



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

**Employee of the Quarter
Nominations**

CY: 2011

Quarter: 1

ADMIN Nominee

ROBERTS

MINNIE

Last Name

First Name

Justification:

Minnie has absorbed the duties of completing all accounts payable transactions for DCS. This section originally had three FTE's and has preceded to the current level mainly due to Minnie's diligent work. All vendors are paid in a timely manner with no backup of invoices being held. Minnie processes all documents in an accurate and timely basis. Minnie works well with all DCS employees and assists in the "team" process. Her achievements are indicated by the ability to process vendors' bills promptly which insures a quick turnaround and payment to our customers. Minnie is a dependable employee for DCS and the State of Oklahoma. She was very instrumental in the Finance section going "paperless". Our electronic filing system is the model for other state agencies to follow.

CAP Nominee

BOWMAN

PATRICIA

Last Name

First Name

Justification:

Over the past few months the Construction & Properties Division has undergone several staffing changes that have created many challenges in continuing to offer quality customer service. Throughout this period of adjustment Pat has pressed on with a great attitude and aided the division in several ways to meet our goals. As the Programs Section saw the loss of an APO, Pat willingly took on a greater number of projects in order to meet the division's goals. Also, Pat has helped in the training of new staff, encouraging an atmosphere of teamwork in order to meet CAP's expectation of high quality customer service. Beyond helping to administrate the Programs Section's projects, Pat continues to provide the CAP's management with quality financial reporting. In all, with the number of challenges that the division has faced Pat has been instrumental, going above and beyond, in keeping our office on track and never letting the quality of her work diminish. Knowing how much I can count on Pat has made my job easier.

CP Nominee

BOWMAN

IRENE

Last Name

First Name

Justification:

Laura Lovell has been ill since October and has been out of the office more than she has been in. Irene volunteered to take over most of Laura's job duties in the interim. She never complained and took on the additional responsibilities along with her own. She has handled the additional responsibility well and managed to keep up. She is to be commended for her leadership by example and her willingness to serve.

CPT Nominee

WRIGHT

PAM

Last Name

First Name

Justification:

Since the retirement of one of the leaders in the print plant. Pam has jumped in feet first to help out. Preparing the press personnel for each day for the job that need to print. She has always shown that she is capable of doing whatever she sets her mind on. She is now the first here in the morning and one of the last to leave at the end of the day. A great work ethic along with a positive attitude has enhanced her performance as a leader.

FM Nominee

ALLEN

YANCY

Last Name

First Name

Justification:

Yancy volunteered to become a Certified Defensive Driving Instructor through the National Safety Council and made himself available to DCS-FMD to teach the Defensive Driving Course (DDC) on behalf of the DCS. All FMD employees completed the course and received their certificates. Yancy is availing himself to teach the course to state agencies who may be interested, for a fee, to generate revenue for the division. He continues to perform his regular duties as a Fleet Specialist I at the Central Location. Yancy's humble and willing spirit makes him an asset to the division. Yancy's level of customer service exceeds normal standards (internal and external). Yancy has already trained his home division, FMD, as well as DEQ on the Defensive Driving Course and currently has two additional agencies tentatively scheduled for training.

OFM Nominee**TIPPIT****WES**

Last Name

First Name

Justification:

During the past 6 months Wes has been assigned to take on many tasks for the central maintenance shop. His primary duties have been to locate and purchase repair parts however, Wes has also had to take on other tasks such as organizing, inventorying and identifying various equipment parts, and materials throughout the Capitol complex that need to be sent to surplus or relocated for future use. Often this task is done alone. No matter the amount of work that seems to end up on his desk Wes takes it all in stride and continues to move forward. He maintains a positive attitude and always puts his best foot forward to help out his fellow employees and go the extra mile to get repair parts in a timely manner. Wes maintains a very professional work ethic and no matter the circumstances, knowingly or not he applies the FISH philosophy, Wes is always here, likes to have fun, makes your day by being attentive to people speaking to him and again maintains a positive can do attitude and expresses it by giving our organization a solid 8 hours day worth of work. I feel that Wes is deserving of this recognition and should be candidate for employee of the quarter.

OFM Nominee**FLICK****BRAD**

Last Name

First Name

Justification:

Brad is our HVAC contractor at the Capitol. He faces the heat, on a daily basis, "No pun intended" from the legislators, misc. elected officials, and their assistants that are having problems with their heat or a/c (this is doubly so during the legislative session each year). Brad keeps a cheerful attitude and is always willing to do additional tasks that come up that are an addition to his full schedule of troubleshooting heat/air problems and ordering/installing efficient water source heat pumps throughout the Capitol. Brad makes time to help out in other buildings too when the need arises.

PR Nominee**BORNEMANN****BARRY**

Last Name

First Name

Justification:

Barry exemplifies all the wonderful traits every employer looks for in an employee - helpful - cheerful attitude, teamwork, and total reliability. Shortly after Jan. 1st, Property Distribution was tasked with an unexpected huge project with great potential consequences. With much of the staff of Property Distribution involved in time consuming research, out of town trips and back and forth correspondence, Barry stepped to the front and took the lead. It is difficult to calculate all he has saved the Property Distribution staff with planning, organization, out of town overnight trips, hours and days of email and phone correspondence, research and interviews. He has done all of this in addition to most of his regular job. Barry's diligence has allowed the rest of the Property Distribution staff to carry on with most of their regular duties while also giving him the necessary support. Barry has never complained about his work load or the added responsibilities. This will be an ongoing project for another few months and he is more than up to the task. He proves it everyday and every week with his continued intelligent hard work.

RM Nominee**HOWELL****THERESA**

Last Name

First Name

Justification:

Theresa continues to reach beyond expectations in assisting RM in achieving its objectives. Most recently, she has taken on responsibility for coordinating RM's renewal information collection efforts as well as invoicing. Earlier this year Theresa volunteered to act as RM's PERC representative, then when PERC needed to replace its chairperson, Theresa stepped up and volunteered for the position. She exemplifies the idea of serving others and is a model for others to follow. Her efforts continue to assist RM in improving productivity and efficiency by:

- Maintaining strict control of broker premium billings and payment timelines to assure insurance renewals;
- Developing and maintaining spreadsheets to track insurance premium payments by agency;
- Follow up on late payments which have resulted in RM receiving payments earlier than at any time over the past 9 years (this positions RM to continue agency premium credits in the future);
- Assisting RM's Claims Unit in analyzing insurance policy questions
- Coordinating and streamlining RM purchasing activities.

RM is proud to have Theresa on this team.