

OPM



HR Exchange

A publication of the

State of Oklahoma Office Of Personnel Management



Pictured left to right: Susan Savage, Oklahoma Secretary of State; Kathy Jekel, Office of the Secretary of State; Brad Henry, Governor of Oklahoma; Joyce Smith, OPM Human Resources Programs Manager; John Richard, Director of Oklahoma Department of Central Services and PEP Committee Chairman



State Employee Excels on the Road to Statehood!

Joyce Smith, Quality Oklahoma and Productivity Enhancement Programs Coordinator

It started as a simple task – to reprint the original Constitution of the state of Oklahoma into a bound book and make it available to schools and museums and for sale to the public. It grew into a project consuming hundreds of hours of research and writing and looking through stacks of old pictures. It ended with a beautifully-bound book, *The Original Constitution of the State of Oklahoma 1907 and the Road to Statehood*, and a savings of \$30,000 to the state of Oklahoma.

For all this work, Kathy Jekel, Office of the Oklahoma Secretary of State, was nominated for and received the maximum individual incentive \$10,000 cash award through the state Productivity Enhancement Program (PEP). In a ceremony in her honor on September 9, 2009 in the Governor's Blue Room at the State Capitol, the check was presented by Secretary of State Susan Savage. A lapel pin and a certificate of recognition were presented by PEP Committee Chairman John Richard, Director of the Oklahoma Department of Central Services. With her family, PEP Committee members and coworkers present, Jekel related several stories concerning her research efforts, how the project took on a life of its own, and how fascinating and satisfying the work became.

The book is available in schools and public libraries throughout the state, and can be purchased at the Oklahoma History Center.

hr exch



- 03 / • Employee Flu Shot Held at the Jim Thorpe Building
• Sam Wilkins to Take Reins as IPMA-HR's 2010 President-Elect
- 04 / • OPM Sponsored Fourth Annual Voluntary Payroll Deduction Exposition
• Oklahoma HR staff attend IPMA-HR International Training Conference and IPAC Conference
• CWA/OSWU Visits Jim Thorpe Building
- 05 / • Ten 2009 SCC Pacesetter State Agencies Raise \$125,847!
• OPM HRDS Offers New Titles for Fall
- 06 / • Agency HR Manager Spotlight - TANARA LANG, Bureau of Narcotics and Dangerous Drugs Control
- 07 / • Oklahoma Corrections Professionals Submit VPD Application
• New CAPIP Online Launch
• OPM Optical Imaging Project Update
- 08 / • Agencies Consider HR Tools for Dealing with Budget Challenges
- 09 / • Influenza in the Workplace Guidance
• OPM/HRDS Hosts Instructor Summit
- 10 / • Dr. Robert Jarrett - DOC, Receives PEP Award
- 11 / • Joyce Smith Presides at National CPM Conference
- 12 / • OKHealth Wellness Program Gets Enrollment Surge
- 13 / • Benefits Partnership Honored
• NAGDCA Awards State of OK "Special Award of Distinction"
- 14 / • AAA Memos
• Agency HR Staff Changes
• Certifications

CONTENTS

COVER
State Employee Excels on the Road to Statehood



Employee Flu-Shot Clinic Held at the Jim Thorpe Building

Lisa Fortier, Director of HRDS

The H1N1 and seasonal flu have hit us hard this fall. Agencies have seen an inordinate number of employees sick with the flu or taking care of affected family members. Flu shots have been hard to find in and around the state so Lori Mize of the Corporation Commission organized a flu shot clinic for anyone working in the Jim Thorpe Building on Thursday, October 1, 2009.

Carmen Hamm, Wellness Coordinator for Integris Pacer Fitness Center, and nurse DeDe Barnes set up the clinic in a basement conference room at the Jim Thorpe Building. During the one hour clinic 83 immunizations were given.

The charge for the flu shot was slightly less expensive than those given at local pharmacies and they came to us!



Sam Wilkins to Take Reins as IPMA-HR's 2010 President-Elect

Reprinted with permission, IPMA-HR News, page 27, October 2009



Samuel L. Wilkins, IPMA-CP, the director of the Office of Human Resources of the South Carolina Budget and Control Board, has been elected to serve as IPMA-HR's 2010 president-elect. Wilkins currently serves on IPMA-HR's Executive Council. His past experience with IPMA-HR includes serving on the 2005 IPMA-HR Resolutions Committee, as well as on the 2005 & 2009 IPMA-HR Training Conference Agenda Committee, the 2005 Management Academy Committee, and the 2007 & 2009 Finance Committee. He chairs the 2009 Taskforce on Successful HR Practices. Wilkins received the IPMA-HR Certified Professional designation in 2006. He is also active in the South Carolina chapter of IPMAHR, having served as its president in 2001-2002. He served as president of the National Association of State Personnel Executives (NASPE) and on its Executive Committee, and chaired or served on a number of its committees and taskforces. Wilkins was selected to participate in the Council of State Governments 2004 Toll Fellowship Program. He is the recipient of the 2005 Eugene H. Rooney Award for Leadership in Human Resources Management presented by NASPE.

Wilkins holds a BA degree from Furman University, Greenville, S.C., and a JD degree from the University of South Carolina School of Law, Columbia, S.C. He was admitted to practice law in South Carolina in May, 1983, and subsequently has been admitted to practice in the United States District Court of South Carolina and the Fourth Circuit Court of Appeals. He served as a member of the editorial board for the South Carolina Lawyer, published by the South Carolina Bar. He also served as chair of the Continuing Legal Education Committee and as a member of the Administrative and Regulatory Law Committee of the South Carolina Bar. He has published numerous articles on employment law issues and wrote the Public Officers and Public Employees section of South Carolina Jurisprudence. He is author of the article "Wrongful Discharge and Employment Contracts," which appeared in the 2004 South Carolina Damages Book, and is a coauthor of *Civil Service Reform in the States: Personnel Policy and Politics at the Subnational Level*, published by SUNY Press in 2006.



OPM Sponsored Fourth Annual Voluntary Payroll Deduction Exposition

Terri Berry, Human Resources Programs Manager

The Office of Personnel Management sponsored the fourth annual Voluntary Payroll Deduction (VPD) Expo at the State Capitol on September 17, 2009. Invitations to this event were extended to all state agencies and a number of them took advantage of the VPD Expo. The purpose of the Expo was to give state employees an opportunity to gather information and ask questions of vendors while assisting state agencies in more easily complying with the Employees Flexible Benefits Act. Title 74 O.S. § 1344 (G), requires agencies to invite vendors with approved voluntary payroll deduction status to employee benefits information meetings 30 working days prior to the deadline for making changes to employee benefit packages.

OPM has sponsored this event since 2006. Vendors representing supplemental insurance companies, legal services, employee groups, and financial services participated in the Expo this year and approximately 300 state employees visited vendor display booths throughout the day.

The VPD Expo was coordinated by Terri Berry, OPM Human Resources Manager. LaTisha Edwards, OPM Chief Accountant, also assisted in the preparation for this event. OPM appreciates assistance provided by the Department of Central Services, Facilities Management staff, for their involvement and cooperation in providing table and chair setup.



Oklahoma HR staff attend IPMA-HR International Training Conference and IPAC Conference

Hank Batty, Deputy Administrator for Programs

Conferees from Oklahoma government joined over four hundred of their colleagues from across the United States and the world at the joint International Public Management Association for Human Resources (IPMA-HR) International Training Conference and IPAC Conference from September 12-16, 2009 in Nashville, Tennessee. This was the first year that IPMA-HR joined with the International Personnel Assessment Council (IPAC) to host their respective national conferences and the combined resources afforded many HR practitioners a program of wider scope than might have resulted from separate functions.

As usual, the topics drawing major focus at the conference reflect some of the most pressing challenges faced by HR practitioners today, such as: developing leadership skills; using HR metrics; strategic HR; and using new technologies, particularly in recruiting. With concurrent sessions from IPAC, HR practitioners could also focus on developing and measuring employee competencies, new performance appraisal tools and the use of technology in selection and testing.

Attendees from Oklahoma included: Oscar Jackson, Hank Batty, Natasha Riley, Jennifer Jepson, and Melissa Jolly from OPM; Diane Haser-Bennett from OKDHS; Darrel Wilkins from the OSBI; and Richard Rea from the Oklahoma City Downtown Library.



CWA/OSWU Visits Jim Thorpe Building

Oscar Jackson, OPM Administrator & Cabinet Secretary for Human Resources and Administration

On November 17, 2009, the Communications Workers of America/Oklahoma State Workers Union (CWA/OSWU) conducted their State Workers and Politics meeting in the Jim Thorpe Building for employees from the Office of Personnel Management, Corporation Commission, State Arts Council, Human Rights Commission, and LPG Administration. Pictured from left to right: Russell Garrett, CWA/OSWU Organizer and former OKDHS Laura Dester Center employee; Kathy Talkington, CWA/OSWU Organizer and former DVA Norman Veterans Center employee; Lisa Johnson-Sells, CWA/OSWU Organizing Coordinator and former OKDHS employee; and Oscar Jackson, OPM Administrator and Cabinet Secretary.





Ten 2009 SCC Pacesetter State Agencies Raise \$125,847!

Oscar Jackson, OPM Administrator & Cabinet Secretary for Human Resources and Administration

The 2009 State Charitable Campaign (SCC) will officially end December 31, 2009, but the campaign has been jump-started by ten SCC Pacesetter state agencies that have raised \$125,847, a 14.7% increase over the amount raised by these agencies in the 2008 SCC. It also amounts to 23.1% of the 2009 SCC goal of \$545,000. The 2009 SCC Pacesetter agencies are: Commissioners of the Land Office, Department of Central Services, Department of Commerce, Department of Mental Health and Substance Abuse Services, Employees Benefits Council, Oklahoma Health Care Authority, Insurance Department, Department of Health, and the Student Loan Authority.



Photo Above: On August 24, 2009, the Office of Personnel presented a ceremonial check signed by all OPM Team members to the "State Charitable Campaign" in recognition of the \$10,253.20 raised during the 2009 OPM SCC as a Pacesetter agency. Pictured from left to right: Oscar Jackson, OPM Administrator and Cabinet Secretary; OPM SCC Committee members: Everett Slavik, Compensation; Millicent Roozen, Classification; Jim Patterson, Financial Management Services; Jennifer Jepson, Personnel Assessment; 2009 SCC Committee Chair Marek Ferguson, SCC Coordinator, United Way of Central Oklahoma; and, Bob Spinks, Executive Director, United Way of Central Oklahoma.

OPM HRDS Offers New Titles for Fall

Lisa Fortier, Director of HRDS

Seven new classes were added to the fall schedule and three current class titles were updated. Among the updated classes are **Problem Solving**, **Managing Conflict** and **Challenges of Supervision**. All three classes are required courses of the Certified Public Manager Program and are always well attended.

Winning the Workplace Challenge is new for us this semester. The class is being offered by Jack Myrick and Donna Rynda. This class focuses on workplace relationships. Our relationships are not neutral. This one day class will provide skills and understanding so that work will be more productive and enjoyable.

Coaching and Mentoring was created and is being facilitated by Julia Teska. This workshop is designed to help identify why people don't do what they are supposed to do, or, conversely, why they do what they are not supposed to do. Participants will practice coaching techniques to address these issues, as well as identify ways to mentor staff for greater productivity.

Leadership - The Keys to Effectiveness is a two-day class created and facilitated by Mary Jo Major. This workshop focuses on the concepts, criteria, and challenges for leaders who are both effective and efficient.

The Power of Positive Reinforcement is a sequel to The One Minute Manager and was created for HRDS by Donna

Rynda. This course introduces supervisors/managers to a proven technique that can motivate employees' effectiveness at work.

Cultural Competency is offered by Lucinda Meltabarger. It is increasingly important to work and live together with people from diverse backgrounds. Prejudices, fears, and stereotyping about people who are different from us are learned behaviors that often interfere with healthy communication and trust between individuals and groups of different racial, ethnic, and cultural backgrounds. Since these behaviors are learned, they can also be unlearned. This class will cover it all.

Misunderstanding in the Age of Communication is facilitated by Fox 25 News Anchor Andrew Speno. In this unique and very interactive workshop, we give practical and ethical tools to make you a better communicator. You can't lead if the people around you don't understand what you want

Project Management was created by Glenda Russell for those of us who aren't project managers. This one day class will teach you a process for skillfully managing projects, large or small. This broad overview will help managers and their teams craft and deliver high-quality projects on time and within budget.

All of our new classes have been very well received and attended. We are always looking for new and relevant material for our customers.

:: AGENCY HR MANAGER SPOTLIGHT ::

TANARA LANG,

BUREAU OF NARCOTICS AND DANGEROUS DRUGS CONTROL

Yes, it is true! She believes in state government. During her public service career she has been employed with the Oklahoma Historical Society, Oklahoma Turnpike Authority, Oklahoma Department of Corrections, and Oklahoma State Bureau of Investigation. Some might say she cannot sit still but if you ask her she will tell you the State of Oklahoma has provided her a great career. In addition she will share that she has met some fantastic state employees such as J. Blake Wade, former Executive Director of the OHS and Georgiana "G.A." Rymer, former Administrative Programs Officer with OHS who believed in a young, inexperienced 17 year old girl.

Tanara Lang is the Human Resources Programs Manager for the Oklahoma Bureau of Narcotics and Dangerous Drugs Control (OBND-DC). Tanara's Human Resources experience counts for more than 14 years of her 17 years of state service. A proud graduate of the University of Phoenix successfully completing her Bachelors in Business Management and Master's in Business Administration/Human Resources Management.

As the HR Manager for OBND-DC, Tanara oversees a comprehensive program with one staff member. Together this office is responsible for benefits, classification, compensation, employee relations, recruitment with an extensive hiring screen, workers compensation, maintenance of employee records, payroll, affirmative action and equal employment and employee and supervisory training. This position allows her a "hands on" approach.

The agency is led by R. Darrell Weaver and presently employs 121 employees. The Oklahoma Bureau of Narcotics is the national leader in innovative drug enforcement techniques and drug enforcement. The agency has been the national model for drug enforcement and delivered real solutions to troubling narcotics enforcement areas such as pseudoephedrine regulations, marijuana eradication, electronic surveillance on trafficking groups and prescription monitoring programs.

Even with the busy and demanding responsibilities of OBND-DC, Tanara believes in the print she leaves, not only in the agency she is employed, but also in her profession. She currently serves as President Elect with the

Oklahoma Public Human Resources Association (OPHRA), the Oklahoma Chapter of the International Professional Management Association for Human Resources (IPMA-HR). Previously she served as a Board Member with the Employees Benefits Coordinators Association. Tanara is also an active member in the Central States Troopers Coalition.

Throughout her state service career, Tanara has been the recipient of many awards including Outstanding Participant of the Year, Employee of the Quarter, Community Service Award and several team awards. Some accomplishments she is proud to share include the implementation of SB 210 (Pikepass violations), successful implementation of a document management system and beginning and/or supporting several agencies' employee appreciation efforts. At OBND-DC, she is responsible for a newly revised promotional policy that provides peer and supervisory feedback for employees in concert with a promotional test for the commissioned staff. This system is designed to highlight an individual's

strengths as well as acknowledge and encourage their development needs. Additionally, realizing the need for all employees to be healthy and the requirement for agents to maintain a certain level of fitness, and the lack of initial participation in OK Health, Tanara was successful in gaining the Director's approval to offer the gold plan financial incentive. Although several other projects are in the works; Tanara is presently devoting much of her time to the IPMA-HR Southern Region Conference being held in Oklahoma City at the downtown Sheraton Hotel from April 24-28, 2010. Although a massive undertaking, Tanara along with OPHRA board members and a host of committee chairs and volunteers are working hard for this conference to be a success.

More information about the 2010 PMA-HR Southern Region Conference can be found at www.ophra.biz.

Pictured Above: Darrell Weaver, OBND-DC Executive Director, and Tanara Lang, OBND-DC Human Resources Programs Manager





Oklahoma Corrections Professionals Submit VPD Application

Oscar Jackson, OPM Administrator & Cabinet Secretary for Human Resources and Administration

On October 19, 2009, the Oklahoma Corrections Professionals (OCP) presented an application for Voluntary Payroll Deduction to the Office of Personnel Management. Pictured from left to right: OCP Board Member and Incorporator/ODOC Captain Glen Coleman, OPM General Counsel Kara Smith, OCP Board Member and Incorporator/ODOC Lieutenant William Weldon, OPM VPD Coordinator Marsha Reeder, OPM Administrator Oscar Jackson, OCP President and Incorporator/ODOC Lieutenant David Ramsey, OCP Attorney Larry Stewart, and OPM Deputy Administrator Hank Batty.



New CAPIP Online System Launch

Denae Edwards, CAPIP Coordinator

The Carl Albert Public Internship Program (CAPIP) will launch its new online application system during the 2010 spring academic term. The Oklahoma Office of Personnel Management and OK.Gov have been working together for several months to solidify the functions of the new system.

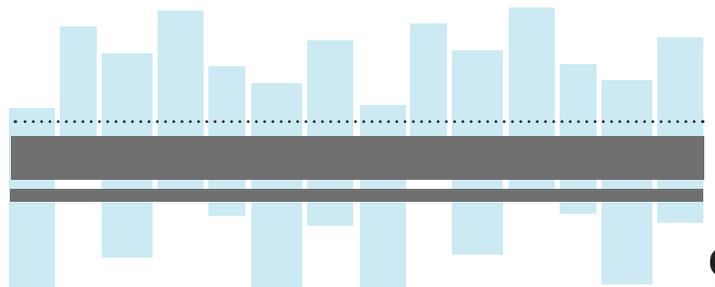
The Carl Albert Public Internship Program (CAPIP) is a tool used to provide experience to those students interested in pursuing careers in the state government of Oklahoma. Students who apply and are accepted into the CAPIP can be selected by state agencies to fill vacancies within state government. These students are paid a salary and in some cases, receive medical and retirement benefits. Currently, state agencies must request a list of currently eligible students in writing. With the new system, state agencies will be able to log into the online system and immediately view eligible interns who have been accepted into the CAPIP. Agencies will also have the ability to post internship vacancies to the system directly instead of sending the announcement to the CAPIP office to process. The student user will have to create a profile, which will include a user name and password. While logged in, students will be able to apply for the program and view available internship positions within state government agencies. Both agency and student users will find that the new process is efficient and convenient. By eliminating the usage of paper applications, the Oklahoma Office of Personnel Management will contribute to the state's GO Green initiative and also save money. The transition will be beneficial to all.



OPM Optical Imaging Project Update

Susan Loftin, Human Resources Programs Manager

OPM has completed Phase I of the move toward a paperless environment. All 47,916 state employee files have been scanned and cycled through our quality control process. Phase II, which involves imaging the cards containing historical information for all personnel transactions dating prior to July 1, 1985, has begun. The same quality control process will be conducted with all the existing cards. Once they have passed the Q.C. phase, the cards will be destroyed. State employee files can now be accessed electronically by the Management Services Department, Classification Division, and reviewed by designated agency HR personnel or upon direct requests by employees. New documents are scanned when received and immediately destroyed. OPM will continue its contract with the Office of State Finance for ongoing technical support for the imaging database. It has been an outstanding partnership and we appreciate the dedication of OSF staff in making our imaging project a huge success.





Agencies Consider HR Tools for Dealing with Budget Challenges

Tom Patt, Director of Compensation

All of us are aware that the State of Oklahoma, like many other states, is experiencing its share of fiscal problems. Revenues have been below estimates

for several months, with the result that agencies have taken a five percent reduction in their budgets each month since the beginning of the fiscal year. Agencies have been told that such reductions could continue throughout the remainder of the fiscal year. To cope with these fiscal problems, many agencies have reluctantly begun to consider one or more HR tools designed specifically to deal with such issues: Voluntary Out, Furlough, and Reduction in Force.

Voluntary Out

Voluntary outs are essentially a monetary incentive to employees who agree to voluntarily separate from the agency in order to reduce or eliminate the adverse impact of an imminent reduction in force. Required benefits to be provided in a voluntary out include a payment equal to the employee's current health insurance premium (employee only) for 18 months, as well as the longevity payment which would otherwise be paid to the employee on the employee's next anniversary date. In addition to these required benefits, agencies may also provide optional benefits, to include up to one week of pay for each year of service; a maximum lump-sum payment of \$5,000; payment for accumulated sick leave of up to one-half of the employee's hourly rate (not including the amount of leave to be converted to retirement credit); and payment of COBRA health benefit premiums for up to 18 months.

Most agencies prefer to use voluntary outs as a first step in reducing personnel costs, since they are strictly voluntary for employees and avoid the negative aspects of an involuntary termination. Voluntary outs can be targeted to a specific unit or group of employees within the agency, which usually means that employees who are not in the targeted group or have mission critical jobs will not be eligible to participate. The success of a voluntary out program is dependent on whether employees consider the benefits provided to be sufficiently lucrative to convince them to voluntarily separate from the agency.

Approval of voluntary outs rests with the Office of State Finance. OSF is now using an Excel worksheet to obtain sufficient information about the voluntary out to enable them to provide approval. The form asks agencies contemplating a voluntary out to furnish specific information, including the following:

- Why a reduction in force is imminent
- The positions to be abolished and the number of FTE affected
- How the agency intends to execute the offer of benefits
- The amount of savings to be achieved

- Costs associated with the plan and the source of funds available to cover costs

OSF approval must be obtained prior to offering benefits under the voluntary out program. For further information on furloughs, consult Title 74, Section 840-2.28 of the Oklahoma Statutes.

Furlough

Furloughs involve placing employees on involuntary leave without pay as a means of reducing the payroll costs of the agency. An agency may furlough employees for up to a total of 184 hours (23 days) in any 12-month period. Furloughs must be uniformly administered to all employees in the agency, unless the agency certifies that non-uniform treatment is necessary. Reasons for non-uniform treatment can include: a.) undue hardship on lower paid employees; b.) endangerment of public health, safety, or property, or continued operations of critical agency functions; or c.) relationship of the furlough to loss of funding for specific positions, jobs or organizational units. If the need for non-uniform treatment is certified, the agency can either exclude specified employees from the furlough; place specified employees on a lesser number of furlough hours than other employees; or make the furlough of specified employees subject to early cancellation or periodic call-back. Approval of agency furlough plans is the responsibility of the Office of Personnel Management. Further information on furloughs can be obtained in the Merit Rules in 530:10-15-48.

Reduction in Force

Reductions in force are usually the last resort of agencies who are addressing budget problems, because they involve involuntary separation of employees from their positions. Reduction in force is defined as the abolition of positions in an agency or part of an agency and the corresponding nondisciplinary removal of affected employees from such positions through separation from employment or displacement to other positions. Reductions in force require specific notices to employees as well as the development of an implementation plan and schedule. Employees who are in positions affected by a reduction in force have a right to be considered for available displacement opportunities in the following order (retention standing is determined by current and prior state service considered creditable for the longevity pay plan):

- Transfer within the same job family level to a vacant position or one held by an employee with the lowest retention standing
- Lateral transfer to a position in another job family previously held by the employee (in reverse order in which the positions were held) which is either vacant or held by an employee with the lowest retention standing
- Voluntary demotion to a position in the next

article continued from page 08...

available lower level of the same job family which is either vacant or held by the employee with the lowest retention standing

- Voluntary demotion to a lower level position

in another job family previously held by the employee (in reverse order in which the positions were previously held) which is either vacant or held by an employee with the lowest retention standing

Employees to whom the agency is unable to offer displacement opportunities must be separated from the agency. Agencies are required to provide severance benefits to affected employees who are separated from state service as a result of a reduction in force. Severance benefits are essentially the same as those that may be offered in a voluntary out.

Approval of a reduction in force is the responsibility of the appropriate cabinet secretary for the affected agency. The Office of State Finance must review the fiscal components of a reduction in force, and copies of the implementation plan must be provided to the Office of Personnel Management, The Merit Protection Commission, the Office of State Finance, and the Oklahoma Public Employees Association. For additional information on specific reduction in force procedural steps, consult the merit rules in 530:10-13.

The OPM Compensation Staff is available for consultation on any of the HR tools mentioned in this article. You may contact OPM Compensation at (405) 521-6307.



Influenza in the Workplace Guidance

Kara Smith, General Counsel

The Oklahoma Department of Health (OSDH), Oklahoma Office of Personnel Management (OPM), and Oklahoma Department of Homeland Security work together to provide state agencies with ways to manage influenza within the workplace. An All Appointing Authority Memo (OPM 09-28) titled "Influenza Within the Workplace" was released on October 7, 2009, to all state agencies.

OPM 09-28 included documents from OSDH addressing influenza within the workplace and providing guidance to agencies in evaluating employee absences due to influenza related illness. OPM 09-28 also provided information regarding the OSDH prepared educational influenza video titled, "Know What to Do about the Flu" which may be accessed at <http://www.ok.gov/opm/multimedia/H1N1Video.mov>.

OPM 09-28 included a document prepared by OPM reminding state agencies of the provisions within the Oklahoma Personnel Act and Merit Rules that provide state agencies with options in addressing the possible effects of an influenza outbreak within the workplace.



OPM/HRDS Hosts Instructor Summit

Lisa Fortier, Director of HRDS

OPM HRDS hosted an Instructor Summit on Friday, August 21, 2009 to kick off the fall semester. The meeting was well attended with approximately 40 participants. HRDS has 15 instructors who are part-time employees, with another 25 that are full-time state employees from various agencies.

The day was spent networking with other instructors to find "best practices" and to make sure our HRDS classes are delivering a consistent message to our customers. Dr. Casey Walker from Rose State College was a guest speaker. Dr. Walker along with John Schuldt and Katie Opalka explained all the things the Tom Steed Center has done to resolve the issues we had with the heating and air in the classrooms.

The end of the day was devoted to celebrating our superstars! Among some of the award winners was Vic Jackson who received the Veteran's Award for having taught for HRDS since we began classes in the early 80's. Julia Teska received the Red-Letter award for having the highest evaluation scores recorded for the past year and Donna Rynda won the "M-E" award, otherwise known as Motivated to Excellence for going above and beyond in her classes. She is famous for giving "fabulous prizes" to those who participate.

All in all the day was a big success and we hope to be able to host another summit next year.



Dr. Robert Jarrett - DOC, Receives PEP Award

Joyce Smith, Quality Oklahoma and Productivity Enhancement Programs Coordinator

For years the Oklahoma Department of Corrections has purchased licenses for Microsoft Office Suite from the government contract. This year, Dr. Robert Jarrett, Principal at the Lexington Assessment and Reception Center, took the lead in completing the Microsoft survey and having the state correctional schools certified by Microsoft as educational facilities rather than correctional institutions. This certification allowed DOC to purchase 77 software licenses and save more than \$18,000, since the agency had to pay only just over 16 percent of the government contract price for each license.

In a Productivity Enhancement Program (PEP) award ceremony in the Governor's Blue Room on October 28, 2009, Dr. Jarrett received a pin and a certificate of recognition from PEP Committee Chairman John Richard, Director of the Oklahoma Department of Central Services. A check for the \$4,745 award, representing 25 percent of the savings, was presented by Justin Jones, Director of the Oklahoma Department of Corrections. With friends, family, and coworkers present, Jarrett talked about his service at DOC and expressed his appreciation for the award.

Oklahoma correctional school teachers are certified by the State Department of Education and the schools are accredited by Advanced Ed (formerly North Central Accreditation).

Governor Brad Henry expressed his appreciation in the ceremony.



Pictured from left to right: John Richard, Director of Oklahoma Department of Central Services and PEP Committee Chairman; Dr. Robert Jarrett, Principal at Lexington Assessment and Reception Center, Oklahoma Department of Corrections; Brad Henry, Governor of Oklahoma; Justin Jones, Director of Oklahoma Department of Corrections; Joyce Smith, OPM Human Resources Programs Manager.

The PEP Program allows agency officials to nominate employees for individual or group noncash, individual cash, and group cash awards for successfully implemented ideas resulting in increased productivity; cost curtailment; improved safety, efficiency, or morale; or better services to the citizens of this state. Cash awards are paid by the agency from the savings incurred and range from a minimum of 25 percent of the savings to a maximum of \$10,000. For more information about the PEP Program, visit <http://www.ok.gov/opm/documents/PEP%20Booklet%202008.pdf> or contact Joyce Smith at (405) 522-3617 or Joyce.Smith@opm.gov.

OPMer Joyce Smith Presides at National CPM Conference

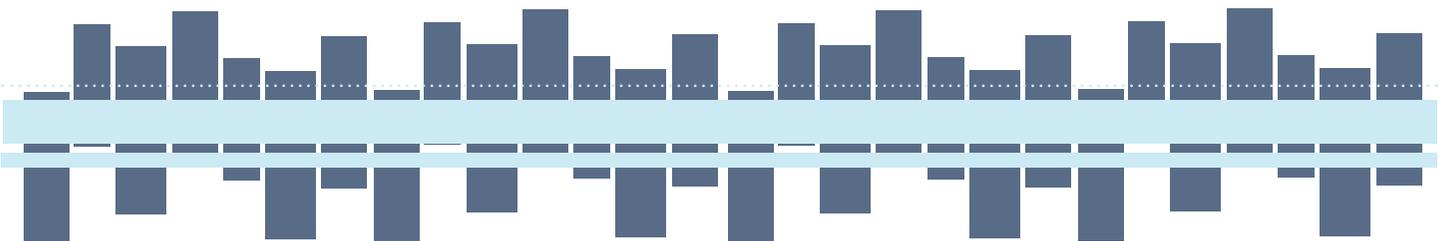


Photo Above: 2010 AACPM Officers are sworn in by 2009 AACPM President Steve Mastro (NC) during the House of Delegates meeting. L-R: Joyce Doakes Smith (OK), president; Jeff Kramer (AZ), president-elect; Linda Jefferson (NC), member-at-large for member affairs; and Deborah Bourbeau (NH), secretary

The 21st American Academy of Certified Public Managers (AACPM) annual conference, “Leadership in the New Millennium” opened to an audience of over 200. The traditional society flag ceremony followed by the Orange County Sheriff’s Office Honor Guard and a moving rendition of the national anthem, performed a cappella by one of their own, set the tone for the event. Bob Kodzis kicked things off with his creative and invigorating “Live Happy” presentation. His approach proved to be entertaining, informative, and thought-provoking and even included a little sleight of hand with a deck of playing cards. Tuesday’s keynote speaker was John Pieno of the Florida Sterling Council. Mr. Pieno explained how to adapt the Sterling/Baldrige Management System to achieve a competitive advantage within any size or type organization. Don Yaeger, best-selling author, journalist, and sports enthusiast delivered the closing keynote – “Sixteen Consistent Characteristics of Greatness.” Mr. Yaeger presented an emotionally riveting story, verbally and visually, of how the “Great Ones” think, prepare, and live. He challenged attendees to develop greatness in their own personal lives and careers.

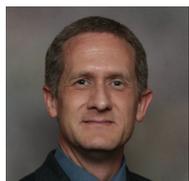
Society Presidents met to discuss common challenges, opportunities, and strategic plans. Mark Evans and Charlene Cutting, Co-Chairs of the Strategic Planning Committee, facilitated a separate session to further explore updates to the Academy’s formal strategic plan. Educational tracks entitled “Accountable Management in Changing Times,” “Quality Performance in Present Times,” “Organizational Preparation for Future Times, and “Responsible Government in Difficult Times” included numerous workshops led by a cadre of experienced and knowledgeable professionals. Door prizes added interest and excitement, as did anticipation of the highly competitive drawing for Society basket raffle winners. Revenue from the voluntary basket entries traditionally supplies seed money to the next year’s conference host society. The annual “Academy Awards” banquet topped off the conference with an evening of recognition, fellowship, and bitter-sweet farewells to colleagues.

Delegates remained in Orlando for one more day to attend the House of Delegates meeting. After the final gavel, the conference committee, chaired by Joyce Doakes Smith, held its final meeting, then the Board of Directors met to complete unfinished business and strategize for the remainder of the year. The Academy’s governing body met the final morning to elect officers, approve committee reports, discuss various business issues, establish the 2010 operating budget, and generally set the stage for 2010.





Pictured to the left: Hardy Watkins, Executive Director of Oklahoma's Tourism and Recreation Department, finishes up his free health screening for enrollment in the OKHealth Wellness program. Looking on are EBC OKHealth coaches Myka Saltsman, Miranda Manning, Michelle Uger and Tara Lair.



OKHealth Wellness Program Gets Enrollment Surge

Brian King, Communications Officer, Employees Benefits Council

More than a thousand additional state employees are on the road to better health, thanks to an outreach effort by the Employees Benefits Council's OKHealth Wellness Program.

To make the process of getting started in OKHealth faster, easier and much more convenient, the state's benefits office, the Employees Benefits Council (EBC), partnered with LifeCheck Laboratory of Oklahoma City and took some prerequisites for enrollment directly to state employees. They conducted free health screenings in 12 Oklahoma City buildings that house state agencies.

Participants in this series of screenings, conducted Nov. 2-20, 2009, didn't have to schedule and wait for a doctor's office visit, lab tests and lab results. Blood pressure measurements, as well as heart rate, body fat, temperature, height, weight and blood draws were taken just steps from their offices. When the results came in, employees began meeting with wellness coaches on the phone to create individualized action plans.

OKHealth Wellness coaches have experience in exercise, nutrition, stress management, smoking cessation and more. Studies have shown that people who have completed at least one year in the OKHealth program, which is an absolutely free benefit to active state employees, make fewer visits to the doctor and hospitals. If more state employees participate, health care utilization will decline, which will have a positive effect on premiums.

"Lower utilization will drive down the cost of benefits. We want to bend the cost curve," said Philip K. Kraft, Executive Director of the Employees Benefits Council. "But at the same time, you can't put a value on good health. Our main focus is to help employees feel better and be more productive."

State employees who are interested in participating in the OKHealth Wellness program can find information on the EBC web site, www.ebc.ok.gov. There is also a short video on the site that gives highlights of the program and includes success stories from participants.

Pictured to the right: Oscar Jackson, Administrator of the Office of Personnel Management and EBC member (center), and Philip K. Kraft, EBC Executive Director (left), are interviewed by Journal Record reporter April Wilkerson during a recent free health screenings event for enrollment in the OKHealth Wellness program.





Benefits Partnership Honored

Brian King, Communications Officer,
Employees Benefits Council

An interagency partnership between the Employees Benefits Council (EBC) and the Oklahoma Public Employees Retirement System (OPERS) is showing its success with big, positive numbers and a special award.

“The Oklahoma Experience: Partnering Open Enrollment for Employee Benefits with Deferred Compensation” was recently honored by the National Association of Government Defined Contribution Administrators, Inc. (NAGDCA). The partnership received a Special Award of Distinction in the Plan Design and Administration Leadership category of the 2009 NAGDCA Leadership Recognition Awards.

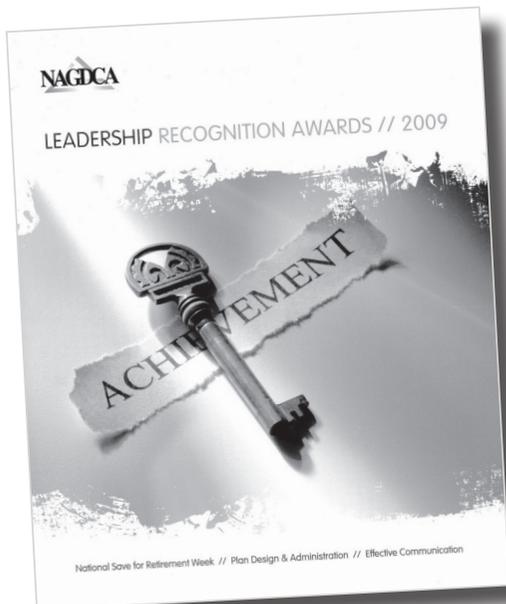
The vision of the project was to integrate the Oklahoma State Employees’ Deferred Compensation and Savings Incentive Plans (collectively known as Sooner\$ave) in the Employees Benefits Council’s Open Enrollment Process. The mission was to increase Sooner\$ave participation and contribution rates. As state employees made their benefits choices online through the Benefits Administration System, they were given an opportunity to go directly to Sooner\$ave’s web site and enroll or change their contribution amounts.

In EBC’s most recent Option Period, which concluded October 30, 2009, more than 1,200 employees followed the path. The result was a net increase in Sooner\$ave contributions of more than \$780,000 a year. More than 75 percent of active state employees used EBC’s online enrollment in October to select their benefits for 2010.



Pictured above from L - R: OPERS SoonerSave Administrator Ray Pool accepting the Special Award of Distinction in Plan Design & Administration Leadership from the National Association of Government Defined Contribution Administrators (NAGDCA). NAGDCA President Alex Turner from the State of Arizona is presenting the award.

NAGDCA Recently Awarded the State of Oklahoma with a “Special Award of Distinction” in Recognition of SoonerSave’s Partnership with EBC...



PLAN DESIGN & ADMINISTRATION LEADERSHIP AWARD WINNERS

SPECIAL AWARD OF DISTINCTION:

State of Oklahoma - The Oklahoma Experience: Partnering Open Enrollment for Employee Benefits with Deferred Compensation
(Industry Partners Include Great-West Retirement Services, State of Oklahoma Benefits Council and Oklahoma Public Employees Retirement System)

The vision of this project was to integrate the Oklahoma State Employees’ Deferred Compensation and Savings Incentive Plans - collectively known as SoonerSave - into the State of Oklahoma Employee Benefits Council (EBC) OpenEnrollment Process. The mission of this project was to increase the SoonerSave participation and contribution rates. The scope of this project included all State of Oklahoma Employees currently participating in or eligible to participate in SoonerSave.

ALL APPOINTING AUTHORITIES MEMORANDUMS

OPM 09-29 – 10/03/09: State Agency Services During Hazardous Weather

OPM 09-28 – 10/07/09: Influenza Within the Workplace

OPM 09-27 – 09/11/09: Key Tax Provisions of the American Recovery & Reinvestment Act of 2009 Affecting Individual Taxpayers

OPM 09-26 – 09/04/09: Voluntary Payroll Deduction (VPD) Vendor Expo

OPM 09-25 – 08/11/09: Oklahoma State Government Equal Employment Opportunity/Affirmative Action Status Report

(NOTE: These and previous All Appointing Authorities memos may be accessed on the OPM web site at www.opm.ok.gov under the "All Appointing Authority Memos" link.)

AGENCY PROFESSIONAL HR STAFF CHANGES

Employment Security Commission

Nina Pratt, promoted to HR Programs Manager I – eff. 07/13/09.

State Department of Health

Randal Zotigh, HR Management Specialist, transfer to Rehabilitation Services – eff. 09/04/09.

Health Care Authority

Lena Daniels, promoted to Assistant HR Management Coordinator II – eff. 10/06/09.

Cynthia Zinn, appointed Assistant HR Director, transfer from Human Services – eff. 09/16/09.

Human Services

Dana Culton, promoted to HR Manager I – eff. 10/21/09.

Candace Gutierrez, promoted to HR Management Specialist II – eff. 09/30/09.

Christy Hallinan, Executive Fellow conversion to HR Management Specialist II – eff. 09/11/09.

Indian Affairs Commission

Carol F. Jones, resignation as Projects Coordinator due to move out of state – eff. 09/30/09.

Rehabilitation Services

Susan Lambert, appointed HR Manager Specialist II – eff. 10/01/09.

Randal Zotigh, appointed HR Management Specialist II – eff. 09/09/09.

Transportation

Gregory Pringle, appointed Civil Rights Division Manager – eff. 10/01/09.

CERTIFIED PUBLIC MANAGER (CPM) CERTIFICATIONS

10/01/2009

Dana Edminsten; Business Manager, Board of Nursing

Sandra Ellis; Business Services, Board of Nursing

CERTIFIED PERSONNEL PROFESSIONAL (CPP) CERTIFICATIONS

02/13/2009

Ray Kongsala; Dept. of Rehabilitation Services

03/06/2009

Iris Diane Bowers; Dept. of Rehabilitation Services

04/22/2009

Brian Harrison; Office of Personnel Management

04/29/2009

Millicent Roozen; Office of Personnel Management

05/07/2009

Borman Stell; Office of Personnel Management

Crystal M. Nolen; Mines

Joni Younts; Dept. of Education

Tracy Meeuwsen; Dept. of Human Services

Emily Haynes Roberson; Dept. of Human Services

05/11/2009

Tommi Ledoux; Dept. of Human Services

05/12/2009

Tara L. Walker-Price; Dept. of Human Services

Olga Rivera; Dept. of Human Services

05/14/2009

Windell "Craig" McElroy; OK State Dept. of Health

Jamie Bush; OK State Dept. of Health

05/19/2009

Alisa Oglesby; OK Dept. of Career and Tech. Education

05/21/2009

Sarah Evans; Commissioners of the Land Office

Gary Siebert; Dept. of Human Services

05/28/2009

Ruby E. (Liz) Walton; OK Dept. of Career & Tech. Educ.

06/04/2009

Alan Binegar; Office of State Finance

Alecia Nash; District Attorneys' Council

08/03/2009

S. Nicole Prieto Johns; Accountancy Board

08/18/2009

Amanda M. Lomonaco; Veterans Affairs

09/18/2009

Alice Rushmore; OK Dept. of Career and Tech. Education

INTERNATIONAL PUBLIC MANAGEMENT ASSOCIATION FOR HUMAN RESOURCES (IPMA-HR) CERTIFICATIONS

11/11/2009

Jennifer Jepson; Office of Personnel Management

12/04/2009

Hank Batty; Office of Personnel Management

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