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CHFS Summer Shape-up Challenge

Summer is here and the CHFS Worksite Wellness Committee is excited to announce a new Summer Shape-up Challenge for employees. The summer challenge, which begins June 18, involves nutritious eating, physical activity, avoiding the use of tobacco products, and participation in specific weekly challenges. Those who sign up will receive weekly e-mails of encouragement and ideas as well as a tracking sheet that will allow each individual to set baseline information and track progress points. The daily point system is as follows:

- 8 points for every 30 minutes of physical activity
- 2 points for each serving of fruits and vegetables
- 1 point for each 8 ounces of water
- 4 points for not using tobacco products (current tobacco users only)
- 2 points for being tobacco free for six months or longer
- 2 points for forwarding challenge information to a friend
- 10 points bonus for completing the weekly challenge

The goal for each week is to reach 100 or more points by tracking any or all of the healthy behaviors listed.

Participants will receive a weekly e-mail with tips to achieve goals as well as additional information regarding health tips or events. At the conclusion of the challenge, the Wellness Committee will ask for your evaluation of the challenge. The committee will also want to know about your successes.

In addition, participants have the chance to win a State Parks package and other healthy prizes.

The CHFS Worksite Wellness Committee is encouraging healthy living for a healthier you.

To participate, send an e-mail to ky.challenge@ky.gov.

Social Work Group to Host Membership Meeting this Week

By Anya Armes Weber

The Kentucky Society for Clinical Social Work (KSCSW) is hosting a general membership meeting and a dinner program this week.

Socializing and dinner start at 6:30 p.m., and the program starts at 7:30 p.m. on Tuesday, June 19, at Joseph-Beth Café at Lexington Green Mall, 3199 Nicholasville Road, Lexington.

Steve Johnson, assistant professor of psychiatry at the University of Kentucky's Department of Psychiatry, is leading the discussion about acknowledging homosexuality later in life. Johnson has worked extensively with addictions, gender-related therapy, sexual orientation issues and relationship therapy.

The program is free except for the meal. One continuing education unit is available for social work.

Call (859) 276-5285 or e-mail KSCSW at kscsw1@yahoo.com. Give your name, phone number and number of people attending.

Cutline -- Willett and Joel: Dr. J. Emmanuel Willett, left, and Northern Bluegrass Service Region Administrator Joel Griffith pose at Drees Overlook in Devou Park, Covington, on June 11. Griffith received an award named for Willett at a meeting of the Northern Kentucky Mental Health Mental Retardation Regional Board of Directors.

Northern Bluegrass SRA Griffith Honored

By Anya Armes Weber

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A northern Kentucky mental health services organization recently honored Northern Bluegrass Service Region Administrator Joel Griffith.

Northkey Community Care, formerly known as the Northern Kentucky Mental Health Mental Retardation Regional Board, has named Griffith the recipient of the 2007 J. Emmanuel Willett Award.

The honor was established to recognize individuals who have demonstrated superior administrative and clinical leadership and innovation in the development of programs and services that benefit the Northern Kentucky community.

“Your commitment to this endeavor is an inspiration to all who work in the field,” Northkey President Edward R. Muntel wrote in a letter to Griffith.

Griffith is the 13th recipient of the award named for Willett, a past executive director of the Northern Kentucky Mental Health/Mental Retardation Regional Board and the Comprehensive Care Centers. He began working at the Department for Mental Health in 1964 as part of a stipend program that paid his graduate school tuition at the University of Kentucky.

Northkey Community Care serves eight counties and provides inpatient services, partial hospitalization programs, intensive outpatient services, outpatient counseling, crisis intervention and prevention services to children and families with mental health needs.

Griffith supervises Department for Community Based Services offices in the 12-county Northern Bluegrass Region.

Living Well: Beat the Heat

By Kris Hayslett, Wellness Coordinator

Summer is almost here and the temperature is rising, but don't let that keep you from outdoor activities. Heat and humidity can affect how you feel and your performance. But if you follow a few simple rules, your exercise routine should continue despite the rising temperatures.

- Drink fluids before and after physical activity.
- Reduce your exercise intensity during your first few exposures to higher temperatures.
- Gradually acclimate your body to higher temperatures (this process may take from seven to 14 days of repeated heat exposure).
- Alter your workout schedule to early in the morning or evening when temperatures are still manageable.
- Wear lightweight, loose-fitting, light-colored clothing.
- Use common sense and know when to say “no” to exercise.

Maintaining your body's fluid balance is essential to maintaining your proper body temperature. Most people tend to think about replenishing lost fluid after exercise, but not before. If you wait until you are feeling thirsty, it may already be too late. Your body may already be dehydrated. The key is to always consume more fluids than you think you need both before and after exercise. During exercise, try to consume at least 6 to 8 ounces of fluids every 15 to 20 minutes. In most cases, water is the best answer to staying hydrated. However, sessions that are performed at a high intensity or for a long duration (1 hour or longer) may require sports drinks.

Decrease your workout intensity during your first few sessions in higher temperatures. Your body needs time to acclimate to the higher temperatures to maintain a safe body temperature

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during exercise. Also, pay attention to both the outside temperature and the humidity levels or the heat index. Often, the weather forecasters will report the temperature and the humidity levels outdoors. But if you figure in the humidity, it feels much hotter. This can put you at risk for heat cramps, heat exhaustion and even heat stroke.

The outdoors is a great place to escape, but be sure to schedule your workouts for either early in the morning or later in the afternoon when the temperature is more manageable and conducive to physical activity. Your body will then adapt to the change in temperature and your exercise routine can go on as scheduled.

Be realistic regarding all of the above factors and recognize when you should and should not be exercising. If you missed that early morning opportunity, put your workout off until the evening after the sun has gone down. Exercising in the heat of the day with a high heat index will not only make you feel horrible for the rest of the day, but also will cause your performance to be disappointing. So be sure to hydrate often, workout out early or late and dress appropriately. Take full advantage of the longer days of summer to maintain your physical fitness level.

OHRM Offers Online Training

To equip employees with the skills to succeed in the workplace, the Cabinet requires employees complete several classes provided by the Office of Human Resource Management (OHRM).

All employees are to complete:

- [New Employee Orientation](#) (To be completed the first day of employment)
- [Anti-Harassment Awareness](#) (AHA)* (To be completed every two years)
- [Workplace Violence Prevention](#)* (To be completed every two years)

- [Equal Employment Opportunity](#) (EEO)* (To be completed every two years)

Those classes noted with an asterisk (*) are available online.

The Cabinet requires employees to complete the EEO module every two years. However, in an effort to provide quality training in the most efficient manner possible, OHRM is currently working to develop an online class that combines and streamlines the AHA, EEO, and Americans with Disabilities Act modules into a single two-hour module. Once this is complete, OHRM will develop corresponding classroom and train-the-trainer sessions. As a result of this change, there will initially be an extended timeline for ensuring employees complete the EEO training.

All supervisors are to complete the classes listed above in addition to:

[Personnel Management Training](#) (PMT)

Please note that supervisors must complete the third module of PMT or its complement [Performance Matters](#) prior to completing final evaluations for employees they directly supervise. Performance Matters is offered by the Personnel Cabinet's [Office of Employee and Organizational Development](#).

A [Summary of Training Provided](#) can be found on the OHRM Intranet site.

In addition, the [2007 Training Calendar](#), which lists dates for all currently scheduled classes, has been posted on the site.

Please ensure that you have completed all necessary training. For more information or to register, contact your [Department Training Liaison](#).

Commission Presents Conference on Women

The Kentucky Commission on Women (KCW) will present the 2007 Governor's Conference on

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Kentucky's Women July 13 at the Kentucky International Convention Center in downtown Louisville.

The conference will be dedicated to Kentucky's Military Women: Past and Present and will feature nationally known speakers including Shinae Chun, director, U.S. Department of Labor Women's Bureau; Colonel Holly M. Stone, United States Air Force; and Dr. Velma Speight-Buford, North Carolina A&T Board of Trustees Chair. First Lady Glenna Fletcher is scheduled to address attendees during the opening session,,and Governor Ernie Fletcher is scheduled to offer keynote luncheon remarks.

The KCW is also hosting the National Association of Commissions for Women 38th Annual Business Meeting and Convention, July 11-14, at the Brown Hotel. NACW members will also attend the Governor's Conference.

Conference concurrent session topics will focus on "Being Healthy," "Being Wealthy," and "Being Wise." Special sessions will be presented for ages 17 and younger.

Registration, scholarship and awards information are available on the KCW Web site at www.women.ky.gov. The registration deadline is June 30. For more information, call (502) 564-6643.

Employee Enrichment

By Anya Armes Weber

If you feel you work with an "impossible" co-worker, try these tips from Work911.com to make your work life more satisfying.

- **Be pleasant, but be firm in your relations.** Respond to conflict with dignity and without drama.

- **Don't air your frustrations in a public discussion.** It's disruptive to the team and unprofessional.
- **Focus on fixing the problem at hand.** Propose a compromise or change the way you are looking at a problem. You'll likely have to take some responsibility for the problem to make a significant change.

If you and a certain person consistently have problems when you work together and it's affecting the team or your customer service, you may need to address the issue with your supervisor. The person you find most difficult to work with may think the same way about you, so be mindful of your behaviors with them.