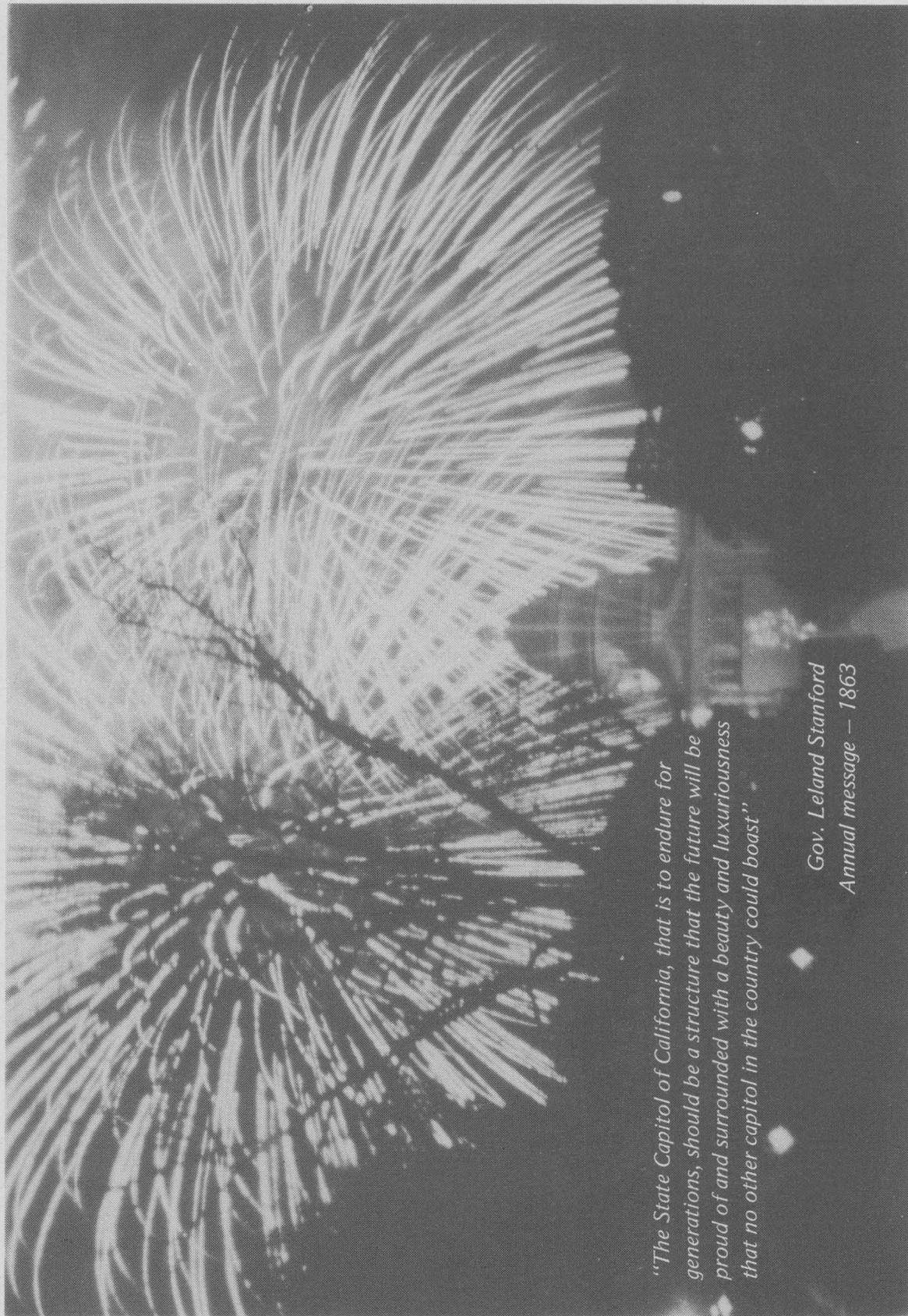




OUTLOOK

January —
February
1982



"The State Capitol of California, that is to endure for generations, should be a structure that the future will be proud of and surrounded with a beauty and luxuriousness that no other capitol in the country could boast."

Gov. Leland Stanford
Annual message — 1863

Recognition For the Involved

(OR WHO IT TAKES TO
SPEND \$160 MILLION)

By John Baker

We have all driven by those dusty construction projects trying to keep our cars moving (and clean!) We have seen the hardhatted construction workers come to and fro over the months. We have seen the ceremonial groundbreakings and grand openings where men in pressed suits and gleaming white hard hats turn shovels of dirt and cut ribbons with impossibly large scissors. Right? But what about the people behind the scene who spent two to three years slaving at their desks designing the project, buying the property or working with the eventual users; those who spent two to three years sweating while their hair turned gray and their skin paled from lack of sunlight? They are never seen at the groundbreakings and ribbon cuttings. They are left only with the personal satisfaction of another project completed and still another coming to lose sleep over.

These people, however, are acutely aware of what John Worsley of the Capitol Restoration team calls the five stages of a construction project. Any project (says John, tongue in cheek) begins with Stage One, excitement and euphoria, and quickly moves into Stage Two, disenchantment. Then comes Stage Three, the search for the guilty, and Stage Four, the punishment of the innocent. And when all is done, Stage Five, distinction



Employees from several divisions including Buildings and Grounds, Real Estate Services, Space Management, and Facilities Planning and Development who participated in the Office Building Program.

for the uninvolved, wraps it up and everyone goes home.

With this issue of **Outlook**, we are attempting to short circuit that never ending five-part cycle by giving some measure of recognition to those who have done the most to help accomplish the largest office building construction program this State has ever seen. The pictures accompanying this article were taken January 13, 1982, when all those people in General Services divisions who have worked with me day-by-day in the planning, design and construction of the State Office Building Program assembled at OSA and on the steps of OB No. 1. These

people, for the last six years, have collectively studied, planned, designed, inspected, and basically made the 16 multi-million dollar building projects ranging geographically through eight communities in the State (nine individual projects in Sacramento alone) a reality. Of those 16 projects, nine are completed or are currently under construction. Over \$160 million in our tax dollars is being spent on those nine projects to help save perhaps twice that much in the ever increasing costs of leasing office space for State government. The final seven projects, when funded and constructed, will cost an additional \$300 million (more on the projects themselves in the next issue of **Outlook**).

As you can see, it takes a lot of people to spend that much money. It never would have been possible to get as far as we have with this program without the dedicated services of these General Services people. We all owe them a round of applause and a great deal of recognition.



Office of the State Architect staff who participated in the realization of the State Office Building Program.

ON THE COVER

Picture by David Novak

As part of the Gala celebration, there was a fireworks display and laser light show on Saturday January 9, 1982.

If RES had Existed in 1860

If the Division of Real Estate Services, responsible for acquiring land for public use, had existed in 1860, it probably would have been responsible for acquiring the site on which the first State Capitol was built. Eminent domain procedures used back in 1860, however, were a bit different than those used today. When the State decided to purchase the four block site located between L and M, Tenth and Twelfth Streets as the site of the new Capitol, AB 224, Chapter CLXI, Statutes of 1860 outlined the following acquisition procedures:

"After getting a description of the property and a list of the names and residences of each owner or interested party, the Board of State Capitol Commissioners is to apply, by presenting a petition, to the judge of the District Court in Sacramento for the appointment of special commissioners to determine the amount of compensation to be made to people having land on the site. The judge is then to order all persons with an interest in the property to appear before him for a hearing of the finding of the special commissioners. Differences are to be worked out by a commission of three disinterested citizens in meetings with the claimants. After a valuation is finally fixed by the court, the special commissioners will pay that amount to the court and take possession of the land. The commissioners are to file copies of all the court records related to the land transactions with the Secretary of State. The State of California will then be the owner of the land in fee-simple, providing that the City of Sacramento vacates the streets

and alleys on the property and that the commissioners receive deeds of voluntary conveyances for land agreed upon between them and owners."

Appraisal had its problems in those days too. The *Sacramento Daily Union* had criticisms of both the property owners and the State Capitol land appraisal commissioners. The *Union* (June 30, 1860) believed that the property owners were asking exorbitant prices, while the commissioners were using procedures which were too complicated to ascertain values. The commissioner's estimated the fair market value at \$65,517. Subsequently, the site was acquired and within a month, all improvements purchased by the State on the Capitol site were to be sold by auction. Houses, out-buildings, fences and even fruit trees were sold.

Relocation was not easy then either, according to one account: "When the auctioneer, C.H. Grimm, offered for sale the house of Mrs. Hanks, she appeared on the front steps and entered into the bidding with tears and exclamations of grief that her home was being sold without her consent. The excitement, by this little interlude in the dull monotony of the auctioneer's cry, was not, however, of long duration, as the house was immediately struck off to the proprietress without contest at \$177, and which had been assessed by the Commission at \$800. (*Sacramento Daily Union*, September 3, 1860, 3/1)."

The State found itself in the property management business (which presented its own set of problems). Parts of the

Capitol site were rented at a monthly ground rent rate of \$7.50 per 30 feet to raise additional acquisition funds.

When it came time to start construction of the Capitol, the State had to evict renters. According to minutes of the Board of Commissioners Meeting on August 12, 1862, one of the most flagrant violators of the eviction procedure was Sacramento County, who was delinquent in removing the County Hospital from the area of Tenth and L Streets. The Board of State Capitol Commissioners were forced to take action by passing the following resolution: "Resolved, that the Secretary be instructed to transmit to the Board of Supervisors of the County of Sacramento, a petition this day received from the Architect, Superintendent and others employed upon the State Capitol Building, asking for the removal of the Hospital to some other locality." (*Board of State Capitol Commissioners, "Minutes"*, May 1, 1866.) The building still stood on the site three years later.

How would R.E.S. have handled the acquisition had it occurred in 1981?

From the Chronicles Of the Capitol Restoration Project

One day back in 1979, as George Young, Construction Supervisor of the Capitol Restoration Project, was making a routine inspection, laborer Bob Johnson called his attention to a wallet that he had found buried behind one of the walls of the Capitol. From some papers found in the wallet, they were able to determine the name of the owner from a drivers' license dated 1936. In an effort to find the owner, Bob Johnson tried to match the name in the wallet with a name in the telephone directory. He was successful and dialed the number. A woman answered the phone and Bob explained what he had found. With a strained voice, the woman explained that she was the widow of the wallet's owner. Her husband, who died in 1936, had been a chauffeur for one of the Senators back in the early 1930's. One day, prior to his death, he had been robbed and his wallet was never found. The woman said that she would like the wallet, so Bob made arrangements to bring it to her home that evening. When she opened the wallet, she discovered some important family papers that had been missing for many years. She was most grateful to the restoration crew.



A 6' long, 4½' tall and 2½' wide cake, in the shape of the Capitol Building served 1,500 spectators at the Gala opening of the Capitol.

Safety Training

by Patrice Norris

The State Workers' Compensation and Safety Program in coordination with State Compensation Insurance Fund recently held its first basic training course for State Safety Coordinators. The State Workers' Compensation and Safety Program, a unit of the State Insurance Office, designed the three week course to provide a firm technical background in safety. The following courses are included in the session:

Cal/OSHA	Confined Spaces
Machine Guarding	Accident Potential Recognition
Wood Working	Effective Presentations
Sheet Metal Process	Accident Investigations
Vehicle Accidents	Respirators
Safety Survey	Chemical Risk
Statistics	Electrical Safety
Flammable Liquids	Back Program
Safety Management	

The first session was attended by twenty students from five State departments; and included Department of General Services' Safety Coordinator, Lynn Catania.

The decision to provide a course arose out of requests from State departments for a basic course in safety to certify State Safety Coordinators. The basic safety training course provided by the State Compensation Insurance Fund was modified to fit the needs of State departments. The State Compensation Insurance Fund provided technical advice and assisted in developing and coordinating the first session.

Judging from evaluations completed for the first session, the course is a success. Overall, students gave enthusiastic and positive ratings of both course content and instructors. Students who were "new" to their safety positions expressed an appreciation of a course which was relevant to their jobs. Students who had previous health and safety experience said the course provided a "refresher" of technical information and helped them develop a renewed awareness of safety problems from which to rework their safety programs.

Future sessions will be coordinated and run entirely by the State Workers' Compensation and Safety Program. The second session being held in January, February and March is completely filled; however a waiting list of Safety Coordinators is being compiled for the third session beginning in October. For additional information interested persons can contact Patrice Norris at 323-3866, ATSS 473-3866.



The first graduating class from the State Workers' Compensation and Safety Program.

One More Step to Improved Communications

A Telephone Communication Device for the Deaf (TDD) was recently installed on the fourth floor of OB No. 1 in Larry Myers Office, EEO Officer. The system, according to Larry Myers, will "increase our ability to communicate with persons with a hearing disability."

The system is a portable terminal hooked up to a telephone which both sends and receives typewritten messages. Persons with a hearing impairment essentially type their message on the terminal and the response, also typed, is sent back on the terminal allowing the message to be read. Thus, communications via the telephone is written instead of oral.

The TDD system will improve DGS communication with the community at large because TDD terminals are distributed free to households with a hearing-impaired member. Now, these people

can call the department to learn about departmental employment opportunities and services.

Departmental employees also are served. If an employee in an emergency needs to contact a family member, the message can be sent via the terminal in Larry's office.

If an employee at home needs to communicate with his/her supervisor, the employee can contact Larry through the terminal and Larry will relay the message to the appropriate person.

The terminal can be reached by dialing 324-9040.

This system, easy to operate, truly enhances the communication opportunities for the hearing impaired.

(The TDD system is still in operation although Larry Myers is no longer the EEO Officer. He has transferred to the Office of Procurement.)



Larry Myers demonstrates the new TDD system.

A Homeless Tree

Have you ever heard of a tree without a home? No less a 22' high x 14' wide tree? Well, that was the case of a douglas fir tree groomed and pruned with TLC by Larry Hyder and his family of Camino, California for over 18 years.

Our story begins with a tree that was "in training" to be the official Christmas tree at the White House this holiday season, but it was just too large. Not only was it too large to fit in the White House, it was so large that it was shading out the sun from the other trees on the tree farm and thus affecting their growth. So, the tree had to be cut, but once it was cut, it had no place to go!

Now enters Dan Johnson, Buildings & Grounds Division, whose job it is every year to purchase the official State Christmas tree. According to Dan, he had been promised a tree by several tree growers in the area, but because of a fire earlier this year, some of the larger trees were damaged. The tree growers offered several smaller trees, but none were good enough to be the "official State tree." So, one day in early December, Dan decided to head north in search of the official State tree. He visited several farms but was not successful. However, at one farm, someone told him about a story aired on a local TV station telling about a tree without a home.

That's how Dan happened upon Indian Rock Tree Farm, near Camino, California

and that is where he met Larry and Geri Hyder and their daughter Karen and the big tree without a home.

When Dan explained his search to Larry Hyder, his face lit up — the State would be a perfect home for this homeless tree.

Mr. Hyder said he had received several offers of \$1,000 or more for the purchase of the tree from private individuals, but he thought the tree was so beautiful, "it should be seen by everyone." So he donated it to the State as the official State Christmas tree.

Mr. Hyder was right — the tree was indeed beautiful. In fact, Dan Johnson said it was the most beautiful tree he could remember. It was perfectly shaped and it gracefully decorated the east entrance of the Capitol.

On Thursday, December 17, 1981, the Hyder family, Larry, Geri, and Karen, Governor Edmund G. Brown Jr. and Director David Janssen put the final ornaments on the tree. On that same day, the Governor also presented the Hyder family with a plaque of appreciation from the people of California for such a magnificent Christmas tree.

Thus, our story has a happy ending, the homeless tree found an appropriate home for the holidays, Mr. Hyder and his family were satisfied with its official location and all of the people of California enjoyed its natural beauty.

An Improved Delivery Service

IMS
INTERAGENCY MAIL SERVICE

The Interagency Mail Service (IMS), part of the Office Services Division, handles approximately 6,000,000 pieces of mail each year. This service saves the State of California approximately \$2,980,000 annually. The average item sent through IMS exceeds 2 ounces in weight and when using IMS, it costs the State .043¢ to deliver that item as compared to .54¢ if sent via the US Postal Service.

However, IMS has been experiencing some difficulties in providing the quality and speed of service that is both desired and required. There are many factors which contribute to this situation, the most prevalent, however, is the failure of the sender to provide adequate addresses, which requires additional handling time.

Office Services Division has been working hard and long on developing a method to improve the quality of IMS since, in fact, it is one of the most cost effective services available.

OSD has developed a system whereby each location served by IMS is number coded, somewhat like the zip code system. However, the code only contains two digits, one letter followed by a number. There are 180 coded locations and the results of a recent study show that 90% of all mail leaving any one desk goes to approximately the same ten places. Therefore, to use the system, you will only really have to memorize ten codes. There is, of course, a complete printed list of all 180 codes which is available by calling OSD at 739-2391.

According to Bob Macey, Chief of OSD, once the program is well established and the two-digit code is being used, OSD, with everyone's cooperation, is in a position to guarantee next day delivery of coded mail to designated mail stations, providing it is received by IMS before noon.

Here is how the system works:

If you wish to mail something to Program Development, you would address the envelope as follows:

C-9
915 Capitol Mall, Room 590
Sacramento, CA
Attn: (optional)

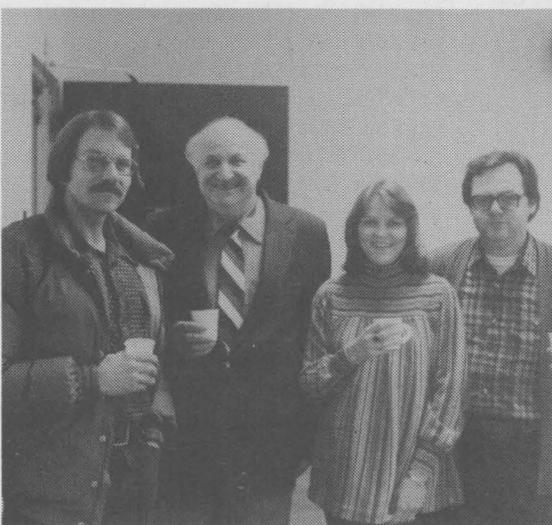
(Use of the code precludes the necessity

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Channel 13 reporter Carol Thorp interviews the Hyder family during the tree dedication ceremony.

EXECUTIVE OFFICE OPEN HOUSE



Over 300 people stopped by for punch and cookies at the Executive Office Open House held on Dec. 23, 1981

GENERAL SERVICES PEOPLE

LEWIS GOODNOW, Supervising Groundskeeper II, retired on 12/31/81 after 12½ years of State service with the Department of General Services, Buildings and Grounds Division. Lewis, prior to retirement, was in charge of Capitol Park groundskeepers, the State Nursery and arranging for plants in the Capitol Buildings.

He and his wife, Martha, who have taken several cruises, have one planned for the future as well as fishing and camping trips with the grandchildren.

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MARSHALL GUILLARY, Janitor, Buildings and Grounds Division, retired after 21 years of State service. Marshall, originally born and raised in Louisiana, has lived in the San Francisco area for over forty years. Marshall had this to say at his retirement, "General Services was a great organization to work for. I enjoyed my work", he said, "because there was always something interesting to do." "We will miss him," added Building Manager Frank Arteaga.

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JOHN BAKER, Special Assistant to the Director, was selected to appear in the 13th Edition of Who's Who in California. He is among approximately 5,000 Californians of achievement listed in the 1981-82 volume. First published in 1928, Who's Who in California is published every two years by the Who's Who Historical Society, San Clemente. The current 600-page reference volume contains biographical sketches of eminent Californians from the arts, science, business, education, law and government.

John received a scroll from the Society "in recognition of exceptional achievement, leadership and service."



Wayne H. Jensen receives his award from State and Consumer Services Agency Secretary, Alice Lytle.

WAYNE H. JENSEN, Executive Secretary, California Buildings Standards Commission and formerly of the Office of the State Architect, received a Superior Accomplishment Commendation Award at the November meeting of the Commission. Alice Lytle, Secretary, State and Consumer Services Agency, presented Wayne with a certificate and gold watch for his outstanding performance as an employee and for his superior contributions to the Commission and to the community. According to Ms. Lytle, Wayne Jensen devoted many hours of personal and uncompensated time, laboring nights and weekends. "By his unselfish and untiring efforts in rendering quality service to the public," she said, "he has brought great credit upon himself, his organization, and the State of California."

Mr. Jensen has especially distinguished himself by his exceptional service in the research and development of the "California Regulations for the Accommodation of Physically Handicapped Persons in Buildings and Facilities used by the Public."

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JOHN C. WORSLEY, Architectural Representative, State Capitol Restoration, and **DALE DWYER**, Deputy Architectural Representative, each received a Distinguished Employee Award signed by Director David Janssen, Alice Lytle, Secretary, State and Consumer Services Agency and Governor Edmund G. Brown Jr. The certificate read "... in grateful recognition and appreciation for devotion to duty and outstanding service to the people of the State of California." John Worsley and Dale Dwyer were responsible for the tremendous restoration of the oldest State Capitol, still in use, west of the Mississippi River.

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Congratulations go to **RICHARD TRAVERSI**, Associate Land Agent, RES Division, who recently received the Senior Right of Way Agent designation. To achieve this designation, an agent must have at least five years experience in the right of way field, complete numerous college courses, and pass written examination in four disciplines: 1) negotiations; 2) appraisal; 3) law; and 4) engineering.

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Good ideas pay off and the following employees will attest to that:

MICHAEL C. SWIFT, Office of State Printing, received \$145 for his suggestion that envelopes that have printing imperfections or jam ups should be disposed of in barrels marked "clean waste" instead of barrels designated for raw or unclean waste. Annual savings are estimated to be \$1,428.

As a result of **DALE VANDERHOOF's** suggestion, 25 year certificates will be printed with the name and year once a month instead of weekly. His suggestion will save \$5,712 annually and he received \$285.

For improving a procedure at the Printing Plant, **RAY BEDNAR** received \$30 based on Merit Award Board rules and regulations. He suggested that a light be installed in the fork lift driver's area of the Printing Plant to alert drivers when the waste paper bin needs to be removed.

A suggestion from **JIM RAY**, Buyer II, improved a procedure used by the Office of Procurement and SAMBPAD regarding the Small Business Preference. He received \$30 for his suggestion.

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The Structural Engineers' Association of California recently installed new officers for 1982. **HUGH P. CAMPBELL**, Office of the State Architect, Sacramento, was installed as Treasurer of the State-wide organization.

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Retirement for **MARV CARMIN**, an Associate Telecommunications Engineer, came after 38½ years of State service. An afternoon reception attended by his many friends and associates was held on October 23, 1981. Marv says he will now have more time for dancing, reading and traveling, and also plans to develop some of his other interests.

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After 29 years of State service, **WANDA WIPF**, Division Chief Secretary, Communications Division, retired at the end of 1981. Many of Wanda's coworkers attended a get-together held for her on December 30. Wanda plans to enjoy her retirement by thinking up something she

(Continued on page 10)

FEEDBACK

In the view of many wise people, the key to success is teamwork. Teamwork in any group starts in the minds of the leaders. If they think of themselves as especially talented individuals who tell other people what to do, teamwork won't happen.

On the other hand, if they think of themselves and their people as a group working together, helping each other to get things done, they are off to a good start.

For a team to be successful, certain goals should be set:

- 1) Stress Team Goals — make sure everyone knows what the team is trying to accomplish.
- 2) Tie Individual Success to Group Goals. Emphasize each person's contribution to the success of the group.
- 3) Emphasize Cooperation.
- 4) Share Credit for Group Success. Let everyone who contributes know that their effort is appreciated.

It is important to recognize and let others know what a good job their fellow "team" members are doing because a job done well by one reflects on us all. During the past two months, the following employees have been recognized for their good work.

BOB BEITZ, Land Agent, Real Estate Services, was congratulated by John M. Morrison, Deputy Attorney General, for the "...highly professional manner in which he presented the State's Opinion of Value to the jury. Bob's testimony was well presented and persuasive. It was a pleasure working with him."

SADIE EDD, Procurement Division, was commended by the Kaiser Permanente Medical Care Group for being "...extremely helpful" when they recently needed some help understanding the California Administrative Codes. They were thankful "...for the help and spirit she gave us."

DO YOU HAVE... suggestions for the newsletter? Call the editor at 8-485-3946 or (916) 445-3946.

•••
JENNIFER STANLEY, SAMBPAD, received a letter from Bobbi Fiedler, U.S. House of Representatives, for her "...interesting and informative presentation which was a major factor contributing to the success of the program." (The Dec. 8, Business Development Conference)

•••
 The Office of the State Architect should again be congratulated — the Gregory Bateson Building at 1600 Ninth Street was one of four buildings chosen for an award by the Sacramento Old City Association (SOCA). The award was based on the exterior appearance of the building and its harmony with surrounding structures.

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 The following individuals from the Personnel Transactions Unit, Administrative Services Division, deserve a round of applause for the hard and long hours they put in so that you and I could have a dental plan in effect by January 1, 1982. They worked weekends and nights to get the paperwork in order. They are:

DIANNE DALY, JOAN BETTATI, DEE DENNY, ELAINE DOMINGUEZ, PAT FRIEDMAN, CHARLENE HAYNES, SUE JACOBS, MARSHA JELICICH, SIGNE LITHEIN, FRED MacRAE, JEANETTE MELHORN, CAROL MYRICK, BERGE OCHIKUBO, DAN PEREZ, DARLENE RUFF, DONNA SALAZAR, ROBERTA SUTHERLAND, LAURIE TSUDA, HELEN YOSHIKAWA, KRISTINE YOSHIDA. Their supervisor is **ARTIE CARSLY**.

•••
 Anda Webb, California State University, Humboldt, wrote to the "Stores People" "...Thank you for the good service...my orders are generally accurate and well-packaged, and I am especially grateful for the service when I need something in a hurry."

•••
CECIL WEIR, PACE Division, received a letter of thanks from William Evans, Department of Housing and Community Development "...for your prompt response to our request for assistance on the Chico Housing Improvement Program Audit and to express our appreciation for your full and informative report."

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 AB 2915, Chapter 1149, Statutes of 1980, authorized the transfer of the Manufactured Housing Registration and Titling Program from the Department of Motor Vehicles to the Department of Housing and Community Development. This transfer of program from one department to another has taken countless hours of staff effort. **EIJI YAMAMOTO**, PACE Division, was involved in this effort and he received a letter of gratitude from HCD Director Donald Turner and DMV Director Doris Alexis, "...We wish to express our appreciation for the dedication and personal commitments that have led to the successful start of this program. Without your help, the program would not be operational today."

•••
ED CORR, Chief of PACE, recently served as a member of the Evaluation Committee for the FI Reprocurement Study. Ed Briles, Chief, Systems Development Section, Department of Health Services, had this to say about Ed Corr and other members of the committee. "...Rarely have I been involved in an effort where the individuals involved in a task had as much cumulative knowledge about the subject areas as did our committee."

•••
THELMA RANGE, Office of Procurement, received a letter from Bobbi Fiedler, member of the U.S. House of Representatives from California thanking her for her contribution to the Business Development Conference held on December 8, 1981.

"...The counseling which your representative table provided was beneficial to the members of our business community who welcomed the opportunity of personally meeting with so many professionals in various fields. The responses from those who attended the conference were very favorable, especially with regard to the individual counseling."

Thelma also received a letter of gratitude from Senator Craven for her participation and contribution to the Business Resource Conference held in November. "...I wanted you to know I have received very favorable feedback, but none of this would have been possible without the cooperation of all the offices who sent representatives such as yourself."

Wake Up to Wellness

Governor Edmund G. Brown Jr. will be declaring the week of February 22-26, 1982 as "Wellness Week." Each day of Wellness Week will be devoted to increasing our awareness of five basic components of wellness.

- Monday – Self Responsibility – "Change It"
- Tuesday – Nutritional Awareness – "Taste It"
- Wednesday – Stress Management – "Ease It"
- Thursday – Physical Fitness – "Move It"
- Friday – Environmental Sensitivity – "Save It"

Listed below is a schedule of activities as planned by the California Governor's Council on Wellness and Physical Fitness.

A "Rally for Wellness" will kickoff the week in the atrium of the Gregory Bateson Building, 1600 Ninth Street, from 12:00 – 1:00 p.m. The rally will include statements by key wellness advocates, including Senator John Garamendi, Assemblyman John Vasconcellos, and Assemblyman Art Torres.

The Health and Welfare Agency, located in the Bateson Building, will be sponsoring a Health Fair which will include displays and activities relating to wellness, such as Captain Carrot, Aerobic dancers, and a 7-foot carrot cake from Pearson's.

There is a Fun Run scheduled for Thursday and the Great Race is scheduled for Friday.

Exact plans and details had not been worked out when *OUTLOOK* went to print. Call Theodora Wilner, Governor's Council on Wellness and Physical Fitness at 323-8905 for details.

Following is a series of articles dedicated to wellness awareness. Each article corresponds to one of the daily themes of "Wake up to Wellness Week".

MONDAY – SELF RESPONSIBILITY – "CHANGE IT"

BIOFEEDBACK – LEARNING TO RECOGNIZE AND REGULATE BODILY REACTION TO STRESS

Besides physical exercise, relaxing techniques and leisure activities, a new strategy for coping with stress, called biofeedback, is quickly gaining acceptance. Biofeedback which uses electronic monitoring devices to detect and amplify a particular bodily function, such as blood pressure, muscle activity, brain waves, and skin temperature, is based on the principle that people learn to act in a particular way when they receive feedback about the consequences of their behavior.

In general, the term biofeedback refers to any procedure which measures the bodily functions of which a person is not normally aware. Once a person becomes aware of his/her reaction to a "stressor," he/she can learn to recognize and regulate the bodily responses in order to more "healthfully" cope.

Moist hands, a dry mouth, muscle tension, headaches can be a signal to an individual that he or she is under stress. Once an individual understands the signals, he/she can use the biofeedback information to alter his/her response to a stressful situation. Biofeedback, based on self-knowledge, emphasizes self-control and self-discipline. You become the master of your own well being by gaining control over normally involuntary physical and psychological processes.

To learn more about this new stress-coping strategy, contact your physician.

TUESDAY – NUTRITIONAL AWARENESS – "TASTE IT"

NEXT TIME DON'T USE THAT WHITE STUFF

Did you know that the innocent looking container on your dining table that pours that white stuff called salt could be causing high blood pressure? Studies show that animals develop high blood pressure when their sodium (found in salt) intake is increased. We need approximately 200 mg of sodium each day, yet the

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State Police and Restoration Gala Week

During the week long celebration of the reopening of the restored State Capitol, personnel from Sacramento District, Region I Headquarters, Executive Protection, and Division Headquarters of the California State Police worked many hours of overtime to provide security and police services for the event.

The entire week of celebration was unmarred by serious incidents as the CSP controlled crowds estimated as large as 80,000 persons. William Skelton, Chief of the State Police, indicated that Governor Brown had written a letter of praise concerning the superlative performance of the CSP during the Gala events. The dedication ceremonies would certainly not have been the success that they were if it had not been for the efforts of the State Police.

A Very Successful Food Drive

During this year's food drive, State employees in the greater Sacramento area overwhelmingly demonstrated their generosity and good will. This year's drive resulted in the collection of over 50,780 pounds of food and \$4,200 in cash contributions which means 1,016 families enjoyed a brighter holiday season because of you.

General Services employees, according to departmental coordinator, Olive Johnson, achieved a 117% increase over last year's contribution and the 20,433 pounds collected at DGS represents 41% of the total state donation this year. This

(Continued on page 11)



Over 80 pallets of food had to be inspected and sorted prior to the final distribution of food to the recipient agencies.

People

(Continued from page 7)

wants to do and being able to do it no matter what day of the week it is. She's looking forward to feeling like everyday is a day of vacation.

• • •

California State Police Recruit Officer **JOHN McTIER** has displayed such excellence while attending the Rio Hondo Police Academy that he has been chosen class president. He is the first State Police recruit officer to achieve this distinction. He is also the first recruit officer ever to be chosen as a full time platoon commander. Normally this function is rotated on a weekly basis; however, because of Recruit Officer McTier's demonstrated excellence, he has been chosen on a full time basis.

The California State Police Division congratulates Officer McTier on his achievements while attending the Rio Hondo Academy and is anxiously awaiting his graduation from the academy on January 22, 1982.

• • •

On November 24, 1981 the Sacramento Valley Community Correction Center (SVCCC) was the location of an awards ceremony where the Sacramento District of the California State Police was honored. Luis Madrid, Administrator of the SVCCC, presented Captain Lon Richards with a plaque that praised Sacramento District CSP personnel for their "outstanding professional assistance" during the prior year.

The facility, located at 3601 - 52nd Avenue in Sacramento, houses approximately 32 inmates. The Sacramento District CSP have an arrangement to provide both normal surveillance, and rapid backup for the facility as needed. On one occasion, a female corrections sergeant reported to the CSP that she was leaving the office area to make a routine foot patrol of the parking area at the facility, normally if no communication is received from the facility in a prescribed period of time, the CSP roll backup units to SVCCC. The corrections sergeant forgot to notify the CSP of her return, and was greeted by two CSP motor patrol vehicles converging on the facility, with the CSP officers taking assault positions. The corrections sergeant reported that she was highly impressed with the speed and intensity of the backup support that the CSP provided her.

Wellness Week . . . (Continued from page 9)

average American consumes 4,000 - 8,000 mg daily. The sodium found in naturally unsalted food, is sufficient to meet the daily requirement.

Do yourself a favor and remove that salt shaker from your table. Most of us pour only out of habit anyway.

Instead of salt, season your food with herbs and spices. Use fresh herbs when possible, try lemon juice, wine and ground pepper to accent natural flavor. Try orange or pineapple juice as a base for meat marinades.

WEDNESDAY - STRESS MANAGEMENT - "EASE IT"

STRESS - WHAT YOU SHOULD KNOW Excerpts from *Management World*, July 1981

According to recent medical research, while germs, viruses or growths are responsible for much human suffering, they are not the chief cause of disease today. A far greater number of illnesses arise from an entirely different source. These are diseases brought on by nervous tension.

Among the more common diseases arising from nervous tension or stress are hypertension or high blood pressure, heart attacks, strokes, migraine headaches, bronchial asthma, and chronic skin disorders. Other factors may also enter into some of these, but the emotional impact is most often responsible for the more serious complications.

Accordingly, stress has become a topic of major concern during the late 70's and early 80's. The relationship between stress and job performance, and ultimately between physical and emotional health is being scrutinized more closely than ever before.

Discussed below are a few things you should know about stress and how to cope with it. According to an article from the July, 1981 publication of *Management World*, stress, as related to the working world, is any action or situation that places special physical or psychological demands on a person. Stress is also a general term for the whole area of problems that include the stimuli which produce the stress reaction.

Stressors, or the things that cause stress, can be *physical*, such as time pressures, *environmental*, such as noise and crowding, *psychological*, such as worrying about past, present, or future events, or *social*, emanating from our interpersonal relationships. These pressures can originate from within or outside the individual. We all generate stress as we worry about circumstances. An experience will be stressful if it is perceived as potentially harmful, threatening, or unpleasant. In addition, whether or not an event is damaging as a stressor depends upon other variables such as the environment (whether it is supportive or non-supportive), and the resources the individual brings into a situation, such as experiences, intellectual ability, personality, health, and education.

Some stress is necessary to function effectively, and too little stress can be as much of a problem as an overload of stress. To illustrate, one of the symptoms of too little stress is boredom. Therefore, stress is not necessarily something to be avoided. Rather it is something to be managed for our own increased effectiveness and personal well-being.

COPING WITH STRESS

There are three major ways to cope with stress and to reduce high stress levels. They are: 1) physical exercise, 2) relaxing techniques, and 3) leisure activities. According to the *Management World* article:

Physical exercise generally should involve engaging in aerobic exercises which increase the heart rate up to 60 to 80 percent of maximum capacity for at least ten minutes. Good aerobic exercises include walking, jogging, swimming and cycling.

There are many varieties of relaxation procedures, the most prominent being progressive muscle relaxation and meditation. The technique chosen should be practiced twice a day, morning and evening, for 15 to 30 minutes. Both methods are capable of producing a state of deep relaxation.

Progressive muscle relaxation consists of placing oneself in a quiet environ-

ment and can be done either lying down or sitting. The individual then begins in a sequential fashion to alternate tensing with relaxation of 13 muscle groups of the body, starting with the dominant hand and forearm and ending with the feet. Muscle tension should be maintained for at least 10 to 20 seconds, and then relaxed.

The technique takes between 20 to 30 minutes, but with practice, can be accomplished in a shorter time frame. The following outlines the muscles involved.

- 1) Dominant hand and forearm (tight fist)
- 2) Dominant biceps (push down elbow against arm of chair)
- 3) Non-dominant hand and forearm
- 4) Non-dominant biceps
- 5) Muscles of forehead (lift eyebrows as high as possible – tension in forehead and scalp)
- 6) Muscles of central face (squint eyes, wrinkle up nose)
- 7) Lower part of face (bite teeth together and pull corners of mouth back)
- 8) Muscles of neck (pull chin downward – prevent from touching chest)
- 9) Muscles of shoulder, chest and upper back (take deep breath, hold it – pull shoulder blades together)
- 10) Muscles of abdomen (deep breath – make stomach hard)
- 11) Upper leg (thigh)
- 12) Calf (pull toes up toward head)
- 13) Foot (point toe – turn foot inward – curl toes)

Meditation involves sitting comfortably in a quiet environment, focusing on one's breathing, and repeating the word *one* (or another neutral word or syllable) each time one exhales. The exercise should be repeated for 15 to 20 minutes at least once, preferably twice daily. There are indications that workers who practice the technique on a regular basis experience a decrease in blood pressure and improvement in self-ratings of job performance and overall satisfaction.

Be aware of stress levels in your life. Remember some stress is necessary to function effectively – too little stress can be as bad as too much.

EDITOR'S NOTE: *Management World* is a monthly publication of the Administrative Management Society.

THURSDAY – PHYSICAL FITNESS – “MOVE IT”

As a follow-up to Wellness Week, in the May-June issue of **OUTLOOK** we would like to explore the ways that DGS people stay in shape. If you or a friend belong to a spa, baseball team, are a marathon jogger, or jazzercise is your bag, we would like to know so that we can include it in our article on staying in shape. Please send all copy prior to April 1, 1982 to Mary Anne Riehl-Campos, 915 Capitol Mall, Room 590, Sacramento, CA 95814, Mail code: C-9, or call me at 445-3946, ATSS 485-3946.

FRIDAY – ENVIRONMENTAL SENSITIVITY – “SAVE IT”

According to the Lung Association of Sacramento – Emigrant Trails, Sacramento has an air pollution problem and its cause is in your own driveway. Yes, it's the car. Motor vehicles, including the family car contribute about 80% of the carbon monoxide, 60% of the oxides of nitrogen, and 55% of the hydrocarbons which pollute our city's skies.

According to the Environmental Protection Agency and the Lung Association if everyone in Sacramento drove a properly tuned car, we could expect a 20-30% reduction in hazardous emissions.

There would also be less pollution if more of us took the bus, rode a bike, or joined a car pool. If you are interested, call 445-POOL for more information. Not only will carpooling help the environment, it will save you money and biking to work, school or the store will improve your health.



Olive Johnson, Myron Curtis and Dan Greene (Left to Right) receive congratulations from David Janssen for a job well done.

Food Drive . . .

(Continued from page 9)

is the *largest* donation ever made by a single department.

“We far exceeded our goal” she said, “of three pounds per employee by contributing 7.7 pounds per person.” Space Management Division alone donated 7,089 pounds of food.

Dustin Doyle and Ron Okimura, Space Management, deserve special recognition because they arranged three contributions to the drive – 100 pounds of rice from the Rice Growers, 300 pounds of flour from General Mills, and 4,700 pounds of grapes from Del Monte, for a total of 5,117 pounds.

Fran Long, divisional coordinator, Records Management Division, inspired her fellow employees, who contributed over a ton of food, representing 90.7 pounds per employee.

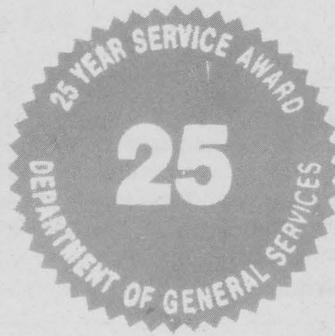
Jayne Muraki-Yip designed and constructed the Christmas tree and ornaments located on the 5th floor of OB No. 1 that displayed the progress of the drive.

Olive Johnson (Space Management), departmental coordinator, through her enthusiasm and organization led the department during its most successful year since the food drive began in 1975.

Special thanks also goes to Myron Curtis, who has voluntarily served as statewide coordinator of the drive every year since 1975 and to Dan Greene (PACE) who served as this year's co-chairperson.

“State employees should be proud of their generous contributions to this charitable cause,” said David Janssen. “When the recipient agencies told us that their food supplies were low, but that the requests for food was up, we set a goal of 50,000 pounds and State employees responded. In fact, their response was tremendous.”

Service Awards



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

JANUARY

- George W. Feldon Buildings and Grounds
- Mary L. Messenger Records Management



Guy Chinn, Space Management Division, receives his 25-year award from Division Chief, Paul Savona. Guy completed 25 years of service on September 1, 1981.



John J. Joyce, Golden One Credit Union President, presents officer Steve Vasquez an award for outstanding performance in the line of duty. Officer Vasquez's alertness and courage prevented the escape of those responsible for the robbery of the Golden One Credit Union on Burnett Way. Director David Janssen, State Police Chief Skelton, and Bob Bell, Golden One DMV Office Manager, were also present.

IMS

(Continued from page 5)

of using the Department and Division as part of the address.)

If you are using a route slip, write the code (C-9) next to Program Development.

As part of implementing this new mail system, the "Messenger Service Envelope", STD form 117 is also being revised as follows:

DEPARTMENT	CODE NUMBER
DIVISION	
UNIT	
ADDRESS	ROOM NO.
ATTENTION	

Bob Macey said that all properly coded mail will receive priority service and other mail will be processed as rapidly as resources permit.

"The success of this system, said Mr. Macey, "depends on the users of IMS; We at OSD are committed to the program and we know it will work with everyone's cooperation."

DO YOU HAVE. . . a program or activity you'd like to tell others about? Call the newsletter editor at 8-485-3946 or (916) 445-3946.

State of California
EDMUND G. BROWN JR., Governor
 State and Consumer Services Agency
ALICE LYTLE, Secretary

DEPARTMENT OF GENERAL SERVICES
DAVID E. JANSSEN, Director

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