

# CAPIP NEWS

A Newsletter for and about  
Carl Albert Public Internship Program Executive Fellows and Undergraduate Interns

Third Quarter 2002

A Publication of the State of Oklahoma Office of Personnel Management

Volume 5 Issue 3



## Agency Spotlight

Office of Personnel Management  
Management Services Department  
Compensation Division

The OPM Compensation Division has enjoyed a long and mutually-beneficial relationship with the Carl Albert Public Internship Program (CAPIP). This was a relationship born out of necessity, as the unique qualifications required of the HR Management Specialists who work in compensation demand a special type of individual.

In addition to the ability to understand and apply human resources laws, rules and regulations, the Compensation Analyst must have the ability to work with numbers and to use a variety of software programs to analyze data and create statistical reports. We have found in the past that it is difficult to obtain applicants with the requisite knowledge, skills, and abilities through the state's traditional recruitment sources.

However, we have been very successful in finding candidates who are well-suited to this discipline through CAPIP. Through the Executive Fellows program, we have hired Master's degree candidates who bring exceptional analytical skills, as well as abilities in written and oral expression, to their jobs. They also bring fresh, inquisitive minds to bear on the problems and issues in the state's compensation program.

CAPIP has also been invaluable to the Executive Fellows and Undergraduate Interns who have worked for OPM. They are able to experience firsthand the challenges and rewards of public service. They also find that their assignments open avenues for jobs that might not have been available to them otherwise. Finally, they have exposure to many of the influential managers and officials in government, who can serve as role models for their own careers.



*Tom Patt*  
*OPM Director of Compensation*

For all these reasons, we are pleased with our association with the CAPIP program and hope to continue it for many years to come.



## Intern Spotlight

Shadea Thompson was an Executive Fellow for the Oklahoma Corporation Commission (OCC) in the Consumer Services Division from December 2000 until August 2002. As a Complaint Investigator/Mediator, Shadea was responsible for processing and investigating public utility complaints according to OCC regulations. "I learned things in my position that I can carry with me. And I was able to assist others with their problems. This position gave me the opportunity to excel in my career," she remarked.

Shadea left OCC and CAPIP to work for Advance Financial Solutions as an Application Support Specialist. In that capacity

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## Where Are They Now?

*Then:*

Bonita McCoy

Executive Fellow

OK Employment Security Commission

August 24, 1992 - August 24, 1994

OU Health Sciences Center

Master's in Health Administration

*Now:*

Deputy Director for

Benefits Administration

Employees Benefits Council

*Then:*

Charles Price

Executive Fellow

OK State Bureau of Investigation

May 16, 1994 - April 10, 1997

UCO Oral Communication

*Now:*

Public Information Officer

Office of the Attorney General

*Then:*

Natasha Riley

Executive Fellow

Office of Personnel Management

September 11, 1995 - September 11, 1997

OU Public Administration

*Now:*

Director, Personnel Assessment Division

Office of Personnel Management

*Then:*

Lorna Palmer

Executive Fellow

OK State Bureau of Investigation

August 20, 1997 - August 20, 1999

OU Journalism/Public Relations

*Now:*

Executive Director

Susan G. Komen Breast Cancer Foundation  
Central Oklahoma Affiliate



Shadea Thompson

ity she travels throughout the United States installing and training various clients on their computer systems. "It is giving me the benefit of traveling and working in my field of study," says Shadea.

While participating in CAPIP, Shadea received a dual MBA degree in Integrated Marketing Communication from Oklahoma City University. She also holds a BA degree in Psychology from the University of Central Oklahoma.

## CAPIP Changes Since June 2002

### Executive Fellows Hired

*Nina Beasley*

*Corporation Commission*

*Shatara Brown*

*Employment Security Commission*

*Tansy Diaz*

*Office of Personnel Management*

*Austin Gilley*

*Public Employees Retirement System*

*Veronica Grant*

*Office of Personnel Management*

*Kimberly Miller*

*Office of Personnel Management*

*Karina Rivas-Careaga*

*Water Resources Board*

*Shoyambhu Shakya*

*Employment Security Commission*

*Patrick Wells*

*Office of Juvenile Affairs*

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# Becoming a Better Staff Meeting Participant

By Harriet Meyerson

Reprinted with permission from *Vitality*, August 2001

You're upset about having to attend yet another boring staff meeting that is sure to drag on and on. You'd rather stay at your desk and work. The alternative to the boredom and frustration is to learn how you can make the meeting more meaningful, productive, and even exciting.

"Meetings can be a place for you to gain positive visibility and to showcase your capabilities," says Marcia Zidle, president of *Savvy Insights* in Plano, Texas.

### BEFORE THE MEETING

"Inquire about what's going to be discussed and what the goals are. This gives a message to the leader that you want to come ready to contribute," says Zidle.

Think about how you can contribute. What important message do you want to get across? This message becomes your mission and your contribution to the meeting. Try to relate it to something on the meeting agenda or some idea that will benefit your company. However, in some cases, it might not be a related topic, but an important message about a community concern or project.

As you think about your message, you'll feel your excitement rising. You already have a different attitude about the meeting because, now, you have a purpose.

### BEING PREPARED

Think of your message as a commercial. A 60-second message will be long enough to have impact and short enough to

not disrupt the meeting.

"Come prepared with well-thought-through suggestions and supporting information. Rehearse your presentation several times," suggests Zidle.

"Try writing a grabber sentence for your opener and another for a strong ending. Then condense the rest of your thoughts to an outline using short phrases to trigger your thoughts."

You can tell a short personal story to get your point across, and an appropriate quote will add impact to your message.

### DURING THE MEETING

- *Get to the meeting* early and sit opposite the leader so you can look directly at him or her.
- *Stay alert.* If you want people to listen to what you have to say, you must be attentive and interested in the meeting's agenda. Sit on the edge of your chair. This will give you more energy and will help you stay alert.
- *Take notes.* Even if you're not the official note-taker, taking notes will make it easier for you to listen and concentrate on what everyone says.
- *Ask questions* if you need more information, don't understand something or question the wisdom of a decision.
- *Deliver your message.* Unless you have

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**Oscar B. Jackson, Jr.**

Administrator and  
Cabinet Secretary of Human Resources

**Dayna R. Petete**

Assistant Administrator for Communications  
and CAPIP Coordinator

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planned a certain time in advance with the meeting leader, you'll have to find a suitable moment to contribute your message.

Two possible ways to do that include:

- *Answer a question*, and then make a smooth transition to your topic. Politicians are experts at this. You can say, ". . . and that question reminds me of another important issue." Then, state your message.
- *Respond to a statement* someone else has said with, "That's a very important point, and I would like to make another point about . . ."

#### AFTER THE MEETING

"What happens after a meeting can be just as important as what takes place during it," says Zidle. "Ideas presented must be implemented, and decisions carried out. Even as a participant, you can help to ensure that the decisions made become realities. Meeting follow-ups can give you great opportunities for building a reputation for leadership."

You might, for example, offer to present the group's concern for more flexible scheduling to your department head, then follow through in getting a response.

If you follow these steps, the meeting leader will know you're not just another participant, but an employee who's genuinely interested in your company.

*Harriet Meyerson spoke with Marcia Zidle, president of Savvy Insights in Plano, Texas and a specialist in leadership and work-force development. Zidle can be reached at [www.savvyinsights.com](http://www.savvyinsights.com).*

## CAPIP STATS

- 40 Executive Fellows and two Undergraduates are currently working in 13 different agencies.
- 10 Executive Fellows and one Undergraduate Intern have been hired since July 2002.
- Executive Fellows and Undergraduate Interns currently attend 13 colleges and universities.
- Currently, the applicant pool consists of 42 graduate students and 19 undergraduate students.

# CAPIP Participants Attend OSCPM Conference

The Oklahoma Society of Certified Public Managers (OSCPM) held its 13<sup>th</sup> annual Educational Conference on September 6, 2002, at the Clarion Meridian Hotel and Conference Center. OSCPM graciously allowed CAPIP Executive Fellows and Undergradu-

ate Interns to attend the day-long conference at a reduced rate. Mickey Doll, former US Marshal, offered practical advice for staying safe on and off the job in his presentation, "Don't be a Ter-



*CAPIP participants attending the OSCPM Conference included (back row, l to r) Michael Huckabaa, Oklahoma Department of Labor (ODOL); Chris Jackson, ODOL; Tansy Diaz, Office of Personnel Management (OPM); Robert Warden, Oklahoma Water Resources Board; Enrico Taylor, Oklahoma Health Care Authority (OHCA); Matthew Wehmuller, Oklahoma State Employees Group Insurance Board (OSEEGIB); Jayson Morgan, Office of State Finance; Tom Boyd, Department of Rehabilitation Services (DRS); Naji Khoury, Oklahoma Department of Transportation; Austin Gilley, Oklahoma Public Employees Retirement System (OPERS); Thomas Jordan, OPERS; Everett Slavik, OPM; (middle row, l to r) Shelly McDonald, DRS; Jamie Culp, OPM; Karla Wheeler, DRS; Diana Kizer, DRS; Bonnie Allen, DRS; Juan Benavidez, OPM; Shoyambhu Shakya, Oklahoma Employment Security Commission (OESC); Stacye Wilson, DRS; Anwar Chowdhury, DRS; Michele Guilford, DRS; Shatara Brown, OESC; Terrance Grayson, DRS; (front row, l to r) Martha Steidley, DRS; Kimberly Miller, OPM; Veronica Grant, OPM; Victoria Friend, DRS; Andre Washington, DRS; Jesse Fuchs, OESC; Catina Baker, OHCA; Brent Smerczynski, ODOL.*

rorist Victim!—Practical Prevention Techniques for Personal Safety at Work and Home." Dr. Mary Ann Bauman shared helpful tips for "Breaking the Energy Barrier." Dr. Lee Manzer compared a work team to that of a sports team in his presentation, "The Game is Played Away from the Ball." Tim Tall Chief from the Oklahoma State Department of Health shared his experiences with Indian traditions in "Indian Affairs Are Best."

OSCPM was founded in 1989 as a professional organization for state managers.

OSCPM satisfied the Fall 2002 OPM-sponsored training requirement and agency-sponsored training requirement. The day-long conference featured nationally recognized speakers, a luncheon with keynote speaker, former Governor George Nigh, door prizes, and a silent auction.

Tom Terez, author of *22 Keys to Creating a Meaningful Workplace*, was this year's keynote speaker. Other presenters included Jim Riley, former OU and Miami Dolphins

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*Dr. Lee Manzer, Oklahoma State University, and CAPIP Executive Fellow Robert Warden, Oklahoma Water Resources Board, developed a special relationship during Dr. Manzer's presentation.*

It is composed of supervisory and management level state and local government employees who are enrolled in the Certified Public Manager (CPM) Program. This program was created in 1986 by the Office of Personnel Management as a comprehensive management-training program for state government employees. The Legislature made the Oklahoma CPM Program statutory in 1995. The program is designed to

improve services to the citizens of Oklahoma. Participants in the program become better resources for their agencies and for the state through seminars, examinations, and job-related projects and by enhancing their management skills. The long-range goals of the Oklahoma CPM Program include helping agencies identify and develop the skills of Oklahoma state government's future leaders.

## Kudos!

- Deborah Austin, Oklahoma Health Care Authority (OHCA), represented OHCA at the *National Centers for Medicaid and Medicare Services and Ticket to Work and Work Improvements Incentives Act of 1999 Conference* in Washington D.C.
- Heather Franz, Department of Human Services, received a Master's degree in Education/Community Counseling on May 11, 2002.
- Jesse Fuchs, Oklahoma Employment Security Commission, co-authored an article, *The Heartland Responds to Terror: Volunteering After the Bombing of the Murrah Federal Building*, with Dr. Craig St. John using the information he uncovered while writing his Master's thesis. The article was published in the June 2002, issue of the prestigious journal, *Social Science Quarterly*.
- Diana Kizer, Department of Rehabilitation Services, became a member of the *2002 Who's Who Among American Colleges and Universities*. In May 2002, she received an award from East Central University for Outstanding Graduate Intern for 2002, as well as her Master's degree in Rehabilitation Counseling.
- James Perez, Office of Personnel Management, graduated from the University of Oklahoma in May 2002, with a Master's in Public Administration. He was inducted into the Gamma Beta Phi Honor Society of the University of Oklahoma in April 2002.
- Karla Wheeler, Department of Rehabilitation Services, recently was awarded the *Rehabilitation Technician of the Year* award for the Visual Services Division at the annual statewide conference.

Scott Wilson  
Office of Juvenile Affairs

### Undergraduates Hired

Jeanette Nance  
Office of Personnel Management

### Converted

Katera Whitaker  
Water Resources Board

### Hired From Register

Edwina Bhatti  
Employment Security Commission

David Butcher  
Rehabilitation Services

Ronald Miller  
Rehabilitation Services

Stephanie Monroe  
Rehabilitation Services

### Agreement Ended

Brandon Hale  
Attorney General's Office

Marcus Johnson  
Employees Group Insurance Board

### Left State Government

Michael Binck  
Water Resources Board

Timothy Conner  
Attorney General's Office

Carol Suzie Daniels  
Office of Personnel Management

Jessica Imotichey  
Health Care Authority

Monique Luster  
Employees Benefits Council

Cynthia Mayo  
Department of Transportation

Shadea Thompson  
Corporation Commission



**Don't forget to  
update your CAPIP  
file at the end of  
each semester!**