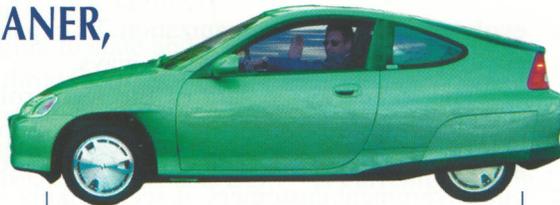


DGS Side-by-Side

California Department of General Services • a newsletter for employees by employees • Issue #31 • January 2001

DGS LEADING THE WAY FOR A CLEANER, "GREENER" CALIFORNIA

The Department of General Services is working to make California a cleaner, healthier place to live and work by initiating several new policies to help clean the air, save power, and reduce consumption of natural resources. Some of those measures include:



*DGS is **greening** its fleet with a combination of low emission, alternate fuel, and electric vehicles in an effort to help clean the air.*



Environment-friendly, energy efficient construction measures are being employed in construction of State office buildings.

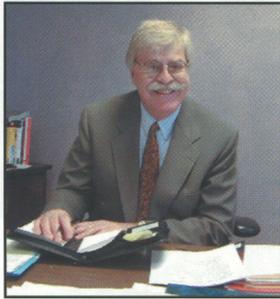
- ✦ Reducing pollution by converting the State's fleet of passenger sedans to super-low and ultra low emission vehicles and encouraging State agencies to make use of alternate fuel and electric-powered vehicles.
- ✦ Using environment-friendly, energy efficient building methods in construction of new State office buildings and retrofit projects.
- ✦ Encouraging energy conservation measures in new school construction projects.
- ✦ Reducing the use of natural resources by increasing purchases of recycled-content office paper, two-sided copier machines and other "green" office products.
- ✦ Using non-toxic cleaning materials in maintaining State property.
- ✦ Reducing energy use at DGS-owned and operated facilities and providing energy conservation and management guidelines for other State agencies to follow.

These and other initiatives are being employed by DGS as part of the Davis administration's commitment to preserving the State's natural resources for generations to come.



To ensure quality, cost-conscious, and timely assistance and support to state and other public agencies so they can efficiently deliver needed services to California citizens. With the leadership of the Governor, and in cooperation with the Legislature, we seek to provide creative business solutions and serve our customers in a responsive and flexible manner. Our mission is dedicated to serving the customer.

DIRECTOR'S MESSAGE



** HAPPY 2001 ** THE YEAR OF IDGS

I hope your seasonal activities and relationships were in keeping with your expectations. We are back to work, but change is in the air.

The pervasive *energy* crisis has been commanding a majority of time at the leadership levels of General Services. The tasks have ranged from initially reducing consumption and retrofitting to getting new generation up and running. This is likely to continue and may permanently influence the evolving shape of the organization. Its expanding impact is cutting across divisional boundaries in both positive (**IDGS**) and unsettling ways.

The same can be said of the DGS role in *e-commerce* and *e-government*. Circumstances are rendering us the portal for e-commerce in state government. Because the electronic provision of government services to the general public resembles the electronic procurement increasingly afforded our government customers, it seems likely our role in e-government will be a large and growing one. Pardon any cloudiness in the crystal ball.

Climbing the telecommunications mountain—the coordination of diverse multi-agency activities in particular—is one of the areas that will require increased attention from within and without DGS.

Our Real Estate Services Division, in my judgment, will have its hands full. The lack of office space has reached crisis proportions and the cost implications of either continuing to lease at exorbitant rates or moving into a buying and building mode are immense.

What is predictable and inevitable, if we are to adequately discharge our responsibilities in the new millennium, is that DGS will be a yeasty and zesty place of managed, but extraordinarily powerful, challenge and change.


Barry D. Keene

DGS HELPS SAVE ENERGY DURING ELECTRICAL EMERGENCIES

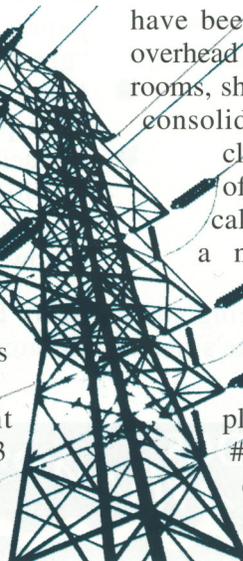
By Cindy Vincent, DGS Communications Office Student Assistant

The State of California has been facing an unprecedented period of electricity shortages during the winter months. In order to help alleviate this situation and to continue operation of State facilities with as few disruptions as possible, DGS has taken the lead in developing an energy conservation policy for state agencies and departments to follow in all buildings that they own or operate.

When the California Independent System Operator declares a Stage 2 or 3 electrical emergency, DGS emergency energy conservation plans are put into place. Building managers and employees

have been turning thermostats down, reducing overhead lighting, turning off lights in unoccupied rooms, shutting off computers that are not in use, consolidating use of photocopies or printers, closing windows and doors to prevent loss of heat, eliminating use of portable electrical devices like heaters and microwaves, and turning off decorative indoor and outdoor lighting.

For detailed information on energy management in state facilities during winter time electrical emergencies please refer to DGS Management Memo #00-13, or visit <http://www.dgs.ca.gov> and click on *publications* and then on *State Management Memos*.



CAL-BUY AIMS TO MAKE STATE PURCHASING AS EASY AS "PICK AND CLICK"

By Alexis Palecek and Cindy Vincent,
DGS Communications Office Student Assistants



The Department of General Services has launched an Internet-based purchasing system—known as CAL-Buy—that will make it easier for State agencies to shop for and buy the goods and services they need.

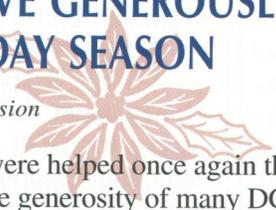
“CAL-Buy comes with a long list of benefits reflecting the wishes of this administration and the people of California,” says DGS Director Barry Keene. “CAL-Buy will reduce the government’s cost of doing business, reduce paper, and give California’s small businesses an opportunity to showcase their goods and services in a centralized, electronic environment.”

CAL-Buy is designed to provide online catalog shopping to state and local agencies that purchase billions of dollars worth of goods and services annually through DGS’ Procurement Division. The e-procurement system will offer the speed of online purchasing while saving the State time and money by reducing paper work, and allowing buyers to do comparison-shopping.

A trio of pilot agencies—the California Highway Patrol, CalTrans, and DGS—is currently testing CAL-Buy. To get more information on CAL-Buy, visit their website at: www.pd.dgs.ca.gov/calbuy.asp.

DGS EMPLOYEES GIVE GENEROUSLY DURING THE HOLIDAY SEASON

By Linda Lange, Procurement Division



Dozens of needy families were helped once again this past holiday season thanks to the generosity of many DGS employees. The annual “Help for the Holidays” program provided gifts for Sacramento families who would have gone without otherwise. Several offices in DGS’ Procurement and Telecommunications Divisions, along with the Office of Human Resources and Office of Fiscal Services were able to donate more than four truckloads of new and used items for the “Help for the Holidays” drive. Eyes were lit up and faces filled with smiles, including parents, when they saw all the wonderful gifts to choose from including children’s toys and clothing, housewares, electronics, books, fresh baked foods, and non-perishable items.

The event helped more than 150 individuals and families. For more information, contact Linda Lange at 445-2205.

Another DGS office with the “spirit of giving”, the Stockton State office building held their annual “Food Drive”—organized the past 12 years by janitor Gerald Watson, with help from office technician Rose Duenas and building manager Gary Alexander of DGS’ Real Estate Services Division—which was a major success. Volunteers and vendors donated enough food to feed approximately 300 needy people.



NEW CAL-EPA BUILDING WELCOMES STATE EMPLOYEES

The brand new Joe Serna Jr. Cal-EPA office building in downtown Sacramento is now home to approximately 3,000 employees who started moving in last fall. The 25-story building project, named in honor of the late Mayor of Sacramento, is scheduled to be dedicated shortly. DGS worked closely with the City and the developer to make the project one of the “greenest” office buildings of its kind by incorporating several energy saving features, using resource-efficient materials, and providing high quality indoor air.



A DGS HOLIDAY MIRACLE

By Alexis Palecek, DGS Communications Office
Student Assistant

This past holiday season was extra special for DGS employees Joan Preszler and Teresa Sousa and their families.

Last summer Preszler fell out of her chair while talking on the phone at her desk in DGS' Office of Legislation (OLS). Fellow OLS staffer, Sousa, rushed to her side, expecting just to help her back into her chair. Within seconds, Teresa realized that she was faced with a serious medical situation, and that she had to use Cardio-pulmonary Resuscitation (CPR) to try to resuscitate Joan.

"It just kind of came into my head...I'm glad that I had the training," says Teresa. She believes that if she hadn't been trained in CPR, she would not have remained in control of the situation. "I would have felt horrible just to stand there," says Teresa. The fire department responded quickly to the 911 call and arrived in less than four minutes.

Teresa received CPR training, offered by DGS' Office of Risk and Insurance Management (ORIM), in July 1999. "It is a godsend and a blessing to have," says Teresa, who adds that this was the first time she had to use the training.

Teresa was glad to have helped in such a big way. "Everyone should have CPR training, because you just never know. It's just such a blessing." She was presented the Medic First Aid Good Samaritan Award for saving Joan's life with CPR by DGS Director Barry Keene. The award recognizes Teresa's "willingness to respond above and beyond the call of duty and providing emergency medical care for a fellow human



From l to r: Joan Preszler, Teresa Souza and DGS Director Barry Keene.

being."

Joan feels incredibly lucky, "Many medical people have told me their horror stories about the people they have seen brought back to life but because they didn't get oxygen in the first critical moments, they suffer severe physical and mental damage. That's why CPR knowledge is so important for all of us—you can't wait for help to arrive as every minute counts."

DGS' Office of Risk and Insurance Management (ORIM) sponsors a CPR training course for DGS employees. The course is an eight-hour session of both video presentations and instructor led, "hands-on" learning. At completion of the course, you will receive a Medic First Aid certificate valid for two years.

For more information on class registration contact the Assistant Training Coordinator at (916) 445-0069 or email at cpr@dgs.ca.gov. You can also visit ORIM's website at <http://www.orim.ca.gov>.

"EAST END" COMPLEX TAKING SHAPE

Steel beams are rising on one side of the project while the concrete foundation is taking shape on the other side and when construction is finished the Capitol Area East End Complex will be the largest, most "environment-friendly" building of its kind in California history. The 1.5 million square foot complex—located just east of Capitol Park—will be home to approximately 6,300 employees now spread out at several locations around Sacramento. When completed in early 2003, it will be a model of sustainable construction measures and energy efficiency.

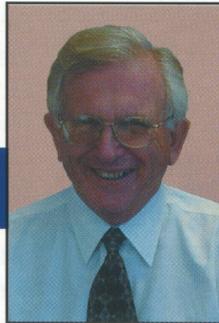


DGS DIRECTORS NAMED

Governor Davis has announced the appointments of Dennis Dunne and Rosamond Bolden as Chief Deputy Directors of DGS, Mike Courtney as Deputy Director of DGS' Real Estate Services Division, and Melissa Meith as Director of the Office of Administrative Hearings.



Rosamond Bolden has been the Chief of the Building and Property Management Branch, Real Estate Services Division, of the Department of General Services since 1977. She is a member of the Building Owners and Managers Association International.



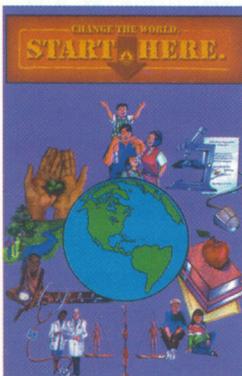
Dennis Dunne joined DGS as a special assistant to Director Barry Keene. Most recently he served as Director of Santa Clara County's General Services Agency Director as well as Director of Facilities. Mr. Dunne's experience also includes working for the Department of Corrections as Deputy Director of Planning and Construction.



Mike Courtney served as Acting Deputy Director for the Department of General Services, Real Estate Services Division since January 1999. He has held various positions within the Real Estate Services Division since 1985. He is a member of the Design/Build Institute of America and the Construction Management Institute of America.



Melissa Meith was the executive coordinator at the Gambling Control Commission. She was the chief counsel for the California State Lottery. Prior to that, she was assistant chief counsel for the California Department of Corrections from 1991 to 1996. Ms. Meith is a member of the Sacramento County Bar and the City of Davis Personnel Board.



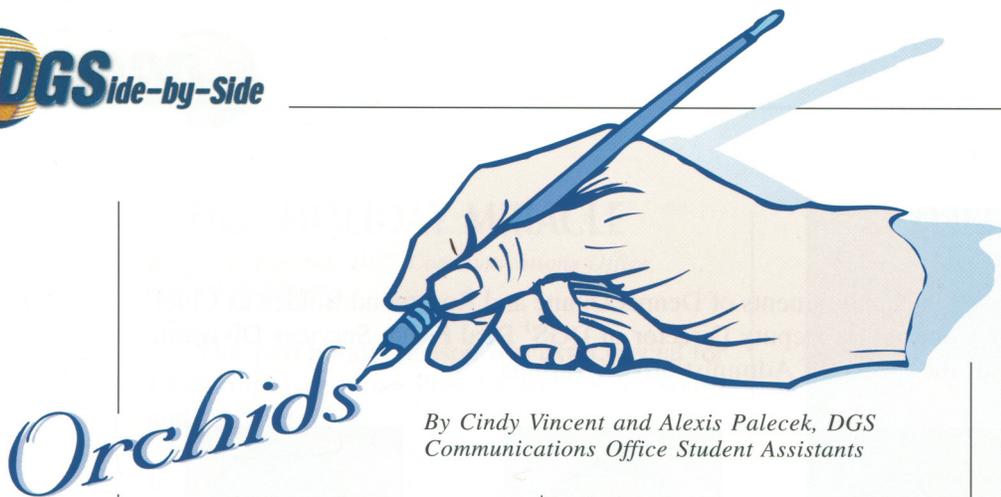
STATE EMPLOYEES CAMPAIGN A BIG HIT

The 2000 United California State Employees Campaign (UCSEC) goes down in the books as the most successful ever in recent history. DGS employees opened their hearts and their wallets with contributions to scores of charities supported by the campaign.

- Dollars raised: \$168,176 including payroll deductions, one-time cash contributions, and fund raisers. That's a 15 percent increase from 1999!
- Number of contributors: 1,156
- Participation: 37 percent
- Average Per Capita Contribution: \$53.92
- Average Annual Gift: \$144.48

DGS employees have taken the 2000 campaign theme slogan to heart by taking steps to "Change the World."





Orchids

By Cindy Vincent and Alexis Palecek, DGS
Communications Office Student Assistants

DGS employees continue to keep their customers satisfied. Here's the latest batch of "Orchids" from all over the State of California...

Dan Larsen of the **Procurement Division (PD)** received a certificate "in recognition of...invaluable service to the development of the Small Business Administration, Fresno District..." while **Diana LaBonte**, **Judy Heringer**, and **Dawn Ford** received a "huge thank you for helping to keep projects on track." The Month of Caring 2000 project was an immense success "thanks to **Linda Lange** for her commitment and willingness to organize employees from Department of General Services." **Annette Shaw** has made one customer "appreciate those people in the state system who care about others" by "extending her help with warmth and professionalism." Along with being an excellent worker at her job, Shaw is also an excellent volunteer with "her dedication to do more than asked." And **Tracy Neuner** was a great "contribution to the E-rate/CTF training program" according to the State Superintendent of Public Instruction.

PD's **Dave Ehret**, **Gary Rains** and **Mike Wilson** were helping the California Association of Public Purchasing

Officers "do a better job" by providing informative presentations that "have been extremely favorable" with the attendees. By providing a fast response and an excellent follow up, **Saghir Osmani** and **Charles Crawford** "turned a failing situation to a successful completion." **Helen Gonzales** and **Roberta Hinchman** provided an "excellent overview" according to one of their customers who had attended their accounting overview. The California Correctional Institution-Tehachapi recently complimented PD's **Sandi Silva**, for Sandi's "professionalism, thoroughness and customer service." According to the Assistant Secretary of Cal EPA, **Carl Deverter** is helping to initiate partnerships with Cal-EPA to benefit not only Cal-EPA, but the Procurement Division and State and Consumer Services Agency as well.

Six PD staffers received a Gold Award for Superior Accomplishment. The "Internet refresh team" including **Larry Aronson**, **Lorenzo Cuesta**, **Glenn Ford**, **Frank Mora**, **Ron Rabun**, and **Rose Schembri** all worked to redesign the PD homepage. Congratulations! **Lori Okamoto** and **Debra Neisen** of PD lead a seminar called "State Contracting 101." Amazed attendees complimented Debra

and **Lori** for providing "a wealth of detailed information" and "should be commended for their exceptional efforts."

Marnell Voss and **Rose Schembri** of the **Business Development Unit** impressed Gov. Gray Davis with their phenomenal work on the 2000 California Governor's Conference for Women.

Collaborating different offices proves to be beneficial for customers, especially when **Suzanne Wong** from the **Real Estate Services Division (RESD)** and **Ruby Shepherd** from **Office of Technology Resources (OTR)** work together and "take that extra step" to help their customers. **RESD-Building and Property Management's Pedro Mecenario** is "so extremely thorough in fulfilling his job," that he amazes visitors to the Department of Industrial Relations Headquarters in San Francisco. Another excellent groundskeeper is **Jorge Cuadra**, who has "single-handedly redesigned the landscaping and irrigation system" at the new CHP offices in San Francisco.

The **Office of Public School Construction** received sincere thanks from the Bishop Union Elementary School District for helping make their dreams a reality. More thanks come from the Pierce Joint Unified School District. Kudos also went to **Eddie Hernandez** from the Novato Unified School District for help with bidding and to **Juan Tamayo** for his professional and thorough approach when working with the Franklin Elementary School District.



FLEET ADMINISTRATION HONORED

DGS' Office of Fleet Administration has been awarded the "California Prospector Award" from the California Council for Quality and Service for its "world-class service" and best practices as provider of key support services for State employees. OFA has a joint responsibility as the administrator for more than 35,000 state-owned vehicles, and as the transportation services provider to state employees. Congrats!

Continued from Page 6

More and more customers are becoming fans of the **Office of Fleet Administration** due to the likes of **Max Ballesteros** for his "can do" attitude and **Anna Pahl** for her "professional demeanor" in dealing with parking issues. **Jeffrey Roberson** went "above and beyond the call of normal duty" to help out a customer even after he was scheduled to be off from work. James D. Boyd extended his gratification to **Rick Slama** for helping to provide a good "image of the State of California in the eyes of the public" by obtaining the use of fuel-efficient vehicles.

The **Division of the State Architect's (DSA) Dixon Sum** and **Ed DeCossio** awed the Larkspur School District with suggestions about fire safety and structural issues. The district "really appreciates all the assistance and cooperation" they have received. **Donald Fenlason** and **Shashi Ambegaokar's** "outstanding efforts" in working with the Fontana Unified School

District won them the appreciation of the students, parents, and staff of the district. **DSA's Nat Chauhan** and his staff in the Bay Area Regional Office, received a letter of appreciation from the Los Altos Union High School District for "efforts ensuring the successful completion" of school renovation projects. And **Louis Nastro** won a fan at Oxnard High School's campus newspaper for "providing important information" to a student reporter.

Gail Saruwatari from the **Office of Risk and Insurance Management** has restored one customer's faith in people by "going the extra mile" while still maintaining a friendly disposition.

The **Office of Human Resources (OHR)** continues to make happy customers through specialists like **Roberta Sutherland** and **Jeanette Sweat**. **Doris Blueford** received many thanks for her "kindness and help" she offered to a customer.

Don Manzer of the **Telecommunications Division (TD)** wowed the crowd at the Department of Health Services. His "consistently prompt and friendly service" has not gone unnoticed.

The **Office of Fiscal Services' (OFS) Becky Leung** and **Becky Smart** went the extra mile to help their customers. Kudos to **Eugene Pieracci** and staff for the "...awesome display of customer service."

The **Office of State Publishing** has been working feverishly to complete projects "so quickly" along with doing a "marvelous job" on them as well, according to the California Senior Legislature.

Last but definitely not least, **Gloria Martinez** of the **Performance Enhancement Section** took time out of her busy schedule to work "above and beyond" the call of duty to help the staff at the State Board of Control.

Good job all!

Please send your "Orchids" to:

Ken Hunt

1325 J Street, Suite 1910 • Sacramento, CA 95814-2928

or fax them to **(916) 323-6567** or e-mail to **Ken.hunt@dgs.ca.gov**



DGS EXPANDS ONLINE BUSINESS CARD ORDERING STATEWIDE

By Sandy Adams, Office of State Publishing Information Technology Manager

DGS continues to improve the way the state does business. The latest example is the expansion of the web-based business card ordering system, which allows state customers to customize their business cards and send their orders electronically to the Office of State Publishing (OSP) for printing.

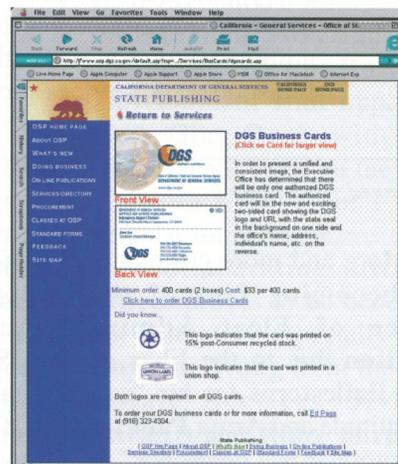
All this is possible through the innovation of OSP's Information Technology (IT) staff. The hard-working and creative IT crew has developed an online business card ordering 'model' that can quickly be adapted to the business needs of each agency, streamlining the process.

This new process impacts the 30,000 business card orders printed and delivered by OSP annually. Customers will see improvements in card accuracy, faster delivery time, and an overall improvement in the level of customer service.

State agencies have been anxious to take advantage of this business improvement opportunity. To date, the Health and Human Services Data Center, California Environmental Protection Agency, and Employment Development Department are ordering their cards online. Watch for other State and Consumer Services Agency members coming on board in 2001.

And to top it all off, the cards are another example of DGS' commitment to environment-friendly products as State agencies being utilizing 100 percent, post-consumer recycled paper for their business card orders.

Check them out online at <http://www.osp.dgs.ca.gov>.



Gray Davis
Governor

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