

CHFS Focus Holiday Helpers

Christian County Child Support Office

Submitted by Eva West

A Hopkinsville church sponsors an Angel Food Ministry in which anyone can purchase a food basket that contains \$50 worth of food for \$25. The basket contains ribeye steaks, split chicken breasts, sausage, fruits, vegetables, dessert and numerous other items. The staff of the Christian County Area Child Support Office in Hopkinsville (Lakes Region) purchased one of these baskets and will present it to a local family during the holiday season as our way of giving back to the community.

Friends Team up in Louisville

Submitted by MaryAnn Strickland

MaryAnn Strickland of First Neighborhood Place (Protection and Permanency) in Louisville and her friend Jeannie Waldrige of District 19 Probation and Parole once again joined forces for their annual basket raffle. This year the pair had four baskets, each a value of \$250, to give away. The baskets are donated courtesy of BASKET CASE Creations, LTD. All proceeds from raffle sales are used to purchase items for "Angel Tree" children and the "Be a Santa to a Senior" program for elderly shut-in folks. Last year the raffle raised \$978 and helped seven children and eight seniors. This year their goal was to raise \$1,000.

OIG Divisions Help Kids

Submitted by Jade Mays

The Division of Fraud, Waste and Abuse within the Office of the Inspector General "adopts" children from the Salvation Army each Christmas. This is the fourth year the division has adopted a family. This year, this division invited the Division of Regulated Childcare to join in its holiday efforts. The family the divisions adopted includes four children: two girls, ages 14 months and 5 years; and two boys, ages 4 and 10. The gifts include bicycles, toys and clothes.

For the second year, OIG's Fraud Division also takes donations for the Franklin County Animal Shelter. Those donations include food, treats, collars, cleaning supplies, blankets and cash.

Kenton County Adult Protective Services

Submitted by Timothy Rees

Each year, the team Adult Protective Services office in Kenton County identifies elderly people in the community who have nobody, are isolated, or are too poor to celebrate the holidays. We obtain sponsors in the Cabinet and in the community who will pay for or purchase gifts for them. We then wrap and deliver the gifts to those adults in an effort to make their Christmas a little nicer. We have been doing this for years. All members of the team participate in some way. Specifically, Nancy Fordyce and Robin Jacoby are heading the effort this year.

Mental Health/Mental Retardation Sponsors Local Families

Submitted by Heather Bivens

Each year the Department for Mental Health and Mental Retardation Services sponsors two or three families, providing both Thanksgiving food baskets and Christmas presents. These families come from the Sunshine Center located in Frankfort. The Thanksgiving food baskets contain enough food for the family to have a traditional Thanksgiving meal plus extra necessities that the family can use. We also try to throw in some "fun" foods, like pudding and cookies, for families with small children. This year, the Sunshine Center didn't provide Thanksgiving baskets to families due to its limited space (the center recently moved to a larger building). DMHMRS sponsored the same family it sponsored last year - a grandmother raising her three special needs grandchildren.

DMHMRS usually sponsors the same families for Thanksgiving and Christmas, and we're given a list from each family of wants, needs and sizes. While shopping, we try to make sure that

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we get as many items on their lists as we possibly can to make their Christmas as special as possible. This year we had a family of four teenagers who wanted 10-speed bikes. I'm proud to say that we have collected enough money to get all four of them bikes, plus other items they have asked for, as well as provide for the other family with three small children.

DMHMRS recognizes the struggles that people with any type of handicap endures and really pulls together to help ensure struggling families have Thanksgiving and Christmas each year for their families. DMHMR staff members Heather Bivens and Cheryl Ligon coordinate this wonderful event and deliver the food and presents to the families. It's really rewarding to be able to actually meet the people you're helping and seeing that you really are making a difference in their lives.

Diabetes Coordinators Send Love to Iraq

Submitted by Linda Leber

The regional coordinators and state staff of the Kentucky Diabetes Prevention and Control Program have sent at least five big boxes of gifts for the military personnel serving in Iraq to Special Agent Jason White, son of Paula White, regional diabetes coordinator in the Cumberland Valley District Health Department. Jason is currently stationed at Balad Air Force Base in Iraq. Included in the boxes were candy, phone cards, books, writing tablets, pens, toiletries, games, cards, coffee, drink mixes and stuffed animals for Jason to give to the Iraqi children. He told us that everyone really enjoyed the candy, including the fire station near the base. He also mentioned how much the children love to get the stuffed animals.

Newsletter Inspires Adoption Awareness Action

Submitted by Trish Woods, SNAP Regional Coordinator, Salt River Trail Region

I was inspired by an article in the CHFS Focus regarding the Northern Kentucky Region's

traveling Adoption Awareness Tree. I became the Special Needs Adoption Program coordinator for the Salt River Trail Region on Dec. 3, and learned about the Traveling Tree that day. I called Tabettha Marsh, SNAP coordinator for Northern Kentucky, to get information about how she put the project together. I spent the rest of the week contacting businesses and organizations about the tree and working on making ornaments with our SNAP children's pictures on them, in addition to learning my new duties. I was assisted by Katie Owens, a practicum student, who is also a Children's Review Program employee in our region. Luckily, even though it was last minute, we were able to get our own tree out into the Salt River Trail community. On the table with the tree are some brochures on adoption and foster care adoption (both English and Spanish versions). The remaining dates and locations for the Salt River Region Adoption Awareness Tree are:

- Dec 14-20: South Oldham County Library, Crestwood
- Dec 20-Jan 2: Shelby County Family Activity Center, Shelbyville

We are also planning to get a white tree and will decorate that with hearts for Valentine's Day and with Shamrocks for St. Patrick's Day, taking it to locations in other counties in our region to promote adoption of our SNAP children.

Contract Development Services Grants Wishes

Submitted by Joan Graham, Frankfort

The Division of Contract Development Services has adopted a family for Christmas. The Family Resource and Youth Services Center (FRYSC) program supplied us with a Christmas wish list from the family. The family consists of two boys ages 6 and 14 and one girl age 9. Our division decided to adopt this family in lieu of exchanging "Secret Santa" gifts. Our goal was to make this family's Christmas special, and it

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should be - we are going to provide almost every item on their list, including bikes for the 9- and 6-year-old children, several toys, games and movies, as well as clothing for all of the children. We also collected several hundred dollars worth of non-perishable food items for the family. The Christmas spirit is thriving in the Division of Contract Development Services, as demonstrated by the generosity of each member of the division who has participated. Due to the overwhelming response from everyone participating, adopting a family will likely become an annual practice for our division.

Fayette P&P Gives to God's Pantry

Submitted by Margie Dillow

This year our Permanency and Protection Team One in Fayette County sponsored a food drive with all proceeds donated to God's Pantry. To motivate staff to participate, we made it a competition offering the team who donated the most food a prize - a basket of baked goods made by our team and various donated gift cards and coupons from community restaurants.

We made posters and placed them throughout the building and sent out weekly updates reporting which team was in the lead. We collected every Friday in November. We had asked for three barrels to fill from Gods Pantry, but ended up with 1,676 pounds of food. It was a wonderful success, and I am proud of the staff here on Centre Parkway!

Hardin Family Support Makes Baskets for Disabled, Elderly

Submitted By Marian Brooks

For the past several years, Hardin County Family Support staff, along with community partners, has donated items to make care baskets for the disabled and elderly in West Point, Ky. Gina Hamilton has taken the lead and continues to ensure this a huge success. She, along with Nancy Banks, Petra Barden and Cheryl Anderson – all Hardin County Family Support staff – have collected more than 100 items,

including hats, gloves, scarves, books and personal items. They spent an evening making the baskets on their own time and will meet with a West Point Community Family Resource Center representative who has the list of those in need and distributes the baskets. It's a joy and also rewarding to see staff take such pride in meeting the needs of our community during the holiday season, as well as throughout the year.

Helping Four-legged and Two-legged Friends

Submitted by Jennifer O'Brien

This year the Central Office Early Childhood Development Branch in the Department for Public Health decided to have an "all-legged" holiday gift giving season. Instead of giving gifts to one another, we decided to give to the L.I.F.E. House Animal Shelter and the Frankfort Food Pantry. The Early Childhood Branch will be distributing the boxes of needed items to the L.I.F.E. House volunteers next week. We are particularly glad that we chose the Frankfort Food Pantry as our "two-legged" gift giving organization because the pantry is currently down to low stock. We encourage everyone to remember four-legged and two-legged friends and family alike during this holiday season-- because everyone is in need.

Lincoln County Family Support Helps Elderly, Disabled

Submitted by Rebekah Taylor

Instead of buying and exchanging gifts within the office this Christmas season, the Lincoln County Family Support workers decided to make the holiday special for the elderly and disabled at the Golden Living Center of Stanford. In years past, each worker has spent \$20-25 on a gift for an office Christmas party. But after having great success raising money for the March of Dimes during the summer and fall months, the workers had an idea that would enable them to keep giving throughout the winter months as well. Each employee took the money that would have been spent to buy an individual Christmas gift

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and used it instead to buy goodies for the nursing home residents. Workers filled eight boxes with gifts, such as non-slip socks, lotions, stationery, popcorn and other fun items, and delivered them to the Golden Living Center on Dec. 6. Candy canes were also passed out to each resident during the visit. "The giving to others has brought us closer together, and has helped us to remember the true meaning of Christmas," said Mary Beth Whittenberg, Lincoln County Family Support office supervisor.

Former foster child to star in free lunchtime comedy show at KSU

By Anya Armes Weber

The Cabinet's Office of Legal Services (OLS) is co-sponsoring a free comedy show this week at Kentucky State University (KSU) in Frankfort, and Cabinet staff is invited.

Comedian Ian Rosser will perform "The System," featuring his views on foster care, at noon Wednesday, Dec. 19, in KSU's Bradford Hall Auditorium.

Rosser grew up in the foster care system, and his comedy touches on topics like social workers, foster parents and adoption.

The show is co-sponsored by FOCUS (Focus on Character equals Ultimate Success), a nonprofit group whose goal is to improve the lives of youth in foster care. Jeff Culver and Earl Washington, social workers in the Department for Community Based Services office in Fayette County, founded FOCUS.

At the show, donations will be collected for Christmas Wishes, a project of FOCUS that collects gift cards for distribution to older teens in foster care.

Rosser's show is free, but seating is limited. Call Sheila Redmond or Taressa Woolums in OLS at (502) 564-7905 for more information.

KSU's campus is at 400 E. Main St., Frankfort. To locate Bradford Hall, log on to a [map of KSU](#).

To donate to the Christmas Wishes program, send your gift card or monetary donations to FOCUS, 277 Preakness Drive, Lexington, Ky. 40516. Checks can be payable to FOCUS.

OCO Offers Procurement Seminar

The CHFS Office of Contract Oversight, Division of Strategic Procurement Services, is proud to offer a broad-based overview on procurement. You are responsible for obtaining your immediate supervisor's approval to attend.

The seminar is 8:30a.m.–12:30 p.m. Jan. 15, 2008, at the Transportation Cabinet, 200 Mero St., Frankfort.

This course is uniquely designed to assist CHFS staff members responsible for completing the CHFS96 Purchase Requisition Form. The class agenda will identify the process, offer a key understanding of the elements of the procurement cycle, and ascertain ways in which the document can be used to its full capability. Those interested in gaining a thorough understanding of the process are encouraged to attend.

Topics to be covered include:

Procurement Regulations	CHFS 96 Purchase Requisition
Discretionary Purchase Memo	Funding Information
Specifications	Commodity Specific Purchases
Approval Process	ProCard
Post Purchase	Conflicts of Interest

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Activities	
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Don't miss out on this wonderful professional development opportunity. Class size is limited to 30 people. Registration will be on a first come first served basis. Registration deadline is Jan. 4. Registration forms can be downloaded from the CHFS Intranet site (<http://chfsnet.ky.gov>) under the Office of Contract Oversight. Mail or fax registration forms to:

CHFS OCO Strategic Procurement Services

Attn: Sarah Smith
 275 East Main, 4E-B
 Frankfort KY 40621
 Fax: (502) 564-5531

If you have questions, contact (502) 564-7736 and ask for Sarah Smith (ext. 4015) or Cindy Stoops (ext. 4335).

Exit Interview Form Changed

The Cabinet for Health and Family Services is committed to identifying ways to continuously improve the workplace for employees. The exit interview survey is used to seek feedback from employees leaving the Cabinet which then can be used to enact positive change within the Cabinet.

For employees who resign, retire or transfer outside the Cabinet with effective dates January 2008 or later, a revision to the form has been made.

The change is to reflect the race/ethnicity codes as reported in KHRIS. For all exits from January 2008 or later, the new form is to be used. (Both the on-line form and the print version have been updated.)

Upon notification of an employee's separation, the department/office Personnel Liaison is responsible for providing a copy of the Exit Interview Survey to the employee. In addition, the Office of Human Resource Management

(OHRM) sends a follow-up letter and copy of the survey to the employee's address to further encourage him/her to complete the survey if he/she has not already done so. Employees may request an in-person or telephone interview with an OHRM representative if they wish to provide further details regarding their employment with the Cabinet or if they are uncomfortable documenting issues in a written format.

Summary of Change on Form

2008 Race/Ethnicity	2007 Race/Ethnicity
Asian	Asian
American Indian or Alaskan Native	Native American or Alaskan Native
Black or African American	Black or African American
White or Caucasian	White or Caucasian
Hispanic or Latino	Hispanic or Latino
Hawaiian or Other Pacific Islander	Other
Two or more races	
Other	

Employee Enrichment

By Anya Armes Weber

If you're determined to make a New Year's Resolution and to stick with it, consider these tips from MyGoals.com.

Make a plan. Set the steps you can put into action toward your goal. Write it down.

Start right away. Implement your plan immediately while you are highly motivated.

Look beyond Jan. 1. Your plan should last all year. Set small goals to meet each week or month. Get support for your plan by setting up electronic reminders or joining a group of co-workers with a similar goal.

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Be flexible. Unexpected changes may alter your plan. Accept disappointments, but recognize successes. Even small changes can make a difference.