

OPM*HR Exchange*

A publication of the

State of Oklahoma Office Of Personnel Management

2010 State Charitable Campaign Begins!

Last year, over 90 state agencies participated in the Oklahoma City area State Charitable Campaign and raised over \$540,000! With nearly 3,000 donors in the central Oklahoma region, it is apparent that our state employees care about their neighbors.

For the 2010 State Charitable Campaign, Governor Brad Henry has selected R. Darrell Weaver, Director of the Oklahoma Bureau of Narcotics and Dangerous Drugs Control to be the Chairman. He is excited to take on this new role and looks forward to working with all of the state agencies to ensure that this is a successful campaign for all of the charities the SCC supports.

Although your State Charitable Campaign may not begin for a few months, it's never too early to begin planning. Here are some ways to get a head start on a successful campaign:

*Pictured from left to right:
Marek Ferguson,
SCC Director of United Way
and R. Darrell Weaver,
Director of the Oklahoma
Bureau of Narcotics and
Dangerous Drugs Control.*



Take a pre-campaign tour. SCC Partner Charities are available to host tours year round. Spring and summer are great seasons to get out of the office and learn how your SCC contributions are being used. Contact Marek to schedule a tour - 523.3548.

Recruit your State Charitable Campaign committee. Now is a good time to start recruiting co-workers who are dedicated to the State Charitable Campaign. Having dedicated committee members will make your job as a Coordinator easier and will result in a more successful and fun campaign.

Determine when you'll host your Campaign. You might not realize, but there are a few different options for the timing of your campaign. There is the option of becoming a Pacesetter - these organizations run from anytime between June 11 and August 27th, and help "set the pace" for the Fall campaign that follows. The traditional Fall campaign runs from September through November, but if there is also the distinction of being an "Early Bird" and wrapping up your campaign prior to October 29th. Pacesetters and Early Birds both receive community-wide recognition.

Begin brainstorming campaign ideas. Start thinking about what type of activities you want to have during your workplace campaign, including Partner Charity speakers. Now is a great time to think "outside of the box" and tailor your campaign to your workplace.

For more information on the State Charitable Campaign,
contact Marek Ferguson at 405.523.3548 or mferguson@unitedwayokc.org

hr exch



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OESC Transitions to Bi-Weekly Payroll

Cindy Braun, Human Resource Director, Oklahoma Employment Security Commission

The Oklahoma Employment Security Commission converted from monthly to bi-weekly payroll on January 1, 2010. The need to convert to bi-weekly as soon as possible was driven by the impending conversion from antiquated legacy accounting software to the new PeopleSoft grants module. The grants module is programmed to interface only with bi-weekly payroll.

Eliminating anticipatory payroll was the single largest advantage of converting to bi-weekly payroll. Obviously, processing payroll after the end of the pay period, rather than before, affords us the advantage of ensuring that accurate data is processed. As a result, the number of overpayments has been reduced.

With anticipatory payroll, it was necessary to require that employees maintain a minimum leave balance to remain on regular payroll. This was to ensure the likelihood of an adequate leave balance to cover unexpected absences at the end of the month. There were always employees who were unhappy with being switched to supplemental payroll. Additionally, it was quite a challenge for the HR and payroll staff to ensure that employees were on the proper payroll each month, based on their leave balance. Thankfully, all that tracking is no longer necessary, since we now know exactly how many hours were worked during the pay period prior to processing payroll.

In the past, with monthly payroll, we had to deal with split week and split month issues pertaining to leave accrual and cost accounting. Now every pay period consists of 80 hours, resulting in consistent leave accruals and clean cut-offs for cost accounting. Additionally, hourly employees now have the same rate of pay every pay period. (What a concept!)

The greatest disadvantage of converting to bi-weekly payroll was the payroll gap created at the time of the conversion. It is true that HB 1111 provided relief for those employees who had 80 hours of leave to place in a payroll conversion bank. However, those who could not afford to "bank" the leave experienced a considerable loss of income in January. The Oklahoma Employees Credit Union conducted several seminars for our employees, offering ideas on ways to manage their budgets and pay their bills.

In the five months since the conversion, most employees have successfully adjusted to the changes. However, it is surprising how difficult it is to change to a bi-weekly mind-set. The old habit of thinking "monthly" is hard to break after all these years of getting paid on the last day of the month. Those who are still in the world of "monthly" can be comforted by the fact that they will receive three paychecks during the month of July. The second month of three paychecks in 2010 is December. It will be a good Christmas.



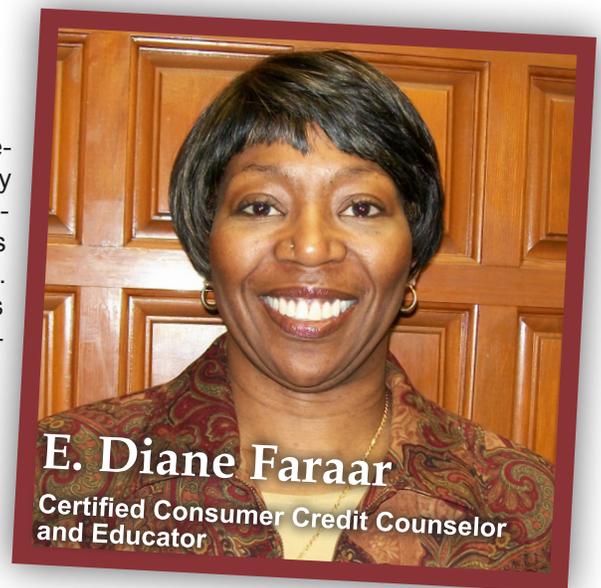
HRDS Hosts First Consumer Credit Counseling Course

Lisa Fortier, Director of HRDS

The Office of Personnel Management's Human Resource Development Department hosted a "Fiscally Fit" class facilitated by the Consumer Credit Counseling Service of Oklahoma City on April 1, 2010. This was the first class of its kind offered by OPM and by all indications it was a huge success. The class roster filled in less than 24 hours after the information was sent out to our Nominating Officials and we had a waiting list of approximately 20 people.

E. Diane Faraar, Certified Consumer Credit Counselor and Educator, facilitated the full-day workshop. Diane has been educating Oklahomans about money matters for 10 years. Diane feels this information is so important for all citizens; not just those already having financial problems.

OPM/HRDS saw this as an opportunity to offer our customers a class that could help ease financial worries and relieve stress; both of which can lead to problems at home and on the job. Participants of the class learned about such things as: How to increase income, Cut expenses, How to read credit reports, Dispute errors and improve credit, How to deal with debt, and How to deal with shopping and not go overboard. Everyone left with workbooks and tools to help continue practicing the information learned. The class was so well received we hope to offer it again in the fall. HRDS and CCCS hope to continue a partnership in arming all state employees with practical tools for financial success.



E. Diane Faraar
Certified Consumer Credit Counselor
and Educator

To contact Consumer Credit Counseling Service call 405.789.2227 / 800.364.2227
or on the web at information@cccsok.org



OPHRA Receives Outstanding Chapter Award

Tom Patt, Assistant Administrator for Management Services

At the 2010 IPMA-HR Southern Region Conference, which was held April 24 – 28 in Oklahoma City, the Oklahoma Public Human Resources Association (OPHRA) received the 2010 Dayna R. Petete Outstanding Chapter Award. The award is named after Dayna Petete, former OPM Associate Administrator for Communications and Legislative Liaison, who passed away in 2005. Ms. Petete, a former President of OPHRA, was the President of the IPMA-HR Southern Region at the time of her passing.

Through its national affiliations, OPHRA offers its members a unique opportunity to share information and resources, gain technical training and expertise inside the state, and have access to information regarding both state and national legal issues and trends related to HR and labor relations management.

Current members of the OPHRA Board of Directors: President, Linda Parrish, DOC Personnel Administrator; President-Elect, Tanara Lang, OBND Human Resources Programs Manager; First Vice President, Jenelle Turner-Reid, OETA Human Resources Management Specialist; Second Vice President, Tom Patt, OPM Assistant Administrator for Management Services; Treasurer, Greg Thomas, DOC; Treasurer; immediate Past President, Kay Hagerman, DHS; Past President, Diane Haser-Bennett, DHS; Past President; Ron Wilson, OHCA; and Board Secretary, Faith Frasier.



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For more information regarding OPHRA, please visit the organization's website at www.ophra.biz



Merit Rules (Effective June 11, 2010)

Kara Smith, General Counsel

2010 Permanent Rules Amendments

The amendments to the Merit and Voluntary Payroll Deductions rules of the Oklahoma Office of Personnel Management (OPM) were finally adopted on April 22, 2010. The adopted amendments to the rules became effective on June 11, 2010 and the subchapters effected are as follows:

TITLE 530 - CHAPTER 10

Subchapter 3. Affirmative Action & Equal Employment Opportunity

530:10-3-33.4 [AMENDED]

530:10-3-33.5 [AMENDED]

530:10-3-33.6 [AMENDED]

530:10-3-33.7 [AMENDED]

530:10-3-33.8 [AMENDED]

530:10-3-33.9 [AMENDED]

530:10-3-33.11 [AMENDED]

Subchapter 7. Salary and Payroll

530:10-7-12

Subchapter 9. Recruitment & Selection

530:10-9-37 [AMENDED]

530:10-9-38 [AMENDED]

Subchapter 13. Reduction-in-Force

530:10-13-3 [AMENDED]

Subchapter 15. Time and Leave

530:10-15-45 [AMENDED]

Subchapter 17. Performance Evaluation & Career Enhancement Programs

530:10-17-70 [AMENDED]

530:10-17-75 [AMENDED]

530:10-17-76 [AMENDED]

530:10-17-77 [AMENDED]

TITLE 530 - CHAPTER 15

Subchapter 1. General Provisions

530:15-1-1[AMENDED]

530:15-1-2[AMENDED]

530:15-1-5[AMENDED]

530:15-1-6[AMENDED]

530:15-1-7[AMENDED]

530:15-1-12[AMENDED]

Subchapter 3. Administrative Provisions

530:15-3-7[AMENDED]

530:15-3-7.1[AMENDED]

530:15-3-8[AMENDED]

530:15-3-14[AMENDED]

Subchapter 5. Complaints & Hearings

530:15-5-8[AMENDED]



2010 HR Legislation

Shirley Russell, Director of Legislative Affairs

Many legislators believed the FY11 budget crisis would provide an opportunity to significantly reduce the size of state government and improve government functions. As a result, the 2010 Oklahoma Legislative session produced bills impacting state agencies and employees with proposals that encompassed several areas including: how health insurance and benefits are delivered to state employees, changes in agency financial services and staffing, transfer of agency attorneys to the Attorney General, and several agency consolidations. But when the dust settled following the end of session and the Governor's review, those proposals either failed to get legislative approval or were vetoed. The following human resource bills were signed into law:

Oklahoma Personnel Act

Senate Bill 1659 -

• **Section 1 - Amends O.S. 74:840-1.3.** Definitions by adding the word “copy” to the list of words defined in the Act. This change will permit the use of electronic documents and storage which will result in lower administrative costs.

• **Section 2 - Amends O.S. 74:840-2.15.** Overtime and compensatory time--Nonexempt employees: Amends paragraph A to clarify that an executive branch entity shall not exceed the overtime provisions of the Fair Labor Standards Act without expressed statutory permission. Amends paragraph D to reflect the fact that the PeopleSoft Payroll accounting software is designed to begin accrual of compensatory time on the day it was accrued not at the end of the pay period. This does not make any other changes to the accrual of compensatory time.

• **Section 3 - Amends O.S. 74:840-2.17.** Raises by adding a subsection F which states that adjustments to salaries known as pay movement mechanisms (PMM) do not apply to chief executive officers except for longevity or payment of wages established and mandated by law. The establishment of pay movement mechanisms was one of the recommendations from the comprehensive analysis of Oklahoma's pay system conducted in 1999. PMM's are to be utilized for classified and unclassified employees. Chief Executive Salaries are addressed elsewhere in the relevant agency appropriation bills or in Title 74, Section 3601.2 which sets the range--minimum, midpoint and maximum--for non-appropriated boards, commissions, and agencies.

Effective November 1, 2010.

House Bill 2363 - Creates O.S. 74:840-2.28A and 74:840-2.28B.

Establishes a statewide voluntary buyout program for “normal” retirement eligible state employees. State agencies may apply to OSF for reimbursement expenditures which include:

- cost of 18 months of health insurance premium for the employee;
- cost of the longevity pay amount due on the employee's next anniversary date; and,
- maximum lump-sum payment of \$5000.

The measure creates a revolving fund to reimburse participating agencies State agencies have until June 30, 2011 to apply for reimbursement of the eligible voluntary buyout expenditures contingent upon the availability of funds initially provided in SB 1442. In exchange for reimbursement, the agency agrees to reduce its FTE by the number of positions lost as a result of the buyout for at least 36 months.

Effective April 28, 2010.

Senate Bill 1442 - Appropriates \$22 million for the VOBO reimbursement fund created in HB 2363.

Effective April 28, 2010.

Senate Bill 2260 - Amends O.S.74: 840-2.24

Authorizes agency directors to grant leave with pay for state employees participating in the Civil Air Patrol disaster services.

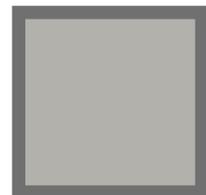
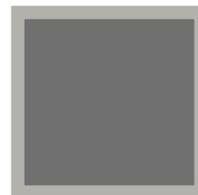
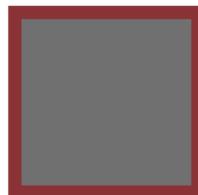
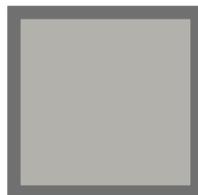
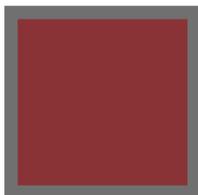
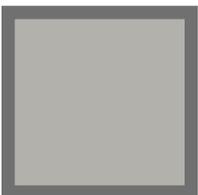
Effective November 1, 2010.

Holidays

House Bill 3052 - Amends O.S. 25:82.1

Establishes a two-day Christmas holiday for state employees.

Effective November 1, 2010.



State Chief Information Officer Appointed by Governor

Alex Pettit was appointed by Governor Henry to the position of Chief Information Officer effective April 5, 2010. At the time of the appointment, Alex was working for Brown University in Providence, Rhode Island. He has directed both industry and consulting organizations in diverse roles as a Chief Technology Officer, Senior Manager and BCP Service Line Leader, and Regional Director of Technology and Telecommunications. Alex has received the Best of Texas Award for IT Leadership, the Public Technology Institute IT Leadership Award, the Circle of Excellence Award from AT&T Wireless, and the Society for Information Management IT Executive of the Year Award for his leadership. In addition, Alex is a published author on IT Leadership in Studies in E-Government, Government Technology Magazine, Texas Technology Magazine, and the Journal for Enterprise Architecture.

Alex completed undergraduate coursework at Parkside and received a master's degree in Information Sciences at the University of Phoenix in the Disaster Recovery Institute Continuity Professional (CBCP). Novell, FileNet, Sun Systems, Challenges for us will be the obstacles and activities across agencies) of communities of practice which exist here in the state.

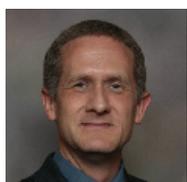
One of the unusual things here is that technology personnel interact with one another here in the state. When you go out to any of the online job boards and look at technology advertisements, you will notice that few of them emphasize or even require experience in the specific industry discipline the hiring organization occupies. Experience in financial services, oil and gas, telecommunications, or public service is often listed as a 'nice to have' but seldom a requirement for technologists. More often the focus is on skill based experience or certifications, with Microsoft, Cisco, Oracle, or other certifications leading the way. IT people should have much in common with other state employees with similar skills (networking, programming, training, project management, etc), providing the foundation for communities of practice. It is my hope to establish these through Wiki's, blogs, and other community-oriented technologies to encourage the sharing of ideas, practices, solutions, and the development of consistent standards for the state across agencies. I am hoping to see some of these communities established and flourishing very soon.

Another area of focus will be in field of training. Often, technologists do a great job of identifying and implementing solutions, but the follow up of assisting users to learn more about a tool after it is in production is left to the department management to figure out. It is speculated on online blogs that less than 20 percent of a software's features are actually used by organizations, focused primarily on doing the critical aspects of their job. This will take a longer term strategy to figure out, but something which will be a priority for us.



coursework at the University of Wisconsin and received an MBA from Loyola University of Chicago. He is a member of the Phi Kappa Phi Honor Society and teaches classes in electronic commerce. He is certified by the International Business Association as a Certified Business Professional. In addition, he holds certifications with Oracle, and IBM.

vious (coordinating the IT initiatives and the more subtle (establishment bridge boundaries across state agencies).



Agencies Celebrate Employee Benefits Day

Brian King, Communications Officer, Employee Benefits Council

Walking shoes were part of the wardrobe for many of Oklahoma's state employees on a special day that had an emphasis on wellness. Governor Brad Henry proclaimed Tuesday, April 6, 2010, Oklahoma Employee Benefits Day.

The occasion coincided with National Employee Benefits Day, which was established in 2004 by the International Foundation of Employee Benefit Plans. This year's Employee Benefits Day had a special focus on Workplace Wellness.

"Along with our ongoing promotion of our OKHealth Wellness Program, I encourage agency directors and administrators to allow walking breaks in the morning and afternoon," said Philip K. Kraft, Executive Director of the state's benefits office, the Employees Benefits Council (EBC). "We want to see state

employees be healthier overall and one way to get there is by getting more active."

The Office of Personnel Management responded to that recommendation and "went the extra mile". The agency's morning and afternoon walking breaks involved a mile-long course staffers mapped out around the State Capitol Complex. They set a goal of walking the mile in 15 minutes or less.

Part of the governor's proclamation of Oklahoma Employee Benefits Day said the State of Oklahoma has earned a reputation of offering a great benefits package. It also recognized the contributions of the benefits office in recruiting and retaining outstanding employees.



Supreme Court Review of USERRA Case Underscores Employers' Obligations Under the Law

Tom Patt, Assistant Administrator for Management Services

The Supreme Court has agreed to hear its first-ever case involving an alleged violation of the Uniformed Services Employment and Reemployment Rights Act.

Army Reserve Sgt. Vincent Staub claimed that Proctor Hospital, of Peoria, Ill., violated his rights under USERRA when it fired him from his job as an angiography technologist in April 2004. He contended that the reasons given for the firing — insubordination, shirking and attitude problems — were a pretext for discrimination based on his military duties.

Staub won his case in the U.S. District Court for the central District of Illinois, when the jury found that the firing was motivated at least in part by his military service. But he lost when Proctor Hospital appealed the decision in the U.S. Court of Appeals for the 7th Circuit.

In its ruling, the appeals court stated: "The question for us is whether a reasonable jury could have concluded that Staub was fired because he was a member of the military. To that question, the answer is no." The case will now be decided by the Supreme Court.

This case serves to emphasize the importance of employers understanding their responsibilities under the USERRA law.

USERRA applies to all public and private employers in the United States, regardless of size, to include an employer with only one employee. The law covers all categories of military training and service, including duty performed on a voluntary or involuntary basis, in time of peace or war. Although most often understood as applying to National Guard and Reserve military personnel, USERRA also applies to persons serving in the active components of the Armed Forces upon release from active duty.

USERRA imposes number of obligations on employers with respect to their treatment of their service member employees. For example, the law prohibits the employer from denying initial employment, reemployment, retention in employment, promotion, or any benefit of employment to an individual on the basis of his or her military service. Moreover, the employer may not retaliate against the individual by taking an adverse employment action against him or her because the individual has taken action to enforce a protection afforded by, or asserted a right protected by, USERRA.

The law also requires that employers promptly reinstate service members to their jobs upon completion of military service. The precise nature of the position to which the employee is entitled and the amount of time the service member has to report back to work after military service depends on the actual length of the employee's service.

Additionally, the employee is entitled to the seniority and

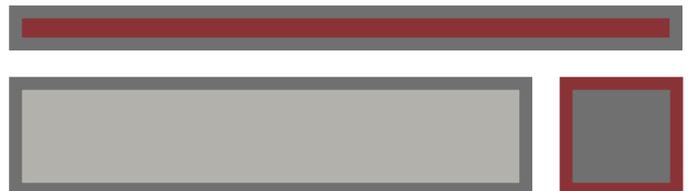
seniority-based rights and benefits that he or she had on the date military service began, plus any seniority and seniority-based rights and benefits that the employee would have attained if he or she had remained continuously employed. Moreover, since the employee is deemed to be on a leave of absence or furlough from the employer while performing military service, the employee is also entitled to the non-seniority rights and benefits generally provided by the employer to other employees with similar seniority, status, and pay that are on furlough or leave of absence.

If the employee has coverage under a health plan in connection with employment, the plan must permit the employee to elect to continue coverage for a certain period of time. An employee who does not continue health benefits with the employer must be allowed to enroll in the health plan upon return to employment without a waiting period and without pre-existing condition limitations, if the employee would not have been subject to a waiting period or pre-existing condition limitation had he or she not entered service.

If the employee is covered under a pension plan, the employee is treated as not having a break in service with the employer for purposes of participation, vesting and accrual of benefits, by reason of the period of absence from employment for military service. If the plan is contributory, the employee will have three times the length of the period of military service to make up contributions to the plan, up to a maximum of five years.

Service members who feel their rights have been violated under USERRA have a number of avenues of seeking a resolution to their claims. They may file a complaint with the Employer Support of the Guard and Reserve, a volunteer component of the Department of Defense that provides trained ombudsman to mediate disputes between service members and their employers. They may also file a complaint the U.S. Department of Labor, Veterans Employment and Training Service, who will initiate an investigation into the matter in an effort to resolve the issue. A third option would be to hire an attorney to represent them in legal actions in the courts. While the first two options would be at no cost to the service member, the third option would entail payment of attorney fees for representation.

Questions concerning employer responsibilities and service member rights under USERRA should be referred to the OPM Compensation Division.



QUALITY OKLAHOMA

TEAM DAY 2010



The "OHCA Medical Authorization Unit - At Risk/High Risk Obstetrics" garnered the Best Booth Award. These "faux" newborns were realistic and adorable. Attendees were easily lured to the booth for a closer look and a quick cuddle.



"Winning Ways" Save the Day!

Joyce Smith, Quality Oklahoma and Productivity Enhancement Programs Coordinator

When your state agency budget is being barraged by budget reductions with no end in sight, the innovation and creativity of your employees can be a saving grace. Seventy-nine agency teams representing 15 state agencies displayed successful projects accomplished by the agency work teams at Quality Oklahoma Team Day on May 6th. This year's theme was "Winning Ways."

These projects led efforts that decreased agency costs; generated income; improved customer service and satisfaction; improved delivery systems or resources management; improved employee morale, and/or established valuable partnerships with other agencies and organizations.

Oscar B. Jackson, Jr. recognized agency directors and work teams for their diligence and encouraged them to continue to seek new innovations as they work "smarter."

Team exhibits were displayed in the Capitol rotunda from 11:00 a.m. to 2:00 p.m. This was followed by an exciting awards ceremony held in the Chambers of the House of Representative at 2:30 p.m.

This year, the Office of Personnel Management received a Governor's Commendation and its first specialty award, the "Red Tape Reduction" Award. It was presented for the "Bidding Farewell to Bids" Project. This project allowed OPM to stop the archaic, paper-laden, time-consuming bidding process by instructors for courses each year. Instead, they hired their instructors as 999-hour employees and could utilize them in the classroom as appropriate.

"When the old process was put in place, it was the best option out there. We just continued to do what we did until one day a couple of years ago, when Carrie Rohr, then HRDS director, said, 'There's got to be a better way.' And there was."

In the Awards ceremony, 55 projects received Governor Commendations and two received Certificates of Merit. Five Specialty Awards were presented. The last award presented was the premier award of the event – the Quality Crown Award. It was presented to the Oklahoma Department of Human Services for the "SSA Income Withholding Orders Automation Project."

Team Day was an excellent opportunity to showcase state employees and agencies' dedication to continuous improvement and innovation. Continuous recognition of employees is especially important in this economic climate and Team Day is an outstanding, cost-free opportunity to say "Thank you!" to them.

The full list of participants and award recipients follows on page 10 and can be found with links to project descriptions at www.opm.ok.gov.



Bidding Farewells to “Bids”

Joyce Smith, Quality Oklahoma and Productivity Enhancement Programs Coordinator

For years instructors had to go through the lengthy and cumbersome process of bidding to instruct Human Resource Development courses for the Office of Personnel Management. First, they had to request, complete, and submit paperwork to have their names approved to receive the bid notification. This was followed by the submission of a cumbersome bid packet for each HRDS course they wanted to instruct. If they missed a deadline or a piece of information was out of place, their bids were not considered.

Then, at least three HRDS staff members accompanied by two Financial Management staffers, reviewed each bid and rated them according to established criteria. This was always a full-day, and a sometimes two-day, process.

When OPM finished all of the paperwork, all bids were returned to OSF for final review and approval.

Finally, weeks after submission, OPM could notify instructors and prepare and distribute the semester schedules.

One day at a workshop, Carrie Rohr, then director of HRDS, wondered why we couldn't hire instructors as 999-hour employees and assign classes as they best fit. She shared her idea with Marilyn Capps, OPM assistant administrator and chief financial officer, whose staff researched the law and state procurement regulations.

The result has been a huge success! Once an instructor is hired, we no longer have to do a hiring process every year, we just simply renew, if both parties agree. No more burdensome paperwork to plow through and time-consuming bid process to endure. OPM has the freedom to assign classes to the instructor that best fits the needs/objectives of the class. The class schedule is much more evenly distributed among instructors.

At Quality Oklahoma Team Day 2010, Lisa Fortier and Oscar Jackson accepted the Red Tape Reduction Award for this change of process. This award is presented to the project which most clearly shows elimination of cumbersome and time-consuming steps and/or processes making things easier and more beneficial. OPM stopped “because we have always done it that way” and is now better able to manage HRDS resources.



Photo from left to right:

Yash Forzdar, Chair of the Oklahoma Quality Foundation ; Lisa Fortier, Director of Human Resource Development Services; and Oscar B. Jackson, Jr., Administrator and Cabinet Secretary of Human Resources and Administration.

Photo from left to right:

Quality Oklahoma Coordinator Joyce Smith presents the Governor's Commendation with blue ribbon and the Red Tape Reduction Specialty Award to OPM staff Hank Batty, OPM Deputy Director; Marilyn Capps, Assistant Administrator for Financial Management Services; Carrie Rohr, former Director of Human Resource Development Services; Lisa Fortier, Director of Human Resource Development Services; and Oscar B. Jackson, Jr., Administrator and Cabinet Secretary of Human Resources and Administration.



Specialty Awards:

Quality Crown:

SSA Income Withholding Orders Automation Project

Oklahoma Department of Human Services/
Oklahoma Child Support Services

Employee Empowerment:

Fast Track Paternity Process

Oklahoma Department of Human Services -
Tulsa West Child Support Services

Extra Mile:

Sorry, No Vacancy

Oklahoma Department of Mental Health
and Substance Abuse Services
Oklahoma County Crisis Intervention Center

Motivating the Masses:

OSD "Blazes New Trails" with National Conference

Oklahoma School for the Deaf

Red Tape Reduction:

Bidding Farewell to "Bids"

Oklahoma Office of Personnel Management

Best Booth:

OHCA Medical Authorization Unit -

At Risk/High Risk Obstetrics

Oklahoma Health Care Authority

Certificates of Merit:

First 2010 Applicant Award:

Farmers' Market

Department of Human Services

Celebrating Success Award:

Media Campaign

Conservation Commission

Governor's Commendations:

Annual All-Staff Day of Training: Ensuring Staff

Preparation with a Full Day of Education

Oklahoma Department of Mental Health
and Substance Abuse Services

Central Oklahoma Community Mental Health Center

Bidding Farewell to "Bids"

Oklahoma Office of Personnel Management,
Human Resource Development Services

Bienvenidos Oklahoma

Oklahoma Department of Mental Health and
Substance Abuse Services

Building a Gateway to Interstate Child Support Collections

Oklahoma Department of Human Services -
Child Support Services

Collaboration, Cooperation, Conservation, & Commitment

Oklahoma Department of Mental Health and
Substance Abuse Services

Creating Transparency Through Improved Communication

Oklahoma Department of Mental Health and
Substance Abuse Services

*Defining the ODMHSAS Grants
Management Business Process Framework*

Oklahoma Department of Mental Health and
Substance Abuse Services

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Oklahoma Department of Mental Health and
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Oklahoma Department of Mental Health and
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Fast Track Paternity Process

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FIDM Threshold

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Oklahoma Department of Human Services -
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Office of the State Auditor and Inspector

Griffin Memorial Hospital's Recovery University

Oklahoma Department of Mental Health and
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Guymon Mega-Docket 2009

Oklahoma Department of Human Services,
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Image Cash Letter - Human Services/Child Support

Oklahoma State Treasurer

Image Cash Letter Processing

Oklahoma Department of Human Services

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Mental Health Services in the "Oklahoma Frontier"
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OCSS SB2194 Implementation Project
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Oklahoma Department of Human Services -
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Oklahoma Department of Mental Health and
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Online Student Work Permit Forms
Oklahoma Department of Labor and Oklahoma
Department of Education

OSD "Blazes New Trails" with National Conference
Oklahoma Department of Rehabilitation Services -
School for the Deaf

PACE - Program of All-Inclusive Care for the Elderly
Oklahoma Health Care Authority

*Preventing Suicide: Healthcare Systems
Making a Difference*
Oklahoma Department of Mental Health and
Substance Abuse Services

PSE 2010
Oklahoma Bureau of Narcotics and
Dangerous Drug Control

Re-Employment Employment Service (RES) Initiative
Oklahoma Employment Security Commission

Senior Farmers' Market
Oklahoma Department of Human Services

SoonerPlan - Oklahoma's Free Family Planning Program
Oklahoma Health Care Authority

Sorry, No Vacancy
Oklahoma Department of Mental Health and
Substance Abuse Services Oklahoma -
County Crisis Intervention Center

Special Enforcement Team
Oklahoma Department of Human Services -
Tulsa West Child Support Services

Spend Smart Oklahoma
Oklahoma Department of Central Services

SSA Income Withholding Orders Automation Project
Oklahoma Department of Human Services -
Child Support Services

Sustainability Program II - Fat to Muscle
Oklahoma Department of Central Services

The B.E.S.T. Employee Recognition
Oklahoma Department of Mental Health and
Substance Abuse Services

*The Medication Clinic: Producing Cost Alleviation
with Affordable Medication*
Oklahoma Department of Mental Health and
Substance Abuse Services
Central Oklahoma Community Mental Health Center

Transforming the Jim Taliaferro CMHC Evaluation Unit
Oklahoma Department of Mental Health and
Substance Abuse Services

Travel Process Improvement Team
Oklahoma Department of Career & Technology Education

Usage Option Program
Oklahoma Department of Central Services

Value-Plus Lease Program
Oklahoma Department of Central Services

*Where Are They Now? - Improving Residential to
Outpatient Continuing Care Engagement*
Oklahoma Department of Mental Health and
Substance Abuse Services
Rose Rock Recovery Center

Working Together to Improve Paternity Establishment
Oklahoma Department of Human Services -
Child Support Services

Other Project Participants:

*An Improved Medical Home for Every
SoonerCare Choice Member*
Oklahoma Health Care Authority

*Care Management Department -
At Risk & High Risk Obstetrics*
Oklahoma Health Care Authority

*Consolidated Claims Processing System Training
for Substance Abuse Treatment Providers*
Oklahoma Department of Mental Health and
Substance Abuse Services

Credit Card Security
Oklahoma State Treasurer

(Continued...)
Other Project Participants:

DDD Wellness Committee

State Department of Rehabilitation Services,
Disability Determination Services

DOC SEDCC/ACWC Community Re-Entry Program

DOC Division of Community Corrections, SEDCC/ACWC

Focus on Excellence

Oklahoma Health Care Authority

Living Longer, Living Stronger

Oklahoma County Community Corrections/RS-North

*Making DRS in the News Accessible
to Staff with Disabilities*

Oklahoma Department of Rehabilitation Services

New Employee Orientation Process

Oklahoma Department of Career
and Technology Education

ODMHSAS Retirement Recognition

Oklahoma Department of Mental Health
and Substance Abuse Services

OHCA Fast Fact Reports

Oklahoma Health Care Authority

Oklahoma Career Information System

Oklahoma Department of Career Tech

Oklahoma College Saving Plan – Enhancements

Oklahoma State Treasurer

Oklahoma Long-Term Living Choice Project

Oklahoma Health Care Authority

Online Enrollment

Oklahoma Health Care Authority

Project Search – Tulsa

Oklahoma Department of Rehabilitation Services

Responding to the Needs of the Unemployed

Oklahoma Employment Security Commission

*SARD Technical Assistance:
A Continuous Quality Improvement*

Oklahoma Department of Mental Health
and Substance Abuse Services

SoonerCare Health Management Program Update

Oklahoma Health Care Authority

Talent Acquisition Team

Oklahoma Employment Security Commission

White Pages

Oklahoma Department of Mental Health
and Substance Abuse Services

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Tutors, Tutees and Tots

Joyce Smith, Quality Oklahoma and Productivity Enhancement Programs Coordinator

Pizza, salad, and chocolate chip cookies at the top of the Sonic Headquarters Building makes for a fun meal for students at the end of a long school year.

However, to get there, they have studied long and hard and added working with a tutor to their schedules. employees Having an Active Role

For the last few years, OPM employees in the State in Education (SHARE) Program spend one hour per week working with students at Wilson Elementary School. This school year, 14 OPM employees participated. Patricia Brewer, Dustin Crossfield, Michelle Crozier, Harry, Gentry, Torey Jackson, Brian Jepsen and Blanche Longoria tutored this year. Also tutoring were Cassandra Patmon, Jim Patterson, Shelley Phelps, Millicent Roozen, Joyce Smith, Marilyn Capps, and Tim Cramer.

On May 17, tutors and tutees made the trek to the top and met for fun and food to close out the year. No books, no lessons, and in some cases, no teachers.

Students were given an insider glance at the upcoming Wacky Pack toys and received gift packs for their year of work. This was a great way to end a school year, enjoy the summer, and gear up for the fall.



Pictured above from left to right: OPM tutors with their students from Wilson Elementary School are Torey Jackson, Blanche Longoria, Shelley Phelps, Harry Gentry, Brian Jepsen, Jim Patterson, Patricia Brewer, and Millicent Roozen. Cassandra Patmon is not pictured, but she attended the event.

Slavik Awarded WorldatWork Scholarship!

Everett Slavik, Assistant Director of Compensation/ASU Payroll Manager and Office of Personnel Management Health and Wellness Coordinator, was recently awarded a scholarship by WorldatWork to complete his Certified Compensation Professional designation. WorldatWork is a global human resource association focused on compensation, benefits, work-life and integrated total rewards to attract, motivate, and retain a talented workforce. Founded in 1955, WorldatWork provides a network of more than 30,000 members in 100 countries with training, certification, research, conferences and community. Everett was selected to receive one of forty scholarships available for 2010. Scholarship awards were based on individual merit and need.

The one year scholarship package includes free WorldatWork Premier Membership (\$350 value), 60 day access to e-learning courses, materials, and all related exam fees (\$16,290 value). The CCP designation requires professionals to successfully complete nine courses and pass nine exams. The total scholarship is valued at \$16,640. By providing the courses online via webcasts and exams at certified testing centers in Oklahoma City, the scholarship provides an additional savings of \$9,000 for travel costs associated with attending the certification courses.

Individuals who earn the designation gain valuable knowledge and expertise through the formal education courses and social networking of other members of WorldatWork. Organizations have learned the value of employees obtaining the CCP designation. 83% of companies now prefer or require applicants to have a CCP designation when filling compensation positions. This will be Everett's second certification. He has previously earned the IPMA-CP designation through the International Public Management Association.



Agency HR Director Spotlight :
Oklahoma Department of Mental Health and Substance Abuse Services

Donnita Heck, CPP, PHR, IPMA-CP

Human Resources Director is one of those jobs that most people don't have on their 'top-ten' list to make it as a career, right? After all, it involves policies, procedures, rules, discipline, and terminations. But for Donnita Heck, it's far more rewarding than this. She shared, "Being in HR also allows me to recruit some very talented people and to develop the best, high performing workforce in the state of Oklahoma to meet the needs of our consumers."

Ms. Heck is the Director of Human Resources Management and Human Resources Development for the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS). Ms. Heck, who has been with the department since 2002, holds a bachelor's degree in human resources and organizational leadership from Southern Nazarene University, graduating magna cum laude. "I'm very proud of my degree" says Donnita, who earned her degree in 1999 while continuing to work full time. She is also certified as a Professional in Human Resources (PHR), and International Public Management Association Certified Professional (IPMA-CP).

Donnita quickly entered the workforce after graduating high school, accepting a temporary position working for the Oklahoma Department of Human Services (OKDHS) in 1980. When asked what she liked most about her first job, Donnita replied, "I remember thinking it was really cool that I would have my weekends free." While her weekends were open, she made the most of her workdays and was hired as soon as a full time position became available. One of her primary tasks was typing emergency food stamps checks. "I can't

believe we actually used to type food stamps checks by hand!" she laughed. "Things have come a long way since those days."

Donnita transferred to the

needed to do for both personal and career growth." On the personal side, a member of Donnita's family was once admitted at Giffin Memorial Hospital. She admits not really understanding much about mental illness or substance dependency before coming to ODMHSAS. "I used to think they should be able to just pull themselves up by the bootstraps—I was so wrong!" Now she understands that mental illness is not a choice, but an illness that affects people just like any other physical disease. Stigma is a terrible thing, and she is truly an advocate to change it!

In 2005, Donnita took on the additional responsibility as Director of Human Resources Development, which provides educational opportunities for more than 10,000 employ-

ees and providers statewide. This puts her in the unique position of understanding human resources starting from the point of recruitment and continuing throughout the professional development of an employee's career with the department.

In discussing her dual role, Donnita states, "Unlike in many organizations where personnel and training are seen merely as agency functions, they are viewed by our agency's Leadership as strategic players in the department." Even during these challenging times of furloughs, voluntary outplacement and workforce reduction, she knows she has full Leadership support. She adds, "It's critical that we continue to develop our employees as they are the most important resource we have to provide the services needed by our consumers. Our ability to make recovery a reality for those we (*article cont. on page 15...*)



*Pictured from left to right:
Durand Crosby, Chief Operating Officer,
Donnita Heck, HRM/HRD Director, and
Terri White, ODMHSAS Commissioner.*

Human Resources division in 1981 and has really been on that track ever since. Twenty years and several career progressions later, she was hired as Deputy Director for the Human Resources Management Division. Reflecting back, Donnita said, "I worked hard to accomplish my professional goals, but I had so much support along the way from mentors who had more confidence in me than I had in myself and challenged me to go beyond my comfort level."

After only one year in this position, she learned about an opening for the HR Director position at ODMHSAS and took advantage of the opportunity. When asked what attracted her to this position, she said "It's very hard to grow up professionally in one organization without people seeing you how you started, so I really thought this is something I

(article cont. from page 14...)

serve is dependent upon the knowledge and expertise that we bring to the therapeutic relationship.”

During her tenure at ODMHSAS, Donnita has received numerous recognitions, just recently receiving a Building Excellent Services Together (B.E.S.T.) award for demonstrating service excellence. She has also been recognized for her contributions to numerous projects receiving awards at Quality Oklahoma Team Day, including the electronic hiring freeze exception process (e-92) and the Executive Leadership Academy (ELA). When asked about her proudest career moment, Donnita quickly responds, “The Quality Crown Award for the Executive Leadership Academy was probably my most treasured moment. There were so many excellent projects, so winning the premier award for all state government was so amazing.” Laughing, she added, “I was so excited! I was sure Commissioner Terri White was quite embarrassed that I was jumping up and down as if we had just won a Grammy Award. When we accepted the award, I turned to look at her and she was smiling from ear-to-ear with excitement too – though in a more composed manner than me.”

Donnita remains extremely humble in her success. “I have an optimistic team with a great attitude that focuses on positive solutions and customer service. We work on many projects because our team delivers quality results. It gets pretty demanding at times, but I much prefer being in the game instead of on the sidelines” she states.

To keep balance in her life, Donnita enjoys spending time with her husband of 29 years, Robert, and their three Chihuahuas – Curlie, Trigger and Sissy. They also look forward to spending time at the lake whenever time permits.

If you ask Donnita what inspires her, the answer will come from the following lyrics by Green Day. “It’s something unpredictable (life), but in the end it’s right. I hope you had the time of your life.” For Donnita Heck, she has found a home at ODMHSAS, and she makes a point each and every day to make the most of each situation – to have the time of her life.



Governor’s Ethnic American Advisory Council Elects New Officers

Brenda Thornton, Director of Equal Opportunity and Workforce Diversity

The leadership of the Governor’s Ethnic American Advisory Council changed with the election of new officers during their regular quarterly meeting on Friday, February 12, 2010, at the Office of Personnel Management.

Malaka Elyazgi was appointed as Chair, after resigning from the Vice Chair position for which she had held for the previous two years, and Dr. Basel Hassoun was appointed as Vice Chair.

Other members of the council include Dr. Riaz Ahmad, Dr. Muhammad Anwar, Mohammad Farzaneh, Tony Pezeshkian, Dr. Sandra Kaye Rana, Wes Salous, and Marjaneh Seirafi-Pour.

Pictured from left to right: Dr. Basel Hassoun, Brenda Thornton, Marjaneh Seirafi-Pour and Malaka Elyazgi.





2010 IPMA-HR Southern Region Conference Held in Oklahoma City

Tom Patt, Assistant Administrator for Management Services

Beginning on Saturday, April 24, public sector HR representatives from throughout several southern states, including Oklahoma, began assembling together at the Sheraton Hotel in downtown Oklahoma City for the 63rd Annual Training Conference of the Southern Region of the International Public Management Association for Human Resources (IPMA-HR). The Conference was hosted by the Oklahoma Public Human Resources Association (OPHRA), which is the Oklahoma chapter of IPMA-HR. This gathering represented the second time the Oklahoma chapter has hosted the Southern Region Conference in this millennium, with the first occasion occurring in 2001. One hundred eighty four representatives from 10 states, including Oklahoma, were present at this year's event.

The formal conference activities officially kicked off Sunday evening with the President's Reception at the hotel. Those attending were treated to refreshments and entertainment by the University of Central Oklahoma Jazz Band.

On Monday, the keynote speaker, Kyle Eastham, challenged the audience to instill a culture of accountability and excellence in their organizations. Mr. Eastham, who holds a black belt in aikido, judo, and karate, has experience as a training manager, human resources manager, game warden, and martial arts instructor. Calling on his martial arts background and his ability to persuade, he took the audience through the seven steps necessary to instill a high performance culture in an organization. Following Mr. Eastham's inspiring presentation, the conference attendees had the opportunity to choose from a variety of breakout sessions dealing with a broad range of issues, including drug abuse, compensation trends, ethics in leadership, and social networking. Monday evening was highlighted by a reception hosted by the State of Kentucky chapter, who is hosting the 2011 Conference. Attendees were treated to traditional Kentucky food and mint juleps, after which they had the fun of participating in a mock horse racing event.

mission, who provided a thorough review of the basics of the Genetic Information Nondiscrimination Act of 2009. Judge Vasquez was also featured in breakout sessions on Tuesday that focused on retaliation law and harassment. In the other breakout session, Dr. Lee Manzer of Oklahoma State University delighted participants with his customary blend of humor and instruction as he explained how story telling could be used to enhance organizational performance. Activities on Tuesday were capped off with the traditional Annual Banquet and Dance, which included an awards ceremony. OPHRA was honored with the 2010 Dayna R. Petete Outstanding Chapter Award during this ceremony.

The conference came to a conclusion on Wednesday with sessions on wellness programs, HR legislation, and workplace law. When the sessions were over, OPHRA members sat down with representatives of the Kentucky delegation to pass on lessons learned from planning this year's conference.



OPHRA officers are extremely pleased with the success of this year's conference. Earlier in the year, there was a lot of concern among the planners that the economic downturn would keep people from attending and possibly result in the cancellation of the conference. OPHRA President Linda Parish said her organization redoubled their efforts in the face of those worries, and she feels all that hard work paid off. "We're delighted in the how well this conference turned out. What could have been a financial disaster for our organization turned out to be a real success. I'm thankful to all of our members who worked so hard on this event. I think we put on a conference that Southern Region members will remember for years to come." She also expressed relief that OPHRA would not have to plan another conference for several more years. "I'm glad we had the experience," she said. "But I'm also glad Kentucky is hosting next year's conference!"

Tuesday's sessions included a plenary session by Judge Lloyd Vasquez of the Equal Employment Opportunity Com-



Surveys Created to Measure the State's Workforce Capabilities/Productivity

Ross Tripp, Workforce Planning Manager

Most employers use a variety of sources to measure the capabilities and productivity of their workforce. HR databases like PeopleSoft track and report on an abundance of information. However, in this age of sophisticated workforce analytics and integrated human capital management systems, sometimes the most effective way of gauging where we stand as an employer is one of the simplest, just ask. Employee surveys are still one of the best, and most cost effective, ways of getting feedback on important issues.

For years Oklahoma agencies have independently utilized surveys to measure a variety of different things; employee turnover information, employee satisfaction, and agency effectiveness are just a few. This independent approach has allowed agencies to tailor surveys to their individual needs. However, because the surveys are not linked this approach lacks the ability to compare results between state agencies, and additionally private sector entities. It is also more cost effective to distribute and analyze surveys centrally.

Additionally, developing a centralized body of knowledge for designing and distributing surveys requires significantly less time and man hours than to have each agency do this independently. For these reasons the Office of Personnel Management has partnered with the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) and The Oklahoma State Department of Health (OSDH) to develop and pilot two major surveys: an exit survey, and a climate/employee satisfaction survey.

ODMHSAS will pilot the exit survey. Donnita Heck, HRM & HRD Director, has been a longtime proponent of the exit survey project and one of the driving forces in seeing it come to fruition. OSDH is piloting the climate/employee satisfaction survey. Lisa Dennison, Interim Director of Personnel, has worked closely with the Office of Workforce Planning to develop and distribute this survey. Both ask a set of baseline questions to all respondents with the ability to add agency specific questions as needed. They also incorporate previously utilized survey questions where possible so that previous survey data may be compared. Additionally, the exit survey and the climate survey are designed to work together by asking correlating questions both, during the employees tenure, and after they have left. Both surveys will be distributed and administered by the Office of Workforce Planning with results analysis and raw data being provided to both agencies.

A third "on-boarding" survey is currently under development. These surveys when used together will allow us capture a more complete picture of why employees come to the state, what their impressions are while here, and why they leave state service.

In keeping with its mission to "deliver reliable and innovative human resources services," the Office of Personnel Management will soon make these surveys available for all agencies to utilize once testing is complete. For more information on these surveys or how your agency might utilize them, please contact Ross Tripp, Workforce Planning Manager, at Ross.tripp@opm.ok.gov or call (405) 521-6376.



Alliance for Civil Rights Presents Certificate to OPM

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

During the Oklahoma Alliance for Civil Rights, Inc. "Meet and Greet" Reception on March 24, 2010 in the Altheda Anderson Community Room at Tinker Federal Credit Union in Oklahoma City, OPM Administrator and Cabinet Secretary Oscar Jackson accepted a "Certificate of Appreciation" from the OACR on behalf of the Office of Personnel Management for "support and assistance ...to provide professional development, training, and leadership, to enhance organizational and individual performance in public service in keeping with our commitment to diversity and equal opportunity for all individuals". *Presenting the certificate to Jackson were: Jenny Chong, OACR Executive Vice President, Oklahoma Department of Transportation; Rosalyn A. Jacquett, OACR President and CEO, Oklahoma Corporation Commission; and Peggy Carter, OACR Board Member, Oklahoma Department of Corrections.*





Lawmakers Get Screenings for OKHealth

*Brian King, Communications Officer,
Employee Benefits Council*

Two dozen state lawmakers started the spring legislative session with a clear picture of their health, thanks to the state's benefits office, the Employees Benefits Council (EBC).

The February 18 free health screenings event at the State Capitol was organized by EBC and was part of a series of free, on-site health screenings at state office buildings for enrollment in the OKHealth Wellness Program. The screenings, performed by LifeCheck Laboratory, LLC, of Oklahoma City and OKHealth staff, were designed to get incoming OKHealth participants "on the fast track" to feeling better. The events eliminate the need 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 are taken just steps from employees' offices.



pressure measurements, as well as heart rate,

Twenty state representatives, four senators and four House staffers were among those who took advantage of the opportunity. An invitation letter to lawmakers from EBC Executive Director Philip K. Kraft said, "If your screening shows changes need to be made, I encourage you to participate in the OKHealth Wellness program, a service of the Employees Benefits Council. Whether you want to lose weight, stop smoking, be more active, or simply feel better, your personal wellness coach in the OKHealth Program can help you reach your goal."

The free health screenings, which started in November 2009, have attracted 891 state employees so far. In 14 free health screening events in November, OKHealth signed up more than 30 percent of its enrollee total for 2009.

With direction from a dedicated staff of professional health coaches, employees participating in the OKHealth program have been successful in reducing stress levels, lowering elevated blood pressure, LDL cholesterol, triglycerides, weight, blood glucose, and quitting tobacco use. OKHealth is a free, optional benefit for all active state employees.

Pictured above: House Speaker Chris Benge gets his height measured by Karl Nigg, CEO and Managing Partner of Life-Check Laboratory, during an EBC free health screenings event February 18 at the State Capitol. The screenings are for new enrollments in the OKHealth Wellness Program.

OPHRA Volunteers At OETA Festival 2010

On March 13, 2010, thirteen members, family members and friends of the Oklahoma Public Human Resources Association (OPHRA), the Oklahoma Chapter of the International Public Association for Human Resources (IPMA-HR), served as volunteers for "OETA Festival 2010", to raise funds for the Oklahoma Educational Television Authority. *Pictured 1st row left to right: Ray Bennett; Diane Haser-Bennett, OKDHS; Diane Crabbe, OSEEGIB; Karla Stockton; Kay Hagerman, OKDHS, OPHRA Immediate Past President; Tanara Lang, OBDNDDC, OPHRA President-Elect; and 2nd row left to right: Cynthia Bennett; Patsy Hubbard, ODOC; Jeannette Williams, OSEEGIB ;*



Olivia Reid; Eddie Reid; Jenelle P. Turner-Reid, OETA, OPHRA 1st Vice-President; B.J. Wexler and Kim Brasher, OETA Festival 2010 Hosts; and Oscar Jackson, OPM.



Commission on the Status of Women Holds Solutions Initiative Summit-Incarceration of Oklahoma Women

Marilyn Capps, Associate Administrator and Chief Financial Officer

Oklahoma has the distinction of being number 1 in the nation in the number of incarcerated women. The Commission on the Status of Women, in partnership with the Oklahoma Department of Corrections and the Oklahoma Women's Coalition, held a summit on April 30, 2010, and brought together state leaders, lawmakers, citizens and other interested parties to affect a change in this statistic for the State of Oklahoma.

The Summit was well attended and focused attention on an action plan to reduce the incarceration rate of Oklahoma women to under the national average by 2020 using evidence-based practice and policy. The overarching strategies of the action plan include interrupting pathways to incarceration, expanding critical services to at-risk individuals, populations and communities, enhancing public safety while implementing/expanding lower cost alternative to incarceration for nonviolent female offenders, and removing barriers and providing support for successful return from incarceration to society.

For more information please visit the website at oklahomasis.com

2010 ALL APPOINTING AUTHORITIES MEMORANDUMS

OPM 10-01 – 01/04/10: Semi-Annual Allocation and Salary Adjustment Report

OPM 10-02 – 01/04/10: Agency Human Resources Management Self-Evaluation and Management Plan

OPM 10-03 – 01/05/10: FY2009 OPM Annual Compensation Report

OPM 10-04 – 01/05/10: Semi-Annual Allocation and Salary Adjustment Report

OPM 10-05 – 01/05/10: 2011 Holiday Schedule for State Employees

OPM 10-06 – 01/12/10: Training on the Hay Job Evaluation System

OPM 10-07 – 01/25/10: Executive Order 2010-06 - State Employee Text Messaging Policy

OPM 10-08 – 02/24/10: Mandatory Supervisory Training Requirement Report

OPM 10-09 – 02/24/10: OPM State Employee Assistance Program (EAP) Video

OPM 10-10 – 03/01/10: Update on Executive Order 2010-06 - State Employee Text Messaging Policy

OPM 10-11 – 03/01/10: New OPM Carl Albert Public Internship Program Online Application System

OPM 10-12 – 03/04/10: OPM FY2009 Annual Report and Workforce Summary

OPM 10-13 – 03/05/10: Employee Service Rating (PMP) Compliance Form

OPM 10-14 – 03/08/10: 2010 Take Our Daughters and Sons to Work® Day

OPM 10-15 – 03/16/10: Emergency Amendments to the Merit Rules - Involuntary Leave without Pay (Furloughs)

OPM 10-16 – 04/09/10: 2010 Total Compensation Statement

OPM 10-17 – 04/14/10: 2010 Public Service Recognition Week & 2010 State Employee Recognition Day

OPM 10-18 – 06/23/10: Waiver & Release of Claims for Reductions in Force & Voluntary Outs

OPM 10-19 – 06/23/10: FY-2009 State EEO/AA Status Report Published

OPM 10-20 – 06/23/10: OPM Employee Assistance Program FY-2009 Annual Report

OPM 10-21 – 06/23/10: 2010 Quality Oklahoma Team Day Awards – Projects & Winners

(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

Oklahoma House of Representatives

Leann Overstake – appointed Affirmative Action Officer; eff. 05/07/10

Department of Emergency Management

Garrett Thornton, Grievance Officer – retired eff. 06/30/10

Jeff W. Chalmers II, Grievance Officer – eff. 07/01/10

Office of the Chief Medical Examiner

Peggy Devinish, Director of Personnel & Administration – retired eff. 06/30/10

Amy Elliott, Director of Personnel & Administration – eff. 07/01/10

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