

Neil's



VIEW

This year, my holiday message is simple. I want to thank every member of the LACTC family for the tremendous efforts that have gone into a Metro System that is already improving the quality of life for Los Angeles and its future generations.

Since I came on board in 1989, I've watched the dedicated teams of LACTC, RCC and Metrolink employees and consultants orchestrate the beginnings of, and in some cases complete, several major, history-making transportation projects. You ate, slept and sweated out many a day (and night) laying the groundwork for the Los Angeles Metro System.

I want to acknowledge, too, the Metro employees' family

members for taking the extra long hours of overtime in stride.

Although the *LACTC era* may seem to be ending, its spirit is not. It's time to anticipate a bigger team next year under the MTA banner, but let's not forget what we've done so far to *lead the way to greater mobility*. You've set a precedence for excellence in the transportation field that each of you can be proud of.

Here's wishing the Metro family a Happy Holiday and a great 1993!



As a regular feature, this column will address a few questions each month. In addition to questions directed to this column, questions will be pulled from the hotlines and suggestion boxes. The questions printed will be of broad general interest and those asking the questions will not be identified.

Q: Once we become the MTA next year, are we going to move our offices?

A: *Not right away. In the short term, the majority of employees will not move at all. In the medium term, the commission has asked us to explore available office space in downtown Los Angeles, and one option is staying in our present building.*

Q: How will purchasing, procurement and contracts be handled once we become the MTA in February?

A: *Again, the Merger Steering Committee staff has been asked to look at this and present its findings to the joint boards. Contract, contract compliance and EEO staff from both SCRTD and LACTC have joined the merger committee staff to provide input, compare the current systems and make recommendations for securing procurement in the long term.*

Time is too short to make any major changes by Feb. 1, but the staffs of both organizations are working on both short-term and long-term resolutions.

Q: Do we have an emergency preparedness plan?

A: *Yes, we do. A complete manual on emergency procedures will soon be available. This information is also covered in new employee packets and in Administrative Services Orientation Training. Any employee, new or old, can participate in this training when it is offered. Contact Diane Horton in HR at Extension 6889 to find out about the next orientation training.*

FROM THE EDITOR

Best Laid Plans

Here's the second issue of the *new Inside Moves* — which I hope arrives before the month (and year) is out. As I said last month, this is the fine-tuning stage of a startup newsletter. Some of elements in the first one or two issues may be dropped, changed and or refined as the newsletter develops an identity.

Some of you have given me feedback on the first issue. Thanks, that's just what I want! We made some changes in this issue, making it a bit more people-focused. Meanwhile, keep those comments coming!

I'd like to recognize those employees who've been especially helpful in getting these first two issues off the ground. Management Services staff members Seth Walsh and John Drayton, both relatively new to LACTC, have been particularly invaluable as roving reporters — Seth a bit more than John, since we gave John a few days off recently to get married.

Phyllis Meng of Facilities and Carol Sabo of Travel have also provided newsletter input, along with several members of the Human Resource staff — specifically, Cindy Kondo-Lowe, Jane Matsumoto, Diane Horton and David Miller. And I've been working closely with Pat McLaughlin to answer employee questions related to the merger process.

Contributions Welcome

Contributions are welcome from *all* employees. Whether you write an article (a rough draft will do fine), or you have a story idea, suggestion for and on-going column such as the *Insiders Report* or *After 5*, call me or complete and return the **What's Happening** form, and I'll submit it to the editorial board for review.

The editorial board consists of about 10 employee volunteers who meet once a month to brainstorm ideas for future issues of *Inside Moves*. If you want to join the board, let me know so I can add your name to the meeting notice list.



INSIDE MOVES

A monthly newsletter for and about METRO employees, including LACTC, RCC and Metrolink staffs, as well as all LACTC consultants, contractors and contract employees. Produced by LACTC's Management Services Department

Managing Editor: Wendy Taylor

Photos: Kelly Harriger

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Special thanks to this issue's contributors:

Matt Barrett, John Drayton, Cindy Kondo-Lowe, Phyllis Meng, David Miller, Linda Riemer, Carol Sabo, Seth Walsh

We 'Can Do' — and We Did!



The 'Can Do' Team: Front row (left to right) Jeanne Kinsel, Rochelle Shephard, Felecia Taylor, Ben Mendoza, Samantha Pierce, Laurene Lopez, Bruce Warrensford, Charles Stark. Back row (left to right) Chuck Cole, Clyde Garrison, Blondie Webb, Alan Dale, Dan Estrada, John Sohn, Dennis Mori, Henry Fuks, John Higgins. (Missing from the photo are Salvador Chavez, Charles Dew, Barbara Gatewood, Ted Lewis, George Trnka, and Marylou Williams.)

The Segment 1 Team is a tough bunch. When they set their mind to something, nothing holds them back. In fact, they're so darn determined that they even wrote out their own mission and defined their vision early on. What's funny

The mission: To start Revenue Operations for a safe, reliable, high quality Red Line Segment 1 before June, 1993, below the \$1.45-billion budget.

is that the start date for these first four miles of L.A.'s first subway was originally projected for September, 1993. In fact, it's a well-spoken fact that when this team took it over, the project was behind schedule and over budget. The team set its goal of June, 1993, and later updated it to March. Now, lo and behold, the start date is **Jan. 11, 1993.**

So who are these folks and how did they make it happen? Most of the team members have been with the project since it first landed back in RCC's lap in early 1990. At that time, John Adams was the acting project manager. "John put together an excellent team of motivated, highly-qualified individuals — a courageous group, if you ask me," said Charles Stark, who was hired a year ago as Segment 1's vice president and project manager. "Many of these people had a chance to go other places within the commission, but they chose Segment 1."

Beginning with Stark, the team includes his secretary, Felecia Taylor, and (in alphabetical order) Salvador Chavez, Chuck Cole, Alan Dale, Charlie Dew, Richard Espinoza, Dan Estrada, Henry Fuks, Clyde Garrison, Barbara Gatewood, John Higgins, Jeanne Kinsel, Ted Lewis, Laurene Lopez, Ben Mendoza, Dennis Mori, Samantha Pierce, Rochelle Shephard, John Sohn, George Trnka,



(Editor's Note: This ongoing column will have employee-focused articles about RCC and SCRRA. Next month, the spotlight will be on Metrolink (SCRRA) employees.)

Bruce Warrensford, Blondie Webb, and Mary Lou Williams. Others, including RCC's director of safety and security Lou Hubaud, provide critical support to the project. We asked some of Segment 1's lead people to give us their impressions of the team. "If there's any one quality that all the members had," said deputy project manager of engineering Alan Dale, "it's their proactive vision — the ability to see down the road and anticipate problems before they happen. Success in this business is keeping the job on track."

Jeanne Kinsel, Segment 1's manager of contracts, has to prepare agenda items for the RCC and LACTC boards, handle contract orders and change orders. "It's a great team," she said. "If there's a job to be done — no matter who it's assigned to — the team makes sure it gets done."

Clyde Garrison, the project's deputy project manager of construction, agrees. "Everybody supports everybody else. It's a single agenda, and everyone has bought into it," he said.

Garrison said that several Segment 1 team members brought along their prior experiences building the Blue Line. Further, he said, the team uses a *hands on* approach. "When we have a design consultant on the job, we put him out in the field with us, not in some office far removed from the job site."

Whatever it is, the team's magic worked. Its two-fold vision is simple: (1) to set the standard for future transit developments in Los Angeles, and (2) to improve the quality of life for Los Angeles and future generations. The proof is in the pudding on **Jan. 11.** See you there.

Oh, by the way, the project came in below budget.

A Few Words from Ed McSpedon



Ed McSpedon takes it easy, knowing the Segment 1 Team has it all under control.

Building on the solid foundation laid by acting Segment 1 project manager John Adams, Charles Stark has taken the ball and run with it. In short, he delivered this important transportation facility to the public safely, ahead of schedule, and within budget.

☞ When I recruited Charles a year and a half ago, I was convinced he was the right person for the job, but he needed convincing that the job was manageable. I assured him that we had an accurate assessment of any problems, and we would take aggressive action wherever necessary. I also told him that there was an opportunity for schedule improvement and cost containment. ☞ I'm not sure whether he really believed me, or he just couldn't resist the challenge of a lifetime, but Charles joined the LACTC and agreed to give this project his best shot. The rest is history. A project that had a once-rocky start, has ended with a better-than-promised finish. ☞ I have a story that tells it all. ☞ One of the most serious causes for delay in getting the Red Line cars ready to run has been the slow delivery of parts known as "master controllers." The master controller is the throttle that the engines use for speed and braking. It was necessary to install these parts after the cars arrived from Italy, and the Segment 1 team had been waiting quite some time for these components. ☞ On Dec. 3, Charles and Alan Dale decided to pay a personal visit to the Orange County manufacturer of these parts. Not only did these guys speed-up delivery, they returned late that evening to the Red Line shop with five master controllers — in the trunk of Charles' car! ☞ Thank you Charles and every member of your team! Thanks, too, to our customers at the SCRTD, and the many city agencies and external partners who've been with us all the way. ☞ Of course, we've only just begun. Segments 2 and 3 may have a tough act to follow, but I know they will more than match the success of Segment 1. We have a solid base established, and it's only up from here!



THE INSIDERS REPORT

Department Profile of the Month

(Editor's note: This column will profile a different LACTC, RCC, or Metrolink department — or a specialized section of a department — each month.)

Communication Channels Open Up

Reach Out and Touch Someone — Via E-Mail

By John Drayton

Everybody's doing it — or at least they want to! When the commission's E-Mail network was expanded from 100 to 250 user mailboxes in August, the number of employees on the system doubled and the volume of use quadrupled.

Expansion Barely Meets Demand

E-Mail manager Gint Mockus says that staff has eagerly taken to the electronic mail concept. "Prior to expansion, the biggest complaint was that not enough employees were on the network. Since then, 150 new mailboxes were added and only about 20 of those are left. Another 150 new slots have already been approved," he said.

Prior to August, only about 2,000 to 3,000 E-Mail messages were sent monthly. By October, more than 8,000 messages were sent. Not only are there more network users, but they're relying on it more frequently.

E-Mail Pluses

Everything sent through E-Mail is confidential. Not even the network administrator or manager can access employee mailboxes.

Unlike voice mail, E-Mail notifies message senders when their message is opened. Even if you can't reach someone, you'll know if they've looked at your message.

Elaborate spreadsheets or financial statements, even graphs, can easily be attached to messages.

For example, the LACTC controller's office maintains a regularly updated copy of the Commission's Chart of Accounts and other financial information. Any Commission employee who needs this information can access this information quickly and easily through the E-Mail network.

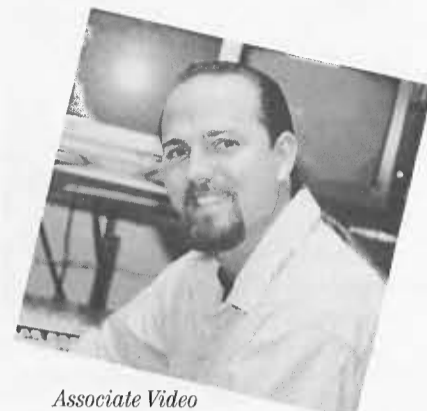
Finally, messages can easily be printed or archived by E-Mail users.

If you would like to find out how you or your group can take advantage of the E-Mail system, contact Gint at extension 6260.



LACTC's Video Producer Erica Goebel

Smile. You're on Candid Camera!



Associate Video Producer Bob Reece

Tucked away in a cramped room on the 5th floor you'll find Erica Goebel (EG) and Bob Reece (BR) amid editing equipment, production schedules, award plaques and many, many video tapes in the Visual Communications Department. *Inside Moves* staff writer Seth Walsh had the opportunity to grab them for a few minutes to talk about their work.

Inside Moves: What types of video services do you provide?

EG: Commission meetings, such as the monthly PMIC meeting where it is necessary for some attendees to watch the action on a monitor in a nearby overflow room, conferences or meetings that are taped for future reference. For example, the Contracts Department may want us to tape a consultant presentation for staff use later as a resource.

Inside Moves: Is meeting taping costly and time-consuming?

EG: No, not really, about \$40 an hour. If you need copies of the tape, depending on its length and our workload, we can sometimes dub it in-house. If we have to go outside, however, we bill that back to your account.

Video projects are all basically budget-driven. Come in, talk to us, and we'll go over the cost and time to provide our in-house equipment and outside resources, camera people, etc. As with any production process, you can't simply come in the day you need a product.

BR: One of our problems is people who are unfamiliar with video processes or who have misconceptions about the quality of VHS tape (as opposed to 3/4 inch or Beta SP professional formats) and the amount of time it takes to turn around a product. Part of our service is to educate our customers.

Inside Moves: What video formats can you shoot?

EG: We can shoot on 1/2 inch VHS, or step up to 3/4 inch tape for better resolution. We can even shoot on the broadcast quality Beta SP used by professional news crews. The format depends on your budget and need. We have a new computer-generated editing system that provides much better editing control than we had before."

Inside Moves: What other types of projects do you work on?

EG: Public service announcements for TV stations, which are usually safety-related, urging people to not drive in front of trains, to stay away from construc-

tion sites, or to inform motorists about the Freeway Service Patrol. These are aired at the discretion of the TV stations. Also, not every TV station shows up for all LACTC press conferences, so sometimes we send them rush copies along with a press release. We often incorporate portions of the press coverage tapes into full-production videos later; thus, our work serves more than one purpose.

BR: Safety videos are another type of production. These fully scripted videos are used by RCC public affairs staff in its school presentations near construction sites or where trains are already running. Sometimes the videos are used at public meetings, such as a Kiwanis Club or a city council presentation. We also make safety training videos, such as one we did about the procedures to follow when firing up the third rail (the rail carrying high-voltage electric current).

Inside Moves: Sounds like a busy work load?

EG: We did 14 major productions in a year — that's more than one a month — each with a script, narration, full editing, music. At the same time, we did 35 meeting-type or installation projects. Plus, we had about 2,000 dub requests, and we're now getting calls from outside production companies. The BBC (British Broadcasting Company) wants a tape on transportation-related projects. We don't do all this work by ourselves. We have quite a list of video-production and post-production services to draw upon.

Inside Moves: Are tapes available for staff use?

We have quite an extensive video library on a variety of transportation topics. So you can come in and talk with us about that, too.

Inside Moves: What are you working on now?

EG: A documentary on T.O.P.s (Transportation Occupations Program), a video to kick off Red Line opening day on Jan. 11, and we're doing a Green Line video.

Editor's Note: The video *Metrolink* produced for the LACTC by the Visual Communications department has won awards from the International Television Association and the 40th Annual Columbus International Film and Video Festival.

◆ A · P · P · L · A · U · S · E ◆

EMPLOYEE RECOGNITION AWARDS

The following employees have recently been recognized for their outstanding work:



OCTOBER

BEATRICE LEE
PUBLIC AFFAIRS OFFICER,
TOP PROGRAM
RCC

Beatrice was chosen for successfully coordinating — almost single handedly — the Transportation Occupations Program (TOP). Not only has she helped set up school curriculum for 150 students, but she's also been instrumental in finding them summer jobs. Her nominator, Stephanie Brady, says Bea has put forth incredible effort, and the students worship her for it. At a scholarship ceremony on Aug. 26, it was obvious that Bea had made direct contact with each of these students, as well as with the school administrators, and the various employers she persuades to provide jobs. "She has boundless energy for her work and has truly created opportunities for many inner city youth that would otherwise not have had any concept of entering the transportation field," said Brady. The students reported that the TOP class was by far the best class in their schedules!



NOVEMBER

WILLIAM J. BARRANTES
MANAGER OF CONTRACTS
CONTRACT ADMINISTRATION,
LACTC

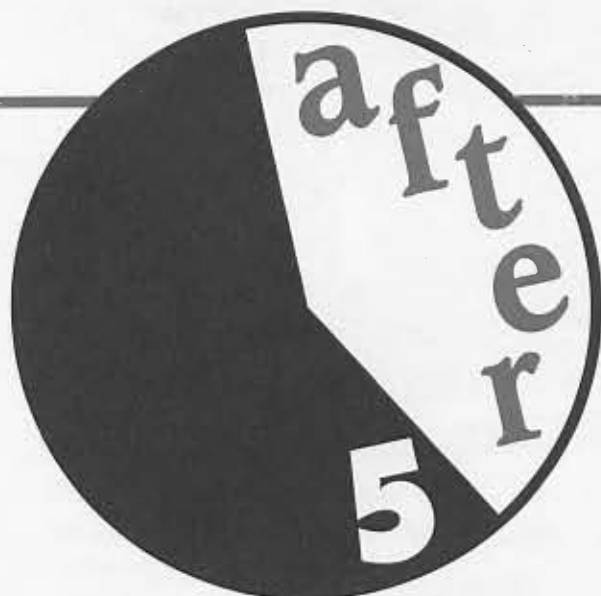
Will was nominated by his fellow Contract Administration staff members for his dedication and commitment to a substantial work load. According to his co-workers, Will is consistently helpful and friendly whether he's dealing with support staff, Commission managers, or outside vendors. He routinely puts in long, tedious hours, and still takes time to personally recognize and thank staff for their extra efforts and a job well done. Will also demonstrates a genuine caring attitude for those who work for him. He has fixed flat tires, delivered items left at the office, and ensured safe rides home during the civil unrest. Despite his harried schedule, Will finds time to volunteer as a Boy Scout Leader and spend quality time at home with his family!



DECEMBER

ALAN PATASHNICK
PROJECT MANAGER
CENTRAL AREA TEAM,
LACTC

Alan was nominated for his preparations and hard work with the Metrolink Opening. For the last several months, he has been a key staff member coordinating the bus/rail interface among SCRTD, LADOT, and Catellus in order to ensure that one commuters arrived at Union Station by train, they had the means to smoothly complete their trips. Alan also had the task of ensuring that all the necessary construction work was accomplished at Union Station for bus passenger loading and unloading. Alan's nominator, Ralph De La Cruz, said Alan accomplished his work with "tenacity, good humor, patience, grace, determination and skill, both technical as well as interpersonal, over long hours and days. Alan has proved himself to be among the Commission's most valuable resources." Way to go Alan!



Bob Lewis

by Seth Walsh



One of the first things you notice about Bob Lewis is his energy. "Are you ready?" he asked as he came quickly down the hall to his office, with three people in tow, running a bit behind for this interview.

As LACTC's director of administrative services, leisure time is not a word in Bob's normal vocabulary, even away from the office. "I like *doing* things outdoors," he said. "I do not do well sitting on the beach reading a book."

Just reading a list of Bob's After 5 activities is enough to make the average couch potato break into a sweat. Mountain climbing, downhill skiing, cross-country skiing, back-country ski touring (a combination of climbing and skiing over distances), wilderness camping and fishing, bow hunting, tennis, golf and motorcycle riding.

Bob approaches his After 5 activities with the same attentiveness to detail he gives his job. He has an appetite for digesting information and a capacity for intense concentration. "I work hard and I recreate hard. I can shed a lot of stress that way."

Bob's interest in the outdoors was nurtured as a Boy Scout growing up in the East where he started fishing, backpacking and skiing. Later, when he moved to Washington State, the Cascade Mountains piqued his interest in climbing. He learned to climb on Mt. Rainer, a 14,500-ft. mountain with more than 40 permanent glaciers. "I got basic training through Mt. Rainer's guide school and

then continued to gain experience and training with a group of climbers in Seattle called the Mountaineers.

"It's important to know what's going on and how to keep yourself safe. You learn to read snow layers to see how stable the snow is. You learn about glaciers and their snow bridges, about rock fall and avalanches. You learn about ropes, helmets and dressing properly for the mountains, and you learn about weather and clouds and how to build snow caves and igloos. If you don't have the training, the confidence, the outfitting, you don't do it, because you're only going to get into trouble. You learn how to stay alive."

Why such intense interest in the out-of-doors? Why take the risks?

"I find these outdoor activities greatly relaxing. The type of concentration that's required means there can be nothing else in your mind — not work, problems, or anything.

"The solitude is pretty wonderful, too. When I go bow hunting or wilderness fishing, I might not see anyone for five days. I might be sitting, waiting for a deer to come by and a bird will fly overhead, it's so quiet and peaceful I can actually hear its wings flap. I greatly enjoy watching nature unfold around me.

"As far as risk goes, danger isn't the issue, it's just part of the activity and you need to deal with it, you need to understand it. Once

Please see After 5 cont. on page 8



evenings at 5:45. That's where you'll find Naomi Nightingale-Keyes and Jose Mesa with a co-ed group of *enthusiastic* employees taking the one-hour low impact aerobics class. All you need are some shorts, sweats or anything comfortable and a pair of sneakers!

It's a great class and, hey, it beats sitting in traffic to get home and vegg out in front of the TV. Believe it or not, exercise is a proven stress-reliever.

The low-impact regimen includes a mixture of stretching and muscle-specific toning along with aerobic training done to music, although it's not a dance class. It's a multi-level class and everyone is encouraged to exercise to their own capacity. Naomi often tells participants to "listen to your body."

So whether you're in great shape or just starting out, you'll get a good basic workout. Besides, it's fun and it's free!

• **Everything you Ever Wanted to Know About RIDESHARING...**

Call LACTC's new employee transportation coordinator, Debra Hori. She can direct you when it comes to transit information, routing, bus passes, Metrolink passes, and information about the Guaranteed Ride Home program. Debra recently joined the Human Resources staff and is available to handle your transportation needs at Extension 6853.

• **Did You Know We Have a Library?**

Yes, it's the RCC Library on the 5th Floor. There are over 3,000 technical engineering and transportation planning books currently catalogued, with about 2,800 additional titles to be catalogued. The library also has about 500 environmental study reports, and a small selection of videos; examples of the videos include one on Total Quality Management and one about electric trolley buses.

Books may be borrowed for up to one month. The library can also obtain books for loan from the extensive SCRTD library. Stop by the library for a complete list of categories and titles.

Books can also be purchased through the library budget for the use of all staff. If you have a book you'd like to see available in the library — and want to be the first one to borrow it — complete an **LACTC/RCC Library Publication Authorization form** and send it to Joan Vertrees, the RCC Librarian. These forms can be obtained from the 5th Floor Library, the 9th Floor Supply Room, or from the forms rack in the Accounts Payable Department. Do not use requisition (R100) or check request forms

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OFF
News from
the Travel
Department

by Carol Sabo

Airlines: Still waiting to hear on government fares. As of December all government fares are scheduled to end 12/31/93. That means possible Saturday nights stays will be approved if dollar savings is significant after adding hotel costs. Please call the travel coordinator to get Saturday night stay approvals.

Hotels: Super Bowl Weekend is January 28-February 1. All the

downtown hotels are already sold out for those 4 nights. For all in-bound visitors to LACTC requiring hotel rooms, please call the travel coordinator. Will secure rooms in Santa Monica, Marina del Rey and the airport.

Car Rentals: Ditto for Super Bowl Weekend. Will reserve cars through PAYLESS car rentals.

Other: For planning your own vacation, please feel free to use the hotel guide book in my office and the Official Airline Flight Guide.

Following your business trip, the travel department wants your comments about hotels, flights, etc., and how the travel department can make your trip more enjoyable. Contact Carol Sabo at Extension 7143. Happy Landing!



**Health and
Dependent
Care
Spending
Accounts**

by David Miller

**Reminder to employees
who elected to
contribute to the health
and/or dependent care
spending accounts:**

As you are aware, the plan year for our health and dependent care spending accounts runs from Aug. 1, 1992, to July 31, 1993. However, our automated payroll system works on a calendar year basis for reporting financial information.

This means that as of Jan. 1, 1993, your accumulated year-to-date contribution balances for your spending account(s) revert to zero on your pay check stub. **DON'T BE ALARMED!** You simply need to take the amounts not utilized from Aug. 1, 1992, through Dec. 31, 1992, into consideration when determining the amount of funds available to you for reimbursement for the remainder of the plan year.

In addition, our third party administrator, UNUM, reconciles your account activity and provides you with a statement each time you utilize your spending account(s).

Should you have any questions, please contact Sue Napolitano at Extension 6545 or David Miller at Extension 6888.



EXTRA Curricular

**The LACTC
Holiday Bash
What a Party
it Was!**

**It was definitely
worth the price
of admission.**

"Bob cool it with the jokes, o.k?"



The ballroom was beautifully decorated, the entertainment by LACTC staffers was extraordinary, the DJ's music was perfect, and the food was actually good. Besides, there were no long speeches, and the MC only told one or two corny jokes. It was definitely a place to see and be seen. Decked out to the hilt, we showed up *en masse*, smiling and happy to celebrate ourselves on Dec. 5.

"You can have this - or what's behind door #3."

It was the largest turnout ever for an LACTC holiday party — more than 500 people were there. "I'm so glad you all came here tonight," said Neil Peterson, as he proudly surveyed the crowd and handed out awards to employees for their years of service, culminating with awards for LACTC's two 15-year employees, Kathy Torigoe (who was present) and Raymond Maekawa (who was unable to be present). He also handed out a special award to Naomi



Nightingale-Keyes as LACTC's Employee of the Year.

"Tonight is an opportunity to celebrate the most important factor in our success — each of you who make up a team that is leading the way to greater mobility and thereby bettering the quality of life for future generations," said Neil.



But it was a bittersweet evening, too. Beneath the gaiety and the glitter, there was a touch of sadness because this would be the last LACTC holiday party. Life as we know it, is about to change. Although the future is bright as we join with SCRTD to become Los

"Have I told you the one about...."



"Hit it sisters this is our big night!"



Angeles County's Metropolitan Transportation Authority, the years of working together under the smaller LACTC banner has created a legacy — and camaraderie — that's hard to forget.

So the holiday party may be over, along with an era, but we can anticipate a significant year ahead with the successful joining of two great transportation entities. Here's to the MTA in '93!



"Before we begin can I get anyone a cocktail?"



Linda Riemer, Coordinator of the Employee Involvement Program

All those Employee Involvement Program (EIP) suggestions you've been making lately have upper management scurrying around to make them happen. So far, 118 ideas have been received from staff and consultants since the program began early this year, with implementation running at about 28%.

Beginning in January, an "Outstanding Suggestion of the Month" will be selected and the employee who suggests it will be recognized at the General Staff Meeting. For those of you holding on to your ideas until an awards program is implemented, rest assured the EIP Steering Committee will consider *all* suggestions from the program's inception. If you

are interested in being on the EIP Steering Committee, please contact Linda Riemer at Extension 7180.

Hurray to Claudette Moody for her EIP suggestion. Claudette receives agendas from several government agencies. A bulletin board posting agenda items (cover sheets) will be created and administered in the Inter-governmental area. Please check the bulletin board for the information you require. If you need a copy of a specific item, Claudette's staff is available to assist you. Paper reduction and staff time devoted to paper copying voluminous agendas should be greatly relieved. **If you are currently receiving agendas from outside agencies, please contact Claudette.**



Claudette Moody, Administrator of State Affairs

Bits & Pieces - cont. from page 7

to request a library purchase.

The library will only purchase a book, however, if it is for universal use and not for permanent loan. If you need to keep a book permanently in your department, do not order it through library. In that case, you should use a requisition form.

If you have any questions, contact Joan Vertrees at Extension 6396.

After 5 - cont. from page 6

I was with a party of climbers on an alpine climbing /ski trip in the Cascades. The idea is that you climb up a mountain with skis attached to your pack and then find a route to ski down. We're not talking about ski trails here. This is back country.

"We had just finished climbing past a large open area and the whole mountain side we had just climbed gave way and avalanched. Needless to say, we did not try to ski down. We put on our crampons (small spikes that attached to the bottom of your boots) and very, very carefully climbed down out of there."

But, alas, there's another side to Bob. At home, he said, "I get to go to the symphony quite often and I really enjoy it. My wife keeps me involved with culture. She's European, from Switzerland, and classical music was as much a part of her upbringing as the Beatles and Grateful Dead were part of mine."

Then, sensing the interview was over, Bob was up on his feet, gave a smile and a firm handshake, and was out the door ready for the next item on his busy agenda

From The Editor - cont. from page 2

Personal Best

Sorry, but the Personal Best column is missing this month. Please let me know about employees who receive awards, special honors, graduate degrees, or should be acknowledged for *any* other significant accomplishment — work-related, or not — so it can be included next time.

EMPLOYEE DEVELOPMENT DATEBOOK:

Jan. 14 • 8:45 a.m. to 4:30 p.m.
Managing Multiple Priorities
 Presented by Dun & Bradstreet
 Contact Lynette Peters by Jan. 7

Jan. 19 or Jan. 20 • 8:00 a.m. to noon
Performance Management
 For those responsible for performance evaluation of employees.
 Contact Lynette Peters by Jan. 15

Jan. 26 or Jan. 28 • Brown Bag Lunch
Professional Memberships
 An Informational Session
 Watch for Flyers or contact D. Horton

Oh, My Aching Back!
 Watch for flyers about a special Wellness Program featuring a back-care professional.

What's On Your Mind? - cont. from page 2

Each floor has emergency floor wardens who can advise you about the emergency exit plan for your location. If building evacuation is necessary, be sure to follow your floor warden's direction and use the stairwells, not the elevators. You can also contact the emergency command center at the reception desk by dialing "0".

In a fire or medical emergency, first dial (9) 911; then, if a fire, call the building security office at (9) 626-6325.

Finally, if an emergency occurs after business hours when you are away from work, you can call the employee emergency number, (213) 892-1140 to receive instructions on the status of our building and if/when you are to report to work.

Meanwhile, for further information, including a list of the emergency floor wardens, contact Phyllis Meng in Facilities at Extension 6535. Also, next month **Inside Moves** will publish a summary of emergency procedures that you can cut out and tack up in your office. ♦

cut and return

WHAT'S HAPPENING?

Ideas for future articles in Inside Moves. Complete the following and return it to Wendy Taylor, Publications Editor, 10th Floor, Mail Code 3400. If you have any questions, call extension 6899.

I would like to see the following covered in Inside Moves:

Who (person or department)

What (subject or issue)

When (if applicable, any dates involved):

Where or How (to reach person or research the subject):

Why (story is important):

Your Name

Dept.

Extension