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Outdoor Smoking Areas Designated

In support of the Governor's Executive Order banning smoking in executive offices, the Finance and Administration Cabinet will designate outside smoking areas for all state buildings it operates. The designated locations will be away from all main door entrances. For the CHR Complex, the smoking stations will be located:

- Facing the main entrance of the CHR Building, there will be a smoking station to the left, between the porch and Door A.
- Facing the entrance on the front side of the CHR Building near the breezeway/snack bar, smoking locations will be placed away from the door on either side.
- On the front side of the CHR Building at the far East end near Martin Luther King Blvd.
- Facing the Health Services Building front porch (East Main Street side of the building), on the sidewalk to the right of the main entrance.
- Cafeteria patio.

All of these areas are covered with the exception of the Health Services Building and patio. Additional picnic tables will also be placed on the East Main side of the building under the trees. Smoking will not be allowed in the breezeway between the two buildings. Staff should not move benches or smoking urns used for disposal of cigarettes from the designated locations. Staff should use the smoking urns for the disposal of cigarette butts to keep the outside of the building clean and to prevent fires.

Exercise Class Planned for Cafeteria

A new exercise class is coming to CHFS. Starting Aug. 1, cabinet employees can join a

Dynabands class being taught by local fitness instructor and CHFS staff member Mavis McCowan. The class will be during work hours.

Dynabands, or stretch bands, are designed to assist with strength training, adding resistance to your fitness routine. The exercise form has gained popularity in recent years because it's easy to incorporate into a home exercise program and bands fit easily into a briefcase or suitcase, making it possible to exercise on the road. Fitness instructors say the bands are easy to use whether you are a fitness beginner or an advanced exerciser.

Three classes have been set for the CHFS complex. Participants can attend class at 10:15 a.m. Aug. 1; 11:45 a.m. to 12:30 p.m. Aug. 3; and 11:45 a.m. to 12:30 p.m. Aug. 10. All classes take place in the CHFS cafeteria.

Those who don't have their own stretch bands, handed out during the CHFS American On the Move celebration, are still encouraged to participate to learn more about this form of exercise. However, bands will not be provided.

The new class is part of the ongoing Worksite Wellness campaign.

August: Time to Review Employee Work Performance

As part of the employee performance evaluation process, supervisors are required to review and document work performance during the month of August for all eligible employees. Although the interim review process is mandated by regulation, supervisors and employees alike should use the process as an opportunity to invest in employees' careers.

Employees need to know what they're doing well, what areas they could improve in, whether they're meeting or exceeding expectations, and how their job helps the organization fulfill its

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mission and vision. Interim reviews are also important to determine the final evaluation rating (which could result in additional annual leave) and must be considered when determining both positive and negative personnel actions (i.e. promotions or disciplinary action).

The following resources are available for employees and supervisors with questions about the evaluation process:

- CHFS Employee Performance Evaluation Procedure:
http://chfsnet.ky.gov/afa/ohrm/pph/6.1_Employee_Performance_Evaluation_System.htm
- Employee Performance Evaluation System Handbook:
<http://personnel.ky.gov/info/empeval/default.htm>
- Employee Rights and Responsibilities:
<http://chfsnet.ky.gov/afa/ohrm/dpod/perevalpgm.htm>

Employees may also contact their agency evaluation liaison or the Cabinet evaluation liaison in the Office of Human Resource Management with questions about the evaluation program.

DDS Celebrates Completion of Renovation, System Upgrade

The Department for Disability Determination Services recently celebrated two bill milestones: Conversion to a more efficient electronic filing system and completion of office renovations. DDS Commissioner Stephen Jones said both achievements will enhance productivity and service delivery.

“Converting to an electronic, folderless filing system allows for more rapid decisions, improved document portability and should result in cost savings,” Jones said. “Modifications to



Stephen Jones, DDS commissioner (left), chats with guests during the agency open house last week to celebrate completion of office renovations and conversion to a folderless filing system.

our physical work environment have improved interoffice communication and consolidated related work units that had been scattered throughout the building.”

Mary Redding, a DDS branch manager, is credited with the new workspace design and worked closely with Facilities Management to complete the renovations.

“The goal was to create a better, more comfortable, efficient and worker-friendly environment,” Redding said. “We paid special attention to ergonomic efficiencies with equipment, furnishing and space usage, compliance with Americans with Disabilities Act requirements and security.”

DDS performs various administrative tasks and medical reviews to make disability determinations for both Supplemental Security Income and Social Security Disability Income.

Undersecretary for Human Services Mike Fields said DDS consistently ranks among the southern region states with the best performance and productivity records.

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“Stephen and his staff place a very high priority on work excellence and it shows every year when Kentucky is cited as one of the states with the lowest error rates and most timely delivery of services,” Fields said. “The improvements they’ve made will only add to the department’s success which, ultimately, translates to outstanding service to the citizens of Kentucky.”

DDS hosted an open house July 25 to give guests a look at its new and improved offices and to

provide details on the new paperless filing system. Awards also were presented to staff during the open house in recognition of special contributions to those achievements.

The following members of the Systems Unit were recognized for their work migrating information from the old to the new electronic system and performing related technology tasks to complete the conversion to the folder less process: Ken Adelson, Dawn Disponette, Austin Hatcher, Charles Hungate, Jann Litteral, Kelley Scott, Patricia Yaden, Dwight Drinkard and Alyssa McCaslin.

DDS staff recognized for their work to ensure certification of the new electronic process are:



Mary Redding, a DDS branch manager, is credited with the new workspace design and worked closely with Facilities Management to complete the renovations.

Elizabeth Rohmann, Marie Braden, Sandy Dearing, Jennifer Ford, Ron Johnson, Eva Noel, Paul Smith, Bonnie Cox, Cindy Hill, Winfred Crouse, Melissa Rayborn, Keith Rowland and Antoinette Reeves

Staff of Case Processing Unit 18 in Louisville received special recognition for being the first to roll out the folder-less electronic process. They are: Antoinette Reeves, Marcella Allen, Gerald Ellery, Larry Epling, Leanne Hernandez, Mack McCauley, Edward Osbourn, Victor Prinkleton, Brenda Richmond, and Latasha Williams.

Barry Ellis, Heather Boggs and Mary Redding were recognized and received awards for their hard work on the building renovation.

Golf Scramble to Benefit KECC

The third annual CHFS Kentucky Employee Charitable Campaign Gold Scramble will be Friday, Sept. 29, at Juniper Hills Golf Course. The Best Ball Scramble (four person teams) costs \$40 per person and includes lunch. Checks should be made payable to CFC Charities. Proceeds benefit the KECC. Hole and prize sponsors welcome. Employees must use leave time to participate. Spouses and friends are welcome. The event starts at noon with lunch. The shot gun start is at 1 p.m. For more information, contact Jane Corder at Jane.Corder@ky.gov or (502) 564-7195, ext. 3873.

Citizen Review Panels Seek New Members

By Anya Armes Weber

Coordinators of Kentucky’s Citizen Review Panels (CRP) are looking for new volunteers.

CRP members are federally mandated to evaluate the Department for Community Based Services’ child protective services efforts.

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Volunteers should be committed to improving the lives of Kentucky children and families, as well as the social services workers who assist them.

Panels are coordinated by the University of Kentucky's College of Social Work and meet monthly in the Big Sandy, Bluegrass, FIVCO, KIPDA Louisville and Purchase regions. Lunch is provided.

Learn more about CRP and download an application at www.uky.edu/socialwork/trc. Follow the "Citizen Review Panels" link.

Conference Beneficial for Preparedness Plans

Energy is the word to describe the climate during a three-day conference sponsored by the U.S. Department of Health and Human Services (HHS) and Homeland Security (DHS) in Washington, D.C., at the end of June. Health and Human Services was the primary sponsor with the lead agency being the Administration on Developmental Disabilities.

This invitation only conference not only focused on national efforts in the area of emergency management for individuals with disabilities and the elderly, but also offered an opportunity for state partners to come together to review and discuss individual state plans as they relate to individuals with disabilities and the elderly.

Each day was dedicated to the stages of a disaster, preparedness, response and recovery. The mornings were dedicated to global issues on data resources and planning tools that can be utilized to link emergency service personnel to individuals with disabilities and the elderly. Questions were posed to each state team regarding knowledge of their emergency plan.

The afternoons were dedicated to state and regional specific discussion. Utilizing the information gathered from the morning sessions

the Kentucky team was able develop a list of items to be addressed upon our return home.

The team from Kentucky was well represented. Representatives were: Jason Keller, Homeland Security; Jeff Fordge, Emergency Management; Bill Cooper, Office on Aging; Jason Moseley, Community Based Services; and Pat Seybold, Council on Developmental Disabilities. While the team had not met prior to this conference we quickly discovered that we could be a great asset to each other, not only sharing information but working together to strengthen Kentucky's current plan.

The team met following the conference and will be asking each cabinet secretary to designate a person to be a potential partner in our efforts. There are several agencies that are currently working on individual segments of disaster preparedness. It is our goal to bring all of the resources together to offer both first responders, individuals with disabilities and their families a single point to receive information.

The team also recognized that many of the issues are first responder issues and it will be necessary to work with local level management if our efforts are to succeed. Further, the team will focus on personal responsibility. As citizens with or without disabilities it is imperative that we take responsibility in assuring that we are safe and know what steps to take in an emergency situation.

Emergency Preparedness is not a trendy topic. Many states have taken the initiative to secure needed supports for individuals with disabilities but others have not. The DD network in particular. The DD Council's and NACDD should play a significant role in emergency planning. Council's not only have resources and expertise but can be a conduit for public awareness.

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CHFS Focus Health Tip: Hydrate for Health's Sake

While you may be spending ample amounts of time in the water this summer, are you taking the time to make sure you're drinking enough crystal clear H₂O?

Everyone needs water to stay healthy and survive. Here are some commonly asked questions about how much water to drink.

What is the function of water in the body?

Water is involved in every function your body performs. It is the primary component of every cell in your body and all body fluids including: blood, lymph, saliva, cerebrospinal fluid, intestinal juices, gastric juices, and pancreatic juices.

Can I substitute coffee and soda for water?

Coffee and soda are not substitutes for water. In fact, if you drink too much coffee, you can make your body dehydrated. Dehydration may occur because coffee is a diuretic and causes your body to lose water.

What does it mean when I'm thirsty?

Thirst is a signal to your body that you need water. However, in most cases, thirst occurs after your body has already become dehydrated. It is best to keep your body hydrated with water before you become thirsty.

Can not drinking enough water harm me?

Dehydration is loss of water and important blood salts like potassium and sodium. If you become extremely dehydrated, damage can occur to the [kidneys](#), [brain](#), and [heart](#). Dehydration can occur when a person has episodes of severe vomiting or diarrhea.

The most common signs of dehydration are: thirst, dry lips, sunken eyes, cold hands, cold feet, rapid breathing, and a rapid weak pulse.

If you are severely dehydrated, it is important that you get to a hospital immediately. Intravenous fluids (IVs) will quickly reverse dehydration.

How much water should I drink?

While recommendations vary slightly, a good rule of thumb is to drink six to eight 8-ounce glasses of water a day. You may need more depending on climate conditions and your level of activity.

Employee Enrichment

By Anya Armes Weber

Employee Enrichment is a weekly feature for CHFS staff. These tips for making work better focus on team building, customer service and personal development.



No matter how much we try to keep our personal and professional lives separate, bringing problems to your workplace is sometimes unavoidable. Maria Palma, a writer for the Web site [customersarealways.com](#), notes that even when you don't talk about the problem, your co-workers and customers may be able to sense negativity in your attitude.

If you must work with others when you have other things on your mind, Palma suggests you do your best to "snap out of it" and refocus. Remind yourself that you have a commitment to your customers until it's time to go home.

Palma suggests working on a task you enjoy to get you in a better mood. Or tackle an assignment with someone else to distract you from your problems.