

## MARCH - APRIL 1976



# STATE HAS NEW PRINTER, ASSISTANT

The State of California has a new State Printer. Governor Brown has named Vincent Toolan to the top post at the Office of State Printing (OSP). Vince had been Assistant to the State Printer since 1964. Named to fill the number two spot vacated by Toolan was Eduardo Polanco. Both men are General Services employees.

Vince started with the Office of State Printing in 1963 as a consultant. He was hired by the Department of Finance to reorganize state printing during the term of Governor "Pat" Brown. He stayed on afterwards in a civil service capacity as a Production and Planning Engineer — becoming the highest ranked civil service

Communications

Landon S. Castillo, Sacramento, 2-2-76

Office of Administrative Hearings



Vince Toolan

employee there. Between appointments of State Printer, he has served as acting head of the Printing Plant.

DGS Director, Leonard Grimes, told OUTLOOK "When everyone had been interviewed and all things considered, Vince just stood out as the best one to fill the job." Some of Vince's accomplishments that must have helped lead to that conclusion include the initiation of modern management and

cost accounting procedures that dramatically increased the efficiency of the Printing Plant. Vince has been responsible for the operation of an office employing some 650 employees (many of whom are members of one of nine unions the Plant must deal with) and one that does an annual volume of \$18 million worth of business.

Vince also initiated many technological changes in the Plant's procedures. Among them was the introduction of computerized typesetting (an in-depth story of this was printed in the September-October OUTLOOK), and the installation of automatic bookbinding equipment. In both cases, employees already doing this kind of work were retrained to work with the new equipment — causing few disruptions in existing operations and staffing. He also initiated an apprenticeship training program that has been successful in opening up opportunities for minorities trying to enter the work force.

Vince says his major thrust will be "to improve the image of the plant and its' operations. The capabilities are all there", he says, "we just need to make our operations more service oriented." To accomplish this, Vince plans to send his planning people out to work with client agencies regarding their needs and the best way to go about meeting those needs. He wants to develop satisfied customers by "working with them instead of just processing workorders."

Vince held a variety of positions in private industry before coming to the State. He has a Bachelor's degree from Fordham University and a Master's degree in Management from New York University. He is married, with four children. A Sacramento resident since 1962, he is involved in a variety of community activities, including being a member of the Board of Directors of the Stanford Home.



Ed Polanco

Eduardo Polanco has been selected to be the new Superintendent of Printing at the Office of State Printing. He succeeds Vince Toolan, who was recently appointed by Governor Brown as the new State Printer. Ed leaves a position as manager of General Services' Data Processing Office to accept the OSP post.

Ed has headed up the Data Processing Office since March, 1973. A part of the Management Services Division, the office has a \$4 million budget and a staff of 120 people. Ed's responsibilities were to provide analysis, programming, data entry, and support to 19 state departments, boards, and commissions. He has been with the Data Processing section in a variety of capacities since 1971.

In 1970, Ed was an analyst with the Office of State Printing. During the next year-and-a-half, he worked with Vince Toolan in putting together the photo composition system now in use at OSP's Composing Room.

No stranger to the Plant and its operations, Ed also spoke of improving the Plant image: "As I see it, my job at OSP will be to work with the staff to continue to improve service, quality, timeliness, and costs."

## Set Your Own Working Hours?

Not only will it help save energy, but it's going to make coming to work a bit more convenient. What is it? Variable work scheduling.

Within certain limits, the Department has now put you, the employee, in control of the hours you work. Variable work scheduling will give you the opportunity to catch that bus you were missing by 15 minutes, make that class you wouldn't have been able to take, or join a carpool. You'll still have to work forty hours a week, and generally 8 hours per day, but if your schedule adjustment

doesn't have a negative impact upon Departmental functions, chances are it will be approved.

Your supervisor will have to consider several factors before approving your new work schedule. Have you given yourself at least a half hour lunch? Have you limited yourself to the 7:00 a.m. to 6:00 p.m. framework? Will your schedule have a negative impact upon adequate office staffing, which must be maintained between 8:00 a.m. and 5:00 p.m.? Also will you be adequately supervised and if not can you work independently? If these

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## On the Cover

Dan Johnson (far left) and Deputy Director Greg Lipscomb (far right) watch as representatives from the California Federation of Women's Clubs plant one of 13 rhododendrons donated to the State by the Women's Clubs as part of their Bicentennial Program. The donation is the first in 50 years to be accepted by the State for planting in Capitol Park.

# Welcome to Capitol Park

Though many people don't realize it, Capitol Park is an artificial environment. In this one 40-acre area are gathered trees and shrubs from every continent and every climate in the world. By taking one of three tours, outlined by Buildings and Grounds Division, one may see a representative of each tree species, and see trees separated by a few feet which in nature are separated by many hundreds of miles. If one were unfamiliar with plant specie and their origin one would never become aware of the park's artificial nature. But those who maintain the park are aware of it. To them the protection of the life and beauty of Capitol Park is a challenge, and a testament, to their abilities to manage this unique mini-ecology.

Capitol Park has been described as one of the most beautiful governmental settings in the nation. The park has long been a source of pride for Californians, and residents of Sacramento in particular. Sacramentans, indeed have much to be proud of in relation to the park for they were instrumental in its foundation.

Originally the Capitol and its surrounding landscaping were to occupy a 4-block area in Sacramento. As early as 1863 the need for large and beautiful grounds was expressed by State officials. When construction had begun on the Capitol it was apparent that four blocks was too little room.

During the 1870's additional land was acquired for the Capitol grounds. In 1870 one block of land was purchased for the construction of a governor's mansion. Though no governor ever resided in the structure, which was abandoned before completion, it did serve as the State Printing Office from 1875 to 1923. Another expansion block served as the site of the California State Fair from 1884 to 1905. The State Fair centered upon the Agricultural Hall upon which site a California desert garden is now located. Other blocks were purchased through the decade, and at one point the people of Sacramento raised money to insure the purchase of park land.

The Development of Capitol Park began in 1870. River silt was brought in and mixed with the soil. After the ground was leveled, the park was planted with over 800 trees and shrubs. The quantity and variety of the trees, was due mainly to the aid of the State Agricultural Society. They were also instrumental in the acquisition of plants from around the world.

The park today boasts over 800 varieties of plants, and houses over 40,000 trees, shrubs, and flowers. Many of the plants are contributions, such as the Memorial Grove, which is the product of the 1897 successful attempt by the "Ladies of the Grand Army" to bring trees to the park from notable battlefields

of the Civil War. In general though, the park is a result of years in advance planning, and currently it would be difficult for Buildings and Grounds to accept plant donations to it.

The history of the park has often not been as tranquil as the setting it provides. With its growth from four blocks to its present 12, there have been many instances of controversy. The parks ecology is a delicate one. Created by man, it has often been threatened by him.

As a man made nature area the park has unusual problems. One is the water table. The park is lower than the nearby Sacramento River. Heavy statutes, sidewalks, and surrounding buildings all affect the water table level. The placement of statuary and such in the Park affects the water table. For this reason, placement of monuments is kept to a minimum, pedestrian traffic patterns are analyzed, and downtown construction is monitored.

To maintain the park, Dan Johnson, State Landscape Architect, and his crew of grounds-keeping professionals are concerned with the natural elements, and their alteration. Wind direction, sun light, soil compaction, and cross fertilization needs of plants are all crucial elements in the parks management.

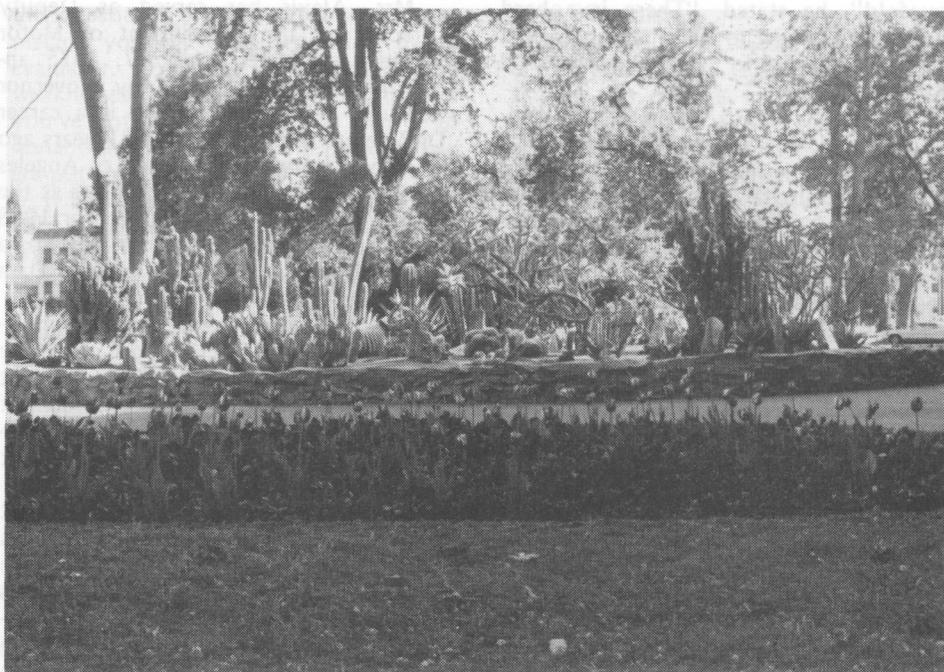
In the planting of a new tree, the park people must consider, how high and how wide it will get. Will it eventually place plants which require much sunlight into extended periods of shade. What affect will its root structure have upon its neighbors, and upon sidewalks, pipes, and

nearby structures. What diseases is it susceptible to. Will its limbs eventually need support and what affect will they have upon surrounding plants. And the list goes on. All of these and more questions must be answered before a new tree can be planted in the park.

When a tree is planted in the park, it then must be looked after. Taking wind velocity and direction as an example, one may ascertain just how delicate the ecological balance of the park is, and how its managers must work to preserve it. As a trees' limb and root structure adapt themselves to prevailing winds, they become susceptible to damage if the nature of the winds is drastically modified. Individuals who have passed near or between large buildings on windy days have felt how the winds direction and strength is affected as the air is channeled around and between the structures. The presence of a large structure near the park similarly affects the wind patterns and strength. As downtown construction is monitored by the park managers, they become aware of possible wind alterations. Necessary steps are taken to compensate for overly adverse wind changes. These measures may include branches and limbs trimmed so as to sufficiently lessen wind resistance problems, or the construction of supports.

The problems of nature are not the only ones the Park managers must face. There is also an aesthetic consideration. The visual composition of the park is what makes it beautiful. The placement of plants, open areas, benches, and monuments must be done in a manner which enhances the appearance of the park.

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*The contrasting species of plant life in the Park is outlined here with desert plants surrounded by tulips.*

# MERIT AWARD BOARD HAS TWO NEW MEMBERS

## Miller Named MAB Chairman

Jack Miller, Chief of Management Services Division has been appointed as the new Chairman of the Merit Award Board. The appointment was announced by Leonard Grimes, Chairman of the Board of Control — the parent organization of the Merit Award Board. Jack assumed his new responsibilities at the April Board Meeting.

In addition to his duties as Chairman, Jack will continue as Chief of Management Services. His current responsibilities include accounting support and the maintenance of financial records for the Department plus twenty smaller departments, boards, or commissions. Management Services also administers the statewide Electronic Data Processing (EDP) Education program, the Data Processing Services Office, as well as the State Records Center and its programs.

In accepting the appointment, Jack told *OUTLOOK* that he "hopes to compliment what they [the Board] already have going for them." He talked in terms of assets, as anyone running an accounting operation would, and listed people as its most important one. "There are over 100,000 state employees out there — imaginative men and women. Their ideas and the recognition of them are the reasons for the Boards' existence to begin with." Jack stressed the fact that this recognition is visible to both the suggestor and supervisor. "Savings are twofold", he stated. "There is a hard dollar cost saving to the State and a real application of the 'work smarter not harder' principle."

The Merit Award Board is the decision-making arm of a multi-departmental employee suggestion system. The Board reviews and makes awards on employee suggestions from the various departments. These suggestions are analyzed by the Department affected and recommended to the Board for final action. Last year alone, suggestions by state employees at all levels of government [except top management who is supposed to be paid to already have ideas] resulted in savings of over \$2,297,221.00 to California taxpayers. Since its inception in 1951, the Merit Award Program has saved some \$13, 301,507.00 for the State of California.

Jack began his State service with the Controller's Office. He then moved on to DMV during the period of their first major multi-computer installation. When he left DMV in 1971, he was Chief of Data Processing (Driver License Division). He left DMV to head up General Services' two data processing installations. A consolidation of three divisions created the



*Merit Award Board members (left to right): Delores Jacinto, Burton Oliver, Doris Alexis, Charles Valdes, and new Board Chairman, Jack Miller.*

## DMV Deputy Named to MAB Board

Doris Alexis, Deputy Director of the Department of Motor Vehicles, has been named to the State's Merit Award Board. The announcement was made by Leonard Grimes, Director of General Services, and Chairman of the State Board of Control. Mrs. Alexis accepted membership on the five-member Board and assumed her new responsibilities at the April Board meeting. The Board meets monthly. She will continue in her administrative Position at DMV.

Mrs. Alexis has served as Deputy Director of the Department of Motor Vehicles since her April 17, 1975 appointment to that office by Governor Edmund G. Brown Jr. She is a career DMV employee who began 21 years ago as a temporary clerk in the Los Angeles field office, followed by 14 years at the Hollywood field office, before her 1968 promotion to the Sacramento office as a supervising clerk in the Electronic Data Processing Division.

Mrs. Alexis led the planning and implementation of the DMV Child Care Center which opened on July 1, 1975 — the first day care center for pre-school children of Management Services Division and Jack was named its Chief.

Unlike the stereotyped picture that one has of accounting-type people, Jack is genuinely more interested in people than he is with numbers. His spare time is spent, with his wife Jan, supporting programs of the schools that their two children attend. They are also active in the People-to-People program — a California organization whose members act as temporary hosts to foreign travelers and dignitaries.

state employees. The Center now operates at full capacity with 54 children, including a swing-shift group and a kindergarten class.

As a result of the DMV Child Care Center's success, Mrs. Alexis frequently addresses community groups interested in day care services. She is also an active member of the International Toastmistress Clubs and is in much demand as a speaker on the status of women and minorities in state service.

Prior to her appointment as Deputy Director, Mrs. Alexis was a Manager III on the staff of the department's Legislative Liaison Unit, responsible for departmental legislative analysis and the annual updating of the California Vehicle Code. She also provided expert testimony for various legislative committee hearings.

Additionally, Mrs. Alexis served as a member of the implementation team for the year-round vehicle registration program which DMV inaugurated on December 1, 1975.

Active in human rights advocacy since her 1940 involvement with the Federal Government and Urban League sponsored "Sidney Hillman Committee", she is currently a member of the DMV Women's Caucus.

Mrs. Alexis was recently presented a "Certificate of Honorary Membership" by the California Association of Drivers License Examiners. She has also been honored by the Coalition of Women in State Service for her appointment as DMV Deputy Director.

She is a native of Brooklyn, New York and attended Hunter College in New York City, majoring in Latin with a minor in Greek.

# Deputy State Architect Appointed

State Architect, Sim Van der Ryn, has announced the appointment of Barry L. Wasserman as Deputy State Architect. Wasserman will head up the Design program of the Office of the State Architect, replacing Bill Vick who retired on March 31, 1976 after 27 years of State service.

Barry leaves a position as President of Lawrence Halprin and Associates, a San Francisco-based firm, to accept the State post. He has been Associate Vice-President and Treasurer of John H. Bolles Associates and a principal in the firm of Wasserman-Herman Associates. He received his Bachelor of Arts and Master of Arts degrees from Harvard.

Barry has been active in public sector architecture for the past 10 years. He was heavily involved in formulating the Cleveland (Ohio) Concept Plan. This Plan established a flexible framework for designing for the future. It had to be able to accommodate changing needs in a "no growth" area, and factors such as transportation, population income level, ethnic mix, and external environment all had to be considered.

Barry also played an instrumental role in the development of the Yountville General Plan. The problems of developing a plan for a small town were rather similar to the ones he faced in the Cleveland core area. Yountville with its smaller size really brought the controversial aspects of the growth vs. no-growth debate to the fore.

Barry's credits also include the Northern Waterfront plan in San Francisco, the Anna Waden Library (San Francisco) for which he won an award, and Loren Miller homes in San Francisco.

Barry is a veteran of numerous workshops. He is a California registered architect and a member of the American Institute of Architects. He has received two awards of merit.

Barry's initial efforts in his new job will be divided between two areas. In the area of "Programming", his shop will be reviewing all capital outlay projects (excluding U.C. and State Colleges). This will involve helping a client analyze its present and future needs. Pre-design is also involved in Programming, and it is this concept which attempts to build the building around those who use it. Research into internal and external environment and their effects upon productivity are conducted. In programming, the job of the architect is to look at needs, present and future, before ever designing the structure. In this way, the structure which finally emerges will hopefully meet employee, production, social, energy, and environmental needs now, and fifty years from now.

The other area of new challenge Barry faces relates to staff organization and function. He believes that with all the talent O.S.A. currently has, it should be



Barry Wasserman

taking a leadership role in the state's architectural world. He feels that the office should serve as "a catalyst for the development of socially conscious architecture" and serve to stimulate the design processes.

One area in which he feels this lead role will be most evident is in the Capitol Area Plan. "According to Barry, "The Plan offers the State the opportunity to establish an operating model for other California cities to follow." His past experiences will be an invaluable asset in his contributions to the plan.

Barry is most interested in involving people in decision making processes. He feels that in designing a building, the people who must use it should be asked for their input. In managing a staff, he wants to get them as involved as possible in what the office is doing. His concept of involvement is what has charted his career. "I'm really turned on to serving people — helping them to meet their needs," he says. He sees his new role as allowing them to do just that.

## SET YOUR OWN WORK HOURS?

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questions can be answered satisfactorily though, you may have a new schedule.

Employees engaged in "shift" operations present unique problems in variable work scheduling. Because of this, not only must the supervisor approve your schedule, but so must the Executive Office.

Once you have established your own schedule, it will be the basis for reporting your attendance. This doesn't mean you won't be able to change it, just that you must work out any new schedule in advance with your supervisor.

Variable work scheduling offers most employees a chance for developing work schedules that can contribute to energy conservation and help meet personal needs. If it sounds like something you could use, talk to your supervisor. Who knows who you may run into on the early bus.

## Air Travel Credit Cards are Cancelled

Effective April 1, 1976, the Air Travel Credit Cards issued by Trans World Airlines (TWA) will be cancelled.

TWA has been carrying the Air Travel Account and issuing Air Travel Cards for the State of California since May 1, 1975, when United Airlines cancelled the State's account. TWA had hoped that the high volume travel accounts would generate sufficient revenue to justify account maintenance. Unfortunately, this did not occur and TWA terminates its agreement with the State as of April 1, 1976, after which date Air Travel Cards are no longer valid.

Due to the above, agencies must make other arrangements for obtaining their airline tickets. The alternatives are:

- 1. Blank Airfare Tickets** — Most major airline companies offer regular and instant type blank airfare tickets which can be prepared by individual State agencies. In considering the blank airfare ticket, most agencies will find the instant type ticket more acceptable because it requires a minimal amount of information, whereas the regular ticket usually requires a skilled reservations clerk to complete it properly. Use of tickets must be restricted to the airlines providing the service.
- 2. State of California Order for Ticket** — The Order for Ticket form (Std. Form 258) is generally accepted by all airline companies and can be exchanged for an airline ticket.
- 3. Cash Purchase** — The traveler can purchase the airline ticket with cash or personal credit card and be reimbursed by filing an employee Travel Expense Claim or by requesting a travel advance and repaying the advance by a Travel Expense Claim.
- 4. Travel Agencies** — Arrangements can be made with various travel agencies for reservations and airline tickets. There is no charge for this service, however, prompt payment of invoices submitted by such travel agencies is mandatory.

While the State Controller does not require formal contracts for such services, agencies are cautioned that such invoices must contain adequate detail for auditing purposes (e.g., passenger name, cost of ticket, issue date, class of flight, etc.).

Since all Air Travel Cards must be accounted for, we are requesting your support in returning all cards for your agency not later than April 15, 1976 to:

Department of General Services  
Accounting and Financial Services  
915 Capitol Mall  
Sacramento, CA 95814  
Attn: Bob Walton

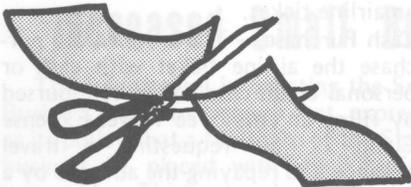
# NEWS BRIEFS

## OB#1 Janitors are Dinner Guests

The janitorial staff of Office Building No. 1 was invited to dinner in March. Hosted by Health and Welfare Agency Secretary Mario Obledo, the dinner was designed to show appreciation for janitorial crew.

Obledo and Assistant Deputy Secretary Patsy Fulcher wanted to do "something nice" for the crew, as the crew is always doing something nice for them. The dinner acted as a means of showing the crew that the people at the Health and Welfare Agency were aware of the extra service and concern that the crew extends.

Those in attendance thought the get together was great. The mood of the event sparked casual conversation and a relaxed exchange between top management and the crew. It was a nice "thank you" for an often unthanked and unnoticed part of General Services.



## Golden Scissors Award Program

The Department's "Cut Red Tape" program has not only put a dent in the paper work beast, it has also saved \$42,902. This does not include some other intangibles — such as time, paper, and form processing savings.

Eight Divisions have actively participated so far, with Management Services making the most recommendations and Communications Division providing the largest tangible cash savings.

Here is how the Division participation stands:

Division	No. of Cuts	\$ Savings
Management Services	12	\$ 7,814
Buildings & Grounds	10	3,988
Communications	9	31,110
Procurement	6	---
Real Estate	5	---
Program Development	1	---
State Police	1	---
Executive Office	1	---

## Workers' Compensation Rights Explained

Recent decisions by Worker's Compensation Appeals Board and regulations adopted by the Department of Industrial Relations indicate quite clearly that any employee injured on the job should have a full explanation of his rights under the Worker's Compensation Law. This is to be done within five days of notification of injury to the employer. The Insurance Office has a limited supply of pamphlets outlining the right of employees injured on the job.

Knowledge of Worker's Compensation benefits and procedures is an important responsibility of every supervisor. Departmental policy requires that supervisors maintain contact with industrially injured employees. The purposes of maintaining this contact, is to provide injured employees with the best possible information about worker's compensation benefits and procedures. The contact may include home and hospital visits if necessary to meet the goal.

To assist the supervisor in this responsibility the pamphlet mentioned above has been prepared for personal delivery by the supervisor to the employee. Also forthcoming, is a supervisor's pamphlet on worker's compensation which will be distributed next month by the various divisions to their supervisors.

If your division or unit needs pamphlets for injured employees or if you need advice on a Worker's Compensation problem, contact the Insurance Officer or his representative, Ralph Maurer, at the Insurance Office, Phone Number 445-2184.



## Electronic Calculators Scrutinized

Last fiscal year, approximately \$1,516,000 was spent on the purchase of electronic calculators by state agencies. This represented a 10% increase over the previous fiscal year. In an effort to hold the line against such rapid procurement of calculators, General Services is directing that measures to maximize usage of electronic calculators already belonging to the state be implemented.

These measures call for the maintenance of an up-to-date inventory system and the reassignment or turnover of non-used machines to General Services' Property Reutilization. The pool use of calculators, where feasible, is also encouraged.

The department realizes that some purchases will be necessary, but has made it policy that, "The lowest cost on contract machines should be chosen." Should any purchase estimate be submitted to the department's Office of Procurement for the purchase of a calculator priced over \$200, it must be accompanied by a justification as to why a less expensive model would not meet the need. The purchase of noncontract machines will generally not be approved, and would require a strong sole source justification signed by the purchasing department's director to be approved.

All of these efforts are aimed at stemming the mounting increase in calculator purchasing, and assuring that those purchased are cost effective in terms of time usage. The effort should fit right in with a department's overall property survey plan and equipment usage program.

## Bicycle Lockers Available

The Department of General Services, Fleet Administration Division, has begun to install bike lockers and motorcycle lockers in different locations within the Sacramento Area. Locations for these lockers will be in the blocks bounded by 7th-8th "O"- "P" Streets, 8th-9th "O"- "P" Streets, 8th-9th "P"- "Q" Streets, 9th-10th "N"- "O" Streets, and at 13th and "O" Streets.

Any information on the renting of these lockers or monthly assignment should be directed to Fleet Administration Division, 1416 - 10th Street, 445-7529.

The rates for these lockers will be \$3.00 per month for bicycle, and \$4.00 per month for motorcycle.

## Personality

# THE TRIP FROM RIGA

It's a long way from Riga, Latvia, to Sacramento, California, and in the case of one General Services employee, it is made even longer by the years and the perils that he faced in making the trip.

Valentine Zvaigzne is a Janitor Supervisor with Buildings and Grounds Division. He is a big man, and speaks with an accent many think Polish. Up until 3 years ago he swam a mile a day, and was involved in weight training; he bench presses 350 pounds! Though much of his current spare time is consumed in the care of his wife, Val also plays the organ and pursues metal work. Val is an expert chief, and when the mood hits loves to prepare feasts fit for a king.

At work, Val relishes the responsibility of his job. According to Building Manager Bob Space, "Val is a compassionate individual, he relates well to clients in the area. Though he is somewhat of a "hard liner" his crew knows where he stands and respects him as a supervisor."

Val's work location reflects the trust that Building Manager Space has in him. The Janitor Supervisor position Val has requires the utilization of many management skills. Judging from the very few complaints received, it would appear that Val uses them well.

Hardwork and discipline, these are the two qualities that were stressed to a young person in post World War I Latvia. From third grade on foreign languages (German and English) were mandatory. It was also expected that once one finished school, they were prepared to enter the job market with a skill. Val was no exception, and by the time he finished school he was a mechanical engineer and spoke, in addition to his native Latvian, Russian, German and English.

During World War II, Val, along with many of his countrymen, were drafted into the very Russian Army which had invaded their country. Not wishing to fight for the Russians, Val escaped. It took two weeks to reach home in Riga and once there he could remain but 30 minutes. That was the last time he saw his family and his intended bride.

From Riga, Val traveled to Finland and then to England via the "underground". It was a journey that Val describes as hazardous, and one which he declines to go into detail about. According to Val the system is still there and still operating. To give specifics would be putting peoples lives in danger.

Upon reaching England, Val joined the Merchant Marine. At wars end he found himself in a German port and ordered to a displaced persons camp. Life in these camps was another lesson in survival and one learned about hunger firsthand. It

was not uncommon to enter a boxing competition where the prize was a bucket of soup.

The camp in which Val was located was within the British Zone. Receiving word of a friend in a similar camp in the American Zone, he made his way there to join him. While at the American camp an officer chanced by seeking someone who could speak German and English to act as an interpreter. Val got the job, and as it happened, his knowledge of Russian was also utilized. During some of the meetings between the Russians and the Americans Val was placed in an uncomfortable position. It was not unusual for a Russian officer to look at Val after he had been interpreting for a while and say, "Where do you come from? Your Russian is too good for you not to be Russian." It was a statement to make someone with Val's past very nervous.

Val decided to immigrate from Germany to the United States. Because of the fine work he had done for the Army, they aided him in getting the paperwork processed. While the papers were going through Val went to Canada to wait it out.

In Canada he got just about the only job a "Stupid Polack" could get; working on the Canadian Railroad. The work was hard, the hours long, the terrain rugged, and the pay, a fantastic 60¢ an hour. The work was often slowed by the presence of

rattlesnakes. Temperatures dropped to -40° in the winter. It was frustrating in more ways than one for Val.

As a trained mechanical engineer he often offered to repair damaged equipment. The prejudice against "Polacks" (and if one spoke with an Eastern European accent they were a Polack), was so great that the supervisors of construction would rather have equipment idle than let a "Polack" fix it. Also, Val chose to honor his contract with the Railroad and missed his first opportunity to come to the U.S., his next opportunity did not come for many years.

As though constantly working to overcome prejudice and missing an opportunity worked for were not enough misfortune for one man, bad luck struck again. To clear large boulders dynamite was used by the construction crews. After a change of shift, the crew Val was working with, was placing dynamite into predrilled holes. The holes were supposedly clear, and there wasn't supposed to be any dynamite in them from the previous shift. Such was not the case in one though. Val had been informed the hole needed more drilling. When his drill struck the dynamite placed in the hole by the previous crew, it went off. Val was caught in the blast. He was months in the hospital recovering, and today bears scars

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Val is pictured above with members of his crew. From left to right: Bruce Philipanko, Paul Kalber, Val, Caludia Miller, Merle Firmreite, and Ben Dossman.

# Thor's Corner

By Thor Barrows

How long has it been since you have actually taken the time to sit down with your boss and talk about *just you and your job*. If you have done this did you really have a chance to tell him/her exactly what you think your job responsibilities are and what knowledge and/or skills you think are required for you to do a top flight job. Did you talk about your greatest job strengths or the areas that you know you really need to sharpen up?

You may be saying "Of course I have been talking to my boss about my job, but since when should I be telling the boss what my job is and what are my strengths and weaknesses? After all, he/she is the boss, isn't that what they are paid for . . . to tell me these things?"

It often comes as quite a surprise to a lot of us when we find during a planned discussion with the boss that they don't always see our job responsibilities the same way we do. You may also be surprised to learn that from the supervisor's point of view you are doing some things much better than you thought you were. On the other hand, you may think you have been doing a terrific job, only to find that you could have been doing much better if you and your supervisor had taken more time to talk about it. You may find that your supervisor really

does have an interest in your personal aspirations and career goals.

Okay, so what's this all about anyway? Our Director has been looking at various ways to assure all General Services employees that their professional growth, job satisfaction and general morale are significant departmental concerns which hold a very high priority. As a result, the Departmental Training Office has been assigned the responsibility of implementing a Career Development Program capable of producing the following results:

- Intensive job and career counseling sessions between an employee and his supervisor.
- Long range individual development plans based upon employees' realistic career goals.
- Customized short range developmental plans (1 year) with specific measurable activities.
- Plans which have considered all types of activities including short term assignments, task force assignments, college courses and off the job developmental activities.
- A personal commitment toward the implementation of each plan by the employee, the supervisor and line management.

The Training Office plans to begin implementation in selected divisions within the next few weeks. The program will gradually spread to include all divisions and personnel at all levels within the department.

## TRIP FROM RIGA

(Cont'd from page 7)

of where rock fragments entered his body.

When the contract expired with the railroad, Val journeyed to Montreal. An unusual sequence of events led to his finding a job in a hotel kitchen. Having never cooked before, Val sought all the knowledge he could of his coworkers and soon became expert enough to get the breakfast chefs job. It was a job he maintained for sometime.

From Montreal he traveled to Toronto. Though by now his years of chefs experience could have gotten him a job as a chef anywhere, he was tired of cooking. His size landed him a job in a steel mill. As he puts it, "I was in a room with all these people trying to fill a single opening. The personnel man came out, looks around and says, 'You, big man, come here,' I looked around and saw I was the biggest so I went to him and got the job."

During the years in Montreal and Toronto, Val continued to seek entry into the U.S. Time after time he was informed his papers hadn't come yet. Finally he went to the consul's office. After literally being forced to burst in upon the consul he was able to explain his problems with the papers. The consul sympathized with him and within a few days Val received a call saying if he wanted to enter the U.S. to pack his bags.

When Val came to Sacramento in 1954 he turned to his craft of cooking to find employment. He landed a job with Sam Gordon of Sam's Hof Brau chain. His years with Sam were good and he remained until Sam sold the chain.

During the time with Sam, Val had many memorable experiences. He would fix special lunches for Jewish businessmen and speak to them in Yiddish as they were being served. When the Polish ballet came to Sacramento and dined at Sam's, Val was able to make them feel at home due to his command of their language. During the 1960 Winter Olympics, Val acted as interpreter for the dignitaries that received the Russian team at the airport.

Val experienced some personal tragedy after he left Sam. He was depressed and unmotivated. A friend suggested that he find something to do. "Go down and be a janitor with the State," was his friends advice, and it was then that General Services was lucky enough to acquire Val's services.

Bob Space refers to Val as one of the best examples of this nation's immigrant opportunity success stories. Through hard work and personal struggle Val has made his way from immigrant poverty to a good paying responsible job. Val is deservedly proud of his accomplishments, and this department is proud to have him as part of it.

## Increased Small Business Involvement Urged

The Legislature, in enacting the Small Business and Procurement Act, expressed as its policy that a fair share of the State's business be placed with small business enterprises. This not only included purchases but also contracts and subcontracts for both property and services. Minority and women-owned business firms make up a significant percentage of small business firms, and to that extent, such firms are encompassed within the Legislature's declared policy.

In accordance with this legislative intent, all State agencies are being encouraged by DGS Director Leonard Grimes to vigorously seek and promote increased participation by small business firms in general — with special emphasis on minority and women-owned firms — in the State's business transactions.

According to Grimes: "This objective can be accomplished by identifying the availability of those small business firms which are qualified and competent in a particular field and then letting those identified know of opportunities to submit bids or proposals." By letting the Small Business Office know of their

existence, those firms can be made available to all agencies.

"A substantial portion of the State's business is handled administratively," Grimes went on to say, "and it is in this area that we are seeking a concentrated effort." This would include, but not be limited to, construction contracts with estimated costs under \$10,000, contracts for personal and consultant services, and the purchase of supplies and equipment not bought through the Office of Procurement.

In order to evaluate this policy guideline, agencies are being asked to report to the Small Business Office quarterly on the number and monetary amounts of purchases or contracts transacted with small business firms. Transactions with known small minority or women-owned firms should be noted.

Two General Services' divisions, the California Office of Minority Business Enterprise (Cal-OMBE: 322-3420) and the Small Business Office (322-5060), are available for any assistance necessary in implementing this guideline. Both offices are located in Sacramento at 915 Capitol Mall, 95814.

## CAPITOL PARK

(Cont'd from page 3)

Plants normally not found near one another in nature must be situated to look as though they belong together.

Currently the Capitol Park personnel are engaged in maintaining the loveliness of the park while the building it surrounds is being restored. They have been getting new sidewalks put in and shifting plants. Keeping people off the grass to prevent soil compaction will be a prime concern, and they hope pedestrians will soon get used to the new sidewalks.

Upgrading of park maintenance systems is also underway. A new sprinkler system has recently been installed. It waters the plants more efficiently while using less water at a slower gallon per minute discharge.

Perhaps the most important element in the success of Capitol Park has been and remains the people who care for it. From John Ellis, who originally laid out the design of the park, to Dan Johnson, current landscape architect, and all the gardeners and grounds keepers there has been a common denominator present; a concern for and pride in the preservation and appearance of the park. It is not unusual for a retired gardener to come back occasionally to see that the park is still in good shape.

It is a common sight upon a tour of the park to find a grounds keeper giving in impromptu lesson on gardening as he conducts his normal duties. Visitors are often curious as to what it is the grounds keeper is doing, and if they did the same thing at home would it improve their plants.

No article on Capitol Park would be complete without mention of the squirrels. Currently there are about 100 of them in the park. In addition to the nuts that are donated for them and the handouts they receive from visitors, the furry inhabitants of the park have been provided natural vegetation upon which they may feed.

Capitol Park provides all who visit it a unique experience. It is an area capable of removing one from the noise and traffic of the surrounding city. It possesses a wealth of plant life. It is easily able to provide a full days nature study course to the classes that frequent it. It is one of few places where one may count over fifty kinds of trees while standing in the same spot. It is a testament to man's desire to relate to and capture as much of the natural beauty of his world as possible. Though its composition is artificial, its elements are not. Its loveliness is inescapable to all who visit or pass through it. Its presence speaks well for the wisdom of the people of California. Few peoples so well provide an area in which their governmental decision makers are sensitized by the simple act of coming to work.



Betty K. Thurman of Management Services Office receives a check for \$25.00 from Jake Katz for her suggestion of combining Property Reutilization billings on one invoice.

## Merit Awards

### Good Ideas Need Good Presentations

If you didn't feel that you had a good idea, you wouldn't take the time to submit it to the Merit Award Board. Well since it is a good idea, do all you can to see that it will get adopted.

The suggestion form is broken down into three parts for you to explain: The way it is now, the way you suggest it should be, and advantages of your idea. In answering these three questions, be as complete and factual as possible. Answer the questions, then reread your answers placing yourself in the position of an evaluator. Look for the strengths and weaknesses of your *presentation*. If you've got a good idea, don't let it go nonadopted because of the package you are putting it in.

If after you have submitted your idea, you come up with more substantiating arguments or material for your idea, send it in. Just be sure to let the Merit Award Board know that the information is to be attached to your previous suggestion. (Use the suggestion number that they have sent you.) One final point to remember in submitting your ideas: You may be able to read your own handwriting, but others often may not. Be sure to either print legibly or type. Your suggestion must be photo copied, so please avoid using pencil and stick to black or dark blue ink.

At the last two Merit Award Board meetings, the following General Service's employees received awards for their adopted suggestions:

Howard S. Morrow of O.S.P. devised a paper counting rack which eventually resulted in the elimination of hand counting large quantities of paper to fill

job orders. For this he will receive \$85.00.

At Communications Division it will be much easier to test radios for Alternator Whine, thanks to Wayne P. Pfohl. The Alternator Whine Generator he came up with allows technicians to test the effect of motor vehicle alternators on radios at the work bench instead of in the vehicle. The time savings involved in having this added test equipment earned Mr. Pfohl a \$230.00 award.

Receiving a Certificate of Commendation was Richard G. Herguth of A.S.D. Though his original suggestion involving form ASD 51 was not adopted it did point out some problems which were corrected. His involvement in improving the procedure lead to the award.

A recommendation to consolidate property reutilization billings on one invoice has been adopted by M.S.O. The suggestor, Betty K. Thurman, will receive a \$25.00 award, based on time and paper savings.

The State Office Building in San Diego now has a ramp entrance at its rear loading dock. John C. Bates of Buildings and Grounds had noticed that heavy loads had to be taken out the front of the building (which was not designed for such activity) and that often this created a safety hazard. For his Improved Safety suggestion, he will receive \$50.00.

Though she has now transferred, Juanita Waks, while with the department had come up with a way to uncompliment State E.D.P. Education Program Classes billing. Her original idea could not be adopted, but it lead to an alternative solution and a \$50.00 award.

# GENERAL SERVICES PEOPLE

Buildings and Grounds Area III employees got together recently to bid farewell to **John W. Louie**. John, an eleven year state employee, was pleased with the party. An "old Navy man" John now plans to travel cross-country and do some boating and fishing.



From Office of Procurement's Central Stores Unit comes word of **Amos Swartz's** retirement. Amos started his 12-year state career with the Printing Plant, but for the past several years was with Central Stores warehouse. An avid fisherman and part-time rock-hound, Amos plans to spend a lot of time at nearby lakes and streams. His co-workers wished him well at a retirement luncheon held in his honor.



Area II Buildings and Grounds employees were surprised by the sudden retirement of **Al Jemma**. Al had been with the state nearly 17 years, when health reasons dictated his retirement. All his friends in Area II though want to wish Al all the best.



With plans to become a great sightseer, **Emmett Richardson** said goodbye to his friends at B&G. With 23 years of state service in he feels it's time to retire and see the country. Before he left, his co-workers at Buildings and Grounds threw a party for him.



It was June of 1947 when **Edward Mossette** first came to state service and

this March after 29 years he has retired. Edward began his career with the Department of Finance as an elevator operator. In 1966 he joined the B&G janitorial staff, and has been a respected member of it ever since. In retirement Edward plans to keep up his active involvement in a variety of sports.



**William R. Vick**, Deputy State Architect, is retiring after 27 years of service. Bill began his career with the state in 1949, when the Division of Architecture first opened its Design Office in Los Angeles. In 1958 he moved to the Sacramento headquarters office where he was placed in charge of the new Production Management Service. After a short time in that position, he was placed in charge of Design in the Sacramento Office, a position he held until 1969. At that time, he was appointed Deputy State Architect by former State Architect Fred Hummell.

The mold for Bill's architectural career began to form early in his childhood. He was exposed to the building construction business by his father who was a building contractor in the Los Angeles area. As the youngest of five children, and at the age of 8 or 9 years, he was impressed by architectural drawings brought home from high school by an older brother. He began to copy the drawings and later began his architectural studies at the same high school. He began his career as a draftsman with a large engineering-construction firm in Los Angeles. This was interrupted by World War II, during which he was trained in the Army Corp

of Engineers, but served in the Army Transportation Corp. He was assigned as a member of ships company to a large naval transport.

After the war he began his architectural career anew and supplemented his work experience with additional education at USC and UCLA. Some of his more memorable projects include the large NBC Radio Studio constructed at the corner of Sunset and Vine in Los Angeles in the late 1930's. He was also involved in the design of large state projects at Pacific and Patton State Hospitals, and the addition to the Division of Highways Office Building in Los Angeles.

In thinking back, he felt the planning of Office Buildings 8 and 9 in Sacramento as probably his most rewarding experience. This is especially true from the standpoint of their recognized high quality of design. The awards presented to the Office by the American Institute of Architects for these buildings represented a first in state service.

Bill indicates that there are many people with whom he has had contact over the years who have profoundly affected him with regard to architectural philosophy and process. He feels that many members of the state staff, both past and present, are directly responsible for any success he may have had with his career.

Several years ago, at the urging of the State Legislature, the Office of Architecture and Construction commenced efforts to bridge the gap that existed between the American Institute of Architects and the State Office. As a result of this effort, Bill, for the last several years, has taken an active role in the American Institute of Architects. He served as President of its Central Valley Chapter in 1971. In 1974 he chaired the National AIA Committee on Architecture for Justice. He is currently serving as Vice President for Professional Affairs with the California Council, American Institute of Architects.

When asked if he would choose the same career over again if he had the chance, he quickly answered, "no doubt about it".

Even though retired, Bill intends to continue his involvement in the field and the profession of architecture. In addition to his concern for the justice field, he continues to maintain a high degree of interest in the history of architecture as a guide "from where we have been to where we are going".

While playing the 8th hole at El Dorado Hills Golf Course, **Bill Nichols** managed to make a hole in one. Needless to say, Bill, from Administrative Services, was quite pleased with his accomplishment on the par 3, 185 yard hole.



Space Management employees **Chuck Oliver** and **Jack Miura** go over state leasing procedures with interested businessmen at the General Services-sponsored Bay Area Business Fair.

# PEOPLE, (Cont'd)

★  
 There are three flags flying over the Resources Building in Sacramento. In addition to the Stars & Stripes and the Bear Flag, Building Manager **Bob Drew** of Buildings & Grounds has had the Bicentennial Flag raised over the building. As far as we can determine, it is the only state building currently doing so.

★  
 Congratulations are in order for Administrative Services and most especially **Tom Cleaver**. They were the people who put together the state's new paper recycling program — and Tom has been named statewide coordinator. The program is already drawing great attention and praise.

★  
 The Southern coast will soon be the new residence of **Robert Dessureault**. He is retiring from state service after 16 years, the last 2½ of which have been spent as one of Space Management's most effective leasing officers. Prior to joining General Services he had worked for Department of Rehabilitation and the old Department of Employment.

Bob plans to remain active during retirement. He is going to do some part time consulting work, and dabble in real estate brokerage. Also, he plans to devote some time to gardening.

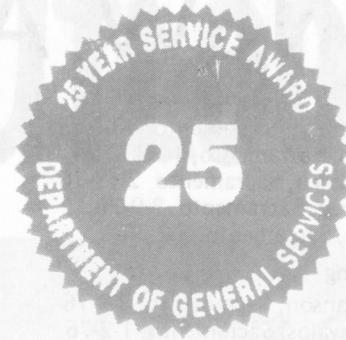
The staff of Space Management presented Bob with a rather unique retirement gift; a donation to the Cystic Fibrosis Foundation.

★  
 Twenty-nine years of State service and still going strong when health problems forced **Mary A. Costa** to retire from Buildings and Grounds. Mary was noted as an outspoken individual, especially when it came to speaking up for fellow employees. She was known for her willingness to help others and offer a helping hand. Everyone she worked with is sorry to see Mary retire, and they all wish her well in the future.

★  
**Claude Jury**, a State Electrician, has retired after 15½ years of State service. Claude started out as an Office Building Engineer in October, 1960. After nine years, he became an Electrician, a position he held for 6½ years. Claude and his son have gone into the air conditioning business in Davis, California. We all wish him great success in his new venture.

★  
 Meanwhile, back at the ranch is where you will find **Ruth Estey**. Ruth retired from Office Services Division after nearly 14 years of state service. Originally a Franchise Tax employee, Ruth came to General Services in 1964.

# Service Awards



Congratulations are in order for four employees of the Department of General Services who have completed 25 years of service with the State within the months of March and April. Best wishes to all of you and thank you for your contributions to our Department and the State of California.

- March
- Robert B. Whisenhunt . . . . . Office Services Division
  - Dale J. Matzke . . . . . Building & Grounds Division
  - Harry H. Hill . . . . . Office of the State Architect
- April
- Hisashi Watanabe . . . . . Office of the State Architect



*Vi Roark of Office of Local Assistance receives congratulations and a certificate from Division Chief Don Anderson at a 25-year party given in her honor at Posey's Cottage. The luncheon drew numerous retired employees from OLA gathered to honor Vi.*

She spent most of her state service as a duplicating machine operator, and was last assigned to the addressograph unit at Central Repro.

A native of Amador County, Ruth now plans to do some traveling around the country and spend some time on her many hobbies. Mainly, she intends to enjoy her ranch near Plymouth, and the beauty of the area in which she was born.

Headed for the country also, is **Howard Huffhines**. Seems that after twelve years with Buildings and Grounds, Howard has decided the fishing is good in Missouri, and he wants to be there. Knowing this, the people he worked with, threw a retirement party for him, and presented him with a going away gift of fishing equipment. Everyone seemed to feel Howard will soon be "hooked" on retirement, and wish him well.

# NEW APPOINTMENTS

**Personnel**

Nancy McDonald, Sacramento, 10-6-75  
 Barbara Otto, Sacramento, 10-20-75  
 Frank Maskovich, Sacramento, 2-17-76  
 Anthony Perez, Sacramento, 3-9-76  
 Irene Sailors, Sacramento, 3-2-76

**Data Processing**

Sandra K. Hanson, Sacramento, 2-2-76  
 Robert J. Davalos, Sacramento, 1-2-76  
 Carole Cortez, Sacramento, 2-18-76  
 Lupe Hernandez, Sacramento, 2-23-76  
 Shirley S. Blair, Sacramento, 2-9-76  
 Laurie A. Silva, Sacramento, 3-8-76

**State Records**

Mohamed M. Abo-Hebaish, Los Angeles, 1-26-76

**Communications**

Landon S. Castillo, Sacramento, 2-2-76

**Office of Administrative Hearings**

Kazumi Fukawa, Los Angeles, 2-2-76  
 A. I. Harrison, Los Angeles, 2-2-76  
 Diane E. Tatum, Los Angeles, 3-2-76

**Office Services**

Rebecca Gibson, Sacramento, 2-25-76  
 Margaret Ortega, Sacramento, 2-23-76  
 Pat Basurto, Sacramento, 2-23-76  
 Cristina Basurto, Sacramento, 2-23-76  
 Rita Lopez, Sacramento, 2-23-76  
 Rosario Flores, Los Angeles, 3-4-76  
 Gloria Grigalva, Sacramento, 2-10-76  
 Lolita Nava, Sacramento, 2-10-76  
 Beatrice Brito, Sacramento, 2-10-76  
 George Fariss, Sacramento, 3-22-76  
 Delia Martinez, Sacramento, 2-10-76  
 Olympia Newton, Sacramento, 2-10-76  
 Jerry Vasquez, Sacramento, 2-10-76  
 Michael Esposito, Sacramento, 3-29-76  
 Regenia Story, Sacramento, 3-15-76  
 Sergio Rodriguez, Sacramento, 2-2-76

**Office of The State Architect**

Helen A. Olinares, Sacramento, 2-2-76  
 Dorothy Y. Romes, Sacramento, 2-17-76  
 Darlene Carney, Sacramento, 2-23-76  
 Karl S. Koller, San Francisco, 2-2-76  
 Jacob D. Naillon, San Francisco, 3-15-76  
 Richard A. Guiney, San Francisco, 3-2-76  
 Jeanette Chan, Sacramento, 3-2-76

**Procurement**

Betty Roth, Sacramento, 2-1-76  
 Noreen Heil, Sacramento, 2-2-76  
 Paula Villapudua, Sacramento, 2-4-76  
 Elizabeth Crews, Sacramento, 3-3-76  
 Debra Perry, Sacramento, 3-15-76  
 Margaret Luna, Sacramento, 3-22-76

**Space Management**

Nadeen Mascaro, Sacramento, 2-17-76

**State Police**

William M. Morrison, Sacramento, 2-23-76  
 George B. Santana, Sacramento, 2-23-76  
 Rose O. Lano, Sacramento, 2-23-76  
 Eugenia T. Graham, Sacramento, 2-23-76  
 Cecilia A. Duarte, Sacramento, 2-23-76  
 Ruben Dominguez, Sacramento, 2-23-76  
 Hermon L. Borders, Sacramento, 2-23-76  
 James A. Hollaway, Sacramento, 3-15-76  
 Thomas B. Ryan, Sacramento, 3-8-76  
 Joan W. Alston, Sacramento, 3-2-76  
 Jesus Garcia, Jr., Sacramento, 3-2-76

**Buildings and Grounds**

Thomas E. Norton, Sacramento, 2-9-76  
 Ellis R. Barnes, Sacramento, 2-11-76  
 Marvin L. Hughes, Sacramento, 2-20-76  
 George L. Godfrey, Sacramento, 2-20-76  
 Karryl Keithly, Sacramento, 2-9-76  
 Jackson G. Osborne, Jr., Sacramento, 2-26-76  
 Bobby R. Smith, Sacramento, 3-1-76  
 Gary A. Martinovich, Sacramento, 3-1-76  
 Ardell Busby, San Francisco, 2-17-76  
 Lionel Irish, San Francisco, 2-19-76  
 Reginald J. Upshaw, San Francisco, 2-20-76  
 Mary Silva, Sacramento, 2-2-76  
 Thomas M. Garcia, Sacramento, 2-17-76  
 Steven G. Henthorn, Sacramento, 2-9-76  
 Jose Nambo, Sacramento, 2-2-76  
 Martha Jellison, Sacramento, 2-26-76  
 Theodis Lee, Stockton, 2-17-76  
 Michael L. Hazel, Sacramento, 3-3-76  
 Wayne M. Tait, Stockton, 3-15-76  
 Paul R. Skura, Los Angeles, 3-3-76  
 John M. Oliver, Los Angeles, 3-3-76  
 Emma Rodger, San Francisco, 3-16-76  
 Jimmie L. Warren, San Francisco, 3-10-76  
 Dennis Norman, San Francisco, 3-10-76  
 Garland R. Jones, San Francisco, 3-10-76

Larrie A. Coons, Sacramento, 3-2-76  
 LeRoy Bloodsaw, Jr., Sacramento, 3-18-76  
 Gerald Watson, Sacramento, 3-18-76  
 Clifford Bay, Sacramento, 3-18-76  
 James Pisel, Sacramento, 3-18-76

**Accounting**

Gayle Spangler, Sacramento, 3-2-76  
 Victor J. Bianchini, Jr., Sacramento, 3-2-76

**Training Office**

Charles E. Phillips, Sacramento, 3-15-76

**Small Business**

Leo Payne, Sacramento, 3-2-76  
 Jesse Adams, Sacramento, 3-2-76

## OUTLOOK

*State of California*  
**Agriculture & Services Agency**

**DEPARTMENT OF  
 GENERAL SERVICES**

EDMUND G. BROWN JR.  
*Governor*

ROSE E. BIRD  
*Agency Secy*

LEONARD GRIMES  
*Director*

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