to feed-a-family by donating a grocery gift certificate or make a cash donation to the Holiday Hope program for the purchase of these gift certificates. Call HCA Volunteer Services at (714) 834-4144 for more information.

Holiday Volunteering and Donating

Assist with gift distribution and sorting at the operation Santa Claus Holiday Store located in Santa Ana during the month of December. To volunteer or for more information, call Jane Dawson at (714) 834-7440 or e-mail at Jane.Dawson@ocgov.com.

To drop off items for the 2005 holiday gift drive, look for an Operation Santa Claus/Senior Santa & Friends drop off box in your building. Boxes are also located in all County libraries. Item donations may also be dropped off at the Holiday Store, located at 1505 E. Warner Ave. in Santa Ana, from 9 a.m. to 4 p.m., Monday through Friday. Call (714) 825-3159 for more information. Check and gift card donations made payable to Operation Santa Claus or Senior Santa & Friends can be mailed to:

Operation Santa Claus
P.O. Box 22006, Santa Ana, CA 92702

JANUARY HEALTH OBSERVANCES

Cervical Health Awareness Month

National Birth Defects Prevention Month

National Glaucoma Awareness Month

National Blood Donor Month

Thyroid Awareness Month

Folic Acid Awareness Week 9-15

Healthy Weight Week 15-21



Coding holiday time

Now that the holidays are here, it is a good time to review the correct payroll coding of holiday hours on your VTI timecard. There are only two situations that may occur: (a) it is your normally scheduled work day, or (b) it is your regularly scheduled day off.

If it is a scheduled work day, enter into your VTI timecard holiday hours (HH) up to the number of hours you normally would have worked that day. Due to recent negotiations, this now includes administrative management staff, but not executive management. For example, when a holiday lands on a work day in which you normally would have worked 9 hours, select pay code HH and enter 9 hours. If your normal work schedule is more than 9 hours for that day, VTI will display the following error message:

"Holiday reported hours more than 9.00 holiday hours." If this is the case, and if there are no other error messages that should be corrected, click "Override" when submitting your timecard.

If a holiday falls on your regularly scheduled day off, record holiday comp (HC) in the "Other Pay Code" column. Full time employees are entitled **8 hours** of holiday comp, and part time employees **4 hours**. You must record the hours on the date of the holiday *and* in the "Other Hours" column. Holiday comp hours will be added to your balances up to the amount of maximum comp time allowed. Any HC hours exceeding this maximum will be paid to you.

If you would like to be paid for HC hours, enter comp pay (CP) in the "Other Pay Code" column and the hours in the "Other Hours" column (do not enter CP hours on the date of the holiday). CP must be entered on a separate line from HC. *Be careful!* If your comp balance is already at the maximum allowed, and you enter, for example, 8 hours CP, VTI will pay you **16 hours**, 8 for CP and 8 for HC, and your comp balance will end up being 8 hours less than your maximum!

During this hectic time of the year, keep these guidelines in mind and may all your VTI timecards be submitted timely and accurately!

If this article has been helpful to you, or if you have suggestions for future topics, please send your comments to HCAPAYROLL@ochca.com.