

Nominations Sought for Governor's Volunteer Awards

Do you know one of those extraordinary people who give selflessly of themselves to help improve the lives of others by performing good deeds largely unnoticed and wholly without expectation of recognition or compensation? If so, consider nominating that special person or group for one of the 2009 Governor's Awards for Outstanding Volunteer Service.

To honor these individuals, the CHFS Kentucky Commission on Community Volunteerism and Service (KCCVS) is accepting nominations for the 2009 Governor's Awards for Outstanding Volunteer Service.

The award nomination deadline is Monday, Feb. 22.

This is the 15th year for the annual volunteer awards, which recognize and celebrate the contributions of Kentuckians to their fellow citizens. KCCVS hosts a special ceremony in the spring to publicly honor the winners and others who have given back to their communities through volunteering.

KCCVS Executive Director Eileen Cackowski said volunteers are an integral part of their communities.

"During these difficult economic times, volunteers are more important than ever," Cackowski said. "These awards are our way of saying 'thank you' to some of our greatest unsung heroes and role models while we promote Kentucky's volunteer spirit."

Nominations for most awards must focus on service activities completed in Kentucky during 2009. Individuals and groups may be nominated in only one category, and self-nominations are accepted. Award winners from the previous five years are ineligible for the 2009 awards. A panel of distinguished judges reviews and scores nomination applications using a 100-point scale.

Nomination forms are available online for electronic submission from the KCCVS Web site at www.volunteerKY.ky.gov.

For more information, contact the KCCVS office at (800) 239-7404 or e-mail kccvs@ky.gov.

Employees Recognized for Savings Suggestions

In 2009, awards in the amount of \$16,770 were presented to 41 state employees for finding innovative ways to improve state government operations. Their suggestions represent a first-year savings of \$1,403,433. Employee suggestions have saved the Commonwealth more than \$2 million in the past two years.

The Employee Suggestion System (ESS) is an incentive program designed to encourage merit employees to participate in good management by submitting suggestions for implementation.

ESS has been reaping substantial savings since its origination. First-year savings for this program, since its establishment in 1981, is over \$38 million.

Certificates and cash awards are given for implementation of ideas resulting in improved safety and efficiency in operations, cost reduction and cost avoidance, improved public relations and increase in state revenues. Cash awards are paid by the cabinets realizing the savings from the suggestion(s) and may range from a minimum of \$100 to 10 percent of the first-year savings, up to a maximum of \$2,500. Awards of \$100 may be given for ideas that are adopted but have intangible savings.

CHFS employees who received awards are:

- Kimberley Lockhart
- Phillip Rosell
- Maggie Urban
- Teresa Vincent
- Lucy Huff
- Andrea Gillis
- Angela Howard
- Brenda Felty
- Ronald Hoseman

Staff Safety Information Easy to Find on Intranet

By Phillip Howard

The Division of Facilities Management's Safety Office would like all CHFS employees who work in or visit the CHR building to know that there is now a "quick link" on the CHFS Intranet home page entitled ["CHR Complex Safety Resources Site."](#) The link is on the lower right side of the home page. Clicking this link will take you directly to the CHR safety resource site.

The site contains online versions of the latest CHR Complex safety information such as plans/procedures, forms and evacuation maps. You can look up Material Data Sheets (MSDS) for office and janitorial products, see a list of floor monitors or find a list of employees certified in first aid/CPR.

New information is available online. Find locations of AEDs (automated external defibrillators) in the CHR Complex by clicking on the Emergency Action Program and looking under "First Aid Supplies" on page 11, or view a PowerPoint presentation on how to answer a bomb threat called in by telephone.

Did you forget which emergency is designated by each alarm tone? Go to the "Additional Resources" section of the safety page, or see the links throughout the Emergency Action Plan document, and listen to the fire alarm, bomb threat or severe weather tones for emergencies.

Desktop Icon is a Direct Link to Bomb Threat Checklist



Bomb Threat Checklist.Ink

CHFS employees will soon notice a new icon on their desktops. This link will take you directly to the Bomb Threat Checklist, which is to be completed in the event you receive a bomb threat by telephone, e-mail, mail or in person. Because of the urgency of such an event, it is recommended that you also have a paper copy of the checklist available at your work station. Questions or comments should be directed to Susan Montgomery or Phillip Howard at (502) 564-6631.

Living Well: Get a Fresh Start

Do you skip breakfast? If you do, you might be sabotaging yourself and starting your day on a downward spiral. Breakfast is always an important start to the day for children before you send them off to school. Why would it be any different for adults? Many of you will fire back that there is no time to eat after getting everyone else ready and off to their morning destinations. But really, there is no excuse for skipping breakfast. I understand that the average person does not have the time to cook a sit down breakfast, but there are a lot of different options other than visiting the drive-thru window. Something is always better than nothing at all. But like anything we eat, we should be thoughtful in our selections. Here are some great ideas for eating on the go:

Bananas or other fruits – Bananas are my favorite because you don't have to worry about washing them before eating, they are great because they are already packaged; just peel and eat. No mess.

Opt for low-sugar, high-fiber, high-protein choices like a bagel and cream cheese, a whole-grain or fruit-juice-sweetened muffin, scrambled eggs on an English muffin or a slice of quiche.

Breakfast bars are quick and easy, just be sure to compare nutrition labels. Some bars will appear healthy but may contain high amounts of sugar.

Pack a whole-grain bagel or muffin, a hard-boiled egg, yogurt or a small jar of peanut butter and some fruit in your bag and take it with you to work.

If you work in the CHR building visit the new yogurt and fruit bar in the cafeteria. Fresh fruit is a great way to “jump start” your morning and get your day going in a positive direction. Eating a nutritious breakfast will not only energize you, it will allow you to remain focused on your work as well as fighting off those hunger pains that may kick in mid-morning which often results in a trip to the snack shop or the vending machine. Simply grabbing breakfast on the go or picking something healthy in the cafeteria can make a big difference in your day, so take a small step and add this to your morning routine.

Employee Enrichment

CHFS Focus
Feb. 8, 2010

By Anya Armes Weber

Many CHFS staff wore red on Friday, Feb. 5, to raise awareness of cardiovascular disease, as well as empower women to take an active role in reducing their risk.

Heart disease is the No. 1 killer of women – as well as men -- and affects women from all age groups, ethnicities, family histories and walks of life.

The American Heart Association recommends several steps you can take during your workday to contribute to a healthier heart.

Get moving. Take a walk around your office building once a day.

Eat well. Prepare the snacks and meals you have at work so you know they are good for you. Or look for the “lighter options” at your workplace cafeteria or favorite restaurant.

Take smart breaks. Don’t smoke. It’s unhealthy and expensive.

Reduce stress. Have friends at work who you can share a laugh with, and have reminders of home and your favorite hobbies at your office.

Learn more. Get more information about personal wellness online at the American Heart Association’s [Go Red for Women Web site](#), or the [CHFS Wellness and Health intranet site](#).