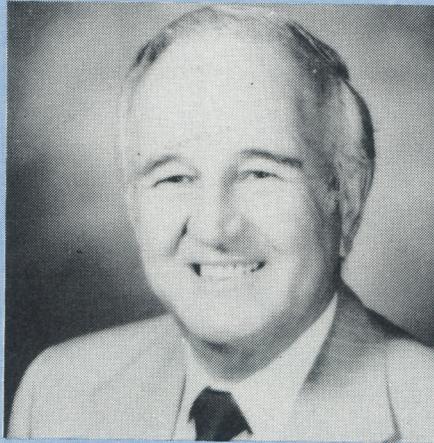






A Division of United Way

## Letter from the Director



## Your Hometown is Counting on You!

That is the message of this year's United California State Employees Campaign, currently underway. The Department of General Services employees in the past have been avid participants in the Campaign and I urge your continuing support.

Last year, General Services employees generously gave almost \$54,000 to the campaign in the Sacramento area. The goal for this year is \$72,500, which I understand can even be surpassed if half of the employees would contribute monthly what would be considered the price of a nice lunch (\$5.00).

Spearheading the campaign for the Department of General Services is Melodie Cato, Chief of the Office of Records Management. Assisting her are: Lorraine Lema of the Office of Space and Real Estate Services, key worker training; Joe Carroll of Telecommunications, package presentations; and, Mel Savory of the Office of State Printing, statistics and followup. Key workers in every office complete this team of volunteers.

My thanks to each of these individuals, as well as to all of the employees of General Services, for supporting your communities.

## A REMINDER TO TRAVELING STATE EMPLOYEES

The State's commercial car rental contract vendor is DOLLAR RENT A CAR. When renting a car on State business please remember the following items:

- A. All reservations must be made **directly** with the **Dollar Rent A Car**, not through intermediaries.
- B. Reservations made through Dollar's "Worldwide Reservation Center" or through travel agency computer systems result in additional costs which are not covered by the State's contract.
- C. Charges not included in the State's contract with **Dollar Rent A Car** are to be paid by **YOU**, the

employee responsible for the extra charge. (SAM Section 4187.11)

- D. If a travel agency does not make reservations directly with the Dollar location, direct rental arrangements should be made by you.
- E. Under the terms of the contract with Dollar Rent A Car, there is no charge for one-way drops when the arrangement is **approved in advance** by the Dollar Rent A Car vendor.

If a one-way drop is not approved in advance — you may be held responsible for the extra charge.

## On the Cover . . .

*EDITOR'S NOTE: This is one of the 2,000 trolley pictures taken by Al Mankoff during the 1930s in New Jersey. The conductor, a personal friend, could have been fired for leaving the controls to wave at Al.*

## OAS EMPLOYEE IS SOON TO BE PUBLISHED

### Two Friends and the Love of Trolleys

Forty-three years, two boyhood friends, 2,000 pictures and the shared love of the American trolley has resulted in a soon to be published four volume pictorial set entitled "Trolley Treasures — The Wartime Years in New Jersey."

Co-author of this four volume set is **Albert W. Mankoff**, Training Officer, Office of Administrative Services. While growing up in Newark, New Jersey in the early 1930's, Al and his boyhood friend, Dr. Charles Wrege, rode the trolley cars of New Jersey, New York City, Philadelphia and Connecticut. More importantly, they captured the history of this era in more than 2,000 photographs. As they rode the cars, they talked to the motormen and examined every car. According to Al, each car had a unique personality; some fast, some slow and some were just plain "jinxed." Manufacturers gave trolleys names and serial numbers that people learned to know and recognize, just as people know the various makes and models of cars today. No two cars were exactly alike.

### Forty Years Later

For more than forty-three years these photographs lay forgotten in Al's mother's home. They were re-discovered after her death in 1983.

Over the years, Al and his boyhood friend had lost contact. Al earned a Bachelor of Liberal Studies degree and pursued a career in the personnel management field, including stops at American Air Lines, Trailways Inc. and finally the State of California. Dr. Wrege chose teaching as a career with a 5-year stint at New York University and finally Rutgers University.

After 40 years, the two friends were  
(Continued)

Al standing near a new Sacramento Light Rail Car.

(Continued)

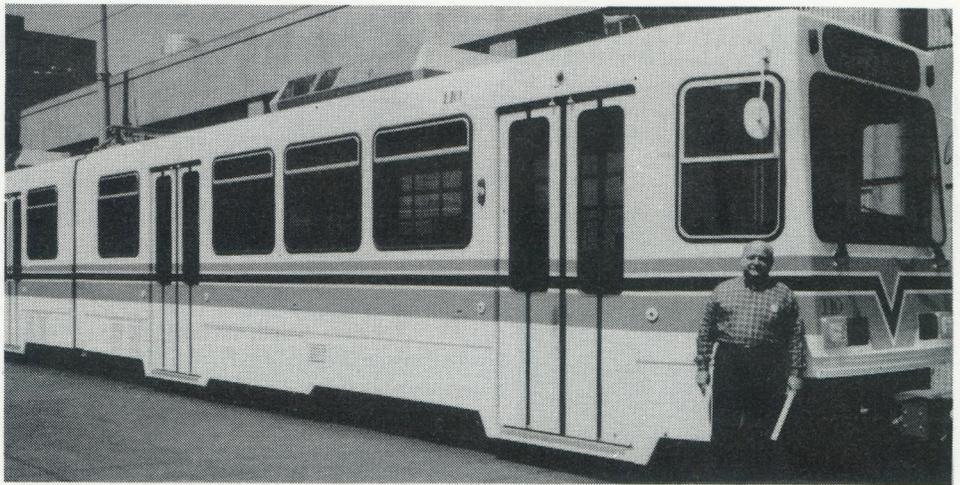
reunited through a mutual friend who also has an interest in trolleys. Their renewed friendship and continued interest in trolleys led to their collaboration on the four-volume pictorial.

### Only the Beginning

This isn't Al's first literary work. His first book "Occult Threshold: Metaphysics and Reincarnation," has already sold out and is in the process of being reprinted. Al is currently rewriting a romance novel, *Golden Passion*, whose setting is the gold rush days in Sacramento. He is also doing research on a book about the relationship between Thomas Edison and Sara Bernhardt and is working on a six-volume history on light rail technology dating back to the 1880's. After the light rail history, he plans to write a six-volume history on naval technology.

### Lightrail and Trolleys

According to Al, light rail and trolleys are synonymous. Al sees Sacramento light rail as a "real winner." "It is an idea that will catch on fast within the next five years. We will see an increase in the number of lines operating in Sacramento. Light rail is the only answer. It is a totally different concept for Sacramentans who are used to traveling exclusively by car. Probably only one in ten has a real idea of the "how" and "why" of

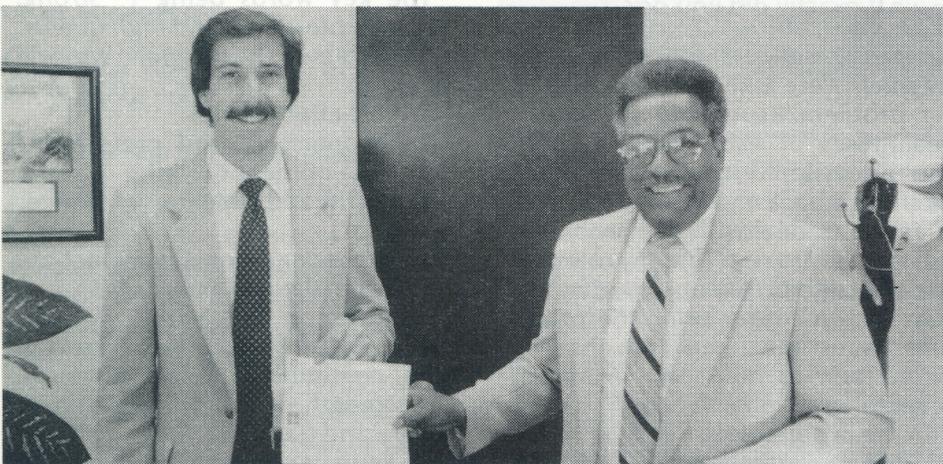


this future oriented system. Already there are 37 cities nationwide considering light rail or in the process of constructing a system. These systems are non-polluting."

### Trolleys - A Way of Life

Al's interest in trolleys seems to permeate all aspects of his life. One day while Al was teaching a class for supervisors, **Bill Curtis**, a supervisor at OSS, told him about an old trolley car that he had seen being used as a cottage behind a house on Oak Street in Roseville, CA (Bill is a rail buff like Al). Al drove by and saw that the car was an old Sacramento City Car, No. 63. He wrote to several museums to see if they were interested in restoring the car. The Rio Vista Trolley museum was. They had been saving the seats from a similar car for 40 years and had been searching for the body. The car is currently being restored

(Continued on page 10)



Bob Wright, Deputy Director and Doug Grandy, Acting Chief, Office of Energy Assessments, hold a one-half million dollar check received from O.L.S. Energy — Chino, who is developer of the Chino Correctional Institute Cogeneration Project. The check was reimbursement to the Office for developing the project. A similar check was received from the developer of the U.C. Berkeley Project and a third check is anticipated from the developer upon completion of the Camarillo State Hospital Cogeneration Project.

## WORK "SMARTER," NOT HARDER

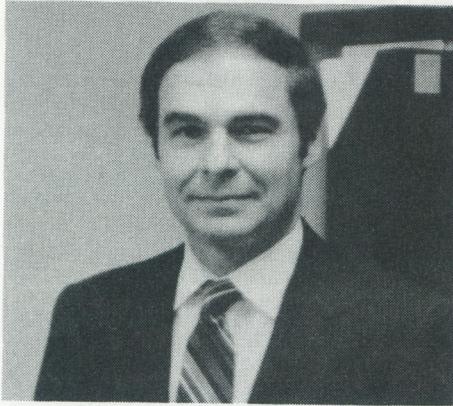
Do you ever feel buried in paper? That you flit from project to project without accomplishing a great deal? Take the advice of Mary Clark, a professional organizer and follow these simple rules:

- **Make lists.** Keep a pad of paper nearby to jot down ideas, phone numbers, and work that simply must be done. If you put it down on paper, it has at least a 90% chance of getting done.
- **Check off what you've accomplished.** At the end of each day, go over your list and cross off all that you did — it's a great morale booster and a good incentive to keep making progress.
- **Use file folders.** For every separate account, client, or project, create a new folder and keep it current.
- **Buy a slim pocket organizer.** Buy one as small as possible, so you can carry it everywhere. Tape an even smaller book for phone numbers inside and then just transfer it whenever you need a new organizer.
- **Set deadlines and keep them.**
- **Keep your desk clutter-free.** Tape, paper clips, stapler, pens and pencils, ruler, and small pads of paper should be stashed in drawers.
- **Make good use of note paper.** Those little mini memo pads are life savers.
- **Clear off your desk every evening.** Don't let work accumulate. It's a lot easier to face a clean desk in the morning.
- **Establish a "KISS" filing system —** "Keep it short and simple — so others can find things.

Good Luck!

## Meet the New State Architect

(The following interview took place with the new State Architect, Mr. Michael J. Bocchicchio on September 5, 1986. He had been on the job 2½ weeks at the time of the interview.)



Michael J. Bocchicchio, State Architect

**Q.** Is this your first state government job?

**A.** Yes, it is.

**Q.** Do you think it will be different from your other job?

**A.** Contrarily, it is very much the same as other offices I have held in my professional career. Since 1972 I have been involved in facilities development in both institutional and corporate structures and the types of issues and challenges that one faces in facilities development seems to be typical with all organizations.

*Editor's Note: Formerly of Kaiser Permanente Medical Care Program, Mr. Bocchicchio was Director of Planning and Facilities Support for the Southern California Region. He also held the position of Director of Facilities Design and Construction. Prior to joining Kaiser, he served in a similar position at the University of Southern California where he was University Architect and Executive Director. He has also been in private practice as an architect.)*

***I am truly impressed by the quality of staff. It has been very gratifying to me. We have leaders here, people highly respected in their fields of expertise, resources in the community.***

**Q.** Realizing that you have been on the job for only two weeks, do you have any changes in mind?

**A.** Rather than changes — I see enhancement and refinements of systems and procedures that currently exist and the creation of new plans of action. *There is a lot here to build on.* We'll seek to enhance and refine those systems and procedures already in place and if necessary create new ones that will help achieve our overall goals and objectives.

**Q.** How would you characterize your management style?

**A.** One to one, on a personal level. The open door policy goes hand-in-hand with my philosophy. I am strongly focused on achievement of objectives. I am a goal setter. In fact that was one of the first things that the management team and I accomplished. During the first two weeks, we took inventory. The managers and I sat down and listed the problems/issues/aspirations of the staff as well as management. Then we endeavored to put them into focus and develop a plan of action to deal with them.

**Q.** You said you took "inventory" — what exactly did you do?

**A.** The Chief-of-Staff and each of his chiefs were asked to make a list of the problem/issues and strengths/weaknesses of each section. From that discussion I then asked each chief to go back and formulate plans of action to deal with the problems that they had raised. Thus my role was one of facilitator. My objective was to help each manager bring the problems/issues into focus and once in focus, then to help each manager develop direction and action to deal with the problems that were raised. I told my managers — I don't have all the answers but I do have a lot of questions.

The result of this inventory taking will be a strong positive direction for OSA to carry it into future years.

**Q.** What are your impressions so far?

**A.** There is a lot of history and tradition here at OSA. I feel a real sense of family unity and a oneness of purpose and I see that as a very positive characteristic.

I am truly impressed by the quality of staff. It has been very gratifying to me. We have leaders here, people highly respected in their fields of expertise, resources in the community.

There is a strong common professional purpose that comes through loud and clear. So many people have been here for many, many years — some leave and many return, that says something about the organization.

***I look upon OSA with long term vision. I view it in terms of its long term continuity and effectiveness. The strength of this office lies in its history and tradition.***

**Q.** What are your long term goals and objectives for OSA?

**A.** The management focus for OSA is to make OSA a strong, viable professional office that provides high quality services at a reasonable cost as related to regulation, design, and construction of facilities in the State of California.

The key words being — *strong, viable, professional and high quality.*

To achieve these goals we will focus on:

- 1) cost effectiveness
- 2) the personal and professional development of staff;
- 3) quality and timeliness of service; and
- 4) improving communications both internally and externally.

I look upon OSA with long term vision. I view it in terms of its long term continuity and effectiveness. The strength of this office lies in its history and tradition. Every manager and State Architect ought to be committed to build upon the strengths that already exist here at OSA.

Let me say again that we have some highly qualified staff people

(Continued)

# OUTLOOK OFFICE REPORTERS ASSIGNED

Listed below are the newly assigned *OUTLOOK* office reporters. These reporters are the link between your office and the newsletter. If you have a newsworthy item or would like to see a particular story appear in the newsletter please contact your reporter at the number listed below or call the Editor directly at 324-6462 ATSS 454-6462.

Office of Administrative Hearings .....	Andrea Prychun .....	445-4926
Office of Administrative Services .....	Mary Anne Riehl-Campos .....	324-6462
Office of Buildings and Grounds .....	Rick Range .....	445-2511
Office of California State Police .....	Christy Carpenter-Garcia .....	445-5815
Office of Energy Assessments .....	Dana Stokes .....	323-8777
Office of Fiscal Services .....	Barbara Brackin .....	324-1354
Office of Fleet Administration .....	Beth Townsend .....	445-7526
Office of Insurance & Risk Management .....	Thomas Alves .....	324-3882
Office of Legal Services .....	Debra Hamilton .....	322-5923
Office of Legislation .....	Robin Pack .....	445-3946
Office of Local Assistance .....	Stacy Selmants .....	322-1028
Office of Management Technology & Planning .....	Anna Enos .....	322-3754
Office of Procurement .....	Jeannine Gender .....	323-4600
Office of Project Development & Management .....	Barbara Rocklin .....	324-8868
Office of Space & Real Estate Services .....	Martha Betschart .....	445-1338
Office of Records Management .....	Jim Novotny .....	322-9489
Office of Small & Minority Business .....	Carol Ross .....	324-0272
Office of State Architect .....	Laurie Duval .....	322-0895
Office of State Printing .....	Edgar Gardner .....	322-2753
Office of Support Services .....	Joe Muncie .....	445-2564
Office of Telecommunications .....	Kathleen Davenport .....	739-2393
Board of Control .....	Beverly Morford .....	445-8381
Executive Office .....	Mary Markwart .....	324-1320
	O. J. Findleton .....	324-7108

(Continued)

who are leaders in their profession. They are committed to their profession as is evident in their involvement in numerous professional organizations. I want people — OSA employees as well as other people to know about the expertise that exists in our organization. They are our strength and serve as excellent role models for other employees.

**Q.** What do you want people to know about you?

**A.** That I am both a manager and an architect. Both are very important to me. The priority or the skill I rely on most heavily depends on the situation at hand. If I am in a situation where my professional/technical skills as an architect are most needed by the organization then my role as an architect becomes the priority.

I have done just about everything there is to do within my profession



OUTLOOK OFFICE REPORTERS

and I believe that public service is the next step for me. I am pleased to have the opportunity to be here.

**Q.** What do you do in your spare time?

**A.** I am a musician. I play several instruments. Now I am concentrating mainly on the piano, guitar and flute. I am very interested in music — both as a listener and a maker of music. As a consequence, I am “in” to stereo electronics, recording and of course, what architect doesn’t have an interest in photography.



### Christmas in SEPTEMBER?

No — but the State Employee’s Holiday Food Drive officially opens its drive on Monday, September 30, 1986. **Myron Curtis**, Office of Telecommunications and **Hunt Warner**, Office of Management Technology & Planning will serve as statewide coordinators. Their office is located on the 4th floor of 915 Capitol Mall.

Your continued generosity is greatly appreciated. *GIVING IS A GOOD FEELING.*



*The first wealth is health*

—Ralph Waldo Emerson

## WOOD CARVING AS A HOBBY

It is a hobby he says that has gotten "out of hand." It has taken him all over the world and now it has even begun to pay for itself. Jim Allen Associate Programmer Analyst, Office of Project Development and Management, just recently was commissioned by the Department of Exposition and State Fair to carve five (5) of the 58 county seals that were on display during this year's State Fair. Whittling with a knife since childhood, Jim has been doing relief wood carving seriously for the past 15 years.

He was given six weeks to complete the carving of the five (5) seals that were damaged and had to be replaced. Each seal is carved on native sugar pine, is 1¼ inches thick and 42 inches in diameter. Carving time for each one is approximately 30 hours. He carved seals for the counties of Marin, Sacramento, Fresno, Nevada, and San Luis Obispo.



*Jim Allen at work.*

The Sacramento Bee recently featured an article about Jim and his work on the seals and as a result Jim got another job. The new owner of the "never occupied" Governor's Residence located in Carmichael, California saw the article and contacted Jim wanting to view his work. After seeing the county seals he commissioned Jim to carve a State and U.S. seal. He wants the mahogany carvings to adorn the main entrance to the residence.

Jim says his wife, Lora, (a retired DGS employee, Office of Fiscal Services) sometimes feels like a "carver's widow." He confessed that when he's not carving, he is studying new  
(Continued on page 11)

## Restoration: Art Form or Trade?

*by Georgia J. Lee, Office of the State Architect*



*Colonel Allensworth's home after restoration.*

Working in conjunction with the Department of Parks and Recreation, the **OSA Direct Construction Restoration Crew** restores many historical California landmarks to their original condition. Restoration can require a wide variety of skills such as cabinetry, and plumbing, or several processes — goldleafing, stenciling, casting and gilding. Also, the work sometimes requires the mixing and application of exotic glazes, stains, paints, or other finishes. In other instances, the project might require the remanufacture of structural members using the same tools the original builders used, or reproducing ornamental ironwork as it was originally forged. The work is exacting. By its very nature, restoration requires a high degree of patience, a steady hand, and a desire for perfection.

Over the years, OSA's crew has restored numerous landmarks throughout California from the rugged far northern regions to the picturesque coastal areas near San Diego. Some of the more well-

publicized sites include the **Colonel Allensworth State Historic Park** between Fresno and Bakersfield; **Hearst Castle** located in San Simeon; **The Old Governor's Mansion** in Sacramento; **Watt's Tower** in Los Angeles and **Jack London State Historic Park** near Sonoma.

The restoration crews (Restoration Workers and Restoration Specialists) are guided and managed by Restoration Supervisors who are well versed in the many crafts that are near extinction. These Supervisors, and workers, are sometimes required to research their site's history from a construction perspective to determine what methods are needed to restore a particular paint or casting to its original condition.

Restoring a site can take many years. Hearst Castle, for example, has been under almost continuous restoration since about 1971, and the site is only partially restored. This is not an unusual time frame when one considers the fact that to restore a  
(Continued)



*Colonel Allensworth's home prior to restoration in 1978.*



Two restoration workers goldleafing a section of the ceiling in the Hearst Castle.

(Continued)

one foot square section of ceiling can take up to two weeks.

**Bob Soto, Restoration Specialist**, has experienced firsthand the time-consuming process of restoring the ceiling at Hearst. Bob is a painter-turned-goldleaver who has restored much of the plaster ceiling at Hearst Castle. He describes a lengthy process that would challenge the best of us.

"Before goldleafing could be accomplished at Hearst, we first had to repair the plaster. Ordinarily, this presents few problems if the plaster is flat. At Hearst, however, the plaster has intricate carvings which generally required anchoring stainless steel wire to existing plaster, applying thin layers of new plaster until the original thickness is reached, then alternately carving and sanding the plaster until the particular section is restored identically to the rest of the ceiling. To continue toward goldleafing, the area must then be sealed with several coats of shellac, sanding between coats. As customary, a coat of red enamel paint precedes the application of slow-set oil size, the 'glue' which holds in place the thin, approximate 3" squares of near translucent sheets of gold. As Bob continues, "attaching the gold squares to carved areas can be an exercise in itself as the sheets are extremely fragile and cannot be handled by hand. Nor can the pieces of paper they rest on be used to adhere them to the size. These sheets must be lifted from their paper with a camel hair brush which is then used to flatten, very gently, the gold onto the prepared plaster, shaping in and around the carvings. When

finally all gold has been applied, the surface is ready for etching of the 'leaf' pattern."

According to Soto, the "old school" technique called Sgraffito used a sharpened bone for scratching out the leaf pattern. No, Bob did not find a bone and sharpen it. He improvised with a sharpened wood dowel.

The restoring of Hearst Castle has and continues to be a learning experience for all involved. Crew members still find it sometimes necessary to consult local libraries to "do source" on special processes. None, it seems, are weary of the demands of the work although many of the employees have been restorers for several years facing numerous challenges. In fact, at least two of the men are so enamored with their work that it consumes some of their personal time. **Restoration Supervisors, Elliot Shona Henry Wilson**, respectively, restore stage coaches and buggies, and spend time visiting historical sites.

And so, the discussion continues. Artists or Construction Workers? How about a fine blend of both. Each restoration worker brought with him/her a basic skill acquired in construction or related industry, and each built upon that skill through restoration work.

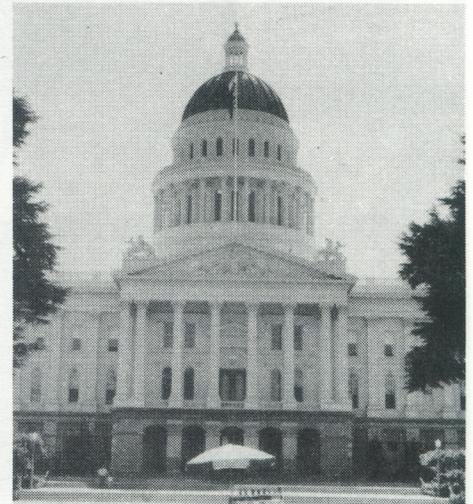
OSA's restoration work force is small. In an effort to maintain the current staffing level, recruiting and testing will occur in the near future to meet the demands brought on by an anticipated increase in work and attrition. Other women and men will be trained and guided in restoration so that these skills will be preserved in State Government.

## In Pursuit of Excellence

by Rick Range  
Office of Buildings and Grounds

The management staff, Office of Buildings and Grounds, submitted the State Capitol Building into competition for the "Building of the Year" award sponsored by the Building Owners and Managers Association, International. Each entry was judged according to physical appearance, community impact, energy management, emergency procedures, handicapped compliance, and personnel training.

**Richard Siemens** and **Everett Jones** of the State Capitol Building management staff were the people responsible for preparing the winning entry package. It consisted of: 1) a large portfolio of pictures; 2) a description of the buildings' unique architectural style; 3) an explanation of the modern mechanical, electrical, energy management, security, and disabled access systems; 4) an excellent historical narrative beginning with the Capitol's original construction, including



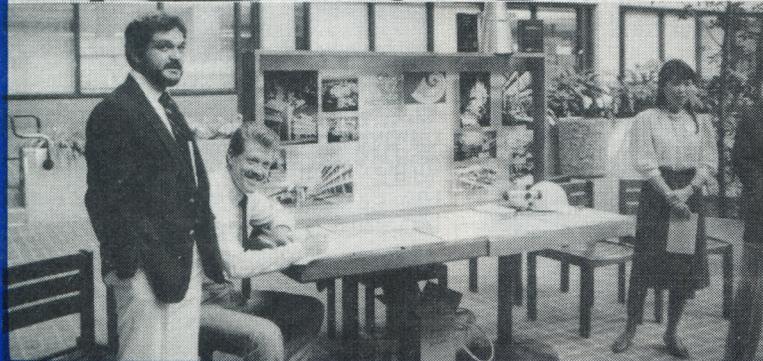
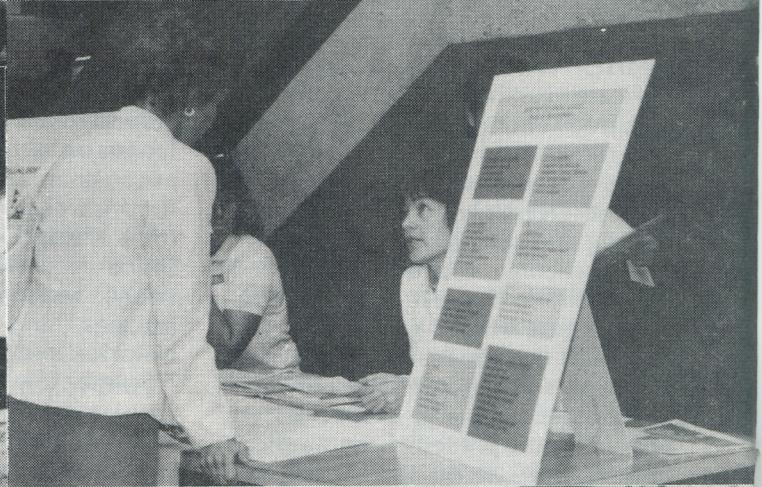
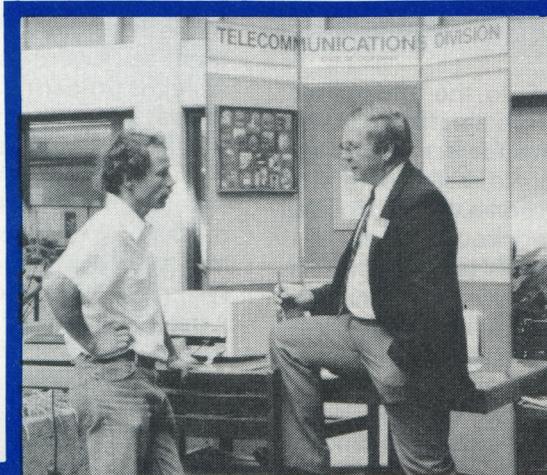
State Capitol Building, "Building of the Year," Pacific Southwest Division.

various renovations and finally its complete restoration during the 1970's; and 5) an account of the unique approaches the Office of Buildings and Grounds must take in the care and preservation of the beautiful State Capitol Building.

The Office of Buildings & Grounds entry was submitted to the Building Owners & Managers Association's  
(Continued on page 12)

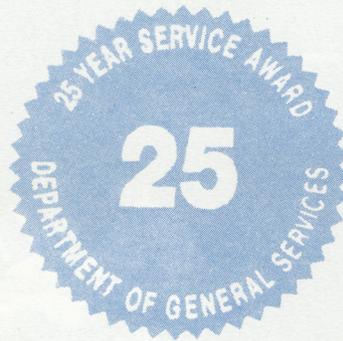
# CAREER OPPORTUNITY DAY

sponsored by  
THE DEPARTMENT OF GENERAL SERVICES  
WOMEN TOGETHER





# 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 contributions to our Department and the State of California.

## SEPTEMBER

- Charles R. Lightner ..... Buildings & Grounds
- Joe W. Turner ..... Buildings & Grounds
- Alfred E. Simonette ..... Small & Minority Business
- C. Robert Gaines ..... Office of Support Services

## OCTOBER

- Howard N. Coleman ..... Buildings & Grounds
- Boyd F. Metz ..... Buildings & Grounds
- Earl Ouchida ..... Procurement
- Marvin L. Vice ..... Procurement
- Buddy Rodgers ..... Office of State Printing
- Thor Barrows ..... Administrative Services

## RETIREMENTS

### SEPTEMBER

- Mervyn E. Cole ..... Office of State Architect

## STATE HOLIDAYS FISCAL YEAR 1986-87

- Tuesday, November 11, 1986 ..... Veteran's Day
- Thursday, November 27, 1986 ..... Thanksgiving Day
- Friday, November 28, 1986 ..... Day after Thanksgiving
- Thursday, December 25, 1986 ..... Christmas Day
- Thursday, January 1, 1987 ..... New Years Day
- Monday, January 19, 1987 ..... Martin Luther King, Jr.
- Thursday, February 12, 1987 ..... Lincoln's Birthday
- Monday, February 16, 1987 ..... Washington's Birthday
- Monday, May 25, 1987 ..... Memorial Day

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

and will soon be on display at the Rio Vista museum.

In September, Al and his wife attended the Hoboken (Transportation) Festival in New Jersey. The area along the Hudson River near Hoboken is currently being gentrified — the terminal located there has been declared an historic site. Approxi-

mately 50,000 people attended. Al planned to do some promotional work there on his four-volume trolley pictorial.

Having a goal in retirement is essential, says Al, who is planning retirement in the next five years or so. His goal is writing and it is quite evident that he is reaching his goal.

## Alfred E. Simonette Receives His 25 Year Award

On September 22, 1986, Stim Suzuki, Chief, OSMB, presented Alfred E. Simonette with his 25 year award. A Construction Analyst, Al has worked for DGS for the past 16 years. Under the direction of the Program Manager, Al is responsible for developing and implementing programs that increase the participation of small and minority businesses in State Construction. Acting as a liaison between the State and minority organizations Al participates in workshops and conferences throughout the State.

Recently, he was given the special assignment of designing and implementing programs that would increase the utilization of minority and women-owned businesses in the new prison construction program.

The Department of Corrections set a goal of 10.5%. Through hard work and dedication Al was able to increase the participation of Minority and Women-owned businesses from 1% to almost 12% thereby exceeding the original goal.

Congratulations and thank you for your years of service.

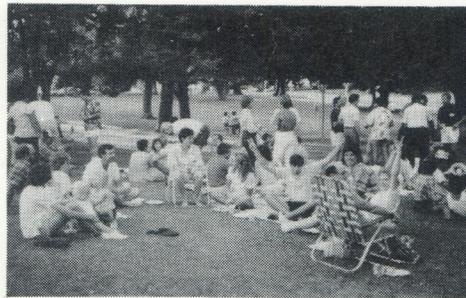
## Two Offices Plan Move

by Martha Betschart

A "get acquainted" picnic for employees of the Office of Space & Real Estate Services (formerly Office of Space Management and the Office of Real Estate Services) was held on September 5 at Dover Park in Sacramento. Due to recent organizational changes, the two offices have been consolidated and now form the Office of Space and Real Estate Services. Currently, the units are housed at separate locations, however, a move to the Lincoln Plaza Building is scheduled for early November. At that time, the Office of Project Development and Management will also move to the same building.

The Lincoln Plaza Building, is located on a two-block area at "P" and Fourth Street in Downtown Sacramento. The two offices will occupy the third floor of this "State of the Art," five-story building.

# A Get Acquainted Picnic — Office Space & Real Estate Services



## Wood Carving . . .

(Continued from page 6)

techniques, or teaching classes. He teaches every Saturday morning in his Fair Oaks converted garage shop and his students range in age from 11-80 years. He also has the most extensive library on the subject in Northern California. He is a member of the Capitol Woodcarver Association as well as state and national carver guilds.

Jim is the first one in his family to be interested in carving. His son has done some work and recently his grandson and son-in-law have expressed an interest in learning the art. He does primarily relief work using manual tools of European style and recently started experimenting with "chip carving."

Some of his earlier works can be seen at the L.W. Calder restaurant in Orangevale, California where he carved the walnut fireplace and the doors of the 1st Baptist Church in Carmichael.

A state employee for the past 15 years, Jim is currently on loan to PERS where he is helping to write the specification for the retirement benefit calculations. As a data processing consultant Jim has been on loan to several other agencies including: the Department of Education, Veterans Affairs, Parks and Recreation, and the California Arts Council. He works with these agencies setting up new data processing systems.

Carving as a hobby, combined with his state job as a data processing consultant offers a good mental and physical balance he says.

## EEO In Action

It was September 1985 when we moved from Nevada to California. For a year and a half I had worked for the Harrah's Automobile Collection as a computer operator. I graduated in 1984 with a Bachelor's Degree in engineering and it was about time that I started my career in engineering.

Here in California I soon found out that being affected with muscular dystrophy and not having much experience in the field of engineering that I could say good-bye to

engineering. NO! A miracle happened! I got an opportunity for an interview with **Dr. Leroy C. Cooper, Manager, Standards and Quality Control Section, Office of Procurement.** At the time of my interview, I had a vague understanding of the State's hiring system. I waited for two months before I heard from Lee. He explained that there was no Civil Service Exam scheduled in the near future but that he would explore other avenues for recruitment. The name that pops up here is that of **Mr. Dennis Jackson of Equal Employment Opportunity (EEO).** Dennis selflessly put forth hard and untiring efforts to implement the Affirmative Action

Program in my case and I was finally hired in April 1986.

Now, being with the Department for five months, I am proud to say that I am glad to be working here. I am working as a Procurement Engineer which is a sedentary job with little physical activity. Just what I needed.

In a small way, I wish to say thanks to these profound gentlemen and thanks to all my colleagues here who don't think a thing of my disability and are always there to help when needed.

Thank you  
Shahid Rehimtoola  
Office of Procurement  
Standards and Quality Control

# How to Avoid Slips, Trips and Falls

by Clare V. Bluemel  
Safety and Return-to-Work Coordinator

Most injuries in an office environment are avoidable! They are the result of slips, trips, and falls. The effects of such accidents usually involve more than just short-term pain and discomfort. Many carry with them missed work schedules, cancelled vacations, and even the hardship of lost salary and unexpected medical expenses. A few also produce permanent disability and untold family grief.

## Caution: Wet Floors, Steps, and Sidewalks

With the wet floors of winter we all need to make an extra effort to shorten our strides and allow a little more time to get there, if we are to escape the horror of being airborne over a concrete floor, a sidewalk, or down a flight of stairs.

On rainy days consider wearing that pair of shoes that affords the best footing on wet waxed floors and sidewalks that are often covered with soggy leaves. We have all been surprised as a foot began to slip on such surfaces, so we know it can happen to us if we're not cautious.

## Thinking Safety Can Make a Difference

There is no substitution for thinking safety to avoid *being in the wrong place at the right time*. When was the last time you rushed around a corner and almost ran into a co-worker? Or, have you ever taken a short cut between desks and caught your shoe on an electrical cord. Just because you may be familiar with a storeroom, don't fail to turn the light on before entering, the last person may have, without thinking, left a hazard in your path.

Few places can be as dangerous as

the stairwell when not used properly. Use the handrail and walk, don't run. Usually a fall down stairs results in crushing knee injuries, the after effects of which often last a lifetime.

## What We Can Do To Maintain A Safe Workplace

Don't walk by an object on the floor that may cause the next person to slip and fall. Take the time to pick up paper clips, rubber bands, pencils, or other small items. If you see water, coffee, or some other liquid on the floor ask someone to contact the janitor and either stand by until they arrive, or mark the hazard. Periodically check your chair to assure that it is in safe working order. Also, many of us have the habit of leaning back in our chairs and if yours is not made for it, either get one that is, or break the habit. Falling over backwards can produce serious head injuries, even concussions.

Another cause of injury is the use of a chair, box, or some other piece of furniture to reach a high place. When it is necessary to get that box from the top shelf always use an inspected step ladder, or a stool made for that purpose. Also, don't try to take that box down without help when it is heavy and could throw you off balance and cause a fall.

Remember safety in the way you conduct yourself, either at home, or in the workplace can mean the difference between feeling well and being injured, so stay alert.

Because more accidents happen at home and on the highways than in the workplace we all need to make safety a family affair. Discuss safety with your loved ones today!

[The next article will be on Understanding and Managing Job Stress.]

## State Police Recover Historical Artifact

After an extensive investigation, officers of the San Jose Field Office of the State Police recovered a historical artifact dating back to the 1920's. The artifact is a cast iron mission bell with its directional sign and pole. These bells were erected along the El Camino Real, (Highway 101) by Caltrans between 1909 and 1933. Each bell gave directions to the next mission along the El Camino Real. Many bells have been stolen over the years and very few cast iron bells remain. Current bells are cast concrete.

Officer Nance, who conducted the investigation, indicated that sources revealed that the historical bell was being offered for sale as a collector's item through a local newspaper. State Police Officers posing as collectors contacted the seller and recovered the bell. Further investigation revealed the bell to be valued at \$7,500 in the collector's market.

The bell had originally been located at First and Santa Clara Streets in San Jose and had been removed from this location and placed in storage in the basement of the newly constructed building. The bell came into the possession of a private individual about 30 years ago and passed through several people until it was offered for sale. None of the cast iron bells were ever sold or disposed of by the State.

The bell will be turned over to Caltrans at the completion of the investigation.

## Building Award . . .

(Continued from page 7)

Regional Pacific Southwest Competition where it was selected as "Building of the Year." It was also chosen to represent the Association in the nationwide competition where it was again highly received.

This isn't the first award the renovated Capitol Building has received. Others include the American Institute of Architects' Building Honor Award, and the American Society of Civil Engineers' Achievement in Structural Rehabilitation Award and Excellence in Design Award.

**If you don't have time to do it right —  
How will you have time to do it over?**

## FEEDBACK



Stim Suzuki, Chief  
Department of General Services  
Office of Small and Minority Business

I would like to express my appreciation for the participation of **Mr. Ken Swarm** of your staff in the Sixth Annual Government Market Seminar sponsored by the San Francisco Minority Business Opportunity Committee (MBOC) and the U.S. Small Business Administration at Fort Mason Center on August 13, 1986.

Mr. Swarm's presentation regarding small purchase procurement opportunities and procedures at your agency was very informative and well-received by the minority small business attendees at the seminar. The professionalism and technical expertise of Mr. Swarm are a credit to your agency.

Thank you for your participation in the Government Market Seminar and for your continued support of minority small business.

Sincerely,

R. Stephen Bangs  
Assistant Regional Administrator for  
Minority Small Business and Capitol  
Ownership Development



Jack Smith, Chief  
Office of Management Technology  
and Planning

On behalf of Community Care Licensing Division, please extend my appreciation to your staff, **John Scordakis** and **Marlene Angeli**, for conducting the State and County licensing workload studies. The results of their findings have verified our program's need for additional positions and counties' request for increased allocations for Foster Family Home category. We believe the standards developed through the studies accurately reflect all the various activities performed in each category by the State and County licensing workers.

Since the completion of these studies, we have received inquiries from other agencies regarding these studies and have shared the results of the reports with these agencies.

Again, thank you for conducting the independent workload studies for our agency.

Fred Miller, Chief  
Central Operations Branch

Cuong Nguyen, Chief  
Community Administration Systems  
Section

I would like to express my appreciation for the outstanding work done by **Kerri Clark**, **Rod Kleinhammer (OMTP)**, **Jerry Enfield** on the Conditioned Release Program Data System. The portions of the data system completed to date have been well-crafted and have worked solidly and dependably. These employees have always shown strong dedication and commitment to their tasks.

Please express my appreciation for work well done.

Daniel D. Sorensen  
Forensic Services Branch  
Division of State Hospitals

*Editor's Note: Kerri, Rod and Jerry are all employees of the Office of Management Technology & Planning who were on loan to the Department of Mental Health.*



Glen Wilson, Manager  
Data Processing Section  
Dept of General Services

I would like to take this opportunity to thank you and your staff for the Key Entry support for fiscal year 1985-86. Due to the efforts of your staff, we were able to meet our schedules in a timely manner.

We look forward to working with your agency again in fiscal year 1986-87.

Robert J. Taylor, Chief  
Dept. of Rehabilitation

*Editors Note: The Key Entry Staff is part of the Office of Management Technology and Planning.*



John S. Babich  
Deputy Director  
Office of Procurement

Last year we used a new chemical laboratory instrument purchasing mechanism for the Department of Justice for \$3 million worth of procurements. All but one of the procurements combined 3 years of the department's needs for each of the instruments. Also, a four year warranty/maintenance contract coverage at a much lower price was established to all the purchases.

In the past, many of these types of instruments have been purchased via

sole source methods. These procurements used competitive bidding and resulted in not only a savings of about \$540,000 but also a very satisfied customer.

Another significant procurement utilizing our new techniques yielded a \$52,000 savings. The Department of Water Resources initially requested a sole source procurement but were convinced to invite competitive bids. With their cooperation, the specifications were rewritten. Two bids were received and for the first time to our knowledge, the originally preferred vendor provided a deep discount. DWR received their preferred instrument at a significant savings.

This was all possible due to the joint efforts of my staff and the agencies involved, with special efforts provided by one of our new employees, **Shahina Haq**.

Leroy C. Cooper, Manager  
Standards and Quality Control Section  
Department of General Services



Mr. Larry Guthrie, Acting Chief  
Architecture and Engineering  
Department of General Services

Your expertise and concern regarding the Rainbow Day Child Care Center have been invaluable. Your ideas and suggestions from beginning planning to completion stages have proven to be excellent.

Certainly, without your guidance and knowledge, the child care center would not have had the proper surroundings necessary for a facility of this kind.

We should take great pride in what we have accomplished with the Rainbow Day Care Center. I am sure it will serve as a model for future child care centers in state government.

Sincerely,

Gordon K. Van Vleck  
Secretary for Resources



Mr. Stim Suzuki, Chief  
Office of Small and Minority Business

I recently had occasion to request assistance from the Office of Small and Minority Business. I would like to commend the expeditious and efficient response of the person assigned to this case, **Mr. Leo Rutledge**.

This kind of prompt and under-

(Continued)

(Continued)

standing cooperation makes our job easier.

Sincerely,

George C. Cunningham, M.D.  
Chief, Genetic Disease Branch



George Hortin  
Office of Procurement  
Department of General Services

The generator sets originally ordered on P.O. 05437 called for two 115 KW sets. The size was based on preliminary information from the contractor and generator sizes used in previously constructed CHP offices. Subsequent to the issue of the Purchase Order, the final electrical engineering was completed for both the Border Division (San Diego) and the Inland Division (San Bernardino) offices.

The end result was that Border Division needed a 200 KW generator with an 800 Amp transfer switch and Inland Division needed a 115 KW generator with a 225 Amp transfer switch.

Your cooperation in rectifying this problem is very much appreciated. Without this timely Purchase Order change, we would have had to delay moving into the new facility at a cost of \$30,000.00 per month.

Dennis J. Dunbar  
Commander



John Babich, Deputy Director  
Office of Procurement

This is a belated thank you note for all the help provided by the Office of EDP Procurement in handling the Employment Development Department's (EDD's) end-of-fiscal-year rush last month. I recognize the strain these last minute requests caused for your organization; your staff responded admirably. **Pat Jones** in particular was very helpful with two projects of critical importance to EDD: augmenting our Purchase Order with Datapoint; and modifying our contract with Arthur Andersen for developing a Benefit Accounting System. Without Pat's advice and assistance, we very likely would have lost almost five million dollars in 1985/86 funds.

Please convey my appreciation to

**Bob Hoover, Pat Jones** and their staffs.

John D. Healy  
Deputy Director  
Administration Branch  
Employment Development  
Department



Mr. A. Eaton, Purchasing Manager

For the California Correctional Center and myself, Procurement Officer, I want to extend a special "Thank you" to **John Bennyhoff** for what I know amounted to considerable extra work on his part in assisting the California Correctional Center in salvaging a \$100,000.00 piece of equipment prior to year-end.

I know with his work load, John had to have extended himself to absorb this extra work load and for that we want him, and Mr. Babich to know how much it is appreciated. John Babich and myself go back to the old Office of Procurement in Los Angeles and fighting Silvertone Paint days so I have a good idea of year end chaos for your operation.

It is hard to single out any one buyer when you have people like **Jess Ramos, Esther Deogracia, George Hortin, Jim Ray, Sallie Voloder** and many more that we owe thans to throughout the year for all their assistance. Sometimes we Procurement Officers in the Institutions lose sight of the buyers assistance to us, but it is appreciated.

D. E. Elmer  
Procurement and Services Officer II



Judge Catherine B. Frink  
Office of Administrative Hearings  
501 J Street, Suite 230  
Sacramento, CA 95814

Now that the matter relating to stall space for certain trainers at Los Alamitos has been concluded, I want to tell you that I was very impressed with your professional handling of the matter and particularly your well-reasoned decision. The State is fortunate to have persons with your ability serving as an Administrative Law Judge.

It was my perception that you were not acquainted with the horse racing industry and certainly did not have previous experience with stall applications prior to the hearing which was thrust upon you. You quickly grasped

some intricate concepts and I was particularly pleased that toward the end of the proceedings you were well ahead of us on many occasions. It was a great pleasure to work with you and although the opportunity to do so again is very unlikely, I would welcome the opportunity.

I wish you the greatest continuing success. I know that with your ability it will certainly follow you. Thank you very much once again for your diligence and professional competence.

Sincerely,  
Neil Papiano  
of Iverson, Yoakum, Papiano & Hatch



Austin Eaton, Purchasing Manager  
Office of Procurement

I would like to take this opportunity to express the appreciation of the Department of the Youth Authority for the assistance you and your staff provided during the 1985/86 Fiscal Year. I realize we made some unusual emergency requests for purchase authority, especially for materials and equipment for our Day Labor projects. These projects save the State thousands of dollars, and the expeditious acquisition of the materials contributed significantly to the successful completion of the projects.

We will continue to work closely with your office whenever unusual or emergency situations arise. However, we intend to keep requests for emergency purchasing authority to an absolute minimum.

Thank you again for the assistance provided by you and your staff.

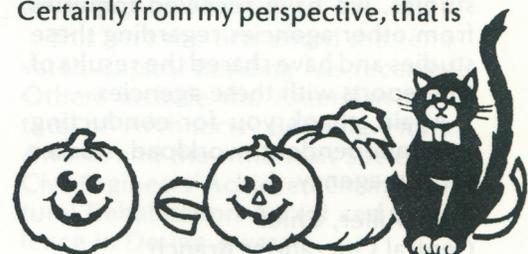
M. L. Anderson, Chief  
Business Services Bureau



Mr. John Babich, Deputy Director  
Office of Procurement

I would like to take a minute to thank your staff for their dedicated efforts this last fiscal year. As a vendor I appreciated their work.

This last year posed some overwhelming demands on your office. Certainly from my perspective, that is



one of a vendor, I can say that even within the limited commodity group that we're involved with, it was easy to sense that this year was by far busier than most. Without a doubt it would be safe to summarize that your department was faced with the task in getting out a mountain of work in a short period of time.

I would like to commend your front office staff including **Gloria** and **Alice**. They along with **Ann** really did a very nice job in controlling the large numbers of people that massed into the front office.

I also feel that your buyers and managers did a supreme job in handling the pressures that this inordinate amount of work presented. At the same time, they processed the bids and corresponding purchase orders with timeliness, impartiality and with a good sense of fairness. Please accept my compliments to the following people: **George Hortin**, **Tom McCauley**, **Sallie Voloder**, **John Devejian** and, yes, the newcomer **Mary Salontai**. I think that they all did an exceptional job.

From this vendors perspective, I believe that you have a staff that you can be proud of.

Respectfully,

Douglas A. Merritt  
National Account Manager  
Pitney Bowes, Sacramento Branch  
Office



Mr. Michael J. Bocchicchio Sr., A.I.A.  
Office of the State Architect

The California State Lottery has been utilizing the services of O.S.A.'s Construction Inspectors, **Gary Muenk** and **Fred DeDen**, to assure compliance with local codes and state building requirements during the construction of our lease hold facilities in *Sacramento* and *Whittier*.

**Mr. Muenk** has been Construction Inspector since the beginning of the Lottery construction program in *Sacramento* and, most recently, oversaw the construction of the multi-million dollar *On-Line Data Center*. Gary's experience, attitude, and flex-

ibility has been invaluable in assuring the Lottery construction program was completed on schedule. His guidance in construction matters benefitted both the Lottery and the contractor by eliminating costly and time consuming errors.

**Fred DeDen's** role in the construction of the *Whittier On-Line Data Center* required patience and understanding, since most of the construction decisions and architect work was coming from Sacramento. Fred's expertise and easy-going approach eliminated many potential problems that could easily have resulted from the pressure cooker atmosphere that surrounded this project.

Both these gentlemen are true *professionals* and, without their cooperation, we could not have accomplished our *construction schedules*. Please accept and extend our *appreciation* to both **Gary and Fred** for their outstanding performance.

Sincerely,

M. Mark Michalko, Director



Mr. John Babich, Deputy Director  
Department of General Services  
Office of Procurement

Please accept my sincere thanks and appreciation for your purchasing staff's cooperation and assistance during our recent AC MRDD accreditation. The members of your staff put forth a great effort to assure that all environmental purchases were completed and delivered within the designated time constraints.

Again, thank you. Your office played a significant role in the preparation for this most important accreditation survey and I truly do appreciate the assistance you and your staff gave to Agnews.

Sincerely,

Keri L. Procnier, Ph.D.  
Executive Director  
Agnews Developmental Center

*Editor's Note: This letter was also sent to William Werry, Buyer and Russ Guarna, Buyer, Office of Procurement.*



Bob Hoover, EDP Acquisition Unit  
Department of General Services

Very recently, another division within the State Controller's Office asked for my division's assistance in leasing

a software package which would replace their current use of expensive consultants.

The funding for this package is available in SCO's current year budget, but probably won't be next year. I knew that the deadline had passed for submitting requests like this to General Services, but also recognized the very positive cost/benefit of this package and the funding problem. When I called your office, I was referred to **Dennis Erickson**. After I explained the situation to him, he offered to help in any way he could. The result of his efforts is that we were able to procure this software with this year's money.

I'm aware that this time of the year is a very busy time for your unit and that many other departments call at the last minute and ask for procurements to be expedited. In spite of this, Dennis was eager to help, provided valuable advice, and was a pleasure to work with. Please pass on to him our sincere appreciation for his assistance.

Dick Brother, Chief  
Systems Development Division  
State Controller's Office



Ruth Astle, Administrative Law Judge  
Office of Administrative Hearings

I want to thank you for the extraordinary courtesy and consideration which you extended to me, to Ilona Katz of the Committee of Credentials, to our counsel Ms. Willie Curtis, and to the parents and others in helping the parties to reach an amicable settlement in this bitterly contested matter.

I think that the conference with the employee-aggravated parents was a fine and innovative approach to a clear definition and correction of the faculty administrative practices which caused the problem; and I look forward to your findings and recommendations.

Sincerely,

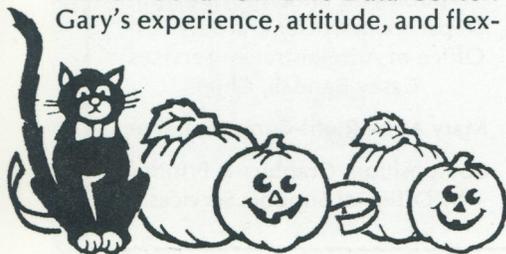
Alice Petrossian, Chair  
Commission on Teacher Credentialing



Mr. Robert Hoover, Manager  
EDP Acquisitions Unit  
Office of Procurement  
Department of General Services

In the year just passed, FY 85/86, I

(Continued)



(Continued)

had the occasion of working with **Ken Yoshihara** in your unit, in the purchase of a Laboratory Signal Acquisition and Management System for the Air Resources Board.

Even though we had to struggle with the complex specifications of the system and had to work against a deadline, Ken was able to bring it to a successful conclusion on June 30.

I want to thank you and Ken for all the help and guidance you have provided throughout the purchasing process.

Very truly yours,

George Tsou, Manager  
Organic Laboratory Section



Mary Keating, Inventory Manager  
Department of General Services

This is to confirm the telephone conversation held between my clerk, Sandy Tangard, and you on July 2, 1986, regarding the emergency purchase.

Based on the above conversation inventory was checked and you gave approval for us to purchase the requested items. Due to the upcoming July 4th holiday, you suggested that we contact **Dave Eshelman**, Warehouse Manager at Fullerton, on July 7th to make the necessary arrangements.

I want to thank you and Dave for all you have done to assist us with our emergency purchase. I am sorry for any inconvenience we may have caused you.

Sincerely,  
Yi-Ru Sethavanish  
Director of Dietics  
Fairview Developmental Center



Ms. Janet Saunders  
Department of General Services  
Office of Administrative Hearings

I wish to thank you for serving as the public hearing officer at our recent Patterson Avenue Public Hearing. Your professional skills contributed to a successful forum and we look forward to your service at future hearings.

Sincerely,  
M. W. Beckstead  
Deputy District Director  
Project Development and  
Construction

## Mail Management Seminar Interview

by Kathleen E. Davenport

I enthusiastically arrived in the office of Peggy Robinson, Business Equipment Analyst, Department of General Services. I was to interview her regarding the upcoming Mail Management Seminar. Peggy, who was on the phone at the time motioned to me to have a seat. I proceeded to set up the tape recorder to make sure everything was in working order. "Let the game begin!" I amusingly said to myself as Peggy hung up the receiver.

First, to help relax the interviewee I asked her a few background questions and then proceeded with the interview.

**Kathy:** You are conducting a Mail Management Seminar. What exactly is it?

**Peggy:** The Mail Management Seminar is offered by the Pitney Bowes Postal Education Center. Representatives from the company will be informing state employees on the different techniques of mailroom management. While anyone can take the course, it has been developed with mailroom managers in mind. The cost of the seminar is \$150.00 per person.

**Kathy:** What is the purpose of the seminar?

**Peggy:** To advise management of the cost saving techniques that can be used in the mailroom. The purpose of the seminar is to educate managers on how to use first, second, third and fourth class mail to their advantage.

**Kathy:** Who is sponsoring the seminars?

**Peggy:** The Department of General Services, Office of Support Services, Business Equipment Management Services will be sponsoring these seminars.

**Kathy:** Where and when will the seminars be held?

**Peggy:** There will be a total of five two-day seminars. Two of the seminars were held in Sacramento on October 7th and 8th, October 9th and 10th, the third is scheduled for November 5th and 6th. The dates for the Los Angeles seminar are also November 5th and 6th. San Francisco's seminar dates are yet to be announced.

**Kathy:** You stated earlier that there is a cost of \$150.00 per person. Where is the money going?

**Peggy:** Pitney Bowes Postal Education Center will be billing us for their time involved in the classes. Pitney Bowes charges are \$3,000.00 for the first 12 people and \$50.00 for every person thereafter. Approximately 26 people are expected to be in each class.

**Kathy:** Does the price include lunch?

**Peggy:** No lunch (Peggy chuckled). We have to brown bag it.

**Kathy:** Who will benefit from the seminars?

**Peggy:** The seminars offer a better understanding of the different classes of mail that the agencies are dealing with. Those attending will learn how and when to use the various classes of mail which will be cost saving to their individual agency needs. They, therefore, can pass their knowledge along to their employees and/or co-workers. So, actually, everyone will benefit.

**Kathy:** What if someone would like more information about the seminars?

**Peggy:** They can contact me at (916) 739-2386 or (ATSS) 497-2386.

**Kathy:** Summing things up, Peggy, it sounds like you really enjoy your work.

**Peggy:** You are right. I work a lot with the other state agencies as well as with the private sector. I find this very challenging. It seems that every time I pick up the phone it is something different. There is nothing humdrum about my job.

State of California  
GEORGE DEUKMEJIAN, Governor

State and Consumer Services Agency  
SHIRLEY R. CHILTON, Secretary

DEPARTMENT OF GENERAL SERVICES  
William J. "Tony" Anthony, Director

### OUTLOOK

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