



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

**Employee of the Quarter  
Nominations**

**CY: 2011**

**Quarter: 2**

**ADMIN Nominee**

**MORROW**

**JANET**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

Justification:

On April 28<sup>th</sup> we held the Bring Your Child to Work Day. There were approximately 17 children that attended. As we were in the planning stages - Janet came up with the idea to have a Capitol scavenger hunt and took care of all the clues. She also helped find the gift idea - bandanas - and assisted in purchasing them. We ran with a theme of Will Rogers and she found a silent film the kids could watch. This year's event would not have been as successful without her help. This is on top of her legal duties and handling back up on the front desk.

**CAP Nominee**

**HOLLIFIELD**

**AMBER**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

Justification:

Amber continually practices the "fish philosophy" each day as she provides excellent customer service to vendors, bidders, outside using agency personnel, and her fellow DCS co-workers. In the last 4 months of CAP's front desk vacancy Amber voluntarily stepped up and took over the duties and responsibilities of that position while maintaining the duties and responsibilities of her own job. Amber was quick to volunteer to serve as the CAP PERC representative when that opportunity arose. She is quick to help anyone and everyone who has a problem or need and will go over and above to find a solution for them. Amber is a great example to all DCS employees of what it means to be part of a great team!

**CP Nominee**

**HALL**

**JAN**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

Justification:

Jan has done a great job of keeping up with her responsibilities and has represented our agency very well in handling a multitude of complex projects. Jan prepares well for meetings and does a great job of handling the details while keeping up with the bigger issues at hand. Jan is extremely dedicated and encourages customers and vendors to contact her evenings and weekends as necessary to maintain momentum on various projects. Jan is quick to volunteer for additional projects and is always willing to assist her co-workers.

**CPT Nominee**

**FITZ**

**DEBORAH**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

Justification:

Deborah is a team player. She always is there to help anyone with any task. Deborah is self motivated and has taught herself to run equipment by observing its operation then without supervision and training she will set it up on her own and run it. Personnel like Deborah are essential to the operation of an successful division.

**FM Nominee**

**COMSTOCK**

**DAVID**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

Justification:

David is Fleet Management's Level 2 Fleet Specialist, joined our FMD Team officially in October of 2010. Although his probationary period is not yet completed he has already created a brand of his own - "creative works". David is willing to take the hardest and most challenging jobs on himself.

David can be frequently seen pulling and tearing the suspension or drive train of vehicles. He makes it so well and fast as if he was having an appetizer.

Recently however, he rewired the radio system for the new emergency response vehicle for the Health Department. The complexity of the task would ordinarily have made the Division seek help from the outside but Dave has the skills and the willingness to get the job done.

But the most unique quality we have from David is his playful attitude. He is FMD's FISH philosophy champion.

**OFM Nominee**

**WATSON**

Last Name

**JEFF**

First Name

Justification:

I would like to nominate Jeff for his continued excellence as our Perc coordinator, he has volunteered twice now. As member of the Perc committee for the past 2 terms, Jeff Watson has upheld amazing standards of professionalism, conscientiousness, and enjoyment in his work with the committee. Not only is he prompt and reliable in performing his duties as treasurer, he goes beyond his job description in many ways. When we recently had a team member experience a tragic family loss Jeff, was one of the first to step up to the plate to organize and orchestrate a plan to help the team members family by strategically planning ways to monetarily help the family.

In addition to his work on the Perc committee Jeff also brings a professional and upbeat attitude in regard to his regular duties. He makes sure that tasks assigned are done in a thorough manner. With his extensive experience in construction related fields he certainly is a great asset to our team. Jeff contributes greatly to the overall morale of the Central Maintenance shop with his good humor and positive attitude.

**OFM Nominee**

**FINCH**

Last Name

**MATTHEW**

First Name

Justification:

Although Matt has only been a member of the DCS Family for a short time, he has already made significant contributions to the efficiencies experienced at the central maintenance shop. Matt Finch has used his knowledge of HVAC systems to diagnose various package unit problems for us, leading to significant savings over the cost of calling a contractor out. Matt has also been instrumental in ensuring the comfort of the first family as a member of the team assigned to that facility. In addition Matt always has a great attitude and is willing to work extra hours as necessary to complete important preventative maintenance tasks that cannot be completed during normal business hours.

Matt Finch always shows a commitment to making sure his work shows the highest level of professionalism. He explores innovative solutions to problems that arise to ensure that our tenants experience a comfortable and safe working environment. Matt is also a great team player providing support and sharing his knowledge with all members of both his team and the central maintenance shop in general.

**PR Nominee**

**BROOKS**

Last Name

**WAYLON**

First Name

Justification:

Mr. Brooks as been an employee for State Surplus for more than 11 years and a state employee for 29 years, in his duties he has been to the capitol on many occasions to pick up various items from Governors, Deputy Governors, and State Legislators. During this past Governor change, Mr. Brooks expedited and removed all items that the now current governor and staff was using during the changeover, along with all items stated to be surplusd that the old governor was using. Mr. Brooks and his team removed these items quickly and effectively where there was no interruption to the movement of the new Governor or staff into their offices. The amount of use for Mr. Brooks's talents in picking up items from local state agencies has dramatically increased these last few months. A few agencies have requested Mr. Brooks by name, others have called in to show their appreciation in his work, his cooperation and professionalism. Mr. Brooks is also helping in the training of workers on the proper use and safety of forklifts at State Surplus. Mr. Brooks has been a great service to himself, State Surplus, and the Department of Central Services.

**RM Nominee**

**BLUE**

Last Name

**TONI**

First Name

Justification:

During the last quarter Toni has demonstrated her commitment on a daily basis to "BE THERE" for all of State Government and those we serve. She has been called upon to assist coworkers with data entry and information organization in the new Risk Management Information System and has offered suggestions to significantly improve work flow resulting in time saved for other tasks. She has assisted other DCS Divisions with the preparation and implementation of Safety policies and procedures. Her input and manner of presentation have improved training classes offered to State employees through the OPM Human Resource and Development Series as well as Webinars presented by Risk Management. She successfully facilitated the assessment of storm damage by Adjusters and Engineers involving a large number of buildings owned and operated by several State agencies. She "MAKES YOUR DAY" with her "CHOSEN ATTITUDE" which is always "can do". All this, along with a respectfully playful approach to daily tasks have made Toni a standout member of DCS and the Risk Management Team.