



As the holiday season nears, we turn our thoughts to those less fortunate and wonder what we as employees can do to brighten families' lives. I'm pleased that the General Services Department is spearheading an MTA clothing and food drive for St. Vibiana's annual Adopt-a-Family program, which focuses on our neighbors — the thousands of children living in the hotels on Skid Row.

Brian Soto, General Services manager, is coordinating our end of this year's holiday drive. These kids live amongst drug dealers, prostitution, violent crime, and despair. They live in one room apartments and struggle weekly for food, rent and clothing with their families.

With your help, General Services hopes to help the 350 neediest families with children. On the Saturday before Christmas, we will be distributing gift boxes containing your donations of two weeks of food, cleaning supplies, dental care, laundry and personal hygiene products, blankets, clothing and presents.

General Services staff has placed bins on the following floors and locations:

818 Building:

- Floor 2 - Human Resources Employee Kitchen
- Floor 4 - Employees' Kitchen
- Floor 10 - Employees' Kitchen
- Floor 3 - Reception Area
- Floor 9 - Stationery Store
- Floor 11 - Coffee/Copy Room (Westside)

425 Building:

- Floor 1 - Main Street Lobby
- Floor 3 - Cafeteria

Please fill the donation bins each week with new children's clothing and non-perishable food. The hope you bring to these children can never be underestimated. If you have any questions regarding placements at the 425 Building, please contact Elizabeth Pound on ext. 2-4780, or Julie Hampton in the 818 Building.

Speakers and Board Meetings

Kudos to the telecommunications unit, which has made it possible for staff in the 818 Building to tune in to Board meetings underway at the Hall of Administration and the 425 Building. MTA technicians have installed speakers in the following locations:

- 2nd floor — Union Station Room
- 3rd floor — Montecito Heights Room
- 4th floor — Mount Olympus Room
- 5th floor — Executive Conference Room and Westchester Room
- 6th floor — Transit Mall and Metro Center
- 10th floor — Los Angeles and Santa Monica Rooms
- 11th floor — Long Beach and Paramount Rooms

This should result in reducing the number of staff attending the meetings.

Ancillary Benefits

Speaking of Board meetings, MTA directors have approved the employee ancillary benefits package. Please note that the program begins Jan. 1. Remember, the day after Thanksgiving this year is a holiday for former LACTC staff, but not for former RTD personnel. This, of course, will be remedied with the adoption of the new package.

Please note that Martin Luther King's birthday and President's Day are now official MTA holidays, and that both the 425 and 818 buildings will be closed on those days. Employee information sessions on the ancillary benefits package begin after Thanksgiving. Stay tuned for the schedule.

By the second week in December all non-contract employees will be told (at least verbally) their official position title and the pay range into which it falls.

Classification/Compensation Update

It is anticipated that by the second week in December all non-contract employees will be told (at least verbally) their official position title and the pay range into which it falls. This week, the class./comp. team is reviewing some of those classifications that the executive officers had concerns about. They'll be finalizing things after Thanksgiving.

Training Programs Pay Off for Employees

I understand that the employee development unit of Human Resources is offering some terrific programs to employees. Overseeing the section is Cindy Kondo-Lowe who, with Julianne Fowler, has put together a variety of seminars that will help employees improve job performances. Julianne, a former corporate trainer at Rockwell and business and management teacher at UCLA and USC, has designed two pilot training series that are now underway at three locations — 818, 425 and CMF — within the MTA system.

The first workshop series, called "Professional and Personal Growth," last month included a course called "Managing Change." This month's popular selection is entitled "Effective Time Management." There still are openings for that seminar on Nov. 29 at CMF at 10:30 a.m. and 1:30 p.m.

The second series, called "Food for Thought" and offered as last month's lunch time seminar, was entitled "Doing More with Less" while this month's is known as "No More Holiday Blues." The latter program, a one-hour seminar starting at noon, is scheduled for Dec. 5 in the 425 Building, on Dec. 8 in the 818 Building, and Dec. 15 at CMF. You must sign up for the program in advance as attendance is limited to 25. A stress management counselor will be the featured speaker.

Cindy and Julianne have structured the program so that an employee can receive a certificate if a certain number of workshops are taken.

"As-Needed" and Benefits

I recently received a written question from an employee wondering why "as-needed" don't receive at least some vacation, holiday, and sick pay and benefits or whether those same benefits could be offered if they had to pay half the cost. I certainly can empathize with those wishing to be covered by our benefits, but, unfortunately, an "as-needed" position is exactly what it implies. The agency simply can't afford extra coverage for "as-needed." However, a consistent policy is currently being developed for implementation in early 1995.

Please feel free to send me your questions, and I'll answer them in the CEO Report.

425 Visitors

Because of the high incidence of crime at 4th and Main streets, it has, for years, been the practice of security guards at the 425 building to request that all MTA employees present their identification badges when entering. Please continue to honor this request.

I bring this issue up because, I understand, an MTA employee from another building was so irate with the request for his ID that he demanded the guard show him his (the guard's) employee ID! Don't make it difficult for the guards — they're trying to protect you.

MTA News to Resume

As we deepen our commitment to employees, I'm pleased to announce the resumption of our internal publication spotlighting the achievements of employees on and off the job. Please send your thoughts, suggestions, and personal accomplishments to the magazine's editor, Andrea Greene, in Media Relations at 818 Building 11th floor. Andrea can be reached at 4-6943. I want this publication to capture the outstanding work of our employees.

Status of Fare Increase

We were disappointed at the Nov. 21 status conference hearing on our proposed fare increase. Federal District Court Judge Terry Hatter said he would take no action because the Ninth Circuit Court of Appeals had not yet ruled on our motion to withdraw the appeal.

Last week, the Board approved a motion authorizing the chief executive officer, subject to the court action on Monday, to sell monthly transit passes at no lower than \$60 or higher than \$65.

The judge will review the matter when the appeal is dismissed. The action taken by the Board will permit us to sell passes without having to come back to the Board for permission.

- Franklin White

I welcome your comments and questions in response to CEO Report, which is designed to provide employees with direct communication with my office. Please contact either of my Special Assistants, Michael Gonzalez at 244-7476, or Phyllis Tucker at 244-6191. Also, employees can fax comments to 244-6014.

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