



**DGS Goes Hollywood!**  
*(See Story on Page 8)*

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## DGS Assists New Administration

Governor Pete Wilson's Deputy Chief of Staff for Administration, Dave Caffrey, expressed his personal appreciation to staff from various DGS offices who have provided a multitude of support services and assistance to the new Governor and his incoming administration.

From setup of a transition office to assistance with inaugural furniture and equipment needs, trades and labor services — just to name a few examples of what DGS has been involved in — DGS employees have worked occasional miracles to ensure that the Governor and his staff get off to a good start.

Special thanks to all DGS employees who contributed their efforts to the successful startup of Governor Wilson's administration! **GS**

On February 8, 1991 Governor Pete Wilson announced the appointment of Bonnie Guiton as Secretary for the State and Consumer Services Agency. Bonnie is currently the Chief Executive Officer of the Earth Conservation Corps. Governor Wilson also announced the appointment of John Lockwood as Director of General Services. John is retiring as City Manager of the City of San Diego. The next issue of *OUTLOOK* will spotlight our two new chiefs.

STATE OF CALIFORNIA  
**DGS**  
 DEPARTMENT OF GENERAL SERVICES  
 State of California  
 PETE WILSON, Governor  
 State and Consumer Services Agency  
 BONNIE GUITON, Secretary

DEPARTMENT OF  
 GENERAL SERVICES  
 John Lockwood, Director

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## Outstanding Efforts by OB&G Employees at Governor's Inaugural Events

by Al Guerrero, Office of Buildings & Grounds

The 36th Governor of California, Pete Wilson, was sworn into office on Monday, January 7, 1991 in the Rotunda of the State Capitol Building. This event was preceded with a great deal of hard work and efforts by employees of the Office of Buildings and Grounds (OB&G).

The inaugural event is the largest and most important event that OB&G is involved with on a scheduled basis. The planning stage commenced in November, 1990 with numerous meetings involving the Governor elect's inaugural team. OB&G performed a variety of duties varying from setting up chairs to providing support services for Federal agents protect-

ing dignitaries. The work is an endless process of attention to detail.

The inaugural ceremony required OB&G to decorate, set up stage lighting and audio systems, move furniture, re-key doors, paint, set up staging, and of course, the endless task of cleaning the building. Originally, the ceremony was to be held on the West steps of the Capitol, but inclement weather forced the ceremony indoors.

This event was exceedingly work intensive due to the short time span between removing the State Christmas tree and the inaugural ceremony. Our thanks go to OB&G for a job well done! **GS**



*Tony Anthony proudly displays his OB&G Jumpsuit!*

## FAREWELL TO TONY AND FRED

The last Office Chiefs meeting of 1990 also marked the retirements of Director W.J. (Tony) Anthony and Deputy Director Fred Gustin. Among the mementos presented to them in recognition of their eight years of service to the Department of General Services were a certificate of appreciation for Tony's commitment to Investment in Excellence, a Director's personal Buildings and Grounds jumpsuit, and bound copies of every *OUTLOOK* published during his tenure as Director. Fred was the lucky recipient of a drawing of the Fred Gustin Elementary School named in his honor by the Office of Local Assistance and a gift certificate to feed his voracious appetite for reading. Tony and Fred will be sincerely missed, they have left an indelible impression on the employees of DGS! **GS**



*Fred Gustin enjoys his gift of a drawing of the "Fred Gustin Elementary School."*

## A DOG NAMED SUE

by Darrell L. Willis, Lieutenant  
California State Police

An early holiday present was received by the California State Police on December 1st but it is hoped that it won't be seen or used too frequently by state officials, employees, or visitors to state facilities! The present was "Souvenir," the latest addition of the State Police to combat crime and provide a safe environment within state government. Sue, as **HE** is known to his co-workers, is a two-year old black labrador retriever who has become the first certified explosive detection canine within the ranks of the State Police.

Among the many services provided by the State Police is the protection of the Governor, constitutional officers, employees, and visitors to state facilities. To accomplish that task, it is not uncommon for officers to search buildings and office complexes for explosive devices resulting from bomb threats. It has always been a time consuming and costly effort.

Earlier this year, State Police Chief Duane Lowe recognized the need to become more efficient in this particular area of law enforcement. His direction was to determine if the use of a specially trained canine would be more effective in searching and locating suspected devices. It was determined that man's best friend is still man's best friend; especially in this, one of law enforcement's most hazardous areas. Next was the matter of locating a suitable canine to be trained.

Susan Raurer, a dog trainer for canine companions for independence in Cloverdale, believed she had a dog that might suit the needs of the State Police and wished to donate him. The dog's name was Souvenir. "Sue" was accepted and entered into a training program with California State Police Detective Doug Green as his handler. To quote trainer, Steve Brewer, "Sue is an excellent explosives detector dog."

This is an historic occasion, not only for the State Police and those they serve, but also for the Sacramento area. Sue is the only canine dedicated exclusively for explosive detection work. As the State Police is a member agency of the Sacramento area explosives unit, they will be available to assist allied agencies throughout the greater Sacramento area.

With their "can-do" approach to a seemingly unattainable task, the State Police has demonstrated their desire to effectively serve the people of California. **GS**



"SUE" with his handler (and friend!) Doug Green.

## CRIME PREVENTION TECHNIQUES

### California State Police Crime Prevention Unit

**W**hen the days are shorter and the darkness comes earlier in the day, we are entering one of the highest crime periods of the year. Being alert and aware of your surroundings can greatly reduce the risk of becoming a victim. The California State Police Crime Prevention Program and Safety Coordinator, Lyn Rothmund, offers the following suggestions for your safety:

- Be alert and aware of your surroundings and keep a safe distance around you at all times.
- There is always safety in numbers. When walking to and from your vehicle or bus stop, walk with groups of people. Choose well-lighted routes that are heavily travelled. Avoid shortcuts, dark alleys and deserted streets, or secluded areas where visibility is limited.
- Don't take on the appearance of a victim. Street criminals prey on people who look vulnerable. Walk with a purpose and display confidence by keeping your head up and shoulders back, and by making brief but direct eye contact with anyone you encounter; would-be attackers do not want to be identified. **GS**

## Joint Effort by Non-profit Organization, Caltrans and Office of State Architect Result in Outstanding Depot Restoration Project

The South Bay Historical Railroad Society (SBHRS), the Peninsula Commute Service (CALTRANS), and the Office of the State Architect (OSA) combined their talents and efforts to complete the restoration of the Historic Santa Clara Railroad Depot. This joint venture proved to be very successful resulting in quality workmanship being performed on a valuable community asset, with a substantial savings to the taxpayers of California!

The Santa Clara CalTrain Station (located at 1005 Railroad Avenue, Santa Clara) is the oldest continuously operated depot in the State of California. This combination depot and freight building is on the National Register of Historical Places and before restoration this 126 year old building was sadly

delapidated and in disrepair. An agreement was entered into whereby SBHRS would provide the construction and restoration services in exchange for free rent. OSA was chosen as the project's architect and engineer, and in 1986 the restoration project began.

Under the direction of OSA's Project Architect, Neil Fairbanks, and the advice of the CALTRANS historical preservations officer, SBHRS provided thousands of hours of volunteer labor to perform the majority of the work. SBHRS is a non-profit public benefit corporation and did an outstanding job completing the renovation of this historic railroad station which serves as a commuter train taking passengers from San Francisco to San Jose.

was held to celebrate the completion of the renovation project and approximately 125 people attended the event. The purpose of the open house was to formally recognize the completion of the exterior renovation work, dedicate the historic monuments, and unveil the "Station Art Work" at the depot.

While this train station is a valuable historic asset to the City of Santa Clara and Southbay communities, it is also a major stop in the CalTrain system and serves over 1,000 commuters each day. After the renovation, the station appears much the same today as it did to passengers using it over a century ago! [65]

On October 20, 1990 an open house

*In the foreground as the Depot appears today; in background as it appeared 100 years ago.*



## EMPLOYEE SPOTLIGHT

### LYNNETTE EDWARDS

Office of Procurement

by Ron Francheschi

A woman “on the move” aptly describes the busy work life and even busier personal life of Lynnette Edwards, a Materials and Stores Specialist and lead person for the Transit Storage Unit within the Office of Procurement (OP).

A typical day for Lynnette begins at 5:30 a.m. when she rises to feed her horse, Margarita Deygee, a six year old Arabian. Lynnette then makes sure that her dog, a Pine Cone Retriever, and her eight cats have plenty of food and water, since it will be quite some time before she will return home at day’s end. Lynnette also coordinates her schedule with her husband, Eddie, who commutes with her to work. By 6:30 a.m. they have both jumped into their Toyota 4x4 pickup for the long ride to work.

The -hour long commute begins from their home in a forested area near Georgetown, called Garden Valley. Lynnette and Eddie recently purchased a large, dome-shaped house and surrounding 20 acres, to maintain the rural lifestyle they prefer. According to Lynnette, “Our nearest neighbors are deer, quail, and an occasional bear!”

Lynnette’s husband, Eddie, is currently the Warehouse Manager for the Central Stores Warehouse at one end of the large, 178,000 square foot facility. Lynnette is the lead person for the Transit Storage portion of the facility, located at the other end. How does this arrangement work out? Lynnette

says, “He stays in his area, and I stay in mine until it’s time to leave!”

Working in the Transit Storage Unit is never a dull moment. There is the constant movement of items stored for various agencies through the Transit Storage Program. Lynnette works with several other warehouse staff, who service the needs of both the Transit Storage and Publications Units within the Material Services Division of OP. Lynnette’s duties include receiving, packing, pulling, and shipping pallets of various items (from records to office furniture).

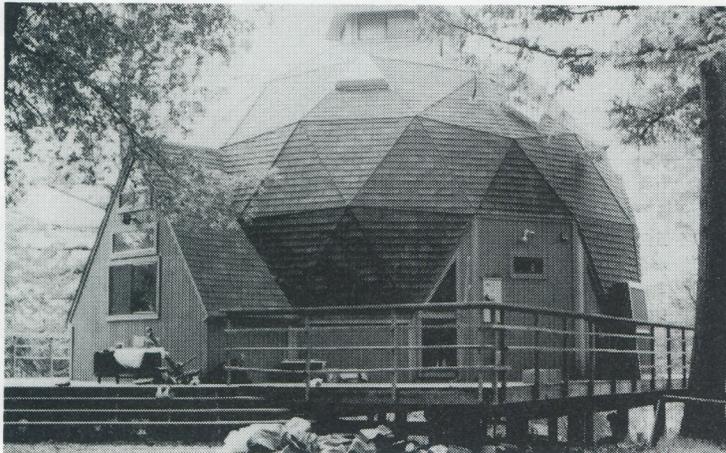
Her tasks require the daily operation and use of forklift equipment and Lynnette, of course, is very adept in the operation of a forklift. She is one of two certified forklift instructors at the North Highlands facility, and recently completed a week long training program at the Sacramento Safety Center. Her training included forklift operations, theory, mechanics, maintenance, and safety. Her training was so extensive that Lynnette and co-worker Bill Voelker are now designated forklift trainers and teach a hands-on course offering forklift safety training to other state agencies. For more information on forklift training, contact John Hilton at (916) 973-3735 or ATSS 480-3735.

Lynnette reflects on her career in state service which has spanned over seven years. She began as an Office Assistant II in the Customer Services Unit within the Materials Services Division. She has since received two promotions — Warehouse Worker and then to her current level as a Material and Stores Specialist. Her goal is to become a Business Services Officer.

At home Lynnette and Eddie fill their “free time” with their animals, four wheel driving on the off-road trails around Georgetown, and relaxing on their deck that overlooks the pine and oak trees covering the landscape. It’s a great life! **GS**



Lynnette with her pine cone retriever and six-year-old arabian.



Garden Valley Dome-shaped home where Lynnette and Eddie live (happily!).

## DGS Holiday Food Drive — A Huge Success!

**A** heartfelt thank you to all of the employees of DGS for making this year's holiday food drive the best ever! Coordinated by Bruce Hancock of the Office of Local Assistance, each division strived to raise a combination of food and cash donations. Each dollar donated was equal to two pounds of food.

Under the energetic direction of Kathleen Davenport and Katherine Mehler,

Office of Support Services far exceeded their own past efforts. Their fourth annual "Golden Can" Award fueled intra-office competition and the sale of DGS holiday food drive supporter T-shirts raised over \$300.00. OSS donated 4,234.5 pounds of food and \$1,231.50 in cash for a total of 6,697.5 pounds of food. This was an increase of 171 percent over last year's total of 3,898 pounds! **GS**

Office	Food Pounds	Cash	Total Pounds
Administrative Hearings .....	109.0	\$ 382.00	873.00
Administrative Services .....	794.0	110.00	1,014.00
State Architect .....	549.5	136.00	831.50
Buildings & Grounds .....	1,629.0	131.50	1,892.00
Energy Assessments .....	434.0	20.00	474.00
Executive Office .....	1,500.0	87.90	1,675.00
Fiscal Services .....	1,687.0	543.00	2,733.00
Fleet Administration .....	10,628.0	330.50	11,289.00
Insurance & Risk .....	-----	135.00	270.00
Legal Office .....	53.0	220.00	493.00
Local Assistance .....	585.0	375.74	1,336.48
Management, Technology & Planning .....	2,221.0	272.00	2,765.00
Printing Plant .....	211.0	50.00	311.00
Procurement .....	3,374.0	305.00	3,984.00
Project Development & Management .....	118.5	1,530.00	3,178.50
Real Estate & Design .....	1,782.5	1,951.00	5,684.50
Records Management .....	30.0	140.50	311.00
Small & Minority Business .....	187.00	0	187.0
State Police .....	171.0	13.00	197.00
Support Services .....	4,234.5	1,231.50	6,697.50
Telecommunications .....	8,025.0	440.00	8,905.00



## Material Services Grand Opening/Open House!

**O**n December 12th, 13th, and 14th, 1990 the Materials Services Section held a grand opening/open house to celebrate its new facilities located at 1421 North Market Boulevard in Sacramento. Approximately 400-500 clients attended the grand opening and enjoyed refreshments and a special discount on chairs and vehicles.

The Material Services Section is part of the Office of Procurement and provides federal surplus property to government

agencies, schools, and other clients eligible to use their services. The Material Services Section has been located at 140 Commerce Circle since 1957, until their roof collapsed in October 1989. No one was injured during this accident, but some materials were destroyed and revenues were lost during the closure of the building.

For more information regarding the new Material Services Surplus Office, you may call their Customer Services number at (916) 973-3740 or ATSS 480-3740. **GS**

# NOW PLAYING

## DGS GOES HOLLYWOOD

**LIGHTS — CAMERA — ACTION!** By any chance have you seen a film crew roaming the halls of DGS — employees practicing their lines, some signing autographs? Well, if you have and you wonder why — it's because DGS has gone "Hollywood," so to speak. The filming crew, directed by Mahlon Picht and filmed by George Madson, both from the Department of Water Resources and assisted by Rocky Landers, Office of Buildings and Grounds, is taping a 10-minute video on what DGS is all about.

Our name says it all — the Department of General "SERVICES," as the sixth largest department in the State, provides numerous "services" to our customers — other state agencies. But as a new employee of DGS, it is often confusing to think of the 21 different offices, each performing such distinct services as all part of one department. Our common theme and unifying factor is our goal to provide good quality and efficient services.

This 10-minute video, produced by the Office of Administrative Services Training Office through a contract with the Department of Water Resources, emphasizes the importance of good service.

Full of action, the video stars DGS employees doing what they would do on any given day. It opens with a shot of

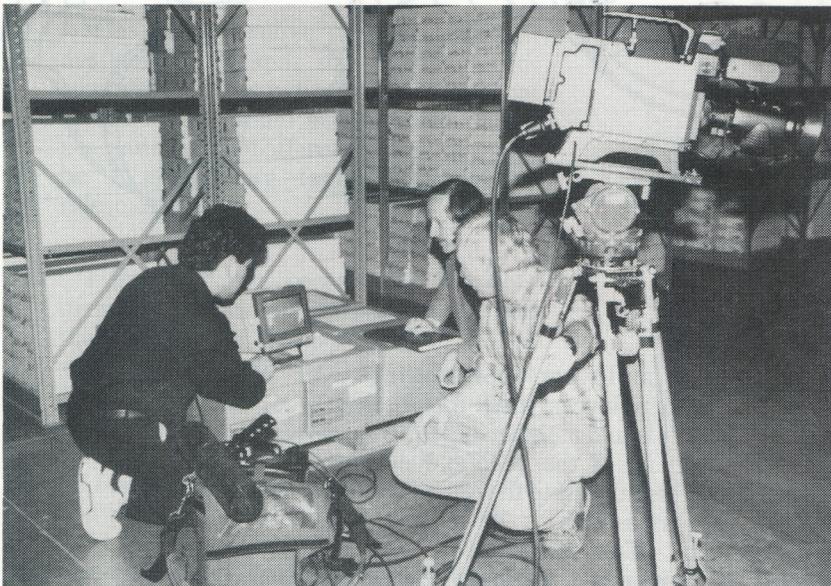
Groundskeeper John Williamson, Office of Buildings & Grounds, pruning bushes in Capitol Park. Next we see Beck Roller, Office of Fleet Administration working on a car in the State Garage. For the next 10 minutes the viewer sees the working side of DGS — no desk shots — pure action! It shows a State Police Officer on patrol, a Press Operator checking her work, trucks being loaded at the Office of Procurement warehouse, used paper being recycled at the Destruction Center, janitors cleaning buildings, and Telecommunications Technicians testing radios and other telecommunications devices.

What do all these employees have in common? They work for the Department of General Services — the most diversified department in the State, whose mission is to provide the best quality service to its customers.

Although the video was produced with new DGS employees in mind, it also serves as a reminder to all DGS employees of just what we are all about — providing the best service at the best price.

The video will be available for viewing during February 1991. Each office will be given a copy to show to their employees, new and "old" alike.

The following page lists the stars of the video. Is one of them you? **[GS]**



(Left to right): Rocky Landers, OB&G; Pete Williams, OAS; and Mahlon Picht.



Donald Gerhardt operates forklift at ORM Destruction Center while film crew looks on.

## DGS Video "Stars" (alphabetical order)

- |  |   |
|--|---|
| <b>CSP</b><br>Jodi Dayton  | <b>ORM</b><br>Donald Gerhardt<br>Melalee Jensen<br>Sal Murillo  |
| <b>OB&amp;G</b><br>John Dobrinski<br>Ron Duvall<br>Paul Gallegos<br>Don Gorden<br>Al Guererro<br>Janet Martin<br>Oscar Onia<br>Robert Shepherd<br>Donna Stading<br>John Williamson | <b>OSA</b><br>Cynthia Castillo  |
| <b>OFA</b><br>Joe Hernandez<br>Beck Roller<br>Helen Conner-Shaw<br>Susan Townsend  | <b>OSMB</b><br>Donnette Chatters<br>Pearl Yu  |
| <b>OP (Testing Lab)</b><br>Charles Crawford<br>Robert Moss   | <b>OSP</b><br>Van Burch<br>Ruth Chavez<br>Darrell Cole<br>Oliver Duffy<br>Jerry Duncan<br>Paul Emmett<br>Maurico Enriquez<br>Loretta Jaime<br>Christine Minamora<br>Charlie Mosley<br>Keith Rasberry<br>Carl Rhodes<br>Susan Rodriguez<br>Jessie Sanchez<br>Kenny Sanders<br>Brian Stiger<br>Linda Talley<br>Stephen Wong |
| <b>OP (Warehouse)</b><br>Kevin Bland<br>Antonio Farinias<br>Tom Shinmoto<br>Mike Yokum   | <b>OREDS</b><br>Dustin Doyle<br>Mathew Maglinte<br>Yvonne Miller<br>Susan Nelson  |
| <b>OREDS</b><br>Dustin Doyle<br>Mathew Maglinte<br>Yvonne Miller<br>Susan Nelson   | <b>OSS</b><br>Paul Hendersen  |
|  | <b>OT</b><br>Tim Johnson<br>Owen St. Clair<br>Tony Young  |

## "Voice Over" Personalities

- |   |   |
|---|---|
| <b>OB&amp;G</b><br>Janel Hernandez<br>John Williamson | <b>OREDS</b><br>Mathew Maglinte           |
| <b>OCSP</b><br>Jodi Dayton                            | <b>ORM</b><br>Michael McSherry            |
| <b>OFA</b><br>Casey Randall<br>Beck Roller            | <b>OSP</b><br>Christine Minamora          |
| <b>OP</b><br>John Babich                              | <b>OT</b><br>Larry Towe<br>Owen St. Clair |



# CREATIVE ALTERNATIVES

## THE COMMUTE ALTERNATIVES RULE

by Marianne Arenas,  
Commute Management Officer

**B**y mid-year 1991, the current Sacramento City and County trip reduction ordinances will be superseded by the Commute Alternatives Rule, or C.A.R., which is being developed by the Sacramento Metropolitan Air Quality Management District. This ordinance will apply to all employers in Sacramento County that have 40 employees or more.

This ordinance will require private companies and public agencies (local, state, and federal) to develop programs which encourage 40 percent of their employees to commute to work in some form of alternative transportation. This mode split must be achieved over a specified period with large employers expected to comply first.

I am monitoring the development of this regulation. As of last year's commute management survey, approximately 43 percent of DGS employees in Sacramento use an alternative mode of transportation (which happens to exceed other areas of California). In Los Angeles, 23 percent of employees use an alternative mode and in San Francisco, 31 percent use an alternative mode.

### December Transportation Management Association Meeting — Child Care and Transit

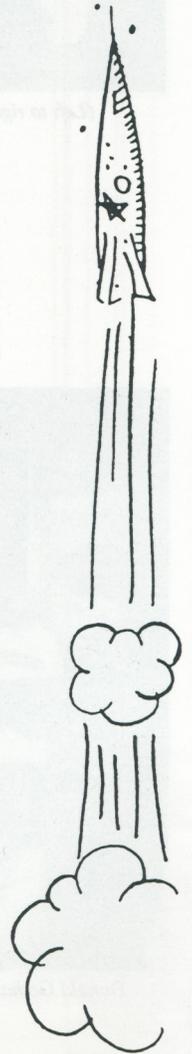
Because I am a Board member of the Sacramento Transportation Management Association (TMA), I thought I would include short recaps of the meetings held for general members. TMA's are designed to bring both private and public employers together to help solve transportation and air quality problems by combining resources. The Sacramento TMA has approximately 20 major employers in the Association with half of the membership made up of state

employers representing over 25,000 employees! Our membership goal is to expand membership to 50 employers by the end of the year and eventually increase membership to over 100 employers within two years.

The Association will represent the members on many diverse transportation issues including requests to Regional Transit for additional service in specific areas of Sacramento. We are currently working with groups in town to develop a downtown circulator, similar to the one in the city of Los Angeles. For 25 cents, you can take the Dash bus on a two mile route in downtown Los Angeles. This service is being expanded to bus and train stations. I recently made a request to Regional Transit in Sacramento to expand bus service to the Richards Boulevard area in light of the fact that there will soon be approximately 3,000 state employees and 1,700 private sector employees working in this area.

### Guaranteed Trip Return Pilot Project

I have been developing policies and procedures for a new incentive program called the Guaranteed Trip Return (GRT) which recently passed as AB 4319 during the last legislative session. This law gives DGS the authority to develop the pilot program for two years using federal funds. The program is available to all state employees who rideshare at least three days per week and who register for the program. Employees who meet this requirement and have a personal emergency will be guaranteed a vehicle trip to the emergency or to their home for unexpected mandatory overtime. There will be a limit of four personal trips per year and the program will be piloted to all state employees in 13 major cities in California, including Sacramento, Los Angeles, San Francisco, and San Diego.





(Continued)

This new incentive program could be available by March if everything goes smoothly. Studies indicate that 70 percent of employees would be interested in this program if it were offered, and that it would be a motivating factor to increase ridesharing.

#### **Ridesharing For The Reagan Building**

I have recently coordinated rideshare matching for the employers that moved into the new Ronald Reagan building in Los Angeles. Over 400 rideshare applications and 350 bus route cards were filled out and submitted to Commuter Computer and Regional Transit District (RTD). Successful matches will mean less parking demand and less stress for those who drive alone.

I have also requested RTD to move the bus stop closer to the new building for employee convenience, and the city of Los Angeles will install a bus shelter after the bus stop is completed. Hopefully, my request to the City of Los Angeles will also be approved to expand the Dash (the downtown circulator) to the new building. This would give employees another transportation option for shopping, visiting restaurants, or for making business and personal trips. This gives employees the option to rideshare and not to have to drive their vehicles to the work site.

#### **Third Annual Commute Management Survey**

You may have noticed that the third annual survey was postponed, and the next survey is now scheduled for sometime in March of this year. All state agencies will be doing the survey during the same week for consistency. The Commute Management Survey will assist us in determining the percentage of single occupant vehicles in 1991 and the percentage of change over the last 16 months.

Our goal is to reduce single occupant vehicles by 10 percent per year. Ridesharing or making less trips to the office can save you money and reduce stress in your life. Consider this fact: a person carpooling only 10 miles per day (round trip) would save \$36.00 per month in transportation costs, not including parking costs. Do something positive for yourself and try out a new way to commute by talking to your Employee Transportation Coordinator today! 

## **New Investment Choices Available**

**T**he Savings Plus Program has recently been enhanced by the Department of Personnel Administration by the addition of a "Savings Pool" and the "Kemper U.S. Government Securities Fund."

The Savings Pool option consists of Glendale Federal Bank, the Golden One Credit Union, and Sacramento Savings Bank. Investing in the Savings Pool places your funds in all three savings institutions. The Pool guarantees the higher of either: a) the over-the-counter annualized yield quotation for the 90-day U.S. Government Treasury Bill **plus** 50 basis points (.50%), or b) the over-the-counter annualized yield quotation for the one year U.S. Government Treasury Bill **plus** 15 basis points (.15%).

The investment objective of the U.S. Government Securities Fund offered by Kemper Financial Services is high current income, liquidity and security of principle. This fund invests in obligations issued or guaranteed by the U.S. Government or its agencies.

The Savings Plus Enrollment Form, Std. 277 has been revised to reflect these new investment choices. If you have any questions regarding the new plan, please contact the Saving Plus Program office at (916) 322-5070 or ATSS 492-5070. 



The following offices are scheduled to be completely moved into their new "home" at 1325 J Street by the beginning of March 1991:

- Executive Office
- Office of Administrative Services
- Office of Legal Services
- Office of Insurance and Risk Management
- Office of Fiscal Services

These five divisions of DGS will utilize almost five full floors of this new privately-owned building. The same phone numbers and mail station codes will apply. 

## “TONY” AWARDS RECOGNIZE ACHIEVEMENTS



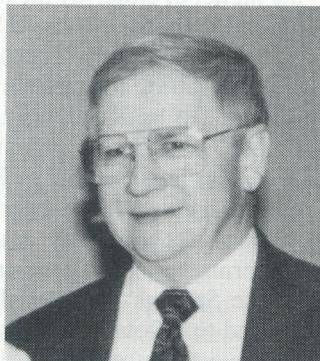
JUDY CLAVERE, OAH



ELIZABETH NULL, OP



ANTHONY PESCETTI, OSA



JOE CARROLL, OT

The third annual “TONY” awards ceremony was held on December 20, 1990 recognizing affirmative action accomplishments during the 1989-90 fiscal year. Former Director, W.J. “Tony” Anthony and EEO Officer, Lisa Brown presented 40 certificates to those Offices that had achieved hispanic, female or Limited Employment Appointment Program (LEAP) hiring goals and/or labor force parity for Hispanics and/or women.

In addition, the Office of the State Architect and Anthony Pescetti were recognized for outstanding contributions by the Hispanic Task Force. Elizabeth Null of the Office of Procurement received the award for outstanding Affirmative Action Coordinator, and awards were presented to Joe Carroll of the Office of Telecommunications and Judy Clavere of the Office of Administrative Hearings in recognition of their overall efforts in achieving equal employment opportunity.

Mr. Anthony was presented with a plaque as a tribute to his tremendous commitment to the program during the past eight years. [6S]



AFFIRMATIVE ACTION COORDINATORS

# DGS Business Recovery Response Team Planning for Disasters

*by Richard Hill, Office of Management, Technology and Planning*

**Y**ou can't prevent a disaster, but you can do sufficient planning to recover from one quickly. This is the philosophy behind the DGS Business Recovery Response Team, which was formed in March 1990. The Team's mission is to assist any agency that experiences a disaster (i.e., a fire or earthquake) to resume its normal operations as soon as possible. Much of the Team's work comes after a disaster ends; the affected agency usually needs the assistance of DGS to replace damaged or lost materials and services. To provide these items quickly, the Team has designed special plans and procedures that are followed for disasters.

Deputy Director Jack Smith acts as the DGS Business Recovery Coordinator and chairs the Business Recovery Response Team. The Team includes representatives from the following DGS offices:

Office:	Responsible for:
Executive Office . . . . .	public/press contacts for the Team
State Police . . . . .	personnel and facilities security
Buildings & Grounds . . . . .	building maintenance/repairs
Real Estate & Design . . . . .	services to leased facilities
State Architect . . . . .	services to state facilities
Procurement . . . . .	materials and supplies
Telecommunications . . . . .	communication equipment
Records Management . . . . .	protection of paper records

The Business Recovery Response Team holds regular and special meetings to work on business recovery issues. At the regular meetings the Team develops procedures for assembling quickly in a disaster, procedures for better communication with an agency experiencing a disaster, and procedures for expediting requests for materials and services. The Team has prepared a handbook that explains these procedures which will be distributed soon to all DGS offices. The Team has also selected different sites where it will meet in a disaster, depending on the type and location of the incident.

A special meeting is an unplanned assembly of the Team. The Coordinator calls a special meeting either to test Team procedures or to activate the Team for an actual disaster. The Team recently conducted its first test, but so far (knock on wood) there has been no need to activate the Team.

The irony of disaster planning is that you hope you never have to use your plan. The DGS Business Recovery Response Team improves DGS' ability to help agencies that experience a disaster. With any luck, our plan will not be needed! **[GS]**

## Office of Fleet Administration Announces . . .

There is good news for the American Express Corporate Card holder! In addition to the General Services charge card, General Rent-A-Car (the state's contract vendor) will accept the American Express Corporate Card as a form of payment. Both methods of payment will ensure the contracted rates of \$23.25 per day and \$550.00 per month for the lease of an economy vehicle. For additional credit card benefits information, see story on page 23.



*On December 12, 1990, Lt. Don Jennings of the State Police, and Fred Engel, Building Manager with Buildings and Grounds, hosted the first annual holiday potluck in Fresno's State Building.*

*All state employees from various departments and agencies were invited to participate in the festivities.*

*Over 150 state employees ate delicious food, listened to Christmas music and watched Santa and his helpers give away door prizes.*

## FEEDBACK

Harriet G. Sousa, United Way/CHAD Campaign, wrote to **Dean Ryan**, OB&G in San Diego: "...I want to thank you personally for your role in this year's 1990 United California State Employee's Campaign. I believe that your commitment and enthusiasm were among the key factors responsible for a successful campaign."

• • •

John Arnold, Department of Parks and Recreation, wrote to **Stim Suzuki**, OSS: "...Thank you and your staff for your work in printing the latest edition of our newsletter...We count on you to help out. Thanks again!"

• • •

Ron Bernard, Department of Social Services, wrote to **Gene Freeman**, OMTP: "...This is to thank you, Mr. Freeman, for providing us with the services of **Mr. John Baker**. Mr. Baker recently worked very hard at the Department of Social Services to identify a problem we were having with one of our personal computers...Mr. Baker is a credit to your organization."

• • •

Louise Chiatovich, California State University, Sacramento, wrote to **Jackie Jones**, OMTP: "...Thank you for your presentation at the Women in Technology meeting. The support and encouragement that you have provided this group is greatly appreciated and may be the key factor in directing these women toward a fulfilling future."

• • •

Alice M. Flissinger, Chief, OSMB wrote to Mr. Stim Suzuki, Chief, OSS: "...OSMB would like to thank your staff for the reprographic and mass mailing support provided for our conference, AB 1933: State Business Fair in Oakland...**Tom Moyer** and **Barbara Robinson** were able to meet our demanding time frames and printing and mailing needs."

• • •

Al Simonette, OSMB, wrote to **Thomas Fairgood**, Office of Procurement: "...I wish to express my deep appreciation for your assistance in working overtime to reproduce material needed for a Disabled Veterans Program hearing...Once again, your help and dedication to service is appreciated."

• • •

Julia A. Leader, California Integrated Waste Management Board, wrote to Mr. Stim Suzuki, Chief, OSS: "...Please accept my thanks for your staff's excellent support services. **Barbara Robinson**, mail machine supervisor, has provided outstanding guidance over the years, and has been especially helpful to the Board in reproducing and mailing a 200-page technical waste management guide to nearly 2,000 government officials statewide."

• • •

Susanne Levitsky, CCC, wrote to Mr. Gene Freeman, Office Machine Repair: "...We were delighted to find one of your typewriter repair people, **Mr. Richard Kocean**, responding within hours to our service call...That's the fastest response I can ever remember and in the past I've had to wait several days on occasion. Mr. Kocean was extremely helpful and perceptive."

• • •

Linda F. Bryant, ABC Appeals Board, wrote to **Richard Booth**, OSS: "...A technician from your office arrived one morning to pick up our Simplex stamper for repair. When I returned from lunch that afternoon, I was astounded to find that the machine had been repaired and returned to our office within three hours! Unfortunately, I neglected to get the man's name, but both Mr. MacDougall, the Chief Counsel, and I feel that service this extraordinary should be called to someone's attention."

• • •

D. O. Helmick, CHP, wrote to Maurice O'Ray, OB&G: "...I am writing to compliment **Ms. Geri Marshall** and her crew for the excellent job they do in maintaining our buildings...Geri and her crew appear to take a personal interest in ensuring they do the very best job possible...I would also like to make special mention of the work of **Ms. Yukie Smith**. She is always most helpful and is a joy to be around due to her positive personality."

• • •

Richard J. Rodriguez, Department of Health Services, wrote to **Mike Drouin**, OP: "...On behalf of the Radiologic Health Branch, I would like to take this opportunity to say thank you for your efforts in expediting our recent order of safety paper. The safety paper is used for the production of certificates for doctors and X-ray technologists who use X-ray machines. Your prompt attention to our situation hopefully will prevent us from running short of this paper."

• • •

Vance Hansen, Franchise Tax Board, wrote to Ron Bashford, OB&G: "...Yesterday, I contacted **Larry Walker** and **Dennis Putzel** with regard to installing wire and changing electrical plugs...they were so courteous and efficient...please accept the respect and appreciation of the entire Legal Division staff for the expert efforts and courtesy of Larry and Dennis."

• • •

Nelda J. Nickels, CHP, wrote to Maurice O'Ray, OB&G: "...Please extend our appreciation and thanks to **Mona Salas**, **Jackie Brook**, and **Gerri Marshall** for the outstanding improvement in the level of service we've noticed over the past few months...These days we see a general sparkle and shine about the place and it is directly attributable to the work of Mona, Jackie, and Gerri. Good work, good people."

• • •

David J. Tirapelle, DPA, wrote to **Ralph Maurer** and **Cathy Wood**, OIRM: "...I want to thank you both for the excellent support given to DPA in acquiring a Life Insurance Carrier on extremely short notice. You not only preserved our integrity as purchasers of this product, you also saved us money at a time when fiscal problems abound."

• • •

Jim Hill, San Jose State University, wrote to **Scott Norton**, OP: "...I want to thank you, and others, in the Office of Procurement for the timely processing of our Purchase Estimate...All of us on campus associated with this project are very happy that you went the extra mile to see this purchase completed in the shortest timeline possible."

• • •

Susan V. Hancock, Department of Corrections, wrote to **Jim Derby**, OREDS: "...Thank you for all your work on the Madera Women's Facility. You always managed to meet our deadlines, both for access to the construction site and to all the parcels that were involved in the seven miles of county road improvements."

• • •

Necy Sumait, Luz Development and Finance Corporation, wrote to Darrell Haynes, Chief, OREDS: "...Your staff, especially **Mr. Elden Fillion**, was very instrumental in completing a transaction which we believe will help insure the continued preservation of the sensitive species affected by our developments."

• • •

Randall C. Bacon, City of Los Angeles, wrote to **Darrell Haynes**, Chief, OREDS: "...Recently a group of Panel members had the pleasure of visiting your office and discussing State leasing policies with **Mr. Zachary Miller**. These Panel members have reported that Mr. Miller was informative, knowledgeable, and extremely cooperative in his efforts to help the City of Los Angeles improve its own leasing policies and procedures."

• • •

Pat Lewis, Resources Agency, wrote to **Mary Messenger**, ORM: "...Thank you for all the hard work you did in designing and developing the master for our new Department of Fish and Game Training Request Form 290. This new form will be of great assistance to us in making the Training Office more efficient and responsive to DFG employees."

• • •

James F. Catania, ARB, wrote to **Shirley Pike**, OSP: "...I want to express my appreciation to you for your assistance on the ARB Employment Opportunities brochure. This document is the best of its kind in state government and is an instrumental part of our recruitment activities."

• • •

Dennis H. Jackson, Jr., OSP, wrote to Richard Booth, OSS: "...With the permission of Rudy Johnson, your Sacramento supervisor, **Albert Champion** serviced, retrofitted and repaired my typewriter to its original condition. Mr. Champion's efforts saved the State about \$475 and I would like to thank your office and especially Mr. Champion for being sensitive to the needs of a disabled employee and to doing so in such a timely manner."

• • •

Delaine Eastin, Assembly Committee on Governmental Efficiency and Consumer Protection, wrote to Alfred E. Simonette, OSMB: "...**Mr. Toshimi Kumagai** recently testified at a Minority and Women Business Enterprises (M/WBEs) hearing. Mr. Kumagai wished to express sincere appreciation to those people who had provided assistance to him along the way. Specifically, he wished to present to you a certification of appreciation for your dedication to the M/WBE community. On behalf of Mr. Kumagai, I would like to extend my thanks and appreciation for your service."

**FEEDBACK.... (Continued)**

• • •  
 Ted Smith, Department of Education, wrote to Mel Savery, OSP: "...I am writing to express my gratitude for the help given us recently by one of your planners, **Jamshid Hezar** (Jam). Jam noticed a serious error on a dilux proof we had approved. Jam handled the matter promptly, efficiently, and courteously."

• • •  
 T. W. Driver, CHP, wrote to James H. Miller, OB&G: "...It has been a pleasure to have worked with **Mr. Randy Bolender** during these past few months. Mr. Bolender has completed his painting assignment at the CHP office located in the City of Torrance and has done an excellent job."

• • •  
 Janet Smith, DMV, wrote to James H. Miller, OB&G: "...I am writing to compliment the work performance of **Marshall Fechner**, Stationary Engineer. He is capable, competent and well-versed in the mechanics of his job. His ability to analyze problems, determine the solution, and follow through to completion in a timely manner makes him an excellent engineer."

• • •  
 W. J. Anthony, former Director, wrote to **Rosamond C. Bolden**, Chief, OB&G: "...As you have heard by now, the dedication of the Ronald Reagan Building in Los Angeles was a success and went off without a hitch. The success of this event could not have been accomplished without the efforts of your Building Managers, who assisted in ensuring the event was carried out smoothly."

• • •  
 Julie Clothier, Sonoma State University, wrote to **Donna Brakowiecki**, OSA: "...I want to thank you again for your clear thinking and decisive action in assisting me with the return of 29 Interpretive Manuals sent in error. It was an unexpected pleasure to talk to someone with your competence."

• • •  
 Willie Lewis Brown, Jr., Speaker, California Legislature, wrote to **Gerry Smith**, Office of Procurement: "...I want to express my appreciation to you for your time and assistance in making the Surplus Property Workshop sponsored by my office such a success. It is my understanding that over 70 representatives of non-profit organizations attended this meeting and were very excited about the potential benefits the Surplus Property Program can provide for their programs."

• • •  
 Cecile Marie Hadden, DMV, wrote to Maurice O'Ray, OB&G: "...I want to let you know that one of your employees, **Ligia Jenkins** was so nice to me...She saw me coming to my unit and I had a heavy bag. Because I had a liver transplant not too long ago, I should not be lifting heavy things, so she took what I had which was heavy, and brought it to my desk without me even asking her to. I really appreciated her thoughtfulness."

• • •  
 Frank S. Martucci, DHS, wrote to **Dick Lordge**, OSP: "...I would like to take this opportunity to let you know how much we appreciate the consistently excellent service you and your staff have provided us."

• • •  
 Mary Elizabeth Alden, Attorney General's Office, wrote to **Paul Neel**, OSA: "...I am writing to inform you, if you did not already know, what a terrific staff member you have in **Robert Dighton**...Mr. Dighton was my expert witness during a recent case tried in Superior Court...His demeanor on the stand was that of the person I am sure he is — a careful, fair professional."

• • •  
 David Stack, California School for the Deaf, Riverside, wrote to **Tom Fifield**, OSA: "...The efficiency and professionalism shown by you and your staff while replacing the damaged steam line to our Vocational Building is greatly appreciated. The work progressed smoothly and was done with minimal down time due to the co-activeness of your crew."

• • •  
 Susanne Levitsky, CCC, wrote to Rosamond Bolden, Chief, OB&G: "...Please extend our thanks to **Mr. Sumio Kubo** and **Mr. Ben McCauley** for their cooperation in allowing **Charlene Tapia** of your maintenance personnel to be interviewed for an NBC Nightly News story."

• • •  
 Charles R. Carnes, Chairman of the American Construction Inspectors Association, wrote to **Pat Campbell**, OSA: "...I want to express our appreciation for the help and participation of your office and the individual engineers from the Structural Safety Section in the presentation of the Schoolhouse Inspectors Seminars/Workshops. . .Review from individuals who attended were the best I've ever seen." **GS**

**IN MEMORIAM****FREDERICK D. GRASSLE**

Fred Grassle, formerly with OREDS, passed away January 4, 1991, from a brain tumor. Fred was a veteran of the Korean War and spent 33 years in state service in the public real estate field. He began his state career with the Department of Veterans Affairs, then came to DGS in 1963 when the Department was formed and worked for OREDS until his retirement in 1989. He was recognized in the real estate profession as an expert in the appraisal of real property. Fred is survived by his wife of 35 years, Phyllis, his two daughters, and a grandson. His family requests that any remembrances be made to the Salvation Army or Kaiser Hospital's Hospice Department.

**WAYNE G. WOODYARD**

Wayne G. Woodyard served as a Janitor Supervisor II for the Office of Buildings and Grounds, and passed away on December 27, 1990. He is survived by his wife Sandra,

daughter Gamalia, and sons, Kaneshia and Rashawn. Wayne worked at the State Capitol Building on the swing shift where he supervised 12 employees. He worked in state service for over eight years. Wayne had a warm personality and will be deeply missed by all of his co-workers.

**WILLIAM OLMSTEAD**

On December 17, 1990, William C. Olmstead, an employee of the Office of Buildings and Grounds, died suddenly. Bill was a Student Assistant performing computer duties for Region I. He was a recent graduate of CSUS where he received his degree in Computer Science. A talented individual, Bill's hobbies included reshaping Rubik's cubes into animal shaped objects, assembling puzzles, and tinkering with computers. He is survived by his wife Jeannie, son Michael, and daughter Christine. Bill will be deeply missed by his friends and fellow workers. **GS**

# DGS Training Course Schedule

January - June 1991

**Affirmative Action** (8:00 a.m. - 4:00 p.m. each day)

Section 1: March 11-12 (Fresno)  
Section 2: May 20-21

**Business Writing** (5 weeks - 4 hours per week)

*To be announced - see below\**

**Career Goals: A Skills Analysis** (8:00 a.m. - 12 noon)

Section 10: Feb. 22  
Section 11: Mar. 29  
Section 12: May 3

**Civil Service Examination Workshop**

(20 hours: Mon 8-12; Tu 8-4:30; W & Th 8-12)

Section 6: Feb. 19-20-21 & 22  
Section 7: Mar. 18-19-20 & 21  
Section 8: April 1-2-3 & 4  
Section Section 9: May 6-7-8 & 9 (Fresno)

**Completed Staff Work** (8:00 a.m. - 4:30 p.m.)

Section 3: April 18

**Developing Your Leadership Skills**

(Days 1 & 2, 8:00 a.m. - 4:00 p.m.)  
(Day 3, 8:00 a.m. - 4:00 p.m.)

Section 4: Mar. 25-26 & 27 (Fresno)  
Section 5: June 17-18 & 19

**Dynamics of Change** (8:00 a.m. - 4:00 p.m. each day)

Section Section 1: April 16 & 17

**Investment in Excellence** (8:00 a.m. - 4:30 p.m. each day)

Section 12: Feb. 25-26-27 & Mar. 28  
Section 13: Mar. 20-21-22 & Apr. 22  
Section 14: Apr. 17-18-19 & May 14  
Section 15: Apr. 30, May 1-2 & May 31  
Section 16: May 22-23-24 & June 25  
Section 17: June 12-13-14 & July 12  
Section 18: June 26-27-28 & July 26

**Investment in Excellence Refresher** (1 day, 8:00 a.m. - 4:30 p.m.)

Section 2: Feb. 21  
Section 3: March 13

**Investment in Excellence - Training for Facilitators**

(8:00 a.m. - 4:30 p.m. each day)  
*To be announced*

**Management Briefings** (Day 1, 8:00 a.m. - 4:00 p.m.)

(Day 2, 8:00 a.m. - 12:00 p.m.)

*To be announced - see below\**

**Managing Communication Thru Assertion**

(8:00 a.m. - 4:00 p.m. each day)

Section 4: Feb. 28, March 1  
Section 5: April 23 & 24

**Managing & Surviving Organization Stress**

(8:00 a.m. - 4:00 p.m. each day)

Section 6: Mar. 14 & 15  
Section 7: May 6 & 7

**New Employees Orientation** (a.m. Classes: 8:00 a.m. - 12:00 noon)

(p.m. Classes: 1:00 p.m. - 4:30 p.m.)

Section 8: Feb. 14 (a.m.)  
Section 9: Mar. 13 (a.m.)  
Section 10: April 16 (a.m.)  
Section 11: May 16 (a.m.)

**Supervisors' Forum** (8:00 a.m. - 4:00 p.m. each day)

Section 2: May 15-16 & 17

**Supervisory Development Program (SDP)**

(8:00 a.m. - 4:00 p.m. each day)

Section 3: (Week B): Mar. 4-5-6-7 & 8  
Section 4: (Week A): April 8-9-10-11 & 12  
(Week B): July 15-16-17-18 & 19  
Section 5: (Week A): May 20-21-22-23 & 24 (Los Angeles)  
(Week B): Aug. 5-6-7-8 & 9

**Time Management** (8:00 a.m. - 4:00 p.m.)

*To be announced - see below\**

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**DISABLED EMPLOYEES:** Should you have an impairment requiring assistance during a training class, please contact the Training Section. An effort will be made to meet your specific needs.

**NOTE:** All classes are in Sacramento unless otherwise noted. If you are interested in classes outside of Sacramento, please send a Training Request (GS 1090) to the Training Section indicating the desired location. Classes will be scheduled when enough Training Requests are received.

\**"To be announced"* classes will be scheduled when enough Training Requests are received. If you are interested in a *"to be announced"* class, please send a Training Request (GS 1090) to the Training Section even though no specific dates are shown.

\*\*[Changed] - Indicates that the dates and/or times are different than those shown on the previous Training Course Schedule.

## Department of General Services - Course Summary

**AFFIRMATIVE ACTION** — This 2-day workshop will cover knowledge and skills necessary to incorporate Affirmative Action policies into day-to-day activities.

**BUSINESS WRITING** — This 20-hour workshop is intended for those whose jobs require writing (from short memos to more lengthy reports). To make the class more meaningful, students will be asked to help determine what direction the class will take. Some of the topics of the class may be: the "rules" of verb, noun, pronoun and adjective usage; how the elements of language (spelling, punctuation, tense and agreement) flow from these "rules"; and, how to convey the desired meaning concisely and understandably.

**CAREER GOALS: A Skills Analysis** — A successful career is one which allows you to use your abilities and talents. The more you know about yourself and what you want, the more likely you are to do well in work which you enjoy. This 4-hour workshop will help you identify your strengths and interests through a skills analysis technique.

**CIVIL SERVICE EXAMINATION WORKSHOP** — A 20-hour workshop designed to improve skills in civil service test taking (primarily orals). Group participation and personal involvement will be emphasized with individual feedback through video-taped recordings, group critique and individual counseling as needed.

**COMPLETED STAFF WORK** — This 1-day workshop teaches how to present documented reports using the "Issue Memo Format." The class is designed for employees whose assignments include solving problems and presenting recommendations to management.

**DEVELOPING YOUR LEADERSHIP SKILLS** — This 3-day workshop will focus on the simple truth about motivation; different styles of communications and their impact on people; your unique leadership style; its strengths and weaknesses; and the difference between leading and supervising. This is not a course in How to Supervise.

**\*DYNAMICS OF CHANGE** — Getting from here to 2001 is what this 2-day video/discussion course is all about - sanely, safely and whole. Past, present, future meet; your job and career are the focus as historic precedent, demographics, technology, education, and politics act as triggers of change in your environment. A course for anyone seeking to understand — and to shape — a future as yet unmade!

**INVESTMENT IN EXCELLENCE** — Through this seminar you can, in a nonthreatening manner, acquire the techniques for controlling outcomes on your job, in your

personal life and to improve your self-esteem. All Departmental employees are encouraged to attend this program. Attendance is on a volunteer basis.

**INVESTMENT IN EXCELLENCE REFRESHER** — A one-day seminar designed for graduates of IIE who wish to review/reinforce the basic concepts of the course and work on strategies to further apply them at work and in their personal lives.

**\*MANAGING COMMUNICATION THROUGH ASSERTION** — This 2-day workshop will focus on the application of assertion skills. We teach assertion as a means to achieve goals while respecting the rights of others. People who are truly assertive tend to manage stress better, burn out less and have more productive relationships both on and off the job.

**\*MANAGING AND SURVIVING ORGANIZATIONAL STRESS** — This 2-day workshop will provide you with valuable information and abilities for protecting your health from the subtle and damaging effects of stress.

**MANAGEMENT BRIEFINGS** — A 1½-day workshop that teaches a clear systematic method for preparing management briefings. This is NOT a course in public speaking. This workshop is intended for all staff who must prepare and/or present briefings as a part of their job. It is especially useful for analysts.

**NEW EMPLOYEE ORIENTATION** — A 4-hour program designed to acquaint "NEW" employees with policies, procedures and fringe benefits which are available to them within State service and the Department of General Services.

**\*SUPERVISORY DEVELOPMENT PROGRAM (SDP)** — A fast-moving, exciting format with extensive group interaction and a minimum of lecture assures hands-on learning of time-tested skills and principles used by successful managers in state service. This 80-hour course involves two one-week segments scheduled six months apart.

**\*SUPERVISORS FORUM** — Participants in this unique 2-day advanced supervisory course set the agenda; no two Forums will be alike. Supervisors meet in mixed groups to develop solutions to typical job problems drawn from real-life experience. Emphasis is on disciplinary practices, performance appraisals, and problem-solving methods and techniques.

**TIME MANAGEMENT** — A 1-day workshop covers different concepts of time and their relationship to quantity vs. quality. Participants will learn how and when to use the traditional time tools of planning, prioritizing, etc.

*\*Courses which are acceptable for required Supervisor/Manager Training*



Tony Anthony and Robert Maldonado

## Service Awards

### JANUARY

Diane L. Adams  
Office of State Printing

Virgil A. Green  
Office of Fleet Administration

William Randolph Tolley, Jr.  
Office of State Printing

Robert Maldonado  
Office of Real Estate  
& Design Services

### FEBRUARY

Laverne Counter  
Office of Fleet Administration

Andrew E. McClure  
Telecommunications Division

David S. Patterson  
Office of State Architect

Walter K. Smith  
Office of State Architect

## RETIREMENTS

### YEARS

Charles H. Gilbert . . . . . 29  
Office of Procurement

Federici Selga . . . . . 10  
Office of Buildings & Grounds

Gasper Tassielli . . . . . 17  
Telecommunications Division

Fred J. Perconti . . . . . 8  
Office of Fleet Administration

### Robert Maldonado

Robert has worked in five different departments and in a variety of professions.

He began his career in 1964 with the Franchise Tax Board as a temporary Junior Clerk. Five years later he transferred to the Department of Corrections working at Soledad State Prison. During the 1970's he was employed at the DGS Procurement Warehouse. Following that assignment, he spent a few years working at EDD before transferring to the Department of Education, where he spent the next ten years working in the USDA's surplus food program.

Returning to DGS five months ago, Robert is now an Associate Real Estate Officer, providing leasing services to state agencies in the northern California region.

Robert is married and has three grown children. He looks forward to traveling in the future. However, most of his leisure time is now spent making home improvements. On the weekends, he and his wife also enjoy the experience of dining at different restaurants.

Congratulations, Robert on your completion of 25 years of state service.

### Virgil A. Green, Jr.

December 13, 1965 was the date that Virgil A. Green, Jr. began his career with state service. Virgil serves as an Automobile Mechanic Supervisor for the Office of Fleet Administration. As a Supervisor, Virgil hired the first female mechanic from an open list and she is now the State's first female Automotive Equipment Inspector.

This is Virgil's advice on how to be promoted: "You have to be prepared, take

all tests you qualify for, then look at the job you're going for, and go for it!"

Virgil enjoys a hobby of teaching rifle and pistol reloading techniques and hopes to retire in 10-12 years making his hobby into a business.

He also has a great love of fishing and tells the story of a time when he and two fellow workers took a fishing trip to Lake Spaulding. It was opening day of trout season and they heard there was heavy snow, so Virgil decided to make snowshoes out of plywood. The temperature that morning was about 10 degrees and the snow was about four feet thick. Unfortunately, Virgil's snow shoes didn't work, but they made a nice fire! They didn't catch any fish that day but Virgil and his friends have often talked and laughed about their adventure!

Congratulations to Virgil A. Green, Jr. for 25 years of outstanding state service.

### Diane Adams

Sacramento native Diane Adams started her long career in June 1965, at age 17 — exactly seven days after graduating from Highlands High School. She started out as a Typist at the Department of Justice, CII, before they used computers for the criminal record or fingerprint files. In 1966, a promotion to Steno brought her to DGS, Management Planning Office. The birth of her daughter Joey, now 21, prompted a search for ways to cut high babysitting costs (\$60 a month back then!) thus she began working nights — 14 years in all. First at CHP, Auto Theft Unit, which merged with Department of Justice. During this time her son, Jason, now 18, was born. In 1974 she returned to DGS. This time to the Office of State Printing, Composing Room, as a Photocomposition Keyboard Operator. In 1985 she promoted to her current position of Photocompositor (Encoder).

Diane has taken many computer classes to stay current with state-of-the-art printing techniques. Currently working on her AA degree from ARC with a 4.0 grade point average, Diane is halfway to completing the Management Certificate Program with an emphasis on Total Quality Management.

Since she quit smoking 5 years ago, Diane has joined the Sierra Club and taken up backpacking. Her rescued stray Queensland Heeler/German Shepherd, Gretche, loves tagging along on hikes, fishing trips, Volksmarches and camping. Diane wants to work for 12 more years and retire to Sea Ranch along the northern California coast and become a hippie. **GS**

## WPAC Open House

The DGS Women's Program Advisory Committee (WPAC) held its annual Open House on December 14, 1990. Approximately 300 DGS employees enjoyed the event which was held in the State Library. The purpose of the Open House was to allow an informal setting for employees to meet with WPAC members, gain a better understanding of the WPAC's role in affirmative action, and discuss the Committee's future goals and objectives.

WPAC also used this occasion to accept donations for a Sacramento non-profit organization whose mission directly and positively impacts women. Wellspring Women's Center in Oak Park was selected to receive a donation from WPAC this year. Wellspring's goal is "To enable poor women and children to recognize their dignity and self-worth." Wellspring offers a safe, attractive, warm haven to go to for friendship, literacy tutoring, counseling, and limited legal services — all designed to give personal empowerment. Through the generosity of DGS employees, DGS was able to donate \$185 and many needed supplies such as toilet paper, coffee, juice, and diapers this holiday season. Wellspring is located at 3230 Broadway, Sacramento, and is open Monday through Friday, 7:30 a.m. - 11:30 p.m.

During the Open House, former Director, W.J. "Tony" Anthony and Chief Deputy Director Elizabeth Yost were presented with marble paperweights engraved with the new WPAC logo as recognition of their continued support of the program. Ms. Yost accepted Mr. Anthony's gift in his absence. Office Chiefs in attendance placed special ornaments on the Christmas tree, showing their support for the goals of WPAC. **[GS]**



*A few of the WPAC members who helped make the open house another great success.*

PHOTO BY EILEEN HARVEY



*Elizabeth Yost places a special ornament on the WPAC Christmas tree.*

## A NEW FACE AT THE EEO OFFICE

**T**he DGS Executive Office welcomes Cynthia Castillo who joined the EEO Office on January 2, 1991, replacing David Preciado as the Hispanic Employment Coordinator.

Cynthia was Affirmative Action Coordinator for the Office of the State Architect this past year. She will be bringing her knowledge of DGS Affirmative Action and Equal Employment Opportunity programs, and training and recruitment experience, and over 10 years of state service.

She shares the Department's commitment to quality client service. She also feels fortunate to be given the opportunity to achieve AA/EEO goals for Hispanics and to strive to provide excellent service for staff at all levels.

Cynthia was born and raised in Sacramento and she met her husband, Jae, while attending Sacramento City College. She enjoys weekend trips with Jae and their three sons, Dominique, Joshua and Kyle. Another new role for Cynthia will be sabbath school secretary for 1991 at her church. She also enjoys playing co-ed softball.

Best wishes go to Cynthia Castillo in her new assignment! **[GS]**



CYNTHIA CASTILLO

## Gloria Tomei



GLORIA TOMEI

**T**he Executive Office has long appreciated the contributions of its staunchest reinforcement — Gloria Tomei. Most offices have worked with Gloria since she has served as a retired annuitant in the Executive Office for the last five years. Many wonder why people would willingly subject themselves to the harried pace of an office which is short-handed. Gloria, as a veteran of state government, handles it all with grace and good humor!

Before retiring, Gloria worked for the Division of Mines and Geology for approximately 25 years, where telling the difference between fool's gold (pyrite) and the real stuff was all in a day's work. She then worked in the Governor's Office for Governor Jerry Brown as an Executive Secretary in the Appointments Unit.

A year after retiring, Gloria decided to return to the work world! As a retired

annuitant, she has worked for many other agencies besides DGS, such as the Department of Education, Superintendent of Public Instruction, and the Native American Heritage Commission. Within the Department of General Services Gloria has been an invaluable asset and backup to many of the secretaries within the Executive Office. In fact, she's probably one of the few that has worked for the Director of General Services, Chief Deputy Director, as well as three Deputy Directors. In addition, she has also lent a hand to the Office of Legislation for several years and has become familiar with the pressures of legislative deadlines. The Office of Real Estate and Design Services and the Office of Project Development and Management have also benefited from her experience. For all of her hard work, expertise, and willingness to help, we in the Executive Office thank her! **[GS]**

## State Business Fair Attracts a Sellout Crowd

More than 300 people participated in the Department of General Services' sponsored conference called "Assembly Bill 1933: State Business Fair." Full of excitement and interest, the State Business Fair was held on November 28, 1990 in Oakland. The Conference included specialized workshops in conjunction with an Exhibitors Business Fair. Conference participants included Minority, Women, Disabled Veteran Business Enterprises (M/W/DVBE) and prime contractors.

Workshops were held throughout the day and focused on three subject areas:

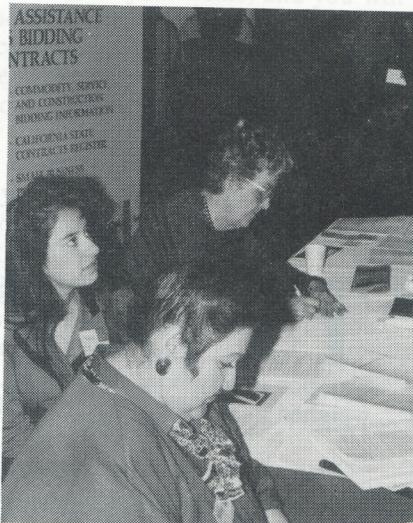
- "What is AB 1933 and How Does It Work?" (a panel discussion with various state agency representatives)
- "Overview of Department of General Services' Offices" (what we do and what we buy)
- "In good Faith Effort" (meeting the 15% and 5% Contracting Goals)

The workshops were exceptionally beneficial to the attendees as they received information regarding contracting opportunities within the state. In addition, W. J. Anthony, former DGS Director, gave a dynamic presentation on the State's commitment to achieving the M/W/DVBE goals.

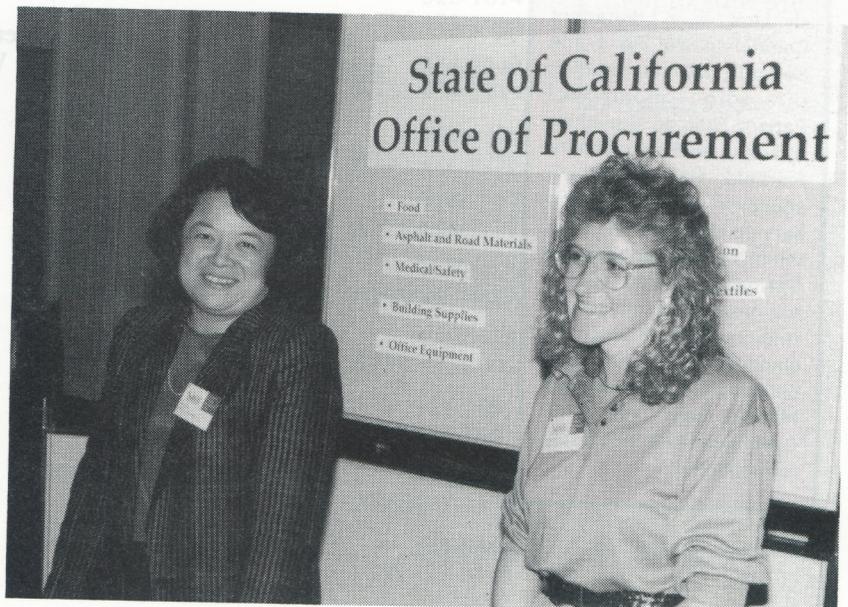
During the Conference luncheon Assemblyman Richard Polanco delivered a very inspirational address. Polanco's focus was on business trends, a legislative update, and a historical perspective on M/W/DVBE legislative issues.

Additional conferences are scheduled for February and March 1991 in Fresno and Los Angeles respectively. For more information on the upcoming conferences, contact Ana Loera of the Office of Small and Minority Business at (916) 323-5271.

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(Top): W.J. Anthony, Director, gives keynote address; (Left): Biggie Waller, Ana Loera and Ana Bouza, OSMB, provide assistance; (Bottom): OP staff, June Okada and Rhonda Wilson, give information to Fair participants.





W.J. "Tony" Anthony is presented with bound copies of every **OUTLOOK** published during his tenure as Director of DGS by **OUTLOOK** Editor, Mary Anne Riehl-Campos.

### Called to Duty

In the last issue of **Outlook** (December, 1990) we noted that several DGS employees have answered the call to duty in the Middle East. The number of these devoted servicemen and women continue to rise. Gerry Esker, with OP's Research and Analysis Unit, is a Lieutenant Colonel in the Air Force Reserve and commands the 44th Aeromedical Patient Staging Squadron at Travis Air Force Base in Fairfield. Half of Gerry's squadron will actually be serving in the Middle East, while he will be based in Germany with the rest of his crew. Part of Gerry's responsibilities will include flying back and forth between Germany and the Middle East. We wish Gerry good luck and a safe return home!

## Mary Anne Riehl-Campos

The friendly smile and diligent efforts of Mary Anne Riehl-Campos will be sorely missed for a few months while she is on maternity leave. Caitlin Marie Campos became the newest addition to the Campos family born on Sunday, February 10, 1991 at 1:18 p.m. Caitlin weighed in at 7 lbs. 12 oz. and she was 19½" long.

Mary Anne's husband, Gerry, and her sons, David and Tony, are doing well. Gerry is a professor at Sacramento City College and Tony and David are in kindergarten and first grade respectively.

Mary Anne has served as the Merit Award Administrator and **OUTLOOK** Editor for more than eight years. We look forward to her return to DGS.

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The American Express charge card will be issued in your name, and you will receive a bill at your home each month for all charges incurred with the card. If you turn in your Travel Expense Claim (TEC) promptly, you will receive reimbursement from the state in time to pay your American Express bill before it becomes past due. The card is to be used for professional use only and the state assumes no responsibility for payment of any charges to the card.

To receive the American Express Travel Card, simply fill out the specially designed application on the reverse side and return it to your DGS office program administrator. Once you begin using the card, you'll enjoy a new measure of convenience and security while assisting the State of California in controlling its travel costs.

Your office program administrator in Sacramento can answer any additional questions you may have. Here's who to contact:

DGS Office/Administrator	Phone No.	DGS Office/Administrator	Phone No.
<b>Executive Office</b> — Joanne Rhinehart	445-3441 ATSS 485-3441	<b>Local Assistance</b> — Cindy Won-Nakata	324-0176 ATSS 454-0176
<b>Administrative Hearings</b> — Judy Clavere	445-4926 ATSS 485-4926	<b>Mgmt Technology &amp; Planning</b> — Claire Blazer	445-6216 ATSS 485-6216
<b>Administrative Services</b> — Jan Dietz	445-3487 ATSS 485-3487	<b>State Printer</b> — Cathie Neagle	322-1014 ATSS 492-1014
<b>Architect</b> — Maria Staub	445-8770 ATSS 485-8770	<b>Procurement</b> — Allison Fong	324-2249 ATSS 454-2249
<b>Buildings &amp; Grounds</b> — Jeannine Windt (Flournoy)	323-2814 ATSS 473-2814	<b>Project Dev. &amp; Mgmt</b> — Ronna Taylor	322-6958 ATSS 492-6958
<b>Building Standards Commission</b> — Maggie Cummins	323-6364 ATSS 473-6364	<b>Real Estate &amp; Design</b> — Betty Lorette	324-7277 ATSS 454-7277
<b>Energy Assessments</b> — Patti Boostrom	323-8777 ATSS 473-8777	<b>Records Management</b> — Angela Lew	322-9483 ATSS 492-9483
<b>Fiscal Services</b> — Ken Young	322-4923 ATSS 492-4923	<b>Small &amp; Minority Business</b> — Charmaine Sonnier	322-6906 ATSS 492-6906
<b>Fleet Administration</b> — Anna Pahl	322-0254 ATSS 492-0254	<b>State Police</b> — Bill Tynes	323-1601 ATSS 473-1601
<b>Insurance &amp; Risk Management</b> — Barbara Leashore	322-5289 ATSS 492-5289	<b>Support Services</b> — Lori Kagimoto-Nelson	739-2378 ATSS497-2378
<b>Legal Services</b> — Deby Hamilton	322-5923 ATSS 492-5923	<b>Telecommunications</b> — Vince Taboada	323-5445 ATSS 473-5445



DGS employees may use the application on the reverse side of this page to apply for their American Express Corporate Charge Card. Send the application to your office administrator.

