

April 7, 2008

Contract Deadlines Set for CHFS

Closing dates for Personal Service Contracts, Memoranda of Agreement, and University Agreements have been set for the Cabinet for Health and Family Services. Please read the guidelines below to determine what deadlines you need to meet to have contracts in place at the beginning of the next fiscal year.

FY08 Contract Modifications

According to the Finance and Administration Cabinet closing schedule, all current year Personal Service Contracts and Memoranda of Agreement (PON2 documents) and University Agreements (PO2 documents) requiring a modification must be received via eMARS Workflow by May 15. Therefore, all e-98 forms requesting modifications must be received in the Division of Contract Development Services by no later than close of business April 25. This will allow time for the division to develop the modification and obtain all necessary approvals before the Finance deadline.

FY09 New Year Personal Service Contracts

Requests for Personal Service Contracts (e-98 forms) requiring work to begin in July 2008 must be received in the Division of Contract Development Services by close of business April 14. Personal Service Contracts must be established through a Request for Proposal (RFP). The division requires adequate time to issue the RFP, assemble an evaluation team, evaluate and score the responses received, develop a contract and obtain all necessary approvals and signatures prior to June 30.

Requests for Personal Service Contracts established based on an exemption from the competitive process must also be received by April 14, because the exemptions are subject to approval by the Finance and Administration Cabinet. If the request is denied, the requested service may need to be obtained through the competitive process.

FY09 Memoranda of Agreement and University Agreements

Requests for Memoranda of Agreement or University Agreements (e-98 forms) requiring work to begin in July 2008 must be received in the Division of Contract Development Services by close of business April 25. This will allow time for the division to develop the agreements and obtain all necessary approvals prior to June 30.

According to statute, no one shall begin work on a personal service contract until notification of the personal service contract is filed with the Government Contract Review Committee. Contracts are considered filed with the committee following the eMARS approval by the Finance and Administration Cabinet secretary.

Any exceptions to the schedule must be approved through the Division of Contract Development Services. Send requests via e-mail to Joan Graham, Jackie Watkins, Pat Niceley or Stacy Phillips.

Teresa James Named DCBS Deputy Commissioner

By Anya Armes Weber

Teresa James has joined the Department for Community Based Services as deputy commissioner.

James' work will concentrate on the area of protection and permanency.

"Teresa James' experience as a practitioner and her expertise in making safe and clinically appropriate plans of care for children and adults will be immeasurable to the department's quality assurance effort," DCBS Commissioner Pat Wilson said. "Her clinical skills will be invaluable. I am particularly excited about her

April 7, 2008

experience with the adult population and geriatrics.”

James is a native of Midway and a licensed clinical social worker. She earned a bachelor’s degree in social work from Eastern Kentucky University and a master’s degree in social work from the University of Kentucky.

James began her career 20 years ago as a front-line family service worker in Boyle County. She has since worked in medical settings, including the UK Chandler Medical Center, Tampa General Hospital and Hospice of North Central Florida.

James was welcomed back to DCBS with a reception on her first day, April 1.

“It is great to be home and a privilege to be able to come back and serve the people and families of Kentucky,” James said. “Having grown up here and having been a part of this state, it has always been my desire to return and give back to the state again.”

James is relocating to Frankfort with her family – husband Bob, daughter Amanda and son Daniel.

Ray Athey is a Family Support Specialist II in the Department for Community Based Services. He has worked for the state for more than eight years.

How does your job allow you to impact the lives of your fellow Kentuckians?

I work for the State Parent Locator Services in the Division of Child Support. My job is finding the missing non-custodial parent when all other location efforts fail. I am able to play a small role in families getting their child support and the state of Kentucky collecting money owed for TANF or DNA testing.

What’s the best part of your job?

The best part of my job is making a difference in the lives of children.

Tell us your hair story.

Last fall I started letting my hair grow longer, and after a while I started getting questions from others about how long I would let it grow; or if I was having a mid-life crisis. After pondering these questions for a while, I decided to try to come up with some kind of answer! On Halloween, I dressed up as Mrs. Doubtfire and won the prize for best costume at work. This inspired me to keep growing it longer. Well, one day last month I was getting my hair shaped up at Great Clips in Shelbyville, and my stylist asked me if I was going to donate my hair. She told me about their program and how the hair is donated to make wigs for cancer patients. So I said sign me up.

Why did you decide to do this? Is this something you might do again?

What is important to me is someone who needs it is going to get a great head of hair. All of my life people have told me how nice my hair is. What started as me just trying something new became another way I could make a difference in the world. I will do it as long as I have hair!

Would you encourage others to donate their hair to this organization?

Not unless you don’t mind a lot of kidding from your friends and then only if you have nice hair. No, seriously, people need your hair, why not help them out?

Wellness Committee Offers Alcohol Awareness Materials

April is Alcohol Awareness Month. The Wellness Committee will have a table set up

April 7, 2008

outside the cafeteria from 10:30 a.m. to 1 p.m. every Tuesday – starting April 8 – with literature available about such topics as: alcohol and women, family history of alcoholism, and mixing medications with alcohol. Also available will be information about a Web site that offers a screening tool for alcohol abuse, as well as a list of resources for those who would like more information on abuse. The telephone number for the Division of Mental Health and Substance Abuse will be available for more information on the prevention and treatment of alcohol abuse. Please visit our table and assist the committee in raising awareness.

Ten-Ure Schedules Conference

The State Employees Ten-Ure Organization will have its 58th annual conference May 14–16 at the Holiday Inn North in Lexington. CHFS Secretary Janie Miller is scheduled to be the keynote speaker for the opening session. Ian Rosser, a former foster child, will also be on the agenda.

Ten-Ure is a state employee organization for people who have served 10 or more years in state government.

The organization will have an ethics workshop on Thursday, for members and non-members who need certification for their social work degree. CEUs are available. Many workshops and events are planned for the conference.

For more information about the conference, please visit www.ten-ure.org or contact Ten-Ure President Pamela Waldrige at pam.waldrige@ky.gov or President-elect Gary Brooks at gary.brooks@ky.gov

OIT Continues Bowling, Fundraising Tradition

The Office of Information Technology (OIT) had nine teams participate in the Big Brothers/Big

Sisters Bowl for Kids' Sake, collecting more than \$3,000 for this worthy cause.

Special recognition goes to Yolanda Thomas and Roni-Beth Crouch for collecting more than \$400 each. Their team, The Divas (other members include Mary Gaetz, Donna Venno and Linda Robinson), collected \$1,185. Thanks go to team captains for getting a team together and gathering the pledge forms and money.

The OIT bowlers would like to thank all who donated and pledged money for this cause and for helping make Bowl for Kids' Sake a success!

Living Well: Big Losers and Fitness Friends

Since the beginning of the year, CHFS employees have been working hard to shed extra pounds and live healthier lifestyles. The CHFS Worksite Wellness Committee is asking employees to report their accomplishments. The committee's overall goal is to reach 500 pounds of total weight lost among all employees. So if you are staying on track with your healthy goals, let us know. Contact Kris Hayslett at kris.hayslett@ky.gov to report your weight loss and visit the wellness Intranet site to monitor our progress.

Are you finding it hard to stay committed to – or start – a physical activity routine? One solution to this problem may be to find a “fitness buddy.” Every day we take our kids to school, go to work, and make it to appointments and meetings simply because we know someone is expecting us to be there. A fitness buddy will help you keep that regular physical activity routine because, again, you are accountable to someone else. Consider these tips when searching for a fitness buddy:

- Seek someone you enjoy being around both at work and outside of work.
- Find someone who has similar interests outside of the workplace so that you can

April 7, 2008

talk about things other than what's going on at the office.

- Find a person who is at your fitness level so that you are not pushing yourself or feeling as if you're holding your partner back.
- Make sure the person has similar goals and outcome expectations.

A fitness buddy should be someone who has a positive attitude and is highly motivated. Anyone can be a fitness buddy. But if you're having trouble sticking to a routine, choose someone that will keep you on track and make physical activity fun.

Employee Enrichment

By Anya Armes Weber

Sitting at a desk all day can be tough on your body if you use improper posture. Here are some healthy positioning tips for desk work from the Occupational Safety and Health Administration office in the United States Department of Labor.

- Your hands, wrists and forearms should be straight and roughly parallel to the floor.
- Your head should be level or bent slightly forward. It should be in line with your torso.
- Your shoulders should be relaxed while your upper arms hang naturally at your sides.
- Your elbows should be close to the body and bent between 90 and 120 degrees.
- Your feet should be fully supported by a footrest or the floor. Don't sit with your legs crossed.
- Your back should be fully supported with appropriate lumbar support.
- Your thighs and hips should be supported by a well-padded seat and parallel to the floor.

- Your knees should be about the same height as your hips with your feet slightly forward.

Take frequent stretch breaks, and slightly change your position often to avoid joint stress and muscle strain.

Check out the positioning illustrations online at <http://www.osha.gov/SLTC/etools/computerworks/tations/positions.html>