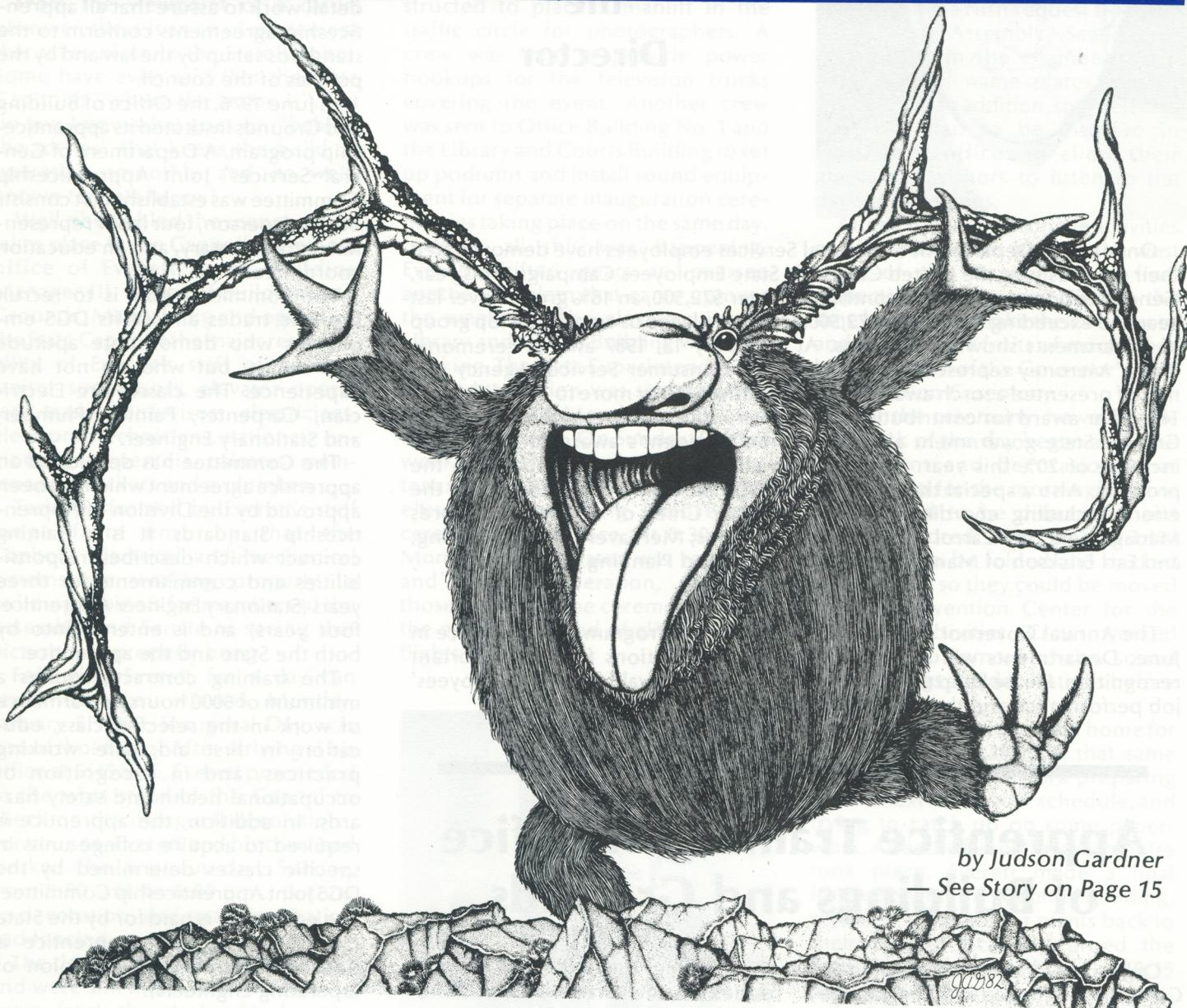


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by Judson Gardner
 — See Story on Page 15

**VEGAN HAIRBALL
 OR YAR-YAR**

(Clamarator tumultuosus)

Average Height: 1.5 meters
Average Weight: 100 kilograms
Habitat: Mountains of Alpha
 Lyrae (Vega) II, 27 light-years
 from Terra, spectral type A.

Although neither the largest nor the fiercest of galactic entities, the Vegan hairball or yar-yar (official name) is, without doubt, the loudest, maintaining territorial integrity and group status with a constant howling and yelling that ranges from a minimal 65 db. to rock-shattering ululations of 130 db.

The roiling raup that results usually serves to maintain social status. However, if push should come to shove (as Terrans were wont to say in antique day) the yar-yar is well-equipped to exercise his prerogatives adequately.

The yar-yar bull grows a new set of antlers

annually. During his rackless period, one could not find a more gentle, shy, reclusive, self-effacing creature this side of the Magellanic Cloud.

The antlerless but not necessarily voiceless female yar-yar lays two clutches of from 3 to 5 eggs annually in a softly-cushioned nest of living moss planted and tended by the bull during his antlerless state as he quietly bustles about, softly humming and humbly mumbling to himself — but, above all, quietly.

The yar-yar stores fat in its prominent nose as do terran camels in their humps and capoid humans in their rumps.



Letter from the Director

Once again, Department of General Services employees have demonstrated their generosity in the United California State Employees Campaign. This year, General Services employees contributed over \$72,500, an 18% growth over last year and exceeding the goal of \$72,500. Our rate placed us among the top group of departments showing increases. At a January 13, 1987 awards ceremony, Porter Meroney representing the State and Consumer Services Agency and myself presented a torch award for contributing \$350 or more to 22 individuals. The pillar award for contributions of \$750 or more was presented to Leonard Grimes. State government also earned the President's award for an overall increase of 20% this year. My thanks to all of you who participated in the program. Also a special thank you to the DGS personnel who worked on the effort, including coordinator Melodie Cato, Chief of Office of Records Management; Joe Carrol of Telecommunications; Mel Savery of State Printing, and Earl Erickson of Management Technology and Planning.



The Annual Governor's Employee Safety Awards Program will take place in June. Departments will soon be asked for nominations for this important recognition. Please keep this program in mind as you evaluate your employees' job performance and their contributions to on-the-job safety.

Apprentice Training in Office of Buildings and Grounds

Organized apprentice training in California originated with the passage of the Shelley-Maloney Apprentice Labor Standards Act of 1939. According to the provisions of this law, the Governor appoints the Apprenticeship Council composed of six representatives each of industry and labor, two representatives of the general public, the Director of Industrial Relations, and the Chief of the Bureau of Industrial Education. The Apprenticeship Council exists mainly to promote and develop apprentice-

ships throughout the state. Among its duties are the establishing of standards for minimum wages, maximum hours, and working conditions for apprenticeship agreements.

An apprentice is defined by the Shelley-Maloney Act as a person at least 18 years old who has entered into a written apprenticeship agreement with an employer or their agent. This agreement must provide for reasonable continuous employment and for participation in an approved program of training in

trade-related and supplemental subjects.

The Shelley-Maloney Act named the Director of Industrial Relations as the Administrator of Apprenticeship and established the Division of Apprenticeship Standards to assist in carrying out the assigned responsibilities. The office does the necessary detail work to assure that all apprenticeship agreements conform to the standards set up by the law and by the policies of the council.

In June 1976, the Office of Building and Grounds instituted its apprenticeship program. A Department of General Services' Joint Apprenticeship Committee was established. It consists of a chairperson, four labor representatives, a secretary, and an education coordinator.

The committee goal is to recruit into the trades and crafts DGS employees who demonstrate aptitude and desire, but who do not have experience. The classes are Electrician, Carpenter, Painter, Plumber, and Stationary Engineer.

The Committee has developed an apprentice agreement which has been approved by the Division of Apprenticeship Standards. It is a training contract which describes responsibilities and commitments for three years (Stationary Engineer Apprentice, four years) and is entered into by both the State and the apprentice.

The training contract requires a minimum of 6000 hours performance of work in the selected class, education in first aid, safe working practices, and in recognition of occupational health and safety hazards. In addition, the apprentice is required to acquire college units in specific classes determined by the DGS Joint Apprenticeship Committee. The education is paid for by the State (Stationary Engineer Apprentice is paid for by International Union of Operating Engineers).

Upon completing training and education, the apprentices graduate to the journey level. The graduates receive certificates from the Division of Apprenticeship Standards and are recognized worldwide as a full journeyman. At that time, the apprentices are transitioned into OB&G at their well-earned journey level.

Since inception of the apprentice

(Continued on page 14)

EMPLOYEE SPOTLIGHT: EVERETT JONES

Office of Buildings & Grounds "The Man Behind The Scenes"

by Rick Range

From the viewpoint of a casual observer, there is an air of excitement that takes place in the State Capitol. Some have even said that the State Capitol is "where the action is". But do you know what goes on "behind the scenes" that keeps the building operating smoothly and its well-known tenants happy?

Well, the behind the scenes action takes place in the Capitol's basement office of Everett Jones, Building Manager III, Office of Buildings and Grounds. Maintaining and operating the State Capitol is the major responsibility of Everett's staff of janitors, janitor supervisors, elevator operators, trades supervisors, electricians, electronic technicians, stationary engineers, carpenters, painters, maintenance workers and a plumber.

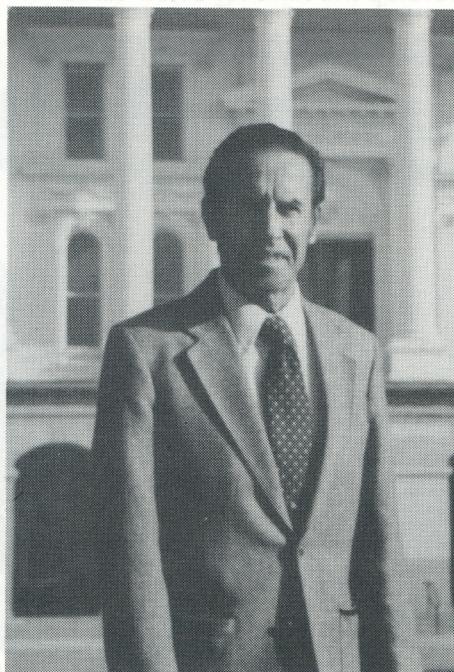
Tasks performed by Everett's staff range from ensuring that the Capitol's electrical and mechanical systems are working properly to building cabinets for members of the Assembly and Senate to seeing that pictures are properly hung.

Following Everett for a day can really leave you winded. Monday, January 5, 1987, Inaugural Day, was one of those days. After arriving at his office at 5:45 a.m., Everett proceeded to the west steps of the Capitol to check on the inaugural decorations. For you see, Everett and his crew had worked the previous day, Sunday, from 8:00 a.m. to 6:00 p.m., putting up decorations and arranging seating and fencing.

The decorations survived the night and were still intact. The chairs were damp from the overnight dew, so workers were dispatched to dry them. A podium was placed on stage and portable lighting installed. At that point, Everett contacted the State Police to reprogram the Capitol's computerized lighting system to coincide with inaugural activities. A crew was dispatched to hang large flags draped in front of the Capitol, raise ceremonial flags and to rearrange blue streamers. Workers were in-

structed to place a manlift in the traffic circle for photographers. A crew was sent to provide power hookups for the television trucks covering the event. Another crew was sent to Office Building No. 1 and the Library and Courts Building to set up podiums and install sound equipment for separate inauguration ceremonies taking place on the same day.

While all this was happening, Everett shifted gears to oversee another problem that came up over the weekend. The elevators in the Library and Courts Building were not working. The State Superintendent of Public Instruction was scheduled to be inaugurated Monday at 9:00 a.m. on the fifth floor. On Sunday, Everett worked with the elevator maintenance contractor trying to get the elevators operating before the ceremony took place. At 8:30 a.m., Monday, the elevator was repaired and back in operation, enabling those attending the ceremony to use the elevator instead of climbing five flights of stairs!



Everett Jones, "The Man Behind the Scene"

Next came a rush request from the Senate and Assembly. Seating arrangements in the chambers were changed and name plates needed rearranging. In addition, some electrical work had to be installed in legislators' offices to allow their guests and visitors to listen to the day's proceedings.

After a status check on the activities of his crews, it was back to the west steps of the Capitol for a final inspection of all areas. Finally, the time had come to take the camera out and to enjoy the fruits of much labor in celebration of the Governor's Gala Inauguration Ceremony.

After the ceremony, however, the real work of the day began as all the equipment and decorations that were set up for the morning's activities needed to be dismantled and properly stored. 1,700 of the 3,400 chairs had to be folded and stacked by 2:00 p.m. so they could be moved to the Convention Center for the evening's activities. Crews worked feverishly to remove chairs, sound systems, flags and decorations before nightfall.

At 6:00 p.m., Everett went home for dinner, but at 7:30 p.m. that same day, he was back at work preparing for the next day's work schedule, and trying to catch up on some paperwork. After the last of the ceremonies took place, Everett made a final inspection of the Capitol Building, returned some indoor plants back to their proper location, turned the lights out and left for home at 10:15 p.m.

At 7:00 a.m. the next morning, Everett was back on the job implementing his new work schedule for the day.

EDITOR'S NOTE: Everett Jones retired on January 30, 1987 after approximately 27½ years of State service — all with the Office of Buildings and Grounds. Many thanks to Everett for his years of service and best wishes for a happy retirement.

“RETURN-TO-WORK... A SUCCESS STORY”

by Edward T. Erickson

On November 29, 1983, Stephanie Paddock (then Raichart, and single), a Telecommunications Technician Trainee in the Telecommunications Division since July 1981, was working at her job cleaning and testing radios at the Meadowview CHP facility in Sacramento.

She had just removed the radio from a CHP unit and was carrying it to a bench for cleaning and testing when she stepped on a small foreign object on the plant's concrete floor, slipped and fell. As she fell, Stephanie's first impulse was to protect the expensive radio, so, she held on to it, falling to the floor in a semi-sitting position with the 35 pound radio in her lap.

When she started to get up, she felt back pains and realized her back had been injured. Her supervisor took her to the hospital where her injury was diagnosed as a severe back sprain. She stayed home taking pain pills for a week, after which her doctor approved her return to work, with instructions that she was not to stoop, stand or sit. Just how she was supposed to work in these circumstances was unclear.

Stephanie, while experiencing almost constant back pain, was off work intermittently through the first half of 1984. Then on August 3rd an up-beat event took place — Stephanie gave up single life and her last name, Raichart, for marriage, becoming Mrs. Stephanie Paddock.

In October of 1984, misfortune intervened when Stephanie was removing the radio from a Department of Forestry (CDF) vehicle, and injured her back again. She couldn't walk after this incident and was hospitalized for 12 days.

After a prolonged absence during which she underwent physiotherapy treatment, she returned to work in August of 1985 but was able to work only 3 days before her back pain made it impossible to continue.

Stephanie then enrolled in a comprehensive health and rehabilitation training program consisting of intensive physical and occupational therapy, stressing functional restoration and return-to-work through graded exercise, work simulation, and “back school.” The latter taught her to adjust to living with her back pain through a technique for mentally disassociating the pain from her mental consciousness.

Upon her completion of this program, Stephanie was evaluated by her physician who recommended she undergo a career rehabilitation and retraining to prepare her for another job in State service.

On August 1, 1986, the Telecommunications Division offered Stephanie a Training and Development (T&D) assignment as a Management Services Technician (MST), and after the approval of her physician, she returned to work on this new assignment on September 2, 1986.

Her new assignment will provide varied training and experience over 2 years that will enable Stephanie to develop the skills for a new career in

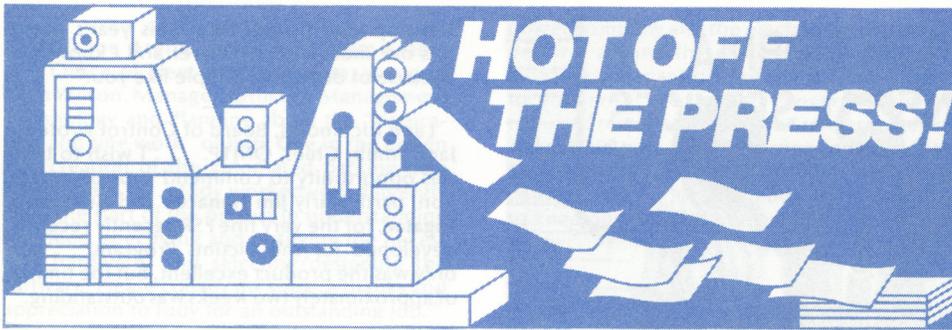
the less physically demanding Telecommunications Analyst series. Under general direction, she will assist in the development and implementation of an automated parts inventory system, prepare bid specifications, cost projections, expenditure records, correspondence and reports.

Stephanie is very enthusiastic about her new assignment, and her supervisor reports that she is doing well. She credits her recovery and return-to-work to the comprehensive health and rehabilitation training program, the love and devotion of her husband and family, the continuous support and encouragement from her friends and co-workers in the Telecommunications Division, and her longtime Supervisor, Joe Carroll, Telecommunications Engineer, and divisional Training Officer who also has responsibility for the division's Safety and Return-to-Work Program.

Recognition is also due the Department's Disabled Advisory Committee and Safety and Return-to-Work Program for unceasing efforts and advocacy on behalf of injured and disabled State workers which makes such success stories possible.



Michael Pahl (l), Stephanie Paddock (c) and Joe Carroll (r) discuss Stephanie's new training and development assignment.



Myron Curtis, (l) Telecommunications and Hunter Warner, (r) OMTP served as Statewide Food Drive Coordinators for the 1986 Holiday Food Drive.

The eleventh annual California State Employees' Holiday Food Drive was a record-setting success. One hundred twenty-eight (128) tons of food was donated by State employees in the Sacramento area.

Employees from over 100 State agencies provided three days of food for 4,000 local families. This contribution furnished one-half of the need of operation Santa Claus.

This record-setting drive was only made possible by the generous contributions of individual employees. Listed below are the efforts and activities of several DGS offices this year. Of the 128 tons collected DGS alone contributed 25,366 pounds. This is how we did it! . . .

The employees of the Office of Management Technology & Planning did an outstanding job. The results of their efforts increased their volume from 800 pounds in 1985 to 1,318 pounds in 1986 — a 64.75% increase. Also, their Sunshine Fund donated \$100 toward the total Office effort. They attribute their increase in contributions to the competition within the Office between DPSS, Audits, and Information and Education.

Office of the State Architect employees are proud of their achievements during the 1986 Holiday Food Drive. Food contributions totaled 316 pounds which exceeded last year's total by over 50 pounds!

Office of Small and Minority Business staff were excited about participation in "Holiday Food Drive 86" activities. Flemming Duke was appointed food drive coordinator and teams were organized for "friendly competition."

Spirited, fun-filled participation generated over 1,200 pounds of food for the needy; this represented an increase of over 1200% from previous year's total.

The Board of Control competed in a challenge with the Legislative Analyst's Office (LAO). After a spirited effort, the Board of Control declared itself the winner! The Board contributed 1,332 pounds of food compared to the LAO's total of 1,095 pounds of food. The combined effort of these two agencies exceeded **one ton** of food donated to this year's drive.

Congratulations to **Judy Esola** from the Office of Insurance and Risk Management.

Judy coordinated OIRM's Food Drive this year. Her efforts helped the Office collect an amazing 718 pounds of food donations, which far surpassed the Office's original goal of 400 pounds.

The Office of Real Estate and Design Services with 12 teams participating in the Food Drive, collected a total of 1,011 pounds of food. The winning team contributing 30 pounds of food, per employee, was awarded a "victory" luncheon donated by Roundtable Pizza. **John Whelan**, Land Agent, was recognized for his individual contribution of \$100.

The race was on at California State Police for this year's Holiday Food Drive. Five units were madly competing for the one-hundred lottery tickets as first prize. The units competing were Headquarters, North State Command, Sacramento Field Office, Dignitary Protection Command and last but not least the winners, Sacramento Dispatch Center. Central Coast Command also contributed, bringing the total amount of food donated to 2,748 pounds. This was considerably more than last year.

Although the Office of Legal Services is



Sacramento Dispatch Center staff display the 100 lottery tickets they won during the Holiday Food Drive competition held within the California State Police office.

comprised of only twenty employees, their donations to the food drive this year totaled 203.3 pounds — or 10.17 pounds per person. This year marks their best effort in the preceding five-year period.

The 1986 Holiday Food Drive at the Office of Records Management was a resounding success. Twenty-nine ORM staff members (88% of total staff) donated a combined total of 682 pounds of food. Much of the success can be attributed to the efforts of **Carmen Rodriguez** who organized this year's event and obtained awards for individual contributions. Awards included two gift certificates from local merchants and a new gold sluice recently patented and donated by Mary Messenger's husband, Jack. There was spirited group competition between the Record Center staff and the ORM Administrative/Destruction Center staff. The Administrative/Destruction Center staff prevailed with 416 pounds of food to the Records Centers 266 pounds. Individual awards went to: **Theresa Mullen**, Record Center, 57 pounds; **Glenn Ford**, ORM, 45 pounds; **Bernard Bradshaw**, Destruction Center, 40.5 pounds.

Office of Buildings and Grounds rallied to a bountiful Food Drive this year. **Ron Bashford** (Office Building Manager, Region 3) dedicated himself to spreading "the spirit of giving" as he served as the Department's Food Drive Coordinator as well as OB&G Coordinator. His efforts helped the Office raise 1,230 pounds of food surpassing last year's feat by 270 pounds. His personal involvement surely helped many families in the community to have a joyous Holiday Season.

(Continued on page 6)



Board of Control staff display a portion of the 1,332 pounds of food collected during this year's drive.



Pictured here are the winners of the OSS GOLDEN CAN AWARD. (Left to right): Ron Lewis, founder of the award; Brent Korff, OSS Chief; Peggy Robinson, BEMS; Guy Blair, BEMS; and Thomas Fairgood, Assistant Food Drive Coordinator, OSS. Not pictured are Alan Himmah and Chuck Walker who also work in the winning unit, BEMS.

The Office of Fiscal Services (OFS), Budget and Planning Section, and the Office of Energy Assessments (OEA) entered into "friendly rivalry" to collect food during the 1986 Food Drive.

However, the title of "winner" was clouded by the last ditch efforts by both teams to boost their food caches, so the contest was declared a draw. Both sides agreed to buy each other donuts. However, at the time *OUTLOOK* went to press, OEA was still waiting for their's. . .

The total food contributions for the Office of Fiscal Services which includes the Budget Section was 736 pounds and the total for OEA was 386 pounds.

A new twist was added to the Office of Support Services' Food Drive this year thanks to **Ron Lewis**, Office of Support Services' Food Drive Coordinator. It was Ron's idea to make the 1986 Food Drive a competition of sorts between units. As Ron put it, "It was a midnight revelation, I saw a Golden Can." Thus the Golden Can Award was born.

Ron paid for the award out of his own money and was assisted by Thomas Fairgood, Office Technician, throughout the drive.

The winner of the Food Drive's Golden Can Award was Business Equipment Management Services (BEMS) with a total of 165.13 pounds per person.

BEMS would like to thank Lucky Stores for its offering of a 10% discount towards their donation. The Golden Can Award was presented to **Alan Himmah**, **Chuck Walker**, **Guy Blair**, and **Peggy Robinson** on December 12, 1986.

In 1985, OSS contributed 160 pounds total. This year's contribution is 10 times greater than last year for a total donation of 1,602 pounds.

This year's Holiday Food Drive was the most successful ever at the State Printing Plant with 4,568 pounds of food and \$293.00 donated. This total beats last years contribution by an incredible 2,840 pounds.

The Printing Plant was divided into five teams. The competition was fierce but the Red Team, consisting of the Accounting Office, the State Printer, Personnel and the Bill Room, was declared the winner donating 1,336 pounds. The Orange Team, (Graphic Arts and Bindery) was very close behind, donating 1,323 pounds, only 13 pounds less than the winners.

A special thanks to **Charles Shunk** for his outstanding efforts as Printing Plant Food Drive Coordinator.

Editor Note: These new items were provided by the OUTLOOK Office Reporters.

Speaking of giving. . .

Tim Hill spearheaded the OIRM's United Way Campaign '86 and led the Office of Insurance and Risk Management to a 100% participation rate. OIRM was the first office to do so and it tied with the Office of Buildings and Grounds for the third and fourth berths for the 1986 top office performers. The Department of General Services raised \$74,426.00 which exceeded its goal of \$72,500.00 for 1986. It was an increase of more than 16% over last year.

particularly like to single out Mary Pineau as deserving of special thanks. While we stuttered our way through our decision making, Mary calmly took it all in stride and made sure we didn't forget the important things."

Senator William Campbell wrote to Sally McSherry, Office of Small & Minority Business. . . "Thank you so much for coordinating State agencies and speakers for the Business

Development Conference. This year's event was our most successful ever and I know it is because of dedicated people like you."

Lane Richmond, Board of Control wrote to Jack Smith, Chief, OMTP. . . "I wish to take this opportunity to commend your organization, particularly **Jim Hanacek** and **Geronimo Tagatac**, for the very fine FSR recently developed for the Victims Program. . . not only was the product excellent, but the timing of approximately two weeks was outstanding."

Wes Bartell, Shop Manager, OSS wrote to **Ray Edwards** thanking him for making a screen cabinet for use in the shop. . . "I know we all have other things to do than bring work home and not get paid for it. Thanks for the extra time you took to make the cabinet. I do appreciate it."

The Employment Development Department wrote to Roy Gilkey, Building Manager, thanking his staff for the excellent service they received in disposing of paper to be recycled. . . "Specifically, we wish to commend **Mr. Willie Johnson** for his promptness and cordiality in carting off a tremendous amount of paper and boxes for us."

Robin B. Hamill wrote to Don Mitchell, Director, Office of Administrative Hearings. . . "I am the parent of the petitioner in a case in which **Mr. Ronald L. Diedrich** was the Hearing Officer. I feel comfortable writing to you at this time since the case has been settled by the parties. . . Mr. Diedrich was calm, entirely professional, totally capable of responding intelligently and appropriately to what must have been unusual procedural requests, maintained total fairness and provided full and reasonable explanations. In short, I found him to be superb in his role of hearing officer in my case."

"When someone's performance is this outstanding, I think it appropriate that his supervisor should be so informed."

(The case referred to in this letter was the first case to be heard in Santa Clara County under recently enacted legislation. Thus some procedures were totally new.)

Diana M. Johnson, Department of Corrections, wrote to Al Simonette, Office of Small and Minority Business. . . "On behalf of the Government and Community Relations Unit, I wish to extend our appreciation for your assistance at the Visalia workshop on November 28, 1986. The presentation of the Office of Small and Minority Business will prove invaluable to many contracts. . . Please express our appreciation to **Mr. Richard Pena**, for his cooperation on this project.

Shirley Chilton, Secretary, State and Consumer Services Agency wrote to W. J. Anthony, Director. . . "Congratulations on the record-setting success of the California State Holiday Food Drive. You and your department's efforts in coordinating the Annual Food Drive is appreciated by all who contributed to this worthwhile program and the many recipients who had a nice holiday meal because of your efforts.

Again, congratulations."

..... FEEDBACK

The following excerpts of letters received by DGS employees, demonstrate our commitment to excellence and our dedication to service.

The Office of Administrative Law had this to say about **Mary Pineau**, Office of Real Estate & Design Services. . . "Thank you for your assistance in making our move to 555 Capitol Mall such a resounding success. We would

Marianne Arenas, Parking Program Manager, Office of Fleet Administration, wrote to Glen Wilson, Manager, Office of Management Technology and Planning about the "dedication and fine work" of **Judy Gee** in the design and creation of the automated parking data base system. "... Judy worked very diligently from the start of the project in understanding the need, specifying and justifying the necessary hardware, and selecting/designing the software. Please convey my sincere thanks and appreciation to Judy for an outstanding job."

The Agency for International Development, USA, A.I.D. Mission to El Salvador wrote to the Office of the State Architect. "... This letter is to express our appreciation for the assistance provided by **Mr. Victor Robles** during the recent El Salvador earthquake. He was an excellent choice to advise USAID on a variety of issues by virtue of his structural engineering expertise, fluency in Spanish, background in emergency preparedness and his familiarity with the Mexican earthquake of last year." "The work carried out by Mr. Robles has helped to structure a series of USAID activities designed to help the Salvadorans deal with the risks associated with this highly seismic region." (See story on page 13.)

C. A. Engel of the Department of Parks and Recreation wrote to thank OSA staffer **Ron Crawford** for his work during the recent paving of the W. Smith Parkway in the Calaveras Big Trees State Park. "... On behalf of myself and other park staff, please accept my compliments concerning Ron Crawford. I found Ron to be very supportive, complete, and professional. Ron recognized our special needs and was able to bring the project to a very satisfactory completion for all concerned."

Linda J. Adris, Department of Transportation, District 10, wrote to George York, OSA. "... I would like to express my appreciation of the cooperation of **Ron Crawford** and **Chuck Richardson** during the construction project for our Fire and Life Safety Modifications.

Although we had some contract and contractor problems, which caused some delay, the inconvenience was minimized by the cooperation of these gentlemen and others from your staff and they are continuing their push to see the responsibilities of the contractor are met."

Debra R. Parkston, Department of Transportation wrote to OB&G. "... I would like to compliment **Tom Culver** and his crew for doing such a great job. Our office has never been cleaner, along with the ladies restroom... The service is just excellent!"

"Tom and his crew deserve a pat on the back, they are all such hard workers, and we are lucky to have them."

Pat Graves-Arrick, Building Manager, Department of Transportation wrote to Fred Young, Building Manager, OB&G, about the hard and capable work of **John Lair**. "... John has always been quick to respond to our building needs and has gone 'the extra mile' many times to solve almost unsolvable program areas."

Recently the power to the main building in San Diego was increased which required the

power company and the electrical company to perform around the clock work to minimize building occupant disruption. John was there to supervise the power conversion which required many long hours and one emergency call at 11:00 p.m. "... John responded quickly to ascertain and correct the problem. ... We have come to rely on John's ability and judgement to keep our facilities operating efficiently and safely."

Denos Carras, Department of Industrial Relations, wrote to Sid Virba, OSS, about the great service provided by **Nina Barratt**, of the Office Machine Repair Shop. "... I would like to single out Nina Barratt who made a special effort to repair the ribbon rewind on the IBM Model 'C'.

"During the past several years I have asked other repair people to fix the machine and was told that parts are no longer available. I asked Nina and she got the parts, fixed the machine — and did it all with a smile."

Vicki Oliphant, Executive Assistant, Office of Assemblyman Tom Bane, wrote to the Office of Building and Grounds. "... This is to commend your employee, **Ms. Peggy Sphar**. She does an excellent job with our plants and is always extremely courteous in her dealings with our employees. Please express our thanks to her."

Ola Speeds Up School Funding Application Process

As California public school districts are faced with mounting school enrollment and changing demographics, the State is responding by acting on district's facility funding applications at a rate five times higher than three years ago.

The State Allocation Board (SAB), which allocates funding for public school construction and maintenance, approved 21 school applications (valued at \$6.8 million) per month in

Fiscal Year 1982/83, compared to 118 (valued at \$31 million) per month in 1985/86. Annually, this represents 1,293 apportionments totaling \$381 million in 1985/86, compared to 300 apportionments in 1982/83 totaling \$130 million.

During the same period of time, 782 portable classrooms were allocated to qualified school districts that demonstrated need on an emergency basis, thereby providing classroom space for approximately 23,000 pupils. The SAB leases 1,500 portable classrooms to school districts.

About 17,250 students, currently without adequate classroom space, will be housed when an additional 575 emergency portable classrooms are constructed and placed on the designated school sites during this fiscal year.

The Office of Local Assistance (OLA) in the Department of General Services, is staff to the SAB. In addition to administering the new construction program, the Office administers the reconstruction program for schools older than 30 years, as well as emergency portable classrooms, maintenance of existing facilities, asbestos abatement, child care services, and numerous other separate programs created to assist school districts with their operations.

The Office of Local Assistance has taken several steps to speed up the funding application procedure, including streamlining the process, and developing an automation system due for implementation in late 1987. With these measures, the State can meet the facility needs of the California public school system more rapidly.

TELECOMMUNICATIONS DIVISION

TELECOMMUNICATIONS EDUCATION AND TRAINING PROGRAM

COURSE SCHEDULE

March 17-19, 1987 Executive Seminar in Telecommunications
March 30-April 8, 1987 Design & Management of Building Cable

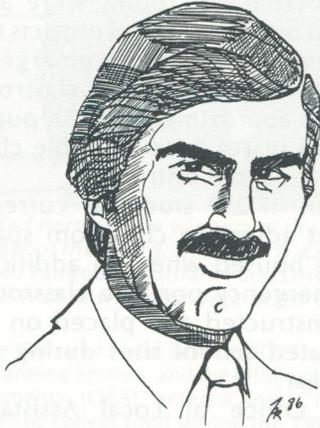
April 6-17 Data Networks
April 20-May 1 Traffic Engineering for Voice and Data Systems

May 18-22 Introductions to Information Systems
May 27-June 4 Design & Management of Building Cable

Courses are open to all interested employees. For more information contact Fred MacRae, Training Coordinator, Telecommunications Division (916) 322-9739 or ATSS 492-9739.

ACCEPT THE RESPONSIBILITY FOR FIRE PREVENTION AND COLD WEATHER SAFETY

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



IT'S COLD OUTSIDE — we're all involved in making apartments, homes, offices, etc., warm, safe refuges from the chill of winter!

In California the use of gas, both natural and butane, electricity, wood or coal, heating oil, and other fuels are used to provide the comfort we have come to expect. Specific precautions in their use may vary, but common sense and reasonable maintenance are necessary regardless of fuel or locale.

To take the routine use of any heat-producing system for granted is to play Russian Roulette with your property and perhaps even the lives of your loved ones.

Statistics from the State Fire Marshal indicate that 312 people lost their lives in California's 170,584 fires during 1985. Many of those tragedies occurred because someone failed to accept the responsibility for fire prevention.

Unfortunately, 18,321 fires can be attributed to citizens' careless smoking. The loss of property amounted to \$486,832,168 and a minimum loss of \$195,515,491 is estimated for personal possessions, or contents.

FIRE PREVENTION

Almost every fire can be prevented by following a few simple rules. These are basic for anyone willing to put forth a little effort and spend a few dollars.

Smoke Detectors

Place smoke detectors at the top and bottom of stairways at least three feet from an air supply. Install them on ceilings of hallways, outside of bedrooms and in the living room, family room or den. Smoke detectors should not be placed between sleeping areas and the furnace air return, nor in corners.

Fire Extinguishers

Keep a fire extinguisher where it can be easily reached. Read the directions to make sure you use the correct extinguisher for that type fire. Some kitchen fires can be put out with a small extinguisher while others can be smothered; as an example, closing the oven door or putting a lid on a pan containing burning food will deny needed oxygen and extinguish the fire.

Dry chemical fire extinguishers are effective with paper, wood and other ordinary combustibles, as well as, gasoline, oil and grease, and those occurring in motors or wiring. Ordinary sand can also be used with such fires.

Water will put out burning wood, cloth, paper and similar materials, but should not be used on either oil or grease fires or those in electrical equipment.

Fireplace Safety

Keep a screen in front of any working fireplace. Keep fireplace tools handy to sweep up sparks and to push logs back. Chimneys should be kept clean.

Flammables

Store flammables, such as gasoline and kerosene, away from the water heater and furnace and in approved safety cans. Many fires result from someone pouring a flammable solvent in the same room where there is a pilot light burning. Remember the vapor burns, not the liquid! Trash should be treated similarly and should be stored in a covered container. If you must smoke, large, heavy ashtrays are safer for cigarettes and if you smoke in bed or when lying down you are inviting tragedy! Matches, paper, window curtains, dish towels, and waste baskets should all be well away from stoves.

Outlets

Do not overload outlets. Small appliances should be unplugged when not in use. Cords and wires should be routinely checked and repaired or replaced when they show signs of wear. Lamps that flicker should be checked for loose connections or defective wiring.

Fire Escape Ladder

If your home is more than one story, a ladder is a sound investment. The ladder should be easy to use and one that holds the ladder out from the window sill for more solid footing. Your local fire department will recommend the ladder best suited to your particular situation.

Set Up Rules For Your Family And Guests

Plan a fire escape route with your family, and have regular periodic fire drills, just as you do at work or school. If the escape is not second nature, the confusion that is prevalent during an emergency may cause a delay in the evacuation, resulting in unnecessary injury or even the death of a loved one. Keep all exits clear.

Keep bedroom and stairway doors closed at night in order to slow down the spread of a possible fire.

Outdoor Fires

In California, a special permit is required before having a fire in the open. For the requirements of your area contact the local fire department. When in the woods, clear a circle of ground about five feet across, scraping away all leaves, pine needles, wood chips, etc., right down to bare earth and then build your fire. In so doing, make sure there are not tree branches right above you or nearby that might catch fire.

In a campground, always use established fireplaces and keep your fire only as large as needed. Put starter fluid on a charcoal fire before you start it, never add it later as it can

explode in your face. When you are through, put the fire out with lots of water. Never leave a campfire unattended.

COLD WEATHER SAFETY

Has your heating equipment been inspected and tuned up for winter? If it shows any indication of not operating properly, call a qualified service man immediately.

While most Californians enjoy a mild climate, there are many places in our state that record sub zero weather as deep snow drifts and icicles form during these winter months.

Wear rubber soled shoes or boots when walking on slippery, snowy or icy surfaces.

If there's any question about your physical condition, avoid shoveling snow. Even if you are in top condition, do your shoveling in moderation with frequent rests.

When crossing streets stick to marked crosswalks and remember cars may have difficulty stopping on slippery streets.

Wearing the right kind of protective clothing is important, especially on very cold days when high wind or humidity are present. Thermal type underwear, outer garments that will keep out wind and moisture, head and ear coverings, warm boots, wind and water repellent gloves are all basic necessities under such conditions.

Over-Exposure To Cold

When a person has been exposed to extreme cold for long periods, numbness may set in, accompanied by drowsiness, shivering, low body temperatures and perhaps a feeling of faintness. If you are with such a person, make sure they are breathing. If not, give mouth-to-mouth resuscitation at once. Then bring them into a warm room. Remove wet or frozen clothing. Wrap them in warm blankets or put them in a tub of warm but not hot water. In the event they are awake, give them something hot to drink.

Frostbite

Extremely cold wind and weather can freeze portions of your body such as nose, ears, cheeks, fingers and toes. This is called frostbite, the symptoms of which are first a pink skin which becomes white or grayish-yellow. The affected area often doesn't hurt but does feel very cold and numb. There may be blisters.

The person who has frostbite may not know he has it until someone tells them so. Never rub frostbite areas. Cover them with clean, dry bandages. Do not break blisters. Bring the victim indoors as quickly as possible. Keep them away from hot stoves and do not apply a heat lamp or hotwater bottle. Give the victim a warm drink.

Warm the frostbitten area gently and quickly by putting it under warm blankets or in warm but not hot water. If after warming the frostbite it's necessary to go out again to take the victim to the doctor, be sure the frostbitten places are well bandaged as a protection against more cold.

Now that you have taken the time to read this article, spend a little more time and list those things that you plan to do as you assume the responsibility for fire prevention and cold weather safety.



**EEO
THE ROLE OF THE AFFIRMATIVE
ACTION COORDINATOR**

by Louis B. Loera

In the past four years the Department has identified and assigned affirmative action responsibilities to Affirmative Action Coordinators. Currently there are 21 AAC's assigned to the various office in the Department.

The role of an Affirmative Action Coordinator has evolved into a special function or a jack-of-all-trades depending on the duties the Coordinator is assigned by each office. There are two overall functions that each Coordinator performs which are: 1) to facilitate and assist management in meeting their affirmative action goals and objectives and 2) to assist the employees in their respective offices in defining and reaching their career goals and objectives. The balancing of responsibilities to management and employees places the Coordinators in the role of providing services which ultimately will benefit the Department.

Other responsibilities of the Affirmative Action Coordinators include:

- Work with management on the development of the office's affirmative action program.
- Assist the managers and supervisors to prepare recruitment plans.
- Assist office personnel to fill out the affirmative action forms related to goals and objectives, Career Opportunity Development Program (COD), Limited Examination and Appointment Program (LEAP) and Reasonable Accommodation.
- Meet with EEO staff and SPB representatives.

- Review and submit Selection Interviewer Reports (form OAS 69).
- Inform managers and supervisors of management personnel needing training on affirmative action.
- Counsel or refer to counseling employees seeking information about the department's discrimination complaint process, upward mobility or reasonable accommodation.
- Provide managers and supervisors with recruitment sources (community-based organizations, minorities, women and disabled professional associations, media contacts). These responsibilities are performed by Affirmative Action Co-

ordinators at various times but are not considered to be all inclusive as the responsibilities vary with the office and other job duties assigned by management. The Affirmative Action Coordinator's role has expanded in relation to the growth and emphasis placed on affirmative action by department management. Management and employees are encouraged to utilize the resources that your Affirmative Action Coordinator can provide. If there is additional information which the Affirmative Action Coordinator may not be able to provide, please feel free to contact the EEO Analyst for your office at 324-7108 (ATSS 454-7108).



AFFIRMATIVE ACTION COORDINATORS

Office	Coordinator	Phone #
Equal Employment Opportunity Officer	O. J. Findleton	324-7108 TDD 324-0940
Executive Office	Dennis Jackson	324-7108 TDD 324-0940
Office of Administrative Hearings	Judy Clavere	323-0630
Office of Administrative Services	Jan Dietz	445-3487
Office of Buildings and Grounds	Richard Lessa	445-2511
Office of the California State Police	Maria Lopez	445-1150
Office of Energy Assessments	Darene Ruff (Linda Jimenez)	323-8777
Office of Project Dev. Mgmt.	Barbara Rochlin	324-8868
Office of Fiscal Services	Barbara Brackin	324-1354
Office of Fleet Administration	Janel Hernandez	322-0254
Office of Ins. and Risk Mgmt.	Steve Soto	445-2162
Office of Legal Services	Debbie Hamilton	322-5923
Office of Local Assistance	Rosa Nishimura	445-3269
Office of Mgmt. Tech. & Planning	Anna Enos	322-3754
Office of Procurement	Elliot Loyd	445-1380
Office of Records Mgmt.	Conrad Lara	322-9493
Office of Small & Minority Business	Sally McSherry	322-7122
Office of Real Estate and Design Services	JoAnn Blandford	445-3556

(Continued on page 10)

Coordinators... (Continued from page 9)

Office of the State Architect	Laurie Duval	323-6259
Office of the State Printer	Cathie Neagle	322-1014
Office of Support Services	Lori Kagamoto-Nelson	739-2377
Office of Telecommunications	Gaylene Searles	445-2480
Affirmative Action Advisory Committee		
Chairperson	Aubrey Holloway	445-1150
Disabled Advisory Committee Chairperson	Garrett Gunther	739-2195
Women's Program Advisory Committee		
President	Shirley Oglethorpe	973-3731
Women's Program Officer	Georgia Lee	324-7108

322 or ATSS 492; 323 ATSS 473; 324 ATSS 454; 445 ATSS 485; 920 ATSS 430

Take Control of Your "In" Basket

Take a close look at your "in" basket. Does it sag in the center? Do co-workers accuse you of trying to hide behind it? Take heart! You can control that nemesis before it takes on a life of its own.

Getting Started

The first step in controlling your "in" basket is to have one, according to time management experts. Even if you don't have a designated "in"

basket, you need a spot reserved for incoming mail and interoffice communications. Make sure other people are aware of it, so that papers don't land all over your desk.

Next, deal with incoming mail on a regular basis. Of course, "regular" is not the same for everyone. Some people deal with incoming papers several times in one day. Those working "in the field," who only come into the office on pay days, get to their "in" baskets only then.



Courtesy of **Employee News**, Kentucky Utilities Company/Old Dominion Power Company, Lexington, Kentucky. Martha Baker, Editor.

Divide and Conquer

Now for the crucial step—deciding what to do with those papers. Stephanie Winston, author of *The Organized Executive*, recommends the TRAF System.

"T" stands for toss. Throw out anything you can do without. Most of us keep far more papers than we really need.

"R" is for refer. Many times the information you receive is best passed on to other people for them to deal with.

"A" stands for act. This often means corresponding with someone. People tend to put off correspondence because writing letters is time consuming. But many times handwritten notes will do.

Whenever action is needed, do it right away. Make it a habit to handle a piece of paper only once. If you can't break the paper-shuffling habit, try putting a red dot on the paper every time you handle it. Set a goal of never allowing a single piece of paper to accumulate more than three dots before you act on it.

"F" is for file. If you need to keep it, put it where you can find it. Ask yourself, "What is the nature of this information? Can I put it into a category?" Then do it. Color coordinate your files to make retrieval easier; and set up a miscellaneous file, as well. Place all the material you can't immediately decide on into this file. Review the file and ruthlessly eliminate its contents from time to time.

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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OSA HOLDS UNIQUE CONTEST

by Laurie Duval

Question: What is red, blue, green, orange, yellow, flowered, striped, metallic lamé, and has bubblegum, oatmeal, peanut butter, jelly, bread, Cherrios, egg, salami, mustard, syrup, barbeque sauce, ketchup, toothpaste, birdseed, other bird stuff, a burning candle, and vitamins and minerals on it?

Answer: Five of the grossest ties in Sacramento.

You are probably asking yourself "What kind of joke is this?" It's no joke; it's the GROSS TIE CONTEST.

Now who, what, where, and why would anyone hold a Gross Tie contest? According to Michael Chambers, Associate Architect and contest founder, the idea was inspired by co-worker Cliff Roberts' collection of crazy neckties. Well, the idea of a contest for pure fun and creative enjoyment caught on and, thus, the OSA Gross Tie Contest was born in 1985.

In October of 1986, OSA held its second annual contest with approximately 20 participants. Winners were selected in five different categories -Overall Gross Tie, Gross Texture, Gross Color, Gross Pattern, and the Founder's Award for the gross tie befitting the legacy of Cliff Roberts collection.

The winners were:

John Kaschak for Overall Gross Tie. John's perfectly gross tie was deemed

"hazardous waste" because of the volume of unmentionable additives he microwaved onto his tie.

Eugene Mondro for Gross Texture tie. Eugene's bright electric green metallic lamé bowtie was truly a visual and tactile wonder.

Earl "Maddog" Greenfield for Gross Color tie. Earl's shocking red, blue and gold shiny polyester tie in contrast with his black Harley Davidson T-shirt created a very colorful effect.

Susan Rodgers for Gross Pattern tie. Susan's sense of style is keen. Her red, orange, yellow, green, and blue striped and flowered tie combined with her purple paisley dress created a pattern of "dizzying" proportion.

Dave Brown won the Founder's Award for his quite original necktie; i.e., lacquered vitamins and minerals with a touch of melted candle wax and other unimaginable additives.

The panel of three judges awarded John an avant-garde framed necktie said to be from the roots of the "International Style." A tie reported to have been worn by the famous architect Gerrit Thomas Rietveld. Dave was awarded a framed necktie donated by Cliff Roberts from his vast collection of unusual neckties. The other winners were given plaques of recognition.

Needless to say, a good time was had by all and everyone is looking forward to 1987's contest later this year!

IS YOUR IRA GOING, GOING, GONE?

For some of us that Individual Retirement Account (IRA) will no longer be an alternative retirement supplement. Beginning with Tax Year 1987, IRA contributions cannot be made by active participants nor their spouses in an employer sponsored retirement plan, such as the P.E.R.S., if their income is above a certain level. The adjusted gross income "cut off" point is \$50,000 on joint returns or \$35,000 on single returns. If the adjusted gross income falls between \$40,000 to \$50,000 on joint returns, or \$25,000 to \$35,000 on single returns, the IRA deductible amount is reduced accordingly.

However, individuals no longer eligible for an IRA may make a non-deductible IRA contribution of up to \$2,000. Future earnings on this account will be tax deferred.

This may be an excellent time to contact your tax advisor or take another look at the State of California Deferred Compensation Plan (DCP). The DCP currently allows permanent State employees to *defer* up to \$7500 per year, or 25% of their gross pay, whichever is less. The result of *deferring* is that you pay less State and Federal tax now and, therefore invest more. Dividends and/or interest grow in a tax sheltered environment, so you will be paid more later, when you receive these funds.

For further information about this excellent employee benefit, call the DCP office on (916) 322-5070 or ATSS 492-5070 or write the Deferred Compensation Office, 1130 K Street, Suite 150, Sacramento, California 95814.

NEW COMMERCIAL CAR PAMPHLET AVAILABLE AT OSA

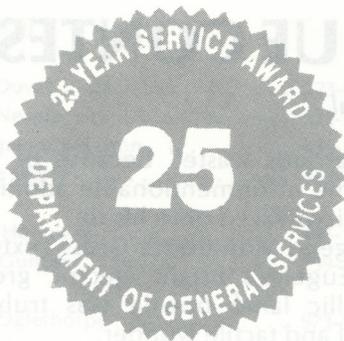
Office of Fleet Administration recently published a new pamphlet entitled "Commercial Car Rentals." This pamphlet was designed to help traveling state employees or anyone making rental car arrangements.

It is organized alphabetically by city; listing the recommended vendor, location, price, and hours of operation. Over 100 cities are listed. For more information call 445-7526.



OSA GROSS TIE CONTEST: Winners kneeling from left to right: Earl Greenfield - Gross Color Tie; Susan Rodgers - Gross Pattern Tie; John Kaschak - Overall Gross Tie; Dave Brown - Founder's Award. Not pictured is Eugene Mondro - Gross Texture Tie.

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.

JANUARY

- William H. Kirkgaard Office of State Architect
- John A. Willd Office of Administrative Hearings
- Mabel Turner Building and Grounds

FEBRUARY

- Bernice Leong Ng Office of Management Technology & Planning
- Richard L. Traversi Office of Real Estate & Design Services
- Robert R. Chan California State Police



RETIREMENTS

OCTOBER

- Pui K. Lee Building and Grounds

NOVEMBER

- Anna Garrison Building and Grounds

DECEMBER

- Walter J. Nanagan State Police
- David M. Noguchi Office of State Architect
- Lenora M. Livingston Office of Management Technology & Planning
- Agatha L. Singer Office of Support Services
- Kenneth S. Felton Office of State Architect
- Maximo G. Villamor State Police



EDNA F. WOO (r), Office Secretary, Office of Buildings & Grounds, Oakland, is congratulated by Curtis L. Guinn, Building Manager III. She received the 1986 award for Employee of the Year.

OSA, DAVID NOGUCHI RETIRES AFTER 47 YEARS

When David M. Noguchi, Supervising Structural Engineer, OSA retired on December 30, 1986, he ended a state career that spanned six decades. 150 friends, co-workers and family members attended a retirement dinner held in his honor at the Club Pheasant in West Sacramento on December 11, 1986. At the dinner Michael Bocchicchio, State Architect, presented Mr. Noguchi with a letter from the Governor, a Proclamation by the Secretary of State, and a certificate and letter from W.J. Anthony, DGS Director. Senator Leroy Greene presented him with a Proclamation by the State Senate. Other presentations included: a Key to the City, presented by Tom Chinn, Vice Mayor and City Council Member; a Structural Safety Section Cup, presented by Jack Meehan, Chief Structural Engineer; and a retirement gift presented by Henry Reyes, Senior Structural Engineer.

During his 47-year career Mr. Noguchi spent 32 years with the Department of General Services. While working in the Structural Safety Section approximately \$10.5 billion dollars in school construction and \$3.8 billion in hospital construction was completed. Mr. Noguchi was a major force in the accomplishment of this work.

Retirement plans include: Working on his home computer which he put together himself, fishing, traveling, singing in church choir and spending more time with his grandchildren.

Married for 44, years, he and his wife, Yvonne, have one son, Phillip who is married and has two children.



Jack Meehan (l) congratulates David Noguchi on his retirement after 47 years of service.



Lenora Livingston, OMT.

Leon Johnson, OB&G, Celebrates 25 Years of Service

Leon Johnson has been employed with the Office of Buildings and Grounds since 1960. Currently employed in the Oakland State Building as a Building Maintenance Worker, his duties include responsibilities in virtually all of the building trades. Leon has been involved in many projects which have proven to be beneficial to the Department such as: the Lighting Shutdown System, several small remodeling projects, boiler repair, and countless others.

Those who have known Leon during his 25 years of service can attest to his excellent working relationship with co-workers and tenants.

His participation as a "team player" has made him a valuable asset to the Department of General Services and the State of California as a whole.



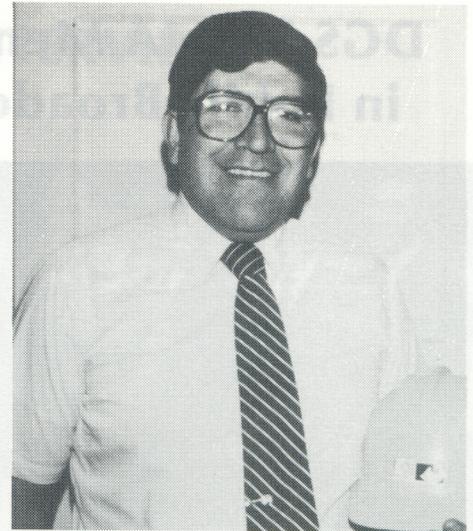
Leon Johnson (l), is congratulated by Curtis Guinn on the receipt of his 25-year award.

OMTP EMPLOYEE RETIRES AFTER 28 YEARS

The Mandarin Cuisine Restaurant was the location of Lenora M. Livingston's retirement luncheon on December 30, 1986. After 28 years of state service, Lenora, a Key Data Entry Operator, in the Office of Management Technology and Planning decided to pursue her other interests in life. Her retirement plans include traveling, gourmet cooking, embroidery and spending time with her six grandchildren.

An employee of the Department of General Services for the past 21 years Lenora has always maintained or exceeded 100% productivity standards.

Married for 38 years, she and her husband Charlie have 3 children and are active members of the Carmichael Bible Church.



Victor Robles

OSA Employee Travels to El Salvador In Earthquake's Aftermath

by Laurie Duval

All of us have heard about the San Salvador earthquake but probably do not know much more about it beyond the accounts in the newspapers or on television. As you recall, San Salvador, the capital of El Salvador suffered a severe earthquake on October 10, 1986. Loss of life was heavy, and property damages were estimated to be in the hundreds of millions of dollars. All essential services were either cut completely or curtailed sharply, with water, electricity, and medical facilities among the most affected. As many as 50,000 people in the poorer areas were forced to sleep in the streets because their homes were destroyed or rendered uninhabitable. In the wake of this disaster, many people involved with international organizations came to the assistance of the Government of El Salvador and its people.

Victor Robles, Senior Structural Engineer with the Office of the State Architect's L.A. Structural Safety Section, is one of those many individuals who provided assistance. He has an extensive background in struc-

tural engineering, and is currently Chairperson of the Emergency Disaster Committee, Southern California Chapter of the Structural Engineers Association. It was through this committee that Victor first became involved in earthquake damage surveys/assessments, in Coalinga in 1983 and Mexico City in 1985.

On behalf of the State of California and OSA, Victor was asked to be a participant in the Earthquake Damage Assessment Team of the Agency for International Development (AID). Because of his expertise in structural engineering and earthquake damage, his fluency in the local language, and his knowledge of local customs Victor was especially helpful.

The purpose of his trip was to provide a preliminary engineering

(Continued on page 15)



San Salvador, El Salvador 11/4/86, three weeks after the earthquake.

DGS BOMA Members Participate in Public Broadcast Fund Raiser



Pictured left to right — Phil Salamy, Office of Real Estate and Design Services (OREDS), Ron Duvall, Office of Buildings and Grounds (OB&G), Roy Gilkey, Office of Buildings and Grounds (OB&G), Karen Wilson, TV Hostess, Gary Ravel, President, Sacramento BOMA, Bill Slayton, TV Host, Rosamond Bolden, Office of Buildings and Grounds (OB&G), Buck Buchanan, Office of Buildings and Grounds (OB&G), Paul Savona, Office of Real Estate and Design Services (OREDS), Everett Whiteside, Office of Buildings and Grounds (OB&G), Richard Lee, Office of Buildings and Grounds (OB&G)*

*won cup for taking \$1,000 donation

On December 3, 1986, eight Department of General Services employees who are members of the Building Owners and Managers Association, Sacramento Chapter, participated in a fund raising activity for Public Broadcasting Station KVIE-TV Channel 6 in Sacramento.

In total, 25 BOMA members answered telephones and solicited contributions from 6:00 p.m. to 11:15 p.m. while on the air. Their efforts resulted in 244 persons pledging in excess of \$17,400 to the publicly funded station. Richard Lee of OB&G, was awarded a special cup for having solicited a \$1,000 pledge, which proved to be the largest single pledge of the night.

BOMA International is a federation of associations and independent members in the U.S., Canada and around the world.

Founded in 1907 to enable building owners and managers to meet, share ideas, and advance the quality and influence of their industry, BOMA International represents professionals with a wide range of expertise — those who own and manage com-

mercial properties, others who plan, develop, market, and lease office buildings, and major companies that provide the latest products, equipment, and service to office buildings.

The importance of BOMA to governmental property management operations was recently pointed out by the Little Hoover Commission which recommended DGS participation in operation and training programs offered by them.

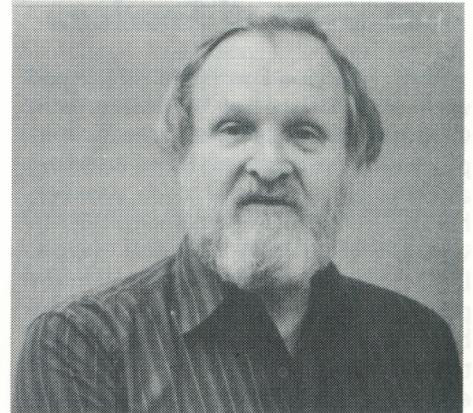
Rosamond Bolden, Chief, Office of Buildings and Grounds, did not have to be told by the Commission. For several years, she has been active at the International level serving as a member of the *Government Building Committee*. Rosamond became so convinced that BOMA provided a sound basis for building management and training development, that she pioneered the founding of the Sacramento Chapter, serving as its first president. Other DGS employees active in the leadership of the Chapter are Bill Dill and Bob Hawkins of OB&G serving as Directors, and Paul Savona, Director and member of the International Leasing Committee.

Departmental Training Officer Completes Twenty-Five Years of Service

A recognized expert in the area of training and employee development, Thor Barrows recently completed twenty-five years of State service. W.J. Anthony, Director, presented Thor with his certificate and pin, congratulating him for his outstanding service to the Department.

A Department of General Services (DGS) employee for the past thirteen years, Thor has been the departmental Training Officer since his arrival.

As a highly respected trainer, Thor is often called upon by his peers in other departments for advice and consultation. He has developed and implemented programs that now are utilized statewide.



Thor Barrows, Departmental Training Officer

Apprentice Training...

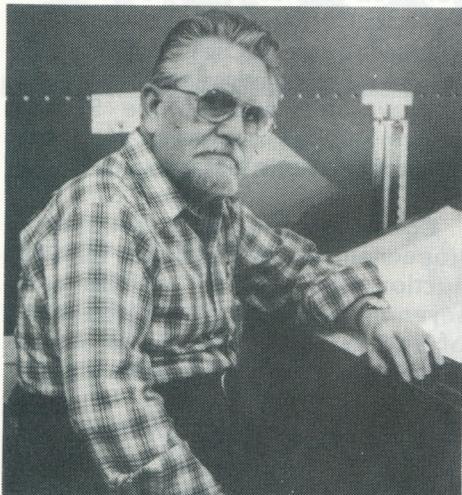
(Continued from page 2)

program, OB&G has promoted 29 employees into trades and crafts classes through apprenticeship agreements. Currently, 15 employees are in apprenticeship agreements, eight of whom are women. The Office of Buildings and Grounds anticipates their graduation in January 1989 (Stationary Engineer Apprentice, January 1990). Thereafter, OB&G will begin new recruitment efforts for the program. Interested employees are encouraged to pursue the apprentice test once it has been announced, as it is an excellent proven avenue into the trades and crafts fields.

For more information call Buch Buchanan at 324-2607.

AN OUT OF THIS WORLD INTERVIEW

by Kathleen E. Davenport



Judson A. Gardner

“Planet Earth to Galaxy Nine! Planet Earth to Galaxy Nine!” Every now and then an *Outlook* reporter is apt to get a little inside “info” on a talented DGS employee. So is the case with **Judson A. Gardner**. By day he is a Machine Operator II at the Office of Support Services and by night he is an undiscovered art illustrator.

Jud, as most people call him, has been working for the Department of General Services since 1968. His present job duties include the stripping of negatives along with the operation of a process camera. During the following interview, I found Jud to be a quiet, uniquely gifted man with an enormous imagination and the ability to put his ideas on paper.

Kathy: Are you writing a book?

Jud: Not really. I write captions to go along with a series of feature illustrations to be published in a magazine still to be found. A book? Yes. Let us cling warmly to that thought, shall we?

Kathy: So, tell us a little about the type of illustrations that you do.

Jud: I have chosen the subject of extraterrestrial beings for this particular series that I am working on. I have tried to use a process that would make my work easy to reproduce, thus, more marketable. The only way for an outsider to get into the art field is to have work that captures a prospective publisher's immediate attention.

Kathy: How long have you been working on this particular idea?

Jud: For six years, off and on.

Kathy: How long did it take you to do the illustration that is on the cover of the January/February issue of *Outlook*?

Jud: It was an off and on process of about six weeks.

Kathy: What inspires you?

Jud: Just my own imagination. Well, actually, subliminal electronic emanations from Rigel and Aldebaran, muted by great distance, which I receive through my dental work. Of course, I am prepared to admit that these messages may be imaginary... Nah!

Kathy: Are you a science fiction fan?

Jud: Yes, since I was quite young. “Planet Comics” and others like that. Then “Astounding” and the pulps.

Kathy: So, you have had these ideas long before anyone ever heard of “Star Trek” or “Star Wars”?

Jud: Yes, but I have to admit that the growing popularity of science fiction over the years has had a lot to do with my choice of this particular subject.

Kathy: Do you do any other kind of illustrations?

Jud: Yes, I have done some wild-life illustrations as well as water color renderings of different objects.

Kathy: Have you ever had anything published?

Jud: Not until “*Outlook*.” The original idea was to have a complete work in order to have something for presentation to a publisher. You can't go to a publisher with only a rough idea. You must be prepared to show a “comp” ready for publishing and/or a “mechanical” ready for the camera and press.

Kathy: So, what you are saying is, “A picture is worth a thousand words.”

Jud: Exactly!

Kathy: Do you have a specific place or places to submit your illustrations?

Jud: Well, I'd like to try *Omni Magazine*, but they appear to be too well supplied already.

Kathy: You never know unless you try. Do you have anything you would like the *Outlook* readers to know?

Jud: Are there any other DGS employees or friends of DGS employees who are into representative art? If so, it would be nice to exchange ideas. I would like to know that I am not alone.

Kathy: Ladies and Gentlemen, please fasten your seatbelts, as we are about to come in for a landing! Any human beings or extraterrestrials (especially) may contact Jud at Support Services, 3301 “S” Street, Sacramento, CA 95816. Move over George Lucas, here comes Jud.

El Salvador...

(Continued from page 13)

assessment of the extent of earthquake damage, assist the U.S. and El Salvador Governments in determining interim responses to identified needs, and make recommendations for follow-up surveys and studies to formulate a long-range reconstruction strategy.

Victor's two week stay resulted in the submission of a report to AID relating his structural observations and recommendations. Recently, he reported that El Salvador is contracting with a U.S. university to help educate people to implement some of his recommendations.

During his trip, Victor said he observed many people living in tents and in the street. However, they were doing quite well under the circumstances and all the people he came in contact with were very friendly. He was also impressed by the collective efforts of the many individuals and organizations who were there to help.

OSA Structural Engineers do not travel to places like El Salvador everyday; however, through their daily work they assure earthquake and structural safety of public schools, hospitals, multi-story skilled nursing homes or intermediate care facilities, and all State-owned facilities designed by the Office of the State Architect.

Back in the Saddle Again

by Christy Carpenter-Garcia



Officer Roy Sterling and his mount, Oly.

It has been over a century ago that the California Rangers patrolled our great state on horseback and once again California State Police is back in the saddle.

Officer Roy Sterling and his mount "Oly" began patrolling Capitol Park on July 2, 1986 after Police Chief Joe Sandoval approved the pilot program.

Capitol Park, two blocks wide and five blocks long, is frequented by thousands of tourists and residents every year, especially during the summer.

Because a mounted patrol improves the speed and mobility in covering the 10 square-block area around the Capitol, the amount of law enforcement services that Officer Sterling and "Oly" have provided has been greater than what was expected. "Oly" is my eyes and ears," said Officer Sterling. "He often notices things long before I do."

Requests have been made to increase the area covered by the mounted patrol and the response from the public as well as state employees has been overwhelming.

Patrolling the park is no easy duty.

"Oly" and Officer Sterling have trained long and hard. Officer Sterling is one of only seven police officers in the nation to attend the academy for mounted patrols run by the Department of the Interior in San Francisco.

The Department has received a tremendous number of supporting phone calls and the letters just keep coming in...

Evelyn Goldberg, a State Capitol Volunteer wrote. . . "I've had many comments from visitors who feel that it affords a secure feeling of safety."

Freda Radich, an Information Officer, wrote... "Thanks for the added security and the beauty of the horse in our park."

Meredith Akorstein of Los Angeles stated... "I was delighted to see a policeman mounted on horseback in the park... I know that it can be cost effective and a respected means of law enforcement as well as good public relations."

Joan M. Hall, Senate Committee on Insurance, Claims and Corporations, wrote. . . "I'd like to express my appreciation for the addition of a mounted patrol officer...I feel more comfortable walking the three blocks from my parking lot through Capitol Park to my office."

Deborah S. Alanis', a resident of the downtown area, wrote. . . "I've enjoyed seeing Officer Sterling and his well mannered, well trained, trusty steed 'Oly'...I believe this program is well worth the time and effort and encourage you to continue with it.

Jim Holverstoth who works in the area wrote. . . "I think it is an excellent idea to have horse-mounted patrols in Capitol Park for several reasons, 1) High Visibility (crime deterrence), 2) Image (more 'classy' than a foot, bicycle or auto patrol), and 3) Keeping with the Capitol's history,...The dozen or so co-workers I polled today... were also in support thereof."

These are just a few of many such comments that have been received since the inception of the mounted unit in Capitol Park.

Thanks to all of those who have phoned or written California State Police with their support.

CONNIE SHIREY FLEET BACK-UP AUCTIONEER

by Beth Townsend

The Office of Fleet Administration conducts surplus vehicle auctions in Sacramento and uses a retired employee as the auctioneer. On one fateful day, our retired employee was not available and Connie Shirey, Office Services Supervisor II of the Sacramento State Garage said, "I can do it."

Connie is now the back-up auctioneer and at our December 13, 1986 auction, she sold 93 vehicles and seven miscellaneous items for a total of \$100,953. This amount represents excellent recovery for surplus equipment.

We do not want the machine gun type of calling and Connie, in our opinion, does a professional job. She is methodical and calls out the bids so that all participants know the bid amount. This is an excellent example of a woman in a non-traditional role. Well done, Colonel Connie!

DGS HEROS AT LARGE

by Kathleen E. Davenport

Is it a bird? No. Is it a plane? No way. Well, what is it then? It's just super guys Bill Curtis, Senior Machine Operator and Don Emerson, Supervisor who noticed that the roof of Joe and Gloria Duarte's house was on fire. The Duarte's house is across the street from the Office of Support Services.

According to the Duartes in a letter addressed to Chief Brent Korff, Office of Support Services, "At approximately 5:45 a.m. on November 29, 1986, your two employees noticed that our house roof was on fire. They watered the roof, called the Fire Department, calmly woke us and advised us to go outside because there was a fire. We get scared when we stop and think what could have happened if Mr. Emerson or Mr. Curtis wouldn't have gotten involved. We may not be here to write this letter."

"I don't think we did anything special," said Don Emerson. "We saw a fire and we tried to help. I don't think it was anything that anyone else wouldn't have done given the same circumstances."