



# GSA Insider

*Great Service Always!*



GENERAL SERVICES AGENCY NEWSLETTER MAY 2018

On April 12, 2018, Director David Sasek and Senior Accounting Assistant Brittany Stephens gave a presentation in Santa Rosa, CA at the annual statewide County General Services Agency conference—sharing their knowledge on implementing Lean Six Sigma practices, with tools and techniques that can be readily employed now. Security/Special Services Manager Roz Harris also spoke at the conference at an interactive workshop on campus security.

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## From the Director

It's been a busy past couple of months, and our employees here at GSA have been right in the middle of things. GSA employees enjoyed interacting with the public both on Earth Day 2018 and during National Public Works Week's annual day of celebration on May 22nd. GSA also saw four employees graduate with the most recent Green Belt class—ready to tackle new Lean Six Sigma projects for the benefit of both the agency and the County!

Over in Fleet, we've been busy refurbishing the car wash here at the Government Center so that we can better accommodate County staff with a more improved facility and longer service hours—part of providing Great Service Always for our County customers! And we've hired a new Deputy Director of Fleet Services from the City of New Orleans, who



comes to us with a wealth of experience. We're excited to have him on board and look forward to seeing what plans he has in store for Fleet Services. You can read more about him in this issue. Speaking of changes, Business Support Services has a few in store as they launch sleek,

modern, full-color new business cards for GSA. Read on to learn more about this latest step in creating our new GSA brand, and how you can order some for your department.

We also have exciting new things happening in our Security/Special Services group. We've launched Social Tables, a program to help our customers with room reservations. We've also partnered with Integrated Waste Management Division on new green projects.

And in June, GSA will assist as the County plays host to two veterans' memorial exhibits: The Moving Wall and Remembering Our Fallen. Read on to find out when you can visit these moving tributes to area service members who've made the ultimate sacrifice for our country.

Until next time,

David J. Sasek

## GSA Joins National Public Works Week Celebrations for 2nd Year

May 20 through May 26, 2018 was National Public Works Week this year, an event that seems to get bigger and better every year. Ventura County Public Works Agency (PWA) goes above and beyond each year, too, as they host an annual National Public Works Week day of celebration that showcases

the many functions of Public Works to the community. This year, for the second year in a row, General Services Agency (GSA) was invited to participate, celebrating the symbiotic partnership between PWA and GSA with booths for GSA Fleet Services, Grounds, and Human Resources.



Supervisor John Zaragoza visited the Fleet booth and talked with Heavy Equipment Manager Stephen Furman about the recent upfits to the Chevy Tahoes for the Sheriff's Department.



## Parks Service Ranger Paul Lozano Awarded Agency's 1st Challenge Coin

On April 20, 2018, Parks Service Ranger II Paul Lozano became the inaugural recipient of the GSA Director's Award of Excellence, and was honored with the accompanying Challenge Coin at a GSA Parks Department staff meeting, where GSA Director David Sasek (left), and Parks Deputy Director Ron Van Dyck (right) presented him with both the Challenge Coin and the award certificate.



Paul has long been known for going above and beyond the call of duty in his day-to-day routine, often exhibiting the qualities that make him an exemplary Parks employee—and earned him an Employee of the Year nomination in 2017. The Director's Award honored him for selfless acts of service and kindness during the Thomas Fire crisis in December 2017, highlighting his dedication, honesty, and genuine caring for both his coworkers and the public. Congratulations, Paul!

(Continued from Page 1)



Photos: (above) Jacob Ward, Graphics Tech II, and his son Connor explore an exhibit from Watershed Protection District; (right) students explore one of the Chevy Tahoes at the Fleet booth.

**GSA Fleet** continued its winning ways with an interactive booth that featured two Chevy Tahoes. The level of detail that goes into upfitting these vehicles for use by the Sheriff's Department enthralled the young visitors, who were especially engaged by the lights, sirens, and horns that Fleet installs, and fascinated by the uncomfortable back seat. Fleet



personnel, including Chris Melton, Steve Furman, Vladi Markovic, Eileen Ozawa, Richard Medina, Willie Bidwell, Maeco August, Federico Ramos, and David Esquivel were on hand to answer questions from the public, and Jorge Bonilla and Joel Miller ensured that everything was set up safely and on time. Jeff Hiben

from Oxnard College joined Fleet for the second year, and his booth—featuring a “virtual reality spray paint booth”—allowed students to explore the advantages of an automotive internship program with the County that is offered through the college.



Photos: (above) Ismael Hurtado and Shelby Booker at the HR booth; (right) a group of visiting children take their lunch break next to the GSA Grounds booth, while the team sets up their next demonstration.

Over in the Personnel booth, our **HR staff** was busy taking questions from students and the public on both working and interning at the County, as Ismael Hurtado, Magali Rodriguez, Cris Johnson and Shelby Miller all teamed up with their Public Works counterparts throughout the day. And in the **GSA Grounds** booth, all our young visitors were treated to demonstrations with the landscap-

ing water tank, as the team, consisting of Lorenzo Villa, Jorge Valladares, Antonio Barajas Trujillo, and Sabino Benitez, showed how they hand-water the trees on campus to save water while we are still in drought conditions. Cyndy Taschman kept things moving smoothly and coordinated all the wonderful giveaways that made the booth so popular with the



kids. We look forward to next year! To view all of the photos taken throughout the day, go to: [https://countyofventuraca-my.sharepoint.com/:f/g/personal/denise\\_santoyo\\_ventura\\_org/EtNEEbW710ZNguRRkJYI7MqBbFBLPSjP69Z2f19g7AexQQ?e=JP85Ls](https://countyofventuraca-my.sharepoint.com/:f/g/personal/denise_santoyo_ventura_org/EtNEEbW710ZNguRRkJYI7MqBbFBLPSjP69Z2f19g7AexQQ?e=JP85Ls)

## DID YOU KNOW...?

... that beyond the health benefits of riding your bike to work, there are great benefits to the environment, too?



Bicycling does not burn fuel, emit pollutants, or require the use of toxic batteries or motor oil. The County of Ventura encourages employees to ride their bicycles to work – bicycle lockers are available at several major County worksites. Additional information about the program can be found in the **County Administration Manual, Policy No. Chapter IV(A)– 6, “Employee Ridesharing Program and Biennial Rideshare Survey.”**

**Apply for a bike locker with GSA at:**  
<https://gsa-docushare.countyofventura.org/lfserver/!BikeLockerPermit>



Note that per the **Administrative Manual, Policy No. Chapter VII (B)– 7, “Workplace Theft,”** the County is not responsible for stolen bicycles. It is recommended that employees use a lock that affords security over and above what a standard padlock provides. Examples are: U lock (top left), shrouded locks (left), and Discus padlock (right). Overnight/longterm storage of bicycles in bike lockers is not recommended.



## Movin’ and Shakin’ – who’s coming,



## who’s going in GSA

### Promotions

Paul Anda, Custodian III, Housekeeping  
 Janina Gonzalez-Wallace, Custodian Supv., Housekeeping  
 My Gem Lee Guzman, Park Services Ranger Trainee, Parks  
 Robert Langley, GSA IT Manager, Administration  
 Julie Miller, Buyer, Procurement  
 Eileen Ozawa, Tech Spec. IV, Fleet  
 Bettina Vicencio, Senior Buyer, Procurement

### Retirements

Carlito Aspuria, Custodian Supv., Housekeeping, 10 years of service  
 Rey Capati, Certified Building Maint. Eng., Maintenance, 20 years of service  
 Fred Garcia, Senior Parts Specialist, Fleet, 34 years of service  
 Carol McWilliams, Records Technician II, Business Support, 55 years of service

Michael Sterling, Facility Project Specialist, Projects, 25 years of service  
 Frank Valdez, Certified Building Maintenance Engineer, 19 years of service

### Resignations/ Separations

Fred Dawson, Custodian III, Housekeeping  
 Aikiko Mandell, Parks Service Ranger, Parks  
 Rick Tolentino, Senior Buyer, Procurement

### New Hires

Luz Avitud, Office Assistant III, Administration  
 Dori Kenworthy, Tech Spec IV, Document Mgt.  
 Cynthia Lopez, Purchasing Tech, Procurement

Christopher Melton, Deputy Director, Fleet  
 Michael Palacio, Maintenance Engineer, Maintenance

### Transfers

Martha Ceballos, Transfer to Public Defender  
 Olivia Cortez, Transfer to Air Pollution Control Dist.



Left to Right: John Jauregui, Alec Campos, and Fred Garcia, Fleet Department, at Fred Garcia’s retirement BBQ on March 29, 2018.

## GSA Spotlight on... Christopher Melton, Deputy Director, Fleet



### CUSTOMER-SERVICE FOCUSED

- ◆ *BS, Business Administration, University of Arkansas*
- ◆ *MA, Transportation and Logistics Management, University of Arkansas*
- ◆ *Former Fleet Manager, City of New Orleans*
- ◆ *Extensive private sector fleet experience at Shell Oil Company, Office Depot, and J.B. Hunt*

Prior to joining the County, Chris Melton served as Fleet Manager for the City of New Orleans, where he managed a fleet of more than 2,400 vehicles for 47 departments and agencies. He has a Bachelor of Science in Business Administration and a Masters in Transportation and Logistics Management from the University of Arkansas. During his career, Chris has been trained in the Toyota Production System of continuous improvement at Office Depot and Shell Oil Company, and brought that lean methodology to the City of New Orleans by partnering with Toyota Production System Support Center on a 6-month pro-bono continuous improvement project to improve Fleet operations. While in New Orleans, Chris was a strategic partner with the public safety agencies, providing Fleet support during floods, hurricanes, fires, and a tornado. With an extensive background in supply chain and logistics, Chris did not expect his career to turn to municipal fleet manage-



Chris and wife Jessica.

***"The logistical experience that Chris brings to Fleet Services is invaluable to the ever-changing environment in GSA."***

***– Greg Bergman,  
Deputy Director, Administration***

ment, but when presented with the opportunity he knew that this was the fit he was looking for. "Growing up, my grandfather was a mechanic, his friends were all mechanics, and his garage was next door to his house and down the street from mine. I grew up around vehicles and mechanics," says Melton, "and have always worked on cars as a hobby while pursuing my career. Now I am lucky to be in a position that combines my interests in vehicles, fondness for working in a shop, and education/training in management. It couldn't have worked out better for me."

Chris moved from New Orleans, Louisiana, where he's lived for the previous 13 years. He and his wife, Jessica, have 3 dogs and 3 cats. His hobbies include motorcycling, boating, watching college football, gardening, and southern cooking. Chris began his official duties on April 23, 2018.



When in Germany, Chris highly recommends renting a Porsche for a spirited run on the Autobahn (right).



## County of Ventura to Host Upcoming Memorial

From June 21, 2018, 9:00am, through June 25, 2018, 4:00pm, the County of Ventura will host a special event: the Vietnam Veterans' Memorial "The Moving Wall." This memorial last visited Ventura County in 1994, and the County is pleased that the opportunity to be host has presented itself again this year.

At approximately 300 feet long and 8 feet high, The Moving Wall is a half-scale size replica of the Vietnam Veterans' Memorial Wall in Washington, DC, and pays tribute to the men and women who sacrificed their lives during the Vietnam War from 1955-1975—111 official casualties listed on the Moving Wall are from Ventura County. It will be viewable on the Government Center lawn facing Victoria Avenue, and will be staffed with members of the Vietnam Veterans of Ventura County (VVVC) for the duration of the event, with visitation open to the public 24 hours a day. Members of the VVVC can assist visitors with location of names, and provide information on services for veterans and their families.

GSA has played a special part in hosting the memorial by lending assistance with the planning and installation of the Moving Wall and the use of the County seal; designating temporary parking spaces in the "R" parking lot for ADA purposes; permitting for banners displays; and grounds irrigation tagging to avoid

damage to the Government Center grounds.

The VVVC will host an Honors Ceremony that is open to all to attend on Saturday, June 23, 2018, at the Veterans' Memorial on campus, beginning at 11:00am.

### "Remembering Our Fallen" Memorial

As we host the Moving Wall, another memorial display will also make a return visit. Last seen in Ventura County in 2015, "Remembering Our Fallen" is a touring photo display honoring military service members from a specific area—in this case, Ventura County—who have died in a war zone since 9/11/01. The memorial will be viewable in the Hall of Administration atrium.



### GSA Special Services Launches "Social Tables"

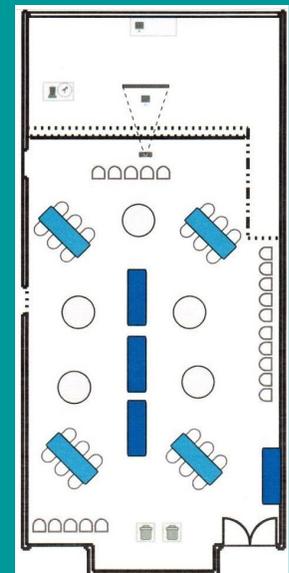
GSA Special Services has introduced Social Tables to clients planning an event or special occasion in a conference room or on the grounds. Social Tables is a user-friendly design program that empowers clients to design a professional-looking layout of their event — replacing the need for hand-drawn sketches that can be difficult to decipher. The click-and-drag technique is quick and easy to use. All items are set to scale, eliminating over-crowding and ordering of items that don't fit into a room's layout.

Social Tables provides collaborators a link to the project, providing real-time data to all involved. The link is also saved to the EMS room reservation system, providing an added benefit to the AV Techs that access the reservation via their mobile units — supporting a paperless platform.

To start designing your next event using Social Tables, contact, Stephanie Peres, GSA Special Services Coordinator at (805) 477-7187 or email at [Stephanie.Peres@ventura.org](mailto:Stephanie.Peres@ventura.org).

*"I can't wait to use Social Tables to design the annual Family Care Resource Fair for May 24th in the courtyard."*

*—Patty Zoll, CEO's office*



# Staff Compliments

Sam,  
Thank you for your professionalism and good work, as always. You leave your customer with a smile, knowing that our GSA rent payments went to good use.



—Mark Lunn,  
Ventura County Clerk Recorder

Wow! [HOA Main Plaza HR and HOA Lower Plaza HCA HR security glass areas] look great, and very professional. Thank you so much [GSA team] and Sam Jamshidi for your work on getting this done.

—Shawn Atin,  
Assistant CEO/Human Resources Director

All too often we fail to recognize what our partners here in the courthouse do as a regular part of their job duties to make our jobs and lives better. I would like to take the time to say THANK YOU for the great job done cleaning the carpet in Court Room 34! It was nice to come to work and find the court room looking and smelling so much better. Please make sure to pass my gratitude on to the people who did the work.

Thank you again,  
Deputy Mike Stevenson



I just wanted to thank you for your quick response to my hot call from HSA building. We had a meeting there and the A/C stopped mid-meeting for about 20-25 minutes; I had to open the doors and call you guys. I failed to mention to Paula [Serrato] that Mike Powers, Sheriff Dean, Mike Planet, along with my boss and Barry Zimmerman were in the meeting—thankfully it didn't matter as Gary [Key] showed up quickly. Not sure how it got turned back on but I give Gary all the credit. Thanks for the quick response and great service (always)!

—Milane Acevedo, Probation

I work for Public Administrator Public Guardian's office and had the pleasure of being trained by Josh Gannon this morning. He was very helpful, providing me with lots of great information and very patient with all my questions—taking the time to explain them to my satisfaction. I also wanted to mention what a great job Josh has accomplished on the new GSA Records Website. It is user friendly and very pleasing to the eye. There are lots of great people that work for the County of Ventura, and when I come across someone who I feel extends themselves in helping me do my job better, I like to express to their supervisor/lead what a great job they are doing in representing their department.

Gina Christenson,  
Human Services Agency  
Ventura County Public Administrator/Public Guardian Legal Processing Asst. III

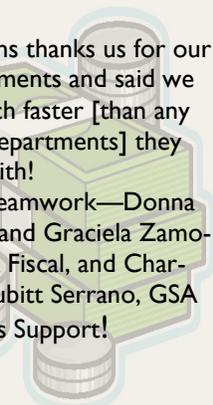
I just wanted to tell you that I really appreciate all of your maintenance staff's work. They are very professional and easy to speak with about problems in the building. They jump on things to repair, whether it be a shattered window, toilet clogs or lighting fixtures. Obviously, these things are routine, and I know they work on more major issues. A recent issue was the fact that there was a shattered window of a cell on the booking floor. There was a work order called in and a new window ordered. The cell was placed in in-op for the time being. As you know, the booking floor can get rather busy with new bookings, so cells are needed, but the cell was in-op for several days. It just so happened that I saw Ross Matarazzo yesterday, I mentioned the issue of the shattered window and the fact that the cell was now in-op, so we spoke of some options. The following morning, Ross phoned me and informed me that the cell was now available. Although the new window had not arrived, he replaced the shattered window with a comparable plexiglass window. When the new window comes in, they will be exchanged. The cell is back in operation. I appreciate your staff's "team player" attitude!

Sgt. Miramontes



Fast Signs thanks us for our fast payments and said we are much faster [than any other departments] they work with!

Great teamwork—Donna Breeze and Graciela Zamora, GSA Fiscal, and Charlotte Cubitt Serrano, GSA Business Support!



## GSA Celebrates a New Wave of Green Belt Graduates

Facilities Manager Rick Bobosky, Procurement Services Manager Cliff Chroust, Assistant Purchasing Agent Boyd Donavon, and Procurement Buyer Julie Miller joined the ranks of GSA's Green Belt warriors this last quarter when they completed their green belt training and were honored along with the rest of their class at the Green Belt Graduation Ceremony on April 24, 2018 in the Board of Supervisors' meeting room. The agency's four newest green belts bring GSA's total number of green belts to 22, along with the current Black Belt—and one more Black-Belt-in-Training! As for our newest green belts, Rick Bobosky already has a Kaizen in the works that will focus on streamlining how maintenance work orders are processed out to staff, aiming to make the process more consistent and systematic.



Not one to let the grass grow underfoot, Boyd Donavon and Julie Miller have just completed a JDI (Just Do It) to organize the HOA Administration supply cabinets, which, pre-JDI, existed in no fewer than three separate locations and contained outdated supplies that were not being used—some of which were in stock for office equipment that had already been sent to GSA Surplus. "We've simplified the process of both stocking and ordering supplies," said Boyd Donavon, "which results in a soft savings of time and really eliminates both waste and redundancy." Congratulations to all of our new agency green belts! We look forward to seeing great things from you all.



Captions: (left) Boyd Donavon and Julie Miller wrap up their supply-cabinets JDI; (top right) the graduates pose with upper management from left to right: Greg Bergman, Paul Young, David Sasek, Cliff Chroust, Rick Bobosky, Boyd Donavon, Paul Stamper, and CEO Mike Powers

## New From BSS Graphics

GSA Business Support Services is now offering full-color, modern-looking business cards that get noticed! Be at the top of your game with these eye-catching new business cards that feature the new GSA logo! Ordering the new GSA business card is **EASY** and **CONVENIENT!** You can order them directly from DocuShare:

[http://docushare/docushare/dsweb/Get/Document-47914/GSA Business Card Order Form.pdf](http://docushare/docushare/dsweb/Get/Document-47914/GSA_Business_Card_Order_Form.pdf)

There are

- \* no shipping charges
- \* no taxes
- \* no processing fees

Plus, these cards are value added: GSA BSS Graphics' experienced design team provides a GSA-branded master template for each department. That's right—each department will look completely unique.

There is also the convenience of in-house production that delivers results **faster, better, and cheaper.**

To access the Quick Reference Guide for ordering, go to:

<http://docushare/docushare/dsweb/Get/Document-47915/QRG%20Ordering%20GSA%20Business%20Cards.pdf>



Captions: Renovated areas included newly painted fascia, walls, and new GSA logo visible in the tunnel (right), as well as new tire guide rails (left). Pumps have been relocated outside as well (below).



## GSA Wants You to Check Out What's New "at the Car Wash!"

"All credit goes to Nacho Balderrama, Brian Harvan, Jorge Bonilla, and Frank Macias for the coordination of painting, moving the electrical panel, coring holes in the walls, and scraping the old paint; Scott Broggie and Gary Key replaced all the piping inside too. It was a great team effort—great job!"

– Rick Bobosky, GSA Facilities & Maintenance Manager

**GSA Fleet Services** has recently completed a \$35,000 refurbishment of the Government Center car wash facilities, and is excited to offer the newly renovated facility to its County customers, with the benefit of extended hours of operations: a closing time of 6:00pm weekdays, which is much more convenient for many of GSA Fleet's customers.

The much-anticipated refurbishment, budgeted for this fiscal year, marks the first time the car wash has seen any major upgrades since its inception in December 2010. Since that time, GSA estimates that the Government Center car wash has performed more than 7,250 car washes—nearly 1,000 light-service-duty vehicles have used the car wash

routinely in the past 7-plus years—and the demand for service remained high. The refurbishment project took approximately 5-6 weeks from start to finish, and was instrumental in allowing Fleet Services to extend their service hours an additional two hours per day at the car wash—meaning even more vehicles can take advantage of the facility. In fact, Fleet estimates being able to service an estimated 30% more cars due to both the refurbishment and the extended hours of the car wash.

So what can you expect to see at car wash? The newly renovated car wash didn't just get a new paint job, although the blast cleaning and paint interior of the car wash helped put a fresh new face on the facility. The remodeling work also features a RO holding tank, new panels for the main door, new tire guide rails, and pressure wash and refurbish/paint for all main head covers. In addition, many main functions were relocated from inside to outside, including: the main pump, main electrical panel, and all electrical pumps. And of course, recycled water is used at all of GSA Fleet Services car wash facilities.



# What's New in Parks?



Parks has launched an updated public reservation website! You can now see facility availability and group use areas with photos. This will allow patrons to search and find the site they want before calling to book it. Camping can still be booked from the site—with even more photos of the parks. The system is now integrated with Google Maps, so you can see what the parks really look like with one click.

There will be a \$3.00 credit card service fee for campground bookings made from the website. To access the reservation website, go to <http://www.venturaparks.org>.



The picnic area at Kenney Grove Park in Fillmore.

After over 30 years under a lease, the Parks Department will be taking over day-to-day operations of Kenney Grove Park just outside of Fillmore. The 16-acre park has over 50 campsites, large- and small-group use areas, individual picnic areas, and a large amphitheater. Look for this beautiful park to be featured in an upcoming issue of the newsletter.

## Contact Us

If you have questions about park projects, please e-mail Theresa Lubin at [theresa.lubin@ventura.org](mailto:theresa.lubin@ventura.org). All other inquiries can be directed to the appropriate e-mail address or phone number listed below.

**Park Reservations Line:**  
(805) 654-3951  
(to reserve group day-use areas and individual campsites)

**Park Ranger Desk:**  
(805) 672-2071

**Park Maintenance Desk:**  
(805) 672-2073

General Questions and Comments:  
[county.parks@ventura.org](mailto:county.parks@ventura.org)

Visit us on the web at:  
[www.ventura.org/general-services-agency/parks-department](http://www.ventura.org/general-services-agency/parks-department).



## *GSA Partners with IWMD on New Green Projects*

Thanks to funds received annually from the CalRecycle Beverage Container City County Payment Program, GSA Special Services, working with Tobie Mitchell from the Public Works Agency, Integrated Waste Management Division (IWMD), to add or replace trash, recycling, or combination barrels throughout County locations. Not only will old, damaged items be replaced, but locations that needed them but never had them will receive lovely new barrels – and the best part is, not only will we be helping to reduce our carbon footprint and take care of the planet, we will also be doing it at no cost to the County.

IWMD receives approximately \$25,000-\$26,000 annually from CalRecycle to promote and increase beverage container recycling, \$14,000 of which has been set aside for our usage this year. Another primary beneficiary of the funds include public schools in the unincorporated areas of the county, which received new recycling bins, educational materials, and school assembly shows performed by “Mr. Eco.” Mr. Eco teaches elementary-school-age children about the importance of recycling and connection to marine life health.

IWMD and GSA Special Services frequently work together, whether it is on Earth Day, Public Works Day, America Recycles Day, or on the RAP boxes program and sharing vendors. This is yet another example of what good teamwork between agencies can do.

Custodian Pedro Baylon empties one of the blue recycling containers at the GSA Service Building.



## **Celebrating Earth Day 2018**



Staff Services Manager Sean Payne leads a tour of the Government Center grounds.

From April 16-20, 2018, GSA:

- Hosted an Earth Day and recycling display in the HOA lobby;
- Distributed 456 RAP boxes;
- Had over 320 hits to the County website via the QR code;
- Gave away Earth Day Activity and Employee Recycling books; and seeds for drought-tolerant flowers;
- Hosted the annual tour of the Government Center grounds conducted by Sean Payne, Staff Services Manager III, along with Ewelina Mutkowska and David Goldstein of Public Works Agency Integrated Waste Management—the tour was attended by 61 people, our largest crowd ever!

The Earth Day 2018 Celebration was a joint effort with PWA IWMD, and it was a huge success. The grounds tour was attended by students from Oxnard Union’s Green Tech Academy, as well as a Master Gardner from UC Coop.

**We look forward to doing it again next year!**