

# CEO REPORT

**Joseph E. Drew**  
**MTA Chief Executive Officer**

**September 3, 1996**

Thank you MTA employees! You made the "Gateway to Giving" campaign a great success. Because of your commitment to the communities we serve, the MTA raised more than \$300,000 for worthwhile causes. As a result of our efforts, nine fund distribution agencies will receive \$12,456 per pay period. These funds go to support basic human needs in our communities.

**T**hrough payroll deductions, we'll be supporting health care, environmental protection, scholarships for minority students, prevention of alcohol and drug abuse, and programs for the homeless and families in need.

Gateway to Giving marks a major milestone for the MTA. Your individual contribution and those of your colleagues, combine to create a corporate contribution. And, that's what the MTA is all about – having an absolute passion for making a service difference.

Congratulations, too, to our biggest contributors. Last week, awards were given to the departments with the highest participation. There were four winners, categorized by department size – small, medium, large and jumbo. The small department winner was Internal Communications, medium was Transportation Central Instruction, and large was Division 12 Maintenance. The big winner, in Jumbo size, with 94.9% participation was Division 1. Special thanks to Division 1 coordinators Anita Vigil, Elizabeth Arellano and Maria Avila.

If you didn't give during the campaign, it's not too late. At any time throughout the year you can sign up for payroll deduction. Your choices will be the same, Asian Pacific Community Fund, Brotherhood Crusade, Combined Health Appeal, Earth Share, Los Angeles Women's

Foundation, National Hispanic Scholarship Fund, United Latino Fund, United Negro College Fund and United Way of Greater Los Angeles. □

## **Performance Reviews**

Annual employee performance appraisal reviews were due August 30. These reviews, which will cover the period of July 1, 1995, to June 30, 1996, are an integral component of our performance management system and, as such, are indicators of employee performance.

From these reviews, supervisors can determine whether an employee requires training, career development or mentoring. While reviews will not be linked to pay increases this year, they can help determine whether an employee deserves a merit pay increase. Starting next year, we hope to have a plan for merit-based pay increases in place. The three areas of performance that will be covered in the review are the individual's contribution to department goals, support of tasks and accountabilities, and overall performance.

The appraisal will be completed by the employee's immediate supervisor and reviewed by the next level of department management. In cases where an employee is judged to need improvement or is deemed unsatisfactory in performance, the unit executive officer will review the appraisal prior to discussion with the employee. These discussions must include performance expectations and personal goals for FY 96-97. The employee may add comments on the appraisal form.

Although many of us may regard annual appraisals with apprehension, they actually are an excellent opportunity for you to discuss your assignments and responsibilities with your supervisor. Prepare for the appraisals by reviewing your own performance during the past year and make a list of your accomplishments. Don't be afraid of some constructive criticism from your supervisor; it can be very helpful to improving your performance for the next year. Good luck! □

## **What Will You Do In An Emergency?**

Did you know that there are emergency intercoms in the stairwells on the 5th, 10th, 15th, 20th and 25th floor of the Gateway Building? Do you know where the stairwells are located? If there was a fire, would you know how to safely get out of the building?

Gateway floor representatives have been trained in what to do in an emergency and how to evacuate their floors. Each floor representative was given the task of appointing assistants and training these assistants on how to react to an emergency situation.

*...that's what the MTA is all about – having an absolute passion for making a service difference.*

There are two emergency stairwells in the Gateway building tower, one on each side of the elevator core on the north and south side of the building. The designated emergency evacuation meeting place is the bus layover at the corner of Cesar Chavez and Vignes.

Please contact your floor representative if you have questions and acquaint yourself with the location of the evacuation stairwells. Who knows, there might be a City of Los Angeles required fire drill in the Gateway headquarters building in the near future.

Be prepared. ☐

**Gateway Floor Representatives:**

Parking level 2	Mike Kennedy Mike Benninghoven Carl McKnight
Parking level 1	Jay Ramos Thomas Rodriguez
Plaza, 1st Floor	Adrienne Rogers Gil Goytia Gerald Morin Bob Hester
2nd Floor	Marlene Belcher Devon Lewis Rose Johnson
3rd Floor	Georgia Hamilton
4th floor	Gwen Keene
5th Floor	Bob Makuh
6th Floor	Johnnie Johnson
7th Floor	Robert Jackson Mike Brewer
8th Floor	Hedi Woods John Anaya
9th Floor	Richard Witte
10th Floor	David De La Ysla
11th Floor	John Bilco Steve Schupack
12th Floor	Joanne Cummings
13th Floor	Madie Felix Cindy Shavers Sonya Turner-Lynch
14th Floor	Tom Beezy Monique Ramos Ralph Carapia
15th Floor	Judith Butler Phyllis Meng
16th Floor	Bill Brown
17th Floor	Randy McBurnette
18th Floor	Hal Storey
19th Floor	Denise Mora Anne Roubideaux Mary Lou Echemach
20th Floor	Jerry Soloman Deana La Croix
20th Floor (cont.)	Ron Jue
21st Floor	James Sadro Josephine Sunga Greg Searcy
22nd Floor	Victor Kamki
23rd Floor	Ilda Licon
24th Floor	Bud Boyd Elizabeth Preston
25th Floor	David Hewitt

**Gateway Security System**

Starting this past Sunday, September 1, employees working after hours or on weekends and holidays, must use their

security access card to gain entrance to the building. If you have not received an access card and anticipate the need to enter the building during off hours, please contact your department head.

**Have an issue or concern?  
Call the CEO HotLine at 922-6282.  
Give your name and location if you  
want a personal reply.**

Security Guards on the Plaza and third floor lobbies will escort you to your floor if your card malfunctions.

Normal business hours for the Gateway Building are 6:00 a.m. to 7:00 p.m., Monday through Friday. ☐

**Jail Time for Assailant**

The man who severely injured MTA Bus Operator Donald DeBoe, 57, during a beating last November has been sentenced to eight years in jail. Lawrence Cook received the maximum term from a Superior Court judge. A second assailant, Bernard LeGrone, is expected to be sentenced in September, according to the Los Angeles Sentinel.

The attack by Cook and LeGrone occurred after the bus operator's coach struck and killed a young man riding a home-made minibike. Witnesses said the young man crossed the street against the light.

Bus Operator DeBoe was hospitalized for 11 days following the attack and is still on medical leave from Division 10. ☐

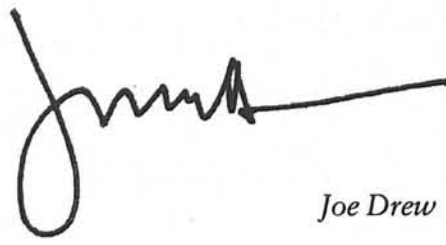
**Death of an Officer**

Our most sincere condolences go out to the family and colleagues of Transit Police Sgt. Jose Garcia, 33, who was killed early Wednesday, August 14, in a shooting incident in Echo Park. Sgt. Garcia, who was off-duty at the time of the fatal incident, is the first Transit Police officer to be fatally shot.


Sgt. Garcia joined the MTA in October, 1986, as a bus operator and was transferred to the Transit Police in October, 1989. In 1991, he was commended for resolving a threatening situation aboard a bus in which a man held a child at knife-point. Sgt. Garcia helped bring the man under control without incident.

The seven-year veteran officer had graduated this summer from Cal State L.A. with a BA in criminal justice. He and his wife, Noritza, were in the process of buying their first home. In addition to his wife, he is survived by an 11-month-old son, Christian, two sons by a previous marriage, Jose Jr., 11, and Robert, 7, and by his wife's son, Anthony, 6.

A trust fund has been established for the officer's family. Contributions may be sent to the Sgt. Jose Garcia Fund, in care of the MTA Transit Police Department. ☐



*Joe Drew*

<b>A publication of MTA CEO's Office</b>		
Editor:	Bill Heard	
Designer:	Terry McMahon	
Executive Officer, Communications:	Rae James	
Asst. Director, Internal Communications:	Phyllis Tucker	
Manager, Printing Services:	Al Moore	