



2008 Legislative Wrap-up

The 2008 Legislative Session adjourned Sine Die on June 27, 2007. The 166 day session was the fourth longest since statehood. Adjournment came just one day after the Legislature forwarded the 2008 budget to the Governor, which was signed into law on June 27, 2007.

The fiscal year 2009 budget is a \$9.9 billion package that addresses a deficit of nearly \$2 billion. The budget package addresses the bulk of the shortfall with \$343 million in agency reductions, \$340 million in fund sweeps, \$530 million in financing for school construction and \$330 million by pushing the last state education payment of the fiscal year into the next fiscal year.

Other key pieces of legislation enacted this session include a measure which requires ADOA to create a database of state expenditures which are easily accessible to the public. The concept is commonly referred to as "transparency" and is scheduled to be implemented prior to July 1, 2011. Another key piece of legislation relating to transparency in government requires agencies to release employee disciplinary records to the general public upon request. This new requirement was a provision of Child Protective Services reform package which was a high priority for the Legislature this session.

Regrettably, an ADOA proposal to clarify provisions of the Retiree Accumulated Sick Leave (RASL) program was ready for final passage when the gavel fell to end the session.

Overall, the 2008 Legislative Session was difficult for everyone. The \$2 billion deficit forced lawmakers to reduce the resources available for state agencies despite growth and the need to provide for a larger constituency. ADOA will continue to work with the Legislature in 2009 to ensure that we receive the resources necessary to best serve our employees and customers.

WORKERS' COMPENSATION SEMINAR

"Returning the Injured Worker Back to Work"

The Risk Management Workers' Compensation Unit sponsored a seminar on May 8th for 58 state agency workers' compensation liaisons. The seminar theme was "Returning the Injured Worker Back to Work". Guest speakers were Sonya Herrera, Safety Administrator, Arizona Department of Transportation; Mary E. Merkel, M.D., Physical Medicine and Rehabilitation, Spine Institute of Arizona; Patricia I. Johnson, Ph.D., Clinical Psychologist; Lisa Hudson, Chief Counsel, Employment Law Section, Office of the Arizona Attorney General; Charles W. Ferris Jr., Arizona Assistant Attorney General. As in past seminars, four occupational medical clinics (Banner Health, Concentra, MBI and USHealthWorks) provided support materials and refreshments for the event.

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

In this edition of the *News & Views* we have included an update from the last Legislative session. It was a long session with this year's budget being the hardest to negotiate.

We also have an article about the Capitol Police Citizens' Academy written by an employee that went through the academy. The author of this article gives us a snapshot of each class. I have heard a lot of great feedback on this program. After reading the article, it may tempt you to sign up for the next class!

I'm sure most everyone wants to know the status of the Starbucks that is to be built in our building. I never would have imagined that negotiating a franchise with a popular food/beverage entity could be so slow and difficult. All the papers have been signed and we are now awaiting the owner to hire the architect to do the design. When the design is complete we will need to go through the city building permit process, which is another wait and test of our patience, and then onto the construction phase. I have been hesitant to put any information out regarding this topic, as I know it is a contentious issue, and many of you are not happy with the lack of progress on this project, I am not happy either! I do apologize for the long drawn-out process we have all had to endure. I anticipate by late fall we will see the completion and the long awaited "grand opening."

With the price of gas now above \$4 a gallon, we have been looking at ways to make your commute easier through alternate work schedules, telecommuting and alternate modes of transportation. We are fortunate to have the Rideshare group here at ADOA. If you have any questions regarding this topic please contact them at: www.capitolrideshare.com or 602-542-7433.

I hope you enjoy the rest of your summer!

A handwritten signature in cursive script 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.



April, May and June Milestones

Five years

HRD Mel Brender, John Glass
ISD Luis Arellano, Karen Bailey, Scott Dougherty
Risk Charles Brandt, Brenda Bonser, Pietrina Beaudot
MSD Annette Fetting
Benefits Sally Chee

Ten years

HRD Ron Loyd
GSD Evelia Flores
MSD Albert Ovante, Clyde Spencer

Fifteen years

GSD Abraham Sanchez, Jesse Viera
GAO Joanna Greenaway

Twenty years

CP Elva Watson
GSD Bruce Lesnansky
HRD Karen Battilana
ISD Lenora Kingsby
MSD William Hernandez
SPO Barbara Dull

Twenty-five years

GSD Lynne Heffington

Thirty years

GSD Jesse Hinton, Joseph Stern



Mark Your Calendar

Toastmasters Meetings -
Every Tuesday at noon in room 400A



July

- 4th** Independence Day Holiday - office closed
- 20th** First Moon Landing (Apollo 11 in 1969)



August

- 3rd** National Friendship Day
- 8th** Beijing 2008 Olympics Opening Day
- 24th** Beijing 2008 Olympics Closing Day



September

- 1st** Labor Day Holiday - office closed
- 7th** Grandparents Day
- 11th** Patriot's Day



October

- 13th** Columbus Day Holiday - office closed
- 14th** National Dessert Day
- 31st** Halloween



Columbus



Cause for Applause Recipients

April

Benefits	Cap Police	GAO	HR	ISD	MSD	Risk	SPO
Stephen Lent Nanette Bailey Julie Olander Elizabeth Schafer Chanelle Bergren	Danita Earby Justin Rhodes	Ken Smart Brian Dodge	Janet Glover Karen Dillinger Kim Jennings J.P. Chalarca (2) Jaclyn Warren Pat Dunbar Shelly Davis Joellyn Pollock Candee Samora (2) Thomas Szewczyk Ron Loyd Lorinda Frost Don Bergeson Carolyn Pitre Wright Travis Butchart	Heather Page-Farlow Karen Jennings Pat Coats	Fanny Light Glenn Schmitz Tricia Sharpe Sean Phillips	Beverly Adelman Kristin Oster Charles Brandt Chrisann Guinta Ariadna Morales Theresa Cartwright	Chris Lee



May

HR	ISD	GSD	MSD	Risk	SPO	TPO
J.P. Chalarca Candee Samora (8) Betsi Newbury Manuela Ramirez Cookie Gill Janet Glover (2) Debbie Taylor David Montoya Greg Carmichael Mannie Ramirez Carolyn Wright Gana LaPaglia Pat Dunbar	Jeremy McCown Heather Page-Farlow Beau Batchlor Dhyan Hatton (2) John Glass Larry Chapman Linda Kepner Rick Woods John Brady Bruce Smith Jon Claxton Larry Sanelli Keith Tuell Karen Bailey Armando Moraga Ray Smith Daniel Sanchez Cindy Womack Timothy Witherspoon	Valerie O'Neal	Tracy Mosier Ralph Rodriguez	Theresa Cartwright (3) Sue Prindle Kareem Parker Sharon Buckley	Jan Hart	Jennette Wilkins Yvette Medina

Benefits	Cap Police	GAO
Connie Geesey	David Garcia Kathe Cochrane	Lin Ma

June

Benefits	Cap Police	GAO	HR	ISD	MSD	Risk	SPO
Nanette Bailey Wendy Hammon Marcia Jarvis Connie Geesey BJ Gottesman John Li (2) Jennifer Lybarger (2) Chanelle Bergren Patricia Pomeroy Julie Olander Amanda House Stephen Lent	David Garcia	Tiffany Franks Paul Ruwald Shannon Landis Tatyana Shevnina Lin Ma	Kellie Beard Lorinda Frost Tony Gottlob Thomas Szewczyk Lupita Castro (2) Jaclyn Warren (2) Leslie Biava Connie Magallanes Norma Ragan (2) Janet Glover Thomas Szewczyk JP Chalarca AZGU Registrar Team Victor Machiche Jennifer DeSana Linda Rose	Julia Valdez ISD Team Monica Moraga Cliff Batchlor Daniel Sanchez	Tracy Mosier Mark Clark	Beverly Adelman	Chris Lee

ADOA

STATE EMPLOYEE RECOGNITION DAY

On May 7, 2008, the State of Arizona joined other states across the nation in celebration of Public Employee Recognition Week. Governor Napolitano signed a proclamation declaring May 7th as State Employee Recognition Day in Arizona. In addition, a “thank you” message from the Governor to state employees was posted on the YES website. The ADOA management team recognized our employees in Phoenix and Tucson by providing a complimentary continental breakfast. Best of all, we received a personal voice mail message from Director Bell thanking us for our work and dedication to Arizona State service.

ADOA felt privileged to have joined the other states across the nation to express our appreciation and gratitude to our employees for their hard work and unselfish spirit of dedication to the citizens of our state.

THANKS TO YOU - ADOA EMPLOYEES!

Summer Alternate Work Schedule

The cost of gasoline keeps going up. My kids are out of school for the summer. I wish I had more flexibility with my work schedule!

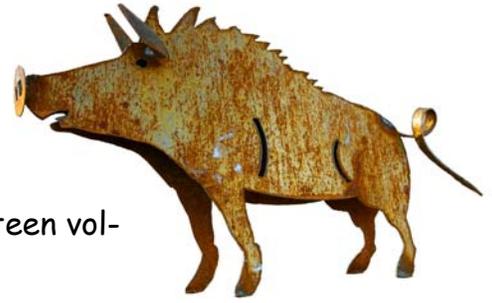
If you’ve had any of these thoughts, we may have a solution for you. The “Summer Alternate Work Schedule” has made its debut in the Department of Administration, and those that have taken advantage of the increased flexibility are reaping the benefits. Employees that previously weren’t able to take advantage of a compressed work week or other alternative work schedule now have a little more flexibility. Many employees in the Human Resources Division have opted to participate in the Four Day/Five Day Workweek which affords them an opportunity to take one day off each pay period.

That extra day really helps balance family needs and provides an opportunity to schedule personal errands in a way that won’t disrupt one’s work. Employees have also reported increased productivity during the morning hours before the workday fills with meetings, phone calls, and crises to attend to. And it has been a real morale booster for the employees!

If you haven’t heard about the Summer Alternate Work Schedule, contact your supervisor or manager. If you meet the criteria, you may just find more flexibility to balance your work schedule and your personal schedule. For questions regarding the alternate work schedules, please contact Carolyn Pitre Wright, Work-Life Program Manager, at 542-7566.

State Employees Golf Classic Is A Classic Success!

Over the years, the annual Arizona Department of Administration golf tournament has been something to look forward to. But this year, to create a more challenging and exciting tradition, the tournament was renamed *The Javelina Golf Classic* - and the results were outstanding. Eighty-four golfers and fourteen volunteers had a great time kicking off the new Golf Classic.



First place championship Javelina trophy and bragging rights went to Steven Welker, Vernon Lewis, Ace Mayer, and Robert Irish. The Javelina trophy will be housed at the Industrial Commission, where team captain, Steven Welker, is an employee. Second place honors went to Harry Wickramasekera, Steven Wake, Jack Kriegh, and Mickey Loeb who received the ADOA trophy. Third place winners were the father and son team, Duane and David Cononic.

In addition to these winners, there were several other awards including: longest putt, closest to the pin, men and women's longest drive.

A new branding campaign was also created featuring a new Javelina logo, signage and photo gallery. You can view the photo gallery at: www.hr.state.az.us/worklife/

This annual fundraising event benefits the ADOA Recognition Fund

Golf tournament event planners, Kim Jennings and Carolyn Pitre Wright, are already at work determining the date and location for the 2nd annual *ADOA Javelina Golf Classic*. Look for an e-mail announcement in the near future and in the next edition of this newsletter. All proceeds from this annual fundraising event benefits the ADOA and Division Recognition Funds.

Steven Welker, Ace Mayer, Vernon Lewis, and Robert Irish



Mickey Loeb, Harry Wickramasekera, Jack Kriegh and Steven Wake



Duane Cononic and son David



USS Arizona Mast and Anchor

The USS Arizona Memorial is located at the eastern tip of the Wesley Bolin Plaza, positioned as a centerpiece of the State Capitol. The anchor featured in this memorial is on permanent loan from the Naval Historical Center and the anchor continues to be the site of annual Pearl Harbor Day observances, Veterans' Day ceremonies, and numerous other observances.



The anchor memorial was dedicated December 7, 1976 by the US Navy, the Arizona Republic Newspaper, Arizona school children, and others. Weighing almost 10 tons, this anchor is one of two used on the USS Arizona. The first anchor was installed on the tour boat landing at the USS Arizona Memorial in Pearl Harbor. The second remained in Navy storage until its discovery by Captain G. G. Dunn in 1971. The following year it was brought to Arizona. The plaque gives the names of the sailors and Marines who died when the ship went down. An adjacent time capsule will be opened December 7, 2075.

Each year, ADOA GSD sends a letter and photographs of the memorial to the Curator at the Naval Historical Center, per our loan agreement, to demonstrate that we continue to display the memorial with the respect that it deserves.

The anchor is connected by a sidewalk to the signal mast from the USS Arizona, which was dedicated December 7, 1990. Called the "pig stick" mast, it was the highest point on the ship. The USS Arizona went down during the attack on Pearl Harbor on December 7, 1941. The superstructure above the waterline was removed shortly after the attack. Admiral Ernest J. King, Chief of Naval Operations, had the mast sent to Commander Keyes in his hometown of Lorian, Ohio. It was modified and used as a training device at the Naval Armory until 1980. The Armory was razed and the mast destined for salvage when it was saved by Nick Dononfrio, a naval engineer. In 1990 Mr. Dononfrio decided to sell the mast and a Glendale, Arizona businessman, Robert Manzetti saw the ad. Mr. Manzetti began a fund raising campaign to bring the mast to Arizona, refurbish it and place it in Wesley Bolin Plaza.



Are You Ready?

2008-2009 Open Enrollment
August 11th thru September 5th

Arizona Department of Administration
Benefit Services Division is working hard
to prepare a successful open enrollment for
active state employees.

Visit www.benefitoptions.az.gov for more
information and updates.

Benefit Options
Wellness
Be Well Stay Well.

Benefit Options
Choice. Value. Health.

Capitol Police Citizens' Academy



I've heard it said, "you never really know a person until you walk in their shoes." During the Citizens' Police Academy, I got the chance to do just that.

The Citizens' Police Academy is an annual training presented by our Arizona State Capitol Police. It provides the opportunity for regular citizens, like you and me, to experience what it's like to face adversaries and be forced to make split-second decisions that can result in serious consequences.

Our first day 'on the job' consisted of a meet-and-greet with State Capitol Police Officers and our fellow citizen cadets. Chief **Tim Lane** opened the training session in addition to briefings by Commander **Andy Staubitz** on Community Policing which helps to get people involved and actively participating in fighting crime in their communities. **David Garcia** explained his role as a Police Assistant in providing security to employees and support to police officers. **Beth Anne Marrs**, a veteran dispatcher, covered the roles and responsibilities of dispatchers to ensure the safety of citizens and patrol officers.



On day two, we had the opportunity to experience what officers face each and every time they approach a suspect. Using the firearms trainer and driving simulator, we were awakened to what can happen during situations. In a safe environment, we stood behind the eyes of an officer facing a hostile scenario and had to make those split-second decisions. The firearms trainer is a computer-based module offering various types of hazardous and not-so-hazardous scenarios. The instructor even has the capability to change a situation as it progresses. The trainee uses a laser-light weapon and is compelled to make life changing decisions as the scene plays out on a large-as-life screen.



With adrenaline still pumping, we went to the driving simulator to react to high-speed chases and anticipate the actions of others. I won't mention how many parked cars and brick walls I demolished in my pursuit of the lawless. Bad weather, snow encrusted roads (in Phoenix?) and fog-prompted multi-car pileups were hair raising situations we experienced in the comfort of our indoor environment.

Our third day was a perfect follow-up to the discussions generated after our role playing in the fire arms scenarios. The central question became; "what level of force should an officer use and when?" Lieutenant **John Harkness** began by reviewing the Criminal Code – Title 13 of the Arizona Revised Statutes. These are the regulations under which every officer is bound. Corporal **Clay Jeppsen** then introduced the continuum of force demonstrating the levels of force used for a particular situation; ranging from verbal instructions, use of pressure points on the human body to disable a suspect – up to the use of pepper spray, baton, tasers or lethal weapons. An officer willingly volunteered to act as a suspect for a taser demonstration.



In our next meeting we were introduced to the approach to take during traffic stops. Officer **Nathanial Clark** discussed the Arizona Revised Statutes Title 28 – Traffic and Vehicle Regulations along with DUI enforcement. We got to experience a traffic stop from the perspective of an officer and no one had to get a ticket.

Our training then took us "up-close and personal" to situations that police officers face every day. Capitol Police volunteers staged scenarios putting us in the shoes of officers. Carrying plastic pistols, we experienced a traffic stop with weapons (fake of course), a disturbance at a cafeteria and a domestic violence situation. Afterwards, I walked out of there realizing that circumstances can change in an instant and an officer has to be ready for any situation. There is no such thing as a 'routine' situation.

Now, I can proudly say I have walked in a police officer's shoes. I could never fill these shoes but now they feel a little more comfortable. I realize the dedication, training and knowledge it takes to wear these shoes. Many times when officers talked about their experiences they used the phrase, "I'm going home to my family at the end of my shift." How many of us have to make that affirmation throughout our work day?

Getting to Know You

Profiling Employees within ADOA

Kiran Chinnagangannagari works for ISD as the Applications Development Manager. He's a fan of automation and uses computers to do the heavy lifting so he doesn't have to. He has the typical engineer's desire to put a square peg in a round hole just to see if it's possible and speaks about computers (and other passions) whenever someone will listen. He doesn't claim to know everything and always welcomes constructive criticism.



Originally from Hyderabad, India, Kiran lived on the east coast for the past 10 years before making the move to Arizona and settling down with his family. He is married and has a 7 month old son. His hobbies, besides trying to catch up with sleep are computers, Bollywood movies and photography among others. He is married to Smita and has a 7-month old son, Aditya.

Kiran believes that the most interesting thing about his job is the diversity of projects and people that he gets involved with. "In a typical day, I can be working with several different projects, with various agencies, managing and dealing with a variety of issues... being able to work with and learn from the extraordinary talent is truly inspiring. With our current budget crisis, there is certainly no shortage of opportunities to learn and be challenged."

A few interesting tidbits about Kiran: his wife also works for the state at ADEQ; he is mostly a vegetarian; was born and raised in India; citizen of Canada (has a love/hate relationship with the snow); drools over Thai food; loves German cars (owns a VW) and adores Hawaii (he is keen on making a second trip there sometime soon).

If you see Kiran in the hall, welcome him aboard. He is a fantastic addition to the ADOA family.

Meet Kiran Chinnagangannagari

Meet Senior Procurement Specialist Barbara Dull

Barbara began her career in 1988 with the State of Arizona while she was still in high school as a part-time employee in accounting at the newly formed Department of Environmental Quality (DEQ). After high school, she was hired full time. Around 1990, an opportunity came up for her to move into the Procurement Section at DEQ. She was hired as an Information Processing Specialist I and soon decided that procurement was a profession she wanted to pursue. With on-the-job training, Barbara worked her way up to become a contract officer. In 2005, she earned the Certified Public Procurement Buyer (C.P.P.B) designation from the Universal Public Purchasing Certification Council. She also completed the requirements for her Certification in Arizona State Public Procurement (CASPP) awarded by SPO's Arizona Procurement Institute.

The most interesting contract Barbara has worked on was for vehicle emissions testing in Arizona. The contract has a 10-year term, so Barbara has worked on it twice. The most recent time was in 2007 when it was awarded to Gordon-Darby, Inc. and totaled \$31,000,000. A photo of a State of Arizona Official Vehicular Inspection Station is shown on Gordon-Darby's website. Barbara is proud that there were no appeals to the award of the contract.

In November of 2007, Barbara joined the staff at the State Procurement Office. She was originally hired as a Compliance Officer, but the resignation of the ADOA Procurement Manager and the hiring freeze, required SPO's management to reassign staff. Barbara was asked to take on the construction contracts for GSD. Without any experience in this area, she hit the ground running and has been able to successfully meet the new challenge.

Barbara is married and has a 15-year old son. They enjoy spending time together at home barbecuing and hanging out around the pool.



Getting to Know You

Profiling Employees within ADOA

Monica Booth is an amazing woman and the General Accounting Office (GAO) is delighted to present her as its Featured Employee of the Third Quarter for FY 2008. Monica is currently going to school full time in the Nursing Program at GateWay Community College and raising two children

Monica Booth GAO's Featured Employee

while working full time in the GAO's State-wide Central Payroll Group. Monica's first love is nursing and she will be graduating

from the Nursing Program at Gateway in July of 2008. She began her nursing classes after graduating from Sunnyside High School. After taking several nursing classes she switched her major to accounting and graduated from the University of Arizona (U of A) with a Bachelor of Business with a major in Accounting. She went back into the nursing program in September of 2006.

She began working at the Attorney General's Office and moved to Phoenix in 1998. In May of 2000 she transferred to the Department of Administration's GAO Internal Audit Group. Monica enjoyed performing audits while working in this group. She left State service in May of 2001 and moved back to Tucson. After working for Pima County for six months, she decided to stay home full-time and raise her daughter for a year. Monica returned to Phoenix in November of 2002 to work on the HRIS Security Testing Team for the Department of Administration. In May of 2003 she was promoted and moved into the HRIS Payroll Functional Team. After HRIS was implemented, she was reassigned to the GAO's Statewide Payroll Office in April of 2004 where she is currently performing adjustments, validating employees taxable wages, performing root cause analysis, prepares for running payroll compute every other Tuesday, provides customer support for State agency payroll offices, and other various duties as assigned.

Monica was born and raised in Tucson, Arizona. She is the oldest of four children. Her brother Hector is a Phoenix Police Officer in the Maryvale precinct, her sister Leticia is a Tucson Police Officer, and her youngest sister Veronica is a loan officer and real estate agent. Monica married Brian Booth in 1996. The most exciting events in Monica's life have been the births of her two children, her 7 year old daughter Belinda and her 2 ½ year old son Lorenzo.

Monica enjoys sleep, and more sleep (when time permits with her busy schedule) and long luxurious baths for relaxation. She also enjoys ice skating and watching "Trauma: Life in the ER", "Mystery Diagnosis", "Ghost Hunters" and "Forensic Files" TV shows. She has a pet cat named "Porky" who in turn has four other friends named Snoofy, Siamese, White Socks, and LuLu who lie around the yard and partake of meals at Monica's home. She loves to travel when she has the opportunity and is hoping to take her children to Disneyland after she graduates in July.

Monica says that the GAO is a fun place to work. Most everyone is friendly and working in Central Payroll is especially fun because of all the food from the frequent potlucks.



Getting to Know You

Profiling Employees within ADOA

Get to Know... Teckla Passon, MSD - Payroll

Teckla Passon has been with the State of Arizona for six years. She started out working for the Department of Motor Vehicles then moving on to the Department of Health Services before coming on board with the Management Services Division in February 2008 as ADOA's Payroll Manager. Teckla is proud of her amazing staff that makes her look forward to coming in each day and is grateful to be working with ADOA.

Teckla has two very active kids which keep her very busy and doesn't mind being a "Sports Mom." She truly loves doing things for her kids and their sports teams. Aron, her 16 year old son is on the varsity football and wrestling team at Cactus High School. This past football season they won Regions. He is also the Regional Heavyweight Champion for 2008 in wrestling. He is the Number one seed in the state. While Aron is away at various summer camps for football and wrestling, Teckla keeps busy on the booster club and enjoys all the fun activities that go with being in the club. Her daughter, Ashley, who is 9 years old, is on the volleyball team but recently broke her arm. Once her cast comes off she will be back in full swing. Teckla says, "My kids have given me great bragging rights with all that they have accomplished through their sports."

Teckla enjoys working out at the YMCA and loves a good hike at Thunderbird Park except when her daughter joins her then it turns into a rocking climbing adventure. As a family, they enjoy going to the Phoenix Zoo and the Science Center.



Corbin James
Born June 15, 2008
(Father's Day) to
Stacy (SPO) and James Ingalls



Joshua Leo Sharpe
Arrived May 14, 2008
7 pounds, 4 ounces
Proud parents are

Matt & Tricia Sharpe (MSD-Fleet Mgmt.)



Tiny Tots

Introducing Jody Piper

Jody joined the Human Resources Division in June of 2006 as a Technical Project Manager in HRIS and earlier this year was appointed as the HRIS Section Manager. Jody has actually worked on the HRIS project since March 2002 as a consultant and was involved with technical programming and designing and writing source codes for customization and interfaces to the HRIS system.

Jody graduated from Arizona State University with a Bachelor of Science Degree in Computer Information Systems and began her consulting career in Denver, Colorado. Shortly thereafter, Jody left Denver and moved back to her home state of Arizona.

Prior to her consulting career and her employment with State service, Jody was a Petty Officer 3rd Class Engineman in the US Navy, aboard the USS Cape Cod, where she worked on the ship's Emergency Diesel Generator and 12 small boats that were on the ship. Having served aboard a ship with 1,500 sailors (60% men, 40% women) she can truly say that she is grateful for windows and for her own bathroom!



When asked what do you like most about working at ADOA, Jody commented, "I was on the HRIS project from March 2002 until the fall of 2005. I did not stay away long - I missed the people and felt like I was coming home when I rejoined the team as a State employee. As the HRIS Manager, I have the opportunity to work with other divisions within ADOA as well as working closely with other agencies. I enjoy the camaraderie and the work we perform here at HRIS. It is an exciting time to be a part of HRIS as we implement upgrades and roll out new products and features that make a valuable difference to our end user community".

We also asked Jody what do you like most about working in Human Resources, she commented, "the people - I have developed close relationships with many people in HR. Everyone is willing to lend a hand when necessary and share information to make sure we are as successful as possible. I like our recognition events and feel they give us time to get to know one another and learn about the different aspects of HR. It really is a nice place to work".

Away from work, Jody enjoys reading (she usually reads one book a week), aerobics and playing basketball with her six year old son Jacob. Jody says "I can probably recite the entire script of each Star Wars movie as my son has become a huge Anakin fan and would prefer that I call him Anakin, instead of Jacob."

GET TO KNOW KRISTINE ROWEN

The Risk Management Section (RMS) is honored to present Kristine Rowen. Kristine was born and raised in Tempe, Arizona. Mayor Hugh Laird, her uncle, was the Mayor in Tempe for 30 years and her mother was born in Tempe in 1920. She graduated from Tempe High school and has lived in Arizona most of her life. She lived in Japan for approximately 1 year and had the opportunity to travel to an active volcanic Island and enjoyed seeing the Buddha that was moved a mile inland from a title wave (the Buddha was 75 feet in height and 150 wide). She has 4 girls (1 biological and 3 adopted), Shannon, Linda, Jessica and Tawni and soon to have 4 grandchildren Gina (14), Blake and Madison (twins) born April 18, 2008 and one should arrive at any given moment. Kris was also a foster parent to 28 children over the years.

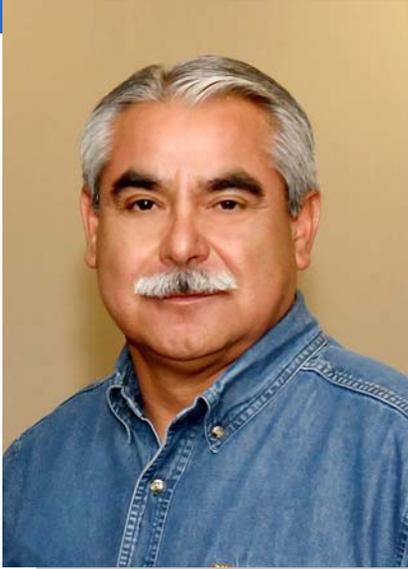
Kristine began her career with ADOA in 1990. She has been with Risk Management for 18 years as an Insurance Analyst. Her job is to evaluate the risks of the State of Arizona and to purchase insurance to protect against large liability losses and to assist agencies and their attorneys with insurance requirements and contract language. Kristine states "I love my job, and enjoy working with all the interesting people throughout the State and Risk Management. Risk Management is involved with a lot of the state agencies' projects. Currently, Kris is working with ADOT on the Hoover Dam Bypass Bridge agreement with Nevada and Federal Bureau of Reclamation. When Kristine is not at work she enjoys adventure movies, thrifty shopping and bingo.



Employee Recognition



Daniel Marquez – MSD's Employee of the Quarter



Daniel Marquez is the Maintenance Manager for MSD – Fleet Management Office (FMO). He rejoined FMO five years ago from ADOT. Daniel takes great pride in his job

and will go above and beyond to look for ways to improve his work. He understands how important it is to provide excellent customer service. Since being back with FMO he has worked diligently to improve the vehicle accident process and was instrumental in changing the Incident Review Committee process to be more efficient.

One customer said, "With Daniel working with me, we have been able to cut down vehicle accidents by 50% in our agency. Plus, Daniel has streamlined the accident process so that vehicles are returned faster therefore allowing the driver to return to their duties. Also, Daniel is very customer oriented."

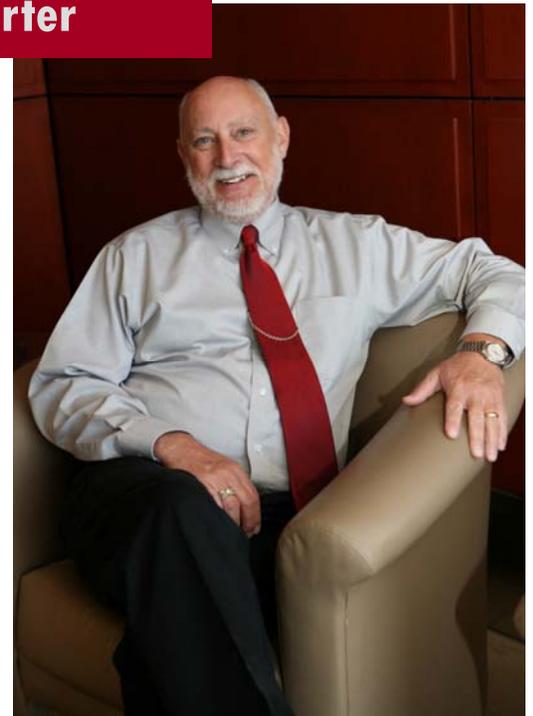
Daniel had the impossible task of accomplishing "Reduction of the Maintenance Bills" and was eager to step up to the plate. Within the past months the results have been astonishing. Daniel was able to save FMO approximately \$40,000 compared to the prior fiscal year. Daniel has proven to be able to take a difficult task and reduce expenditures during these tight budgetary times. Thank you Daniel! Job well done!

Jim Harris, HRD's Employee of the Quarter

Jim Harris of Arizona Government University is the Human Resources Employee of the Quarter! Over the past quarter, Jim has taken AzGU to a new level of customer service. Following are just a few examples of Jim's commitment to customer service:

- Converted 24 computer based courses to a new technology that reliably recorded student scores on their training record. This action helped to reduce customer complaints that AzGU was receiving by 80%.
- Expanded the AzGU computer lab capacity by 50%.
- Implemented an "E-Instructor" system for using hand held devices to record test answers electronically. Jim created this technology solution and then trained the instructors on how to use it.

During this past quarter, Jim also temporarily filled in as the instructor for all computer courses while a full-time instructor was recruited.



Employee Recognition



Hiring Freeze Implementation Team HRD's Team of the Quarter

This team was responsible for implementing a statewide hiring freeze that the Governor imposed on February 21st for all Cabinet Agencies. On February 25th, Director Bell expanded the hiring freeze to include all agencies within the ADOA Personnel System. This team successfully put into place the infrastructure that was necessary to implement the hiring freeze including:



- Developed all correspondence notifying affected agencies of the hiring freeze
- Developed a question and answer document that provided guidance to all state agencies
- Reviewed classifications that the agencies believed were vital to, and directly involved in providing for the health and safety of the public or our employees or the collection or investment of state revenues. Upon review, provided approval/disapproval to agencies to exempt classifications from the hiring freeze.
- Reviewed positions that agencies believed were mission critical and should be exempt from the hiring freeze.
- Modified the azstatejobs website to notify potential applicants about the hiring freeze and also to identify exemptions status for each job posting.
- Answered questions that agencies had regarding hiring freeze
- Monitored hiring activity on a weekly basis and provided reports to the Director's Office and the Governor's Office.
- Developed a comprehensive document of exempted positions that Class/Comp, Staffing & Recruitment, and Planning/Quality Assurance can use in the daily activities.

Standing: Karen Dillinger, Evelyn Flores, Lorinda Frost, Ron Loyd, Greg Carmichael, Debi Shelton, Margaret Burns, Jackie Mass, Travis Butchart, Mike Hammock, Karen Battilana, Karie Miller, Cindy Tomko, Sharon Lau and Jaclyn Warren.
Sitting: Rebecca Dickey, Melody Nettetstad, Laura Krause and Gana LaPaglia

This team worked extremely well together, shifted work priorities and made a seamless transition to implement this directive.

Employee Recognition



GAO's Employee of the Quarter Brian Dodge!

The GAO is delighted to have Brian Dodge as its Employee of the Third Quarter for FY 2008. Brian was born in Socorro, New Mexico and moved to Albuquerque before he started grade school. He grew up in Albuquerque and graduated from Eldorado High School. He continued his education at New Mexico State University where he earned his Bachelor of Accountancy degree. After graduating from college, Brian worked four years at a small accounting firm as an auditor and then went to work for the State of New Mexico as an oil and gas royalty auditor in the Taxation and Revenue Department for three years. After moving to Phoenix Brian worked with Conoco-Phillips's Circle K franchise doing lottery account reconciliations for about eight months before joining the State of Arizona, Department of Administration, General Accounting Office (GAO) on June 14, 2004. Brian is in the Internal Audit Group and performs agency audits and is the AFIS Security Administrator Wizard.



Brian married Domitila on February 14, 2003 and moved to Phoenix shortly after they were married to be near her children. Domitila is a Registered Nurse at Arrowhead Hospital. Brian has three stepchildren and one grandchild. The oldest daughter, Dominique is a cosmetologist in Phoenix and has an eighteen month old son named Diego. Joey lives in Phoenix and is studying Computer Science while the youngest, Nichole, is currently working at a Bible College in Mallorca, Spain. Brian enjoys hiking, going out to eat at different restaurants, coin collecting, playing with his grandson, traveling to New Mexico to visit family, and he is an avid sports enthusiast. One of Brian's fondest memories is working at Yosemite National Park for two summers while he was in college. According to Brian, "Yosemite is one of the most beautiful places in the world".

Brian's nomination, part of which is duplicated below, emphasizes how his peers feel about him:

Brian deserves to be recognized for his outstanding customer service and positive helpful attitude. Brian deals with the AFIS Security requests in a timely manner and is willing to offer his assistance to other agencies when needed. Brian is tremendously resourceful in his knowledge of AFIS Security and provides helpful input in team meetings and to other agencies. Brian completes his work without any complaints or gripes and does this in a professional manner. Way to go Brian!

Ventura Rodriguez, GSD Employee of the Quarter

We are proud to have **Ventura Rodriguez** as GSD Employee of the Quarter.

As the FOAM Grounds Manager, Ventura leads his team to ensure that the grounds on the Capitol Mall are well maintained.

Fellow employees nominated Ventura for his ability to creatively handle the various situations that arise during his job. For example, during the construction of the Navajo Code Talkers' monument, he took the plants that had to be removed from the excavated area and replanted them around the Capitol. Recently, some of the ornamental Orange trees were deteriorating due to age and hot summers. Ventura met with a horticulturist to get a better understanding of how to properly care for them and was able to bring them back to health. Ventura began his State service with GSD in 1994.



Congratulations Ventura! We're proud to have you as one of our star performers.

Employee Recognition



MSD Team of the Quarter Flex-Fueled License Plate Switch

MSD Team of the 3rd Quarter is the Flex-fueled License Plate Switch team. It consists of Dawn Slater (Team leader), Sarah Mitchell, Derek Vigil, Randy Frost, Albert Ovante, Richard Fimbres and Steve Lopez (team members). Last year a new pilot program, in cooperation with The Federal Highway Administration was announced by Governor Janet Napolitano, which would allow several types of fuel-efficient hybrid vehicles to use the High Occupancy Vehicle (HOV) lanes on Arizona's highways. The Federal Highway Administration provided notice that Bi-fuel and Flex-fueled vehicles do not meet the US Environmental Protection Agency's certification requirements as an Inherently Low Emission Vehicle. Bi-fuel and Flex-fuel vehicles, therefore, do not qualify to use the HOV lanes during peak hours with only one occupant on-board. Based on these requirements, ADOA Fleet Management had to replace the current Blue Cloud Alternative Fuel plate with a new Bi-fuel Alternative Fuel plate and a Standard State Government "G" plate to Flex-fueled vehicles.

Due to the change, FMO had to switch over 300 plates. Switching plates consisted of coordinating with MVD, changing plate numbers in the database and all master files, issuing new registration and new key tags, and coordinating the plate switch with the drivers. This was a very time consuming process.

Dawn's responsibilities were to coordinate with MVD to ensure that the transition of new plates went smoothly. She put together an organized spreadsheet of the plates to the specific agency that the vehicles were assigned. In addition, Dawn ensured that every plate was changed correctly in the database.

Sarah, with the assistance of Albert, began the task of re-labeling and re-filing all 300 vehicles in the master files, at the same time coordinating the plate switch of 100 taxi vehicles. Richard made over 300 new key tags. Sarah, Dawn, Albert and Steve coordinated with the vehicle coordinators to get the vehicles in to switch out the plates. If the vehicles were not here locally, Derek and Randy organized the plate switch with those drivers.

All team members were responsible for completing this task in a timely manner while they continued to perform the high level of customer service our customers have come to expect; and to complete their regularly assigned duties. MSD is proud of the commitment and dedication this team showed to complete this task successfully.



Left to Right: Steve Lopez, Sarah Mitchell, Randy Frost, Derek Vigil and Bill Hernandez.
Not pictured: Dawn Slater, Albert Ovante and Richard Fimbres

Employee Recognition



Central Services Bureau

GAO's Team of the Quarter



Back Row Left to Right: Tatyana Shevnina and Diane Pingleton

Front Row Left to Right: Kari Watkins and Alison Markow

The General Accounting Office (GAO) is pleased to have the Central Services Bureau (CSB) as its Team of the Third Quarter for FY 2008. This four person team provides accounting services for forty-six other agencies. Below is an excerpt from their nomination that describes their dedication and commitment:

I am really proud and impressed by the work performed by the CSB during this last quarter. They have been without a direct supervisor since December of 2007 and even the year prior to that time, while the

supervisor was working half time at another agency. During the past year, and especially during this last quarter, each one of the staff members has stepped up to take on more duties and assignments. Most notably, during this time period was the implementation of travel processing through HRIS. There were many questions coming from the agencies which the staff handled deftly. Then there was the cleanup of the "mess" that occurred when the credit processing through the web portal was moved to another vendor. Add to that, the increased administrative functions that came their way because there was no longer a supervisor to handle those items.

In such circumstances, one would expect the staff to be buried and overwhelmed. In actuality they have done a terrific job of catching up and staying current on the daily processing, taking care of old, un-resolved issues, cleaned-up and organized files, and have even started to research old items on the agency general ledgers. This last month, they completed the monthly financial reports for 26 agencies in 7 days – a new record that had never been accomplished before!

The CSB staff, Diane Pingleton, Alison Markow, Tatyana Shevnina, and Kari Watkins, have really stepped up to the plate and deserve to be recognized for the great example that they are!

Employee Recognition



Sharon Buckley

Risk Management Section's Employee of the Quarter

In October, 2007, the Administration Unit's Admin Assistant III, who was the Section's employee recognition event coordinator, left the unit at a critical period. In addition, the Unit had just completed a large archiving project resulting in many boxes that needed data entry completed to get the archive information into the system so the boxes could be taken to Records Retention. The Section holiday party needed to be planned, coordinated and groups put into motion. Moreover, the ASU/U of A tailgate party was preparing to gear up and go into full swing. Sharon was asked to help out and she stepped up to the plate with both feet. It is with her dedication, tireless efforts and integrity that helped to get the fundraising events off the ground and were a huge success. She coordinated the Section's holiday party which was also a huge success. Sharon assisted with the data entry and research of claim files in Envision. Because of the amount of duties Sharon had taken on, she was not asked to help with the archiving. Sharon saw there was a large amount of work to be done and stepped in to help to get the files researched and claim files entered into the database so the claims could be sent to records storage. In addition, Sharon attended and assisted as much as she could on the ADOA News and Views. All of these projects were taken on and handled successfully in addition to handling her current desk duties.

Sharon Buckley has handled herself in a very professional manner and was able to ensure the RMS Holiday Party was planned, kicked off and held in a most spirited mood. She was vital to ensure all the groups had kept their goals in line. Sharon was crucial in gathering the RMS ERC team and communicating the tailgate rules and the need to ensure we had what was required of the Section to ensure we would receive proceeds from the event that would go towards the ERC Fund. In addition she obtained trinkets to be given away as rewards to "winners" at the game. Sharon also tracked the funds received from the fundraisers and tracked down an error. This was consequentially corrected and she was able to account for all funds in AFIS. She did all this plus ensured all personnel actions and payroll events continued to roll off her desk without error.

In December 2007, Sharon lost one of her key staff who was promoted within the unit. Once the position was filled, she began the training process with the employee and aided another employee with ERC. The Unit is still down staff of sorts, but Sharon dug her heels in and stepped up to the plate to ensure things were covered during a very trying time period, again with her desk responsibilities covered and processed without error.

Sharon has a "CAN DO" attitude that is very much contagious. She is a practical joker and likes to have fun while at work, but takes things seriously too. I have never heard a complaint nor seen a frown on her face. Sharon is a team player and a valued asset to the Administration Unit. It is for these reasons she was awarded Employee of the Quarter.

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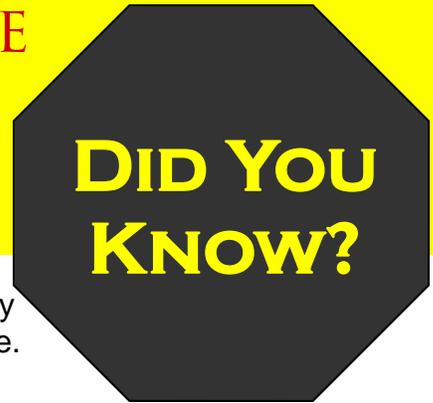
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SECURITY AWARENESS UPDATE



Understanding Web Site Certificates

For organizations to have a secure web site, they use encryption by obtaining a site or host certificate. Encryption helps to protect your privacy.



What are Web Site Certificates?

If an organization's web site has a valid certificate it indicates that steps have been taken to verify that the web address belongs to the organization. When you type a URL or follow a link to a secure web site, your browser checks the certificate to make sure the address matches the address on the certificate and that the certificate is signed by an authority the browser recognizes as a trusted authority. If these checks are valid, you can be more confident that the site is actually the site you are visiting.

When you rely on a certificate, you are putting your trust in the certificate authority to verify the organization's identity for you. Otherwise, you would personally have to confirm the address by calling the organization directly. It is important to realize that certificate authorities vary in how strict they are about validating the information and about assuring their data is secure. Your browser, by default, contains a list of more than 100 trusted certificate authorities. That means you are trusting all of these certificate authorities to properly verify and validate the information. Before submitting personal information, you may want to look at the certificate.

How do you Check a Certificate?

To verify a web site's certificate, look for the certificate feature in the menu options. This information may be under the File Properties or Security options. The dialog box will give information about the certificate including:

- Who issued the certificate. Make sure the issuer is a legitimate, trusted certificate authority.
- To whom the certificate is issued. It should be issued to the organization that owns the web site. Do not trust the certificate if the name on the certificate does not match that of the organization you expect.
- Expiration date. Most certificates are issued for 1-2 years. Be wary of organizations with certificates that are valid for longer than 2 years or with those that have expired.

Occasionally, you might receive a dialog box indicating an error with the certificate. You are presented with the option to examine the certificate, after which, you can accept forever, only this visit or not accept. Many times, in these cases, a certificate was issued to a department within the organization rather than the name on file. If you are unsure whether the certificate is valid or question the security of the site, do not submit personal information.



ADOA Information Security

AIS

Managing Our Information Safeguards



PEOPLE ON THE MOVE



Division	Welcome	Good-bye, Good Luck
Benefits Services	<ul style="list-style-type: none"> • Maria Catalan - new hire • Stacey Marlin - new hire • Samantha Roberts - new hire 	<ul style="list-style-type: none"> • Joanne Carew - left state service
General Services		<ul style="list-style-type: none"> • Kelly Stetson - transferred to Liquor License
TPO		<ul style="list-style-type: none"> • Jack Kriegh - left state service
Human Resources		<ul style="list-style-type: none"> • Esther Davis - left state service
Information Services		<ul style="list-style-type: none"> • Richard Thomas - left state service
Management Services		<ul style="list-style-type: none"> • Louise Carpenter - left state service • Clyde Spencer - retired
AzGu		
Director's Office		<ul style="list-style-type: none"> • Barbara Gallegos - left state service
Capitol Police		<ul style="list-style-type: none"> • Claudia Morado - left state service
General Accounting	<ul style="list-style-type: none"> • Michelle Brooks - transferred from Treasurer • Lin Ma - new hire 	<ul style="list-style-type: none"> • Adam Crane - left state service • Gretchen Gilliam - transferred to Auditor General • Danielle Gilmore - left state service • Diane Gorham - left state service • Konstantinos Katsiris - transferred to Auditor General • Barbara Nicholson - transferred to GITA • Diane Pingleton - transferred to Early Childhood Development
Risk Management		
State Procurement		<ul style="list-style-type: none"> • Steve Alleman - left state service • Mary Hammer - left state service • Nathan McAlpin - left state service