

### **Governor's Minority Management Trainee Program**

The Governor's Office of Minority Empowerment is now actively accepting applications for the 2007 Governor's Minority Management Trainee Program (GMMTP). The GMMTP is a recruitment and development tool to increase the representation of minority managers in state government. This one-year training program consists of classroom training, on-the-job experience and special programs.

Each program applicant must complete, in detail, a questionnaire and return it along with three letters of recommendation. To be eligible for the program, an applicant must meet the following criteria:

- Be an ethnic minority
- Have one year of state government service
- Qualify for a grade 10 or higher job classification
- Aspire to be a manager and demonstrate exceptional management potential

Prospective eligible employees should complete the questionnaire and return it along with letters of recommendation to:

Governor's Office of Minority Empowerment  
700 Capital Avenue, Ste. 132  
Frankfort, KY 40601

Applications should be submitted no later than Friday, Feb. 16.

If you have any questions or concerns, please do not hesitate to contact the Governor's Office of Minority Empowerment at (502) 564-2611, ext. 370.

### **Language Access Program Receives National Recognition**

The Cabinet's Language Access Program (LAP) has been recognized as a national model for providing interpretation and translation services in the health community by the National Health Law Program (NHeLP).

NHeLP sent out surveys to identify the most promising practices in the nation for providing language services in state, county and local health benefit eligibility offices. The organization then conducted site visits to those selected to document their programs.

The nine promising practices chosen are featured in a manual and tool kit, "Providing Language Services in State and Local Health-Related Benefits Offices: Examples from the Field." The manual was published for use by other language programs nationwide to improve services by implementing these practices. The Commonwealth Fund published the manual and tool kit.

"The Language Access Program is a vital part of the cabinet's commitment to ensuring meaningful access to our programs for all Kentuckians," said Cathy Cox, manager of the Equal Employment Opportunity Branch, which houses the Language Access Section. "Through this program, we are minimizing barriers to crucial services and strengthening the quality of the services the cabinet provides."

The LAP provides interpretation and translation services to limited English proficient CHFS clients, mainly those whose primary language is Spanish. The program is administered under the Cabinet's Limited English Proficiency Language Access Section, established in 2003.

"We're proud to be a model for other programs nationwide of how to provide quality services to meet the needs of those with limited English proficiency," said Cox.

The LAP also provides interpretations and translations in up to 160 other languages through qualified community-based partners and Language Line Services, Inc.

"Cabinet staff works diligently every day to make our services available to all Kentuckians, without regard to language barriers," said Jonathan Copley, acting undersecretary of administrative and fiscal affairs. "To be recognized for our efforts among this elite group of national programs is indeed a high honor for the state and the Cabinet."

All central office staff in the Language Access Section are highly qualified interpreters and translators. In addition to their translation duties, staff members also test and qualify CHFS employees as well as community partners, which consist of organizations and individuals, to become interpreters.

"The cabinet's language services are critical for Kentuckians who do not speak English fluently," said J.P. Hamm, executive director of the Office of Human Resource Management. "Our interpreters enable us to help all Kentuckians receive the health and family services they need without unnecessary confusion or delay, and avoid possible tragedy if needs are not fully understood."

Currently, 20 CHFS staff members and 121 community partners across the state have been qualified as interpreters. More than 30 community partners, staff members and individuals await qualification. These numbers will continue to grow as the Cabinet conducts Spanish interpreter assessments across the state in the coming months.

NHeLP chose the Cabinet's program based on its demonstration of excellence in areas including access to dual role bilingual staff; community involvement; language access planning; determining language needs; language services throughout contact with clients; training; data collection; use of contract interpreters; staff training and access to bilingual caseworkers.

To read the full report online, visit the Commonwealth Fund's Web site at <http://www.cmwf.org/>.

### **Living Well: The Gift of Chocolate**

*By Kris Hayslett, Wellness Coordinator*

Valentine's Day is this week and many of us are thinking of the perfect gift that comes from the heart. For some, a beautifully wrapped heart-shaped box full of chocolates is exactly what the heart desires.

Many will accept the gift graciously and hide it away in a secret location only to be sought out when the chocolate craving hits. For others, it will be torn open and each individual candy will be sample-tested for immediate gratification.

Chocolate has been one of the most popular treats for centuries. This favorite treat contains more than 300 chemicals and has been the subject of numerous studies. Here are some interesting tidbits about chocolate:

- Cacao, the source of chocolate, has antibacterial agents that fight against tooth decay which of course is in contrast to the high sugar content found in most milk chocolate treats.
- The chocolate smell may increase certain brain waves that result in an increased feeling of relaxation.
- Chocolate contains phenyl ethylamine, which is a mild mood elevator.
- Cocoa butter found in chocolate contains oleic acid, a mono-unsaturated fat that may play a factor in raising good cholesterol levels.
- Flavonoids in chocolate may keep blood vessels more elastic.
- Chocolate increases antioxidant levels in the blood.
- Mexican healers use chocolate to treat bronchitis and insect bites.
- Carbohydrates in chocolate raise serotonin levels in the brain, which results in the body's sense of well-being.

What chocolate won't do:

- Studies have proven that it is not a contributing factor to acne.
- It is not addictive.
- It cannot make you "high." About 25 pounds of chocolate must be consumed in a single sitting to feel any noticeable effects. (That is not recommended.)

The negative effects of chocolate:

- Chocolate may trigger headaches for migraine sufferers.
- Milk chocolate is high in calories, saturated fats and sugar.
- It is considered dangerous to animals because it contains the stimulant theobromine, which most pets can't digest.

News for chocolate lovers:

- The cocoa beans contain a certain class of chemicals called flavonoids, which are also found in fruits, vegetables, tea and red wine.
- Dark chocolate contains more cocoa and less sugar than milk chocolate.
- Cocoa phenols, which is found in dark chocolate, is known to lower blood pressure.

In addition to chocolate, flavonoids are found in many different products like cranberry juice, apples, peanuts, onions, tea and red wine. Studies have shown that flavonoids increase levels of HDL cholesterol (the good type of cholesterol) and they also act as potent antioxidants that protect cells from free-radical damage, which can contribute to aging, heart disease and certain types of cancer.

For any chocolate lover, the key is not giving up chocolate, but becoming a more conscious consumer of chocolate. When you have that sudden urge for chocolate, reach for the dark chocolate, but be selective in your choice. The dark chocolate filled with chewy caramel, marshmallows and nuts is in no way a heart-healthy option. So for Valentine's Day, request the dark chocolate and savor the treat by eating a small piece each day. And remember: Continue doing some type of physical activity daily to keep your heart healthy.

## **COA Reaccredits DCBS**

*By Anya Armes Weber*

The Cabinet's Department for Community Based Services (DCBS) has been reaccredited by the Council on Accreditation (COA).

COA officials and CHFS leaders made the announcement in a ceremony Thursday, Feb. 8, at the Capitol rotunda.

The reaccreditation means that DCBS' child and adult protective services and foster care and adoption programs meet the highest national standards and deliver the best quality services to the community.

CHFS Secretary Mark D. Birdwhistell said he is proud of the work of the more than 4,700 DCBS staff.

"COA reaccreditation confirms what this administration already knew - that our staff is dedicated, hard working, and provides high quality services to the citizens of Kentucky," Birdwhistell said.

COA is an international, independent, not-for-profit, child- and family-service and behavioral health care accrediting organization. Founded in 1977 by the Child Welfare League of America and Family Service America, COA partners with human service organizations worldwide to improve service delivery outcomes by developing, applying and promoting accreditation standards.

DCBS was originally accredited in 2002 after being the first state to voluntarily apply for national accreditation. Three other states, Illinois, Louisiana and Arkansas, are accredited. Eight others are in the process or have made application to be accredited.

The COA review process heavily relies on "peer reviews," where small groups of human service professionals from across North America do on-site evaluations.

COA compares agencies to a set of national standards for 38 different human service areas and more than 60 types of programs.

COA accreditation lasts four years.

## **Social Work Group to Hold Membership Meeting**

*By Anya Armes Weber*

The Kentucky Society for Clinical Social Work is holding a meeting this month to invite new members.

The meeting starts at 6:30 p.m. on Tuesday, Feb. 20, in the Croney and Clark office at 900 Beasley St., Suite 120, in Lexington. The office is at the corner of Winchester Road and Fortune Drive.

There is no charge to attend the meeting, other than the cost of meals.

RSVPs are encouraged to help meal planning. E-mail to [kscsw1@yahoo.com](mailto:kscsw1@yahoo.com) or call (859) 254-1035 and give your name, phone number and the number of people attending.

Learn more about the Kentucky Society for Clinical Social Work online at <http://home.insightbb.com/~kscsw/>.

## CHFS Focus Health Tip

### Is Your Blood Pressure Normal?

Hopefully, at some point, you've had your blood pressure checked. But do you know what blood pressure actually is and why it's important?

Pressure is created in your arteries as blood is pumped from the heart. There are two pressures within the arteries. The first is created as blood pumps into the arteries and through the circulatory system. The second is created as the arteries resist the blood flow.

Your heart beats about 60 to 80 times a minute under normal conditions. Your blood pressure rises with each heartbeat and falls when your heart relaxes between beats. Your blood pressure can change from minute to minute, but it should normally be less than 120/80 mm Hg for an adult. Blood pressure that stays between 120–139/80–89 is considered prehypertension and above this level (140/90 mm Hg or higher) is considered high (hypertension). Your doctor may take several readings over time before deciding whether your blood pressure is high.

What do blood pressure numbers indicate?

- The higher (systolic) number represents the pressure while the heart is beating.
- The lower (diastolic) number represents the pressure when the heart is resting between beats.

The systolic pressure is always stated first and the diastolic pressure second. For example: 118/76 (118 over 76); systolic = 118, diastolic = 76.

Risk factors for heart disease are common in Kentucky and include (for 2005):

- One in three Kentuckians reports no physical activity in the last month.
- One in three Kentuckians smoked.
- Four of five did not consume the daily recommended amount of fruits and vegetables.
- One of in every 10 Kentuckians has diabetes, one-third of whom were undiagnosed.

Compared nationally, in 2005, Kentucky:

- Ranks fifth in no physical activity in the previous 30 days
- Ranks fourth in consuming fewer than five fruits and vegetables per day
- Ranks 11th in hypertension
- Ranks ninth in high cholesterol

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- Ranks eighth in diabetes
- Ranks first in current smoking

### **Employee Enrichment**

*By Anya Armes Weber*

If you're unsure what your supervisor expects of an assignment you've received, the best way to find out is simply to ask.

Business writer and consultant David Maister suggests you ask your boss to clarify the things you don't understand about the assignment. Most managers won't mind talking through the task beforehand rather than asking for changes later.

Maister says we should get the following details about our work from our supervisors:

- **Deadline** – When does your supervisor want it?
- **Format** – How should the work be presented?
- **Context** – Who and what is the assignment for? How does it fit into the office's mission?
- **Priority** – How does the importance of this assignment relate to your other tasks?
- **Resources** – Does your supervisor have information that you don't have access to? Has your office done this assignment before?
- **Evaluation criteria** – How will the work be judged? What is most important, for example, saving money or getting the job done quickly?
- **Monitoring Meeting** – Is it a good idea to set up a meeting at the assignment's halfway point to make sure things are on track?
- **Sharing of Concerns** – Will the supervisor be available to answer any questions about the assignment?