



*B. T. Collins, Executive Secretary and Chief of Staff, Governor's Office gives a rally speech at the sixth annual kick-off meeting for the 1981 Food Drive.*



*Director David E. Janssen explains why your support of this year's food drive is very essential.*



*Vivian Plank, of C.S.E.A. presents Director David E. Janssen, with the first contribution to this year's food drive.*

## November—December 1981

### *Giving is a Good Feeling*

"When they asked, I said YES!" and that was back in 1975 when Myron E. Curtis, Telecommunications Engineer, Communications Division, first became statewide coordinator of the State Employees Holiday Food Drive. Myron, a most jovial person, also known as the "DGS Santa Claus", has voluntarily coordinated this worthwhile community service for the past five years.

Since the first annual food drive, generous State employees in the greater Sacramento area have donated over 120 tons of food (that's 240,000 lbs.). Their efforts, combined with the efforts of five local charitable organizations, have come to the aid of 6,000 area families by providing each family with enough food for three days during the holiday season.

"We can be proud of our past achievements" said Myron. "In many cases, the food you and I contribute has been, or will be, the only 'holiday' many people may have."

"This year", added David Janssen, "more families face even greater economic hardships than they have in other years, because of high unemployment, federal cuts, and double digit inflation. Therefore, it becomes even more essential that those of us who are able, give as generously as possible."

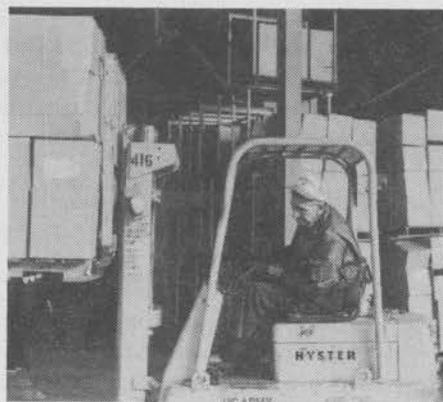
According to Olive Johnson, DGS Food Drive Coordinator, if each State employee in the Sacramento area donated 2-3 cans of food, we would be able to reach this year's goal of 50,000 lbs.

Check the Christmas tree posted on the Executive Office door. If the name of your division appears on an ornament, that means one pound of food for each employee has been donated — if two ornaments appear, each divisional employee (on the average) has donated three lbs. of food. If your division has not decorated the tree, make sure that by December 11th you appear at least once on the tree!

Your donation, no matter how big or small, contributes to the overall success of the drive. Join in the holiday spirit — "Giving is a good feeling!"



*Myron Curtis, statewide coordinator and Dan Greene, co-chairman, begin sorting food collected during the drive. They need your help on Tuesday, Dec. 15, 1981 to assist them in sorting the food which will go to the five recipient agencies.*



*The sorted food is boxed and stored ready for delivery.*

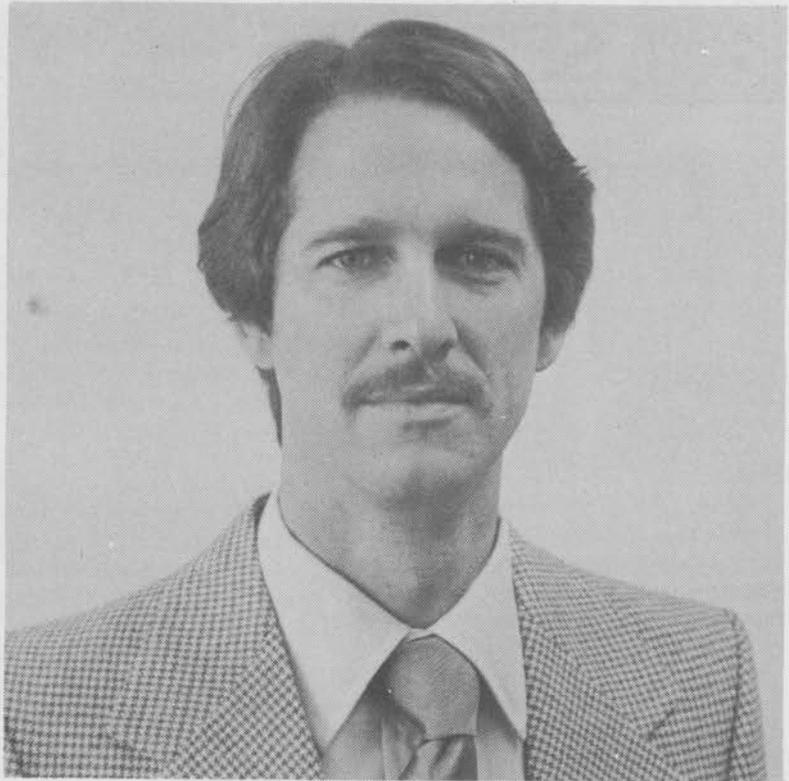


*Jim Nelson, founder and director of Operation Santa Claus receives a call for food for a needy family.*

## RAP SESSION

I would like to take this opportunity to explain the new commercial car contract that the State of California, through the Department of General Services, has just recently signed with Thrifty Rent-A-Car of California, Inc. The contract went into effect on September 1, 1981 and will terminate on December 31, 1983. Although the new contract was again awarded to Thrifty Rent-A-Car, there are a few new aspects that I would like to discuss with you.

First of all, the new contract has been improved in that there will be a greater number of vehicles available to the State at the contract locations. Reservations are to be made at least 24 hours in advance. Those employees with confirmed reservations will receive priority treatment when arriving at the contract locations. When Thrifty cars are exhausted, as part of the contract, back-up vendors have agreed to provide additional cars at the state contract rate. Thrifty will provide valet services to these back-up vendors. In the



event the back-up vendor runs out of cars, supplemental vendors have agreed to provide cars at a substantially discounted rate compared to the normal commercial car rate.

All reservations should be made directly through Thrifty Rent-A-Car. Now, when you make a plane or hotel reservation, you should also make a car reservation.

Secondly, I would like to call your attention to the fact that the San Diego area will again be serviced by Thrifty Rent-A-Car. There is a new Thrifty franchise operating in the city. Aztec Rent-A-Car (the previous vendor) will serve as the primary back-up vendor in that area.

The new contract only covers eight locations statewide. They are Burbank, Fresno, Los Angeles, Ontario, Orange County, Sacramento, San Diego, and San Francisco. Four locations served in the previous contract have been dropped due to the limited number of rentals. They are Long Beach, San Jose, Santa Rosa, and Stockton.

In 13 locations outside the eight locations covered by the State's contract, several supplemental vendors have agreed to provide traveling state employees a substantially discounted rental rate.

Although employees are not required to use these supplemental vendors outside the contract area, in the interest of conserving State funds, I encourage every traveling state employee to make every effort to take advantage of this service that is available. This new service has the potential for providing substantial savings to the State and, in return, to the individual departments.

In this time of tight fiscal constraint, it is essential that each employee plan his or her trip in advance, taking advantage of the most time, energy and cost effective method of travel.

If you have any additional questions regarding state travel policies and the new contract, please telephone Kathy Hogge at 322-0254.

Thank you for your continued cooperation.

*Locations, address and telephone numbers of the vendors in the eight locations covered by the new contract are as follows:*

Location	Vendor	Address	Telephone No.
Burbank	Thrifty	1200 Hollywood Way	(213) 843-7376
Fresno	Standard	2023 No. Gateway	(209) 252-0555
Los Angeles	Thrifty	6151 W. 98th Street	(213) 645-1885
Ontario	Thrifty	1801 East G Street	(714) 983-1949
Orange County	Thrifty	3501 Irvine, Newport Beach	(714) 752-6741
Sacramento	Thrifty	726 L Street	(916) 447-2840
San Diego	Thrifty	2100 Kettner Blvd.	(714) 239-2281
San Francisco	Thrifty	309 E. Millbrae, Millbrae	(415) 692-0660

# GENERAL SERVICES PEOPLE

Since 1976, Disabled in State Service (DISS) has played an active role in advocating for the rights and opportunities for the disabled in State government. DISS has also recognized outstanding achievements on the part of disabled persons and State departments who have been influential in furthering the goals of the organization.

At an awards banquet, co-sponsored by DISS and Sacramento's Community Partner Committee for IYDP (SCPC), and held in memory of Maria Siordia, **Shelley Bahr**, Affirmative Action Officer, Office of the State Architect, was presented the Etta Marie Siordia Memorial Award for the most aspiring State employee with a disability.

Etta Marie was an active State employee and former co-chairperson of DISS who fought for the rights of disabled persons in the work force. She was instrumental in having electric doors installed at the State Personnel Board and fought for the passage of AB 1309, Statutes of 1977, a bill relating to the handicapped.

Shelley Bahr is currently Vice-President of DISS.

The Sacramento Medical Foundation, Blood Bank, wrote to Dale Garrett on behalf of **Rita Hauf**, thanking him and her for making it possible for Rita to be a special pheresis donor.

Pheresis, or more properly Apheresis, is a Greek word and means "to take away from". When used in connection with the Blood Bank pheresis program, it means the removing of plasma or blood cells. The blood bank performs platelet pheresis and leukapheresis, that is removal of platelets and/or white cells from a donor to be used in the treatment of leukemia patients.

The technique involves drawing blood from one arm of the donor, separating the red cells, platelets, white cells and plasma and returning to the donor that portion which is not needed. This technique requires a needle in each arm and about 2 to 3 hours of time on the machine.

It takes a special kind of person to volunteer for this activity and Rita is just that kind of person. She found "the entire experience very rewarding, as well as fascinating."

**James O'Hara** retired from the Records Management Division after completing 29 years of State service. His friends and co-workers gave him a farewell pot luck luncheon where they presented him with his old wooden-handled knife placed on a plaque which he used for many years to open the mail.

Last they heard, Jim O'Hara and his wife were on their way to Canada. Jim said he has three activities planned for retirement: 1) tennis, 2) church and 3) travel.

He is active in the Pentacostal Church.

Seventy-five friends, fellow workers and family members came together to celebrate the retirement of **D. Howard E. McVay** Staff Leasing Officer, Space Management, at the Spaghetti Factory. Howard started work with the State in 1972, after 33 years of real estate experience with Shell Oil Company. Howard's wife also plans to retire in the near future and they plan to play a lot of golf. Howard said when he gets up in the morning, he feels like he has to go somewhere. He still finds it hard to realize that he is retired.

Two Capitol Restoration workers were honored at the 61st Annual AFL-CIO Convention in Atlantic City as the nation's "Craftsperson of the Year".

As the only 1981 recipients of the award, **Michael Casey** and **Karl Mindermann** were recognized for their outstanding workmanship and ingenuity displayed by tradespersons.

Michael Casey, a graduate of a prestigious east coast art school, was honored for his "sculpture talent artistic sensitivity and masterful contrast of the plaster medium." Michael Casey redeveloped the parget ceiling technique, using a pastry tube filled with plastering mud to restore the Capitol's ornamental plaster work ceilings.

Karl Mindermann, a German immigrant and sheet metal worker, supervised the six month dome restoration project. Mindermann's work in recreating the copper Capitol dome, according to the jury "is as impressive as the final product."

**Irv L. Penrose**, Warehouse Worker, Office of Procurement, received \$30 for an improved procedure. He suggested that Materials Services stock replacement spools for desk type tape dispensers, so that when one is lost or broken, the agency can just replace the spool and not the entire dispenser.

Formerly these replacement spools were available at no cost to the State because the vendor supplied them free to Materials Services. However, not all vendors provided this service and consequently the practice of providing for replacement spools was discontinued. The demand for the spool item was so low that it was uneconomical to stock it, however, the spools are readily available from local stationary stores. So as a result of Irv Penrose's suggestion, the revised Material Services Catalog will advise State agencies that the spools may be purchased at local stationery stores.

**George J. Kovalik**, Warehouse Worker, received \$40 for an improved procedure. He submitted a proposed revision of OSP Form 130 which included additional information and more typing room for entries.

As a result of a suggestion submitted by **James T. Troutman**, Communications Division, the California Highway Patrol Office now has the ability through the use of a switch, to change incoming radio traffic from radio speaker to the siren speaker. Mr. Troutman, who submitted this suggestion with another employee (Dept. of CHP) received \$45 for improved safety.

**Julius C. Montoya**, Composer, Office of State Printing suggested that the Printing Plant use both sides of the Camex "floppy discs" which doubled the current storage capacity from approximately 500 diskettes to 1,000 diskettes.

His suggestion resulted in \$2,740 in savings and he received \$275 for his idea.

(Continued on page 5)

# FEEDBACK

Getting things done is not necessarily the same as doing things. A completed job is not always a job well done. But from the looks of things, General Services' people not only do the job, but they do it well. Monthly, letters and phone calls are received complimenting staff for providing that little extra something that gets the job done in a special kind of way.

The *Los Angeles Times*, with a daily circulation of 1,043,028 wrote in its Feedback column "...There was indeed much support for the 911 universal emergency telephone number..."

"The smooth and timely implementation of 911 is due largely to the effective work of the COMMUNICATIONS DIVISION of the California Department of General Services."

"In an era when virtually every government program is under attack as either inefficient or futile, it is important to take note of these instances when an organized government effort, backed by necessary income, allows us all to overcome a very real problem. The 911 emergency phone system - now well on its way - seems to be just such a case."

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**ROBERT BROWNLEE** and **SALLIE VOLODER** received a letter of thanks from Steven Gourley, Department of Corporations for their "...quick and expert action..." in the purchase of two much needed pieces of office equipment.

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Arnold L. Morrison, Entomologist Aerial Coordinator for the Medfly Eradication Project wrote Director David Janssen, "I rarely find time working here on the Medfly Project to communicate compliments to members of your organization, and I have particular reference to one of the people in your Communications Division, **ART OSOSKE**."

"...Our communications system, put together by your employee, Art Ososke, has been a major contributing factor to our success. His ingenuity, expertise and willingness to work long hours are commendable."

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The headquarters of the State and Consumer Services Agency recently moved to their new location on the second floor of OB No. 1. Moving is always a

monumentous task, but according to Alice A. Lytle, Secretary, State and Consumer Services Agency, the following Buildings and Grounds employees made the move a little easier: **RAY TESTA**, **BILL RAYMOND**, **JIMMIE McLEMORE**, **AL VAN DYKE**, **LLOYD CLAIBORNE**, **CALVIN COLE**, **PAUL WILLIAMS**, **DON MORROW**, and **GIL THOMAS**. Ms. Lytle wrote..."Not only were you able to handle all of the numerous requests for service in an efficient and timely manner, but you did so with a smile."

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James John, Jr., AIA, partner in the architectural firm of Mills, John, and Rigdon Architects, AIA, wrote to relate his highest regard for **T. KATOW**, OSA, "...not only for his thoroughness in review, but for his cooperative and helpful attitude in dealing with the Architect and his client..." on the addition to St. Joseph's Medical Center, Burbank, California.

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Perry Edwards, Instructor, Computer Studies, Sierra College, wrote to commend **GLENN J. WILSON**, Manager, Data Processing Services Section, for the fine presentation he made before a group of COBOL students. According to Mr. Edwards, one of his students made the following comment, "Mr. Wilson restores my faith in State employees."

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James D. Driscoll, Chief Clerk, Assembly California Legislature, wrote the following to Bill Gregori, Superintendent of Printing Production, OSP.

Dear Bill:

Just thought I would take this opportunity to drop you this short note expressing the thanks of myself and my staff for all the damn good work your people produced during the recent session. It is unfortunate that most people here at the Legislature are not aware of the demands placed on the printing plant. However, we are.

I would be obliged if you would convey our appreciation for a job well done to all your employees.

Thank you.

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According to Bill Gregori, OSP, during the last Legislative session, 150,000+ pages were printed (that does not include the total number of copies made from each page). The plant worked Saturday, Sunday and Monday of the Labor Day weekend because of the end of session rush. Numerous times when hearings and/

or floor sessions would continue until late into the night, legislators were able to receive late night changes and amendments on their desk when they arrived the next morning. These are just a few examples of the many demands put on OSP; they always manage to get the job done!

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San Francisco State University, Computer Services Director, wrote to thank **NANCY BALDWIN** and **GLENN WILSON** for their excellent and beneficial presentation on structured design and programming techniques. He wrote, "...Your presentations and subsequent discussions were most beneficial and provided our staff with the perspective and encouragement needed to reinforce the benefits of these techniques."

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Site 1A, also known as the Gregory Bateson Building, won one of the 1981 PCI Awards (Prestressed Concrete Institute, Chicago, Ill.). The jury made the following comment: "The energy-conscious design makes good use of precast and prestressed concrete. Precast ladders and colorful shades express a feeling of playfulness, yet the overall design is solid and organized."

**GLEN HEZMALHALCH**, AIA, Senior Architect, OSA, received the award at an awards ceremony held on October 13, 1981 in Los Angeles. Nine buildings and three bridges in the USA and Canada were recognized for their superior design.

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The following employees from the Management Services Office, Data Processing Services Section, were commended for their outstanding achievements and superior job performance...

**DON JAHNSEN**, Associate DP Analyst, for countless hours of extra effort to develop the many programs necessary for implementing the Manufactured Housing Registration and Titling Program for the Department of Housing and Community Development.

**BOB LIKES** and **ADDIE HIURA** (Bob is a DP Programmer C and Addie is a Student Assistant) for their joint effort in developing the Department of Insurance's License Extract Program. Bob handled the development and execution of bids and the contract for key entry service and Addie wrote the programs and documentation. Addie's work "reflects that of a journey-level Programmer" adds Jeff Pell, EDP Bureau Chief for the Department of Insurance.

**RICH FLOYD**, Associate DP Analyst, for expert assistance to the DGS Garage Operations Program Manager in conducting training sessions for the garage staff; identifying the individual's role in the garage's Revenue Billing Process.

**GREG LOE** and **DINA MERCER** (Greg is a Staff DP Analyst and Dina is an Associate DP Analyst) who share honors for excellence in implementing an automated Licensing System and an Examinations Scheduling System for the Department of Real Estate.

**JOHN OLSEN**, Associate Governmental Program Analyst, for his invaluable assistance in transferring the PCE Division Plan to the FORESIGHT Package.

**AL COTE**, DP Manager I, for the considerable time and effort he devoted to the CFIS IAS/SAS Request for Proposal Evaluation process in addition to Al's normal departmental duties. The Standard Accounting System is slated to have a significant impact on the future of fiscal accounting and reporting in State programs and Al's contribution toward system implementation is appreciated.

**MARV GIBSON**, Research Writer, for assistance to the Systems Development Division of the State Controller's Office in development of the RFP for upgrading the Position Control System.

## People . . . . (Continued from page 3)

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**Marshall K. Nelson**, PACE Division and a fellow employee saved the Board of Equalization \$19,510. They suggested a procedure through which tax auditors could locate business persons who owed the State a use tax. Their procedure resulted in locating and registering one taxpayer who owed \$19,510 in back taxes. Their award was based on a one time savings of 5%. Each received \$488.

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**Kenneth C. Hood**, Offset Pressman, Office of State Printing, suggested that steel dollies and pallets be purchased for jobs printed on Dart Presses eliminating the need to restock jobs before sending them to the Bindery. His suggestion resulted in a \$4,583 savings to the printing plant and \$460 to him for his idea.

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After 33 years of state service **Jack Swoboda**, Supervising Governmental Auditor II, OLA, was honored by his friends and co-workers at a retirement

dinner held at the Red Lion Motor Inn. Jack started his state service career back in March 1949 as a Junior Accountant for the Division of Highways. His future plans include "taking it easy" fishing and hunting and possibly some consulting work in the area of school construction.

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Some news about a recent retiree of PACE Division, Special Auditor, **Woody (Ernest Woodrow) Hadley**. Woody and his wife, Mary, are keeping busy by doing work for others. They are one of two couples responsible for mailing 5,000 newsletters distributed by *Friends of the Lepers*, an organization dedicated to helping those suffering from leprosy throughout the world. They have a spare room filled with boxes, envelopes, card files, and newsletters.

Woody, additionally, is a volunteer at St. Francis House, a program that provides food, clothing and counseling to the needy.

Mary, also a retired State employee, is active in programs for the developmentally disabled. Retirement, for them, has meant a change or shift in their activity, not a decrease.

*Office of State Printing will host an Open House and Tour on Wednesday, January 2, 1982. Open House will continue all day long and the public is invited to attend.*



*Buildings & Grounds Division honored two of its retiring Building Managers at Spenger's Restaurant in Berkeley on Oct. 9, 1981. From left to right: Art Opal, San Bernardino Bldg. Manager (20 years); his wife Marie Opal; Mary Hall; Rosamond Bolden, Chief, B&G; Mark Hall, Oakland Bldg. Manager (17 years); and Lester Riggins, Deputy Director.*



*Pictured above are the government printers representing 24 states and 8 foreign countries that attended the 3-day conference sponsored by the National State Printing Association held at the California State Printing facilities in October. Among the countries that sent representatives were England, Norway, Japan, Australia, New Zealand, and Canada.*

# NEWS

## State Contracts Register Update

by Santos Alva

The Small and Minority Business Procurement Assistance Division (SAMBPAD) is responsible for producing the California State Contracts Register (CSCR) through its Information and Outreach Services Unit by Executive Order No. B83-81.

### Contract Submittal Procedures

The executive order simultaneously requires all state agencies to submit all contracts \$500 and above to SAMBPAD for advertisement in one of the 39 established categories. Contract Advertisements are submitted on Standard Form 815, "Request to Advertise in the California State Contracts Register". For assistance in completing this form, a production schedule and a 39 service contract category list is available upon request. Carolyn Travis is your Agency Liaison Representative and as such reviews Form 815's for conformance and request for exemptions. If you have any questions relating to contract advertisements, call her directly at (916) 322-3422 or ATSS 492-3422.

### CSCR Growth

Since its initial edition, the CSCR has grown from 117 contract opportunities in 17 categories to an average of 250 in 21 categories. The number of agencies contributing contracts has increased from 23 to 34. CSCR services have been made available for federal, county and city contracting officials for advertisement of their contracts free of charge. In the future, a new dimension will be added to the CSCR and service offered to State agencies. A new classified section is in the planning stages where agencies can advertise their personnel needs statewide for a minimum fee.

### CSCR Marketing

Maria Berumen, our Community Liaison Representative, has implemented SAMBPAD's rigorous and extensive CSCR marketing campaign throughout the State. Numerous public service announcement spots on television and radio stations as well as newspapers have been utilized. Additionally, presentations have been given and literature distributed to professional associations, organizations and

trade fairs. This enthusiastic effort has resulted in over 1,000 subscriptions, growing at a rate of 50 to 70 per week. Nevertheless, we encourage you to submit lists of contractors and/or interested business parties to Maria Berumen at 1812 - 14th Street, Suite 200, Sacramento, California 95814, so a complimentary copy may be mailed to them.

### State Agency Contract Audit

In an effort to increase the California State Contracts Register (CSCR) subscription rate to achieve a self-sustaining level prior to projected dates, the promotional campaign has been augmented to include a state agency audit. The audit's primary objective is to compile statistics on successful state contract bidders during 1980-81 fiscal year. Auditors will review and record each award focusing on the contractor, address, telephone number, dollar amount, ethnic code and category code.

The rationale in capturing the aforementioned data is twofold. One, these individuals have not only expressed a desire to do business with the State, but have also been successful in doing so; are therefore familiar with state contracting procedures; knowledgeable of the intricacies in obtaining contract information which makes these contractors probable candidates for CSCR subscription. Secondly, the captured data will be utilized and expedited by, one, a telephone bank system, which will make individualized calls to these contractors explaining the existence, advantages and benefits of the CSCR; two, facilitating follow-up visits with complimentary CSCR copies; three, facilitate production and sales of forecast information for the upcoming year.

## Examples of Good Police Work

During the last couple of months quick and adroit State Police activity has led to the arrest and/or solving of several crimes throughout the state.

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On October 5, 1981, State Police Of-

ficer Steve Vasquez, while patrolling near 24th Street and Broadway in Sacramento, encountered a hysterical woman who informed him that several armed men had just robbed the Golden One Credit Union at 2341 Burnett Way. She reported that the suspects had run northwest from her location.

Officer Vasquez began checking the area and discovered two men attempting to break into state cars that were locked in a nearby DMV compound. When the officer attempted to question the individuals, one reached for a weapon in his waistband. A shot was fired, and the two men separated attempting to elude Officer Vasquez.

Officer Vasquez pursued the suspect, who he knew was carrying a gun, to an alley located behind Castro Street. A struggle ensued and the suspect was subdued and arrested.

After further investigation two additional suspects were brought into custody. Officer Vasquez's alertness and courage prevented the escape of those responsible for the robbery.

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On July 21, 1981 California State Police Security Officer Patrick Hardy of the Castaic Area assisted the California Highway Patrol (CHP) and the Los Angeles Sheriff's Office (LASO) in the pursuit and apprehension of a fleeing felon. The chase originated in Kern County, and reached speeds in excess of 100 miles per hour.

Officer Hardy monitored the pursuit on his scanner and positioned himself at the Lake Hughes offramp of Interstate 5. The suspect swerved across the freeway, eluding the CHP, crashed his vehicle and fled on foot. LASO Deputies L'Hemreux and Ames, along with Officer Hardy, gave chase on foot, and were able to apprehend and subdue the resisting suspect. This incident is a good example of law enforcement agencies working together to achieve a common purpose.

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On August 3 and 4, 1981 the Department of Education facility at 1818 West Ashlan Street in Fresno was burglarized, and more than \$5,000 worth of equipment was taken.

State Police Officer Don Jennings,

# BRIEFS

normally a pilot on the State Water Project, investigated the case and resolved it quickly. Officer Jennings lifted fifteen latent prints from the facility, and took several photographs, one of which was a footprint left by the thief outside a broken window.

On August 4, 1981 a Madera County Sheriff's Officer arrested an individual for possession of a stolen pickup truck. Inside the truck several documents were found that had been stolen from the DOE facility. The fingerprints of the suspect in the vehicle theft were run in the Department of Justice Automated Latent Print System against those lifted by Officer Jennings at the DOE facility, and there was a match.

This case is another good example of several law enforcement agencies working in concert. The CSP, Fresno PD, Madera County Sheriff's Office, the Department of Justice, and the Fresno District Attorney's Office were all involved at some point. Officer Jennings did a fine job of investigating this case, and bringing it to a rapid closure.

## Report on The Third Annual Business Development Conference

By Elliott Loyd

The Office of Procurement again accepted the invitation of Senator Campbell to attend his 3rd Annual Business Development Conference held in the City of Industry on October 7, 1981. The concensus of the attendees was that the conference was once again well organized and a success. The entire Express Line Buying unit, consisting of Principal Buyer Harley Raymond, buyers Paul Warner, Esther Deogracia, Jess Ramos, Janice King, and Cliff Johnsrud, were in attendance, as well as Office Manager Thelma Range, Chief of Procurement John Babich, and Purchasing Manager Austin Eaton.

Approximately 1200 business people interested in doing business with the federal, state, and local governments attended the conference and met with representatives from these governmental

entities. Representatives from several prime contractors, such as Aeroject and Boeing, were also invited to attend.

The Office of Procurement keeps a tab on the new business written as a result of this conference. This year, \$191,214 in price quotes were returned from conference vendors. A total of \$40,665, or 21%, was actually awarded to these vendors. In addition, approximately 250 vendor prequalification packets were distributed to conference participants. This will undoubtedly result in even more business for the State in the future.

Conferences like the 3rd Annual Business Development Conference are designed to stimulate business and are beneficial both to the State by increasing competition and to business people by finding another outlet for their goods and services. The Office of Procurement appreciates the opportunity to attend such conferences.

## Procurement Profile: The SLAMM Team

By Elliott Loyd

Manned guard towers, an attack by a flying owl, wading through two inches of pigeon droppings, startled witless by a mother cat mistaken for a rat — is this something out of an adventure movie, like *Papillion*? No, but they are some of the unforgettable and sometimes humorous (in hindsight) incidents that have happened to OP's Statewide Logistics and Materials Management program review teams in their mission of improving the statewide materials management program.

Working as a member of one of SLAMM's two program review teams is not the typical desk bound job. Team members live out of the proverbial suitcase for weeks at a time, and must be able to adapt to unfamiliar working environments. Program Review Team 1 members are Shirley Oglethorpe and Leo Garcia, Team 2 members are Tom Smith and Tim Steinberger. The teams are presently engaged in doing a survey of the Department of Corrections' materials management program. Each team is assigned six of the Department of Correction's 12 institutions. They work on

location at each institution an average of six to eight weeks. During that time they do a thorough analysis of the institution's materials management program, including purchasing, inventory management, warehousing, and accountability. The team's ability to work with and gain the confidence of the institution's purchasing and warehousing personnel is an absolute must. Recognizing this, team members stress that they are there to help, not to criticize. At the end of the survey, members write their recommendations in a report, which also includes a step-by-step plan of action for the institution to follow in setting up a more efficient and cost effective materials management program. In keeping with SLAMM's philosophy of serving in an advisory capacity, departmental management is given the opportunity for concurrence with and input into the report before it is released.

After the report is released, a member of a follow up team, consisting of systems management supervisor Hollis Thompson, Ann Ford and Gus Angelidis, is assigned to monitor the agency's progress in

implementing the plan. They are available to assist the agency in training the people responsible for carrying out the materials management program. To this end, the Office of Procurement offers agencies that have had their surveys completed a 3-day class in all aspects of materials management. Plans are also afoot to explore centrally located onsite instruction in those areas where it is difficult for agency people to travel to Sacramento for 3 days.

Given the State's present budgetary constraints, departmental and agency management have been very receptive to the SLAMM team's recommendations as ways to stretch limited budget dollars. In fact, the managements of DMV and Forestry voluntarily requested surveys of their materials management program. As a result, total materials management savings, in terms of inventory reductions, personnel savings, space savings, and staff time savings, have amounted to \$2,860,000 for these two departments alone. Total savings thus far for the 10 agency surveys that have been completed have amounted

(Continued on page 16)

# Service Awards



Congratulations are in order for the twelve employees of the Department of General Services who have completed twenty-five years of service with the State during the last four months of 1981. Best wishes to all of you and thank you for your contributions to our Department and the State of California.

## SEPTEMBER

Thomas F. Sherman . . . . . Real Estate Services  
 Guy Chinn . . . . . Space Management

## OCTOBER

Mona Fraser . . . . . Management Services  
 Wendell W. Pierce . . . . . Records Management  
 Arthur W. Ullner . . . . . California State Police  
 Diana Hoffman . . . . . Office of Administrative Hearings  
 Esque Frost . . . . . California State Police

## NOVEMBER

John E. (Ed) Davies . . . . . Office Services  
 J.V. Clifton . . . . . Buildings and Grounds

## DECEMBER

Lloyd C. Fedorenko . . . . . Office of Local Assistance  
 Elmer C. Wrye . . . . . Procurement  
 Bette M. Cleghorn . . . . . Office Services



Lupe R. Martinez is congratulated by Paul Savona, Chief, Space Management for completing 25 years of state service.



David Janssen presents Wendell Pierce with his 25-year certificate.



State Police Officer Esque Frost receives his 25-year award from Chief William Skelton. Officer Frost is a first aid and CPR instructor, member of the Electronic Countermeasures Team and team leader of the Explosive Ordnance Disposal Team.



Thomas F. Sherman, Supervising Land Agent RES and Executive Secretary to the Public Works Board receives his 25-year award from Director David E. Janssen.



J.V. "Cliff" Clifton, Janitor Supervisor I, Stockton, receives his 25-year award from Robert Hawkins, Assistant Chief.



Mona Fraser, Contracted Fiscal Services, receives her 25-year award from Eduardo Polanco, Chief of Management Services Division.

## First Annual Governor's Employee Work Safety Awards Ceremony

"Safety is everyone's business." That is the slogan of the State Workers Compensation and Safety Program sponsored by the Insurance Office of the Department of General Services. This program was established because of the commitment of the Brown administration to a leadership role in assuring safety in the workplace. As a part of this program, an employee awards program was designed to highlight and encourage safety on the job as well as to recognize those employees who contribute to its success.

The most significant result of this program has been a 15.6% reduction in the number of lost work days due to industrial injury. This 15.6% reduction witnessed by State government during 1980, amounting to 22,885 days, represents a \$2 million savings to the State. According to Eugene Marquart, State Insurance Officer, this significant decrease is the first improvement in this statistic since 1974.

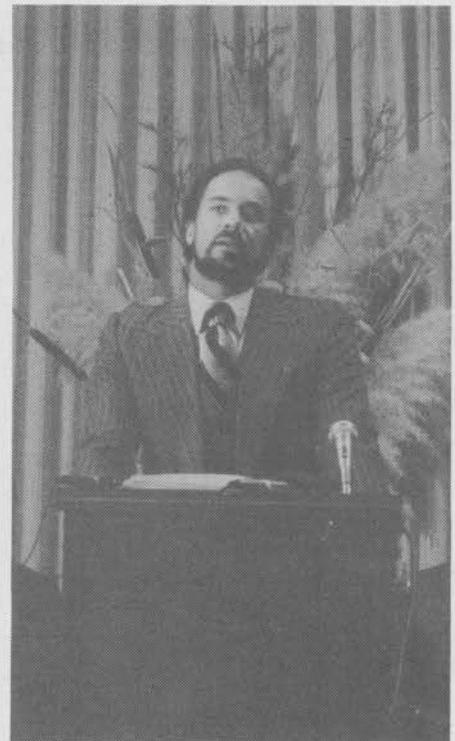
On Friday, October 16, 1981, the Insurance Office sponsored the first annual employee safety awards ceremony held in the Governor's Council Room, State Capitol building. Forty-nine employees, nominated by their department, for their outstanding contributions to safety on the job, were presented an award and letter of commendation signed

by Governor Edmund G. Brown Jr. William Hastie, Undersecretary, State and Consumer Services Agency, presented the awards.

"The employees recognized and honored here today," stated Mr. Hastie, have made outstanding contributions to creating a safer work environment. Their contributions are as far ranging as saving a fellow employee's life by administering CPR or writing, directing, and producing a water safety film depicting the life threatening hazards of rip tides — that film has been shown nationwide and in Europe. Another employee gave classes to California Conservation Corps members on safe lifting techniques. After the classes, the number of back injuries at the Corps was reduced by 85%. Another has maintained an accident-free shop for the past 26 years. . ."

"Being a large employer, State government desires to be the leader in its efforts to protect and preserve the dignity of human life. The contributions of these State employees have indeed set an example."

Also, as part of the awards ceremony, five departments were acknowledged for their superior contributions to increasing safety on the job. Directors from the Departments of -1) Transportation, 2) Social Services, 3) Fish and Game, 4)



*William Hastie, Undersecretary, State & Consumer Services Agency addresses the audience at the Governor's Annual Employee Work Safety Award Ceremony.*

Finance, and 5) Public Employment Relations Board received awards.

Ralph Mauer, Judy Alves, and John Bergen of the Insurance Office organized the ceremony.

Two employees from the Department of General Services were honored. They are Ken Mack, Printing Plant Machinist, Office of State Printing, and Duane Zahniser, Automotive Pool Manager I, Fleet Administration.

Duane, as manager of the San Diego State Garage, has maintained a record of (as of July 1, 1981) 1,654 working days accident free. All new garage employees are trained in safe work practices and each employee participates in the safety meeting held bimonthly.

Ken, nominated for his constant interest in safety, is not only interested in safety in his immediate shop area, but in the entire State Printing Plant. He has called attention to specific areas of concern, i.e., possible asbestos contamination in the area of brake surfacing and has followed through with needed tests.

Approximately 300 people attended the awards ceremony and next year, because of the tremendous interest in the program, according to Gene Marquart, "we'll need a bigger room."



*Duane Zahniser (left) and Ken Mack (right) are congratulated by Director David E. Janssen after receiving their safety awards.*

## They Became the Best at What they Did

The human body is a physical phenomenon. It is capable of doing and enduring tremendous feats. With proper training and conditioning, one can only marvel at what is humanly possible.

This story is about two men and one horse and how, through desire, endurance, training and fortitude, they became the best at what they did.

It all started back in 1975 when Dave Poston (Buildings and Trades Supervisor, Buildings and Grounds Division) first became involved in the Levi Ride-N-Tie race as a crew member for a friend. The race involves two runners and a horse. One person rides the horse while the other runs. Then, the rider dismounts after a certain distance, gives the horse a rest and sets out on foot while the initial runner catches up to the horse. Then, he begins riding, passing his partner and the process is repeated at least six times over a 41.3 mile course.

Dave decided that he wanted to try his ability. He had been a horseman since childhood, "I dream about horses", he said, "but I never had been a runner." After serious training, he entered the race in 1976 and again in 1977, 1978, 1979 and 1980.

In 1981, he was determined to be the winner and he set out to reach his goal. He ran about 130-160 miles a month — six days a week, with Saturday as a day of rest. He lives near Folsom Lake, so he and his horse, Novaloj, trained on the Old Pony Express route, known as the American River Trail along Folsom Lake.

About a month prior to the race he trained strenuously, increasing his running to 200 miles a month.

A typical week for Dave is as follows:

*Monday* — runs while his daughter gives the horse a work out.

*Tuesday* — strenuously exercises both the horse and himself.

*Wednesday* — light work out day — running only.

*Thursday* — 2 - 3 hours, he both runs and rides.

*Friday* — running only, 10+ miles.

*Saturday* — a day of rest — only runs six miles.

*Sunday* — 20 to 40 miles of running and riding.

Dave says his favorite run is the 13 mile run to Auburn. The most grueling run is the run up Cardiac Hill. According to Dave, anyone who runs knows Cardiac Hill; it's a  $\frac{3}{4}$  mile run up the side of a mountain, 1,000 feet straight up.

"During the first month or two of training", Dave said, "I just walked up Cardiac Hill. After that, I psyched myself out for 15-18 minutes of pain."

Dave's partner in this madness is a 26-year old teacher named Jim Howard, who runs 6,000 miles a year. He has been running for 11 years and is one of the area's most successful distance runners. His dream is to run in a 3,000 mile, 77-day transcontinental race. The race is by invitation only, if Jim is lucky (?)



*Dave Poston, Novaloj and Jim Howard approach the finish line.*

to be invited, it will cost him or his sponsor \$20,000 to enter. The first prize is \$250,000.

The third partner is Dave's horse, Novalaj, he is an Arabian horse whose name translates to "first rising star". He is nine years old with a life expectancy of 30 years.

According to Dave, you always train more than one horse at a time for the race because you never know what will happen, but Novaloj is "the best."

As you read in the last issue of *Outlook*, Dave, Jim and Novaloj realized their goal by placing first in the 11th Annual Ride-N-Tie. Then, it was on to London to participate in the English Ride and Tie.

As winners of the American Ride-N-Tie, Jim and Dave thought that in addition to \$5,800 in prizes, they had also won a free trip to England to participate in the world-wide race. As it turned out, however, Levi Strauss had a bad year and experienced budget cuts; one of the things cut was the free trip to Europe.

Jim Howard, his partner, was approached by Nike Shoes and they agreed to pay his way, if he would wear Nike shoes in the race, Dave, however, could not afford to pay his own way to Europe. For a while, the trip was called off, that was at least until his friends and co-workers heard the bad news.

That's when things really got rolling. A group of co-workers from Buildings and Grounds decided to sponsor a fundraiser. And, WOW, did they throw a party! Two hundred and fifty people gathered on a ranch near Folsom on August 15, 1981. Tickets were \$9 each, which included a BBQ steak dinner and all the beer you could drink. They danced until 2:00 a.m. to the music of Jamie Evans, an Electrician Apprentice (B&G) who belongs to a country western/Irish music 7-piece band.



*As part of the entertainment several prizes were raffled at the fundraiser Bar-B-Que steak dinner.*

Roger Merkh, B&G, ran the finances, Mike Wright was in charge of setting up, and his wife cooked all the corn on the cob. She also got gifts donated from local feed stores to use as raffle prizes. Tom Tommasi was the head chef and Ron Holland and his wife, Charlene, ran the bar (3 kegs and 15 cases of beer, 13 gallons of wine).

The electricians and window cleaners from Region III made the guacamole and Raley's furnished the steaks at cost. Thirty-three cakes were donated and Ray Testa sold \$180 worth of raffle tickets.

By the end of the evening, after expenses, (and a good time), Dave's and Jim's friends presented them with \$1,600 cash. "We were speechless, I felt numb all over. I never realized how many friends I had."

The trip to London was on!

An English family interested in the Ride and Tie offered to lend a horse to the American Championship team. They could not take Novaloj because shipping costs would have exceeded \$12,000, so they left one week early to meet their horse. Dave had never been on an airplane before, so when he first saw the 747, he was scared to death. "I'd take a bull any day (instead of a plane)", he said.

Their legs cramped from sitting so long. The 12-hour flight was longer than

either Dave or Jim had ever sat in one place for such a long period of time.

Thirty teams worldwide gathered at Sirenstrer (60 miles west of London) for the World Ride and Tie Race.

Jim finished the race three minutes before any other runner, but on the last veterinary stop, the borrowed horse did not pass the medical check, so the team was disqualified.

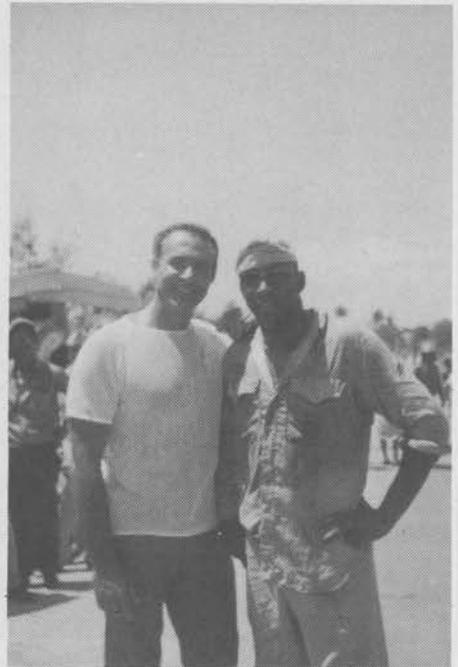
It was very disappointing for Dave and Jim because everything had gone according to plan and they knew without a doubt they would have won if Novaloj had been there.

Their London experiences, though disappointing, were memorable. They stayed with a gentleman who had participated in the U.S. race. His home, built in the 1700's, was nestled in the beautiful English countryside. Next year, Dave plans to sponsor an English team who will be coming here to participate in the Ride and Tie Race of 1982.

As far as future plans are concerned, Dave's goal is to run in the American River fifty-mile foot race in April of 1982. Jim is still training for the 77-day transcontinental race and Novalaj is in training for the next Ride and Tie to be held in the mountains near San Jose on Father's Day, June of 1982.

## Chief of OLA Inducted Into the Hall of Fame

He has been called "Freshman Flash", "Sophomore Sensation", "Jet", and more. We all know him as Jim Turner, Chief of the Office of Local Assistance. While in high school and college, he lived up to these titles and during June of this year, he was inducted into the College of Wooster's Athletic Hall of Fame because of his outstanding contribution to the college in the field of athletics, namely, his ability to play football. Although inducted into the Hall of Fame for football, Jim also participated in track and field events and did a little boxing as well. While researching this story, we discovered that upon graduation from high school, a number of universities approached Jim about playing college football. They included Kent State University, Kentucky U, Iowa State U, Baldwin-Wallace, Bowling Green, Colorado State University, and College of Wooster. However, Jim was interested in Wooster College in Wooster, Ohio. He said he was stimulated by the architec-



*Jim Turner with Ricardo Montalban.*

ture and beauty of the campus and he was most impressed by the warmth of the people — students, faculty and administrators.

While at Wooster, Jim won four grid-iron letters, rushing for a total of 2,170 career yards. According to his coach, Phill Shipe, Jim's quickness and long rushes were only part of his value to the team. He is also remembered as the most skilled entertainer. "We never had a problem staying loose when "Jet" was with us."

After college, Jim was approached by the St. Louis Cardinals of the NFL and the Houston Oilers of the AFL, but opted instead to enter the Air Force because of leg injuries.

During his five-year stint in the Air Force, Jim gained fame in another area besides athletics. He received the Air Force Commendation Medal for establishing a film circuit for the recreational program for the U.S. Air Bases in Thailand. While in the Phillipines, as a Special Services Officer, he escorted big-name entertainers such as Bob Hope, Roy Acuff, Joey Heatherton, Johnny Mathis, and James Drury. He also appeared in a movie with Ricardo Montalban, Doug McClure, and Kathryn Ross. Jim is quick to add, though, that his was an "extremely small non-speaking part."

Jim's football coach summed it up well when he said "wherever he goes, the 'Jet' gives off sparks."



*No. 11, Jim "Jet" Turner, runs with the ball during the Wooster—Dennison game, Ohio Conference.*



Our runners, still smiling after a combined run of 36 miles.



The CHP academy run in formation for 12 miles chanting "CHP is Number 1."

## General Services Runners Collected \$588.10

It was 7:00 a.m. on a cold October Saturday morning; there was a threat of rain. Nevertheless 412 eager runners showed up to participate in the Third Annual *BE SPECIAL, HELP SOMEONE SPECIAL* Benefit Run held at Calif. State University, Sacramento on Oct. 3, 1981. Forty-three State departments were represented, including the Department of General Services, which had nine participants: Shelley Bahr, Ronna Taylor, Cindy Kern, Dave Fallis, Becky Conklin, and Michelle Adams — all from the Office of the State Architect; John Baker, Executive Office; Doug Grandy, Energy Assessments; and Patricia Lew, Management Services Division.

The Departments with the most

registrants were 1) the California Highway Patrol with 55, 2) Dept. of Parks and Recreation with 48, 3) Water Resources with 41, 4) Health Services with 34, 5) California Conservation Corps with 13, 6) DMV with 10, and 7) General Services with 9.

Glenn Bailey, Health Services ran 30 miles, four other participants ran 21 miles, and our very own John Baker ran 15 miles.

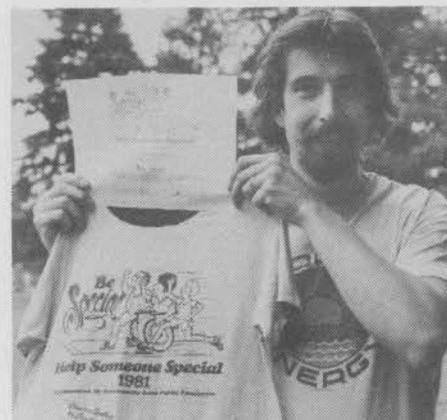
The official times for the race were based on the speed of the first 3 miles. John Baker placed fifth with a running time of less than six minutes per mile and John collected \$371.25 in pledges.

The other General Services runners placed as follows:

Participant	Miles	Time	Total Pledges
Shelley Bahr	.3 Miles	.1 hr. 09 mins.	\$52.00
Ronna Taylor	.3 Miles	.1 hr. 15 mins.	36.00
Cindy Kern	.3 Miles	.1 hr. 09 mins.	28.50
Dave Fallis	.3 Miles	.31 mins. 10 sec.	31.50
Becky Conklin	.3 Miles	.33 mins. 3 sec.	34.75
Patricia Lew	.3 Miles	.28 mins. 29 sec.	33.00
Doug Grandy	.6 Miles	.20 mins. 45 sec.	



John Baker stretches after 12 miles.



Doug Grandy proudly displays his T-shirt and certificate after running six miles.

## Thor's Corner

by Thor Barrows, Departmental  
Training Officer

Four new courses are being offered to General Services Employees by the Training Office. These include:

### GRAMMAR AND PUNCTUATION FOR SECRETARIES

Who said it's old fashioned to be able to use language correctly? Your boss and your career often depend upon this essential skill.

#### DESCRIPTION

Through brief lectures, many practical exercises, and actual practice, you will learn how to:

- Find Subjects and Verbs
- Obtain subject and verb agreement
- Identify clauses
- Properly use pronouns
- Know when to use who and whom
- Locate and use adjectives and adverbs
- Choose the correct words
- Place commas
- Use semicolons
- Use colons
- Use apostrophes
- Quotation marks
- Use hyphens
- Capitalization

#### ELIGIBILITY

This course is intended for secretaries but anyone may attend.

**DATES** Section I: January 25, 26, 27, 28, 1982

**TIME** 8:30 - 12:30 each day.

#### LOCATION\*

The Department of Justice Training Institute  
1771 Tribute Road, Suite D  
Sacramento, CA

\*Near Cal Expo. A map will be sent to you if you enroll.

#### INSTRUCTOR Helen Krabbenhoft

Helen is a program manager and trainer, with considerable experience as an executive secretary. She has developed this workshop from her wealth of experience. She understands the importance of being highly skilled in the effective use of language.

### EFFECTIVE MANAGEMENT BRIEFINGS

#### DESCRIPTION

A 12-hour workshop that teaches a clear systematic method for preparing management briefings. *This is NOT a course in public speaking.*

#### METHOD

You will learn the system in three ways. First, thru small lectures and question/answer sessions. Second, by seeing the system demonstrated. Third, you will use the system yourself by preparing a briefing. Your briefing will be on a topic that you actually have, or will have to brief someone.

#### OBJECTIVES

You will have the opportunity to learn how to:

1. Determine the objective of a briefing and state them so that they specify the results to be achieved.
2. Assess your audience for pertinent information.
3. Identify the main ideas and concepts that must be understood by your audience.
4. Apply proven methods to open and close a briefing.
5. Critique your presentation style so you can develop sound platform techniques.

#### ELIGIBILITY

This workshop is intended for all staff who must prepare and/or present briefings as a part of their job. It is especially useful for analysts.

**DATES** Section I: January 4 & 6, 1982  
Section II: May 3 & 5, 1982  
Section III: June 14 & 16, 1982

**TIME** 8:00 - 4:30 - First Day  
8:00 - 12:30 - Second Day

#### LOCATION

Training Office  
Department of General Services  
1518 L Street  
Sacramento, CA 95814

#### INSTRUCTOR

Darryl Jones, Psychology Instructor and Training Consultant.

### YOUR TELEPHONE PERSONALITY

#### DESCRIPTION

An 8-hour practical workshop on effective use of the telephone.

That nagging, ringing, interrupting piece of equipment called the telephone may make or break the success of your day's business.

Everytime you receive a call you are making an impression on the caller. That impression will last. It will influence many events long after the call is history.

Make sure your telephone habits build good business relationships. People who practice certain well established telephone habits will make an important difference to their organization's success.

#### OBJECTIVES

This workshop will teach:

1. The Do's and Don'ts for effective telephone usage.
2. Ways to handle irate callers.
3. Practical application to your "real world" of work.
4. Self-monitoring, so your new telephone skills remain useful.

#### ELIGIBILITY

If you use the telephone as a routine part of your job, you are eligible.

This workshop is especially useful for people who conduct the majority of their business on the telephone.

**DATE** February 18, 1982

**TIME** 8:30 a.m. to 4:30 p.m.

#### LOCATION

Training Office  
Department of General Services  
1518 L Street  
Sacramento, CA 95814

#### INSTRUCTOR

Darryl Jones, Psychology Instructor and Training Consultant.

### SEXUAL HARASSMENT

#### DESCRIPTION

This 2-hour program consists of both verbal and non-verbal examples of Sexual Harassment.

Sexual Harassment is, but is not limited to, unwelcome and unsolicited written, verbal, visual and/or physical contact with sexual overtones. The continuing expression of sexual interest after being informed that the interest is unwelcome and unsolicited is sexual harassment. The direct or indirect requests for sexual favors can and will affect various employment opportunities and surroundings.

#### OBJECTIVES

This program will help employees identify written, verbal, physical and

(Continued on page 15)

# First Woman in Over 100 Years

About four years ago, Christina Bonislawski who had several years of experience as a Printing Trades Assistant and who had studied graphic arts at Sacramento City College, decided to apply for the lithographic apprenticeship program. She passed the test and her name was put on the list. At first, she was offered an apprenticeship position in the bindery, but turned it down because she really wanted to work the press room. Eventually her name was reached again on the list and she received an offer for the lithographer apprentice program which she readily accepted. Christina didn't think that it was unusual for her to be in the program, however, everybody else did. Because, in fact, she was to be the first woman in OSP history to become a lithographic apprentice.

The apprenticeship program lasted four years and at its conclusion, Christina had received training on all the press machines, learned to prepare and set printing plates, and to do camera and layout work.

As an apprentice, she was evaluated every six months and was required to pass a final evaluation before receiving the status of journeyman.

According to Christina, a normal work

week for a pressperson is 35 hours because of the stress and pressure associated with the job. The noise level is high and it's a dirty business, working with ink and grease from the machines. There are also constant deadlines to be met, especially when one is working on legislative jobs such as bills, hearing schedules, etc., and there is a lot of job responsibility. You are required to sign each printing job so they know where to come if standards are not met. There are three press shifts: 1) the day shift, 2) the swing shift, 3:30 - 11:30, and 3) the graveyard shift, 11 p.m. - 7 a.m. Christina worked the graveyard shift for two years and just recently was put on day shift. Occasionally, there is overtime work.

The hardest part of the apprenticeship program according to Christina was the mutual adjustment that both she and her fellow employees had to go through. "The men had to get used to me and I had to get used to them." Once we adjusted, she said, "I really couldn't have gotten through it without them; they were very helpful and extremely knowledgeable."

She said she was watched carefully during the first year — "They wanted to be sure that I was serious. When they saw

that I was, they went out of their way to help me."

"I always knew I could do it. I just had to prove it to them." When asked why it had taken so long for a woman to enter the press world, she ventured to suggest that possibly it was the physical strength that is necessary for the job.

Heavy rolls of paper must be moved from storage and placed on the presses and some of the press machines are very large. A pressperson is responsible for the machine, the paper, the ink, and the plates. The only thing you are not responsible for is the mechanical malfunctions of the machine.

Christina also attributed the lack of women to role perceptions — "women were considered too weak," "they don't like to get dirty," "they aren't mechanically inclined," etc.

Christina herself is no taller than 5' 1", and she doesn't downplay the need for strength. "I'm a lot stronger now than I was four years ago," she said, "but no one is required to do anything that would hurt them. Safety is stressed on the job."

Christina thinks that there will be more women entering the field in the future. The pay is good, the job is rewarding, and there will be retirements in the future. "Most of the presspersons have been here 20-25 years. There isn't much turnover, so retirements will open some additional positions," she said.

"The only bad side effect from the job," she quipped, is that "my hands are ten years older than I am." "The good side," she added, "is the only other way I could make more money would be to become a doctor or attorney and someday I might even be able to buy a house."



Christina Bonislawski receives her certificate as a journeyman lithographer from Deputy Director, Julian Camacho.

## OFFICE SERVICES DIVISION

Once located at  
1927 - 13th Street,  
Has moved to  
3301 "S" Street

The New Information Number is  
739-2367 — (ATSS) 497-2367

## Training Courses. . . .

(Continued from page 13)

visual examples of sexual harassment such as:

- suggestive or obscene letters, notes, invitations;
- derogatory comments (i.e., slurs, jokes);
- sexual assault;
- display of sexually suggestive objects.

Employees will be instructed on how to use the department's discrimination complaint process.

### ELIGIBILITY

All employees in the Department of General Services.

**DATES** To be scheduled as needed

**TIMES** Approximately one hour sessions at various times

**LOCATION** Various Sacramento locations

### INSTRUCTOR

Lynn Catania — Departmental Women's Program Coordinator and other Departmental Staff.

For information on how to enroll in any of these classes, contact your divisional training coordinator or contact:

Training Office  
Department of General Services  
1518 L Street  
Sacramento, CA 95814  
322-6058 or ATSS 492-6058

Cutoff for nominations is 2 weeks before each section.

Minimum enrollment is established for each course. When the minimum is met, the course date(s) will then be confirmed.

## COME TO THE ANNUAL EXECUTIVE OFFICE CHRISTMAS OPEN HOUSE



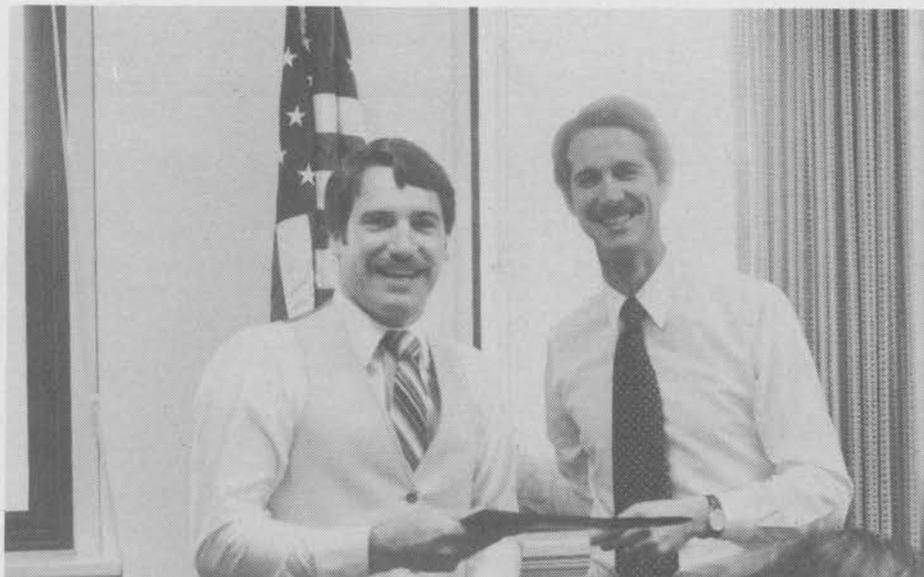
Wed., December 23, 1981

Punch, Coffee and Cookies  
Will be served.

OB No. 1, Fifth floor, Rm 587

9:00 am — 11:30 am

2:00 pm — 4:30 pm



ASD Chief, Carl Carmichael receives an award for his patriotic services through the U.S. Savings Bonds Program from Director David Janssen. The award is signed by Secretary of the Treasury Donald Regan.



A delegation of Washington State Patrol officers visited OSP Chief Skelton and his staff to learn more about the security provisions used at the State Capitol. Front row (right) is Chief of the Washington Patrol Neil Maloney and (left) is Chief Skelton.



Here they come — 21 Rabbit model cars and 16 pickup trucks just completed on a Volkswagen assembly line in Pennsylvania. This fleet of alcohol-powered cars is part of the Energy Commission's two-year test program on fuel sources.

According to State Energy Commission Chairperson, Russel L. Schweickart, "The purpose of the program is to demonstrate that alcohol fuels can replace... gasoline, with the added advantage of improved performance, increased fuel economy and lower commissions."

The cars and trucks are either methanol-fueled or ethanol-fueled. They arrived at the Sacramento State Garage in early October and will be placed at various agencies by the Department of General Services.



## The SLAMM Team . . .

(Continued from page 7)

to \$4.2 million. Potential savings once these 10 surveys are completely implemented are estimated to be \$7.3 million. This figure will undoubtedly be revised upward by several millions of dollars as additional surveys are completed. The SLAMM team estimates that 11 additional surveys, including the current half-completed one on the Department of Corrections, will round out the statewide survey tentatively scheduled for completion in 1986.

The SLAMM unit is resourcefully headed by Program Manager Bill Fuller. He has been with SLAMM since its inception in 1977. His responsibility is to shepherd the SLAMM project through each of its 8 phases. This requires both a conceptual and working knowledge of EDP as a tool to assist in all areas of materials management, as well as the ability to work with the management of outside agencies in achieving the objectives of controlling and reducing the cost of the State's materials management program. The SLAMM unit is rounded out by Kathy Havey and Manuel Airada, who help maintain the Central Stores Inventory Management System by preparing input and correcting errors, Charlene Leventon, who prepares input documents to maintain SLAMM's State-wide Inventory Monitoring System, and Myra Wehls, who types the surveys, monthly reports, and correspondence.



State of California  
 EDMUND G. BROWN JR., Governor  
 State and Consumer Services Agency  
 ALICE LYTTLE, Secretary  
 DEPARTMENT OF GENERAL SERVICES  
 DAVID E. JANSSEN, Director

### OUTLOOK

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