



STATE EMPLOYEES HELP HAITIAN ORPHANS ARRIVE IN NEW COLORADO HOMES BY BILL RITTER, JR

As Colorado grapples with the worst economy since the Great Depression, state employees have encountered great challenges and made numerous sacrifices. Time and again they have risen to the occasion.

And over the past few weeks, dozens of state workers demonstrated the kind of public service heroism that should make all Coloradans proud. Led by Department of Human Services (DHS) Executive Director Karen Beye, state employees cut through miles of international and domestic red tape to expedite the adoptions of orphans from earthquake-ravaged Haiti.

Under normal circumstances, an international adoption can take two to three years. But when the catastrophic 7.0 earthquake struck Haiti on January 12, the adoption process was thrown into turmoil. Families in the process of adopting Haitian children were suddenly cut off from any information. Orphanages were in ruins and the condition of the children was unknown.

For nearly two straight weeks, state employees spent time, effort and energy coordinating with orphanages in Haiti, various arms of the U.S. government and with anxious families here in Colorado.

With overwhelming and daunting obstacles standing in their way, state employees worked tirelessly and selflessly, pushing through logjam after logjam and refusing to take no for an answer from military, immigration, customs and homeland security officials.

Working together, Karen's team at Human Services and my office developed a rescue strategy. The Governor's Office coordinated with federal agencies on the logistics of transporting

children out of Haiti to the staging area in Orlando, Florida. Meanwhile, Human Service employees began the immense task of streamlining adoption paperwork, soliciting donations of medicine, baby formula, diapers, clothes, and other supplies, and consolidating the adoption process.

As the sun rose Saturday, January 23, a team of volunteers – including 19 state employees, several Children's Hospital physicians and other social workers – boarded a charter flight for Florida funded by MDC/Richmond American Homes Foundation. They were on their way to meet 32 Haitian orphans to bring them home to Colorado.

What was initially projected to be a one-day operation slowly turned into a 36-hour sleepless marathon. Once on the ground in Orlando, DHS employees assembled myriad documents to comply with new and impromptu federal and State of Florida immigration, adoption and safety requirements.

Physicians tended to the children's medical needs, everyone on the team provided warmth and comfort, and United Airlines juggled nationwide flight schedules to provide a donated "mercy flight" for the orphans, state employees and other volunteers from Florida back to Colorado.

Ultimately it was a collaborative and determined group effort that made this story a success. It was state employees going above and beyond what was asked of them, employees who freely donated their time and thoroughly believed in what they were doing.

As the Colorado Springs Gazette wrote in an editorial after the emotional homecoming, state employees provided the necessary leadership "to get these children home in the timeliest, least traumatic manner possible. A greater cause is hard to imagine."

This effort has been an inspiration to me, my family and friends, and it serves as a great example of how, by working together, we can overcome any challenge and make a real difference.



Governor Ritter meets with team of volunteers headed to Florida to facilitate adoptions.



As is the case for all state agencies and departments, these last few months have been a busy time here at DPA. One of the major projects we are currently working on with the Partnership, (Colorado WINS, the Association of Colorado State Patrol Professionals (ACSPP) and DPA) is the formulation of health and dental care plans for the next fiscal year.

The process began last year when a committee was formed to discuss and review our goals, options and requirements for these plans. From this larger group a committee was formed with representatives from both employee organizations, state employees from various departments of state government and staff members from DPA's Division of Human Resources to review proposals. These proposals were submitted in response to our Request for Proposals (RFP) from vendors interested in providing health and dental care plans for the state workforce. There was a tremendous response from the vendors and the RFP review and evaluation committee spent months combing through *literally* thousands of pages of information. Their goal was to find vendors best able to provide the State with quality health and dental care coverage that meets our complex needs. This was no easy task, and the committee members worked many long hours in order to finally choose United Healthcare as the self-funded plan and Kaiser Permanente the fully-insured. I was not a member of the RFP evaluation and selection team.

Once the vendors were chosen, we began our work with our human resources professionals, Colorado-WINS, ACSPP and DPA executive management to craft plan designs that best meet our diverse medical and financial needs. We also considered our budgetary and legal obligations to provide quality coverage to all state employees. This was a difficult job because of the unique variables the State must deal with, such as:

- providing health and dental care coverage in each of the 64 counties in our state;
- providing affordable insurance in a climate of rising health care cost and a national health care crisis;
- providing affordable insurance in the face of a state budget that keeps getting tighter and tighter;
- providing coverage for those of us living in rural communities where healthcare providers are rare, and therefore able to charge higher fees for their services;
- providing coverage for a workforce with an average age of 47.5, and the older we are the more likely we are to need healthcare, and are therefore more expensive to insure;
- we are faced with continued budget cuts as a result of a financial downturn from which our state and the nation is only now beginning to recover; and

- we are working in an environment in which healthcare costs have been on the rise for years, and will continue to do so as our nation struggles to reform our healthcare system.

These difficulties are not new; DPA has continually worked to provide all employees with quality health care plans at affordable rates. Just last year we asked the JBC to consider cost-sharing to reduce the impact of substantial increases in premiums and were successful.

This year, there has been a great deal of miscommunication in regard to fees and a term of art called rate-loading, so I would like to clear those issues up here. To date there have been no fees discussed or suggested in regard to health care premiums and the plan an employee chooses. We are currently in the process of costing-out the various plan designs agreed upon by the partnership. That process does include the routinely used mechanism of "rate-loading," which allows for the sharing of the burden of the cost across all tiers of the respective plans. This allows for each of us to obtain health care coverage regardless of the location and physical needs of each individual participant.

In spite of all these factors to consider and the demands that had to be met, we have been able to craft plans that meet the needs of the State and the employees.

We are currently waiting for DPA staff to calculate and determine the costs associated with each of these plan designs. Once the plans are costed-out and premiums established, information will be made available to you as soon as possible. Open enrollment dates will be finalized and announced at the same time. This year, there are new plans to consider, therefore **YOU MUST** participate in open enrollment in order to participate in the new plans. In other words, if you do not sign up for a new plan this year, you **will not** have State health care coverage after June 30, 2010. We and your Human Resources Offices will do all we can to make this process as easy and manageable as possible, *but you must take an active role* in this year's open enrollment process as it is not possible to default into your previous plan, because after June 30, 2010 the old healthcare plans will no longer be viable.

I do want to take a moment to thank all of those that have been involved and will continue to be involved in this arduous process. After these many months of working on this project, I have been very impressed by the level of concern and dedication I have witnessed this last year; we (those of us who participate in the state health and dental care plans) have the good fortune of having individuals genuinely committed to providing us with the highest quality care possible. Aside from my ethical and professional duty to act in the best interest of the State - of which our workforce is an important part - I am gratified to have so many people working on our behalf with your and *my* personal interests at heart.

If you and your fellow state employees have any questions, concerns or want to have the opportunity to voice an opinion please contact my assistant Michelle Ramirez at 303-866-6559 to arrange a townhall meeting at your department or agency.



Tax Relief for Working Families! Earned Income and Child Tax Credits

If your family's income was less than about \$49,000 in 2009, you could be eligible for the Earned Income Tax Credit when you file your tax return. This credit is a special tax benefit from the federal government for working people with children who earn lower or moderate incomes. It's designed to help reduce your tax burden and supplement your wages.

If you're eligible, the Earned Income Tax Credit could mean a refund of up to \$5,000 or more. Plus, you may also qualify for a Child Tax Credit of up to \$1,000 for each of your children. There are also tax credits for saving for retirement or for college expenses.

According to The Piton Foundation, which sponsors a statewide public information campaign about tax credits for families, more than 268,000 Colorado families received \$470 million in tax refunds last year because of the Earned Income Tax Credit. But, unfortunately, many other eligible families did not receive these much-needed refunds because they weren't aware of them, didn't know they were eligible, or didn't know how to apply.

There's a free statewide hotline that you can call to learn how you can get these tax benefits *and* how to keep more of your refund by saving on tax preparation fees—even getting your tax return done for free! For more information, dial 2-1-1 (it's a free call) or go to www.piton.org/eitc. Claim all the tax credits you earned!

BREAST CANCER PEER SUPPORT GROUP FOR COLORADO STATE EMPLOYEES

A monthly meeting for patients & survivors to connect and share their needs, concerns, and experiences

New Location!

DAY: 3rd Tuesday of each month
TIME: 5:45 p.m. - 7:00 p.m.
PLACE: 940 Broadway, Denver, CO 80203
Follow the signs to the training room.
A light meal will be provided!

For more information, contact support group facilitator:
Randi C. Wood, Breast Cancer Survivor
303-866-4314 or randi.wood@state.co.us

The mission of Breast Cancer Network of Strength is to ensure, through information, empowerment and peer support, that no one faces breast cancer alone.

www.networkofstrength.org



PROFESSIONAL DEVELOPMENT CENTER (PDC)

Upcoming Training Opportunities

Computer Classes

Excel 2007 Level II (Mar 10)

Excel 2007 level III (Mar 17)

Project Management in the Real World (Mar 9) This one-day project management fundamentals workshop is designed to introduce participants of all experience levels to proven techniques, methods, and lessons learned through real-live project examples. Participants will use open, interactive, shared learning techniques, and team exercises to apply what they have learned. Participants learn how to organize their work for improved productivity using project management tools and techniques.

Customer Service in the Public Sector (Mar 18) In this one-day workshop, participants learn skills, practices, and strategies for making the most of customer interactions. Participants learn how to keep cool in difficult situations, build problem-solving skills, and establish standards for great customer service.

Business Writing Skills (Mar 22) In this one-day workshop, participants learn skills, practices and strategies for making the most of customer interactions. Participants learn how to keep cool in difficult situations, build problem-solving skills, and establish standards for great customer service.

Participatory Strategic Planning (Mar 22-23) In this 2-day workshop, participants learn a structured planning process that incorporates facilitation methods resulting in productive action and concrete accomplishments. Participants will receive a workbook and certificate of completion. (NOTE: You must have completed the Group Facilitation Methods class prior to attending this workshop.)

The Nuts and Bolts of State Supervision (Mar 24-25) This 2-day workshop provides a foundation in understanding supervision in the State personnel system and presents information about valuable resources that can maximize your management capabilities. Participants learn the basics of selection, performance management and progressive discipline, total compensation, FMLA, and other rules. (Supervisory Certificate class)

Change is Inevitable Except from a Vending Machine (Mar 31) In this half-day workshop, participants learn the importance of change control and how to manage it in daily work. Real world examples and case studies demonstrate the benefits when change is managed properly and the challenges that occur when change is mismanage

Questions? Please email us at prsnl.training@state.co.us.

Visit the Professional Development Center webpage at:

<http://www.colorado.gov/dpa/dhr/pdc>

CHRISTMAS MIRACLES COLORADO DISABILITY DETERMINATION SERVICES

The Colorado Association of Disability Examiners (CADE) first considered an adopt-a-family campaign in 2008 but it was done somewhat at the last minute. In 2009, CADE teamed up with the Salvation Army to sponsor a family and started early. The Salvation Army carefully pre-screens all applicants. As a matter of fact, all their families are 175% below the poverty line. With their assistance, the chapter chose a family consisting of a mother who was laid off and couldn't find work and her two children, a 13-year-old boy and a 6-year-old girl. They had also lost their house.



From left to right: Jean Leif, President of CADE, Monique Serna, Christine Huntley, Jayme Frakes, & Paul Absalon.

The mother had simple requests – coats and a couple of toys for the children as well as staples such as toilet paper, paper towels, and non-perishable food. She had nothing listed for herself. It was obvious she was proud and did not want to take advantage; she only applied because she was encouraged to and since she applied after the deadline, she was not expecting any assistance. As an organization, CADE decided to spend \$100 on each child for their coats and toys and give \$50 cash and a \$200 gift card to Wal-Mart to the mother so she could get whatever was needed. CADE partnered with the DDS Employee Relations Committee (ERC) of staff from across the agency to spread the word about the project. As word spread, donations started pouring in from both CADE and ERC members as well as staff who were not part of CADE or the ERC. A fund was started to pay for a month's rent and co-workers donated enough for a month's rent plus half toward another month's rent. Others donated gifts to the mother so she would have a Merry Christmas as well. Children as young as 4-years-old donated their gently used toys for the children and one 6-year-old even donated his allowance. Together a significant amount was raised in gifts and rent for the family.

CADE representatives happily sent the donations to the Salvation Army and thought this would be the end of the story, but it was not. The Salvation Army volunteers left several messages for the family but they never came to pick up their gifts. As of Christmas Eve our pile of gifts were the only ones remaining in the building. They were also trying to reach the landlord to see who we could write a check to for the rent.

They finally reached the landlord and got the information on where to send the check and on a whim asked the landlord what phone number they had for our family. It turns out the phone number was a digit off – no wonder the family didn't come pick up their gifts, they

never got the messages left! In what turned out to be a true Christmas Eve miracle, the Salvation Army finally reached the mother that day and told her that her pile of gifts were ready to be picked up. They also told her that CADE had paid the next month's rent to which she responded she had just paid the previous month's rent only two days prior! She was also told that the average sponsor spends on average \$200-300 per family and that CADE went significantly above and beyond. She was in tears and ever so grateful.

While CADE didn't get to see the family's joy firsthand, the whole staff felt the holiday spirit in so many other ways this year. Seeing the children of DDS staff donate their own precious toys and money as well as seeing co-workers go above and beyond the call of duty truly warmed everyone's hearts. Also, seeing the Salvation Army go above and beyond to find the family and the

landlord and of course hearing the final outcome reinforced the holiday spirit. CADE inspired members, staff, friends and family as it was truly a holiday season to remember not only for the sponsored family but those who gave from their hearts. With CADE leading the way, there is a feeling of confidence that the organization has made a positive impact and has inspired more membership in the organization.

Stateside

Matt Holman



Actually, Santa and I use completely separate lists.



DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT EMPLOYEES SELECT WINNERS IN STATE'S RADON POSTER CONTEST

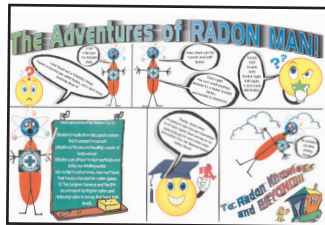


First place poster

Employees of the Colorado Department of Public Health and Environment perused more than 200 Radon Poster Contest entries from Colorado students ages 9-14 and selected the top three, which will go on to compete in the national contest. Voting took place Nov. 5 in the Sabin-Cleere conference rooms.

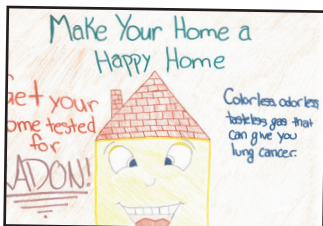
Nine-year-old Eric Bear, a student at Colorado Academy, took first place. Second and third places were captured by 11-year-old Brady Bowman and 13-year-old Sarah Dannettell, respectively, both students at Windsor Middle School.

"This is the best year we've ever had," said **Christine Kelley**, Radon Program coordinator. "We had such an overwhelming number of entries that I thought all department employees might enjoy participating and voting."



Second place poster

The annual competition is sponsored by the National Safety Council and the U.S. Environmental Protection Agency to spotlight the importance of testing homes for radon gas. The winner of the national contest, a parent and the sponsoring teacher receive an all-expense-paid trip to Washington, D.C. for a national award ceremony in January during National Radon Action Month.



Third place poster

Long-term exposure to radon—a colorless, odorless, tasteless radioactive gas—is the most frequent cause of lung cancer in non-smokers and the second leading cause of lung cancer in smokers. Exposure to radon is responsible for approximately 21,000 lung cancer deaths in the United States each year.

"I'd like to thank everyone in the department who participated in the voting, and I would encourage them all to check their own homes for radon," Kelley said.

Discount coupons for radon test kits are available at www.coloradoradon.info. The Web site also includes a link to a public information video, a list of certified contractors and other resources. Information also is available at the department's Radon Hotline at 1-800-846-3986.



STATE PARKS NAMED CYCA 2009 PARTNER OF THE YEAR

The Colorado Youth Corps Association (CYCA) selected Colorado State Parks as the 2009 Partner of the Year for hosting more than a dozen projects where thousands of young people gained work skills and learned about natural resources stewardship.



Great Outdoors Colorado (GOCO) was part of that success story by providing funding to pay the young workers for weed and tamarisk control, trail rehabilitation, fuels mitigation, habitat improvement and other projects at more than a dozen state parks.

Youth corps groups throughout Colorado employ and train youth and young adults for land, water and energy conservation projects. The CYCA projects engage youth and young people in service to their communities and stewardship of their environment while cultivating valuable skills to meet the challenges of the 21st century.

Jennifer Freeman, CYCA's Executive Director, said that the projects at state parks and GOCO funds provided thousands of young people with employment and educational opportunities they otherwise would not have had. The crew members gain important job skills, a connection to nature and the outdoors, college scholarships and high school and college credits.

The partnership between CYCA, Colorado State Parks and GOCO accomplished many goals and benefited everyone.

WORK-LIFE EMPLOYEE DISCOUNT PROGRAM

Looking for a way to save money during these challenging economic times? You can take advantage of a variety of product and service discounts available to state employees through the Work-Life Employee Discount Program located at www.colorado.gov/dpa/discounts

FOUR SIMPLE WAYS STATE EMPLOYEES CAN SIGNIFICANTLY REDUCE COSTS – AT YOUR DESK!

The Governor's Office of Information Technology (OIT) wants to remind state employees of a few simple things you can do to help reduce costs and energy consumption. While these tips may not be new, the overall savings may surprise you.

TIP 1: TURN OFF YOUR COMPUTER (OR AT LEAST LET IT SLEEP): According to the EPA ENERGY STAR program, organizations can typically save \$40,000 annually in electrical costs for every 1,000 ENERGY STAR qualified computers that are turned off at the end of the workday (which also avoids 350 tons of greenhouse emissions annually, the equivalent of removing 60 cars from the road). Despite these savings, the EPA estimates that the average nighttime turn off rate is only 36%.

In the Executive Branch alone, there are more than 26,000 computers in use. Assuming that only 36% of those are turned off, 16,640 computers are left on even though very few of those are performing after-hours functions such as running batch jobs, etc. If 16,000 of those were shut down, the state could potentially save \$640,000 in electrical costs each year and likely more since there are still some older computer models in service.

Turning off your computer has the added benefit of causing the operating system to flush out older files that it is not currently using which in turn reduces file clutter on your hard drive and in RAM which in turn may result in a noticeable performance boost and even possibly eliminate computer crashes. Some have argued that continually shutting down and restarting your computer causes components such as the power switch or drive motor to wear out more quickly or that it places extra stress on the read/write heads inside the hard drive. These may have been issues with older technology but according to the U.S. Department of Energy, "Most PCs reach the end of their 'useful' life due to advances in technology long before the effects of being switched on and off multiple times have a negative impact on their service life. The less time a PC is on, the longer it will 'last.' PCs also produce heat, so turning them off reduces building cooling loads."

Finally, some people simply do not like to shut down their computer because "it takes too long to start up." So if despite the benefits, you are still a "leave it on all the time" person, the next best thing is to use your computer's Hibernate or Stand By feature which can save anywhere from \$10 to \$40 per computer annually. Although the Stand By feature allows your computer to "wake up" more quickly, OIT recommends that you use the Hibernate feature as it protects your unsaved data in the event of an unexpected break in power. Both features reduce your computer's energy usage by one-half and have the additional benefit of reducing your computer's cooling load by 15% to 30%.



TIP 2: TURN OFF YOUR MONITOR: Turning off your monitor after hours can save between \$10 and \$35 annually. It may not sound like

much but using the 16,000 figure above, this equates to a statewide savings between \$160,000 and \$560,000 annually!

Screen savers are great in protecting your data from being viewed by unauthorized personnel when you are away from your desk (and we strongly encourage that they be used) but they do not save energy. In fact, a screen saver displaying moving images causes your monitor to consume as much as electricity as it does when in active use. To help reduce energy consumption during work hours, consider enabling your monitor's sleep feature after a period of inactivity, such as two (2) hours.

TIP 3: CHANGE PRINTER DEFAULT PREFERENCES: For most of us, the majority of documents do not need to be printed in color nor do they need to be printed on one-side only. If you are using a newer printer, set your printer default preference to two-sided printing (sometimes referred to as "duplex") and if using a color printer, set the default to black and white. It is easy to quickly change the preference when needed. A Printer with double-sided printing capability not only uses less energy, they reduce the amount of paper used and thereby the cost of purchasing paper. Enabling your printer's Energy Save feature at night, weekends and holidays reduces energy consumption by 30%-40%. You may need to check with your help desk or desktop support personnel to determine if you have these features and/or to enable them on shared printers.

Note: Other electronics in your office, such as copiers and fax machines, may also have "energy save" features that can be enabled at night, weekends and holidays.

TIP 4: USE THE LEAST EXPENSIVE CONFERENCE BRIDGE NUMBER: Many employees have been assigned and/or have access to an audio conference bridge number for use when facilitating meetings involving participants in multiple physical locations. Two numbers are assigned to each conference bridge – a direct dial-in (local) at a cost of .13 cents per minute per line and a toll-free number at a cost of .16 cents per minute per line. While the cost difference may not appear to be much per conference call, the savings add up when conference callers use the direct dial-in number and only those outside of the local area code use the toll-free number.

A number of employees may be able to avoid conference costs altogether by using the built-in conference calling feature available on some, but not all, of the desktop phones. Employees on one of the Avaya digital systems have the capability of conferencing up to 6 lines with no additional charge. Those on the Cisco VoIP systems are capable of conferencing up to 48 lines with no additional charge. Clearly it is not practical to add that many callers. However for smaller meetings, using this phone feature may be a viable option for you to explore. Please contact your Voice System Administrator if you have questions about your phone features and/or how to use them.

see *Reduce Costs*, p.7

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Following is an open letter to state employees from Michael Locatis, Colorado State Chief Information Officer, Governor's Office of Information Technology (OIT).

To all State Employees:

As you may have seen already, the Statewide Internet Portal Authority (SIPA) released a Request for Proposals (RFP) to select a Software as a Service (SaaS) vendor to provide collaboration, office productivity (i.e., word processing, spreadsheets, etc.), and email applications to state and local government agencies. SIPA is a statutorily created authority which already provides a variety of e-government services to state agencies and local governments (municipalities, school districts, etc.) and has identified a need for this type of service throughout the state.

Software as a Service, also known as "cloud computing," is the delivery of applications via the Internet. This technology is used extensively in private industry and has matured to the point that it is a viable alternative for government. In fact, many state and local governments are moving in this direction. A basic example of this technology is email applications such as Hotmail, Gmail, or AOL.

Spurred by the budget shortfalls and the maturity of the technology available, OIT has been exploring SaaS and its benefits across a variety of applications. Every department in the state currently invests large amounts of capital to deliver basic email, office productivity, and collaboration applications. OIT's current estimates show that we spend approximately \$11,000,000 annually on email and office productivity across 17 separate departments with approximately 26,000 employees in the Executive Branch. That is over \$400 per user per year for email and office productivity alone. Our research further indicates we can generate significant financial savings and increase our level of functionality statewide by delivering email, office productivity, and collaboration tools through an SaaS model.

The savings/cost avoidance would come from:

- eliminating the need for client and server software licenses
- reducing the number of servers
- avoiding future hardware refresh costs
- avoiding future hardware/software maintenance costs
- reducing storage costs

In addition to providing email, office productivity and collaboration capabilities, the SaaS solutions could have the additional benefits of providing instant messaging, video conferencing, intranet capabilities, mobile computing, e-discovery capability, and disaster recovery.



Once SIPA has selected a SaaS provider for these services, OIT will validate our research and pilot the SIPA SaaS offering in a number of agencies. If this proves successful, we will roll out this offering to the rest of the state.

Transitioning to SaaS for certain applications would be a paradigm shift from how we currently deploy and manage applications. While this shift could require the retooling of some staff, such a deployment would not result in the reduction of our workforce.

During these economic times, it is imperative that we leverage new technology where it can be advantageous to the State. SaaS has the potential to alleviate some budget shortfalls and increase our efficiency. OIT will continue to identify ways to utilize technology to support our state. Please expect regular communications on this and other cost-saving initiatives.

Sincerely,

Michael Locatis
State Chief Information Officer

Reduce Costs, from p.6

In summary, you can help reduce energy consumption and assist the state in saving hundreds of thousands dollars each year if you simply:

- * Turn off your computer and monitor at the end of your workday;
- * Enable your computer and monitor's power management features;
- * Set your computer to "Hibernate" after 30 to 60 minutes of inactivity;
- * Set your monitor to sleep after 2 hours of inactivity;
- * Set your printer default preference to double-sided, black and white printing;
- * Use the local dial-in number when using the audio conference bridge and provide the toll-free number to only those outside of the local area code;
- * Or for a small number of conference participants, consider using your phone's built-in conference feature if available.

Bonus Tip: Calculating Computer Usage Costs at Home: To determine the energy and costs savings you can realize at home, use the on-line calculator found at www.energystar.gov/powermanagement.

PERA INFORMATION

While state employees are members of the Public Employees Retirement Association (PERA) program, it is not a state entity and we cannot answer questions on its behalf.

The PERA web site may be accessed at www.copera.org. You may also phone them at 303-832-9550 or 1-800-759-7372.

PRESSURE POINTS



New Executive Order on Workplace Violence

Workplace violence, including assaults and suicides, accounted for 16% of all US work-related fatal occupational injuries in 2008; fatalities among state government workers were at the highest level since 1998. On October 7, 2009, Governor Ritter signed **Executive Order D 023 09** requiring the establishment of a Universal State Policy to address workplace violence, including domestic violence affecting the workplace. "We want all employees to be safe, to be free of fear, and to be confident they will not be victimized at work. We can prevent these senseless acts of violence and the harm that falls upon victims, friends, families, and co-workers by raising awareness of domestic and workplace violence," Governor Ritter said.

In October 2006, the Bureau of Labor Statistics released the results of a Survey of Workplace Violence Prevention involving 7.4 million US establishments employing over 128 million workers. 32% of state government workplaces reported workplace violence (criminal incidents, customer/client incidents, co-worker incidents, and domestic violence incidents), compared with 15% of local government workplaces and 5% of private industry. The higher reported incidence of workplace violence within state government may be attributed to factors like working directly with the public, having a mobile workplace, working with unstable or violent persons, working in high crime areas, working in small numbers (fewer than five workers), guarding valuable goods or property, exchanging money with customers, and working in community-based settings. 48% of state government workplaces reported that employees had been affected by workplace violence in a number of ways, including higher absenteeism and turnover, reduced productivity, fear, and lower morale.

The State of Colorado is becoming increasingly aware of the serious impact of domestic violence, also known as intimate partner violence, on the workplace. According to an October 2005, survey released by the Corporate Alliance to End Partner Violence, 21% of full-time working adults in the US are victims of domestic violence. The US Centers for Disease Control reports that the health-related costs of rape, physical assault, stalking, and homicide by intimate partners exceed \$5.8 billion each year.

We are fortunate to live and work in Colorado. The new Executive Order (click above link to view) requires state departments to develop mandatory awareness and prevention training for employees, supervisors and managers. If we all work together, we can make a difference. If you have questions regarding the Executive Order or about any aspect of workplace violence, you may contact the **Colorado State Employee Assistance Program (C-SEAP)** at 303-866-4314 or 1-800-821-8154.



WORKING TOGETHER FOUNDATION WINS AWARD FROM PRESIDENT AND MRS. OBAMA

Many of us are welcoming in the new decade with hope for a better life through a new job, home or education. Let's not forget that there are many families that need help with basic services and are suffering from the economic downturn.



That is why I have made a priority of my administration to mend the tattered safety net that helps the most vulnerable of all Coloradans in their time of need. One way to lend

a hand is through the Working Together foundation that helps state employees in dire financial need.

State employees created the Working Together Foundation 16 years ago to collect donations and provide grants for fellow employees. Since 1993, Working Together has given out more than \$500,000 in 1,300 emergency grants to help employees who have suffered losses due to illness or accidents and need a little help with things like rent, utilities or medical bills.

Working Together needs our support. I realize it is harder to give when so many state employees are facing their own financial challenges. But the Coloradans I know are compassionate, care about people and know that giving a helping hand is simply the right thing to do.

As with most charitable organizations in this economic climate, donations to Working Together are down while requests are at an all-time high. Donations to this 501(c)(3) charity are tax deductible and best of all, they go to our fellow state employees.

I support this organization, not only for the help it provides for our fellow state employees, but because it also shows just how generous state employees really are. Visit the website to learn more about Working Together at <http://www.state.co.us/dhr/wt/>

Sincerely,

Gov. Bill Ritter, Jr.

STATE PERSONNEL BOARD VACANCY - BOARD ELECTIONS

Robert W. Thompson's term as a member of the State Personnel Board expires on June 30, 2010. Robert has ably and faithfully served the state classified system as an elected member of the Board since May 2007, replacing Don Mares, who was appointed Executive Director of the Colorado Department of Labor and Employment.

Nominating petitions are due March 12, 2010, for the State Personnel Board election scheduled in May 2010. **Mr. Thompson's term will expire on June 30, 2010; thus, the term of the newly elected member will be 5 years.** The five-member Board's duties include resolving appeals arising in the state personnel system, adopting rules, considering petitions for hearing and declaratory orders, and participating in the development of personnel policy for the state. Members serve overlapping five-year terms and may succeed themselves in office. Three Board members are appointed by the governor; two Board members are elected by certified employees. The current Board members are: Dana Shea-Reid, Anthony Marquez and Garth Lucero, who are gubernatorial appointees from Governor Bill Ritter; Rich Djokic, who was elected by state employees to the Board in 2006; and Robert Thompson.

All Board members must be qualified state electors in the state of Colorado. A Board member may not be an officer or employee of the state or of any employee organization. The Board regularly meets on the third Tuesday of every month for an average of two hours, usually in Denver.

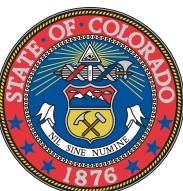
Nominating petitions may be obtained in one of two ways: either by appearing at the Board's office at 633 - 17th Street, Suite 1320, Denver, Colorado 80202, between 8:00 a.m. and 5:00 p.m. or by visiting the Board's website at <http://www.colorado.gov/spb/>. The Board's phone number is (303) 866-3300; the fax number is (303) 866-5038. Nominating petitions require supporting signatures of 100 certified state employees, which will be verified according to procedure.

NOMINATING PETITIONS MUST BE RECEIVED BY KRISTIN F. ROZANSKY, DIRECTOR, STATE PERSONNEL BOARD, ON OR BEFORE THE CLOSE OF BUSINESS ON MARCH 12, 2010.

STATE INTRODUCES NEW GREEN PURCHASING POLICY

The Colorado Department of Personnel and Administration's State Purchasing Office recently announced the implementation of a new Environmentally Preferable Purchasing (EPP) policy to be utilized by State Agencies. State Purchasing staff worked with the Governor's Energy Office, and members of the State Purchasing Advisory Council Executive Committee in the development of this innovative policy. In keeping with the directives in the Governor's Executive Order D01207, the policy will help in leading the State toward reducing the environmental impact of the products we purchase and use.

The policy provides guidance standards and attributes which can be incorporated into the solicitations by state agencies. "We are pleased to be taking such an active role in the "greening" of Colorado State Government," said State Purchasing Director John Utterback. Utterback went on to say that that his office will provide training for state agencies on the new policy, as well as posting a significant number of green purchasing resources on their main web site located at www.colorado.gov/dpa/dfp/spo/index.htm.



Key aspects to the new policy include: setting priorities for the State of Colorado's purchasing of products and equipment; specifying recycled content and other environmentally-oriented attributes (ource reduction, reduction of toxic elements, energy and water saving

products) as part of performance and/or design specification for bidding products; and requires, as always, that adequate product performance, competition and reasonable price continue to be considerations when making purchases of products for state use.

In addition to improving Colorado's environment, the EPP will emphasize lifecycle cost assessments, which provide long-term cost-saving benefits to the state.

Thanks to State Purchasing staff worked with the Governor's Energy Office, and members of the State Purchasing Advisory Council Executive Committee for all their hard work on this comprehensive policy.

STATELINE WANTS

TO HEAR FROM YOU!

If you have any comments, concerns, questions you want answered or want to share a story idea, drop us a line at any of the following email addresses:

dpacomments@state.co.us; or julie.postlethwait@state.co.us

**Please be sure to put STATELINE
in your email subject line**

STATEWIDE EMPLOYEE STATISTICS FOR JANUARY, 2010

	Classified	Non Classified	Totals
Filled Permanent Positions	23,943	5,201	29,144
Filled Temporary Positions	591	312	903
New Hires - Permanent Positions	176	43	219
Deaths	2	1	3
Terminations	18	1	19
Retirements	32	6	38
Resignations	55	47	102
Layoffs	0	1	1
Total Separations	107	56	163

These numbers include both full and part-time employees of the Executive, Judicial and Legislative Branches. Higher Education has not been included as comprehensive, statewide data is not available to DPA.

C-SEAP SERVICES PROVIDED STATEWIDE IN JANUARY, 2010

Number of Clients	350
Total Client Contacts	488
Number of Workplace Consultations to Individual Supervisors/Managers	58
Total Workplace Consultation Contacts	100
Number of Group-Based Organizational Development Services (Training, Mediation, Crisis Response, Problem Solving Facilitation, Work Group Performance Enhancement)	26
Number of Employees Participating in Organizational Development Services	248
Total Number of Clients, Workplace Consultations and Organizational Development Participants	656

MARK YOUR CALENDAR NOW FOR THE CFMA/CSMA SPRING EDUCATIONAL SEMINAR: FORGING OPPORTUNITY IN TOUGH TIMES

The Associations' Spring Seminar committee is currently planning another great conference. Plan now to join us on **May 6 & 7 at the Hilton in Fort Collins**. Seminar registration will open March 1, 2010. The registration fee will be \$80, if you register before April 9. The fee will go up after this date. Individuals will be responsible for their own lodging reservations. Lodging costs are \$90 per night; details on the hotel will be coming soon.

Regulatory Ethics will be offered at this Seminar to satisfy that important component of Continuing Professional Education Credits.

Look for more details coming soon regarding registration for the seminar and for hotel nights on the CFMA website: <http://www.colofma.com/> under the Events tab.

We hope you will be able to join us for another great Spring Educational Seminar!

