



2007 ADOA Annual Awards Ceremony

November 14th was this year's big day for the 2007 Annual ADOA Awards Ceremony. For the first time, the ADOA Capitol Police Color Guard presented the posting of the colors along with Chief Thomas "Tim" Lane leading the Pledge of Allegiance. Connie Geesey from the Benefits Services Division delivered a wonderful rendition of the National Anthem.

The Master of Ceremonies was hosted by, Alan Ecker, followed by our very own Director Bill Bell with his welcoming remarks. The awards were presented by Deputy Director's Charlotte Hosseini and Scott Smith.

The ADOA Employee Recognition Committee arranged for a beautiful array of refreshments that were served to everyone in the building lobby immediately following the ceremony.

It was great to see so many ADOA employees nominated for an award this year. During the past year, almost 100 employees were recognized for celebrating a milestone; 471 Cause for Applause certificates were issued, and many more awards were presented to individuals and teams from within our divisions and from organizations outside of state government.

Awards were presented to ADOA employees for the following categories:

Sgt. Robert A. Gerome
Capitol Police – 2007 Supervisor of the Year

Laura Krause
Human Resources Division – 2007 Public Service Award

Clark Partridge
General Accounting Office – 2007 Career Excellence Award

Benefits Services Division – 2007 Team of the Year

Wendy Hammon
Management Services Division – 2007 Employee of the Year

There were over 260 ADOA employees nominated for these awards. Congratulations to all the award nominees and to everyone for another year of providing excellence in Arizona State government!

News & Views

A newsletter for employees of the Arizona Department of Administration created by employees. We welcome your comments and suggestions.

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The Director's Corner



Director
William Bell

As we start this New Year, I can say that it has certainly been a year full of accomplishments and achievements produced by teamwork.

Our Data Center has almost completed their remodel. With the leadership team at ISD leading the charge we will soon have a "state of the art, first class" operations center to house our servers and provide top notch customer service to our clients.

Capitol Police has seriously polished their image this past year. We have purchased six new vehicles with newly designed paint jobs and a very impressive Color Guard to compliment our functions around the capitol mall. Arrests have been made and serious crimes have been solved. Our officers regularly participate in the Governor's Office of Highway Safety DUI task forces that are held throughout the year. Gone are the days of being perceived as security guards, we have a professional law enforcement team at ADOA that keeps moving forward with impressive ideas and perspectives.

Our Benefits Team has successfully finished another positive open enrollment period, and there were no increases in our premiums. This team continues to brainstorm in the wellness arena to find ways to keep us healthy, and it must be a tall order with all the bad habits some of us have, tobacco, not enough exercise, postponing or putting off the doctor visits until a critical occurrence makes it no longer a preventative health care issue, etc.

Human Resources have worked tirelessly to train the agencies on the automated I-9 application deployment. This application brings the state into compliance with the E-verify requirements of the Legal Arizona Workers Act (HB 2779). The Career Center is now open, if you have not been there yet, you should stop by the first floor for a visit.

The SECC campaign was a great success this year. Special thanks to Angela Fischer and Wendy Hammon for their enthusiasm.

The AzGU, GAO, GRRC, GSD, MSD, SPO, TPO and Risk Management all continue to do a first-class job providing services both internally and externally.

Last but not least, I would like to acknowledge the management team and my staff in the director's office. If I do not say it often enough I do appreciate your expertise and support every day, as well as each and every ADOA employee. Your contributions make this agency run smoothly all year.

As always, if you have comments or suggestions for our agency I'd like to hear from you.

I look forward to our challenges in the New Year!

A handwritten signature in black ink that reads "W. Bell".

CAUSE FOR APPLAUSE

ADOA's *Cause for Applause* instant recognition program allows you to recognize fellow employees on-the-spot for doing a job beyond expectations. The program minimizes procedures and maximizes immediate feedback. *Cause for Applause* certificates are available through your division coordinator or electronic copies are available on your local area network.

ADOA has other programs too. **Take A Bow** acknowledges employees who retire from State service; **Encore** recognizes employees who celebrate a milestone anniversary beginning at their 5th year, then every 5 years thereafter. Divisions also hold celebrations to recognize **Employee and Team of the Quarter** recipients.



August and September Milestones



Mark Your Calendar

Every Tuesday **Toastmasters Meeting**
at noon in room 400A



January

- 21st** Martin Luther King, Jr. /Civil Rights Day - Office Closed
- 26th** Surplus property auction



February

- 14th** Arizona Statehood Day (1912)
- 18th** Presidents Day - Office Closed



Five years

- HRD** Evelyn Flores, Mary Robinson
- GAO** Amy Aeppli
- ISD** Jared Clarke, Jeremy McCown, Kelly Gieselmann
- Risk** Michael Keller, Reyna Soberano
- MSD** Dawn Green, Wendy McCullough

Ten years

- GAO** Kjell Anderson
- GSD** Steve Summers
- Risk** Marjorie Hammer
- MSD** Regina Bernal

Fifteen years

- GSD** Maria Centeno, Samuel Lugo
- MSD** Gloria Zapata

Twenty years

- MSD** Thanh Nguyen, Josephine Olivas
- GSD** Guadalupe Corrales
- GAO** Jamie Soulvie
- ISD** Sylvia Castro

Twenty-five years

- HRD** Nancy Gomez
- Risk** Rosealinda Goshkarian



October

Cause for Applause Recipients



AzGU	HR	Benefits	Cap Police	Risk	ISD
Karen Downs (2)	Wayne Hollingshead	Connie Geesey (2)	Andrew Staubitz	Brenda Bonsor	Dan Sanchez
Harrison Vickers	Rebecca Dickey	Michael Meisner (2)		Valerie Ruelas	Dave Cochrane
Joellyn Pollock	Sharon Lau	Jennifer Douville		Irma Mendoze	
Lubia Quijada	Tracy Starling	Sandra Storey		Penny King	
D'Andrea Spann	Karen Dillinger	Julie Graf			
DeAnn Alcantar (2)	Cindy Tomko	Chanelle Bergren			GSD
Charles Parnell	Esther Davis	Sally Chee			Aisha Muhammad
James Harris	Evelyn Flores				Michael Williams
					Terry Ann Gutman

November

AzGU	Benefits	MSD	SPO	TPO	Cap Police	ISD
Karen Downs	Connie Geesey (2)	Dora Brafford	Jan Hart	Dot Roberson	Color Guard	Cynthia Womack
Seller Gill	Mannie Ramirez	Tracy Mosier			Tim Lane	Karen Bailey
					Bret Boettcher	Doug Roberts
						Larry Sanelli
						Scott Dougherty
						Armando Moraga
						Bruce Smith
						Keith Tuell
						Darrell Fort
						Jon Claxton
						Larry Chapman
						Rick Woods
						Linda Kepner
						Paul Ong

GAO	HR	GSD	Risk
Jan Sharon-Striebey	Kim Jennings	Terry Ann Gutman	ChrisAnn Guinta
Sherry Gates	Leslie Biava	Jobalena Yates	Charles Brandt
James Robinson	Norma Ragan	Valerie O'Neal	Terry Cartwright
Chris Freitag	Linda Rose	Emma Ortiz	Beverly Adelman
Sandra Monaldi	Phyllis Sonnier	Grounds Dept.	Sharon Buckley
	Cynthia Pena		Julie Lilleberg
	Laurie Leach		Beverly Adelman

December

HR	HR continued	ISD	GSD	Risk	Risk continued
Candee Samora	Evonne Aldana	Tech Support Team	Maria Ramirez	Nicole Salerno (2)	Terry Garcia
Mannie Ramirez	Kim Jennings	Peggy Sanchez (2)	Lynne Heffington	Rebecca McVey	Reyna Soberano
Lorinda Frost	Norma Ragan	Juanita Hernandez	Kelly Stetson	Valerie Ruelas	Alan Bickel
Phyllis Sonnier	Lubia Quijada	Paul Ong (2)	Anthony Bellanger	Edilia Romero	John Salonga
Gana LaPaglia	Lisa Hagelman	Pat Coats	Emma Ortiz	Arlita Campbell	Susan Fajardo
Leslie Biava	Thomas Szewczyk	Chris Casaletta	Teri Gutman (2)	Sue Prindle	Vera Popovic
Michelle Ashley		Paul Wilcox	Valerie O'Neil	Sharon Buckley (2)	Terry Cartwright
Jan Plank		Josefina Olivas	Jobalena Yates	Helen Amena	Kereem Parker
Sydney Standifer		Cindy Womack	Aisha Muhammad	Kris Rowen	Rosalinda Goshkarian
Ron Smith		Irene Martinez	Emma Ortiz	Chris Garland	Kristin Oster
Linda Rose		Bob Elezian	Jesse Viera	Betty Lopez	Tom Zuppan
Margaret Burns		Kelly Gieselman	Eddie Fernandez	Tim Vaughn	
Ron Young		Albert Aparicio	Maria Ramirez	Mike Murphy	
Ricia Allen		Duane Canonic	Pat Coats	Erik Lohman	
Summer Canfield		Karen Hendryx	Nicole Cane	Joseph Rodosta	
Ruby Bilagody		Mercy Dominguez	Annie Eick (2)	Janet Valdez (2)	
Zelle Rodriguez		Khala Stanfield	Steve Myers	Irma Mondoza	
Mary Robinson		Lori Boak	Don O'Connor	Cheryl Roberts	
Evelyn Flores		Janie Armbruster	Don Fitzpatrick	Penny King	

AzGU	Benefits	MSD	Cap Police	GAO	SPO
Seller Gill	Connie Geesey	Dora Bradford	Brett Boettcher	Jan Sharon-Striebey	Maureen McGovern
Core Team		Jeff Grossman			Nathan McAlpin
Leadership Team		Greg Dillard		SPO continued	Jan Hart
				Chris Lee	John RedHorse
				Cindy Pearson	LeAnn Wong

What's Your Speed?



ADOA's Capitol Police received a grant from the Arizona Governor's Office of Highway Safety to purchase a fully-equipped unmarked police vehicle and a portable speed monitoring trailer.

The speed monitoring trailer determines a vehicle's speed and displays the current speed, in real-time, and also stores the speeds in a computer for further analysis. The intent is to alert drivers of their speed compared to the speed limit, and thereby improve compliance, decrease the number of speed-related collisions occurring in the area, enhance public awareness of the enforcement efforts and improve work zone safety.

This new equipment will not only assist Capitol Police Officers with identifying and taking enforcement action on aggressive, impaired and speeding drivers, but will also help make the Capitol Mall area a safer place for state employees and visitors.

Watch for the **SPEED MONITORING TRAILER...and check your speed!**

Drive Safely!

CAREER CENTER

JUST WHAT YOU NEED TO SUCCEED!

Are you looking to reach the next level in your career,
but not sure how to get there?

Do you desire to build new skills and knowledge, but not
sure what is required or how to acquire them?

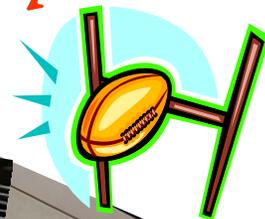
The Career Center offers assistance for employees seeking to
advance in their careers, enrich their current roles or find new
direction, and still be a part of State service.

To schedule a session with a Career Consultant, contact:

Lupita Castro, 602-542-2733
Arizona Department of Administration
100 N 15th Ave, Suite 103
www.yes.az.gov

2007 ADOA Tailgate Party

for the ASU/U of A Rivalry



Nothing is more American than bonding with friends, family and fellow football-loving co-workers at a tailgate party. This year the ADOA Employee Recognition Committee hosted its second Tailgate Party and Fundraiser to celebrate the ASU vs U of A game. The Tailgate Party and Fundraiser was held on November 29, 2007 in the ADOA building courtyard.

If you didn't make it to this party, you missed out on a great time! Those ERC people know how to throw a spectacular touchdown Tailgate party. This all-American favorite and football tradition was the perfect way to show our team spirit!

Lunch featured grilled hotdogs and burgers, chips and drinks that were so delicious it could make a quarterback choke. Let's not forget Jan Hart's mother lode chili. We just couldn't get enough!

A bake sale sponsored by SPO had desserts that scored a touchdown. Benefits served popcorn that also scored big and made everyone cheer. And the cotton candy made everyone huddle around for more.

In addition to the eats, there were games for our competitive side. Games included a fish pond, ring toss, football throw, ping-pong toss, and the most popular dunk tank. The fans congregated around the dunk tank ready to dunk their favorite co-workers and friends – no foul play here!

Next time the Tailgate Party comes your way – show your spirit and cheer for your favorite team!



Holiday Party







SUPERVISOR TRAINING

If you are a supervisor at ADOA, you are required to take leadership training. We have scheduled classes exclusively for ADOA employees. If you have not attended, please speak with your manager to schedule these classes.

Dates and locations for the ADOA Leadership Series.

Day 1; 2/19/08 will be held at ADOA 102

Day 2; 2/27/08 will be held at ADJC

Day 3; 3/04/08 will be held at ADJC

Day 4; 3/20/08 will be held at ADOA 102C

Day 5; 3/25/08 will be held at ADOA 102C

Money Grows on Trees

Money might not grow on trees, but it can be used to decorate trees.

ADOA's Human Resources Division held a Christmas tree contest in their department and donated the trees to St. Vincent de Paul.

One tree had a \$100 gift card, and another tree was decorated with gift cards for Food City, Fry's, Walgreens, McDonalds, Safeway and Peter Piper Pizza. There was a tree with gift cards and presents in a red wagon, while another was covered with \$1 and \$5 bills and had a \$50 Visa gift card on top. The last two trees were traditionally decorated and came with presents.

The trees and gifts were distributed to families in the Helping the Working Poor Families program. Families in this program receive weekly guidance from case managers and learn how to bring their budgets to a more sustainable level.

"I was so impressed I almost started crying," said Janie Perdue, Program Manager at St. Vincent de Paul. "The families were so happy."



Lorinda Frost and Candee Samora of ADOA delivered specially decorated Christmas trees to St. Vincent de Paul's Janie Perdue .



A Day in the Life of an Arizona State Capitol Police Officer

The Arizona State Capitol Police enforce Arizona traffic and criminal laws, investigate traffic collisions, respond to incidents, and control motor-vehicle traffic as needed, assuring the public safety of all state employees and visitors to the Capitol Mall Complex. The Capitol Mall Complex is roughly 4.5 square miles – stretching from 19th Avenue to the west, 7th Avenue to the east, Van Buren to the north and Harrison to the south.

In late November, I spent a full day with Officer Kevin Watt, of the Capitol Police, patrolling the Capitol Mall area. It was an ordinary day for the Officer and an extraordinary day for me.

At the start of the day, we encountered a man so gaunt and thin you could almost see through him. We immediately determined he was having some difficulties. It was a cool morning and he was not dressed appropriately and wore only a sleeveless t-shirt and sweat pants. He was cold, shaky and very unsteady on his feet. The Officer asked if he needed medical attention. “No”, he said. He just wanted to get to 19th Avenue and go home. He further explained he had just gotten out of prison. He was not close to a bus route and the Officer could see he would have trouble finding and getting onto the right bus. We gave him a lift to 19th Avenue. The man was truly grateful for the Officer’s kindness.

Next, we used the radar gun and concentrated on finding speeders on their way to work. I had never seen a radar gun up close and there is far more to it than I ever imagined. Each day the gun has to be “tuned” with a tuning fork to assure that the radar gun is working properly. Police officers go through special training for using the radar gun. When a vehicle comes into range, the radar gun is aimed at the suspect vehicle and the vehicle’s speed is locked in. We found a good spot and began our wait – which wasn’t long. The first vehicle we encountered was going 11 miles over the speed limit. The Officer stopped the vehicle. When he got out of the vehicle, I immediately felt fear...who knows what type of person or situation he would meet...would they be nice, have road rage, or worse, would they be carrying a gun? It seemed like such a minor event...stopping a speeder...but you never know what you will encounter. A police officer puts his or her life on the line a hundred times each day...this is just one of those times. The Officer obtained the driver’s license, insurance and registration information, returned to the patrol vehicle and called the Capitol Police Dispatcher with the information. Then we waited while the Dispatcher checked out this information. While all this is going on, the officer has to fill in the duty log and constantly keep an eye on the vehicle...again you never know what a person will do...panic, speed away, get out of the vehicle ready to fight or pull out a gun. Due to the person’s record, the Officer issued a warning this time with strong instructions to obey the speed limit in the future. The driver was appreciative and shook the Officer’s hand. During that day we encountered three more speeders (one exceeding the posted limit by over 20 miles per hour, which is a criminal offense; and a citation was issued).

I experienced a first hand look at the “zone.” We drove through the zone several different times that day. If you have never seen or been through the zone, consider yourself lucky. The zone is a very seedy, sleazy and ominous place that is located near a shelter for the homeless. This is where street people gather and do drugs...buy, sell and use. To say this is not a pleasant place, is an understatement. I was uncomfortable and on edge – not just for me – but each time the Officer got out of the vehicle, I was again hit with how often a police officer is faced with an uncertainty of how the exchange with the citizen will play out.

We continued patrolling the area and noticed a vehicle turning the wrong way onto a one way street. The Officer pulled the vehicle over. Again, this seemed like a minor incident. Things seemed to be going okay, until we got the Dispatcher’s report on the driver’s license, insurance and registration. The suspect had two old Warrants for Arrest and one of them was for assaulting a police officer. I was stunned...a seemingly routine incident and the suspect appeared so innocent. This time an arrest was made.

Towards the end of the day, we encountered a vehicle that the Officer observed making a few traffic violations. As he signaled the vehicle to pull over, he notified Dispatch and a back-up vehicle came to the scene. When the Officer approached the driver of the vehicle, the suspect was very irritated and vocal. He told the officer that he hated “cops”; said cops hated him and he brought up racial issues. He was extremely agitated, animated and volatile. Both the Officer and back-up Officer did not trust the suspect. The back-up Officer opened the passenger-side door and stood “ready” while the apprehending Officer talked with the suspect. The Officer’s people skills, manner and tone of voice were an asset in helping to ease the situation and somewhat calm the suspect’s volatile temperament and the Officer was able to issue the citations without incident. Although I could not hear the dialog from my vantage point, I could feel the tension and severity of the situation and felt the suspect could have started a fight and/or pulled a gun on either officer at any moment. These Officers possess extraordinary people skills that help them deal with the dangers and incidents they encounter on a daily basis.

Since my ride with the Capitol Police, I have gained a greater appreciation for the work that the Capitol Police do to keep us safe on the Capitol Mall. Now when I see that a Police Officer has a vehicle pulled off to the side of the road, I know that there is no such thing as just a routine traffic citation. It is a Police Officer putting his or her life on the line, being vigilant in enforcing the laws of the state to protect human life and property, deterring criminal activity and assuring public safety for state employees and visitors to the Capitol Mall. Thank you Capitol Police for all you do!

Get to Know Stu Wilbur

The General Accounting Office (GAO) is pleased to welcome Stu Wilbur as a new manager. Stu joined the Department of Administration, GAO on December 3, 2007 as a new Statewide Accounting Manager over the Payroll and Retiree Accumulated Sick Leave (RASL) Groups. Before joining the State, Stu worked for Wilbur Management Group, Inc., as well as; Honeywell, URLbuyers.com, Inc., and Ernst & Young Management Consulting Services. He also taught accountancy classes at ASU.

Stu obtained his Bachelor of Science in Accountancy and a Master of Science in Information Management degrees from ASU. He has received the following professional certifications: Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified in Financial Management (CFM), Six Sigma Plus Certified Green Belt, and his Real Estate License.

Stu was born and raised in Tempe, Arizona and graduated from McClintock High School. He married his high school sweetheart, Stacy, in 1997 during their Junior/Senior year at ASU. Stu was the president of a college organization that hosted a high school business competition and was able to propose to Stacy during the conference in front of 600 people. Stu and Stacy graduated from ASU the same year, Stu in accountancy and Stacy with a marketing degree. Stu's parents, Steve and Sharon, and 3 brothers, Scott, Skip, and Stan all have names that start with the letter "S", so when Stu and Stacy had their twin daughters, they named them Samantha and Stephanie to keep up the tradition. The twins were born at midnight (11:59 p.m. and 12:01 a.m.) so they have different birthdays. Stacy worked for Insight Enterprises as a traveling corporate sales account manager for 10 years and currently she is taking a break while managing their rental properties and getting the twins to and from kindergarten. Stu and Stacy just celebrated their 10 year anniversary and Stu's goal for 2008 is to be the best husband he can be.

Stu loves to travel and has been to all 50 states and insists that he likes Arizona the best. When he was in junior high school, his family drove to Alaska. He loved the scenery and wildlife, but the 9,000 mile drive (sometimes on dirt road) was brutal. He has also gone to Bangkok and Phuket, Thailand, Whistler Canada, on a Royal Caribbean cruise with 10 of his family members, and the Mexican Riviera cruise four times with Carnival or Disney. This last summer, he spent 3 weeks on a Celebrity cruise around Italy and Greece with two days in London, England. Stu enjoyed some of the best resorts around the country when Stacy won yearly sales awards with Insight. One of the most amazing Insight trips took them on a helicopter tour in Hawaii. Soon, Stu and Stacy would like to travel to Cambodia where Stacy was born and visit other Asian cities near China and Japan.

Stu's hobbies consist of collecting and solving Rubik's Cubes, brain teasers, riddles, chess, and spending time watching movies with his wife and children. He enjoys going to his parent's cabin on the Mogollon Rim for a snowy weekend getaway. Stu has enormous respect for his parents who have been great mentors and the best grandparents for his girls anyone could ask for, especially when watching the kids so Stu and Stacy can enjoy a date night alone.

When asked how he likes working in the GAO he stated, "It is a major cultural difference from what I'm used to. The GAO is family oriented and socially involved more than the corporate world, which makes it fun and good for employee morale". Welcome to the GAO Stu!



David Kinser GAO's Featured Employee

The General Accounting Office (GAO) is thrilled to present David Kinser as its Featured Employee of the First Quarter for FY 2008. Before joining the State, David was the manager of two Phillips Van Heusen Corporation stores. While working for Van Heusen he won the National Service Award for Outstanding Customer Service and Salesman two years in a row. On September 29, 2007, David celebrated his 10 year anniversary with the State. He began his service with the Department of Corrections and worked with Inmate Banking Services for 2 ½ years beginning 1997. David remembers that this position was very interesting and a big eye opening experience for him (it is amazing the amount of money inmates have). David joined the GAO's Central Payroll Group in March of 2000 and worked on reconciliation of the payroll until he moved into the AFIS group in 2004 where he initially worked in the Automated Warrant Reconciliation (AWR) position and is now currently in the Inter-agency transfers position. David also distributes AFIS and HRIS CD reports to all agencies monthly and bi-weekly.



David was born in San Bernardino, California and raised in Southern California and Tulsa, Oklahoma. He graduated high school from Tulsa Central High School and attended Northeastern State University where he majored in music. David's passion is opera. He has been singing since he was little and has been studying opera for 23 years. David has a Heldentenor voice type. After college, he sang in New York City for 2 years before moving to Arizona in 1983 to be closer to his ailing parents. David has performed with the Royal Renaissance Singers, the National Symphony in Los Angeles and the New York City Opera. He has performed oratorios with the Seattle Symphony, the Chicago Philharmonic, the Montreal Symphony, and the Herberger Theater Center in Arizona. He has done studio work with the Los Angeles Civic Symphony and the San Diego Civic Opera. David auditioned with the major European Houses in Boston back in September and has received great reviews and a few job offers that he has not accepted. The most exciting event in David's life was singing for Rosa Parks and Mother Teresa at a special service in Washington D.C. commemorating Civil Rights. Rosa Parks thanked David personally for his performance and when she came to Phoenix years later she remembered him.

David will be getting married on November 29, 2008 to his lovely fiancée Sharon Wilburn. Sharon works for Gentiva Health Services which is a collection agency for physicians. David is very active with the First Limited Methodist Church and has assisted with the Choral Music Program for the past 17 years. David has a stepdaughter Keely who is 15 that he spends time with. He also enjoys cooking and reading. David has traveled to Prague, Germany, Austria, France, and the British Isles. David also has one cat that he believes is trained...trained to be spoiled!

David likes working with the GAO's AFIS Group; he considers it his "real" job.

Getting to Know You

Profiling Employees within ADOA

Getting To Know the HRIS Service Center

What does the HRIS Service Center do? The Service Center staff is trained to respond to technical questions and concerns regarding HRIS, Hiring Gateway, Y.E.S. and the state job board (www.azstatejobs.gov). These questions/concerns arrive at the Service Center via e-mail and over the phone and include such things as:

- System availability
- Log in issues
- Technical assistance
- Y.E.S. navigation
- Job board assistance (editing account information)

The HRIS Service Center is staffed with HR Service Specialists that are system experts in HRIS, Hiring Gateway, Y.E.S. and the state job board.

The HRIS Service Center provides technical assistance to all agencies including their HR staff and employees. It provides technical guidance to state employees and the public regarding the state job board.

In addition, under the HRIS Service Center umbrella, they are responsible for HR Training to include HRIS and Hiring Gateway. The Training Officer provides training in HR Writer and in all functions of Hiring Gateway to include Recruiter, Hiring Manger and Analytics.

The HRIS Service Center can be reached by calling (602) 542-4700 or by emailing hrishelpdesk@azdoa.gov.



Left to Right: Summer Canfield, Sydney Standifird, Connie Magallanes and Ruby Bilagody.

Not pictured: Frank Morin

Tiny Tots



Bella Taylor Duty

Born: December 6, 2007

Weight: 9 pounds 3 ounces

Proud Parents:

Megan (GAC) and Keith Duty



Employee Recognition



Alicia Bewsey SPO's Employee of the Quarter

During the first quarter of state fiscal year 2007, the section within SPO responsible for supporting the contracting needs of the state's 100-plus limited agencies (those with less than full procurement authority) experienced a significant staffing shortage. It would take someone with resourcefulness, determination and perseverance to maintain the section's obligations during this challenging period. Fortunately for SPO and the limited agencies, Alicia Bewsey, Senior Procurement Specialist, was more than up to the task, even though her tenure as a procurement officer and with SPO was just about one year. She carried one of the largest work loads of any of the professional staff at SPO and beyond the quantity of projects, she took on one of the larger, more technically and politically complex solicitations.



Alicia continually demonstrates her organizational skills and technical knowledge of procurement. The ability to engage and relate to customers is a very important skill for the procurement officer and this is one of her principal strengths. She is able to relate to the customer's needs, empathize with their concerns, and create trust. Alicia states that she really enjoys fostering relationships with her customers and meeting the diverse needs of the various limited agencies.

Alicia is an Arizona native from Chandler. She graduated from Arizona State University's Barrett Honors College in December of 2005 with a degree in Business Management and a minor in Art History. Her next educational goal is to obtain an MBA. On the lighter side, she enjoys going to sporting events and museums with her friends.

Human Resources Division's Employee of the Quarter Betsi Newbury

Betsi Newbury was honored for her exceptional work on HRIS (the State's integrated payroll/personnel/benefits system). Betsi went above and beyond the call of duty to ensure payroll was processed without problems during the 2007 benefits open enrollment period.



Employee Recognition



During this quarter Valerie Ruelas has demonstrated her outstanding work habits, attitude and team spirit. Due to unexpected turnover in the Property and Liability Claims Unit, she has assumed more responsibilities, as the unit has been down three clerical positions. She has trained temporary employees to maintain the same high level of clerical support as a more experienced staff. New claims are being entered and distributed to the adjusters, and excellent customer service is being provided to agencies, co-workers, and the public. The time sensitive work of the claim's adjusters is dependent on professional administrative support. Recently, the Attorney General's Office has had several public information requests that required data from Risk Management. Valerie provided the information, as she always does, with a positive attitude and professionalism that ensures accuracy. Of all the excellence she's demonstrated this quarter, none of it has been a surprise, the unit depends on Valerie's excellence, and can do attitude.

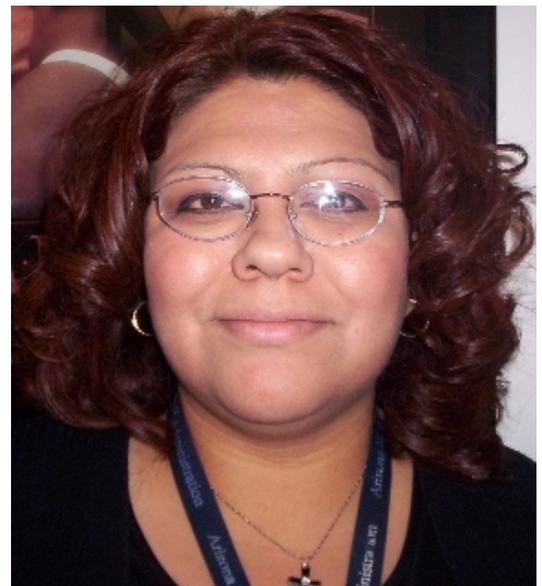
Risk Management's Employee of the Quarter

GSD's Employee of the Quarter

GSD is proud to announce Maria Ramirez as GSD Employee of the Quarter. As Operations Manager with GSD Facilities Operations and Maintenance, she oversees the Custodial and Special Events Departments. Maria was nominated by her peers in recognition of her hard work, dependability and her ability to identify and prevent potential issues of concern.

Maria began her State service in November 2001. Her first job was as a Custodial Supervisor, and she was promoted to Night Custodial Manager the next year. Two years later, in 2004, Maria's quality work earned a second promotion to Physical Plant Director for the Tucson Complex. As Physical Plant Director she managed the maintenance of the Tucson Office Complex building, including the mailroom, information booth, special events, grounds, custodial, maintenance, and HVAC. In February 2006 Maria re-joined the Phoenix office in her current position.

Congratulations Maria! We are proud to have you as one of our star performers.



Employee Recognition



MSD Employee of the Quarter Clyde Spencer

As ADOA employees, we are expected to deliver the highest quality service to our customers and treat our fellow employees with respect. I'd like to tell you about one such employee who exemplifies that commitment to quality service. Every day, he comes in contact with various people from numerous agencies and makes each of them feel as if they are his most important customer. His actions reflect positively upon the department and help ADOA to be seen as a customer focused agency.

Clyde Spencer has been with Surplus Property Management Office since 1998; he started as a Warehouse Worker and advanced to Storekeeper. Clyde's job may not be the most glamorous and is frequently physically challenging. When the weather is bad, the job must still get done and he perseveres through adversity with a cheerful "can do" attitude that reflects well upon the Department.

Clyde's many coworkers express how easy it is to work with him. Frequently, he is called upon to perform tasks not normally considered part of his duties. Clyde takes these assignments readily and completes them enthusiastically. The supervisors and managers consider him to be one of their greatest assets and use his talents when situations call for absolute professionalism.

Most nominations for Employee of the Quarter reflect one specific act or deed which stands out for recognition. This nomination is based upon Clyde's multi-year career here at ADOA which exemplifies what we stand for and how we want our department portrayed.

MSD is fortunate to have Clyde Spencer on staff. He has proved to be committed to customer service and hard work and well deserving of the Employee of the Quarter award...we thank you!!



Human Resources Division Team of the Quarter - State Job Fair



The State Job Fair Team was recognized for its outstanding efforts in coordinating the 2007 State Job Fair. Over 25 state agencies were represented and over 3700 interested applicants attended (an increase of 20% over prior year's attendance).

State Fair Job Team Members:

Standing - Phyllis Sonnier, Susan Laurence, Tom Kernan, Wendy Walther, Debi Shelton, Jackie Mass, Don Bergeson, Holly Adkins, Rosa Aguilar
Seated - Cynthia Pena, Rebecca Dickey, Melissa Espino, Ron Loyd
(not pictured) Tony Gottlob and Matthew Wozniak

Employee Recognition



The General Accounting Office (GAO) is privileged to feature Evelyn Plummer as the GAO Employee of the First Quarter for FY 2008. Evelyn started with the GAO on January 16, 2007 as an AFIS Liaison and is currently assigned to 18 agencies. Prior to joining the State, she spent 20 years as a college professor, 14 of which were at DeVry University teaching Accounting, Computer Applications and Income Tax classes (she doesn't miss keeping up on the IRS Code for Income Taxes). Evelyn has achieved her Bachelor Degree of Science in Accounting, her Master of Accountancy, and her Doctorate in Higher and Adult Education from Arizona State University (ASU). She has also obtained her license as a Certified Public Accountant (CPA).

Evelyn was born in Connecticut and bounced around from state to state until her family ended up in Phoenix in time for her to attend and graduate from North High School. Evelyn met and married her brilliant accountant husband Ed Plummer 41 years ago. Ed has his own public accounting firm 'A. Edwin Plummer, CPA'. Ed is

Evelyn Plummer, GAO's Employee of the Quarter

the one who spiked Evelyn's

interest in becoming an accountant--she wanted to speak Ed's language. They both have three very ambitious children, David, Meg and Mary.

While her son, David Plummer was working with the Department of Economic Security he recruited her to State service and she started working for the GAO. David has his Bachelor of Science in Finance from Butler University with a post-baccalaureate certificate in accounting from ASU West and now works for the Department of Juvenile Corrections as an Accountant II. Evelyn's daughter, Meg Plummer is the Data Manager for Applebee's Support Center in Overland Park, Kansas and has her Bachelor's of Civil Engineering from the University of Arizona and a Master of Science in Engineering Management from the University of Kansas. Her daughter Mary Plummer is the Supervisor of Reserve at ASU's Hayden Library, and holds an Associate degree in Interior Design from Phoenix College and a Bachelor of Arts in History from ASU West.

Evelyn is very active in her church. She enjoys knitting, crocheting, quilting, and writing fiction.

Portions of both of Evelyn's nominations emphasize how her performance is recognized by her manager and supervisor:

Evelyn continuously demonstrates outstanding team work and customer service. One of her agencies was going through a very difficult time and sent a detailed letter describing how she had gone over and above her responsibilities to assist them. If Evelyn does not know the answer to a question, she does whatever she can to find the answer. Evelyn demonstrates commitment to her agencies every day. She handles them with a positive attitude and in a professional and courteous manner. Evelyn is always willing to help out with other duties and tasks that are not normally assigned to her when the group is short staffed. Evelyn is a true team player and an asset to the GAO/AFIS Team. I am glad to have her as part of my staff and feel that she deserves to be recognized this quarter!

Evelyn enjoys working in the GAO. She said that working in the GAO is the most fun she has had working in an office. She said that the AFIS Group works together as a team and that they are the reason she is where she is. She strongly credits her peers with causing her to achieve her award.

Employee Recognition



GAO's Team of the Quarter is the Federal Group

The General Accounting Office (GAO) is grateful to have the Federal Group as its Team of the First Quarter for FY 2008. This group is a great example of teamwork and what great attitudes can accomplish. They work very well together and they keep up with all of their current deadlines while working short-staffed. Below portions of their nomination describes their dedication and commitment:

This group has been working ahead of schedule on the SWCAP09 and CMIA. They have been performing additional testing for accuracy than previous years by going out to various agencies for a clearer understanding of the data. They have been working diligently on the follow-up on the Single Audit findings and responding to the Federal agencies on the questioned costs. They have been proactive and taking action to monitor the progress of these findings throughout the year and keep issues at the forefront of the agencies until they are fully resolved. They have completed the TSA08 amendment after additional research on clearance pattern methods.

They have incorporated many process improvements including revision to the Federal Section of the SAAM, new grants common email to eliminate additional paper usage, scanning of grant agreements into an electronic format for ease in researching problems, and putting together desk-top procedures where none currently existed and updating the existing ones.

This group is always willing to help in other areas where needed. They have assisted the Central Services Bureau (CSB) Group in the daily deposit run to the State Treasurer's Office, researched several projects including the credit card clearing fund and CSB agency statements and billings at year end and assisted in documenting the major modifications of the CSB billing database.

This group has done a phenomenal job and should be recognized for their efforts. Their manager has been most impressed by their positive attitude and willingness to help at any time.



Celine Baker and Amanda Bennett

GroupWise Templates

Simplify Life and Save Time



Suppose you have an e-mail that you send out on a regular basis but only certain parts of the message change (i.e., date sent, recipients, etc.). You can essentially create a template in GroupWise to save this e-mail so that it can easily be used over and over again.

For example, perhaps you regularly send out Welcome emails to new employees that contain helpful phone numbers or other information. The text is identical each time except for perhaps the recipient and maybe a couple of other things. You can save this document as a template so you don't have to retype it once or twice a week when it is time to welcome a new employee.

There are two methods to create templates in GroupWise. Creating custom views and creating custom attachments. You may use either or both if you wish. Here's how to accomplish each:

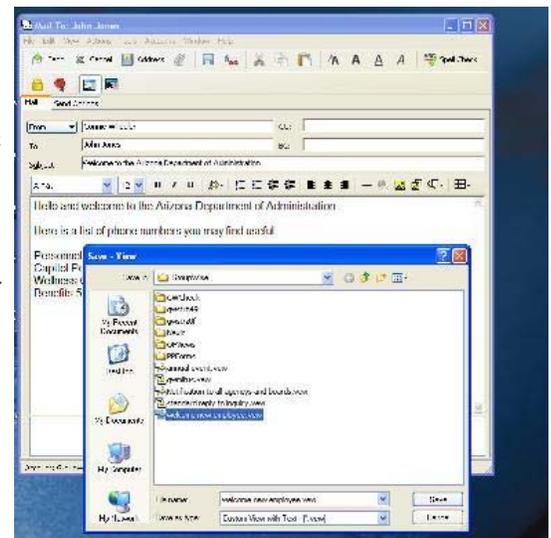
Creating Templates Using the Custom View Method.

In the GroupWise client do the following:

1. Select **File|New|Mail** as if you are composing a new message
2. Fill in the subject of the message (you can also fill in the TO, CC and BC lines if needed.)
3. Fill in the message body
4. Select **File|Save View**. Make sure to save the *.VEW file as a "**Custom View with Text**." You can save the *.VEW file wherever you would like, the Windows desktop works just fine or you can save it to your I: drive or even a folder on a shared drive, if you would like to make the template available for others to use.
5. When prompted for a view name, you may keep the default of "Mail" or you can choose a new name for the view.

To use the *.VEW template file do one of two things:

- A. Click on the *.VEW file, it will pop up into a GroupWise compose view with your template text. Make sure GroupWise is running when you do this. It works better this way.
- B. In the GroupWise Windows client, from the Main Window select **File|Open View**. Browse and select the *.VEW template file.



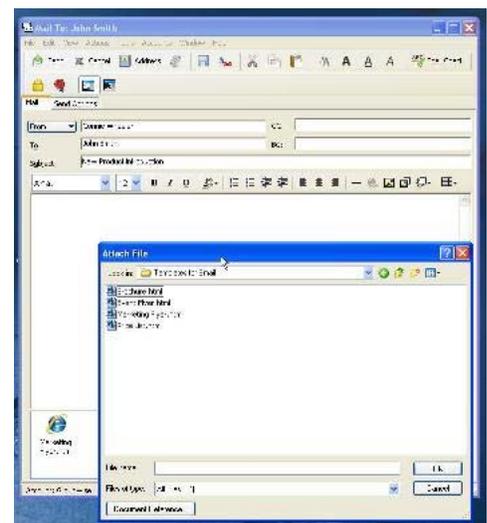
Creating Templates Using the HTML Attachment Method.

1. Create a message in an HTML editor – this can be Microsoft Word.
2. Save the file as an *.HTML file (*.HTM is not good enough).

To use the *.HTML template file do the following:

- A. Select **File|New|Mail** as if you are composing a new message.
- B. Fill in the TO line and the CC and BC lines as needed. (or open one of your VEW's you may have created from the instructions listed above.)
- C. **DO NOT PUT ANYTHING IN THE MESSAGE BODY**
- D. Attach the *.HTML file as the first attachment to the mail message. You can attach other files if needed.

Recipients of the message will see the body of the HTML file as the body of the email message.



Security Awareness Update

'Til Death Do Us Part?

**DID YOU
KNOW?**



After the death of loved ones, we think that is the last we will hear from them -- think again.

Identity thieves are stealing the identity of the newly departed. By searching for new victims in the obituary column, thieves find the date of birth and death then search the Social Security Administration's Death Index (SSADI) to find the Social Security number of the deceased. A recent news article pointed out, a woman, working in a hospital would send a text-message to her son with the personal information of dying patients so he could open credit card accounts as soon as the patients died.

The Federal Trade Commission (FTC) recommends taking these steps to help prevent the identity theft of loved ones.

- ◆ Get a copy of the credit report of the deceased to identify open accounts.
- ◆ Notify all account holders of the death, including, banks, investment services and stock market accounts.
- ◆ Contact the fraud department for each of the credit reporting agencies:

Equifax	1-800-525-6285
Experian	1-800-397-3742
TransUnion	1-800-680-7289
- ◆ Notify the Social Security Administration at 1-800-772-1213.
- ◆ Notify insurance companies (life and health).
- ◆ Contact the Department of Motor Vehicles.
- ◆ If a veteran, contact the Veteran's Administration at 1-800-949-1001 extension 4209.
- ◆ Close joint accounts
- ◆ Avoid giving too much information in the death notice.

If you discover identity theft has occurred, report the incident to the local police, the organizations listed above, the Attorney General's Office and to the FTC (1-877-438-4338).

Help them rest in peace.



ADOA Information Security

AIS

Managing Our Information Safeguards



People on the Move



Division	Welcome	Good-bye, Good Luck
Benefit Services		<ul style="list-style-type: none"> Jessenia Gonzalez - left state service
General Services	<ul style="list-style-type: none"> Marco Castellano - new hire Timothy Ciha - new hire Mario Rodriguez - new hire 	<ul style="list-style-type: none"> Barbara Axe - transferred to ADE Andrew Gertz - left state service Mark Mell - transferred to ADJC Christopher Sorensen - left state service Gloria Thomas - left stat service
TPO	<ul style="list-style-type: none"> Randy Hochstein - new hire Yvette Medina - transferred from OSPB 	<ul style="list-style-type: none"> Kathe Cochrane - transferred to Cap PD Nancy Johnson - left state service Dot Roberson - transferred to Director's Office
Human Resources	<ul style="list-style-type: none"> Margaret Burns - transferred from AG's Office David Montoya - new hire Valerie Reese-Osborn - transferred from ADOC Jaclyn Warren - new hire 	<ul style="list-style-type: none"> Yuri Bahti - left state service Tara Bleicher - left state service Mona Conaway - transferred to ADJC
Information Services	<ul style="list-style-type: none"> Dhyan Hatton - new hire Milton Loeb - new hire Steven Wake - new hire 	<ul style="list-style-type: none"> Mary Jones - retired
Management Services	<ul style="list-style-type: none"> Brachel Gonzales - transferred from AHCCCS Maryam Khalili-Panah - new hire Steve Lopez - transferred from ADOT Glenn Schmitz - new hire David Schmoyer - new hire Jean Verbarg - new hire 	<ul style="list-style-type: none"> Sally Baker - transferred to ADOT Dora Brafford - left state service John Corbett - retired Julian Lozano - retired Melody Nettetstad - transferred to HRD Danielle Thompson - left state service
AzGu		<ul style="list-style-type: none"> Trisha Polmear Lemon - left state service
Director's Office	<ul style="list-style-type: none"> Dot Roberson - transferred from TPO 	<ul style="list-style-type: none"> Sherrill Cramer - left state service Howard Zlamal - left state service
Capitol Police	<ul style="list-style-type: none"> Daniel Abril - new hire Kathe Cochrane - transferred from TPO Cesar Rodriguez - new hire 	
General Accounting	<ul style="list-style-type: none"> René Butler - new hire Amy Newby - new hire Paul Ruwald - new hire Stu Wilbur - new hire 	<ul style="list-style-type: none"> Kjell Anderson - retired Joyce Rhine - left state service Kelly Page - left state service
Risk Management	<ul style="list-style-type: none"> Edilia Romero - new hire James Murray - transfer 	
State Procurement	<ul style="list-style-type: none"> Barbara Dull - transferred from ADEQ 	