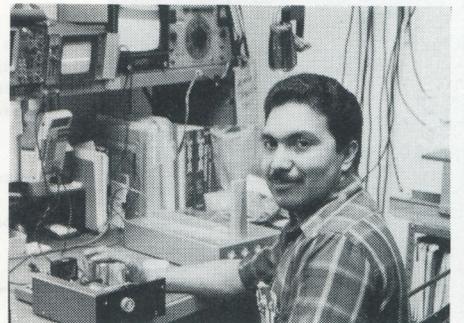
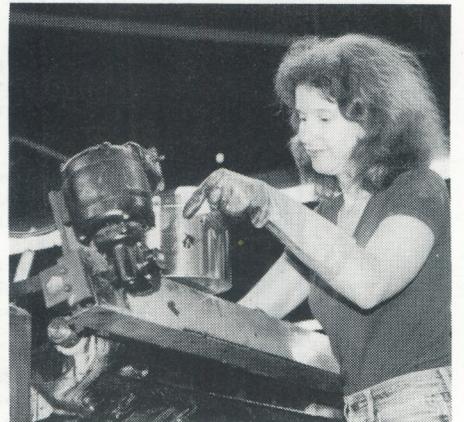


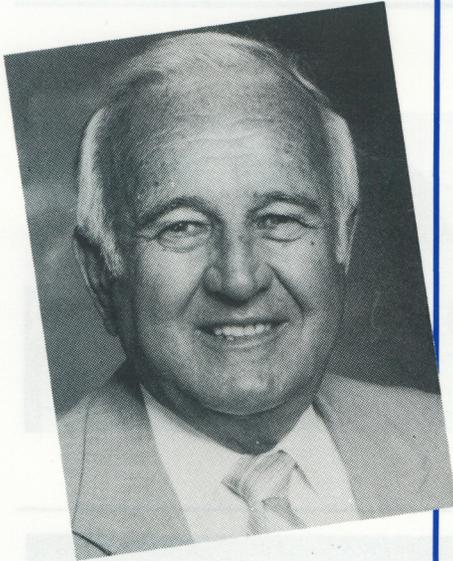
“Public service is one of our nation’s highest and most demanding callings... these individuals truly reflect the finest traditions of public service.”



WHAT'S INSIDE —

“Excellence in Public Service” Proclamation	Page 2
Women of the Year Recognition Awards	Page 6
OB&G Initiates Training for New Building Managers	Page 11

Director's Message



June marks the Tenth Annual Governor's Employee Safety Award Program, a time each year when our attention is drawn to individual achievements in employee safety. We are always impressed with the initiative and commitment displayed by the honorees.

The ceremony is coordinated by the Office of Insurance and Risk Management as part of our Department's critical role in providing safer working environments for State employees. Among our activities, the DGS has created several interagency and departmental committees to keep up with current issues facing workplace safety in the areas of hazardous materials, asbestos, and indoor air quality.

As safety awareness increases so too does the popularity of numerous safety training and services we provide to State agencies. Each year 3000 employees receive First Aid and CPR Training, 20,000 employees receive defensive driver training, and 35 safety officers complete the three-week basic safety training. Within our own department, the Safety Program is also involved in providing respirator fit testing, smoking cessation and consultations, development of safety training programs, and safety engineering services. These programs, with the support of employees and their supervisors, help to make DGS a safe place to work.

WATER CONSERVATION — ARE YOU DOING YOUR PART?
DGS is committed to a disciplined water management program and we ask that you examine ways you use water in your personal lives and help us all conserve our precious supply.



STATE OF CALIFORNIA

DEPARTMENT OF GENERAL SERVICES

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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California State Police's First Female Captain

On March 19, 1990, Ana Margarita Facio was appointed to the position of Captain in the Bureau of Administration, Office of the California State Police (CSP). Captain Facio is the first woman to hold this position since the CSP was established in 1887.

Ana has a varied law enforcement background. She began her career in State service as a DMV Special Investigator in the Bay area, then promoted to Senior Special Investigator assigned to staff projects and internal affairs investigations. She worked for the Department of Consumer Affairs (DCA), Division of Investigation, as the Supervising Special

Investigator in the Special Investigations Unit (Internal Affairs), and the Sacramento field office. Ana has been a reserve Sheriff's Deputy with the Sacramento County Sheriff's Department.

Ana's hobbies are travel, foreign films, horseback riding, jogging, sailing, and skiing. She is also a certified scuba diver.

The CSP looks forward to utilizing Ana's expertise in the area of law enforcement and her proven leadership skills. She will be a definite asset to the CSP as well as a positive image for all women. GS

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA



A PROCLAMATION

by the Governor of the State of California

WHEREAS, employees of federal, state, and local government and educational institutions have long been noted for their professionalism, commitment to excellence and high standards of service and achievement; and

WHEREAS, acting in their many diverse capacities, public employees make significant contributions to the growth and prosperity of our society and the continued progress of our economy; and

WHEREAS, always recognized for their responsiveness and dedication to meeting the needs of the public, these individuals truly reflect the finest traditions of public service and their efforts are fundamental to ensuring that the cherished ideals of our democratic society will remain strong and vibrant; and

WHEREAS, public service is one of our nation's highest and most demanding callings, requiring a devotion and strong work ethic which provides talented and committed individuals with an opportunity for a satisfying, enjoyable professional career; and

WHEREAS, in a recent report prepared by the National Commission on the Public Service entitled, "Leadership for America; Rebuilding the Public Service," it was suggested that there is a growing need for a strong public service system based on leadership, talent and performance; and

WHEREAS, a National Campaign for Public Service has been initiated by the American Society for Public Administration and the Public Employees' Roundtable to help all citizens better realize the rewards and fulfillment which come from a career in public service; and

WHEREAS, the activities sponsored during this campaign will culminate with a "Celebration of Excellence in the Public Service" in May 1990 to help foster a more positive image of the public service;

NOW, THEREFORE, I, **GEORGE DEUKMEJIAN**, Governor of the State of California, do hereby proclaim May 7-13, 1990 as Public Service Recognition Week in California, and urge all citizens to participate in appropriate observances in honor of those individuals who have dedicated themselves to making our state and nation better place for all citizens.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 11th day of April 1990.

George Deukmejian
Governor of California

ATTEST:
Marsh Jong Eu
Secretary of State



OFFICE OF LEGAL SERVICES



Prior to the inception of the Department of General Services (DGS) in 1964, the Office of Legal Services (OLS) was originally known as the Administrative Advisor's Office and was located in the Department of Finance. Government Code Section 14610 authorized the newly formed Department of General Services to employ house counsel to "advise the director, officers, employees, boards, commissions, and offices of the department concerning legal affairs of the department."

During the past 26 years, the OLS has had only three chief counsels, Louis J. Heinzer, Emil J. Relat and Charles O. Thrasher, all of whom originally worked in the office when it was part of Finance. Current staff consists of the Chief Counsel, two Assistant Chiefs, nine staff attorneys, an AGPA, a Legal Support Supervisor and six secretaries.

A small but vital office, the Office of Legal Services performs essentially two functions, one of which is to provide to the Department's officers and employees, the legal advice and assistance necessary to conduct departmental affairs. This involves providing oral and written advice on new and ongoing programs; the preparation and review of legal documents, including leases, contracts, deeds, and similar instruments; the representation of the Department

before various boards, commissions, and other forums; the provision of assistance to the Department's legislative program in the way of drafting and analyzing bills, etc.; and the advocacy of the Department's position in adversarial proceedings before various boards and commissions. In fiscal year 1988-89, the OLS provided 9700 hours of such advice to the various offices in DGS.

The second function of the OLS is to provide the staff review of contracts and other documents of state agencies submitted to the DGS for approval, as required by law. The main thrust of the review is to assure that these matters are consistent with law, policy, and good business judgment. During the busy summer months, the volume of work in the OLS doubles as agencies struggle to get contracts into effect for the new fiscal year. The OLS has been automated since 1986, which enables the tracking of all contracts or other documents received. During 1988-89, the OLS reviewed 9200 contracts for various state agencies and projects it will review 9700 for 1989-90. To assist agencies in preparing contracts, the OLS publishes "Guideposts on the Road to Contract Approval" and is currently updating a 3rd edition, which is expected to be out in the fall. GS

The American Way We Remember Them

Author Unknown

With the arrival of Memorial Day, it would be well to remember that in this day's observance we are celebrating death.

Of course days set aside to honor the dead are not new to humankind. For example, the Greeks performed Zoai rites at each new grave, the Romans honored their ancestors with a Parentalia festival, and most Oriental people took offerings of food to the graves of their ancestors on specified days.

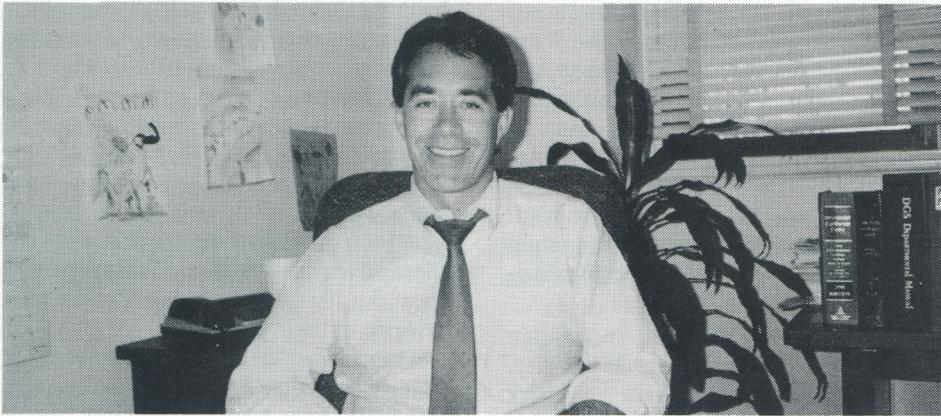
America's Memorial Day began in the aftermath of the Civil War. Families in the South spread flowers on the graves of Confederate and Union soldiers alike. But a day was not set aside officially until General John Logan, Commander in Chief of the Grand Army of the

Republic, issued an order that May 30, 1868 be "for the purpose of strewing with flowers or otherwise decorating the graves of comrades who died in defense of their country during the late rebellion and whose bodies lie in almost every city, village, or hamlet churchyard in the land."

Many state legislatures and finally the U.S. Congress enacted Memorial Day (originally called Decoration Day) into law.

Let us remember that we do more than celebrate death, for mortals die easily. We honor all the men and women who showed in the most tangible way possible their love and belief in America's democratic ideals and their willingness to die in defense of them. We honor those who died as well as those who lived and still live to carry on. GS

OSMB EMPLOYEE SPOTLIGHT



MEET BILL CADY

Office of Legal Services

Bill Cady is one of the attorneys on the staff of the Office of Legal Services. Many of you may know Bill through his work providing advice to several of the Department's offices.

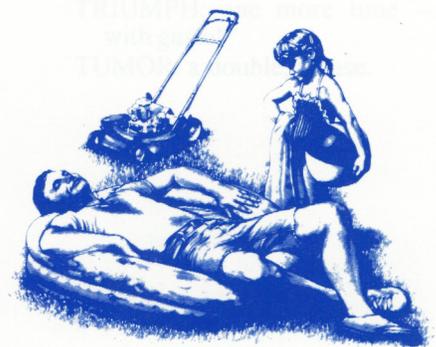
After graduating from UC Berkeley, Bill did not immediately go to law school, but continued working for the U.S. Forest Service where he had worked during summers in college. His last job with the forest service was as a smoke-jumper in Redding, parachuting out of planes to put out forest fires. A continued interest in politics, history and government led Bill to decide to join the "family business" by becoming a lawyer. (His father was an attorney in Susanville for 50 years and his brother is now a lawyer there.) Graduating from the University of the Pacific, McGeorge School of Law, Bill entered a private practice with a law firm in San Francisco and later worked for firms in Danville and Albany.

Bill joined state service because he believed that it would be a more rewarding practice — dealing with more interesting issues and, hopefully, accomplishing more. He has certainly dealt with many interesting areas since he joined DGS in 1987, as some of Bill's responsibilities include providing legal advice to the Department of Finance and several DGS offices, including: State Police, Support Services, Administrative Services, Administrative Hearings, and Office of Management Technology and Planning. Bill also represents the Department at various administrative hearings. Many of these are arbitration matters between the Office of the State Architect and a contractor alleging claims against the State.

In addition to providing advice to our offices, Bill reviews contractual agreements for the department's of Transportation, Developmental Services, Military, Statewide Planning & Development, Savings and Loan, and Fair Employment and Housing, the Business, Transportation & Housing Agency, and the Teale Data Center. One of Bill's more interesting contract assignments is the review of Caltrans' architecture and engineering agreements. These contracts were recently the subject of a decision by a local Superior Court Judge. Several Caltrans' earthquake-related contracts are also reviewed by Bill. He also drafts and administers the Invitation for Bids for the State's master security guard agreement, which provides security guards for various agencies throughout the State, for two years, beginning July 1.

Outside the office, Bill's interests include snow skiing. In fact, he spent a week skiing in Canada last February. (He claims he is still recovering, at work and otherwise, from that trip!) He enjoys other outdoor activities, spending time riding his mountain bike, or at a family lake cabin at the end of a six-mile dirt road near a wilderness area. He is planning his second trip to Mt. Shasta with some friends, and would like to ski down if conditions are right. He is passing on his love of skiing to his 5 year old daughter, Adrienne, who totally exhausted him on a recent visit to Sea World and the Wild Animal Park in San Diego. He expects she will start wearing him out skiing and hiking in another few years!

GS



Women of the Year Recognition Awards

The second annual Department of General Services' Women of the Year Recognition Awards and Luncheon was held March 23, 1990, at the Delta King restaurant. Nominations were made by employees of the Department, with final selections by the committee composed of members of the Women's Program Advisory Committee and the Women in Trades Task Force. The selection criteria were:

1. Giving personal time and knowledge to assist others in upward mobility, career counseling, or assisting others as a mentor.
2. Helping others through public service work, above and beyond the call of duty, or assisting others through advocacy.
3. Promoting communication between management and rank-and-file.

The following honorees were presented with engraved plaques by Director William J. Anthony and Chief Deputy Director Elizabeth Yost.



*Recipient in the
Administrative Classification:*

Johnnie Hayward
Building Manager
Office of Buildings and Grounds

While Johnnie Hayward was diligently working on the United California State Employees' Campaign, she saw an opportunity for a new challenge. She realized that thousands of school teachers in the Sacramento area possess the determination to teach and the desire to ensure that their students get a chance to compete in an increasingly complex and technical society, but they face such obstacles as youth gang activity, child abuse, teenage pregnancy, and drug abuse. Many of these problems are

brought on by the low self-esteem of the students. Johnnie decided to become involved in the community in order to address the root of the problem.

Johnnie is currently coordinating with several schools in the Del Paso Heights area to volunteer time to speak with students possessing low self-esteem in an attempt to help them feel better about themselves as well as encouraging them to make "staying in school" a serious priority in their lives.

This is just one of the many community activities Johnnie is involved in. Others include career counseling, mock interview training, and recruitment efforts for community activities and colleges.



*Recipient in the
Professional/Technical Classification:*

Gloria Abernethy
School Facilities Program Analyst I
Office of Local Assistance

Gloria Abernethy has a remarkable history of helping other women through public service work and advocacy.

She is currently an active member of three organizations that help women with professional and technical career development.

She is a long-time member and former president of the Sacramento Black Women's Network. Through editing the newsletter, conducting workshops, and coordinating a "hotline", she provides up-to-the-minute information on educational and career development opportunities for members and others in the community. She is an active member of the Birthing Project, established and funded by the Sacramento Black Women's Network. Volunteers act as "big sisters" to teenage mothers, pro-

(Continued on page 7)

Recognition Awards... (Continued)

viding counseling and helping the young mothers develop solid parenting skills.

Gloria is a board member, secretary, and public relations chair for the Northern California Council of Black Professional Engineers. Here she advocates career development for members and students through a scholarship program, a speaker's bureau, a mentor/role model program, and by editing the organization's newsletter.

Gloria is also an active member of the Coalition of Sacramento Women's Organizations. The focus of the Coalition is to assure female representation on various local government boards and commissions. Gloria provides coaching and endorsements with excellent results! Of the three women she has coached, one is now on the Planning Commission, and one is on the Construction Codes and Appeals Advisory Board.

In her regular job at the Office of Local Assistance, she shares with fellow employees the information she gathers through her involvement with these three organizations.

Gloria Abernethy truly demonstrates an extraordinary commitment to advancing women in their careers. This Woman of the Year Award is a well-deserved recognition.



Recipient in the Supervisory/Clerical Classification:

Bobbie Griffin
Janitor Supervisor II
Office of Buildings and Grounds

Since becoming a supervisor for a crew of 13 in 1983, Bobbie Griffin has spent time teaching members of her crew how to fill out the forms and paperwork assigned to a Janitor Supervisor and has taught them the principles of good supervision, resulting in seven people on her crew being promoted. She has given informal mock orals for those

going into the Janitor Supervisor position. Of the three women on her crew, two have been promoted. Bobbie has spent time assisting in upward mobility and allowed vacation time to be used for crew members to attend school. Bobbie is a person who really cares and gives of her own time to help others.

Bobbie is an active member of the Sojourner Truth Temple and has sponsored fund raisers to deliver food and gift packages to underprivileged families. In addition to once being a CSEA Job Steward, Bobbie worked many hours on organizing the annual Office of Buildings and Grounds Region I picnic. These picnics are instrumental in opening up communication between management and rank-and-file.



Recipient in the Non-Traditional Classification:

Beck Roller
Lead Automobile Mechanic
Office of Fleet Administration

Beck Roller began State Service on December 12, 1980 as a Mechanical Technical Occupational Trainee (MTOT) and is currently a Lead Automobile Mechanic. Beck became the first woman Automobile Mechanic and also the first woman Lead Automobile Mechanic.

Beck was a founder of Blue-Collar Women Advocating Rightful Employment. She has also been a member of the Women in Trades Task Force, a board member of Campaign for Family Partner Benefits, an EEO Counselor and a Job Steward.

Beck has made numerous presentations about her nontraditional job in State service at Career Fairs and to junior high students. In addition, Beck has extended her knowledge to others and taught many women how to repair their cars on her own time!

(Continued on page 8)

Daffynitions

Have some pun fun. Create your own daffy definitions. These are ours:

BACCARAT: put money on a rodent.

BENIGN: have a birthday.

BELIEVING: what good guests will do before it's too late.

DREADNOUGHT: be fearless.

DRILLMASTER: expert dentist.

EXPLAIN: it's desert now.

EYEDROPPER: embarrassed or shy person.

HANGOVER: what a seasick person does vis a vis the rail.

HUMBUG: a mosquito.

LOCOMOTIVE: a crazy reason to do something.

PARSNIP: good golfer will cut score.

POLITICS: parrot swallowed a watch.

SOLICIT: very legal.

TRIUMPH: one more time — with gusto!

TUMOR: a double, please.

Recognition Awards... (Continued)



Left to right: Chief Deputy Director Elizabeth Yost, Pearl Sugimoto, Daphne Roe, Gail Chew, and Director W.J. Anthony.

The following nominees received Honorable Mention Awards:

Administrative/Managerial:

Daphne Rhoe

**Telecommunications Systems Mgr. I
Office of Telecommunications**

Professional/Technical:

Gail Chew

**Telecommunications Systems Analyst II
Office of Telecommunications**

Supervisory/Clerical:

Pearl Sugimoto

**Executive Secretary
Executive Office**

The WPAC extends thanks to the many employees and managers who participated in this event. It was a huge success and a positive experience for us all. Congratulations to our winners! **GS**

New Enrollment Procedures to Better Meet Training Needs

The Training Unit encourages offices to send in approved Training Requests (Form GS 1090) even if the class desired is not scheduled in your location.

Managers, supervisors and employees **outside** of Sacramento please note: The Training Unit will schedule and conduct a training class **anywhere** there is a need for a class. You can express the "need" for a class by sending in approved Training Requests. The Training Unit will schedule the class when enough Training Requests are received to fill a

class. In other words, you don't have to wait for the Training Unit to schedule a class before sending in a Training Request!

Classes shown as "To Be Announced" on the Training Course Schedule are simply those classes that will be scheduled when enough Training Requests are received to fill a class. So, if you are interested in a "To Be Announced" class, send in an approved Training Request, even though no dates are shown. **GS**



KITTY RESCUE

On Friday, March 23, 1990, four people donated their time and efforts to saving seven kittens from probable death in the parking lot of the Office of Local Assistance at 621 "J" Street, Sacramento. Rick Tucker, Collette Rhoads, Bridget Fitzenry and Mike Fitzenry poked, prodded, dug and chased seven kittens for over 12 hours from their cave under the sidewalk ramp in the underground garage at 621 J Street. They were ably assisted by their mother,

known as Mother Kitty (not original, but descriptive).

Eventually, all kittens were rescued and given to good homes. It is certain that they could not have lived much longer in that traffic-laden area.

Collette and Bridget are State employees working for the Office of Local Assistance. They donated their time to this felinitarian effort. Kindness and care live on and a flower still blooms in the city. **GS**

Vistor From Malawi, Central Africa

On February 14, 1990, Rosamond Bolden, Chief of the Office of Buildings and Grounds, and Everett Whiteside, Regional Building Manager, met with Sidney Mainala of Malawi, Central Africa. Mr. Mainala has recently been appointed to the position of Chief Staff Development Officer, Ministry of Works (MOW), Republic of Malawi, Central Africa. The MOW is responsible for roads, water development and supply, buildings, and vehicle repair. The MOW is preparing to embark on a large capital program and Mr. Mainala's position was established to increase organization and staff capacity.

Norm Kelly of Development Management Associates (DMA) is providing advisory services to Mr. Mainala. Norm Kelly is a former Caltrans employee and is familiar with the operation and maintenance of State buildings. He recommended that Mr. Mainala meet with our staff during his one-month visit to the country to gain some insight on how we operate, particularly in the areas of staff development and training.

Malawi is an underdeveloped country that is approximately the same size as California. It is interested in information on modern management techniques such as team building, supervisory training, and the apprenticeship program. Mr. Mainala is very impressed with the way Buildings and Grounds handles the problems of client complaints. Rosamond discussed her method of resolving complaints, which is to establish and keep open communications with the client agency. She explained that by meeting with the client, problems can be discussed and resolved jointly.

Rosamond and Everett provided information on the trades apprenticeship program, training and development assignment guidelines, a copy of the preventative maintenance schedule, and a copy of the Office of Buildings and Grounds Policy and Procedures Manual. They also offered to continue to network with Mr. Mainala on an as-needed-basis.

GS



IN MEMORIAM

Donna Rae Taggart, Office Services Supervisor II with the Office of Real Estate and Design Services, passed away on March 24, 1990. Donna died during the delivery of her son, Kenneth Ray.

Donna began her state career in 1977 with PERS as an OA II and then went on

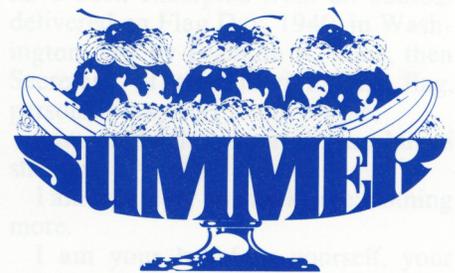
to work in the DGS Word Processing Center in OB #1 from 1978 to 1980. From there she transferred to the Department of Finance to work in the word processing center. In 1981 she returned to General Services, supervising the Word Processing Unit in the Office of Real Estate and Design Services. Her outstanding work in that capacity earned her the Department's Sustained Superior Accomplishment Award in 1984.

Donna was an effective supervisor who had the respect of the employees under her direction and of the OREDS management team. She always greeted people with a smile and was always ready to help with an "expedite" project.

Donna is survived by her husband, Don, her son, Kenneth Ray, her parents, in-laws, a sister and brother, and many aunts, uncles and cousins.

Donna will be remembered for her generous and thoughtful nature and is missed by her many friends and co-workers in General Services.

Her family requests that any remembrances be made to the KENNETH RAY TAGGART TRUST FUND, c/o Farmers & Merchant's Bank, 7272 Franklin Blvd., Sacramento, CA 95823. GS



COMMUTE MANAGEMENT

by Marianne Arenas, Office of Fleet Administration



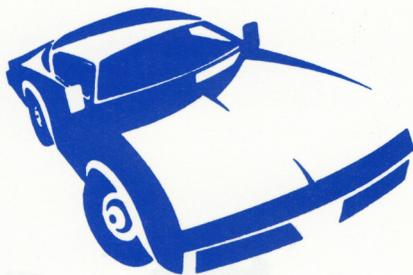
TELECOMMUTE SUCCESS STORY

Earl Howell, Mobile Equipment Superintendent, Office of Fleet Administration, recently had an opportunity to try out telecommuting. After injuring his back, he was concerned with getting the work done. With the support of Casey Randall, Chief of Fleet Administration, Earl was able to telecommute for two months. Earl has a very busy job, as he is the person in charge of approving all mobile equipment purchased for the State.

Even though March is the peak of Earl's workload, he was able to process one more purchase estimate per hour at home than he normally processes at the office. Usually Earl has to work overtime to get the job done, but he worked no overtime hours while telecommuting.

Earl's wife, Aillen, also works in downtown Sacramento and took Earl's work back and forth between office and home. Meanwhile the Acquisition Unit, which supported Earl's efforts, answered more phone calls and became much more knowledgeable about the program in the process! They found themselves researching answers to questions instead of automatically asking Earl.

Casey Randall was delighted that the work was done on time, with no additional staff to train. Earl is now considering telecommuting one day a week to beat the traffic, clean up the air, reduce stress, and eliminate overtime.



ARE YOU DOING YOUR PART?

Clear Air Week/Employee Challenge

Eighty DGS employees (8 teams) participated in 1990 Clean Air Week from April 30 — May 3. The major employers in Sacramento County were challenged to come to work by using alternative modes in May and June during our smoggy season. Offices that participated were the Office of Telecommunications (two teams — Roni Drayer and Janice Kuykendall, team coordinators); Office of Fiscal Services (two teams — Barbara Tremble and Patricia Henning, team coordinators); Office

of Buildings and Grounds (Richard Cookerly with Region III, team coordinator); Office of Real Estate and Design Services (Randy Nelson, team coordinator); and Office of Fleet Administration (two teams — Beth Sylliaasen and Marianne Arenas, team coordinators). All teams will get certificates from the American Lung Association for their efforts. Thanks for all your support and for helping to keep California moving with less smog!!

ORIENTATION SESSIONS FOR ALTERNATE WORK WEEKS AND TELECOMMUTING PROGRAMS

Four orientation sessions were held in April to inform managers and supervisors about alternate work weeks and telecommuting programs. Fifty managers and supervisors attended these sessions, which were presented by Dave Fleming, Office of Telecommunications, Bill Denny and Berge Ochikubo, Office of Administrative Services, and Marianne Arenas, Office of Fleet Administration. New departmental procedures for the 4/40 and the 9/80 work weeks were recently released by the Office of Administrative Services and were discussed in depth. If you have questions about these programs or the telecommuting program, please contact your supervisor.

Editor's Note:

The article in the April issue of the *Outlook* concerning "Creative Alternatives — Transportation Management" did not mention that Judy Putman, Associate Planner, Office of Project Development and Management, received an award from the Caltrans Rideshare Office for her outstanding efforts to improve transportation through the promotion of ridesharing. 65



Seated at table (l to r): Diana Teeter, Dave Cavender, John Johnson, Fred Engel, Rosalie Torres-Abramson, Sharion Jenkins, Al Guerrero, John Molitoris, John Stinger, Johnnie Hayward, Jo Keegan. Background (l to r): Frank Yates, Pete Williams, Buck Buchanan, Bill Dill and Rick Freeman.

OB&G Initiates Training For New Building Managers

In a continuing effort to train and develop staff to their fullest potential, the Office of Buildings and Grounds (OB&G) has initiated a year-long training effort for new Building Managers. This training incorporates the technical education necessary to manage a building, the administrative knowledge required to deal with government entities, and the human relations skills needed to manage a staff. It consists of two days a month every month for one year.

The criteria behind the training are OB&G's belief that to perform job duties at the highest level, Building Managers must be trained in all aspects of their positions. For consistency, they should receive comparable training in the same subjects.

The Chief of OB&G, Rosamond Bolden, opened the session by explaining how the Department of General Services was established and describing the unique service/control aspects of the Department, especially the OB&G. Her discussion focused on purpose, mission and place in the scheme of State government. Also addressed was the wide variety of activities that encompass a Building Manager's job. In an amusing analogy, Ms. Bolden compared a Building Manager with the captain of a ship. They are responsible for the internal and external workings of the vessel

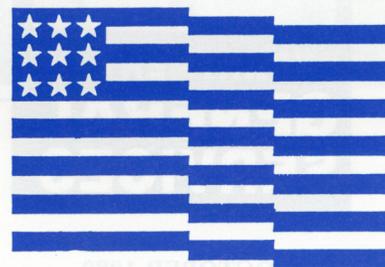
(building), for keeping the crew (staff) satisfied enough so that they won't mutiny, and for keeping the passengers (tenants) comfortable and happy.

Ms. Bolden went on to review the training to be provided in this series of classes, and pointed out that this was a pioneer effort. She also spoke of the excellent career opportunities for Building Managers in the OB&G, and briefly delineated some of the things that management looks for in people who want to promote in the Building Manager series.

The Assistant Chiefs in OB&G, Bill Dill and Ron Neal, in concert with Regional Managers, are responsible for the monthly curriculum and provide instructors for each topic. Employees responsible for different duties as part of their jobs will teach the processes and procedures for these activities.

The first training session was held March 28-29, 1990, in Sacramento. In addition to administrative subjects, technical training was provided on the janitorial program, staffing and cleaning standards. Buck Buchanan, Regional Manager in Sacramento, was the Instructor.

Feedback from the participants in the training was extremely positive. Everyone felt it was a worthwhile activity and were grateful for the opportunity. Even the trainers are looking forward to the next classroom session! **GS**



FLAG DAY — JUNE 14

EDITOR'S NOTE: The following words have been excerpted from an address delivered on Flag Day, 1940, in Washington, DC by Franklin K. Lane, then Secretary of the Interior. The flag, personified, speaks to the people:

I am not the flag; not at all. I am but its shadow.

I am whatever you make me; nothing more.

I am your belief in yourself, your dream of what a people may become.

I am song and fear, struggle and panic, and ennobling hope.

I am the day's work of the weakest man [and woman] and the largest dream of the most daring.

I am the Constitution and the courts, statutes and the statute-makers, soldier and dreadnought, drayman and street sweep, cook, counselor, and clerk.

I am the battle of yesterday and the mistake of tomorrow.

I am the mystery of the men [and women] who do without knowing why.

I am the clutch of an idea and the reasoned purpose of resolution.

I am no more than what you believe me to be and I am all that you believe I can be.

I am what you make me; nothing more. **GS**

**OCTOBER 1989**

Curtis Meissner
Office of Buildings and Grounds

NOVEMBER 1989

Gary Muenk
Office of the State Architect

DECEMBER 1989

John Russell
Office of Support Services

MAY 1990

Andrea J. Pickering
Office of State Printing

Judith A. Norris
Office of State Printing

Donald L. Caler
Office of Procurement

JUNE 1990

R. Kenneth Chilson
Office of Buildings and Grounds

Billy J. Bagwell
Office of Buildings and Grounds

John L. Adams
Office of Fleet Administration

40 YEAR AWARDS**FEBRUARY 1990**

Kenneth W. McClellan
Office of the State Architect

Lyle Smoot
State Allocation Board

Charles (Chuck) Young
Office of Buildings and Grounds

**Curtis Meissner**

Curtis started working for the State as a Janitor in the State Capitol Building on October 1, 1964. Curtis has worked his way up through the ranks from Janitor Supervisor I to Janitor Supervisor II, and then Building Maintenance Worker.

All of his State employment has been with the Office of Buildings & Grounds.

He remembers when working at the State Capitol Building he could stand on the fourth floor of the old building and look down at the fifth floor in the Capitol Annex building. The old Capitol Building is four floors high and the Annex is six floors high, but are about the same overall height.

The most notable achievement of his 25 years was leaving the janitorial field to work as a Building Maintenance Worker on various buildings and air conditioning units. On the milk-run assignment there are about 25 buildings between Nimbus Dam to the east and Bryte to the west to maintain for various agencies.

He plans to work until he has 35 years of State service, then he and his wife plan to travel part of the year and work at their hobbies (leather and making furniture) the remainder of the time. **GS**

Andrea J. Pickering

Andrea Pickering started working for the State at the Division of Highways in a three-month temporary position as a stenographer. Five years later she transferred to the Lieutenant Governor's Office where she worked for the Department of Commerce as a secretary to the Chief of Economic Development. Andrea then passed the Photocomposition Keyboard Examination and in August of 1971 was one of the "first" of eight operators to work at the Office of State Printing. Two years ago she accepted a Training and Development Assignment in the Encoding Section of the Composing Room.

Andrea's most memorable event occurred in November 1989 when she was selected "Employee of the Month".

Her most notable achievements are raising a son, and acquiring a Second Degree Black Belt in the Korean martial art of Tae Kwon Do.

Andrea's future plans include completing her education so she is now enrolled at Cal State University, Sacramento, in the Computer Science Certificate Program. She also hopes to spend more vacation time on Waikiki Beach.

About State service — "Working for the State is great. Besides the benefits, State service offers many opportunities for personal improvement and growth if you wish to take advantage of them. Since I have been in a Training and Development assignment I have been learning and working with the latest equipment in computer technology. This has been both fun and challenging so I plan on working for a few more years." **GS**

Gary Muenk

Gary Muenk received an award for 25 years of service with the State of California, including ten years with the Department of General Services, Office of the State Architect, Area II Construction, ten years with Caltrans, Bridges Department, and five years with the Department of Water Resources, Dams and Plants Design. **GS**

★ 40-YEAR AWARD ★

Kenneth W. McClellan, a native Sacramentan, began his state service career 40 years ago. He started as a Junior Clerk with the Department of Motor Vehicles in August 1949.

Throughout Ken's outstanding 40 years with the State, he has worked in 23 different offices and nine departments.

He was an Engineering Aid for the Department of Water Resources, a Survey Party Chief on the preliminary surveys for the State Water Project and a Budget Analyst with the Department of Finance for 15 years. He also served three state agencies as Chief of Administration and is presently the Chief of Special Programs with the Office of the State Architect, with responsibilities for Asbestos Abatement, PCB Removal and Underground Storage Tank Removal. He also acts as project manager for three intra-structure studies of three major state office buildings.

Ken has enjoyed a memorable and exciting career throughout his 40 years with the State.

He and his wife Barbara have been married since July 4, 1953. They have five children. Ken has been an active member of the First Baptist Church since 1931. In his leisure time, Ken enjoys photography, remodel work and gardening.

One of these days he looks forward to retiring and traveling with his lovely wife.



Charles (Chuck) Young

Charles Young began State service as an Office Building Engineer with the Office of Buildings & Grounds on February 1, 1965.

He was promoted to Engineer Supervisor on October 1, 1973.

Charles left General Services on November 1, 1977 to work for the California Energy Commission as an Energy Conservation Specialist. His work was doing energy surveys state-wide on most state buildings including hospitals, colleges, universities, local and federal buildings, wherever energy could be saved.

He returned to the Office of Buildings & Grounds on February 1, 1982 as a Stationary Engineer. A 25-year certificate and a gold tie tack were presented to him by Buck Buchanan, Regional Manager IV, and Ed Loader, Central Plant Operations Building Manager III.

Congratulations, Chuck.

GS

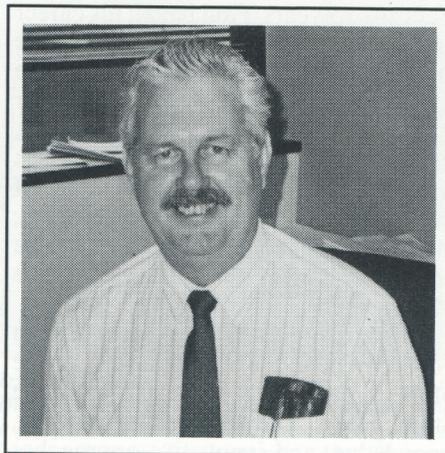
Lyle A. Smoot

An informal presentation was held on February 27 to provide Lyle A. Smoot with a certificate congratulating him for 25 years of State service. The observance took place during the Office of Local Assistance's regular management staff meeting.

Fred Gustin, Deputy Director, was on hand to present Lyle with his certificate.

Lyle is the Assistant Executive Officer of the State Allocation Board, and has held his present position since 1984. He began his State career as a Tax Auditor with the Franchise Tax Board. He also served four years as the Accounting and Fiscal Officer for the Office of Local Assistance, prior to his appointment as Assistant Executive Officer.

GS



RETIREMENTS

FEBRUARY 1990

Richard A. Moriarty, Office of Fleet Administration 23 years, 11 months
 Lewis E. Thomas, Office of Buildings and Grounds 20 years, 1 month

MARCH 1990

Dolph E. Springs, Telecommunications Division 6 years, 3 months
 Kenneth A. Angel, Office of Buildings and Grounds 7 years, 6 months

APRIL 1990

Baden Q. Wallace, Office of Buildings and Grounds 25 years, 4 months
 Thornton Barrows, Office of Administrative Services 28 years, 6 months

MAY 1990

Lloyd C. Fedorenko, Office of Buildings and Grounds 32 years, 7 months
 John A. Shelton, Office of the State Architect 33 years, 3 months
 Edward F. Loera, Office of Buildings and Grounds 5 years, 7 months
 Antonio D. Valdiconza, Office of Buildings and Grounds 18 years



Paul's retirement party was held at the Radisson Hotel. Left to right: daughter Paula, son-in-law Kip Gilbert, Paul, daughter Karen, and his wife Rose Marie (seated).

PAUL SAVONA RETIRES

Paul V. Savona, Chief of the Office of Real Estate and Design Services, is retiring after 32 years of State service. He has worked for the Department of General Services 17 years and for Caltrans 15 years. Paul began his career as a Junior Right of Way Agent for the Division of Highways. Ten years later he was appointed Deputy Director for Right of Way in Marysville. In 1973, Paul left Caltrans for General Services where he assumed the role of Chief of the State's Real Estate Services Division; in 1975, at the request of the Director, he became Chief of the Office of Space Management.

Paul is recognized by his peers, both in government and private industry, as one of the foremost real estate experts in the State. He is known for his integrity, knowledge, and innovative approaches in solving problems.

Paul was at the forefront in utilizing alternative financing for the development of state office buildings, particularly the Franchise Tax Board Building which was financed with Certificates of Participation, sold on the basis of the State's lease purchase of the facility. The original indebtedness was recently paid off by reissuance of new Certificates of Participation at a lower interest rate, realizing a savings of millions of dollars in future interest.

Paul is a Senior Member of the International Right of Way Association and served as International Director for two years. He is a founding director of the Sacramento chapter of the Building Owners and Managers Association (BOMA), and is currently its President. He acts as a member of the International Leasing & Market Conditions Section of BOMA.

We will miss Paul and wish him well!



"What's the bottom line: How much salary is left after all the deductions?"

Investment in Excellence Family Tapes Available

Investment in Excellence family tapes are now available for loan in Los Angeles and San Francisco.

Those of you who have attended the popular DGS Investment in Excellence (IIE) Training Program may remember that video tapes from a set of 14 "Family Tapes" could be borrowed from the Training Unit. The family tapes can be loaned out for up to a week for home viewing to help reinforce the concepts learned in the IIE class and to share with your family. The family tapes cover the same material as do the tapes seen in the IIE class, but the family tapes are a bit shorter and more informal.

To make the family tapes more available to those of you who work outside of Sacramento, two new sets of tapes have been purchased and are located in the State office buildings in San Francisco and Los Angeles.

Each set of family tapes includes the following 14 individual tapes:

Pygmalion: Bring Out The Best In Your Children

I'm Off to Be the Wizard: Build Heart, Brains And Courage In Your Children

Self-Talk: Sticks And Stones...But Words Are What Will Make Me

Comfort Zones: What's Holding You Back?

Visualization: Create A "Goal Mind"

Flick Back/Flick Up: Build Confidence And Strength In Your Children

Reticular Activating Systems: Make Your Children "Lucky Stars"

Self-Esteem: Children Of Royalty Are Treated Royally

Creating Respect: Differences Are Good In A Family

Resiliency: Create Success From Disappointment

Spirit of Intent: Say What You Mean And Mean What You Say

The Power of Your Word: Make Things Happen

Possibility Thinking: Make Your Children Mentally Wealthy

Captain of the World: Why Does The Dog Hide Under The Bed When You Talk To Your Family?

To check out a Family IIE Tape, contact:

In the San Francisco area:

Rosalie Torres-Abramson
Office of Buildings & Grounds
455 Golden Gate St., Rm 1248
San Francisco, CA 94102
Phone: (415) 557-1477

In the Los Angeles area:

Sharion Jenkins
Office of Buildings & Grounds
107 South Broadway, Rm 1007
Los Angeles, CA 90012
Phone: (213) 620-6062

In the Sacramento area or outlying areas:

Judy Burnett, Training Assistant
DGS Training Unit
1518 'L' Street
Sacramento, CA 95814
Phone: (916) 322-6058

GS

Beware of the tongue, for it is wet and liable to slip.

•••
Don't be a guzzling gasoholic
—Walk wherever occasionally.

•••
Talent is simply the end product of preparation and practice.

•••
Complete some work of great value. Fine! And congratulations. Now build on it.

•••
Some oral cavities open by mistake and talk that way.



A Hero is one of those fine Employees of the Mail & Messenger Program (Office of Support Services) that demonstrate initiative, independence, and fine character. Their creativity regarding the job, their reliability, their willingness to go that "extra mile" exemplify our "Service Attitude." Good Service takes place through Good People. We are lucky to have these people in the Mail & Messenger Program. Top (left to right): Alice Flissinger, Chief; Ken Hears; Alex English; Dan Collins; Fred Gustin, Deputy Director; Ron Lewis; Ruben Dominguez. Seated (left to right): Ed Peters, Annette Davison, Jesse Simental, Paul Henderson, Gary Meng.

FEEDBACK

Jim Van Auken, CSU-Fresno, wrote to STIM SUZUKI, Office Small and Minority Business:

I want to take this opportunity to thank you for your fine presentation and helping to make PSSO 1990 such a tremendous success. Your topic was informative, educational, and timely and I heard many positive comments from attendees.

• • •

Fred Valenzuela, Sonoma Developmental Center, wrote to Joel Williamson, Office of Support Services:

I wish to take this opportunity to commend your Technician, MIKE YOUNG for his extra effort in repairing my secretary's word processor. The machine needed a part that must be ordered, which may take up to two weeks. Mike took it upon himself to obtain the needed part and repaired the machine. In fact, he returned it in two days. Now my office is normal again and especially harmonious.

• • •

Keri L. Procnier, Agnews Developmental Center, wrote to Bob Wright, Deputy Director, and staff of Office of Energy Assessments:

I want to extend my appreciation and congratulations on your participation in the Cogeneration Plant Groundbreaking. The Department of General Services has been instrumental in the development of this plant along with the various site improvements for which we are very grateful. Please, extend gratitude to the many individuals in your department who had a hand in making the Agnews Cogeneration Project possible.

• • •

P. John Biamonte, ARB, wrote to Mel Gilliard, Office of Buildings and Grounds:

I am writing to you to commend your department for the high quality of janitorial services rendered by your two employees, NATHANIAL LIGHT-FOOT and AUGUSTINO GUERERRO. The condition of the floors and the hallways and offices are spotless and waxed to a high polish. I do appreciate the efforts of these two men in trying to keep the place clean. Come down sometime and take a look for yourself, you'll like what you see.

• • •

Douglas R. Brinkley, Turlock School Districts, wrote to VICKIE JENKIN, Office of Local Assistance:

I would like to express my appreciation for the support you have given both me in the past four months, and Turlock School Districts in the last few years, in getting projects through the OLA process. Your presence and assistance will be missed.

• • •

K. H. Bonner, OLA, wrote to MARIE BUCK, TONI BAMFORD, GWEN RITTMAN & CHARLENE YOUNG, Office of Local Assistance:

Bryan and I were able to put on a noteworthy and valuable workshop at the CASH Conference. We could not have done this without your help and sacrifice. The handouts went like hotcakes and were favorably commented on. You guys were responsible for formatting, printing and copying these. Thanks for making OLA look good—it's a nice feeling.

Jack C. Garvin, Orcutt Union School District, wrote to Bruce Hancock, Office of Local Assistance:

The Orcutt High School District Board of Trustees would like to thank you for allowing JIM CASEBOLT to attend our board meeting. The Board was very impressed with Jim's knowledge and insight into the State facilities program and funding mechanisms. We were impressed with Jim's attitude and his willingness to help our District understand its facility problems at this time. He makes a very good representative for the State.

• • •

James F. Bush, Placer County, Office of Education, wrote to CAROLYN BURNS, Office of Local Assistance:

I would like to take this opportunity to thank you, and BARBARA HANSON of your staff, for providing a workshop to the school districts. I look forward to working with your office and meeting the needs of the districts in Placer County.

• • •

Philip L. Gowen, EDD, wrote to Ed Noss, Office of Buildings and Grounds:

Please thank your staff in our behalf. It is comfortable knowing we have qualified service staff to call on in cases of emergencies.

• • •

T. Smith & Staff, City of Avalon, wrote to PATRICK CAMPBELL, Office of the State Architect:

Thank you for meeting with us last week regarding the Avalon School gymnasium. It was very refreshing to meet with someone interested in our concerns. Your forthrightness was appreciated.

• • •

Victor M. Telles, Attorney General's Office, wrote to Rosamond Bolden, Office of Buildings and Grounds:

Our arrival to our new office space has been quite pleasant due to the welcome we have received from your staff. It seems that everyone affiliated with this facility has gone out of their way to assist us in our needs and make our transition into new spaces rather easy. I am writing to commend you for the fine and friendly staff here in Fresno. Our accommodations are excellent and the upkeep by your janitorial staff is commendable. The building and grounds reflect the pride they take in their work.

• • •

Nancy Mora, The Blow Up Lab, wrote to HELEN LAM, Office of Procurement:

Thank you very much for the time and assistance you provided to me in regard to government contracted work. It was a definite pleasure speaking with you. Believe me, the information you provided and the gracious telephone service I received made my day.

• • •

Marty Orenyak, California Building Officials, wrote to JUD BOIES, Office of the State Architect:

The Board of Directors of CALBO would like to thank you for your participation as a speaker at the 28th Annual Business Meeting held in Fresno last month. Your knowledge and expertise as a speaker

on the panel contributed to making the 1990 educational program one of the most highly-rated in recent years.

• • •

Deon B. Bowen, Sacramento Sierra Construction Inspectors Association, wrote to PAT CAMPBELL, Office of the State Architect:

I wish to thank you for your generous contribution to our "Post Earthquake Inspections" Seminar. I am sure you felt the attitude of satisfaction of those in attendance and the warmth of enlightenment and mutual joy that was present throughout the day. Your part in this educational event was of major import and I thank you again.

• • •

Jeffrey N. Rudolph, California Museum of Science and Industry, wrote to IVAN CHEW, Office of the State Architect:

Thank you for your assistance and understanding in the preparation of the Museum's infrastructure study. I would like to express my appreciation for your professionalism throughout and your understanding of the Museum's concerns.

• • •

Victor C. Reeve, Department of Justice, wrote to Dave Posten, Office of Buildings and Grounds:

Please extend my appreciation for the services of CAMILO MORENO and JIM RALEIGH for their efforts and fine work here in the Sacramento Laboratory. They have succeeded in putting in place a custom designed gas delivery system for a number of our laboratory instruments, which is built into the structure of the building. The design is so good, that it will be easy to maintain into the future. They accomplished this project over a long time with interruption. We appreciate their efforts and the cooperation of General Services in accomplishing this project.

• • •

Earl Shirley, Department of Transportation, wrote to W. J. Anthony, Director, and Rosamond Bolden, Office of Buildings and Grounds:

I wish to bring to your attention the excellent job that MARILYN GLIDDEN, Lead Groundskeeper, has been doing for us since her recent assignment to our location. Marilyn has an excellent service attitude, appears to perform the work of two groundskeepers, and frequently informs my staff of problems that we need to be aware of. She is also innovative and has recently found a way to recycle concrete test cylinders to conserve water by placing them on the downslope side of some trees.

• • •

Jeannette Johnson, Parlier Unified School District, wrote to EDDIE HERNANDEZ, LORI MORGAN & BRYAN BREAKS, JR., Office of Local Assistance:

It was a pleasure to meet you in Sacramento. I want you to know that we appreciate the fact that you took time out of your busy schedules to assist us with our projects. I'm sure you realize how important you are to small school districts like ours which do not have full-time facilities personnel, therefore, cannot be experts, but must rely on your help. The information received was invaluable. Thanks again. We look forward to working with you in the future.