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CHFS Focus Spotlight: Jane Corder, Office of the Secretary

This week, Focus talks with Jane Corder, executive secretary within the Office of the Secretary. Jane has been with the state for 5 years this June. She has worked in the Office of Women's Health, Undersecretary's Office and now the Office of the Secretary. Good times, says Jane.



How does your job allow you to impact the lives of your fellow Kentuckians? What's the best part of your job?

I am an assistant in one of the most important areas in the Cabinet and feel privileged to be a part of a great team in the secretary's office. I am honored to work closely with the deputy secretary and one of the wellness ambassadors, Shawn Crouch. He helps me to see the healthy way to eating and exercising every day.

It's no secret that you like to incorporate humor in your daily routine. What's your philosophy on using your sense of humor to make every day more enjoyable?

If you can't laugh and see things in a humorous light, then the day can seem long. I enjoy my job and want everyone around me to do the same. Humor can be a great stress reliever and exercise, using your stomach muscles helps those hard to get to obliques.

What do you do outside of work?

I read a lot - mostly mysteries and sci-fi. I enjoy my friends and stay close with my family. I play with my cats and try to train my dog to obey. It's one of my favorite hobbies.

If you could travel back to the time you were 16 years old, what would you tell your 16-year-old self about what you know now?

Don't be so serious. There are great opportunities out there and don't be scared to experience life and all

that it has to offer. It may be hard to believe but I was very introverted growing up. Once I was out on my own and out of my comfort zone, I began realizing experiencing life is nothing to be scared of. What is the worse that could happen?

If a movie was made about your life, what would the title be?

I think it would be a Lifetime Movie Mini Series, "Whatever Happened to Baby Jane?"

Secretary's Forums planned for spring

By Anya Armes Weber

Central office staff will be invited to attend an upcoming series of Secretary's Forums intended to allow employees and leadership a chance to exchange information and ideas.

The weekly forums are slated to begin after the legislative session has ended and a state budget has passed.

Meetings will be scheduled according to program areas so staff can discuss issues specific to their offices. Secretary Mark Birdwhistell will speak about current events relating to the Cabinet, and staff from the Office of Human Resource Management will answer questions.

Keep reading the Focus for a finalized schedule.

Deadline for Voter Registration Nears

With more races on the ballot than ever before in Kentucky's history, Kentuckians who wish to vote in the upcoming May 16, primary only have a few more days to register to vote. The deadline to register for the upcoming May primary is Monday, April 17. County Clerks' offices throughout Kentucky will accept voter registration cards until the close of business that day.

A postmark of April 17 is also required for all mail-in voter registration applications. Registration cards can be obtained over the internet at www.sos.ky.gov/register.

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Also, minors who are 17 years old but will be 18 years old on or before the general election (Nov. 7, 2006) are eligible to register and entitled to vote in the upcoming primary but are not eligible to vote in special elections unless they are 18 years old.

If citizens are unsure whether they have registered to vote or uncertain as to where they will vote, they can view all of that information online through the Voter Information Center (VIC).

The VIC will tell voters where they are registered to vote, the location of their polling site, and their political affiliation. It also provides links to elected representatives and driving directions from the voter's home to his or her polling location. VIC can be accessed at www.sos.ky.gov/vic.

Voters should note that there might be a change in their typical polling location due to accessibility standards mandated through the 2002 Help America Vote Act passed by Congress. More than 25 percent of the polling locations throughout the commonwealth have been moved to more accessible locations.

To obtain a list of county clerks and other voter registration sites in your area, contact the Kentucky State Board of elections at (502) 573-7100 or via the web at www.sos.ky.gov/elections.

April is Child Abuse Prevention Month

By Anya Armes Weber

April is Child Abuse Prevention Month, and the Cabinet for Health and Family Services is reminding Kentuckians of ways they can help protect children.

Here are some ideas to help prevent child abuse and neglect:

If you suspect child abuse or neglect, report it. It's the law. Call the Cabinet's 24-hour hot line at (800) 752-6200. If a child is in imminent danger, call 911.

Wear a blue ribbon, which serves as a reminder to keep kids safe.

Be a friend to a parent. Let them know they are not alone. Just being able to express frustration can help them ease tension.

Give a parent a break. Offer to watch neighborhood children to give caregivers some down time. Don't discipline children when your anger is out of control. Take time out to collect your thoughts.

Frankfort portrait gallery spotlights children awaiting adoption

By Anya Armes Weber



Guests mingle at the Heart Gallery premiere reception on Thursday, March 23, at American Founders Bank.

Portraits of several Central Kentucky foster children who are waiting for adoption are on display in Frankfort through next month.

The Heart Gallery will be showing at American Founders Bank, 201 Limestone Drive, through Friday, April 28. Fourteen portraits are showcased.

The gallery is designed to help find permanent homes for children in the cabinet's Special Needs Adoption Program (SNAP). It's one of the Cabinet's more innovative recruitment tools, said Department for Community Based Services Commissioner Tom Emberton Jr.

"These pictures are a good representation of who SNAP is working to find homes for – children with diverse interests and backgrounds who just want permanent, loving homes," he said.

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Each child's portrait is paired with a biography listing hobbies and unique characteristics. More than 400 SNAP children await adoption.

The public can see the gallery during the American Founders' lobby hours: Mondays through Thursdays from 8:30 a.m. to 4 p.m., Fridays 8:30 a.m. to 6 p.m., and Saturdays from 8:30 a.m. to 12:30 p.m.

Caught in the Act

Shannon Ramsey
Media and
Publications
Specialist
Kentucky
Commission on
Community
Volunteerism and
Service
Department of
Human Support
Services



Shannon hasn't taken an elevator or escalator to get from floor to floor in the CHR Building in months. Her daily exercise routine at work includes walking two to three miles and an average of 25 flights of stairs. Recently she began running/jogging 1.5 miles and doing aerobics/weight-training for 30 minutes two to three times a week. In about 13 months Shannon has lost 33 pounds. Congratulations Shannon!

Restrooms to be Serviced

Finance Facilities Management has informed CHFS of a project involving the repair of drain, waste and ventilation piping for all restrooms located in the center main core of the CHR Building. Starting April 14, all restrooms located in the central main core will be shut down to accommodate startup of the aforementioned project; restrooms will be brought back into full operation on the following dates:

April 17: First Floor women & men restrooms.
April 24: Second Floor women & men restrooms.

May 1: Third Floor women & men restrooms.
May 8: Fourth Floor women & men restrooms.
May 15: Fifth Floor women & men restrooms.
May 22: Sixth Floor women & men restrooms.

Lean Cuisine Meals to be Dished Up at Frankfort Cafeterias

Lean Cuisine, a healthy and convenient lunchtime favorite will be available in Frankfort's cafeterias starting today.

A daily Lean Cuisine special will be offered for \$3.29 every day for the next six months as part of the Commerce Cabinet's Health and Wellness initiative. Each Lean Cuisine item will be served with a starch side dish. The revolving menu will consist of such popular choices as glazed chicken, chicken primavera, chipotle chicken, steak portobello and vegetable lasagna, to name a few. The Lean Cuisine meals will be served hot, just like other entrees.

During the trial period, each person who orders a Lean Cuisine meal will be entered into a drawing for an iPod. One iPod will be given away during each of the first six months. If the pilot program proves popular, then Lean Cuisine dishes could be added as a regular menu item.

The Frankfort cafeterias are located at the Transportation Cabinet, the Health and Family Services Cabinet, and the Capital Annex. All three are operated by the Kentucky Department of Parks.

Professional Development Opportunities

Have you ever felt like you were attending meetings for the sake of attending meetings? Or, maybe you have difficulty making business-related decisions? Perhaps, you could use some tips on how to make a process more efficient?

Learn how to conduct an effective meeting, improve a process, solve problems, and more by taking classes at the Office for Employee & Organizational Development (OEOD). It's a great way to build your professional skills and earn points for career development on your performance evaluation! Registering for the OEOD classes is simple. Read the [course descriptions](#).

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See when your classes are [scheduled](#).
Fill out the [registration form](#).
Have your supervisor sign the form.
Send the request to your Cabinet Training Liaison
(Maranda.Cummins@ky.gov).

Volunteer Vibes

By *Eileen Cackowski*
Director, KCCVS

What is National Volunteer week?

National Volunteer Week, usually the third week in April, commemorates the service of volunteers with an agency. Volunteers should be thanked much more often, but this is a special time for local and national recognition. Recognition need not be expensive. Organizations can get beautiful certificates and citations from us, signed by the Governor, to give volunteers. Organizations can make business card size “thank you” certificates. The important thing with the business size cards is to put the name of the volunteer and have the immediate supervisor sign it. Each year KCCVS sponsors a very special Governor’s Volunteer Award Ceremony. If you are interested in participating next year, get your name on our mailing list. If you are looking for more ways to recognize volunteers, come on by our area, 3 F-W and we will be glad to help you.

What is a Volunteer Center? Are there any in Kentucky?

A Volunteer Center is an organization that lists most of the volunteer opportunities in an area and will help individuals decide what the best opportunity is for them. Volunteer Centers often offer training to non profit organizations and for volunteers. In Kentucky there are volunteer centers in the more populated areas.

Louisville Metro	Mary Sullivan	(502) 292-6154
Lexington	Ward Brown	(859) 233-4460
Frankfort	Rick Pogrotsky	(502) 875-1675
Owensboro	Karen Dueker	(270) 683-9161
Bowling Green	Cheryl Kirby-Stokes	(270) 782-0653
Northern KY/ Cincinnati	Robert Bell	(513) 762-7235

In areas where there are no volunteer centers you can call the local United Way or call any organization directly. There is always room for another volunteer.

I’d like to volunteer but I have no special talents. What can I do?

First, I’ll bet you do have a special talent. Could you sit next to a child while they read to you? Can you read a letter or the newspaper to someone in a nursing home. Would you like to learn how to be a volunteer firefighter or EMT? Would you like to learn how to knit for babies or for senior citizens? Can you take pictures? There are opportunities for you. In some cases the organizations provide extensive training. In other cases you share the greatest gift of all - listening. There is an opportunity for each of us.

Health Tip of the Week: Get Better Sleep

Do you have trouble falling asleep? Do you fall asleep easily, then wake up a little later and can't fall back to sleep? Do you wake up several times during the night and have trouble staying asleep? If so, you are one of more than 100 million Americans who experience some form of insomnia and your sleep may be improved by better sleep habits.

Tips for Better Sleep

- Maintain a regular bedtime and wake up time, including weekends.
- Establish a regular, relaxing bedtime routine such as soaking in a hot bath and then reading a book or listening to soothing music.
- Create a sleep-conducive environment that is dark, quiet, comfortable and cool.
- Sleep on comfortable mattress and pillows.
- Use your bedroom only for sleep. It is best to take work materials, computers and televisions out of the sleeping environment.
- Don’t eat at least two to three hours before your regular bedtime.
- Exercise regularly. It is best to complete your workout at least a few hours before bedtime.

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- Avoid nicotine, caffeine and alcohol close to bedtime. These can disrupt your sleep or keep you awake.

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.



Potted plants can brighten up a workspace by bringing a little of the natural world in. Besides making an office look better, plants may also make you feel better.

Plants will boost a space's the oxygen level, helping you to breathe easier. And some research indicates that plants may reduce stress and boost concentration levels by filtering carbon dioxide and other pollutants.

Taking care of plants may also help some employees relax and even improve morale.

Pick a plant that is appropriate for your office's lighting, and don't forget to take care of it. Ignored plants can grow mold and actually cause health problems, especially for asthma sufferers.