



**State of Oklahoma
Department of Central Services
Human Resources**

**Employee of the Quarter
Nominations**

CY: 2010

Quarter: 1

ADMIN Nominee	_____	_____
	Wofford	Michael
	Last Name	First Name
Justification:	<p>I believe Michael exhibits all the attributes indicated in the nomination rules. I just finished my first conference in the Concourse Theater that also included audio callers. As has been the case every time he has come to my aid, he not only knew a lot about his area of the technical involvement, but other general areas as well. He knows I am new to DCS and counseled me to do a dry run the day before conference with the exact equipment and files that would be used, to be sure every thing ran smoothly. I had one tiny thing I thought was going to be a problem the day of the event. Even though he knew it would work itself out in a minute, he quickly came to my aid, anyway. This is always the case when he responds to one of my work requests. If I put in a five day request, he is there in an hour. He goes beyond fixing my problems by explaining that I need to know about what I am working with. He never treats me like a burden. He is always so professional and pleasant to work with. I was very nervous about having my first conference event. With his help, it went smoothly and was much less stressful for me. I think he is a great ambassador for his department and DCS.</p>	

CAP Nominee	_____	_____
	Harrell	William
	Last Name	First Name
Justification:	<p>Bill represents intelligence, hard work and professional dedication to getting the job done. Bill has received many accolades from numerous customers during daily business with CAP. He is managing one of the largest projects, Native American Indian Cultural Center - and also managing one of the most technically complex projects, OSF data Center - the State has ever undertaken. He has proven to be very academic in many areas as demonstrated recently by receiving one of the highest test scores on the Best Value examine taken at ASU in Phoenix, AZ. earlier this year. If he is on your team, count on him to carry his load and probably yours as well. He is not afraid to meet any challenge head-on. When asked to perform special duties, Bill is always willing to do the best job humanly possible. Just this week, Bill jumped in and gave an excellent class on construction contract management at the Military Department. Bill is very analytical in his thought process and will always consider the facts and circumstances before rendering an opinion. Both CAP and DCS are lucky to have Bill on board.</p>	

CP Nominee	_____	_____
	Giza	Florian
	Last Name	First Name
Justification:	<p>Florian took it upon himself to improve the State's pricing of medical and surgical supplies by leveraging the existing Oklahoma statewide contract against the Minnesota Multi-State Contracting Alliance of Pharmacy (MMCAP) contract. Florian has been able to secure the best pricing that was available on both contracts to be available for our state agency needs. Florian's efforts will yield an annual savings of over \$80,000. This is yet another example of a DCS employee improving the ability of our state agencies to fulfill their mission. Congatulations Florian for a job well done.</p>	

CPT Nominee	_____	_____
	Milton	Selena
	Last Name	First Name
Justification:	<p>Due to the FY budget reductions Interagency Mail is operating less its Mail Room supervisor. This has required a restructuring of duties to ensure correspondence is delivered and mail is metered on schedule. Selena Milton has taken on the daunting task of keeping all of the daily route logs entered and up to date as well as monthly invoicing and handling all customer service calls. These duties have required Selena to quickly develop new skills in Excel, Great Plains and the G2MOS mail management system. Selena has not only learned quickly but has demonstrated a positive "can do" attitude that has been greatly appreciated by her supervisor and customers.</p>	

FM Nominee	<u>Maxey</u> Last Name	<u>Charles</u> First Name
Justification:	<p>Charles brings a new skill level to F.M. Parts Dept. His technical ability enables him to make valuable suggestions to our M5 Administrator resulting in process changes which have greatly enhanced parts inventory control. He is active on the Safety Committee contributing significant expertise and knowledge to the group. Charles started working at F.M. in mid August of 2009. Starting the first week of November he has, by himself performed all duties required of the Parts Room (a usual two man job). During this time he has reorganized it. All parts are in bins, labeled and bar-coded; readily available to be issued to the mechanics. Examples of savings: Implemented the purchase of concentrated window washing fluid in a bulk container, yielding a savings of \$1,000.00 per drum, plus reducing the disposal of 650 one gallon plastic bottles. Purchased a \$400.00 kit to refinish vehicle headlights saving \$200.00 to \$400.00 per vehicle.</p>	

OFM Nominee	<u>Kelley</u> Last Name	<u>Howard</u> First Name
Justification:	<p>Central Maintenance is nominating Howard Kelley for Employee of the Quarter. He draws knowledge not only from his nine years experience with DCS, but from a long military career as well. Howard uses his vast experience to accomplish any task given. Howard is eager to help his fellow team members and other technicians with tasks, as well as give any insight he may have on the task. Howard has proven to be extremely dependable and eager to learn and take charge in the absence of leadership. A couple of items where Howard's experience and ability saved the State money by avoiding paying a contractor are: Will Rogers cooling tower fan replacement cost avoidance savings of \$3000; Generator PMs approximately \$4500 quarterly; and Power outage at Denver Davidson approximately \$500. Howard is always eager to assist a fellow employee with any task that arises from working on equipment to operating the AIM system.</p>	

PR Nominee	<u>Bornemann</u> Last Name	<u>Barry</u> First Name
Justification:	<p>Barry is always willing to help anyone and everyone who has a question. During the past quarter Barry went above and beyond the call of duty by continuing 2 scheduled training classes for the Law Enforcement Support Office (LESO) while continuing his own assigned duties when a coworker had to be absent due to a family emergency. He consistently takes the initiative to seek and perform tasks beyond his defined job description, fosters teamwork to accomplish the mission of the agency in a professional manner. Barry can and will help in all areas if needed and is a tremendous asset to our agency and his work efforts need to be recognized. We as a State Agency would greatly benefit with a few more employees like him.</p>	

RM Nominee	<u>Pancoast</u> Last Name	<u>Steve</u> First Name
Justification:	<p>Steve Pancoast has consistently conducted Risk Control and Safety training throughout the State to agencies, including DCS, and Fire Districts. He also conducts similar HRDD training seminars. Survey reviews related to his presentations have always indicated Steve does an outstanding job. In addition to these training sessions, Steve conducts field inspections related to property and assists claims in loss inspections. In addition to these duties, Steve volunteers his services to DCS by conducting an isometrics exercise session for participants in DCS's "Biggest Loser" program. As an avid amateur boxer early in his life, Steve learned how to maintain a rigorous training regimen to maintain top competitive conditioning. As a licensed boxing coach, he also conducts youth boxing camps. While the majority of these activities are a part of Steve's regular work duties, and while it is not possible to quantify the monetary impact of these activities, it is certain Steve's efforts enable the State and Fire Districts to enjoy lower insurance costs, and he helps individuals strive to achieve a healthier life style; for these reasons, he deserves special recognition.</p>	