

Date: February 24, 2012

To: **REAL ESTATE SERVICES DIVISION**

- All Staff
- Assistant Deputy Director
- Branch Chiefs
- Assistant Branch Chiefs
- Executive Staff

From: Real Estate Services Division  
Business Operations, Policy and Planning Branch

Subject: **BOPP STAFF ROSTER AND ASSIGNMENT LISTING**

The Business Operations, Policy and Planning Branch (BOPP) is here to serve the program and operational needs of the Real Estate Services Division (RESD). Be the **best**. Be **responsive**. Be **collaborative**. That's the BOPP's formula for success.

**Be the best.** Our vision is that each BOPP staff strives to do their **best** and to go above and beyond your expectations when it comes to providing services to your branch. These services, unique to the RESD but complimentary to those provided at the Department level, support the programs and critical business processes of the Division's matrix-based operations. They include, but are not limited to: contracts processing and monitoring, IT and specialized commodity procurements, human resources and training coordination, financial accounting and customer billing, support (operations) budget management, project intake and cost analysis, workload analysis, Statewide Property Inventory database maintenance and administration, and other operational support services. When we do our best to help you to do your best, we all succeed.

**Be responsive.** Listening to and anticipating your needs, and **responding** timely are important elements of communication. Knowing who to call for specific needs is also important for effective communications. To that end, we have included an updated BOPP staff roster and phone list. The list includes staffs' work assignments, cube locations and work hours. The list is updated as needed and is accessible on BOPP's Intranet home page.

**Be collaborative.** Bringing the right people together at the right time with the right resources to solve a defined problem regardless of organizational lines raises **collaboration** to its highest levels. Many BOPP staff serve on teams and/or attend many standing meetings. If you have a need for a BOPP representative for a team or meeting, please let us know. We welcome the opportunity to serve and participate.

Providing outstanding customer service is very important to all of us. Your questions, comments and suggestions for improvement are always welcome. Please feel free at any time to contact the Branch Chief, Julie Fisher at [Julie.Fisher@dgs.ca.gov](mailto:Julie.Fisher@dgs.ca.gov) or (916) 376-1861.

*Julie Fisher,  
Branch Chief*

cc: BOPP Staff

Department of General Services – Real Estate Services Division  
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## BOPP MANAGEMENT TEAM

Contact	Phone	Fax	Cube	Hours
<b>Julie Fisher, Branch Chief</b>	<b>376-1861</b>	<b>376-1842</b>	<b>1-120</b>	<b>8:00-5:00</b>
<b>Alison Garcia, Assistant Branch Chief</b>	<b>376-1750</b>	<b>376-1776</b>	<b>02-017</b>	<b>7:30-4:30</b>
• <b>Contracts Management and Procurement Services</b>				
Rhonda Burnett, SSM I	376-1755	376-1778	02-001	8:00-4:30
John Isham, SSM I	376-1752	376-1779	02-005	7:30-4:30
Jann Bullock, SSM I	376-1774	376-1779	02-006	8:00-4:30
• <b>Human Resources and Training</b>				
Pam Sells, SSM I	376-1845	376-1834	1-151	8:00-5:00
Brenda Russell, SSM I	376-1839	376-1834	1-153	7:30-4:00
<b>Sukhy Sahota, Assistant Branch Chief</b>	<b>376-4716</b>	<b>376-1842</b>	<b>1-134</b>	<b>8:00-4:30</b>
• <b>Budget and Management Reports and Accounting Analysis</b>				
Sukhy Sahota, SSM II	375-4716	376-1842	1-134	8:00-4:30
• <b>Workload Analysis and Scheduling and Statewide Property Inventory</b>				
Sandy Khan, SSM I	375-4675	None	6-030	8:30-5:30
• <b>Project Intake and Cost Analysis</b>				
Sabrina Winn, SSM I	375-4715	376-1842	1-132	8:15-4:45

## CONTRACTS MANAGEMENT AND PROCUREMENT SERVICES SECTION

**A&E Contracts Unit:** The unit processes all Architectural and Engineering contracts to support design and construction of State building projects. All contract requests must be submitted to the unit manager who will assign it to a Contracts Officer.

Contact	Phone	Fax	Cube	Hours
<b>John Isham, SSM I</b>	<b>376-1752</b>	<b>376-1779</b>	<b>02-005</b>	<b>7:30-4:30</b>
Vacant, OT	376-1749	376-1778	02-012	
Therese Dominguez, AGPA	376-1758	376-1779	02-004	8:00-4:30
Lynette McIntyre, AGPA	375-4064	376-1779	02-008	8:45-5:15
Lyssa Ortega, AGPA	376-1762	376-1779	02-024	7:00-4:30

**Construction Contracts Unit:** The unit processes public works/construction contracts as well as material testing contracts. All contract requests must be submitted to the unit manager who will assign it to a Contract Officer.

Contact	Phone	Fax	Cube	Hours
<b>Rhonda Burnett, SSM I</b>	<b>376-1755</b>	<b>376-1778</b>	<b>02-001</b>	<b>8:00-4:30</b>
Denis Calvo, AGPA	376-1767	376-1778	02-003	7:30-5:30 Friday A
James Frolich, AGPA	376-1770	376-1778	02-015	7:30-5:00 Monday A
Gail Lunn, AGPA	376-1756	376-1778	02-002	8:00-4:30
Jennifer Maier, AGPA	376-1754	376-1778	02-013	7:30-4:15
Eric Waddell, OT	376-1768	376-1778	02-010	8:30-5:00
Teresa Petersen, SSA	376-1759	376-1778	02-014	8:00-4:30

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**BPM Contracts Unit:** The unit processes minor construction and service contracts for BPM. All contract requests must be submitted to the unit manager who will assign it to a Contract Officer.

Contact	Phone	Fax	Cube	Hours
<b>Jann Bullock, SSM I (*)</b>	<b>376-1774</b>	<b>376-1779</b>	<b>02-006</b>	<b>8:00-4:30</b>
Jaime Palomino, AGPA	376-1766	376-1779	02-009	7:00-4:00
Aldrina Sinegal, AGPA	376-1763	376-1779	02-022	6:30-4:15 Friday B
Tserenhand (Handa) Gugel, OT	375-4568	376-1779	02-011	8:00-4:30

**Procurement Services Unit:** The unit processes all RESD (except BPM) IT purchase requests, and Studio 1 and Studio 2 purchases. The unit is also responsible for various RESD reports including the Buy Recycle Program Report, RESD Equipment Inventory, and Vehicle Inventory Report. All purchase requests must be submitted and placed in the Unit's "In" box. Procurement Officers process requests on a flow basis.

Contact	Phone	Fax	Cube	Hours
<b>Jann Bullock, SSM I (*)</b>	<b>376-1774</b>	<b>376-1779</b>	<b>02-006</b>	<b>8:00-4:30</b>
Rosemary Lobato, AGPA	376-1880	376-1842	02-126	8:00-4:30
Susan Taylor, AGPA	376-1761	376-1842	02-074	7:00-4:00

**RESD SB/DVBE Advocate:** RESD SB/DVBE Advocate: The SB/DVBE advocate promotes the use of Small Businesses and Disabled Veteran Business Enterprises on all RESD projects. The advocate works closely with the vendor community encouraging certification, participation and adherence to the SB/DVBE rules and requirements. The advocate is the contact for all SB/DVBE questions or concerns.

Contact	Phone	Fax	Cube	Hours
Molly Lovett, AGPA	376-1844	376-1778	02-021	7:00-4:30 Monday B

\*employee is on loan to  
BPM for pilot program

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**HUMAN RESOURCES AND TRAINING SECTION**

**Human Resources Unit:**

**Personnel Liaisons:**

Contact	Phone	Fax	Cube	Hours
<b>Pam Sells, SSM I</b>	<b>376-1845</b>	<b>376-1834</b>	<b>1-151</b>	<b>8:00-5:00</b>
Mona Gonzales, AGPA	376-1838	376-1834	1-155	7:00-4:30 Monday
Mary LaCasse, AGPA	376-1841	376-1834	1-146	7:00-4:30 Friday
Linda McGuire, AGPA	376-1843	376-1834	1-154	7:00-3:30
<b>Brenda Russell, SSM I</b>	<b>376-1839</b>	<b>376-1834</b>	<b>1-153</b>	<b>7:30-4:00</b>
Emon Graves, APGA	376-1860	376-1834	1-149	8:00-5:00
Amy Hurn	376-1838	376-1834		

**Mary LaCasse**

Backup: Mona Gonzales  
 ▪ Region 1 and 3  
 ▪ Capital Historic

**Mona Gonzales**

Backup: Mary LaCasse  
 ▪ Region 5  
 ▪ Bay Region  
 ▪ LA Metro Region  
 Southern Region

**Linda McGuire**

Backup: Mona Gonzales  
 ▪ Headquarters  
 ▪ Region 2, 4 and 6

**Vacant**

Backup: Brenda Russell  
 ▪ PSB CSS

**Brenda Russell**

Backup: Vacant  
 ▪ PSB (except CSS)

**Vacant**

Backup: Amy Hurn  
 ▪ AMB  
 ▪ PMB  
 ▪ Performance Consultant

**Amy Hurn**

Backup: Vacant  
 ▪ BOPP  
 ▪ Performance Consultant

**Attendance Clerks:**

Contact	Phone	Fax	Cube	Hours
<b>Pam Sells, SSM I</b>	<b>376-1845</b>	<b>376-1834</b>	<b>1-151</b>	<b>8:00-5:00</b>
Jeanette Garcia, OT	376-1846	376-1855	1-145	8:00-5:00
Vacant, OT	376-1847	376-1855	1-144	

**Vacant**

Backup: Jeanette Garcia

**Jeanette Garcia**

Backup: Vacant  
 ▪ All RESD

**Training Coordinators, Payroll, Emergency Preparedness & Website Support:**

Contact	Phone	Fax	Cube	Hours
<b>Brenda Russell, SSM I</b>	<b>376-1839</b>	<b>376-1834</b>	<b>1-153</b>	<b>7:30-4:00</b>
Tammy Parisi, AGPA	376-1853	376-1855	1-140	8:30-5:00
Randy Ruark, SSA	376-1854	376-1855	1-141	7:00-4:30, Friday A

**Randy Ruark**

Backup: Tammy Parisi  
 ▪ Training for all RESD branches except BPM  
 ▪ RESD Payroll Coordinator

**Tammy Parisi**

Backup: Randy Ruark  
 ▪ Training for BPM  
 ▪ Website Support  
 ▪ Emergency Preparedness Coordinator

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**PROGRAM SUPPORT SERVICES SECTION**

**Administration:**

Contact	Phone	Fax	Cube	Hours
Julie Fisher, Chief, SSM III	376-1861	376-1842	1-133	8:00-5:00
Vacant, OT	376-5220	None	6-136	

**Budgets and Management Reports Unit:**

Contact	Phone	Fax	Cube	Hours
Sukhy Sahota, SSM II	375-4716	376-1842	1-134	8:00-4:30
Aaron Brawner, SSA	376-1871	376-1842	1-128	7:00-3:30
Maria Brito, SSA	376-1872	376-1842	1-129	7:00-4:30 Friday A
Enid Merchant, AGPA	376-1873	376-1842	1-130	7:00-4:30 Friday B

Tasks performed by the Budget Unit include, but are not limited to:

- Preparation of Monthly Management Reports
- Maintenance of the Position Database
- Review and approval of Purchase Orders, Service Requests and Contracts for funding availability (SRF and Miscellaneous Special Funds)
- Monitors encumbrance items and facilitates year end reconciliation of encumbered items
- Analyze requests for Request for Personnel Action's (RPA's) and verify funding availability
- Assists the Office of Fiscal Services (OFS) with preparation of the annual Revenue and Expenditure Plan and Forecasters
- Process Transfer Of Budget Allotments (TBAs)
- Assists Programs and OFS with preparation of Budget Change Proposals, Provision 3 requests and Finance Letters
- Acts as Program Support for Annual Rate Development Process
- Act as liaison between Programs and State Fire Marshal for review and payment of invoices

Branch / Section	Supv	Fiscal Analysts		
	Sukhy Sahota	Aaron Brawner	Enid Merchant	Maria Brito
<i>Back-ups: All staff function as back ups for each other</i>				
BPM	x			
AMB, BOPP, PMB, PSB (Special Programs), State Fire Marshal		x		
PSB (Cost Engineering, Real Estate Leasing and Planning, Environmental Services)			x	
PSB (Administration, Real Property Services, Design Services, Construction Services)				x

**Accounting Analysis Unit:**

Contact	Phone	Fax	Cube	Hours
Sukhy Sahota, SSM I	375-4716	376-1842	1-134	8:00-4:30
Joel Rodriguez, SSA	376-5006	376-1842	1-121	8:00-4:30 Monday A
Bruce Catalano, SSA	376-1877	376-1842	1-122	7:00-3:30 (M-Th)
Ryan Takeoka, SSA	375-4699	376-1842	1-119	8:00-4:30 Friday B
Laura Gonzales, SSA	376-1865	376-1842	1-126	8:00-5:00
Elizabeth Darling, SSA	376-1875	376-1842	1-120	8:00-5:00

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Tasks performed by the Accounting Analysis Unit include, but are not limited to:

- Accounts Payable - Monitor, audit, approve and process all RESD vendor invoices and submit to OFS Accounting for payment
- Research and make recommendations on accounts payable inquiries
- Track encumbered documents, maintains logs with current balance
- Accounts Receivable - Prepare Reports of Collection (ROC) for incoming checks and Electronic Fund Transfers
- Research and respond to DGS invoice inquiries
- Issues Customer Account Numbers (CAN) for billing purposes
- Coordinates RESD Cal-Card Program

<b>Invoice Types</b>	Ryan Takeoka	Joel Rodriguez	Bruce Catalano	Laura Gonzales	Elizabeth Darling
<b>Back-ups: All staff function as back-ups for each other</b>					
<b>BPM</b> - Payment authorization/approval documents, miscellaneous invoices, special projects.		X			
<b>Cal Card - Payment Transmittal; RESD Coordinator; SB/DVBE Reporting</b>			X		
<b>Training- Cooperative Personnel Services (CPS)</b>			X		
<b>Contracts, Consultant Contracts, Purchase Orders, Service Orders (Encumbered Documents):</b>					
• PSB (Design Services, Special Programs, Environmental), Materials Testing & Inspections Services (MTIS)	X				
• AMB, BOPP, PMB, PSB (RELPS, RPSS, CES)			X		
• PSB (CSS), IT Purchase Orders (Goods and Services) – All RESD Branches				X	
• OLS contracts with external Attorneys, Winslow's (Reprographics), University Enterprise (Student Contract), MTIS - Matriscope.					X
<b>Intrafund Transfers from Other State Entities:</b>					
• ORIM (Insurance Services), DSA Plan Checks	X				
• Prison Industry Authority (PIA), Attorney General's Office (Attorney Services, Arbitration, Cost of Suit), OLS - DGS Attorney fees					X
• All others not listed.			X		
<b>Intrafund Transfers from RESD to Other State Entities:</b>					
RESD Billing inquiries - Accounts Receivable			X		
<b>Misc. Payments:</b>					
• Advertising - newspapers and internet					X
• Publications - West Code Books, library purchases					X
• Request for Revolving Fund Check Vender Payments					X
<b>Mail Services (incl. Federal Express, UPS)</b>					X
<b>Taxi Cabs - Shamrock, Richards, all others not listed</b>					X
<b>Travel:</b>					
AMEX - American Express Travel Account (BTA)				X	
Car Rentals - Enterprise, Vanguard, all others not listed				X	
<b>Telecommunications:</b>					
• Pacific Bell, Verizon, AT&T (land lines, wireless devices)				X	
<b>Utilities:</b>					
• BPM		X			
• SMUD, PG&E, SDGE				X	

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**All others invoices not identified above please contact unit supervisor.**

**Fiscal Historical Support:**

Contact	Phone	Fax	Cube	Hours
May Lee, RA	376-1874	376-1834	01-036	Mornings MTuWTh

**Workload Analysis and Scheduling Unit:**

Contact	Phone	Fax	Cube	Hours
<b>Sandy Khan, SSM I</b>	<b>375-4675</b>	<b>None</b>	<b>6-030</b>	<b>8:30 - 5:30</b>
Suzie Dyer, AGPA	375-4686	None	6-028	7:30 – 4:00
Gabe Ledesma, AGPA	376-1864	None	6-026	8:00 – 4:30
Carol Woofter, AGPA	375-4674	None	6-028	7:30 – 4:30 Monday
Vacant, AGPA	375-4678	None	6-031	

The Workload Analysis & Scheduling Unit is responsible for:

- Liaison with DOF Capital Outlay Unit on capital outlay projects to be included in the Budget Bill
- Capital Outlay Project scheduling and workload analysis reports for RESD Branches
- Weekly Scheduling meetings with PSB design studios and special programs to monitor and assess schedule and budget status on various projects
- ABMS Support Team to assist and train RESD employees on using ABMS for scope, schedule, budget and tracking PAL time; training on PSB e-reports; training on SPI intranet and internet site use
- Coordinating various status reports
- Monthly Workload Reports for PSB RELPS
- Processing new projects and routing to PSB via CRUISE
- Producing the RESD Weekly Report
- Closing RELPS and RPSS SRF projects
- Coordinating RESD Green Team documents and web updates
- Publishing the RESD Monthly Accomplishments Report
- Providing analytical project support to RELPS and RPSS

**Statewide Property Inventory Unit:**

Contact	Phone	Fax	Cube	Hours
<b>Sandy Khan, SSM I</b>	<b>375-4675</b>	<b>None</b>	<b>6-030</b>	<b>8:30-5:30</b>
Chris Duval, AGPA	375-4055	376-6381	6-024	8:00-5:30 Friday
Gina Linden, AGPA	375-4052	376-6378	6-025	7:00-3:30
Joe White, AREO, RA	375-4056	None	6-027	Mornings MTuWTh
Vacant, SSA	375-4027	None	6-022	

The Statewide Property Inventory (SPI) Unit is responsible for maintaining a complete and accurate Statewide Property Inventory of all real property, assets and leases held by the State of California.

- State Owned – Land and Buildings; annual verification with State owning agencies
- Lease Space Leases where the State is the tenant and a private company (a non-State entity) is the lessor
- State Owned Leases where the State is the lessor (the owner of the property) and the lessee/tenant can be either another governmental agency or private company
- Assists in training RESD employees on using the SPI intranet and internet web sites

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- Lease surcharge invoicing

**Project Cost Analysis Unit:**

Contact	Phone	Fax	Cube	Hours
Sabrina Winn, SSM I	375-4715	376-1842	1-132	8:15-4:45
Brenda Buckner, SSA	376-4696	376-1842	1-115	7:00-4:30 Friday A
Cathy Sharp, SSA	375-4698	376-1842	1-117	7:45-5:15 Monday B
Lilian Lee, AGPA	375-4692	376-1842	1-131	8:00-5:30 Friday B
Punita Chandra, SSA	376-1866	376-1842	1-113	7:00-4:30 Monday A
Sharon O'Keefe, RA	375-4685	376-1842	1-127	7:30-11:30 Tuesday & Thursday

The Project Cost Analyst Unit is responsible for:

- Preparing fund transfer documents (Form 22, Bond Form 220, Federal Form 221, and miscellaneous) per customer approval to fund projects managed by PSB, and monitoring the approval status of the fund transfer documents. Responding to miscellaneous funding inquiries (expiring funds, billing issues, etc.).
- Coordinating with the PSB Project Managers to allocate project cost budgets in ABMS, per the approved fee proposal or project cost estimate; and the preparation of work authorizations for all project phases.
- Monitoring project expenditures for PSB projects, and certifying that funding is currently available in ABMS for various construction contracts, change orders, consultant agreements, and miscellaneous invoices (printing costs, DSA/SFM plan review fees, lessor invoices, EFT charges, etc.).
- Preparing the required State Public Works Board (SPWB) packages for the PSB managed Major Capital Outlay Projects, to secure Department of Finance approval (and when required, SPWB approval) for all project phases.
- Preparing customer project status reports for PSB projects when requested, and updating the PSB Major Capital Outlay report on a quarterly basis.
- Reconciling all project expenditures in ABMS for completed PSB projects, requesting the disencumbrance of remaining commitments in ABMS for completed consultant agreements/purchase orders, and initiating the process for project closure in ABMS by the DGS Accounting Office.

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**BOPP Project Cost Analysis Unit**

**Sabrina Winn, Supervisor**

**(916) 375-4715**

**Sabrina.Winn@dgs.ca.gov**

**Cathy Sharp Back-Up: Brenda Buckner**

**(916) 375-4698**

**Cathy.Sharp@dgs.ca.gov**

Air Resources Board  
Board of Equalization  
California Arts Council  
Consumer Affairs  
Corrections & Rehabilitation  
Corporations  
Court of Appeals  
Finance  
Food and Agriculture  
Industrial Relations  
Insurance  
Joint Rules Committee  
Judicial Council  
Justice  
Public Utilities Commission  
Secretary of State  
State Controller's Office  
State Library  
State Personnel Board  
State Treasurer's Office  
Studio 1 for all agencies  
Transportation  
Trustees

**Brenda Buckner Back-Up: Cathy Sharp**

**(916) 375-4696**

**Brenda.Buckner@dgs.ca.gov**

California Science Center  
Community Colleges  
Education  
Emergency Services  
Energy Commission  
Fairs and Expositions  
Forestry and Fire Protection  
Health Care Services  
Housing Community Development  
Managed Health Care  
Maritime Academy  
Military  
Motor Vehicles  
Prison Industry Authority  
Public Employees Retirement System  
Public Health  
Race Track Authority  
Social Services  
State Lottery Commission  
Teale Data Center

**Agency Assignments**

**Unit Fax (916) 376-1842**

**Punita Chandra Back-Up: Lillian Lee**

**(916) 376-1866**

**Punita.Chandra@dgs.ca.gov**

Boating and Waterways  
California Conservation Corps  
California Tahoe Conservancy  
Coastal Commission  
Community Services and Development  
Conservation  
Developmental Services  
Fish and Game  
Franchise Tax Board  
Mental Health  
Parks and Recreation  
Rehabilitation  
RESD-State Leasing/Planning (RELPS) all agencies  
San Joaquin River Conservancy  
Sierra Nevada Conservancy  
State Coastal Conservancy  
State Lands Commission  
State Water Resources Control Board  
Toxic & Substance Control  
Waste Management  
Water Resources

**Lillian Lee Back-Up: Punita Chandra**

**(916) 375-4692**

**Lillian.Lee@dgs.ca.gov**

ARRA – American Recovery Reinvestment Act for all agencies  
Asbestos Program – DGS only  
Employment Development Department  
California Highway Patrol  
General Services  
Seismic & Structural Retrofit Program-DGS only  
Veterans Affairs

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