



WORKING TOGETHER THROUGH ECONOMIC CHALLENGES

BY BILL RITTER, JR.

Economic headwinds are buffeting the nation, and nearly every state in the country is being forced to make difficult decisions. Case in point: Massachusetts is cutting \$1 billion from its state budget and laying off 1,000 state workers.

The economic downturn is impacting all of us: governments at every level, big businesses and small businesses, working families and senior citizens living on fixed incomes. No one is immune, and belts are being tightened everywhere.

Colorado state government is no different. This is why I am recommending to the legislature that for fiscal 2009-10, we forgo pay-for-performance salary increases for more than 26,000 executive branch employees. Salary-survey increases of about 2.5 percent will still be forthcoming under my budget recommendation.

This step, which will save nearly \$36 million, is necessary to protect taxpayer dollars and ensure that state government is

able to continue providing essential public services. As you will recall, last month I implemented a hiring freeze and froze construction on nearly \$50 million worth of new capital projects around the state.

These precautionary moves will give us the flexibility we need over the coming months as we continue to monitor the economy and revenue receipts.

Without question, these are challenging times. But fortunately for Colorado, we appear to be somewhat buffered relative to other states. Our unemployment rate remains lower than the national average, and we have posted 26 consecutive months of actual job growth. Housing values have not plummeted as they have in other states. And our banks and credit unions remain liquid and continue to offer credit and loans.

Our economy is diverse, strengthened by pillars such as the energy, aerospace, bioscience, tourism, technology and agriculture sectors. Small businesses provide a solid economic foundation statewide. And because of our focused economic-development strategy, we are well-positioned for growth when the economic downturn becomes an upturn.

I remain confident, optimistic and hopeful about our overall economic outlook and the opportunities before us.

You have my sincerest gratitude as we navigate through these turbulent waters together.

STATE EMPLOYEES GRANTED ADMINISTRATIVE LEAVE FOR 2008 HOLIDAY SEASON

In recognition of the hard work and dedication of state employees Governor Bill Ritter approved eight hours of administrative leave for use at certain times in the next two months.

According to a memo released to all employees on October 24, 2008 the leave may be used on Friday, **November 28, 2008**; Wednesday, **December 24, 2008**; Friday, **December 26, 2008**; Wednesday, **December 31, 2008** or Friday, **January 2, 2009**.

It is expected that all state departments and agencies will have coverage and will remain operational on these days. New employees who have been hired prior to December 31, 2008, will receive the eight hours of administrative leave. Also be advised that temporary employees are not eligible for holiday pay, leave, or benefits pursuant to statute



THE BENEFITS OF WELLNESS

BY RICH GONZALES
EXECUTIVE DIRECTOR, DPA

Generally, we take ourselves too seriously. When we take time to laugh at ourselves (see picture), enjoy simple pleasures and share fun and humor with others we are likely to live healthier lives. What if we begin to dwell on the possibilities for a healthier more productive life rather than the limitations we place on them? Using the knowledge that Colorado is one of the healthiest and leanest states in the nation as a foundation to promote wellness for state employees seems like a natural course to chart.

We hear a lot about the high cost of healthcare benefits and how difficult it is for the average citizen to afford quality healthcare. We hear of lost time and productivity due to sickness, injury, or medical conditions. We talk about our aging work force (see picture) and the projected future health care needs they will incur. We hear and observe all of this and yet we don't seem to take personal responsibility to address these issues. Well, I think there are people and resources ready to help us answer our wellness needs.

This week, I've had the opportunity to participate in the Colorado Culture of Health: Exercising Fiscal Fitness conference here in Denver. The focus of the conference was to examine the relationship between managing healthcare costs and benefit recipients taking responsibility for their overall health; people beginning to take control of their health for their benefit and for the benefit of their employers. This conference asked us to consider how great an impact we could have on our healthcare costs if each of us took a hard look at our lifestyle choices and decided to make a change. These changes cost little but return big profits in productivity, health, and quality of life. To make a personal commitment to improve our overall health is one of the best investments we can make in life.

The balance of what we eat and drink combined with our mental state and physical activity is one we must strike if we are to live a better quality of life. The conference spoke to preemptive approaches as well as managed care.

What if we, as a workforce, chose to reward those willing to make a commitment to improving their health and wellness? I'm not saying each of us must achieve our ideal weight and maintain it. What if we made the commitment to go in for regular check-ups on an annual basis, took steps to better manage a chronic ailment or disease such as diabetes, or took more time to think about what we eat, what we drink, and whether we are making a conscious effort to make good wellness decisions?

These good decisions should be recognized and rewarded. Colorado could serve as a

national leader in creating public policy that rewards healthy behavior.

The benefits to those making an effort to live a healthy lifestyle don't stop at financial gains, improving your overall health drastically improves your quality of life. Colorado state employees enjoy one of the best retirement plans in the nation, making more health conscious choices increases your chances of enjoying that retirement benefit we work so hard to earn.

Our promise to you is that DPA will maintain our efforts to find ways to reduce these costs while ensuring quality health-care is made available to all state employees. While at the same time we will continue developing rewards and recognition for everyone's effort.

In the mean time, eat well, exercise, have fun, enjoy your work, enjoy your friends and family but most of all don't take it too seriously. Make time to laugh of yourself (see picture) and do fun things (see picture). Be healthy.

Editors Note: Watch future issues of Stateline for more on the Colorado Culture of Health Conference.

ETHICS COMMISSION DECIDES ON GIFTS

In early October, the Independent Ethics Commission (IEC) published some much anticipated direction regarding its interpretation of some of the more commonly asked questions by public employees across the state. In its effort to effectively address many of the requests for opinions received by the Commission, it issued a position statement in response to numerous requests for direction on similar issues relating to its interpretation on receipt of "gifts."

Perhaps the most common issue the Commission was asked to address was the permissibility of a public employee, their spouses' or children's acceptance of scholarships. The IEC determined that acceptance of traditional scholarships indeed is permissible. Two members of the Commission did not agree or dissented, with this finding, but were overruled by the majority vote of the Commission. The IEC statement addressed various other "gifts" such as honoraria, inheritance and raffle prizes. To view the official position statement in its entirety go to www.colorado.gov/ethicscommission and click on "position statement" in the gray box to the right of the screen.

The IEC was put in place by legislation passed to facilitate mandated state constitutional Amendment 41 passed by voters in the 2006 general election. The Commission is made up of five members, four of which are appointed by each of the branches of state government, with the fifth member being chosen by the initial four committee members: Former State Senator Sally Hopper (R) was appointed the State Senate; Roy Wood (D) was appointed by House of Representatives; Nancy

Please see COMMISSION on page 7.



2008 STATE TOP ACHIEVEMENT RECOGNITION (STAR) AWARDS

After a brief hiatus the STAR Awards are back and better than ever, culminating in an award ceremony where Governor Bill Ritter, Jr. presented the winners with their trophies. The focus of this awards competition is to recognize those state employees, from all branches of state government and higher education, who embody the essence of a true public servant. The award categories were updated to reflect the current values and goals of Colorado state government. Following are the names and a brief description of this years STAR Award Winners:



Governor Ritter greets those in attendance at the awards ceremony.

Outstanding Service Award Winner Randell Witte

Mr. Witte has shown tremendous dedication in his 31-year teaching career with the Colorado School for the Deaf and the Blind as a Braille Instructor for the Colorado School for the Deaf and the Blind. Randy works with blind/visually impaired students attending public school part-time. However, he doesn't confine his efforts to the classroom, but shows his commitment to his students and the school by sponsoring extra-curricular activities, and participating on numerous boards and commissions.

Green Government Initiatives Award Winner Brett Jackson

Brett Jackson serves as the Department of Military & Veteran Affairs' resident mechanical & energy engineer. Through his greening efforts the department's flight facility just received certification as a Leader in Energy and Environmental Design (LEED's) from the United States Green Building Council. This is a nationally recognized certification, and all of Colorado can take pride in Mr. Jackson's achievement.

Citizenship Award Winner Jeff Morrell

Mr. Morrell provides customer service for Operations Management in the Housing & Dining Services at Colorado State University. However, it is his efforts as the President of the Fort Collins Bike Library, a program that collects donated and abandoned bikes and repairs them and allows members of the community to borrow a bike for a week at a time, that has brought him this recognition.

Government Efficiency Management (GEM) Winner The Colorado State Employee Assistance Program

C-SEAP, comprised of Randi Wood, Jon Richard, Linda Pounds, Yvonne Garber, Joe Kuntz and Madalena Garcia, provides an array of mental health services to employees across the state workforce. Through analysis of incident actions and meeting with HR professionals C-SEAP created customized workshops that address

common areas of concern across the state. This is in addition to ongoing individual and organizational assistance. This has led to a substantial increase in the use of C-SEAP services generating an estimated cost avoidance of more than \$5 Million

Manager/Supervisor of the Year Award Winner Chuck Grube

Mr. Grube manages the Air Traffic Control Tower at Buckley AFB for the 140th Operations Group, Colorado Department of Military and Veterans Affairs. This makes him responsible for supervising all air traffic controllers, developing local

procedures and coordinating with surrounding air traffic control facilities. Flying operations must be maintained 24-hours a day, seven-days-a-week and require a manager with extraordinary skills.

Employee of the Year Award Winner William Ortiz

William R. Ortiz has worked at the Colorado Mental Health Institute at Pueblo, Department of Human Services, for the past 26 years as a Licensed Psychiatric Technician and a CSSO II. His work in a medium security unit treating severely ill patients requires expert clinical judgment which he not only demonstrates, but combines with a compassionate and helpful approach toward patients.

COLORADO COMBINED CAMPAIGN

It is time again for state employees to open their hearts - and wallets - for the Colorado Combined Campaign (CCC). In 2007 state employees donated more than \$1.6 million for distribution to charities as varied as the American Red Cross to public radio to the Dumb Friends League. The CCC hopes to beat that total this year.

According to CCC Director Mel Rael more than 7,400 employees contributed to their favorite charities in 2007 on either a monthly basis, or with a single contribution to a host of worthy causes.

"During difficult economic times it is easy to overlook the needs of the non-profit community," says Rael. "A contribution to the CCC can extend the reach of government to those citizens who need help the most."

For more information you can visit: www.colorado.gov/ccf/



STATE EMPLOYEES DOMESTIC VIOLENCE AWARENESS PROJECT

Did you know...

According to a Family Prevention Fund study of domestic violence survivors found that 74 percent of employed battered women were harassed by their partner while they were at work?

The Centers for Disease Control and Prevention reports that the annual cost of lost productivity due to domestic violence is estimated as \$727.8 million, with over 7.9 million paid workdays lost each year?

Through informative awareness sessions, you can learn how to recognize the signs of domestic violence and how to respond in the workplace. The Domestic Violence Awareness Project will deliver these awareness sessions to Colorado State Employees beginning November, 2008. Sessions will be held in metro area

locations such as Denver, Arapahoe, Boulder, Adams, Jefferson, Broomfield, and Douglas counties, and will begin outside of the metro area, beginning late 2009.

Please contact the Domestic Violence Program at (303) 866-3150 for more information and watch for announcements about sessions in your state.

The Domestic Violence Awareness Project is a joint venture of the Colorado Bar Association (COBAR), the CDHS Domestic Violence Program (DVP), and the Colorado State Employees Assistance Program (C-SEAP). Learn more at the links listed below.



www.domesticabusefund.org



www.colorado.gov/DPA/eo/eap/



www.cobar.org



<http://www.cdhs.state.co.us/>

State Employee Opinion Survey Results Now Available

The results of the state employee Workforce Opinion Survey have been tabulated and are now available on-line to state employees. According David Kaye, Director of the Division Human Resources, "This survey is a great first step in a process of determining what issues are important to employees; where the state is doing well when it comes to workplace issues, where we can focus our limited resources to do better. The results of the survey confirm areas we are already focused on, such as performance management and improving benefits."

The Department of Personnel and Administration administered a baseline statewide workforce opinion survey in July 2008 to begin formally recording state employees' opinions in areas such as work environment, compensation, performance management, leadership and the nature of their work.

According to Kaye it has been more than ten years since an opinion survey of this magnitude has been conducted with all State of Colorado employees. More than 12,000 employees responded to the survey, indicating a strong desire for employees to voice their opinions.

Survey Highlights

In half of the survey questions, more than 75 percent of the respondents selected an answer that indicates employees have a favorable view of working for the State.

Kaye goes on to point out that this survey is a baseline measurement only, and the first of a long series of planned surveys designed to measure movement in employee opinions and attitudes. He cautions that employees should not try to draw too many conclusions from just one survey. "Only subsequent surveys in the coming years, as well as comparing survey results against industry and market standards will tell whether individual departments or the state as a whole has made any progress toward positive change," Kaye says.

DHR would like to thank the HR community and department management for encouraging employees to take the survey, and especially state employees themselves for taking the time and effort to be a part of this milestone endeavor.

The statewide survey executive summary, as well as a comprehensive look at survey responses can be viewed at <http://www.colorado.gov/dpa/dhr/StateWOS-08-ExecSumm.pdf>



"LEED-ING" THE WAY TO A GREENER COLORADO

KERRY WHITE

DIVISION OF CENTRAL SERVICES, DPA

Standing under the graceful marble arches and the delicately painted ceilings of the Capitol building's west foyer on a recent fall morning, I had one of those moments where I thought *this* is what the Department of Personnel & Administration's (DPA) slogan "Good Government Starts Here" really means. Governor Ritter was accepting the nation's first certification for a State Capitol Building under the U.S. Green Building Council's (USGBC) Leadership in Energy and Environmental Design (LEED). Behind him, shielding their eyes from the glare of the television lights and trying to suppress Cheshire Cat-like grins, stood my colleagues, the staff of DPA's Capitol Complex Unit and the Office of the State Architect. Like all of us in the room that day, they were bubbling with pride at this accomplishment.

As the Capitol building became the fourth Capitol Complex property to receive LEED certification, it also achieved the distinction of becoming the first building in our country to receive certification under the new Existing Buildings: Operations and Maintenance (LEED-EB O & M) rating system. This accomplishment is a milestone in state government fulfilling Governor Ritter's promise of a greener State and leading the way toward a New Energy Economy.

While Governor Ritter is talking, I glance over at Capitol Complex's Energy Manager, Richard Lee, who is standing between the USGBC's Deb Kleinman and Capitol Complex Manager, Frank Lombardi. In his arms is a large marble plaque that soon will be presented to Governor Ritter. Judging by the awkward positioning of his arms, it looks heavy. Later Lee, who was in charge of this project, tells me that he spent a good portion of the press conference thinking about how to not drop the plaque, and what he'd say if he did: "*at least we can recycle it.*"

The project has taken nearly four years, of which the LEED certification component took about eight months. DPA worked with Chevron Energy Solutions and CTG Energetics to complete the necessary energy audit to assess the building, identifying areas where the energy and environmental improvements could be made to reduce carbon emissions and overall energy use.

As the team moved through the Capitol's halls they set to work gathering information on building controls and systems, and taking measurements of all variety, including the number and size of windows, doors, air vents, openings, and the like. After pointing out major areas of opportunity, such as heating, ventilation and air conditioning, the team went on to identify lighting, plumbing, and other system improvements that could be made. Complicated by the building's status as a registered landmark, by the State Historical



Capitol Complex Staff with Governor Bill Ritter, Jr. and Deb Kleinman (first row, left), Executive Director of the U.S. Green Building Council.

Society, the team painstakingly worked to improve the energy efficiency of the Capitol while honoring its historic and architectural integrity.

Once the technical upgrades were in place, the next step involved working with the Governor's Energy Office and building occupants to implement audits of another flavor: transportation, occupant behaviors, and even a trash audit, the reality of which is as bad as it sounds.

Just ask DPA's Lee, Stan Miller or Rod Vanderwal to describe how they spent a cold March day, hands stuffed into dual layers of rubber and leather gloves, trolling through over the 300 pounds of waste, roughly 100 bags, that was removed from the Capitol over one 24-hour period. What they found, including 138 pounds of recyclable paper and 96 lbs of recyclable plastic, not to mention a lot of bathroom and food waste, led to an expansion of the building's existing recycling program.

Lee says, "The trash audit led to better communication with the building tenants on what can be recycled." It also led to the installation of two *additional* 75-gallon recycling containers, which are being placed in the cafeteria and eight 20-gallon containers, which will go in the first and third floor committee rooms. These are in addition to the existing 35 containers of various sizes that are sprinkled throughout the Capitol's office and common areas.

Other improvements included the initiation of "green" custodial practices, the use of recycled content in toilet paper and hand towels in restrooms, the installation of Energy Star electronics and equipment, replacement of older toilets with the newer low-flow models, replacement of conventional light bulbs with their compact fluorescent counterparts, and installation of more efficient light fixtures throughout the building. All of these improvements are made possible through a "performance contract" with Chevron Energy Solutions, and were achieved with the use of no new tax dollars.

The success of the Capitol Building project has led DPA to pursue LEED certification at the Governor's Residence and the Colorado Division of Labor and Employment building, at 251 E. 12th Avenue. So while DPA isn't likely to change its slogan anytime soon (clearly good government *does* start here), it's also true that "Green Government Starts Here."



COLORADO JOINT COUNTERDRUG TASK FORCE TAKES ANTI-DRUG MESSAGE TO COLORADO SCHOOLS DURING RED RIBBON WEEK

BY TECH. SGT. CHERESA D. THEIRAL,
COLORADO NATIONAL GUARD PUBLIC AFFAIRS

Colorado National Guard's Joint Counter Drug Task Force, in partnership with the Drug Enforcement Agency and Miss Colorado, is leading the charge to bring an anti-drug message to 65 schools across the state during Red Ribbon Week.

While Red Ribbon Week officially spans seven days in October, one week just isn't enough time to reach all the schools that request support from the Colorado JCDF.

"Red Ribbon Week is a DEA initiative that we are glad to support," said Colorado Air National Guard Lt. Col. Chris Ryan, CO-JCDF commander. "We have a great partnership with the DEA in Red Ribbon Week as well as other narcotics enforcement initiatives. Red Ribbon Week presents the National Guard in a very positive light in our communities while it plants a positive, anti-drug message in the minds of Colorado kids. It also helps us get our foot in the door to promote some of our more involved programs like 'Stay on Track,' a measurable, evidenced-based, drug abuse prevention program we have recently started presenting in Colorado schools."

Two Army OH-58 Kiowa helicopters and associated counter-drug crews have already started making presentations, up to five each per day, starting with Peiffer Elementary School in Littleton, Colorado on October 13.

When Michael Moore, a DEA agent, asked a group of Peiffer students what they wanted to be when they grew up, answers ran the gamut, between artists, professional sports players and veterinarians.

"What you guys heard was a lot of hopes and dreams, a lot of big ideas aspirations that can all come true, but you can't do one thing," Moore told the students. "You can't do drugs because it will take your dreams away. You guys can do and achieve anything you want. You guys have to stay in school, put your mind to it and make good decisions."

Jamie Dukehart-Conti, Miss Colorado 2008, then described her three jobs: representing her state and community as Miss Colorado, being a nanny and being a Denver Broncos cheerleader, all while striving to be an elementary school teacher. She said she's successful because she's never done drugs.

"You need to make good choices and good decisions along the way," said Dukehart-Conti. "It's not always easy, but it is really, really important that when you say no to drugs, you mean no."



Peiffer students went on to make a pledge to stay drug-free.

"I promise to never, ever, ever, ever, ever, ever

do drugs," the children sounded in unison.

As a testament to power of positive influence, first grader Jenasey Martinez decided she wanted to be a soldier, a helicopter pilot and Miss Colorado when she grows up, because after only a half-hour presentation, she sees awesome opportunities ahead.

"I think I'm going to be a powerful woman," said first grader Jordan Parker, who doesn't yet know what career path she'll take. "I'm going to do something, but I'm not going to do drugs."

Students were also given an opportunity to walk around the OH-58 Kiowa helicopter to see the drug interdiction aircraft up close.

"I like it because it's big," said first grader Isabella Gonzales."

"It's cool on the inside," said first grader Robbie Berry.

Not all kids were impressed by the Kiowa, however. "Next time, you guys should bring the Chinook," said sixth grader Stefan Leescu.

The CO-JCDF supports local, state and federal law enforcement agencies, community-based organizations and schools with a variety of services to help rid Colorado communities of the effects of drug abuse and associated social issues. For more information about the program visit www.cong.army.mil/jso.html.

The National Family Partnership is the sponsor of the National Red Ribbon Week Celebration, and the Red Ribbon Campaign is now the oldest and largest drug prevention program in the nation. For more information, visit www.nfp.org/redribbon.htm.



Brenden Pennington, Justin Perdew, Jacob Artzer, Alec Pace (left to right) and other students at Peiffer Elementary School in Littleton, Colo., smile and cheer as they kick off Red Ribbon Week Oct. 13, 2008.

DOT AND DNR TEST WILDLIFE DETECTION SYSTEM

The Colorado Department of Transportation put into operation a first-in-the-nation Wildlife Detection System on US 160 between Durango and Bayfield, just east of the Florida River. The system, constructed test zone between mileposts 95.6 and 96.6, consists of a cable buried one foot deep and 30 feet from either side of the roadway. This "intrusion-detection" technology by Megal Senstar has been used for perimeter security by military, prisons, airports and some private land owners, but has never been employed as a wildlife detection system.

CDOT, in coordination with the DOW, looked at many solutions, their practicality and their economic and environmental feasibility. Fencing, permanent signs, lighting; all presented solutions that were not quite right for this stretch. Beller explains that the team looked at ways to minimize impacts to the wildlife's migration while alerting motorists of their presence; a sign that would light up only when wildlife were present seemed the best solution. Detection systems using laser beams, microwaves or infrared technology were considered, but due to the potential for false positives caused by snow, clouds and even branches with such systems, the underground detection system was considered the best option.



The underground cable in the Wildlife Detection System detects changes in the earth's electromagnetic field. The presence of large animals (deer, elk, horses) will cause these changes. The system then transmits information to a sensor module in that particular zone, which communicates to a central on-site control module that activates electronic signs to warn motorists of wildlife in the roadway vicinity. There are 12 signs (six on each side of the highway) in the test section. When an animal triggers the system, two signs for each direction of travel will light up.

Seven speed radar detectors have also been installed to register motorists' speed both outside and inside the test zone so that drivers' base speed and reaction speed can be monitored. The radar system will also monitor traffic counts, useful for follow-up analysis of the data. All the data will be periodically downloaded from the on-site modules and sent to CDOT's Traffic & Safety staff for review. CDOT in Durango was awarded a CDOT Research Grant for \$150,000 that will go to

Western Transportation Institute of Bozeman, Montana, to independently evaluate the success of the project.



STATE PATROL HONORS PREVIOUS GENERATIONS

The Colorado State Patrol honored the service of the 200 retired officers at a BBQ and party on the campus of the Golden State Patrol training Academy, Saturday, September 27th. Retirees identified photos, gave video interviews, and enjoyed a BBQ lunch held in recognition of their efforts in helping CSP attain its current status.



With 500 former officers, their spouses and current officers in attendance, Colonel Mark Trostel, Chief of the CSP, addressed the group thanking the former officers their service and introducing them to CSP's newest equipment and training methods.

Later, Lt. Governor Barbara O'Brian was also on hand and addressed the group recognizing what an important contribution the State Patrol makes to our state.

:: SAVE THE DATE :: NINTH ANNUAL COLORADO DIGITAL GOVERNMENT SUMMIT NOVEMBER 17, 2008

Marriott Denver City Center, Denver, CO

For more information contact: Anthony Yanez
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Commission, continued from Page 2

Friedman (D) was appointed by Governor Bill Ritter, Jr.; Matt Smith (R) was appointed by Chief Justice Mary Mullarkey; and Larry Lasha (I) was chosen by the Commission to serve as the fifth member.

With many of the request for opinions addressed by the October position statement the Commission is now turning its attention to the other, more specific request for opinions. To learn more about the Commission, and to see a schedule of upcoming hearings go to the EIC web page, address on page two.

GREENING EFFORTS ACROSS THE STATE

DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT INITIATES NEW COMPOSTING PROGRAM

Governor Ritter's Climate Action Plan calls for all state agencies to increase waste diversion rate to 75 percent. In accordance with this Colorado's Greening efforts, the Department of Public Health and Environment began a pilot program to compost cafeteria waste. The program centers around a three bin system which allows separate collection of commingled waste, paper waste and organic material.

DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT CUTS PAPER USE 20 PERCENT BETWEEN FY-04 AND 08

The Department's Greening Government representative, Patrick Hamel, worked with the CDPHE print shop and office staff to reach the goal employing new tools to create and post electronic documents rather than paper. Additionally, printers are set to duplex default - meaning staff has to consciously choose to "waste" paper by selecting single-sided print jobs, and all divisions are restricted to a set number of copies allowed per quarter.

Impressively, the department's paper reduction strategies have saved enough money to allow CDPHE to increase the amount of recycled-content paper purchased (recycled paper tends to be slightly more expensive than virgin paper) and still reduce the total amount spent on paper. CDPHE's paper reduction strategy is an excellent example of "leading by example."

THE GEO RECOGNIZED AS A GOLD LEADER FOR DPHE'S ENVIRONMENTAL LEADERSHIP PROGRAM.

The Environmental Leadership Program (ELP) is a statewide environmental recognition and reward program administered by the Department of Public Health and Environment's Sustainability Program. The program offers benefits and incentives to members that voluntarily go beyond compliance with state and federal regulations and are committed to continual environmental improvement.



NEW ENERGY ECONOMY THE PATH FORWARD - A LOCAL FOCUS

The second annual "New Energy Economy: The Path Forward - A Local Focus" conference attracted over 50 exhibitors and over 800 attendees to discuss local issues, on October 14, 2008.

At the conference, the Governor announced the grantees for the New Energy Communities, which awarded a total of \$10 million to communities. The conference focused on initiatives that are taking place across Colorado and provided examples of best practices. About 1.8 million people live in the areas that will benefit from these projects, which include:

- Avon Heat Recovery Facility: \$1.5 Million
- Boulder County Biomass Heating Initiative: \$500,000
- Cortez Micro-Hydroelectric Plant: \$500,000
- Fort Collins Regional New Energy Communities Initiative: \$778,000
- Garfield County New Energy Communities Initiative: \$1.6 Million
- Grand Junction New Energy Communities Initiative: \$1 Million
- Greeley Intergovernmental New Energy Communities Initiative: \$700,000
- La Plata County Regional New Energy Communities Initiative: \$1.2 Million
- Longmont New Energy Communities Initiative: \$500,000
- Loveland Multi-Agency New Energy Communities Initiative: \$39,250
- Pikes Peak Region New Energy Communities Initiative: \$200,000
- Pueblo Sustainable New Energy Communities Initiative: \$1 Million
- Routt County New Energy Communities Initiative: \$87,000
- Yuma County New Energy Communities Initiative: \$400,000

The event was sponsored the Governor's Energy Office , Colorado Public Utilities Commission , the Division of Local Affairs and the Office of Consumer Counsel. The state agencies partnered with Colorado Counties Incorporated, the Colorado Municipal League and Energy Outreach Colorado for the event.

C-SEAP NEEDS YOUR HELP!

For many years, Credit Union of Colorado has sponsored a food drive to benefit the Colorado State Employee Assistance Program (C-SEAP) Emergency Assistance Fund. Unfortunately, the food drive will not be held this year or in the future, due to limited space and resources at C-SEAP to store and distribute this food.

Given this change, we have adopted a new mission to help needy state employees and their families. This mission is to replace or exceed the total amount of food we have collected in the past with grocery store gift cards and monetary donations. By replacing the food we would have collected with gift cards or money, we will be able to continue to help state employees in crisis situations.

Here's what you can do to help support state employees in need:

1. Purchase a gift card at any grocery retailer in Colorado and mail it or drop it off at C-SEAP. Cards can be mailed directly to C-SEAP at 633 17th Street, Suite 1120, Denver, CO 80202 (Attn: C-SEAP Donation). Grocery store gift cards will be dis-

tributed to state employees in need of food assistance throughout Colorado. (Please be sure to note the denomination loaded on the gift card.)

2. Drop off monetary donations at any Credit Union of Colorado location or call the Credit Union directly at 303-832-4816 or 1-800-444-4816 to transfer a donation from your Credit Union of Colorado account.

3. Mail in monetary donations to Credit Union of Colorado, 1390 Logan Street, Denver, CO 80203 (Attn: C-SEAP Donation). Please make checks payable to C-SEAP.

4. Transfer money from your Credit Union of Colorado Account directly to the C-SEAP Emergency Assistance Fund through Online Banking. Within Online Banking select the *Transfer* option and then select *Transfer to another member's account* to make your donation (C-SEAP's account is 774300, account type 08).

Consider giving to those in need. Your contributions will make a difference for many state employees and their families. Thank you! For more information contact Katie Currat at 303-832-4816 or via email curratk@cuofco.org.

YOUR SPOUSE'S JOB & YOUR STATE BENEFITS

BY BOB MONZEL

DPA DIVISION OF HUMAN RESOURCES

If you're like many employees, you have a spouse. And not just a spouse, but a spouse with a job. And not just a job, but a job with benefits.

Which is great. It gives you another set of options when considering health and dental insurance, as well as other benefits. But the flip side of doubling your choices is that you have to coordinate coverage, paying attention to two sets of information, deadlines, rules, along with two open enrollment periods.

The State moved to a July – June benefits plan year in 2004, putting the state Open Enrollment in April/May. However, many employers have a benefits plan year of January – December. That means a spouse's open enrollment is likely during October or November, and any changes made will be effective January 1, 2009.

So how do you coordinate this with your state benefit options, when the state's open enrollment is still six months away?

Know that any change as a result of your spouse's open enrollment must be entered into the State's online Benefits Administration System (BAS), and documentation of the open enrollment change provided to your HR office, **within 31 days of the event**. In this case the event day is **December 31, 2008**, the date one coverage – either yours or your

spouse's – is being dropped. Miss that 31-day window and you'll have to wait until the next open enrollment. How do you enter such a change? Within the BAS, select the appropriate reason for a change – either "spouse gains benefits" or "spouse loses benefits" – and then enter an event date of 12/31/2008. From there, make the appropriate changes to your state employee benefits.

A VERY important bit of information – While your window to enter such a change closes on January 30, 2009 (31 days from December 31), understand that if you enter the change in January, your changes for state benefits will not be effective until February 1. Why? Because, in accordance with federal regulations, such changes must be prospective (meaning they must take effect in the future). Since the State handles benefits on a monthly basis, the change is effective the following month *after* the event date *AND* the date the change is entered into the BAS.

Since your spouse's open enrollment will likely be over by the end of November, don't wait until late December or January to enter your state changes in the BAS. You can enter such changes up to 90 days in advance of the event date, which means anytime in November or December.

Know that the 31-day window is not unique to your spouse's open enrollment, but applies to changes throughout the year to your spouse's job status and eligibility for benefits at their job. The 31-day window also applies to other events such as **birth, marriage or divorce**. Any change to the State's benefits must be completed **within 31 days** of the event and Day One is the date of the event itself. If you miss this 31-day window, you'll have to wait until the next Open Enrollment to make your change.



STATEWIDE EMPLOYEE STATISTICS FOR OCTOBER 2008	
Promotions	96
New Hires	423
Demotions	11
Transfers	221
Resignations	89
Deaths	2
Terminations	29
Retirements	15
Employees Laid Off	2

These number reflect changes within the State Personnel System only

C-SEAP SERVICES PROVIDED STATEWIDE, AUGUST 2008	
Number of Clients	266
Total Client Contacts	427
Number of Workplace Consultations to Individual Supervisors/Managers	35
Number of Group-Based Organizational Development Services (Training, Mediation, Crisis Response, Problem Solving Facilitation, Work Group Performance Enhancement)	36
Number of Employees Participating/Attending Organizational Development Service	707

UPCOMING TRAINING OPPORTUNITIES

Building a Retention Culture (Nov. 13th): Learn strategies for retaining your best employees.

to apply the results for better communication, conflict resolution and customer service.

Thriving in the Multi-Generational Workplace (Nov. 18th): Learn words that work and develop skills for effective communication and team work for all of the generations in the workplace.

Group Facilitation Methods (Dec. 17 and 18): Two day class. Learn three proven methods to activate, **motivate, build consensus and buy in**

Pre-retirement Workshop (Dec. 2): Learn strategies to build a complete plan for maximizing your retirement income.

Please visit www.colorado.gov/dpa/dhr/train for registration, schedule and fee information.



DiSC Personality Profile (Dec. 16th): Complete the DiSC assessment and learn how