



# OUTLOOK

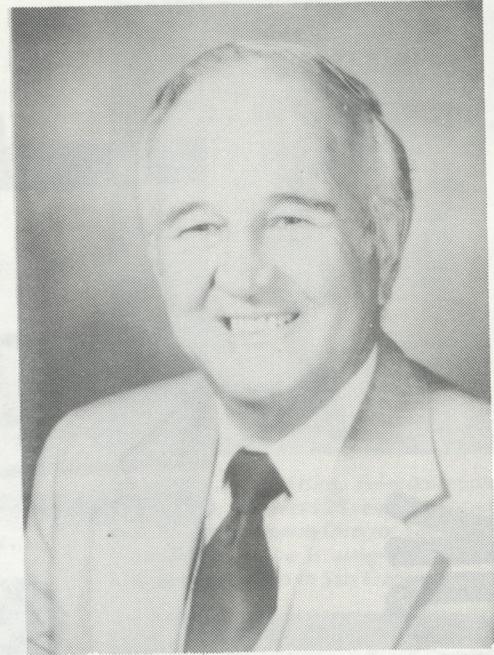
May-June  
1985



## Sustained Superior Accomplishment Awards

# Letter From The Director

by W.J. Anthony



Some of you may not be aware that the Governor has established a Management Task Force composed mostly of Cabinet members and chaired by Steven Merksamer, Chief of Staff. The Task Force reviews reports from Agency Secretaries and Cabinet-level officials to ensure that the tasks being performed by state government are appropriate and that the private sector is properly involved.

Since I have been here at the Department of General Services, it has become apparent that numerous functions we perform are also being performed by other departments. However, many of the departments do not use the same workload standards and cannot deliver the services at the same costs as the Department of General Services. Because of this proliferation of business services, we brought the matter to the Cabinet's attention with an Issue Memo suggesting that business functions be examined as to whether or not they are being performed at the lowest possible cost and by the appropriate people.

The Cabinet referred the issue to the Management Task Force because of their involvement in reviewing state government. The Task Force, in turn, appointed an Ad Hoc Subcommittee composed of the State's three control agencies; Finance, Personnel Administration, and General Services; and user agencies, Business, Transportation and Housing Agency and State and Consumer Services Agency. Each member appointed a staff person to gather information necessary to make recommendations to the Subcommittee whose report would later be submitted to the Management Task Force. Chaired by the Department of Personnel Administration, the staff to the Subcommittee are: Pat McDonald, Department of Personnel Administration; Bert Brendle, Department of Finance; Jack Smith, Department of General Services; Steve Gould, State and Consumer Services Agency; and, George McKernon, Department of Transportation.

The Department of General Services plays a critical role in this effort since we are the State's business manager. Regarded as the standard, other departments will be compared to us in terms of costs to deliver services and staffing levels. For example, other departments' cost per mile to manage their vehicle fleet will be compared to our cost to manage the State's fleet.

The Ad Hoc Subcommittee adopted a schedule for reviewing particular functional areas during the first phase which ends June 28:

Fleet Administration — April 8 - 26  
Security Services — April 29 - May 17  
Janitorial/Maintenance — May 28 - June 7  
Reproduction/Mailing — June 10 - June 28

Phase II will be completed September 30 and Phase III will be completed December 31. Other functions to be examined during the next two phases include: Real Estate and Space Management, Architectural and Engineering Design, Records Management, Procurement Services, Data Processing Support, and Telecommunications Support.

The Subcommittee has already reviewed the operations of the Offices of Fleet Administration, State Police, and Buildings and Grounds. I would like to thank those of you in these offices, as well as support offices who have been contacted. Your responsiveness has been beneficial to their project. Although not all Department of General Services' offices will be contacted over the next few months, for those of you who are, I appreciate your continuous support and cooperation.

As Director of the Department, I am also pleased that the Cabinet has accepted our recommendation and has acted on it with such dispatch and thoroughness.



## Management Information Division Gets New Deputy

**Michael A. Kelley** was recently appointed to the position of Deputy Director of the Management Information Division, Department of General Services. The Division includes the Office of Administrative Services, Fiscal Services, Insurance and Risk Management and Records Management. The four offices provide support services to the Department and on a contractual basis provides certain services to State Boards, Commissions and other Agencies. The offices provide a broad range of services from the standardization of forms to in-service training. The four offices employ 271 personnel representing several different civil service classifications.

Mike previously held the position of Deputy Secretary with the State and Consumer Services Agency. As Deputy Secretary, he was responsible for the general supervision and control over several departments including the Department of General Services. Mike's primary duties were to advise the Agency Secretary on major policy developments; implementation of new programs and direction of existing programs; communicate program developments to Governor's staff and general public; and coordinate related departmental activities within the agency.

Prior to his appointment as Deputy Secretary, he held various positions with the Department of Finance. His positions ranged from that of Program Review Analyst through Principal Program Budget Analyst III, a CEA appointment. Mike also worked at the Department of Social Services as a Staff Services Manager II.

Mike received his college education at California State University-Sacramento. He obtained a Bachelor of Arts in Economics and a Masters in Public Administration.

Mike's plans for the division are aimed at increasing efficiency and production where appropriate and improving the level of service provided to those programs his division is responsible for supporting.

## Fifth Annual Governor's Employee Safety Awards

by Patrice Norris

On May 17, 1985, the Fifth Annual Governor's Employee Safety Awards were held in the State Capitol. The awards were presented by Art Scotland, the Governor's Cabinet Secretary.

The award ceremonies are coordinated by the Department of General Services, Office of Insurance and Risk Management; and are presented to give special recognition to the collective efforts of State Departments in reducing the number of occupational injuries and vehicular accidents. This year fifty-two State Employees from 19 Departments, received individual awards and "most improved" awards were given to the following Departments:

Most Improved Injury and Days Lost Record:

- Division A — Department of Health Services
- Division B — Franchise Tax Board
- Division C — Water Resources Control Board
- Division D — Health Facilities Commission

Most Improved Vehicle Accident Record:

- 1 to 6 Million Miles Driven — Housing and Community Development
- Over 6 Million Miles Driven — Department of Health Services

A special award was presented to Harold S. "Hal" Eldredge, Safety Coordinator for the California Highway Patrol, for his sustained superior achievement in the field of safety throughout a state career spanning thirty-four years. Two employees from the Department of General Services received awards.

(Cont'd on page 14)

## DGS Employees Enter Walkathon

The Department of General Services participated in the annual March of Dimes' Walk America held in Sacramento on April 28.

DGS employees walked for the pledges that will be collected and turned over to the March of Dimes. The money collected is used to fight birth defects. The 20 mile walk began and ended at CAL EXPO in Sacramento.

This year as of May 28 the Department's employees had obtained \$13,570 in pledges. The Department ranked third behind the Department of Motor Vehicles with \$13,948 and the Employment Development Department with pledges of \$14,526. According to Teri Lowe, March of Dimes Walkathon Coordinator, the Sacramento area has pledged over \$290,000. (see pictures on pages 8 and 9)

## 1985 Sustained Superior Accomplishment Awards

On Friday May 31, the Department held an awards ceremony to honor employees by presenting them with Sustained Superior Accomplishment Awards. The awards were presented by W.J. Anthony, Director, and State and Consumer Services Agency Secretary Shirley Chilton. The awardees received a certificate and a check for \$250. This program is one way the department recognizes those employees who have made significant contributions through exceptional job performance. In order to be nominated for an award an employee must meet the following criteria:

- A. Employee has performed at a superior level significantly exceeding normal job requirements.



**ALVIN MYRICK**

Alvin has been employed by the State for over 35 years. He currently works as a Janitor Supervisor II in Los Angeles. Alvin is responsible for supervising and training a janitorial staff of twelve employees. Maintaining established cleaning standards and meeting production rates has been a high priority for Alvin. He is much admired by new Janitors for his dedication and devotion to teaching the latest in cleaning techniques. Alvin's years of experience in his field, expertise and methodology of stimulating his class have brought about a noticeable positive attitude and willingness of good overall job performances from those instructed.

- B. Exceptional job performance has been sustained over a period not less than 24 months prior to nomination.
- C. Employee has received consistent superior performance reports.
- D. Designated management employees (excluding designated supervisory and confidential employees) has served in his/her current management classification for two years prior to nomination.

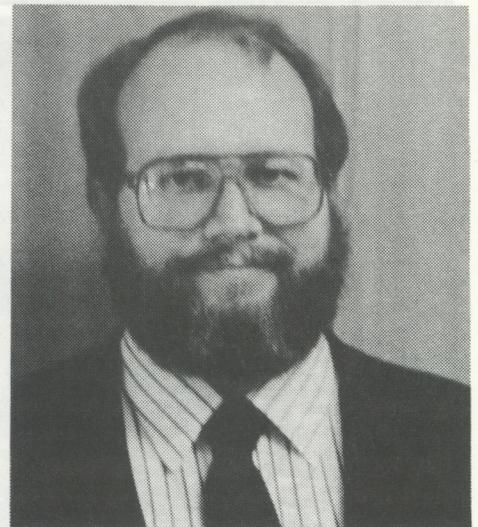
Employees who meet the criteria are nominated by their immediate supervisors. The employee's Office Chief and the appropriate Deputy Director must approve every nomination.

Merit Award Board regulations limit the number of awards presented by the Department to twenty each year. This year, supervisors nominated forty nine employees. A Departmental Review Committee consisting of Executive Staff and Office Chiefs met to select the twenty finalists.



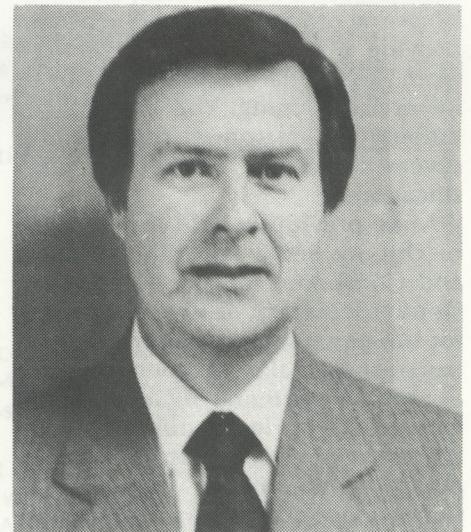
**JOHN KUMPULAINEN**

John was employed by the Office of Fleet Administration as a Junior Inspector of Automotive Equipment. He was assigned a position in Davis that had been vacant for seven months. Inspectors from other areas had been covering the area on short term assignments. John stepped in and began to systematically program the inspection activities. His diligence and attention to detail are some of the reasons that after six months on the job he ranked as one of the most efficient inspectors in the office.



**D. ZACHARY MILLER**

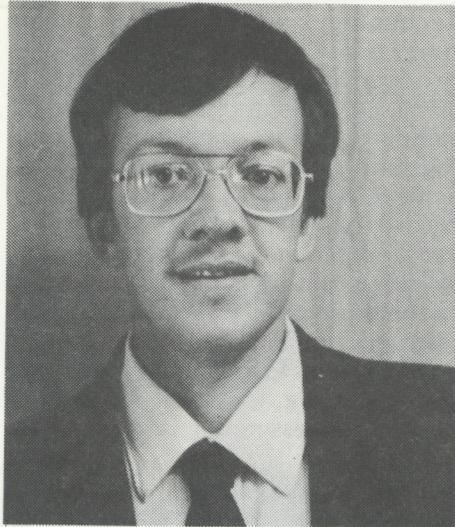
Associate Leasing Officer, Zachary Miller works in the Office of Space Management. Zach is assigned to the San Francisco Bay Area where he is consistently dealing with sensitive and complex projects. Among Zach's many outstanding abilities is his knowledge of his profession. When he works on a lease transaction he manages to strike the best deal for the State. His staff work is always complete and accurate. Zach routinely receives the most difficult and sensitive projects and works with directors, executive staff and agencies such as the Judicial Council. On complex projects requiring cost effective and timely solutions, his degree of technical skills and people skills are unsurpassed and his productivity is at the top.



**RONALD THROP**

Ron has worked for the State for 25 years and has been with the Office of

Real Estate Services since 1972. He is an Associate Land Agent in the Property Management Section. Ron presently manages about 600 active leases throughout the State. By expanding the direct billing system to leases not previously covered, Ron was able to increase the net income from by-state (leases of State property to the private sector) leases from \$227,000 in fiscal year 82/83 to \$458,000 in fiscal year 83/84. His most recent contribution to the by-state leasing program was his work on behalf of a computer task force formed to review office needs. He developed a study and various recommendations on the computerization of major portions of the by-state leasing program. Ron's performance far exceeds the level expected of an Associate Land Agent.



**LARRY THOMAS**

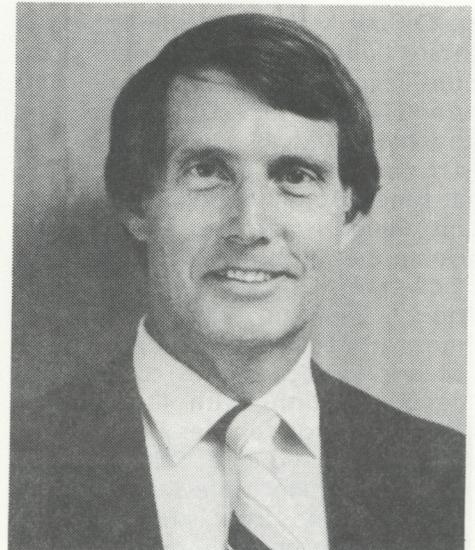
Larry is an Associate Land Agent with the Office of Real Estate Services. He has for several years enthusiastically accepted complex and difficult assignments and produced reports of a high professional quality. Larry's assignments have required that he spend a great deal of extra time away from home but he cheerfully accepted the challenge and delivered high quality reports on time under considerable deadline pressure due to the Division commitments to Cal Trans. In this project alone, he completed 45 parcels with values in excess of eight million dollars. Most of these parcels were complex commercial and industrial holdings and required extreme effort and diligence to produce the high quality professional product required to satisfy Cal Trans and serve the public need.

served the Office of Administrative Hearings (OAH) as Administrative Officer and Assistant to the Director of the Office. One ability that sets Judy apart from others is her attitude toward new assignments. She sees them as challenges and the chance to develop new skills. Among her many duties is monitoring and approving expenditures; acting as the training coordinator; and the supervision of OAH accounting and clerical staff located in San Francisco, Los Angeles and Sacramento. Judy is currently assisting with the automation program and handling various administrative duties. She was virtually responsible for the administration of OAH during the one and one-half years the office was without a Director. Her dedication to her position and remarkable performance is well documented.



**DOROTHY SMITH**

Dorothy is employed by the Office of Administrative Services as an Associate Personnel Analyst. Her primary assignment is providing personnel management services to the Office of State Printing (OSP). One of her most significant accomplishments is the improved affirmative action recruitment at OSP. She put together a comprehensive classification package for the pressroom classifications and revised the minimum qualifications to enlarge the group from which OSP could recruit. This item went to hearing before the State Personnel Board (SPB) because the union protested the minimum qualifications. SPB ruled in favor of the package prepared by Dorothy. The State Printer has expressed on many occasions the outstanding staff support that Dorothy provides the State Printing Plant.



**JAMES HARGROVE**

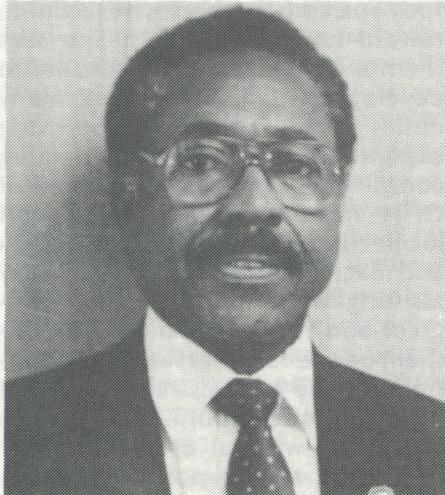
James is a Senior Environmental Planner with the Office of Facilities Planning and Development. One of the main responsibilities of the office is to provide environmental services in compliance of the California Environmental Quality Act. The Capitol Area Plan falls within the scope of this act and Jim has not only supervised the drafting of the documents covering the plan itself, but also every supplemental document required for the construction of offices and garages which has taken place the past few years. Jim has also supervised the completion of environmental reports for projects in Los Angeles, San Francisco, Van Nuys and several other major cities within the State.



**JUDY CLAVERE**

For the past six years Judy has

Members of his staff praise his ability to instruct and counsel on the intricacies of the California Environmental Quality Act.



**ALFRED McBRIDE**

Officer McBride of the California State Police has been a member of the Dignitary Protection Command since January 1979. During this time he has acted as a working agent, Training Officer, Office Manager and at times, Acting Supervisor. Among his duties is the responsibility for doing background checks for the Governor's Office Appointment Section. An average of 150 applicants per month are processed by Officer McBride which entails confidential communications with the Department of Motor Vehicles, Department of Justice and the Retail Credit Association. His professionalism and dedication to this assignment has reflected positively upon the Office of California State Police and the Department.



**JOAN NELSON**

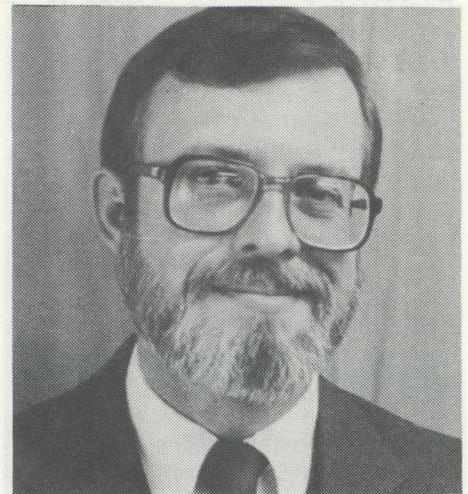
Joan is employed with the Office of

Technology and Management Planning as a Key Data Operator. Her productivity for the past two years is 134%, 34% above the required 100% standard. Joan has received outstanding performance reports due to her achievements in productivity and her record of perfect attendance. Because of Joan's aptitude to adapt quickly to sophisticated systems, comprehend detailed written and verbal instructions, and work independently, she was loaned to the Office of State Printing to assist with their critical processing of time reports.



**PATRICIA HARP**

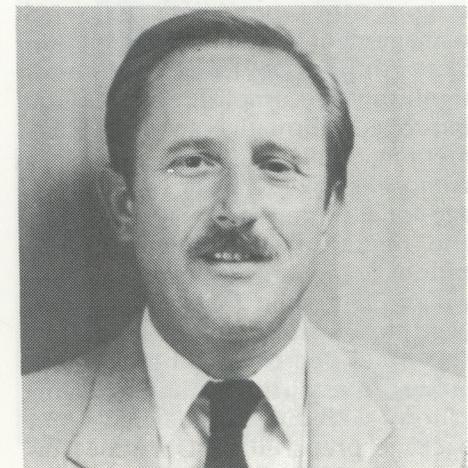
Patricia's duties with the Office of Procurement include the responsibility for approving all freight invoices over \$100. She is responsible for ensuring that the State has been charged the correct amount for transportation services by numerous common carriers. Patricia has for the past two years audited an average of 6.3 bills/hour with an accuracy rate of nearly 100%. The performance standard is 5.5 bills/hour with a 98% accuracy rate. She has produced almost double the average savings of \$36,000 per year produced within her unit. By staying on top of shipping patterns of State warehouses she can save agencies 10-15% annually on their freight costs. In addition to auditing she has trained Materials Services shipping personnel in Los Angeles on new procedures that produced savings of \$2000 to \$3000 per month since January 1984. Patricia has clearly made several positive contributions to the Office of Procurement.



**MARSHALL CLARK**

Marshall works as an Energy Resources Specialist II with the Office of Energy Assessments. He is always there when he is needed, takes his personal time and effort to make sure the job gets done right and due to his dedicated work, the State has been able to use new ways to accomplish cost-saving projects. Because of Marshall, the Department and the Office has received letters of appreciation and recognition for excellent work from the Trustees of the State University, the Department of Finance, private companies and many others.

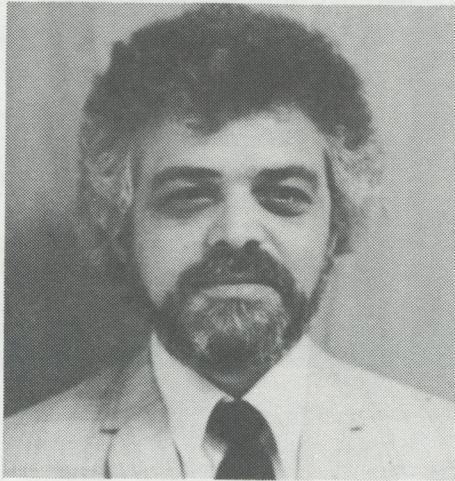
He is responsible for performing economic analysis of State energy projects and third party private projects proposed to be developed on State property. Marshall's work has resulted in over \$30 million in projects being financed. Marshall is held in high esteem by the Office of Energy Assessments.



**STEVEN SAVAGE**

Steve works in the Office of Space

Management as an Associate Space Planner. He routinely handles a heavy workload of complex projects, such as planning the Governor's Office in Los Angeles. The office not only required very specialized space planning, but Steve was also asked to select furniture, wall colors, carpet and drapes and to assist in developing a security system. His planning expertise provided the Governor with an attractive, functional and economical Los Angeles office. Other projects of Steve's include the Judicial Council, Appellate Courts and Attorney General offices. The above project was a lease renewal that involved over 150,000 square feet of office space. Steve is a hard-working, conscientious professional and a real asset to the Office of Space Management.



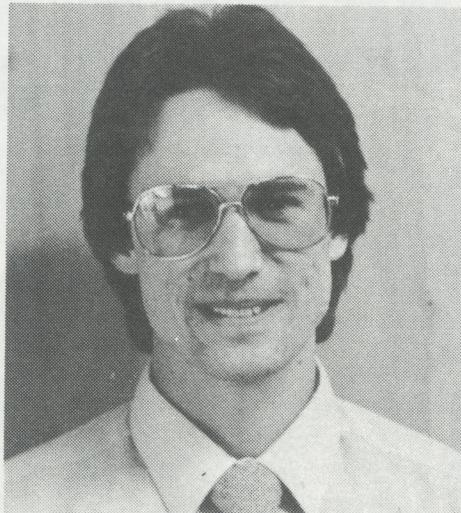
**ABRAM MILLER**

Abram 'Sonny' Miller is employed by the Office of State Printing as a Bookbinder IV. Sonny's primary responsibility is to operate a collator. His proficiency in identifying and following problem areas to resolution is well established. As a direct result of his input and testing a smooth transition from a collator producing forms at 200 feet per minute to one producing 800 feet per minute was realized. Sonny sets high standards and goals for himself and his crew which result in high quality products and fast turnarounds. Sonny is also active in volunteer work. He is a representative of the handicapped to E.E.O.C., B.A.S.S., and C.A.F.E. He received recognition from the Sacramento Diabetes Association for his part in raising over \$6200 for their cause. Each year he hosts the "Sonny Miller Invitational" golf tournament in Carmel, CA.



**TERESA BORON**

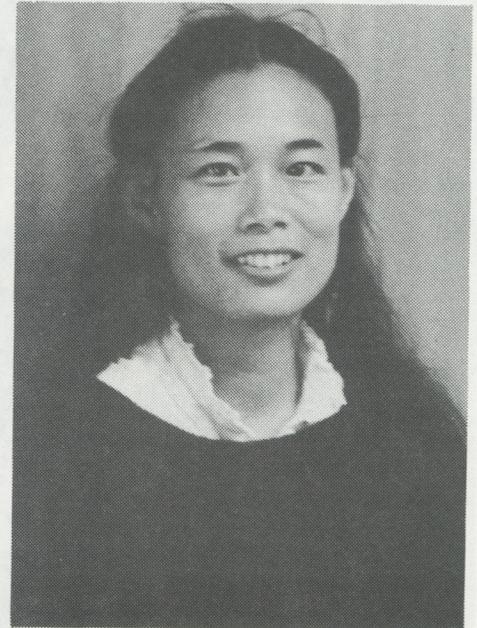
Teresa Boron is employed by the Office of Legal Services as a Staff Counsel II. Her assignments are considered to be some of the most difficult in the Legal Office. For example, acting on behalf of the department in matters involving discipline of State Employees, or representing the State in arbitration proceedings arising out of construction contracts. These kinds of situations call for a great deal of competence as well as the ability to be sensitive to the issues. Teresa has in her two and one-half years with the Legal Office firmly established not only her competence and professionalism but her sincerity and friendliness in dealing with a wide variety of Agencies and Departments. Teresa's peers and superiors have recognized her outstanding performance.



**RICHARD ENGVALL**

Richard is employed by the Office

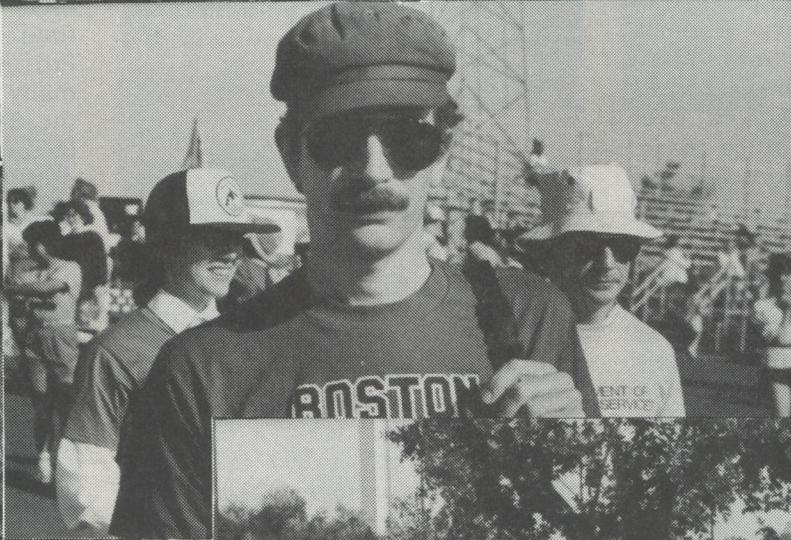
of Support Services as a Material and Stores Supervisor I. He works in the Central Replacement Parts Warehouse, a unit that provides replacement parts for electric typewriters, electronic calculators, and offset presses. Richard maintains an inventory level of 6500 replacement parts. Due to his working rapport with the private sector he has been able to obtain replacement parts quickly so that high production equipment has a minimal amount of down time. While working with the Data Processing Services Section he put many hours into the automating of the Central Parts Warehouse. After becoming proficient on the computer he provided training to others in his unit. He has also received recognition from several Service Managers for doing an outstanding job.



**PATRICE NORRIS**

Patrice is with the Office of Insurance & Risk Management as an Associate Risk Analyst. In this capacity she has major responsibility for the State Safety Training Program. She has shown excellent performance in the manner in which she organizes the various training programs which she coordinates and teaches. Trice coordinates Driver Training classes throughout the State, supervises four independent contract instructors, and under her leadership the attendance per class is the highest in the history of the program. Some of her accomplish-

(Cont'd on page 10)





**DGS  
Employees  
Walk Again  
for the  
March of Dimes**



**SSA Award.** (Cont'd from page 7)  
 ments are: the development of the Basic State Safety Training Program for all departmental safety coordinators; the development of the conversion of the Driver Training Program to a new video production; and the production of specialized safety seminars for safety coordinators. All evaluations from the field, internal audits, annual personnel evaluations and comments from managers praise Trice as a most effective and highly respected member of the Insurance Office Staff.



**RHONDA CABELLO**

Rhonda has been employed as an Account Clerk with the Office of Telecommunications since 1982. She performs all accounting and related functions for over 300 employees statewide. At the top of a long list of accomplishments is Rhonda's attendance and punctuality. Rhonda continually demonstrates why she was nominated for the Sustained Superior Accomplishment Award by bringing to her position initiative and creativity. Just one of the many changes she is responsible for is the streamlining of the accounting job itself. Among her other accomplishments is the design of new forms, creation of new daily and monthly recordkeeping ledgers, and revisions of the standard Travel Advance form. She designed a Payment Correction Notice which is used to inform employees of changes on their travel expense claims. It is clear that Rhonda has gained the respect of her superiors and co-workers alike by her outstanding performance.

**LORETTA MAXWELL**

Loretta started with the Office of the State Architect in 1972 as a Stenographer. She promoted to Senior Stenographer and then to the Staff Analyst class. After progressing through the ranges of the Staff Analyst, she was promoted to Associate Governmental Program Analyst, her current position. Loretta performs duties in the areas of personnel, staffing, budget, organizational review, train-

ing, research, legislative analysis and affirmative action. Recently she has been a primary participant in the development of the OSA Management Information System Five Year Plan. Loretta enjoys the respect and admiration of all the Executive staff of the Office of the State Architect.



**LORETTA MAXWELL**



**STEPHANIE PURCELL**

Stephanie is employed by the Office of Buildings and Grounds as a Secretary. One of the critical functions performed by Stephanie, is the coordination of over 100 contracts totaling \$1.5 million to make alterations to office space in department-owned buildings annually. This involves the preparation and distribution of bid packages as well as scheduling and opening of bids. She insures these contracts conform with regulations concerning bonding, advertising, and small business preference, and receives the proper approvals. Stephanie also prepares the office's budget. This entails receiving and organizing a huge amount of budget documentation from the field offices. Many reports and complex financial schedules must be typed under short deadlines. Stephanie, on a routine basis, turns out a lot of work at a very high quality. She is a definite plus to the Office of Buildings and Grounds.



Dave Troeler, Department Head, Kings River Community College, accepts a State Police Patrol Plane donated to the college from Lt. Don Jennings, California State Police.

## GROUNDED

Dave Troeler, Aviation Department of the Kings River Community College in Reedy accepts an airplane formerly used by the California State Police's Fresno/Inland Valley Command, from Lt. Don Jennings.

According to Lt. Jennings, who made the presentation to the college department head, the aircraft had been in service for ten years and was recently replaced with a new one.

The aircraft will be used by the college's aviation department to train students studying aircraft mechanics.



Governor George Deukmejian holds the Medal of Valor to be presented to Kenneth Lane, Office of Buildings and Grounds. Ken received the Medal for an act of heroism performed on August 27, 1984. While working on the first floor in the Capitol Building, Ken heard screams and saw a man leaving the women's restroom. The woman emerged from the restroom and said the man had tried to rape her. Ken captured the alleged rapist and held him for the State Police.



Jim Nelson, retired from the Sacramento Army Depot, receives an award from Governor Deukmejian, for his many years of involvement with Operation Santa Claus. Jim founded the operation that has benefited thousands of persons over the years. Also pictured are Myron Curtis and Earl Erickson, managers of the Department of General Services food drive. The food that is donated by employees each year is turned over to Operation Santa Claus for distribution.

FEEDBACK

Director, W.J. Anthony received the following letter from Alex R. Cunningham, Deputy Director, Department of Water Resources. The Department would like to express appreciation for the cooperation and excellent service received from two employees in your agency. **Earl Howell**, Office of Fleet Administration, and **Jim Demarest**, Office of Procurement, have been consistently helpful in the purchase of mobile equipment. Their efforts have been especially appreciated during the last two years when our Mobile Equipment Office experienced a high turnover in staff. Without their cooperation, we may have been unable to meet our purchasing goals. Please express my thanks to Earl and Jim for their efforts.



To John Babich, Deputy Director, Procurement Division from David Klasson, Superintendent/Principal, Whitmore Union Elementary School, thanks to you and your staff for your prompt and forceful handling of our delayed bus delivery problem with United Bus Service. We're looking forward to its delivery.



**Fred Young**, Building Manager, Office of Buildings and Grounds, received the following letter from Gene Olsen of the Public Utilities Commissions. "For quite some time I have felt the need to go on record with our praises of **Maurice Isreal**. Since he took over the maintenance of the fourth floor, the offices are spic and span, the restrooms are always

(Cont'd on page 14)

State of California  
**GEORGE DEUKMEJIAN**, Governor  
 State and Consumer Services Agency  
**SHIRLEY R. CHILTON**, Secretary  
**DEPARTMENT OF GENERAL SERVICES**  
 William J. "Tony" Anthony, Director

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### The Office of Fleet Administration Provides Travel Accommodations for Disabled Employees

With improved representation of disabled persons in the State work force, reasonable travel accommodations are of great concern. James W. Morgan, Chief of the Office of Fleet Administration shares this concern. Mr. Morgan indicated that for many years the Department of General Services has made available travel accommodations for disabled employees. Efforts have been made to publicize the vehicles and services available, however, all assistance to further the communication and increase utilization will be appreciated.

Consistent with Mr. Morgan's efforts to mitigate potential problems faced by disabled State employees when they travel on State business, the following vehicles and services are available:

1. Hand-controlled cars are available at the Sacramento State Garage and at Thrifty Rent-A-Car's Los Angeles International Airport office.
2. A lift-equipped van is available at the Sacramento State Garage.
3. Special General Services charge cards are issued to accounting offices for issuance to disabled employees who need large vehicles to mitigate their disabilities. These cards are recognized both in State garages and by contract vendors.
4. The car rental contract with Thrifty Rent-A-Car of California, Inc. requires that all contract vendors provide special valet arrangements to employees with mobility problems when the local vendor is notified at least 24 hours in advance of the need.

5. Valet service normally provided by Thrifty Rent-A-Car to and from the airport terminals must be provided by bus or van-type vehicles equipped with at least two grab rails and a step stool to assist disabled employees in boarding.

If other reasonable accommodations are needed to assist traveling disabled employees, the Office of Fleet Administration is willing to work with staff to provide appropriate accommodations. If additional information is needed, please call Jan Dietz, Office of Fleet Administration, at 322-0254, ATSS 492-0254, TDD 324-0940 and she will direct your call to the appropriate program manager for handling.



Before



After

### "OSMB HAS FLOWN THE COOP"

The Office of Small and Minority Business was caged in confining cramped quarters for over three years. Clients roamed into Chief Stim Suzuki's office when his secretary was away from her desk, and the Fire Marshal was shocked when he saw the cluster of appliance cords.

December 9, 1984 Administrative Assistant Sally McSherry performed miracles. Twenty one staff members were relocated into plush, spacious quarters. A public counter was designed, a conference room was added and a thermostatically controlled DP room now houses OSMB's new microcomputer. A large mail and supply room with workstations was situated away from the public eye along with a real "perk" — an employee room with refrigerator and microwave.

### Thomas Whitfield Retires May 10

Thomas Whitfield, Building Maintenance Worker with the Office of Buildings and Grounds recently retired after 19 years of State service.

Thomas began his career with the Department as a Janitor in 1966 and then became a Building Maintenance Worker, a position that earned him an Outstanding Service Award in 1983.

Thomas' retirement party was held at Vince's Restaurant in West Sacramento on January 11, 1985.

While Thomas has no immediate plans for his retirement, those that know him suspect he will be spending a great deal of his time helping others as he has in the past.

### Woody Woodward Retires

Seymour "Woody" F. Woodward, Construction Supervisor I, of the Office of the State Architect's Area II Office retired May 30, 1985, after five years of State service.

Woody's retirement party was held at the Spaghetti Factory on May 31, 1985. The party was attended by office staff, contractors and many of his friends.

Woody will be undergoing gall-bladder surgery and as soon as he recovers from that its lots of fishing and camping in his 5th wheel trailer.

New telephones were purchased and new equipment ordered. Terminal tables, chairs and PC's are evident at verification workstations. Reclassifications are even in process for OA II's to become Word Processing Technicians.

OSMB has the responsibility to aid, counsel, assist and protect the interests of small, minority and women-owned firms who do business with state agencies and to ensure that a fair proportion of state purchases, construction and service contracts are placed with small businesses. Three primary elements are performed to promote and facilitate their fullest possible participation and protect the State's interests: Small business, minority and women-owned business and the California State Contracts Register.

OSMB is now located at 1808 14th Street, Suite 100. Please drop by and see their smiling faces!



Chief Deputy Director Elizabeth Yost attended the Conference on Women's Issues held in Los Angeles.

**ONE DAY CONFERENCE ON WOMENS' ISSUES PROVES TO BE AN OVERWHELMING SUCCESS**

by Carol Ross

Senator William Campbell moved his annual Conference on Women to larger quarters this year, but the Anaheim Hilton and Towers hotel overflowed as 5500 participants, mostly women, converged on this popular conference. 3500 other applicants had to be turned away.

The all-day conference was held on May 8, 1985 and was co-sponsored by Senator Campbell and The United States Small Business Administration. Devoted entirely to women's issues, it was designed to appeal to women managing homes and community activities as well as those in the work force.

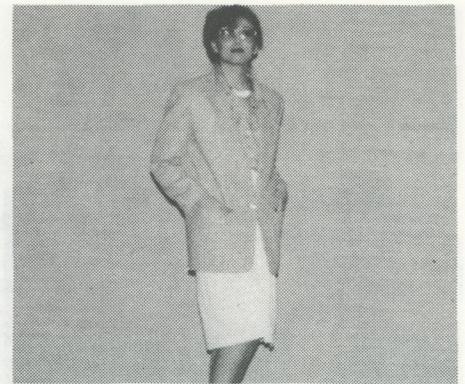
**SALLY RIDE IS KEYNOTE SPEAKER**

NASA astronaut, Sally Ride was the keynote speaker at the luncheon which had to be held in two separate ballrooms. Dr. Ride delighted the audience with "home movies" of her second journey in space, which showed the lighter side of a serious project. Books and papers that floated away while the astronauts were working and the picnic-style meals emphasized the realities of living in a weightless atmosphere. The response of the women to astronaut Ride was overwhelming. One woman said that Sally has been an inspiration to women of all ages.

**70 SEMINARS HELD**

1985 Conference on Women featured 70 seminars and participation by more than 150 noted speakers, as well as exhibits, booths and a resource center where experts were available to discuss topics such as child care, crime prevention, education, how to buy your first home, consumer affairs and health concerns.

Distinguished guests included: Elizabeth Yost, Chief Deputy Director, Department of General Services, State of California, Jim Guyer, Deputy Regional Administrator for Region 9, United States Small Business Administration, Supervisor Tom Riley, Chairman, Orange County Board of Supervisors, Trudy McDonald, Chair, National Commission for Employment Policies, Gloria Zigner, President, Gloria Zigner and Associates, Mrs. Emma Jane Eddy Riley, President, The Program for Women Foundation, Karen Smith, District Coordinator for Senator Campbell, Lenora Day, Director, Office of Internal Government Affairs, United States Department of Agriculture, Reverend Peggy Bassett, Minister of the Church of Religious Science in Huntington Beach, California, Irene Kassorla, PhD, author, psychologist.



Teresa Amezcua, OSS I, Office of Administrative Services.

**A Color Explosion**

Color, color and more color! That's what the fashion industry is promoting this year. Blues, yellows, bright whites, fuschias, purples, grays and much more were on display at the National Association for Professional Saleswomen's (NAPS) fashion show at the Holiday Inn Downtown, Sacramento, Tuesday, April 9.

The show was a benefit for NAPS as well as an introduction of the new styles and color explosion to the "Professional Woman of Today". The models in the show were from various professional and nonprofessional backgrounds. Among them was Teresa Amezcua, OSS I for (DGS) Office of Administrative Services.

Mary Newell, Secretary of NAPS initiated the program with a brief description of the group's background and function. Jan Hollins, Wardrobe Consultant for I. Magnin's, hosted the fashion line-up. An array of color coordinations and varying styles exemplified that the sophistication, assertiveness and professionalism of today's woman can be achieved without traditional harsh lines and basic colors.



Freddie Matthews, Stationary Engineer, Office of Buildings and Grounds receives a certificate of completion, from E.V. Whiteside, Southern Region Manager, for successfully completing the Stationary Engineers Apprenticeship Program.



25-year award recipient Leo Rutledge, Office of Small and Minority Business, is congratulated by Deputy Director John Babick and Office Chief Stim Suzuki.



Ann Rudin, Mayor, Sacramento—Rosamond Bolden, Chief, Office of Buildings and Grounds.

## BOMA INSTALLS OFFICERS

On April 18, 1985, Ann Rudin, Mayor of Sacramento, installed officers for the Sacramento Chapter of the Building Owners and Managers Association (BOMA). Rosamond Bolden, Chief, Office of Buildings and Grounds was installed as President of the new chapter. Other officers from the Department of General Services included, BOMA Directors, Paul Savona, Chief, Office of Space Management, and Bill Dill, Assistant Chief, Office of Buildings and Grounds.

The Building Owners and Managers Association is comprised of representatives of the major office buildings in the Sacramento area. The Sacramento Chapter, recently founded is also associated with the National and International Associations as well. According to Rosamond, founder of the Sacramento Chapter, the Department gains some major benefits from participation in BOMA. These benefits include, the training of new building managers, the increased professionalism of existing building managers and the exchange of information in the latest management techniques. The training, consisting of correspondent and classroom courses is available only through BOMA. These courses are aimed at providing the information that building managers require to keep abreast of the changes in building management technology. BOMA also sponsors conferences where the latest in equipment and energy efficient applications are on display for members to get a first hand look at new designs in equipment and systems.

## FEEDBACK . . .

(Cont'd from page 11)

clean, and one can almost eat off the hallway floors. Maurice is dependable, dedicated and pleasant. It is a real pleasure having him around."

• • •

Martin Anderson, Chief, Business Services Bureau, Department of Youth Authority, wrote **Winnie Scott**, Staff Counsel II, Office of Legal Services, "Please accept my sincere appreciation for participating with us in the interview with George and Camille Camp from the Criminal Justice Institute on April 24, 1985, regarding contracting for correctional services. Although you have a busy schedule, you willingly accepted our invitation to join us in this interview. You shared information that was extremely helpful to the Department and the Criminal Justice Institute concerning California contracting law, your role as contract reviewer, and the contracting policies of the Department of General Services. Again, thank you for your time and assistance."

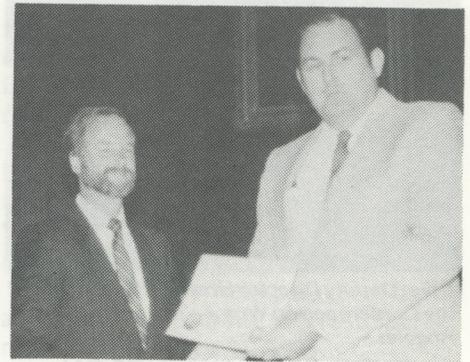
• • •

This letter to Steven C. Owyang, Fair Employment and Housing Commission, from David Benjamin Oppenheimer, Department of Fair Employment and Housing, concerning Administrative Law Judge, **Paul Doyle**, Office of Administrative Hearings. "I have just completed a lengthy hearing in front of Administrative Law Judge Paul Doyle (which settled prior to submission) and feel that his courtesy and sensitivity should be drawn to your attention. Given the nature of the case, the testimony was often emotionally charged and embarrassing to witness and counsel alike. Judge Doyle's sensitivity to the embarrassment and his courtesy to all involved made the hearing much less unpleasant than it otherwise would have been. All counsel and witnesses with whom I spoke felt fortunate to appear before him in this case."

(Cont'd on page 15)

## DGS Safety Awards . . .

(Cont'd from page 3)



Bob Kelly, Associate Programmer Analyst, Office of State Printing, receives his Employee Safety Award from Art Scotland, the Governor's Cabinet Secretary.

### ROBERT B. KELLY

**Robert Kelly**, a Data Processing Analyst at the State Printing Plant, exhibits a keen and enthusiastic interest in plant safety and identification of potential hazards in a factory environment. Through perseverance and devotion, he has recommended numerous changes, including lighting improvements and safer floors for forklifts.



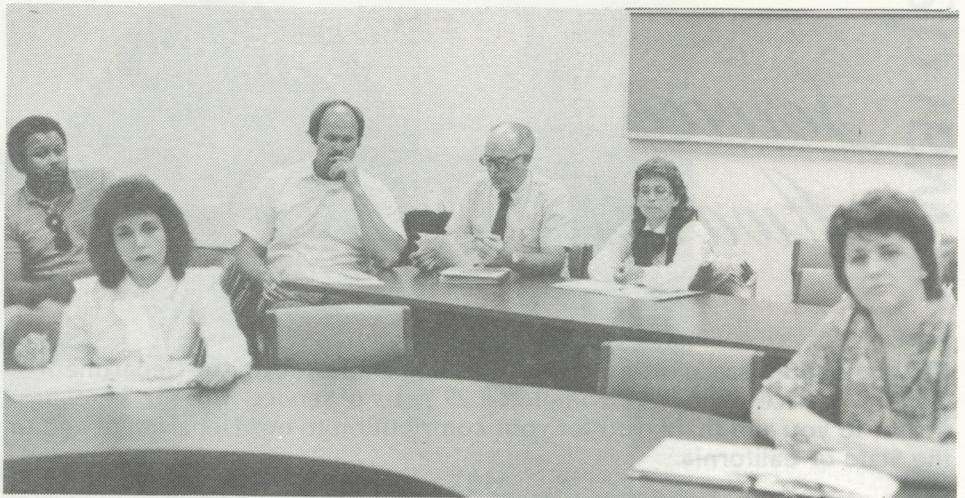
Michael Brown, Inspector of Automotive Equipment, Office of Fleet Administration, receives his Employee Safety Award from Art Scotland, the Governor's Cabinet Secretary.

### MICHAEL BROWN

**Michael Brown** is an Inspector of Automotive Equipment who has played a key role in several safety measures. He actively participated in the planning and development of standards to modify vans for disabled clients of the Department of Rehabilitation. He also determined that a newly purchased garbage packer did not meet OSHA requirements. The purchase was subsequently cancelled because of the problems he resourcefully discovered.



Nancy McDonald, Manager, State Merit Award Board.



## MERIT AWARD TRAINING SESSION

School was in for 19 employees representing 13 offices of the Department at a training session held on May 2, at State Office Building One in Sacramento. The employees who represented levels of interest from Secretarial to Office Chief, were gathered to learn more about the Employee Suggestion Program.

The Department, in a continuing effort to improve efficiency, has been reviewing the Employee Suggestion Program and discovered a need to insure that a uniform evaluation process for all suggestions be used. Since the Department of General Services was created for the specific purpose of improving efficiency within State Government, it seems appropriate that this Department is the first to offer a training session geared toward those who are involved in the evaluation process.

Nancy McDonald, Manager of the State Merit Award Board since 1978, shared her experience with the Department. Nancy gave a review of the regulations contained in the State Administrative Manual which covers the entire process from the submission of a suggestion through to the adoption or non adoption of the suggestion. An important area that was stressed by Nancy was for evaluators to look for ways to adopt suggestions. She also handed out copies of Evaluators Handbooks to those attending class.

After Nancy's presentation, questions were fielded by her and Joel Willis, Department Administrator for the program. One question concerned whether an original suggestion was subject to review by the

department. When an employee makes an original suggestion it is sent directly to the State Merit Award Board using the standard 645 Employee Suggestion form. This form is a self mailer and has the address of the State Merit Award Board preprinted on the front.

The following is an excerpt from the State Administrative Manual concerning the eligibility of a suggestion:

- (a) A suggestion which describes a specific problem, offers a workable solution, and is intended to be of benefit to the operations of the State of California will be accepted for evaluation except for those suggestions which:
- (1) Are currently being evaluated or have been evaluated within the last year through the employee suggestion program.
  - (2) Recommend increased taxes or license fees.
  - (3) Recommend additional revenues at the expense of a segment of taxpayers and which can be classified as unjust or inequitable.
  - (4) Recommend a change in the pay or classification of a position or a class, or the establishment of new positions. This area is held to be the continuing responsibility of the agency and the State Personnel Board.
  - (5) Recommend a "study", "survey", or "review" with the course of action to be taken in accordance with the findings.

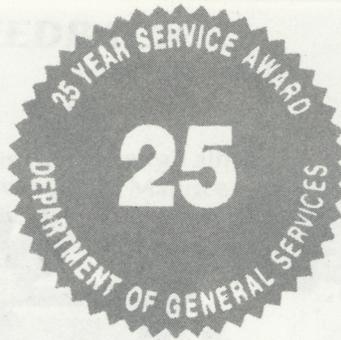
Any questions regarding the Employee Suggestion Program within the Department should be directed to Joel Willis at 324-6462 or ATSS 454-6462. Any questions regarding the board should be directed to the State Merit Award Board at 324-0520 or ATSS 454-0520.

## FEEDBACK...

(Cont'd from page 14)

This letter to W. J. Anthony, Director, concerning the State Archives Building located at 1020 O Street, Sacramento, was received from John F. Burns, Chief of Archives, "I would like to commend the B & G staff for this building, particularly **Shirley Howe** and **Dick Siemens**, for their assistance the last week of April during the time we were preparing for the reception opening our "Art in the Archives" exhibit. We had a number of last minute tasks to be done prior to the reception and very little time in which to accomplish them. In each case a call to Shirley or Dick facilitated having someone here quickly to complete the task. Whether they were electricians, janitors, building tradesmen or painters, they always responded promptly and completed the job very efficiently. While I do not have all the names of the individuals involved, I do feel that our thanks should be transmitted to them also. The exhibit reception was a marvelous success and the work of Buildings and Grounds staff people certainly contributed to making it so.

# Service Awards



Congratulations are in order for the following employees of the Department of General Services who have completed 25 years of service with the State. Best wishes to you and thank you for your contribution to our Department and to the State of California.

### MAY

- Tilton R. Lands ..... Office of Buildings and Grounds
- Mary J. Davie ..... Office of Administrative Hearings

### JUNE

- Dan L. Johnson ..... Office of Buildings & Grounds

## RETIREMENTS

### APRIL

- Alfred L. Becker ..... Office of California State Police
- Harvey Stanwood ..... Office of Procurement
- Harold H. Wunder ..... Office of California State Police

### MAY

- Betty J. Hoffman ..... Office of Buildings & Grounds
- Vernis York ..... Office of Buildings & Grounds
- Leo Metoyer ..... Office of Buildings & Grounds
- Masao R. Hayashi ..... Office of Buildings & Grounds
- Majorie L. Nelson ..... Office of Buildings & Grounds
- Maurice Wescott ..... Office of Support Services
- Ed Clark ..... Office of Support Services

### Maurice M. Brumbelow Retires

Maurice M. Brumbelow, Senior Microwave Telecommunications Technician, Office of Telecommunications, retired after 20 years and 10 months of State Service.

Maurice began his career with the Department in July 1964, in Sacramento. In May 1965 he transferred to Redding, California and worked until his retirement.

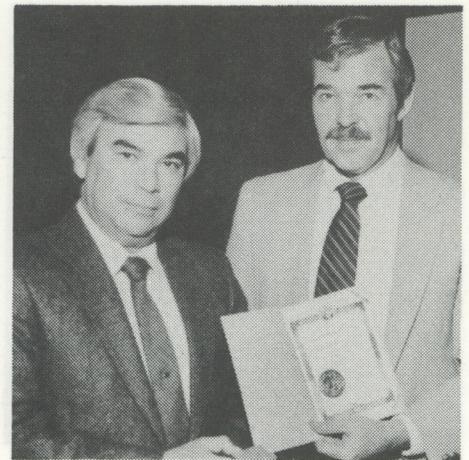
He was one of the first full time Microwave Telecommunications Technicians appointed into State service. Over the years, Maurice has been instrumental in developing many of the practices and procedures currently in use for maintaining the State's Microwave System.

Maurice's retirement plan includes traveling to Florida and returning to Redding for some fishing and houseboating on Lake Shasta.

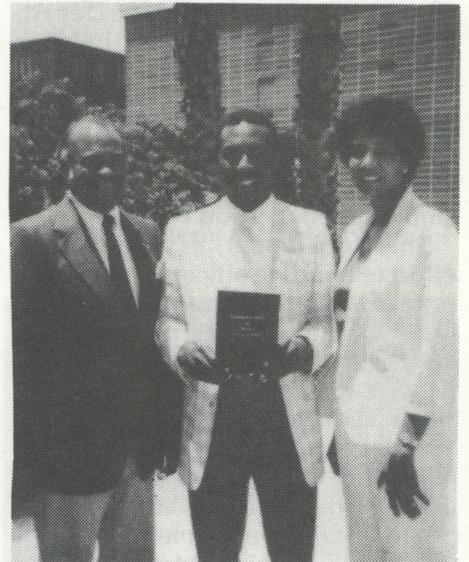
### Harvey Standwood Retires After 22

Harvey Standwood, Heavy Truck Driver, with the Office of Procurement, retired after one year with the Department. Harvey had been employed at the Department of Education for 21 years.

A retirement party was held on May 3, 1985 at the Golden Tee. Some of the guests attending were from the Bay Area. Also in attendance were his wife, daughter, son-in-law and 2 grandchildren. Harvey plans to travel to Canada to spend some time with his daughter and grandchildren upon retiring.



Joe Espina, Supervising Telecommunications Technician, receives a 25 year award certificate from Al Tolman, Deputy Director, Telecommunications Division. Joe is assigned to the Radio Maintenance shop in San Francisco.



25 year award recipient, Ray Lands, Building Manager II, also pictured, Rosamond Bolden and Everett Whiteside, Office of Buildings and Grounds.



Connie Ortez, Key Data Supervisor I, is presented a certificate by Jack Smith, Chief, Office of Management Technology and Planning, for three years perfect attendance.