

# Director's Message

## HAPPY NEW YEAR!

Once again California state employees were overwhelming in their show of generosity during the holiday season. An all-time record in food donations was set in the 14th Annual State Employees' Holiday Food Drive. Contributions totaling over 335 tons of food fed 14,000 Sacramento and Stockton area families for one week. That figure is a 55 percent increase over last year's record.

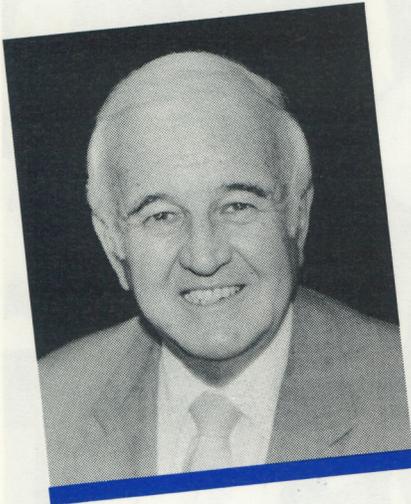
In the Department of General Services your contributions were especially generous. I am pleased to announce that the Department of General Services surpassed all other state departments in total number of pounds of food donated . . . 86,268 to be exact! This figure includes contributions from the Board of Control which did a great job too. Once again, my sincere thanks to Myron Curtis and Hunt Warner who did their typically outstanding jobs as statewide coordinators. And thanks also to Melodie Cato who coordinated efforts here in the Department of General Services and Gary Alexander who coordinated the Stockton State Office Building's first involvement in the program.

As if your participation in this important program weren't enough, you outdid yourselves in spreading the holiday spirit. In Sacramento, over 800 new stuffed animals, toys, games, dolls or articles of clothing were donated by DGS employees for needy children. Among activities at state office buildings in other cities, employees in San Francisco donated eight barrels of toys to the San Francisco Firefighters for their Toy Drive. Thank you to Mary Bretzke and Sallee Michael who coordinated the program for DGS in Sacramento and to Rae Gardner who coordinated the program in San Francisco.

I know that these activities were in addition to your own individual sharing, and I would like you to know that I am proud to be working with such a caring group of people.

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It's hard to believe that 1989 is here already and that I am starting my seventh year as Director of the Department of General Services. Your dedication and diligence as employees of DGS are greatly appreciated and I look forward to working with you in the coming year. My best wishes for a happy and healthy 1989.



State of California  
GEORGE DEUKMEJIAN, Governor  
State and Consumer Services Agency  
SHIRLEY R. CHILTON, Secretary  
**DEPARTMENT OF GENERAL SERVICES**  
William J. "Tony" Anthony, Director  
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**WANNA DESIGN A POSTER?**

The Department of General Services' Equal Employment Opportunity (EEO) Office needs a creative person to design a poster publicizing the Affirmative Action Program Mission and Office Affirmative Action Coordinators and EEO Counselors.

All DGS employees are invited and encouraged to participate in the poster contest:

- Prizes include cash awards and departmental recognition.
- Each entry must be camera-ready copy and no larger than 12" X 18".
- All entries must be submitted to the EEO Office, 915 Capital Mall, Room 402, C-56, no later than 5:00 p.m. on February 28, 1989.

For additional information, please contact Dennis Jackson, Contest Coordinator, EEO Office, at (916) 324-7108 (ATSS 454-7108) or TDD (916) 324-0940 (ATSS 454-0940).

# from the desk of

For the past several years, I have been involved in a national organization whose members are business services providers in the 50 states. This year, I have the pleasure of serving as Chairperson of that organization (officially called the National Association of State Directors of Administration and General Services — NASDAGS). It has been interesting to discover (and to be constantly reminded) through participation in this nationwide network that the issues and problems we are faced with here in our own Department in California are the same issues and problems that are faced by our counterparts in the other 49 states.

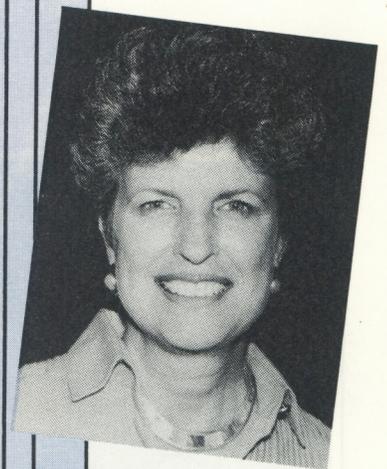
The size of California's operations, as compared to other states, often puts us in the forefront in dealing with topical issues. We have provided leadership in so many areas that our Department is nationally recognized for implementation of innovative programs resulting in vast dollar savings to the taxpayers (for example, air fare contracting, commercial car rentals, computer store).

You may not realize it, but your individual contributions **do** matter. There are fewer and fewer separate worlds, and the problem-solving we get involved in here in California is often-times shared with the other states through NASDAGS. It makes me proud to be able to take so many solutions with me to the national level as a result of my involvement here at the state level.

Every day, your ideas and the things you accomplish as state employees can (and should!) be viewed from an overall perspective as part of the big picture. Who knows where your idea or solution might end up?

*Elizabeth Yost*

*Editor's Note: This article, written by Elizabeth Yost, Chief Deputy Director, is the first in a series of articles to be prepared by the Executive Staff sharing their thoughts and ideas on management issues.*



## EMPLOYEE SPOTLIGHT

### *An Example of Hard Work and Dedication*

#### **Maria Lopez — Office of Fleet Administration**

*DGS Silver Anniversary Commemorative mugs are on sale for \$3.50 each. Contact Carmen Rodriguez (ORM), at 322-9483.*

Meet Maria Lopez. She works for the Office of Fleet Administration, at the busy Los Angeles State Garage. She started with the Department in 1981 in the non-traditional class of Mechanical and Technical Trainee. During 1982, she was promoted to Services Assistant Automotive and later to Automotive Pool Attendant I which is her current classification.

Maria excelled in each position and learned most facets of the various duties performed in garage operations. She willingly and enthusiastically volunteers to learn job positions that are vacant, filling in when needed and educating herself about the various job duties. As a result, she is able to train new employees for many different positions, as the need arises.

During the past 7 years, Maria has performed almost every garage duty including helping customers with oil and gas needs; dispatching vehicles to Tripper Pool Office clients, handling complaints and assisting with towing if a breakdown or accident occurs; and worked as both a cashier and a parking coordinator, where she assigned parking spaces to monthly parkers. This last assignment involved typing, which Maria taught herself to do.

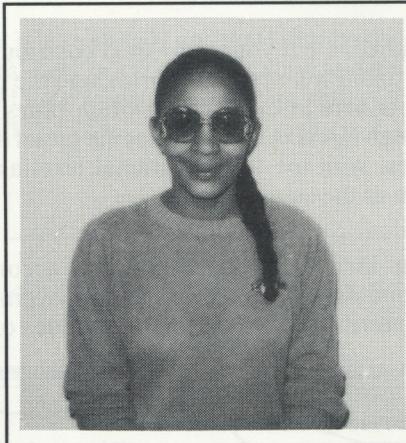
Now working side by side with the Monthly Pool Manager, Maria performs most duties associated with that assignment as well. She is the one responsible for making the switch from manual input

billing to computer input billing for monthly assigned vehicle invoicing. To do this, she learned all about computer reports — how to read them and how to best use them in garage management.

Part of her job includes daily contact with clients. She works with them from the time a vehicle is assigned until it is returned and no longer needed. To do a better job, Maria familiarizes herself with the rules and regulations of monthly car leasing and

accident reports, using the State Administrative Manual as her guide.

A service-oriented employee, Maria explains to clients all they need to know about using a state vehicle. She even calls clients to update information when necessary. Never forgetting a detail, Maria developed an assignment packet used to inform new state drivers of their many responsibilities.

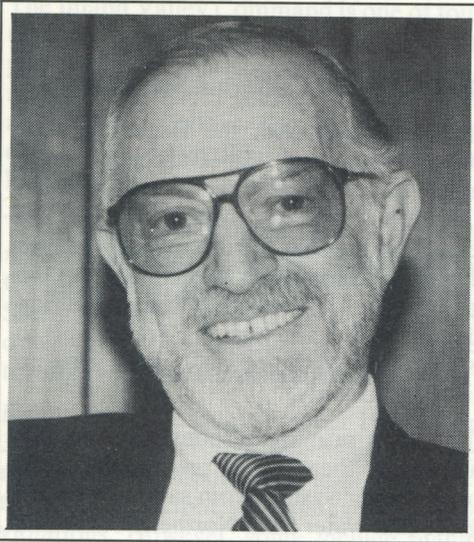


On a personal note, Maria has returned to school to receive her high school diploma. Her next goal is to continue her education, working toward a degree in Business Administration. Constantly striving for more knowledge and skills, Maria enthusiastically accepts new responsibilities. An exceptional performer, she is an example of what hard work and determination can do.

The Office of Fleet Administration is proud to have Maria as a member of the Fleet Team. It is easy to see — Maria does it all. Her dedication to the job is exemplary and she is a tremendous asset to the Los Angeles State Garage.



## Office of Insurance and Risk Management Chief Retires



On December 30, 1988, Eugene D. Marquart, State Insurance Officer and Chief of the Office of Insurance and Risk Management, retired from state service.

Gene entered the insurance business shortly after his graduation from UCLA in 1948. He successfully advanced through a number of responsible positions becoming Regional Manager of the Great American Insurance Company in Sacramento.

In 1968 Gene left the insurance industry and came to the Department of General Services as State Insurance Officer. The 20 years which followed have been marked by rapid change in the insurance environment, in state government, and in risk management techniques. Throughout those years, Gene's leadership has been instrumental in the development of new insurance and risk management methods for meeting new challenges and solving new problems.

Among his achievements, Gene brought professional insurance and risk management to state government. He also achieved greater centralization of state insurance programs within the Department of General Services. For example, insurance covering Cal-Vet homes and State toll bridges are now managed by the Office of Insurance and Risk Management. Those programs were formerly administered by the departments of Veterans Affairs and Transportation, respectively.

Shortly after enabling legislation was passed, Gene converted deferred compensation from an idea to an actuality. The Deferred Compensation Plan, which was later transferred to the Department of Personnel Administration, was developed in the Office of Insurance and Risk

Management and allows State employees to prepare for retirement while at the same time reducing their taxable income.

As insurance costs sky rocketed, Gene was a leader in forming alternatives to commercial insurance policies. The State Vehicle Liability Insurance Program, a self-insurance plan developed and administered by the Office of Insurance and Risk Management, is one such alternative technique. Since its formation in 1977, this program has saved the State several million dollars each year.

Gene also can be credited with developing self-insurance plans for the California State University, the Cal-Vet Farm and Home Loan Program, and the school districts of California. Under his leadership, the California Fairs Insurance Authority, a joint powers authority, was formed for the benefit of California fairs.

Safety and the well being of state employees has been among Gene's high priorities. Driver training, CPR and First Aid training, and training for departmental safety officers are within the legacy he leaves.

In addition to his other duties, Gene has been active in professional organizations including the Risk and Insurance Management Society, Public Agency Risk Management Association, and others. He is past national president of the University Risk Management and Insurance Association.

Upon retirement, Gene plans to continue professionally as a risk management consultant, and looks forward to travel and relaxation.




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*I'm proud of my 20 year career as office chief. Retirement is kind of like graduation — I collected lots of good friends and good memories."*

*Gene Marquart*

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# The California Aqueduct — An Unusual Beat



(l to r) Officer Hoover, Sgt. Hodson, Lt. Jennings and Sgt. Davidson.

## The Role of the California State Police

Under contract with the Department of Water Resources, the California State Police have patrolled and protected the California Aqueduct System for over 20 years. This unusual "beat" covers 444 miles of water and roadways stretching from the Sacramento Delta south through the San Joaquin Valley and over the Tehachapis to its termination point at Lake Perris in Riverside County.

The CSP's primary responsibility on this interesting "beat" is to protect the California Water System from sabotage and to insure that water from Northern California reaches the farmlands of the Central Valley, and the people of Southern California. This is accomplished with a coordinated air and land patrol force made up of personnel working in six field offices located along the aqueduct. (Orville, Byron, Los Banos, Bakersfield, Castaic and Pearblossom.)

The police officers provide ground coverage in 4-wheel drive Broncos, and what can't be seen from the ground is patrolled by air from two CSP airplanes based in Fresno and Pearblossom. The entire 17 person operation is under the direction of Commander Robert Cardwell and Lt. Don Jennings who make up the Inland Valley Command.

## The Aqueduct

Unknown to many, the aqueduct provides 343 miles of open canal for public fishing, including 18 specially designated access sites. 175 miles of bikeway avenues are also located in the central and southern area of the waterway. Many people walk and/or camp along the aqueduct levee roadways. Although open to foot traffic — no motor vehicles are allowed. Because of this, the CSP also handles traffic enforcement and during 1987, there were two major traffic accidents along the levee which resulted in 6 fatalities. Accidental drownings also occur and body search/recovery is too often a common task.

The secluded portions of the canals make for a convenient disposal area for abandoned or stolen cars — about 30 cars are retrieved from the water each year. The discovery of one abandoned car once led to the arrest for the murder of its owner.



Officer D. Clark (facing camera), Byron Field Office is investigating a crime scene on the aqueduct with assistance from local deputy sheriffs.

## A Typical Day

The Inland Valley Command is one of four CSP commands statewide. In addition to protecting the aqueduct, the Inland Command also provides general police service; as they do in other commands, for state employees and facilities located within the Fresno/Clovis metropolitan area.

The recent presidential election provided a unique opportunity for the Inland Valley Command personnel to work with U.S. Secret Service, the State Department and other law enforcement agencies in protecting the presidential candidates.

From January through October 1988, over 3000 reports were written. Most of these reports are misdemeanors and/or infractions ranging from trespassing to fishing violations. However, some include major investigations such as burglary, auto theft and homicide. The officers find themselves assisting and working with officers from other law enforcement agencies to solve these crimes.

Instead of turning a case over to a detective as they do in other commands, the Inland Command Officers have been trained to handle their own follow-up investigations from preparing the initial report to closing the case.

## Unusual Events

One of the more dramatic incidents encountered by the Inland Valley officers was during the Coalinga earthquake on May 3, 1983. The CSP pilots maintained communications between rescue personnel and the

rest of the world. All communications including radio and telephone had been disrupted by the earthquake. The State Police airplane circled over the disaster site for several hours relaying messages until normal communications were restored.

The Inland air patrol responded again during the Whittier earthquake in October 1987. The State Office of Emergency Services requested a check from the air of the dams and pipelines in the foothills around Whittier for an assessment of damage. The pilots were able to assure DWR and OES that even after 15 shocks, there was no damage to the State Water Project.

## Future Plans

Traditionally, the Inland Valley Command has relied on divers from other agencies to be used in conjunction with CSP investigation and rescue operations in the aqueduct. This has proven to be expensive and most divers are not trained in underwater crime scene investigation. The command is currently researching the possibility of training its own personnel as divers for this special type of investigation.

"The wide variety of locations, assignments, and duties make this one of the most interesting and exciting careers in law enforcement, added Commander Cardwell. The officers never know what to expect on any given day."

Because of the dedication and professionalism of this small staff, the water system continues to be safe and well protected.

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*The California State Police is divided into four geographical commands: the Sacramento Northern State Command, the San Francisco and Central Coast Command, Los Angeles and South State Command, and Fresno Inland Valley Command. Today, the CSP employs 351 sworn and 72 non-sworn personnel in over 20 field offices in California, located from Redding to San Diego. They provide a full range of police and security service to 200,000 state employees and millions of users of state buildings and grounds.*

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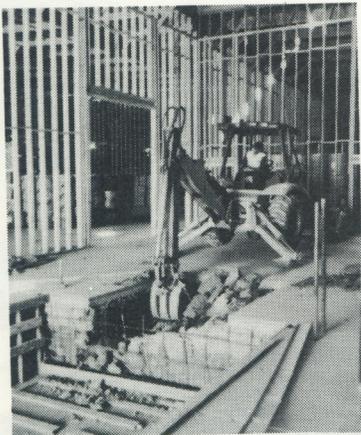


Officer B. Wood, Bakersfield Field Office (next to vehicle) and Officer R. Siemens, Pilot.



## DGS Has A New State Records Center

by Michael McSherry  
Manager, Record  
Center Services



It was once estimated that California's government stacks up 138 miles of paper each day and that the state's 1.3 million cubic feet of records would encircle the globe 28 times.

The Office of Records Management was created in 1963 by the State Records Management Act to manage the tremendous volume of paper and information. In 1963 total holdings in warehouse facilities were 9,222 cubic feet. As of July 1, 1988, 526,000 cubic feet of records are being held in records centers. In fact, if one were to line up end-to-end, all 526,000 State Records Center (SRC) boxes, they would create a continuous line of boxes from the State Records Center to the shores of South Lake Tahoe.

Somewhere between 25 and 30 percent of the state's records are stored at the records centers located in West Sacramento.

The State Records Center program operates the four facilities, as well as the Vital Records Vault in Tahoe City, comprising 162,000 square feet of office space, (or 590,000 cubic feet of record and office space). These records belong to more than eighty executive branch offices, various offices of the judicial system, universities and other boards and commissions. At present SRC clients number more than 550.

The Cebrian Street warehouse has been in operation since 1967, and contains nearly 85,000 square feet of floor space, (or 357,000 cubic feet of records). The Los Angeles Records Center opened in 1967 with 37,000 square feet of space, (or 117,000 cubic feet of records). In fiscal year 1979-80 the SRC expanded into its first satellite facility with over 20,000 square feet of space, (or 40,000 cubic feet of records). This facility also housed the DGS Destruction Center. Capacity was reached within one year and necessitated the creation of a second satellite facility in the fiscal year 1982-83. This second facility provided 20,000 square feet of space, (or 76,000 cubic feet of records). By the end of fiscal year 1985-86 this facility was also full.

Construction of the new SRC began in

March of 1988, and consolidation of the two Sacramento satellites and the Los Angeles facility will be completed by the end of fiscal year 1988-89. The new facility will provide space for 340,000 cubic feet of records.

The new consolidation center located at 3240 Industrial Blvd. in West Sacramento also houses the Recycling/Destruction Center. The new State Records Center consolidation will provide two facilities in West Sacramento comprising 185,000 square feet of floor space, (or 700,000 cubic feet of records space).

Since 1964 many changes have come about in the records center program. Instead of being an obsolete records depository, the centers have developed into full service facilities responding to over 275,000 requests for information per year, within a 24-hour turn-around time. Total rush requests (same day retrieval), numbered 3,795 and refiles and interfiles numbered 78,397 for fiscal year 1987-88.

A total of 537,000 work units were completed by staff comprised of one Warehouse Manager II, three managers, two supervisors and twenty-three warehouse and clerical personnel during fiscal year 1987-88.

Over 100,888 cubic feet of new records (accessions) were received this past year and 79,683 cubic feet of records were authorized for destruction (disposal). If records being disposed of are nonconfidential, and the State Archivist has no interest in them, the paper is sold to a wastepaper contractor to be recycled. Revenue from this operation are returned to the General Fund. Over 3,800 tons of paper are recycled each year.

The SRC program has been in an out-of-space mode since July of 1987. The out-of-space situation created a number of real problems for the State Records Center. Our foremost objective is to meet the needs of our client agencies. Through the cooperation of our clients and expediting the destruction of unnecessary records presently stored, more space was provided for incoming records. Supervisory staff volunteered to work double shifts, and our warehouse personnel have worked a significant amount of overtime. As a result, service has remained efficient and economical for our client agencies. We look forward to the opening of our new facility and the continuation of a high service level to our clients. When the new center is operational, we will be announcing an open house and we invite everyone to attend.

# Capitol Park's New Irrigation System to Save Over 100,000 Gallons of Water Annually



## Industry and Government Form Partnership to Conserve Water

Capitol Park has been chosen by the Irrigation Association of California (IAC) to be part of a pilot program demonstrating state-of-the-art techniques for saving water. The IAC donated and constructed a water efficient irrigation system replacing a 20-year old system covering one-third of an acre of the Capitol lawns. The system features the latest in automated sprinkler technology.

The IAC, a non-profit organization, promoting the irrigating industry, has a keen interest in water conservation. Their efforts are nationwide and their goal is to develop techniques and systems which reduce the amount of water used in landscaping. Capitol Park was chosen for this pilot project because of its high visibility.

According to DAN JOHNSON, Supervising Landscape Architect, in charge of Capitol Park, the primary difference between the old and new system is that the new sprinkler

system has specially designed sprinkler heads working in conjunction with underground tensiometers. The tensiometer tests the soil to see if it is in need of moisture — if it is, the system is activated — if not, it prevents the system from turning on.

It is estimated that the new system will save 100,000 gallons of water each year. Besides saving water, DAN believes it will also extend the life of the many trees in the park. Capitol Park contains more than 350 different kinds of trees. It is one of the few places in the world where you can count over 50 different trees while standing in one spot.

Construction of the new irrigation system was completed in January and the system will remain in place for 20 years. OB&G will monitor the system to determine the amount of water saved after one year.

OB&G staff is pleased to participate in this program which launches a partnership of government and industry. The staff is also looking forward to significant water savings.

## SUCCESS FOR 3 DGS EMPLOYEES

Three DGS employees have a little extra spending money as a result of participating in the Merit Award Program.

They are as follows:

R. ANDREW SORGATZ, Sr. Telecommunications Technician, Telecommunications Division, recommended that the CHP replace dry chemical fire extinguishers used at dispatch consoles with helium fire extinguishers. Helium extinguishers do not require an annual recharge, are odorless, nonconductive and leave no residue. He received a \$70 award based on the Improved Procedure Scale.

GREGORY P. TRACEY, State Police Officer, California State Police, recommended that police call-box phones be installed at the Transbay Terminal in San Francisco. Approximately 50,000 passengers use this facility daily. The call-box phones will reduce the response time of the police and other emergency service, thereby improving the level of public security. He received a \$725 award based on the Improved Safety Scale.

THOR L. BARROWS, Staff Services Manager II, OAS, recommended that the Interagency Mail Service (IMS) Code be added to the address element of the Employee Suggestion Form, Std. 645. The code will save employee time and postage, and will improve the interagency service for the Employee Suggestion Program. He received an award of \$55 based on the Improved Procedure Scale.

# The Surplus Property Program



Sacramento Warehouse Crew



Hollis R. Thompson,  
Sacramento Warehouse Manager

## What's Available and How to Get It

Need a pair of galoshes? desk? chair? tape recorder? Perhaps a 1956 fire engine or an electronic piano? If so, the Surplus Property Program has just what you're looking for. In existence since 1947, the program officially became part of the Department of General Services on July 1, 1984.

It all started after World War II when the Federal Government found that it owned more personal property than it needed to perform its business. Congress responded by enacting a law which authorizes and regulates the disposal of surplus property to state agencies which, in turn, distribute the property to eligible recipients known as donees.

The Department of Education operated the program for many years until by legislative action the program was transferred to DGS in July, 1984.

DGS, Office of Procurement, Material Services Section, was already handling the State Property Reutilization Program so by sharing existing resources from the state program (warehouses, trucks, personnel) DGS has been able to reduce the cost of operating the federal program.

During the last Fiscal Year, the program was managed so efficiently that it generated enough revenue to cover the entire cost of operation.

## How It Works

The program uses two distribution centers/warehouses to gather, store and "sell" the surplus property — one in Sacramento, managed by HOLLIS R. THOMPSON, and one in Fullerton, managed by GERALD E. SMITH.

The program serves 4,500 clients known as "donees." Each donee must qualify to use the program by either being a tax-supported or a nonprofit organization. This includes local government agencies, school districts, volunteer fire departments, child care centers, health clinics, and recently, programs for the homeless.

During 1988, programs serving the homeless received items from the surplus program valued at over \$392,000, including 300 pairs of surplus CHP galoshes.

## Sources

Surplus property is obtained and distributed through the program from five sources: (1) the federal government; (2) state government; (3) private industry donations;

(4) property that has been confiscated by a governmental entity as in the case of a "drug bust;" and (5) property received by various police departments that has been stolen and unclaimed.

## Federal Surplus Property

Property obtained from the Federal government can only be distributed to a qualified donee. The donee has one year to use the property or it must be returned to DGS for redistribution.

## State Surplus Property

State surplus property is offered exclusively to other State agencies during the first 30 days after it arrives at the warehouses. After 30 days it is offered to all other donees and after 90 days the property is available for public sale.

## Private Industry

Private industry donations are offered to only eligible donees. These donations are somewhat rare. However, one San Francisco firm donates thousands of balloons each year which are distributed to school districts for childrens' carnivals.

## Confiscated Property

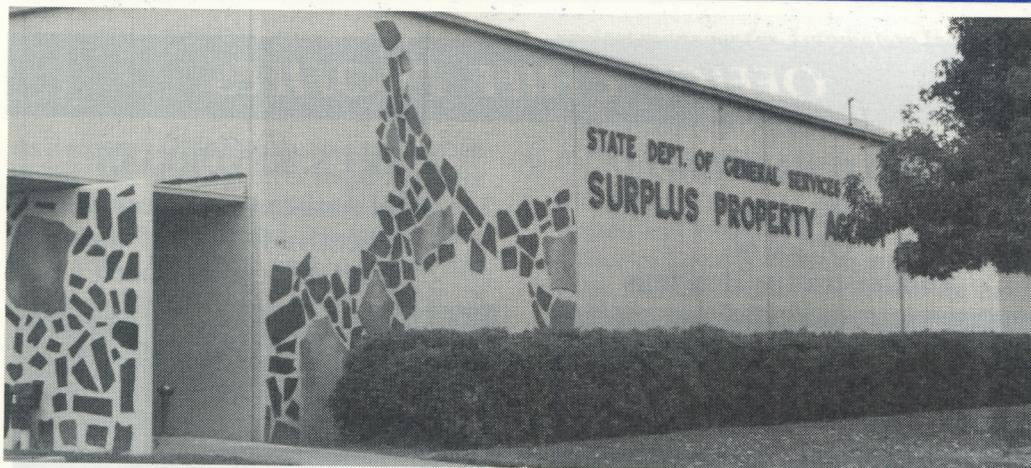
The Sacramento Distribution Center is handling the first personal property sale of this kind. A Fresno drug bust resulted in the confiscation of gold jewelry valued at approximately \$50,000.

By agreement with the Department of Justice, the Office of Procurement, Material Services Unit in Sacramento, will sell the jewelry and return the proceeds to the Department of Justice.

Sacramento Distribution Center Manager, HOLLIS R. THOMPSON, anticipates that the sale of confiscated property will become more commonplace in the future. The courts are now ordering that items confiscated in drug-related crimes be sold and that the proceeds be returned to the Department of Justice to be used to help fight other drug crimes.

## Stolen and Unclaimed Property

Several police departments, particularly in Southern California, have donated stolen and unclaimed property to the Fullerton Distribution Center which in turn distributes the items to eligible donees. Over 300 bicycles and numerous cameras, stereo equipment, television sets, hand tools, etc., has been distributed to eligible donees in Southern California.



### Service and Handling Fees

All surplus property received from the various sources are not actually sold. The items are distributed to qualified donees who are required to pay a service and handling fee. The fee, established by program personnel is based on a percentage of the original value of the item, its current conditions and marketability. All items are sold "as is" and there are no warranties. (Confiscated property, however, is sold to the highest bidder.)

### Hot Items

School districts are active users of the program. They buy anything from musical instruments to computer paper to autopsy tables for use in college classrooms. A Sacramento City College Professor has used the program for over 30 years. "Anyone not using the program," he said, "is missing out on a good thing. It's like having extra money in the bank."

"File cabinets," said HOLLIS, "are the most requested items. Musical instruments are probably second in demand, fire equipment close behind."

The current value of property at the Sacramento warehouse is over \$3 million dollars and the Fullerton warehouse is over \$7 million. Over 10,000 different items can be found in the Sacramento warehouse alone.

### Program Success

The Surplus Property Program managed by the Office of Procurement, Material Services Unit, is the largest of its kind in the nation. It is also among the most innovative.

Through sound business practices; consolidation of similar programs (state and federal), centralized administration, diversification, and expansion of the client base and supply sources, the program is generating enough revenue to operate in the black.

Other program successes include increasing the amount of federally donated property that is directly distributed to eligible donees, thus reducing storage costs. 45% of all federal property is now placed directly with the donee and similar efforts are being made to directly place state surplus property with appropriate state agencies.

The most important reason for program success, adds Fullerton Distribution Center Manager, GERALD SMITH, has been attitude.

Staff was determined to continue providing service to the thousands of organizations that now benefit from the program and to make the program self-supporting within three years.

They did just that!

*State agencies are qualified to participate in the federal surplus program. The only requirement is the completion of an application. Currently, many state agencies have not completed the application process so their participation is limited to the selection of state surplus property only. State agency personnel should be advised that they can utilize both the state and federal property programs without any funding or order amount limitations. Participation is unlimited and substantial savings are possible.*

Sacramento Support Staff

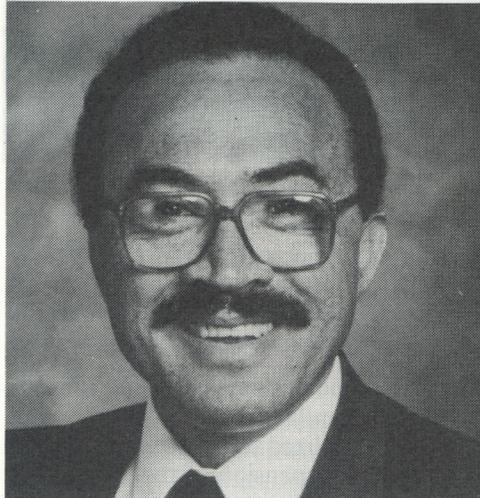


## OFFICE CHIEF PROFILES

*Editor's Note: In keeping with the silver anniversary theme, we will include profiles on several of the office chiefs in the upcoming issues.*

### DONALD S. MITCHELL

**Director,  
Office of  
Administrative Hearings**



Donald Mitchell was appointed Director of the Office of Administrative Hearings (OAH) by Governor Deukmejian in 1983. Under the Administrative Procedure Act, OAH conducts licensing and disciplinary hearings for over 70 State agencies, as well as many local agencies and school districts. An example of a more noteworthy OAH case is the recent Liquid Chemical Corporation case, in which the Department of Health Services, Toxics Substances Division, sought corrective action against a chemical plant for failing to comply with various regulations, including regulations concerning the importing of hazardous wastes. OAH's decision ordered immediate compliance and a civil penalty of a quarter of a million dollars.

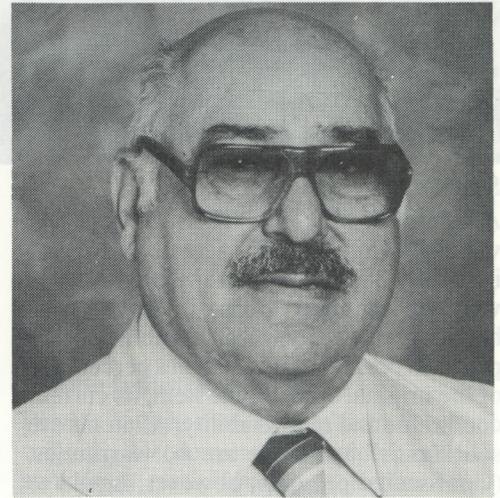
As Director of OAH, Don is responsible for the management and operation of the three OAH offices (Sacramento, Los Angeles and San Francisco).

Don obtained his B.A. Degree in English Literature from U.C. Berkeley in 1971, graduated from University of Michigan Law School in 1974 and was awarded a Master of Arts Degree in Education — School Finance in 1982. In addition to his duties as Director of OAH, Don also serves as member of the Review Department of the State Bar Court by appointment of the Board of Governors of the State Bar.

Don lives in San Francisco with his wife, Charlene (also an attorney) and his two sons, David and Daniel.

### ART S. KEVORKIAN

**Local Assistance Officer and  
Executive Officer of the  
State Allocation Board**



Appointed in June, 1983, Mr. Art S. Kevorkian, Local Assistance Officer and Executive Officer to the State Allocation Board (SAB), has been in office over 5 years. During this time, the staff of the Office of Local Assistance has quadrupled in size in an effort to both speed up the Lease-Purchase application process and increase the number of schools being built or reconstructed. Additionally, new legislation has developed numerous new programs and expanded on-going programs. Besides the regular lease-purchase programs, other programs administered by OLA include deferred maintenance, emergency portable classrooms, child care and latch key programs, migrant portables, year-round school incentive programs, unconventional energy designs, asbestos abatement, and the school facilities inventory system. OLA also has been administering an extensive office automation effort to assist in monitoring and processing the thousands of program applications received each year. Costs apportioned to school districts to operate these programs have increased from approximately 120 million dollars in 1983, to a current apportionment in excess of one billion dollars in 1988. The emergency portable program in 1983 had approximately 800 state portables out on an annual lease of \$2,000 per year per portable, in 1988 that number has increased to an excess of 3,500 portables. OLA has expanded office locations from

*(Continued on next page)*

## LEAVE 'EM LAUGHING

*Bumper sticker seen recently on a local freeway: "Life is uncertain; eat dessert first!"*

*or*

*September is when millions of shining, happy faces turn towards school . . . they belong to mothers.*

*and finally*

*Anybody who thinks there's plenty of room at the top has a lot to learn about pyramids.*

***Kevorkian, (Continued)***

one to four, including an office in Ontario, Southern California.

As Executive Officer to the State Allocation Board, Mr. Kevorkian is responsible for carrying out SAB policy, and certifying to the Board that laws and regulations have been adhered to in the process of carrying out the responsibilities of the Office of Local Assistance.

Mr. Kevorkian, is an independent real estate consultant from Fresno. He was born in Connecticut, and was awarded an undergraduate degree in mechanical engineering from Rensselaer Polytechnic Institute of New York. He is a licensed engineer in both New York and California and is a member of the National Society of Professional Engineers and a member of the California Society of Professional Engineers. He has been a project and contracts manager for Ralph M. Parsons Company of Pasadena, where he was assigned to an oil and gas collection and separation project in Alaska. He has also been a systems manager for Tishman Realty and Construction Company, a

project manager for Automation Industries of Los Angeles and Lockheed California Company, and a management consultant for the Todd and Newport News Shipyards in New York and Virginia.

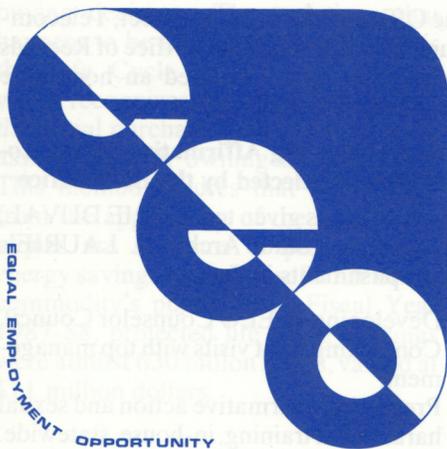
Mr. Kevorkian is a current resident of Fresno and is married. His position at the Office of Local Assistance in Sacramento, finds him commuting to Fresno on most weekends to help his wife direct their business affairs. He is active in both family and community affairs, and shares a real concern with all parents for the quality of California's education.

Mr. Kevorkian has brought a fresh, new outlook to the administration of the Office of Local Assistance. As both Executive Officer of the State Allocation Board and Local Assistance Officer, he fulfills a dual role within the office. He has firm belief that government should set a standard for efficiency as well as integrity, and he runs the Office of Local Assistance with a result-oriented "get the job done" philosophy, which has earned the respect of his staff, as well as the school districts served by the Office of Local Assistance.

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*The Mail and Messenger Program, Interagency Mail Service, Office of Support Services delivered 1,274,801 pieces of mail during 1988, plus 86,724 freight pieces for a total of 1,361,525 pieces delivered.*

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## **Tony Awards Recognize Affirmative Action In DGS**

The first annual Tony Awards, presented after the November Office Chiefs' Meeting, recognized each Office's affirmative action accomplishments during the past fiscal year. "It's not very often that we take time to say thank you," said W. J. Anthony, Director, "so on behalf of the Executive and the EEO Offices, I wish to say "thank you" to you, the managers, supervisors and employees who have contributed to the

success of DGS Affirmative Action Program."

A total of 56 awards were presented, representing ten different categories. The first series of awards recognized those Offices who had reached labor force parity and hiring goals for women, disabled and ethnicity. Others were recognized for their LEAP hiring and for perfect attendance at the Affirmative Action Coordinators' Council Meeting.

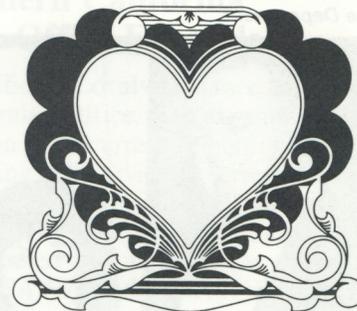
The next set of awards acknowledged the Offices that had made significant contributions in the various program areas within the Affirmative Action Program. The Advisory Committee nominated and selected Offices that they felt were outstanding within their own affirmative action focus.

### **Most Outstanding Office as Selected by the Affirmative Action Advisory Committee**

It was a difficult decision — so difficult, in fact, that there was a tie. The two Offices receiving the award were the Telecommunications Division and the California State Police. The Telecommunications Division was recognized for:

- Developing a recruitment program.
- Utilizing numerous upward mobility and career development programs and procedures.

*(Continued on page 14)*



## EEO ... (Continued from page 13)

- Establishing an EEO Counselor Network including quarterly EEO Counselor update meetings.

The California State Police was recognized for:

- Establishing training committees within each command for career development and upward mobility.
- Establishing recruiting teams within each command.
- Maintaining a representative on the Affirmative Action Committee Recruiters Roundtable, Hispanic Task Force and Women-In-Law Network.

The Office of Energy Assistance was also nominated and received honorable mention for its effective use of Student Assistants.

### Most Outstanding Office as Selected by the Disabled Advisory Committee

The Office of Management and Program Technology was chosen because of the staff's efforts to assist an employee in the Key Data Entry Unit who had an increasingly debilitating health problem which required sight job modification and assistance with mobility and office building accessibility. OMTP, working with the Safety and Return-to-Work Coordinator and the Department of Rehabilitation, provided equipment and personnel necessary to appropriately accommodate this employee. OMTP not only made his ability to get to work easier, but also personally customized equipment to accommodate the employee and maximize his safety in the work place.

The Telecommunications Division received honorable mention for its inclusion of the

Telecommunication Device for the Disabled, in the State Telephone Directory.

### Most Outstanding Office as Selected by the Hispanic Task Force

The Office of Fleet Administration was chosen for its consistent cooperation in the dissemination of the Hispanic Task Force, Upward Mobility and Career Development Questionnaire and for reaching 1990 Labor Force Parity for Hispanics.

### Most Outstanding Office as Selected by the Women's Program Advisory Committee

The Office of Buildings and Grounds was recognized for:

- Requesting female parenthetical exams in filling vacancies in the class of Carpenter, Electrician, Painter and Stationary Engineer;
- Surpassing their 25% hiring goal for Women-In-Trades by 16%;
- Utilizing T&D assignments for upward mobility including women in managerial and nontraditional jobs;
- Maintaining an ongoing and outstanding apprenticeship program;
- Establishing an internal women's program on a regional basis.

The Office of the State Architect, Telecommunication Division, and Office of Records Management also received an honorable mention in this category.

### Most Outstanding Affirmative Action Coordinator as Selected by the EEO Office

The award was given to LAURIE DUVAL, Office of the State Architect. LAURIE's accomplishments include:

- Developing an EEO Counselor Council,
- Conducting sight visits with top management.
- Presenting affirmative action and sexual harassment training, in-house, statewide.
- Initiating the Office's LEAP Program,
- Developing and presenting training on the use of the Selection Interviewer's Report, and,
- Assisting with mock oral interviews for exams.

Also nominated for this award were SHIRLEY OGLETHORPE from the Office of Procurement and JOE CARROLL from the Telecommunications Division.

"Affirmative Action," said Mr. Anthony, "is the key component of an effective personnel program and to providing a positive work environment. We thank each and every one of you who have contributed to the progress of the Department's Affirmative Action Program."



Laurie Duval, OSA, is congratulated by (l to r) Larry Guthrie, OSA, Robert Wright, Deputy Director and W.J. Anthony, Director on being chosen as the Most Outstanding Affirmative Action Coordinator in the Department.



# NEWSBRIEFS

## Energy Efficient Buying Methods

### Life Cycle Cost

California has long been recognized as a leader and supporter of the latest development in the procurement field. Acknowledging the potential for long-term savings to the State through the establishment of energy efficient procurement methods, the Office of Procurement created such a program. The result is the Energy Group which has developed purchasing techniques that have allowed the buying staff to become increasingly sophisticated in their buying decisions. The technique that happens to be the most cost-effective is the Life Cycle Cost (LCC) Method which recognizes and identifies not only the initial purchase cost, but other costs associated with owning a commodity. This method ensures that the savings from the application of the LCC techniques are in terms of projected life energy savings over the useful life of the commodity's purchase. In Fiscal Year 1987-88, projected life energy savings were almost 630 billion BTUs, valued at \$11 million dollars.

## OMTP Chief Appointed to Board

P.K. AGARWAL, Chief, Office of Management Technology and Planning, has been appointed member of the Western Region Government Technology Conference Advisory Board and is on the Steering Committee. The purpose of the committee is to help guide and focus the GTC annual conference program. The conference is in response to government's demands for information technology solutions to pressing social, administrative, environmental and economic needs.

## Record Set For Minority and Women-Owned Businesses

During the 1987-88 Fiscal Year, state agencies awarded the highest dollar volume of contracts to small minority and women-owned business of any previous year. The state awarded over \$393 million (10.78%) to small business, and over \$366 million (10.1%) to minority business and women-owned businesses.

## Recycling Useful EDP Equipment

Occasionally, electronic data processing equipment becomes unneeded by an office because of obsolescence, inadequate processing capacity, or other reasons. In most cases, equipment may well suit the needs of another office. The Information and Education Services Section (IES) of the Office of Management Technology and Planning (OMTP), serves as a clearinghouse through the Information Systems Review Board (ISRB), for the redirection of such equipment. An office that has surplus equipment, must notify the IES so the existence of the available equipment can be put on the ISRB Agenda. If after being offered for redirection the equipment is not requested by another office, the IES will dispose of the equipment. If you have EDP equipment that is obsolete for your office, please notify DGS Property Inspector in the Office of Fiscal Services at 445-2945 or (ATSS) 485-2945 and coordinate the disposal through the PI so the department inventory records will be adjusted accordingly. This is all set forth in Administrative Order No. 88-02, effective through November 28, 1990.

## A New State-of-the-Art Data Entry System For OMTP

The Office of Management, Technology and Planning's Data Entry Services Group has been in the process of changing from ten year old technology to a new UNISYS Data Entry System. This effort required the conversion of over 500 data entry keying format programs. All client source documents that are processed by Data Entry required testing and retesting. Several Key Data Operators, **Stephanie Carter**, **Patricia Johnson**, **Cherie McCracken** and **Erin Sproul**, have assisted in the conversion process. Their collective experience, familiarity with the source documents and the procedures utilized on the old system, allowed for effective detection of conversion errors.

These employees have also had to rotate from the conversion effort to production work as workload demands fluctuated. They have been effective and cooperative during this transition period. Thank you TEAM! Your efforts are appreciated.

## Southern California OLA Office Expands

The Office of Local Assistance, Southern California Office, is expanding. In addition to its current responsibilities in providing full service to Riverside and San Bernardino Counties, all current and future projects for Imperial County will be handled by this Office. **IRENE YAMIGAWA** and **MARIA BLANCO VARGAS** will be providing assistance in the application process for the State Lease Purchase Program to Imperial County District. Office staff hope that accessibility of the Southern California location will prove more convenient to school district personnel. The Office is located at 9681 Business Center Drive, Cucamonga, California.

# Service Awards

## January

Thomas T. Kawano  
Fleet Administration

Ronald E. Ullery  
Fleet Administration

Robert B. Kelly  
State Printing

John B. Zieminski  
State Printing

Richard C. Williams  
Telecommunications

## February

Arthur L. Altman  
State Printing

Ernest H. Vann  
Support Services

Einer P. Christensen  
Administrative Services

**25**  
**YEARS**

**DEPARTMENT OF**  
**GENERAL**  
**SERVICES**

# Recent Retirements

## — Moving On

Steven Millan .....	State Architect .....	39 years	9 months
Al Dennis .....	State Architect .....	36 years	4 months
Norman H. Hesse .....	California State Police .....	17 years	7 months
Evelyn J. Swartz .....	Support Services .....	19 years	11 months
Roderick E. Sutliff .....	State Architect .....	27 years	11 months
Anthony J. Aiello .....	State Printing .....	23 years	
James Gravely .....	Buildings and Grounds .....	11 years	6 months
Marilyn B. Johnson .....	Fiscal Services .....	13 years	1 month
Ennis E. Grant .....	State Printing .....	25 years	6 months
David A. Wisniewski ....	Telecommunications .....	12 years	10 months
Jack R. Phillips .....	State Printing .....	25 years	2 months
Raymond Molina .....	State Printing .....	34 years	5 months
Ray Lenau .....	State Printing .....	33 years	5 months
Charles F. Buelow .....	Telecommunications .....	22 years	1 month
Roger W. Brown .....	Buildings and Grounds .....	20 years	1 month
Maurice Porter .....	Buildings and Grounds .....	24 years	9 months
Leon Gullette .....	Buildings and Grounds .....	19 years	1 month





Imogene Sadler, CSP is congratulated by Larry Maher, Acting Chief, CSP, on the receipt of her 25-year Service Award.



#### CALIFORNIA STATE POLICE ASSIGN FIRST BLACK FEMALE SERGEANT

Congratulations to Sgt. SYLVIA GARRETT, first black female sergeant in the history of the California State Police. Although born in Greenville, South Carolina, SYLVIA was educated in the greater Los Angeles area where her family relocated during the early 1960s. She attended Southwest College and California State University, Long Beach, where she majored in criminal justice.

Sgt. GARRETT joined the State Police in April, 1982, after completing academy training at Rio Hondo Police Academy. She was assigned to the Patrol Division, working out of the Los Angeles Field Office. Since that time she has had a variety of assignments. Among them, Dignitary Protection, Recruiting and Background Investigations and Field Training Officer.

As a physical fitness enthusiast, Sgt. GARRETT enjoys bicycling, dancing, weight lifting and racquet ball. She also enjoys picnics, movies, bowling and quiet evenings at home. Church is a regular part of her life.

Sgt. GARRETT said she chose law enforcement as a career because she enjoys the challenges of an ever-changing work environment and she feels she is contributing an important service to her community. She also feels upward mobility potential is unlimited to dedicated and motivated individuals like herself.

Sgt. GARRETT treats each assignment as a new challenge and her motto is "I've Just Begun." She works in the Exposition Park area of Los Angeles.



Dorothy Smith, Personnel Analyst, OAS is congratulated by Einer P. Christensen, OAS on the receipt of her 25-year Service Award.

#### WALTER LESTER Completes 25 Years of Service

WALTER C. LESTER, JR., a Senior Telecommunications Technician, recently completed 25 years of State service. He is an expert in the area of repair and maintenance in telecommunications equipment. According to his supervisor, he is one of the very few Telecommunication Division maintenance employees to begin his career as an Electronics Technician. During the past 25 years, he has worked in the Sacramento, San Francisco and Hayward Motor Transport Shops. He is presently working in the Foster City Shop. Deputy Director Al Tolman presented WALTER with his 25-year pin and certificate at a Telecommunications Conference held in late October.



Freda Slack, (c) OSS, is congratulated by (l to r) Fred Gustin, Deputy Director, Brent Korff, Chief, OSS, Shirley Chilton, Executive Secretary, State and Consumer Services Agency and W. J. Anthony, Director, on the receipt of her 25-year Service Award.

## FEEDBACK

Les Wickey, Chief, Office of Records Management, wrote to DON MALE, State Printer:

"Staff of the Office of Records Management would like to shake the hand of every employee of the Office of State Printing. You have made our job and lives easier. We are not your biggest customer, but printing the State's standard forms is a critical workload. You meet our needs professionally and willingly with appreciation that our mission depends upon your cooperation, expertise and understanding."

Matthew C. Callahan, private citizen, wrote to GAIL SARUWATARI, Office of Insurance and Risk Management:

"Thank you for your prompt and friendly attention given to this matter. It seems to me everywhere I go in dealing with State employees, a new more friendly person behind the counter or voice over the phone is there to help with genuine concern, and positive attitudes. I consider you to be one of these elite few who are becoming a large group."

John F. DeMeo of DeMeo and DeMeo and Associates, wrote to GAIL SARUWATARI, Office of Insurance and Risk Management:

"You have been highly professional in your handling of this matter, and I wish to compliment you in that regard and also thank you for your courtesy and cooperation."

Lawrence Kuerbis, Jr., wrote to HELEN LAWRICK, Office of Insurance and Risk Management:

"Although we have been unable to resolve this matter at this time, I would like to thank you for the professional way in which you have handled the matter, and the courtesies you have extended."

Josie Grant, private citizen, wrote to HELEN ROGERS, Office of Insurance and Risk Management:

"I want to thank you for your assistance and Shamus thanks you for helping save his life, and I am sure his original owner would do the same."

Bruce Braverman, Department of Justice, wrote to TOM ALVES, Office of Insurance and Risk Management:

"We appreciate you dispatching and securing the necessary settlement after numerous negotiations. Assemblyman Sam Farr has expressed his personal thanks to me for the effective and efficient handling of the matter by all concerned."

Leonard Matthews, Department of Veterans Affairs, wrote to GENE MARQUART:

"Gene, I just wanted to thank you for lending Rich Aspiras to us during our crises. He made the difference for us in many ways and was most congenial."

Kim Bernard, American Society of Interior Designers, wrote to JUDD BOIES, Office of State Architect:

"On behalf of the organizing committee of the 1988 Student Regional Career Day, I wish to thank you sincerely for your involvement. We were so pleased to be able to address the very important and often overlooked issue of barrier-free design. We thank you for your eloquent contribution."

George A. Sifuentes, Department of Corrections, wrote to LEROY LEMKE, OSA:

"You have been particularly cooperative in extending the services of OAS to accommodate CDC's needs as much as possible. Please extend my thanks and appreciation to every member of your team. Your pro-active management of OAS activities and inspections services has saved scheduled time and approved our ability to quickly assess project status."

Chuck Walker, United California State Employees Campaign, wrote to WILLIAM J. ANTHONY, Director, Department of General Services:

"It is my pleasure to advise you that the preliminary reports indicate that the 1988 United California State Employees campaign will be highly successful in fundraising efforts in the Sacramento area. Much of the credit for your successful campaign must go to Mr. Anthony Pescetti. I have found him to be enthusiastic, efficient and dedicated individual who most certainly represents General Services well."

Don Saylor, Department of Youth Authority, wrote to MICHAEL BOCCHICCHIO:

"Last week we asked your office to help us overcome some problems in the asbestos removal project underway at our Mt. Bullion Camp. Mike, we want to thank you for the attention and effort your office has devoted to this effort and for keeping us informed of this project. I look forward to working with you on several projects shared by the OSA and Youth Authority."

"The California Highway Patrol presented The Division Chief's Commendation Award to Raul Avila Office of State Architect, for outstanding services as an OSA Construction Supervisor assigned to multi-million dollar CHP facility in Vallejo. It read. . . "You were charged with responsibility overseeing construction for the compliance contracts specifications, and applicable law. Your knowledge and resourcesfulness have accomplished the need of the CSP staff when addressing clarification, inquiries, problems, and alternatives. I commend you for your commitment to excellence and for representing the interest of the CHP and the State."

Jeana Martin, Department of Rehabilitation, wrote to MARILEE HELDT, Office of Insurance and Risk Management:

"The Host Committee of the Second Annual Golden State Conference would like to take this opportunity to thank you for sharing your knowledge and enthusiasm for the vendor in the State Enterprise Program. Your participation was an important ingredient in our recipe for professionalism."

David DeMauro, Director, California State

University San Bernardino, wrote to GENE MARQUART:

"I wish to extend my sincere gratitude in recommending Marilee Heldt in doing an outstanding job in presenting an Asbestos Orientation Program at California State University, San Bernardino. Ms. Heldt was particularly successful in conveying asbestos hazardous while controlling fear and unnecessary apprehension about the controversial substance. I am thankful that your office was able to provide this valuable resource to us."

Ralph A. Waits, Department of Water Resources, wrote to MARILEE HELDT, Office of Insurance and Risk Management:

"Marilee, thank you for co-teaching our department's September Supervisory Safety Training Course. The course evaluations reflected the participants appreciation of your professionalism and expertise."

"Howard A. Sarasohn, Department of Conservation, wrote to ROBERT WRIGHT, Deputy Director of Department of General Services:

"Thank you very much for having Ralph Mauer and Marilee Heldt attend the December Meeting of the Resources Agency Asbestos Committee to discuss the implementation of AB 3713. Both Ralph and Marilee provided much useful information and we had the most informative dialogue on the issue."

Austin Eaton, Executive Officer, Board of Control, wrote to DON MALE, State Printer:

"I would like to express my appreciation to you and to the members of your staff for the expeditious manner in which the last Board of Control request for the printing of the Victims of Crime application form was processed, and for those resources currently being dedicated to expedite the revisions and printing of the amending form. Dick Lodge, Richard Burke and Mary Lemke have provided invaluable support. Again, thanks for a job well done."

John M. Caffrey, Chief Deputy Director, Department of Water Resources, wrote to PAUL SAVONA, Chief, OREDS:

"Bill Frye and I dropped by to personally thank you, Jack Muria and you staff for the help and interminable patience in dealing with our Safety of Dams staff and negotiating office space for them at 22nd and X street. Besides you and Jack, Chuck Clark, Lina Chatterji and Wanda Kovazavich put in many hours trying to please us in locating a building, designing an office layout and negotiating lease terms with the owner. Thanks again for your help."

Jack Barr, Jr., Department of Motor Vehicles, wrote to PAUL SAVONA, Chief, OREDS:

"I would like to take this opportunity to express my appreciation for the excellence assistance provided by the Joe White and Helen Smith. Your fine staff provided me the needed information courteously and timely manner so that the Statewide Real Property Inventory Project could be completed in the allotted timeframe."

## Department of General Services' Managerial Performance Appraisal Program



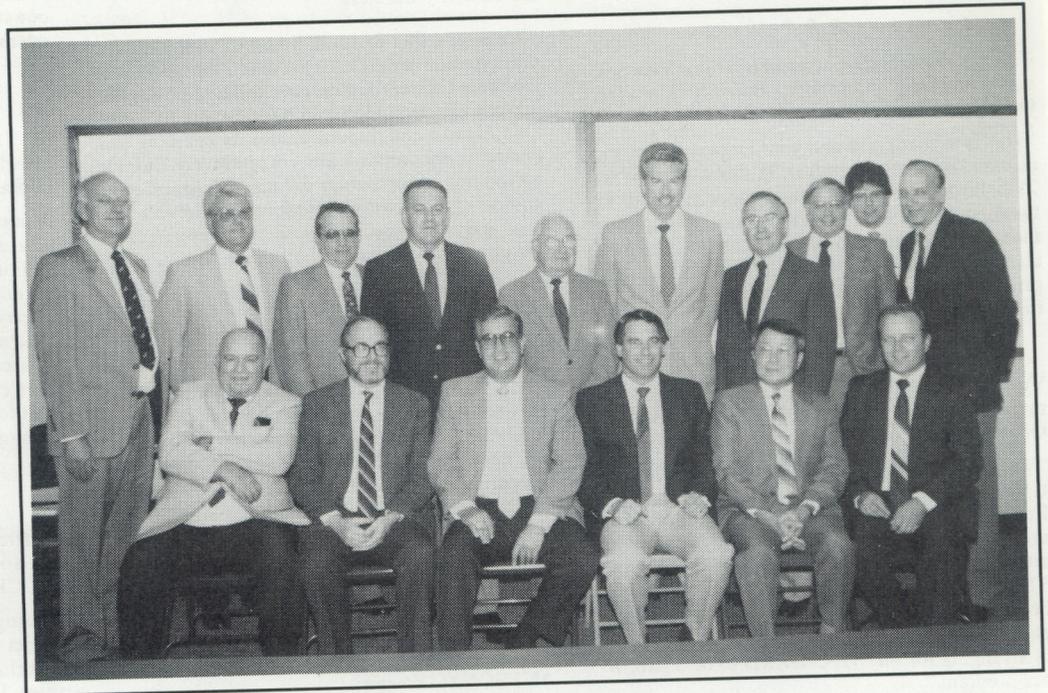
### DGS GOLF CLUB — UPDATE. . .

The Department of General Services Golf Club is ready to begin another exciting golfing season. Dennis Ericson, Office of Procurement, is the club champion for 1988. He won the Tournament of Champions held at Bing Maloney in October. The following 1989 schedule includes a challenging course located at the Lake of the Pines that is not a regular stop on the DGS tour.

March 4 - Bing Maloney  
April 8 - Ancil Hoffman  
June 25 - Haggin Oaks  
July 15 - Kennedy (Napa)  
August 12 - El Dorado Hills  
September 12 - Ancil Hoffman  
October 28 - Lake of the Pines

If you desire additional information about these tournaments or wish to be placed on the mailing list, please contact Guy Blair, Office of Support Services, at (916) 739-2385.

The DGS Golf Club sincerely thanks Gene Pieracci, Chief, Office of Fiscal Services, for his continued service as handicapper, a service he has been providing to the club since 1982.



### Outstanding Managers Receive Bonus

At the October Office Chief's Meeting, Director W. J. Anthony announced the recipients of the Managerial Performance Appraisal Program for Fiscal Year 1987-88. The recipients were rated by their supervisors as either outstanding or exceeds fully successful. Each manager received a bonus check for \$1,250.

"I am very pleased," said Mr. Anthony, "that nominees for this year's program cover the full range of management levels that are so critical to the success of the Department's programs." The managerial awardees are as follows:

JOHN BABICH, Executive Office; ROSAMOND BOLDEN, Office of Buildings and Grounds; JOHN BROOKS, Office of Real Estate and Design Services; CARL CARMICHAEL, Office of Local Assistance; TOM CLAYTON, Legal Services; LEROY COOPER, Office of Procurement; IAN DEY, Office of Project Development and Management; LARRY GUTHRIE, Office of the State Architect; DARRYL HAYNES, Office of Real Estate and Design Services; ALLEN JEFFREY, Office of Procurement; DAN JOHNSON, Office of Buildings and Grounds; WALT JONES, Executive Office; BRENT KORFF, Office of Support Services; JACK MIURA, Office of Real Estate and Design Services; RON NEAL, Office of Buildings and Grounds; EUGENE PIERACCI, Office of Fiscal Services; PAUL SAVONA, Office of Real Estate and Design Services; LOREN SMITH, Office of Project Development and Management; JACK SMITH, Executive Office; CHARLIE THRASHER, Office of Legal Services; ALLEN WENDROFF, Office of Legal Services; GLENN WILSON, Office of Management Technology and Planning.

## Office of Small & Minority Business Boasts Senior Citizen



### Biggie Waller Still Going Strong At The Age of 70

“Dodgers Steal the Series. . . Dodgers are Champs.” These are some of the newspaper clippings that can be found pinned around BIGGIE WALLERS’ desk at the Office of Small and Minority Business. “I’m a sports fan,” she says, “I have a satellite dish so I can see the games that aren’t broadcasted here.” Her love of sports is really just part of her love of life.

Born 70 years ago, in Fort Gibson, Oklahoma, BIGGIE, a member of the Cherokee Nation, has a twin sister. “We are not identical twins, but we do look an awful lot alike. I’ve always been bigger than my sister though, and that explains my name. My brother named us ‘Bit’ and ‘Biggie’. These names stuck and we’ve used them all of our lives. No one would know me by my given name, Alma.”

BIGGIE is one of three Word Processing Technicians in the Office of Small and Minority Business. She works four days a week (a perfect schedule she says) and is the assistant to the Service Certification Officer. In 1980, she started working with DGS in the Intermittent Pool and in 1985 transferred to OSMB. “I really work with a great bunch of people. Very caring and concerned.” State service, however, is just one of BIGGIE’s many careers.

After graduation from high school, her older brother, BUDDY HAAS, a famous jockey riding at Arlington Downs, Texas, decided BIGGIE and her sister should see

the world outside of Ft. Gibson (population 1,000), so he paid for two years of their college education.

“I remember all the beautiful Texan women in their clothes and furs. We were just country-folk and this really impressed me.” She attended North Texas Agriculture College which, in 1938, had only 1,100 students. Today it is a major university with enrollment of over 70,000.

After college, she returned home and when World War II started, she got a job at a Post Exchange Office. That is where she met her husband and after the war they settled in his home state — California.

“I have three children; one son and two daughters, and after I raised my family I went to work at McClellan Air Force Base.”

Her husband was a chef in the Sacramento area for over 30 years (Senator Hotel — Eppie’s Restaurant, Mardi Gras to name a few). He bought a small restaurant of his own in Elk Grove, called Kountry Kitchen. “I quit my job to help him get it going,” she said. “I told him I wouldn’t cook, but ended up baking pies for over four years.”

“We decided to sell the coffee shop to relax and enjoy retirement. That lasted three months. He went to work for the Sacramento Bee and I went to work for the Elk Grove School District. Later, a friend told me about an opening at DGS in the Intermittent Pool. I interviewed on Thursday and started work on Monday.”

While working in the pool, BIGGIE received nothing but accolades from the many Deputy Directors, Office Chiefs and Managers she worked for. “Work,” she says, “is my middle name. It’s my exercise, my hobby. I enjoy my work and I hope to continue until I complete ten years of State service.” BIGGIE still proudly keeps the many outstanding evaluation she received — They read like this . . . “BIGGIE is in a class by herself . . . She’s an outstanding employee . . . Her work is of outstanding caliber and highly professional . . . BIGGIE has been wonderful . . . She works efficiently and energetically, turning out high quality work with good humor.”

To that, BIGGIE added, “Not bad for a woman who’s seventy years old.” You’re right, BIGGIE, that’s not bad for anyone of any age! Keep up the good work and . . . GO DODGERS GO!!

### PHILLIP LEE, OSA Retires After 31 Years



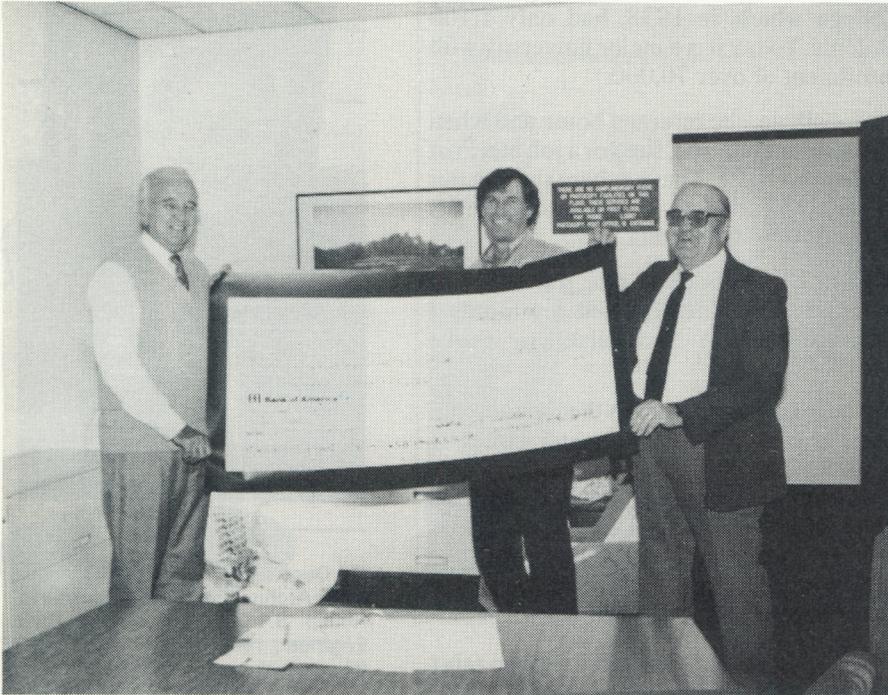
On December 30, the Office of the State Architect bid a fond farewell to Phillip B. Lee, Supervising Civil Engineer, retiring after more than 31 years of service with the State.

Phil was born in Shenandoah, Iowa and served during World War II as a pilot in the United States Army Air Force. He received his Bachelor of Engineering degree from the University of Southern California in 1949 and soon after went to work for Los Angeles County and later with the L.A. Department of Water and Power.

In 1957 he was hired by the State Division of Architecture as a Senior Hydraulics Engineer, and was promoted to supervising Civil Engineer in 1973. Phil has made countless contributions throughout his career at OSA, both as supervisor and as project manager on scores of multi-million dollar projects. He was always willing to give the extra effort necessary to make each project a success, such as the four million dollar UCLA site development project for which he received several commendations.

Phil and his wife Gerda, plan to relocate to the Seattle area soon after his retirement. From their new home base they plan extensive traveling. All of Phil’s friends at OSA extend their best wishes to him and his wife for the future.

# Another Record-Breaking Food Drive



W. J. Anthony, Director, Hunt Warner, OMTP and Myron Curtis, TD, display the \$2,000 check presented to Operation Santa Claus by the DGS Silver Anniversary Picnic Committee.



Marlene Veazey, Terri Miller and Garrett Gunther of the Office of Support Services display the 68 children's outfits and 50 bears purchased for the Children's Christmas Program. OSS employees, through their generous donations, helped make the Christmas dream of 118 needy children come true this holiday season.

## DGS Is The No. 1 Contributor

"DGS employees never cease to amaze me, said W.J. Anthony, Director, regarding the 14th Annual State Employees' Holiday Food Drive. This year we, again, surpassed every other year's donation with over 86,000 pounds — making DGS the No. 1 contributor! Additionally, 818 needy children received one of the new stuffed animals, toys, games, dolls or article of clothing donated by generous DGS'ers."

DGS had a strong start in the drive with contributions from the DGS 25th Anniversary Picnic. A can of food per person, part of the entry fee to the picnic, resulted in the collection of 1300 pounds of food. Other picnic activities resulted in a \$2,000 cash donation to Operation Santa Claus.

For purposes of promoting this year's efforts contests were waged within and between offices.

Offices which provided large donations included the Office of Telecommunications at 16,550 pounds, the Office of Real Estate and Design Services at 12,080 pounds and Procurement Division at 7,477 pounds. The office with the largest per capita contribution was the Executive Office followed closely by the Office of Small and Minority Business with 182.6 pounds per person. Individuals contributing more than \$250 or 500 pounds were Captain Donnalley of the California State Police Division, Lee Sapp of the Telecommunications Division, Dustin Doyle and Phil Salami of the Office of Real Estate and Design Services, Stan Standard of the Office of Small and Minority Business and Martin Carlson, Office of Management Technology and Planning. Congratulations and thanks to these and all contributing individuals. We should acknowledge ourselves for such an outpouring of sensitivity to the needs of the hungry.

Below is a recount of some of the extraordinary events sponsored by DGS offices to raise money and food for the holiday drive:

### EO

The Executive Office set a sterling example by contributing 5,093 pounds. Their major activities were two chili bean feeds. Their per capita contribution was 196 pounds.

### OREDS

This year the Office of Real Estate and Design Services exceeded their expectations and donated a total of 12,080 pounds, which is a 41% increase over its 1987 contribution.

The office's 140 employees were organized into 12 teams that competed with each other in donating food. The winning team donated 3,635 pounds of food and was treated to pizza by the office's management team.

#### OSMB

Office of Small & Minority Business's staff of 21 employees were again very active. Placing #1 in the Department for per capita contributions in 1986 and 1987, OSMB increased the total pounds contributed in 1988 to 3834 (up from 2841 in 1987). The per capita contribution this year increased from 135 pounds per person to 182.5 lbs. per person.

#### OSP

Staff at the Office of State Printing was thinking Christmas all year long. They collected newspapers during the year and donated the recycling proceeds to Operation Santa Claus.

#### OFS

What a difference a little friendly competition makes!! Most of the units within Office of Fiscal Services participated in challenges with croissants and coffee as the reward for the winners.

The Payments Unit came through with flying colors. One half of the unit challenged the other half (22 people total). When the group really got revved up, the fun began!! Food was being stashed all over the office and hour by hour more goods were being wheelbarrowed in until a grand total of 1,500 lbs. stacked up. It was nip and tuck all the way but in the final count, only 20 lbs. separated the two groups — 760 lbs. to 740 lbs. This was an astounding 68 lbs. per person! Congratulation Payments Unit!!

The rest of the office didn't do so badly either. The OSA Accounting Unit and Administration Unit triumphed over the Budget and Planning Section. Contract Fiscal Services Unit romped over the Service Revolving Fund Unit. The final result was 3,583 lbs. for the office total which equates to an impressive 27.5 lbs. per person.

Some of OFS is still waiting for coffee and croissants!

#### OSS

During the first part of December, the Office of Support Services raised \$413.00 for the 1988 Childrens Christmas Program. Garrett Gunther's drive and determination in soliciting contributions for this worthwhile effort, were the reason for its success.

With the money raised, approximately



\$1,500.00 worth of clothing was obtained by shopping through wholesale sources. Sixty-eight (68) children outfits, sizes 12 months through 4 years, and 50 stuffed teddy bears were purchased. This helped make the Christmas dreams of 118 needy children in the Sacramento area come true.

#### OAS

The Office of Administrative Services' staff did an outstanding job this year. They donated their favorite baked goods and sponsored a bake sale. The event raised \$175 which was used to buy canned food items. Together with the proceeds from the bake sale and staff donations, the OAS collected 1,697 lbs. of food. This is an increase of 557 lbs. over last year's effort.

#### OIRM

The Office of Insurance and Risk Management (OIRM) got into the Christmas Spirit during October 1988. The office nominated Associate Risk Analyst Harvey Makishima to organize the Drive. It would be an understatement to say that Harvey did an excellent job! Harvey became so involved in raising funds for the Holiday Food Drive that co-workers placed "off limits to Harvey" signs by their desks.

The OIRM raised money for the Food Drive through a variety of activities, including raffles, bake sales, luncheons and cash contributions. OIRM then purchased cases of food from various food outlets in the greater Sacramento area. The money raised totaled \$488, however, the office has only 26 employees. Harvey Makishima's final words about the food drive: "Just think if we had 260 employees!"

All offices are to be congratulated for their continued and undying generosity.

*"Another satisfied customer! A unit of the Department of Justice in Sacramento, appreciates the efforts of OREDS Space Planner Susan Nelson and Greg Schmidt of J. B. Co., who teamed up to design and install an emergency exit from the second floor office Justice occupies."*



*This year's official State Christmas Tree was donated by Mr. and Mrs. Norman Hyder of Georgetown, CA. The entire maintenance staff of Region I, Office of Buildings and Grounds placed the 4,000 lights and 2,000 ornaments on the tree.*

## ON THE COVER

### Where were you 25 years ago?

*Pictured left to right, from the top row:*

#### ROW 1:

In 1963, **Linda Fong**, Senior Stenographer, Legal Office decided to stay home and care for her second child, Suzanne Marye. During the past 23 years she has worked in the Legal Office on four different occasions. (By the way, baby Suzanne Marye was married this past September.)

**Alice Levine**, Manager, Financial Section, Office of Energy Assessments, began her career in energy conservation 25 years ago as a 7th grader at El Dorado Intermediate School in Concord, California. She was assigned the job of classroom monitor, in charge of turning off the lights when her classmates left the room.

Twenty-five years ago, **Al Simonette**, Associate Small Business Officer, Office of Small and Minority Business, worked as clerk for the Accounting Office Property Section, located at 8th & L Sts.

Twenty-five years ago, 6 foot 8.5 inch **Todd Wilson**, a senior studying economics at the University of California at Davis, played basketball for the Davis Aggies and averaged 17.4 points per game. In his spare time he also played a rhythm guitar in a rock n' roll band. Todd has been with the Department of General Services for 17 years and with the Office of Project Development and Management for 14 years, where he is currently a Senior Planner in Facilities Planning and Economic Analysis.

**John A. Briggs**, Staff Data Processing Analyst, OMTP was working in Sacramento as an architectural draftsman and then came another kind of drafting — into the U.S. Army. He spent 8 weeks at Fort Polk, Los Angeles and then to Fort Jackson, South Carolina to train in radio communications. He saw a better opportunity and opted for jump school at Fort Benning, Georgia where he could earn an extra \$55 a month.

#### ROW 2:

**Joel Williamson**, Area Supervisor for Office Machine Repair Service in San Francisco, has worked in Office of Support Services, DGS for the last 15 years. Twenty-five years ago Joel was living in Corona, California and working as an Office Machine Technician for North American Rockwell in Anaheim, California.

**Yeo Lim** has worked for the Department of General Services for 27½ years starting as a Junior Clerk in the Legislative Bill Room. Twenty five years ago he was with the Office of State Architect (OSA) working in the Mail room of which he is in charge today.

**Robert G. Donner**, Associate Land Agent, Office of Real Estate and Design Services has worked for the State for 32 years. For the last 25 years he has been working for the Department of General Services. He began working as an Assistant Land Agent with this office which was then called Property Acquisition Services. As an Associate Land Agent, he is now involved in selling the State's surplus property.

**Jim Fralick**, Manager of Policy and Planning for Telecommunications Division, has worked for DGS the last 20 years. Twenty-five years ago he was working for Western Union as a District Manager in the San Francisco area.

**Buch Buchanan**, Regional Building Manager, Officer of Buildings and Grounds, pictured with wife, Jeannie, and family was 26 years old and a Stationary Engineer assigned to the Resources Building when this picture was taken. His four small children, now grown and happily married; have given him four beautiful grandchildren.

#### ROW 3:

Twenty-five years ago **S. Tony Zarbano** was Chief of Police of North Bend, Oregon. Today Tony is the Administrative Officer for the Office of Local Assistance. He has held this position since July 1985.

**W. J. "Tony" Anthony**, Director, DGS, was a captain with the Los Angeles County Sheriffs' Department and a Public Administration major at the University of Southern California. He is pictured here with O. J. Simpson, a football star at USC and also a Public Administration major. Tony had an opportunity to assist O. J. in completing some class projects.

**Doris Holland**, Accounting Officer (Supervisor) in the Contract Fiscal Services Unit, was working for the newly formed Department of General Services as an Intermediate Clerk (Clerk II) in the Central Files Unit of the Executive Office. She was making \$380 per month as a full-time employee.

**Mary Messenger**, RMA II and Manager of the Forms Unit in the Office of Records Management, has worked for DGS since June, 1978. Twenty-five years ago she was a Senior Stenographer and Secretary to the Regional Manager, Region 2, at the Department of Fish and Game.

#### ROW 4:

**Beth Townsend**, Office Technician, OAS, had just celebrated her 2nd Christmas. Santa brought her a wonderful new rocking horse which she rode on the patio of the family home. Today she is secretary to OAS Office Chief, Jim Morgan.

Twenty-five years ago, **Kevin Schunke's** goal was to be old enough to go to kindergarten every day. Today, Kevin's hobbies include politics, and he is putting that interest to use as the Legislative Coordinator for the Office of Procurement. Kevin, 27, is an AGPA and has worked for DGS for four years.

**Richard Beck**, Staff Risk Manager with OIRM, has been supervisor of the liability claims unit for the past three years. Twenty-five years ago he was a graduating Senior at Hobart College, Geneva, New York. Following college he taught high school vocal music, spent two years in the U.S. Army and came to California in 1974.

**Imogene (Jean) Sadler**, AGPA and manager of the Fiscal Services Section of the California State Police has worked for several state agencies over the past 25 years. Twenty-five years ago she accepted her first state position as a Junior Clerk with Franchise Tax Board. She is the proud mother of two sons, Albert Jr. and Tony. She has been very instrumental in the careers and upward mobility of both her sons and many state employees under her supervision.

*Governor and Mrs. George Deukmejian review the Vietnam Memorial dedicated on December 10, 1988 in Capitol Park. The Office of Buildings & Grounds played a key role in selecting the site for the Memorial and helping to coordinate activities surrounding all phases of the planning and construction of the Memorial.*

*(Photo by Ed Anderson, CalTrans)*

