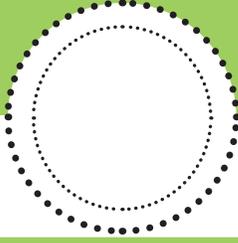


OPM



HR Exchange

A publication of the

State of Oklahoma Office Of Personnel Management



Governor's Executive Development Program for State Officials

The Governor's Executive Development Program for State Officials provides an educational experience designed to improve the way executives think and make decisions; to exchange ideas and acquire new skills in an interactive setting; and, to network and collaborate with other state government senior-level executives.

Thirty-one participants, representing 19 agencies, attended the 4th annual Governor's Executive Development Program Sunday, August 2 - Thursday, August 6, 2009, at Oklahoma State University, Stillwater, Oklahoma. The program is a collaboration of the William S. Spears School of Business at OSU, the Michael Price School of Business at OU, and the Office of Personnel Management.

The extensive four-and-a-half-day curriculum addressed the five Executive Leadership Competencies identified by the US Office of Personnel Management. The competencies include: Leading Change, Leading People, Results-Driven Business Acumen and Building Coalitions/Communications. The seminar was presented by faculty from Oklahoma State University, The University of Oklahoma and Oklahoma City University.

The next program is scheduled for August 1-5, 2010.

Pictured above from left to right, front row: Jonna Kirschner, Rick Torix, Darrell Beavers, Jimmy Givens, Brenda Bolander, Sandra Harrison, Shannon Phillips, Holly Mangham, Maureen Banta, Deborah Jenkins. Middle row: Cheryl Gray, Craig Cates, Robert Toole, Derek Campbell, Jason Ramsey, Dan Luton, Lance Robertson, David Couch, Lisa Fortier, Rhonda Watson, Kara Smith. Back row: Melissa McLawhorn Houston, J.D. Strong, Nathan Powell, Drew Hall, Marq Youngblood, Sarjoo Shah, Joe Ezzell, Richard McPherson, Dorya Huser and JoAnne Sellars.

Pictured to the right from left to right: Oscar B. Jackson, Jr., OPM; Dr. Robert Dooley, OSU; Dr. Ken Eastmon, OSU; Dr. Julie Weathers, OSU; Cindy Barrick, OSU; Governor Brad Henry; Dr. Marlene Strathe, OSU; Danny Hilliard, OU; Lisa Fortier, OPM HRDS Director; and Dr. Lee Manzer, OSU.



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Merit Protection Commission to Teach Classes at Landmark Towers Location

Lisa Fortier, Director of HRDS

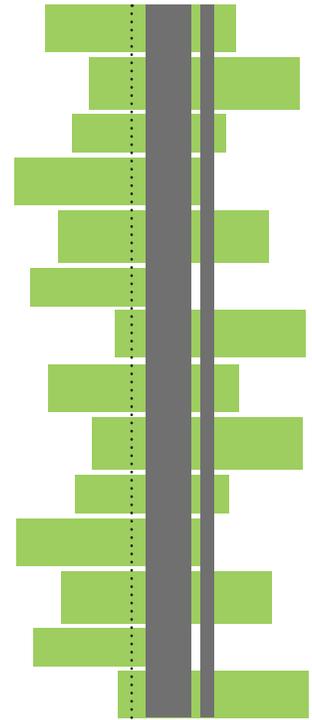
The Merit Protection Commission and the Office of Personnel Management reached an agreement to have classes facilitated at Landmark Towers on the NW Expressway. Classes to be held at the new location include Progressive Discipline and Employee Grievances and Appeals.

MPC requested to deliver the classes closer to their office space. It will help alleviate travel time to accommodate their demanding schedules. OPM/HRDS is excited to give our customers a new venue to attend classes and keep MPC (our subject matter experts) as the facilitator. It is a win-win for both parties involved.

Former Governor's Council Member Receives 2009 OU Regents Alumni Award

Dr. Yoshi K. Sasaki, former member of the Governor's Advisory Council on Asian American Affairs, was the recipient of the 2009 University of Oklahoma Regents Alumni Award presented on May 15, 2009. Dr. Sasaki unfortunately was unable to participate in the ceremony due to being out of the country; however, on June 19, 2009, the OU College of Atmospheric and Geographic Sciences sponsored a special reception for Dr. and Mrs. Sasaki at the National Weather Center on the University of Oklahoma Campus.

Pictured at the special ceremony are Oscar Jackson, OPM Administrator and Cabinet Secretary of Human Resources and Administration, Dr. Sasaki's wife Koko, and Dr. Yoshi K. Sasaki.



OPM Establishes FY2010 Budget Work Program

Marilyn Capps, Associate Administrator and Chief Financial Officer

OPM's initial FY 2010 Budget Work Program was set at \$4,793,499, exclusive of carryover from FY 2009. Included in this amount is \$4,549,323 in General Revenue appropriations, a reduction of 7% or \$342,422 from our FY 2009 base appropriation of \$4,891,745. Also included in the total budget is \$226,483 in OPM Revolving Funds to support Management Services Agency Services Unit activities in providing payroll support services to small agencies, the Human Resource Development Services in providing support for the Certified Public Manager Program, and the Employee Assistance Program support for program office space. Oklahoma Commission on the Status of Women Revolving Funds in the amount of \$17,693 are budgeted to support activities of the Commission.

Cathy Tillman

What do police work, military recruiting, and education in psychology get you? For Cathy Tillman, it is a career in human resources. Ms. Tillman is the Human Resources Programs Manager for the Employees Benefits Council (EBC). She has been with EBC since February, 2008 and with the State of Oklahoma since June, 2007. Cathy holds a BS in Criminal Justice from Armstrong Atlantic State University in Savannah, Georgia, and a MA in the field of Psychology from Southern Nazarene University in Bethany, Oklahoma. She started her career in the U.S. Army in communications, later transferring to military police, and then recruiting until retiring in 2007. During a break in military service she was a police officer in Savannah, Georgia and Ardmore, Oklahoma. Her varied career experiences have helped prepare her for her current position. She noted that in one day as an HR professional, you could be an investigator, a counselor, a recruiter, a social event planner, a researcher, a legal expert and more.

Cathy's first position after retiring from the U.S. Army was with the Office of Child Support, Department of Human Services (DHS). She has fond memories of her supervisors/mentors, Chris Colston and Ernest Branch, as well as her wonderful co-workers. In her current position, she feels privileged to be part of an agency that is dedicated to its mission, believes in empowerment and teamwork, and strives to provide the best possible service to the employees of the State of Oklahoma. She says working for and collaborating with Executive Di-

rector Philip K. Kraft and all the personnel at EBC gives her the support and freedom to take risks to improve the program.

Much of her previous experience, especially in recruiting, prepared her for attracting and retaining the best qualified personnel, maintaining records, and interpreting laws

forward to increasing her knowledge base and continuing to move forward with enthusiasm in the best interest of EBC personnel and the State of Oklahoma.

She is proud of the improvements in social aspects of the program such as Bring our Daughters and Sons to Work, State Charitable Campaign drives, and unique Employee Recognition events. Research has shown that one of the top reasons that employees stay with their jobs is social contact with their co-workers. She believes we can work hard with light hearts.

One of her innovations has been creating an on-boarding process for EBC. Much research has gone into the long term effects that good on-boarding processes have on retention of key personnel. EBC's program starts with the job offer. Contact is made with the new employee via email

and a welcome packet. They are given a tour of downtown OKC to familiarize them with the area around EBC offices. A current employee from their department is assigned as a sponsor to help them navigate their new environment and there is follow-up to identify any areas for improvement in the process.

Ms. Tillman believes that her life experience has led her to her current position. "People don't choose their careers; they are engulfed by them" John Dos Passos -- American novelist and artist



and regulations, but she was faced with new challenges in her current position. Diving into the deep waters of human resources with the state, she encountered new terminology, acronyms, best practices, rules and statutes. She considers herself lucky to have had access to HR professionals throughout the state. Whenever she asked for assistance from anyone in the HR community and particularly OPM staff, it was always a positive learning experience.

Cathy has refined or instituted several programs during her tenure and looks



Affirmative Action Review Council Training

Brenda Thornton, Director of Equal Opportunity and Workforce Diversity

The first annual Affirmative Action Review Council (AARC) training was held on June 10, 2009, at the Jim Thorpe Memorial Building in the Office of Personnel Management G-91 conference room. Attendees included Chair R. Charles Smith (State Health Department), Vice-Chair Rep. Jabar Shumate (Dist. 73 / Osage and Tulsa), and member Harold Roberts (Tulsa). The training was conducted by Brenda C. Thornton, Director of the OPM Office of Equal Opportunity and Workforce Diversity (EOWD), with the assistance of Linda Williamson, EOWD Administrative Assistant.

Feedback from the participants was positive.

Pictured left to right: Member Harold Roberts - Tulsa, Vice-Chair Rep. Jabar Shumate - District 73/Osage & Tulsa, Chair R. Charles Smith - State Health Department and Brenda Thornton - Office of Personnel Management.

State Service Anniversary

Blanche Longoria, State EAP Administrative Assistant's 10th Anniversary!

Oscar Jackson, OPM Administrator and Cabinet Secretary, presents a **10 year state service** pin and commendation from Governor Brad Henry to Blanche Longoria, OPM State EAP Administrative Assistant, during the July 2009 OPM Team Meeting.

Blanche's service anniversary was July 1, 2009.





2009 State Charitable Campaign Pacesetter Agencies

Oscar Jackson, OPM Administrator & Cabinet Secretary for Human Resources and Administration

Eleven state agencies, including the Office of Personnel Management, signed up to be Pacesetter agencies for the 2009 State Charitable Campaign. Pacesetters are agencies that host their SCC fundraising drives in the summer between the months of June and August. To be considered a Pacesetter, the organization must complete their campaign by August 2009 and strive to achieve a 10% increase in giving from the previous year. By reporting their results early, they help to kick off the general campaign in September with momentum. All Pacesetter organizations and agencies were invited to a June 10, 2009 Pacesetter luncheon to learn about and share ideas to effectively run their Pacesetter campaigns.

Last year, the following six state agencies were 2008 SCC Pacesetters: Commissioners of the Land Office, Office of Personnel Management, Department of Central Services, Oklahoma Health Care Authority, Insurance Department, and Oklahoma Student Loan Authority. These agencies raised a combined \$60,261 or 12% of the total \$499,695 raised during the 2008 State Charitable Campaign.

The 11 2009 Pacesetter agencies are:

- Commissioners of the Land Office
- Department of Central Services
- Department of Commerce
- Department of Mental Health and Substance Abuse Services
- Employees Benefits Council
- Oklahoma Health Care Authority
- Insurance Department
- Department of Health
- Student Loan Authority
- Tobacco Settlement Endowment Trust



Seated from left to right: Janet Anderson, Executive Assistant to the Administrator; Millicent Roozen, Classification; Blanche Longoria, State EAP; and Patricia Brewer, HRDS. Standing from left to right: Oscar Jackson, OPM Administrator and Cabinet Secretary; Jennifer Jepson, Personnel Assessment and 2009 OPM SCC Committee Chair; Hank Batty, OPM Deputy Administrator; and Jim Patterson, Financial Management Services. Roozen, Longoria, Brewer, Jepson and Patterson are all members of the 2009 OPM State Charitable Contributions Campaign Committee. Committee members not pictured are: Borman Stell, Applicant Services, and Everett Slavik, Compensation.



CORE Customer Relationship Management Training

Susan Loftin, Human Resources Programs Manager

On June 4, 2009, the Classification Division attended Customer Relationship Management (CRM) training at the CORE office. Drew Hall, Help Desk Manager, provided the training which was developed to facilitate the processing of Help Desk cases.

When an agency submits a helpdesk request, the request is then routed to the appropriate CORE staff member for processing. Often a helpdesk case requires review by OPM's Classification Division to determine if the request is in violation of the Merit Rules or the Oklahoma State Personnel Act. Once the helpdesk case is assigned to a Classification Division staff member, that employee reviews the issues of the case and makes the determination to approve or reject the request.

In the past, this has involved several telephone conversations or numerous emails between the CORE staff and the Classification Division liaison. With the new CRM system, the case can be immediately assigned to the correct Classification Division staff member and resolved in a very short time. We hope this streamlined process will result in quicker response time for all our HR customers.



2009 State Charitable Campaign Pacesetter Games

Oscar Jackson, OPM Administrator & Cabinet Secretary for Human Resources and Administration

On June 25, 2009, the United Way of Central Oklahoma hosted the 2009 Pacesetter Games

for state agencies participating in this year's Pacesetter State Charitable Campaign, as well as organizations participating in the United Way of Central Oklahoma Campaign. The games were held on the grounds of The Oklahoma Publishing Company in Oklahoma City. The Pacesetter Games provide an evening of fun and various competitions for volunteers representing the Pacesetter agencies and companies, and generate great enthusiasm for the campaign kickoff.

The Office of Personnel Manage-

ment and the Oklahoma Health Care Authority were among the following 30 teams participating in the Pacesetter Games:

- American Fidelity
- American Red Cross
- Bank of Oklahoma
- Blue Cross Blue Shield
- Calm Waters
- Catholic Charities
- Celebrations Preschool
- Devon Energy
- Easter Seals Oklahoma
- Ernst & Young
- Federal Reserve Bank
- First Fidelity Bank
- Grant Thornton
- INSURICA
- INTEGRIS
- Legal Aid
- Neighborhood Services Organization
- Northcare
- Office of Personnel Management
- OG&E Energy Corp
- Oklahoma Fidelity Bank
- Oklahoma Health Care Authority
- Oklahoma Natural Gas
- Oklahoma Publishing Company
- Sonic Corporation
- Special Care
- Sunbeam Family Services
- UPS
- YMCA
- YWCA Oklahoma City



Members of the Office of Personnel Management SCC Pacesetter Team from left to right: Terri Berry, Financial Management Services (HR); Natasha Riley, Personnel Assessment; Borman Stell, Applicant Services; Christina Burckel, Financial Management Services; Jennifer Jepsen, Personnel Assessment; Brian Harrison, Classification; Brian Jepsen, Classification; Everett Slavik, Compensation; Millicent Roozen, Classification; Meagen Brock, Personnel Assessment; Jim Patterson, Financial Management Services; Oscar Jackson, Administration; and Melissa Jolly, Applicant Services. Not pictured: Tim Cramer, Financial Management Services (Network Management); and Torey Jackson, HRDS.



Members of the Oklahoma Health Care Authority. Front Row from left to right: Annette James, Henry Kubier, Karen Canez, Kerri Wade, Glenda Blanton, and Jasmin Manschel. Second Row from left to right: Charmaine Riley, Rodney Ikard, Linda Grimes, and Michelle Stafford. Top Row from left to right: Phillip Cox, Sam Abraham, Tashika Maxwell, and Joe Shockley, Pacesetter Games Chair. The OHCA Team received two special awards for "Most Spirited" and "Best Commercial T-Shirt."

Participating in the Canoe Race were teams from the Office of Personnel Management and the Oklahoma Health Care Authority. In the far canoe from OHCA were Henry Kubier & Annette James, and in the near canoe from OPM were Tim Cramer, Financial Management Services (Network Management); and Natasha Riley, Personnel Assessment. OHCA won the race between the two state agencies participating in the Canoe Race.





Oklahoma State Equal Employment Opportunity/Affirmative Action Status Report

Brenda Thornton, Director of Equal Opportunity and Workforce Diversity

The Office of Personnel Management (OPM) has once again published the Oklahoma State Government Equal Employment Opportunity/Affirmative Action Status Report prepared by the OPM Office of Equal Opportunity and Workforce Diversity (EWOD). The report is issued on an annual basis in accordance with the Oklahoma Personnel Act, which mandates that agencies, boards, commissions, departments, and offices of each branch of state government prepare an annual affirmative action plan (AAP) and file it with OPM by September 1 of each year.

This Status Report is the collated data from state agencies' AAPs for the reporting period beginning July 1, 2007, and ending June 30, 2008. One hundred fourteen (114) state agency plans were submitted for review during this reporting period. Highlights from the report indicate:

- The State of Oklahoma's workforce consisted of 34,923 employees, a decrease of 317 state employees (-0.9 percent) from the 35,240 reported as of June 30, 2007.
- During this reporting period, total minorities comprised 22.1% of the state's workforce, an overall increase of 0.6% from 21.5% in 2007.
- Raw numbers reflect an increase of 141 minority employees (7,718 vs. 7,577) or 1.86% from this same period one year ago.
- Total female representation increased to 57.1 percent of state government's total workforce
- Raw numbers show an increase of 46 female employees or 0.23% from 19,889 in 2007 to 19,935 in 2008.
- An analysis of state government's equal employment opportunity and affirmative action efforts for this reporting period indicates overall progress was made proportionate to the employment of minorities and females.

The EEO/AA report is prepared and distributed to the Governor, President Pro Tempore of the Senate, and Speaker of the House of Representatives pursuant to Section 840-2.1 of Title 74 of the Oklahoma Statutes, and others upon request. The full report is located on the OPM website at www.opm.ok.gov.

Oscar B. Jackson, Jr., Administrator of the OPM, commented, "The continued affirmative action goal of Oklahoma state government is to achieve a workforce that is truly representative of every race, ethnicity, and gender group in Oklahoma. This report reflects progress toward that goal."

Affirmative action plans for executive branch agencies are subject to the approval of the Administrator of OPM. The Administrator submits all plans to the six-member Affirmative Action Review Council for their review. The council reviews the plans for compliance with the standards adopted by the Administrator and makes recommendations to the Administrator to reject or approve the plan.

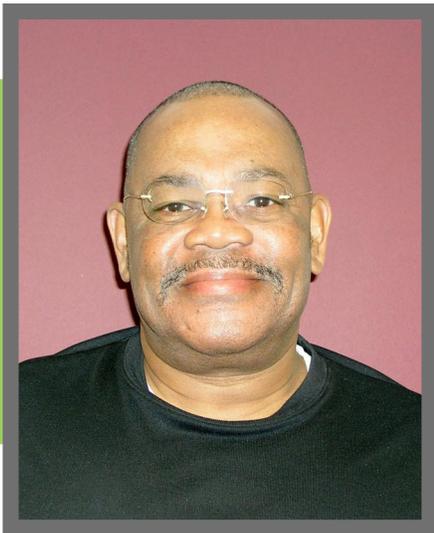
The current members of the Affirmative Action Review Council are Chair R. Charles Smith, Civil Rights Administrator for the Oklahoma State Department of Health; Vice-Chair Representative Jabar Shumate, Oklahoma House of Representatives for District 73; Carol Ainsworth, Tulsa; Representative Michael Shelton, Oklahoma House of Representatives for District 97; and Harold Roberts, Director of Development/Public Affairs at the Deborah Brown Community School, Tulsa.

For additional information regarding this report, contact the OPM EOWD staff:

Brenda C. Thornton, Director
brenda.thornton@opm.ok.gov
(405) 521-3082

Linda Williamson, Administrative Assistant
linda.williamson@opm.ok.gov
(405) 521-3358





Bob Stevens Re-Appointed To Board

Robert Stevens, OPM State Employee Assistance Program Coordinator, has been reappointed by Governor Brad Henry and confirmed by the State Senate to continue to serve as a member of the Oklahoma State Board of Licensed Alcohol and Drug Counselors. His reappointment is for a five-year term commencing July 1, 2009.

UPDATE! UPDATE! UPDATE! UPDATE! UPDATE! UPDATE!



OPM Optical Imaging Project Update

Marilyn Capps, Associate Administrator and Chief Financial Officer and Susan Loftin, Director of Classification

OPM has made a significant dent in the move toward a paperless environment. We have completed the sorting and scanning of state employees' HR records. The project, which officially began September 15, 2008, was substantially completed on June 30, 2009. The quality control process will be completed over the next several months. The total files sorted and scanned was 47,916 and the document count totaled 2.4 million.

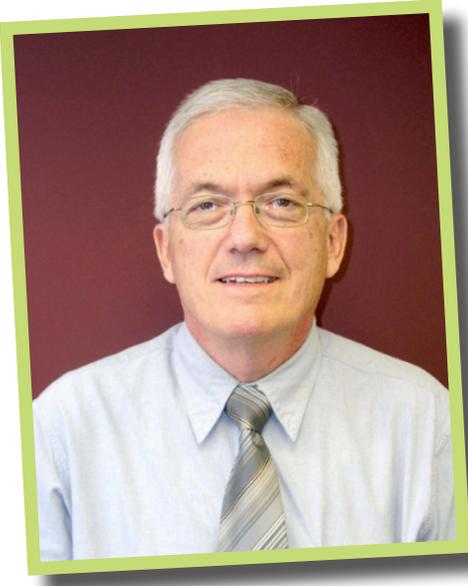
State employee files can now be accessed electronically by the Management Services Department, Classification Division, and reviewed by designated agency HR personnel or upon direct requests by employees. OPM also has cards containing historical information that will be imaged during Phase II by current staff as time permits. New documents will be scanned when received and immediately destroyed.

OPM will continue its contract with the Office of State Finance for ongoing technical support for the imaging database. It has been an outstanding partnership and we appreciate the dedication of OSF staff in making our imaging project a huge success.



Pictured left to right in both: Lori Martinez and Brian Jepsen

Tom Patt Elected to Oklahoma Public Human Resources Association Board



At its summer quarterly training event on June 18, 2009, the Oklahoma Public Human Resources Association (OPHRA) voted to give Tom Patt, OPM Director of Compensation, a seat on the Board of Directors as Second Vice President. OPHRA is the Oklahoma chapter of the International Public Management Association-HR (IPMA-HR). Through national affiliations, OPHRA offers its members a unique opportunity to share information and resources, gain technical training and expertise inside the state, and have access to information regarding both state and national legal issues and trends related to HR and labor relations management.

In his new official role, Tom joins three other officers on the Board: President, Linda Parrish, DOC Personnel Administrator; President-Elect, Tanara Lang, OBNDH Human Resources Programs Manager; and First Vice President Jenelle Turner-Reid, OETA Human Resources Management Specialist. The second vice president is in a line of succession that will eventually assume the Presidency in three years. Besides these four officers, other members of the Board include Greg Thomas, DOC, Treasurer; Kay Hagerman, DHS, immediate Past President; Diane Haser-Bennett, DHS, Past President; Ron Wilson, OHCA, Past President; and Faith Frasier, DHS, Board Secretary.

Tom Patt brings over 37 years of HR experience to the Board. In addition to his position with the Oklahoma Office of Personnel Management, his career has included professional HR positions in the U.S. Department of Treasury, Environmental Protection Agency, Federal Aviation Administration, and the U.S. Department of Energy. His professional affiliations include the Rocky Mountain Association of Federal Labor Relations Professionals, the Central States Compensation Association (President, 2006), the Southeastern States Salary Conference, and IPMA-HR. Tom possesses the Certified Compensation Professional and Certified Benefits Professional certifications from WorldatWork and the IPMA-CP certification from IPMA-HR.



OKCareers Benefits from “How Do I?” Campaign

Hank Batty, Deputy Administrator for Programs

Since January 2008, the State of Oklahoma’s web portal, OK.gov, has featured high-profile online services through an ongoing “How Do I?” campaign that consists of result-generating marketing efforts.

OKCareers, OPM’s Application, Applicant Tracking, Testing and Certification system, was selected as a service to highlight through this program. In January 2008, OK.gov placed OKCareers on its site as a “New Feature” topic, placed quarter-page ads in the Oklahoma Gazette and the Tulsa Urban Weekly, and distributed a press clipping about the program to 46 media centers both in and out of the state. Partly as a result of this campaign, visits to the State Jobs page on OPM’s web site increased 31% from December 2008 (51,898) to January 2009 (67,831). Diana Stevens of OK.gov said, “We wanted to provide some great information for you to speak about with your staff, board members, or others regarding your month in the spotlight. . .we hope to do much more in the future. We also look forward to continuing



to partner with you on your online services, and hope to work with you on additional eGovernment services in the future.”

“While the downturn in the economy no doubt has heightened interest in state employment, we appreciate the marketing efforts of OK.gov that help us contact qualified applicants who seek state jobs,” commented Tom Impson, Director, OPM Applicant Services.

OPM Administrators Attend National Association of State Personnel Executives Annual Conference

OPM Administrator Oscar Jackson, and Deputy Administrator Hank Batty joined approximately 120 HR professionals representing twenty-two states in attending the Annual Conference of the National Association of State Personnel Executives in Park City, Utah, July 11 through July 15, 2009.

As anticipated, attendance was down, in large part because of the national economy, from last year's annual conference held in Oklahoma City. Those who attended, however, heard important presentations on subjects ranging from more effective

use of HR technology to HR's role as a strategic partner in measuring Return on Investment (ROI) within an organization. The conference keynote presentation was "The Abundant Organization," by Dave Ulrich, one of the nation's foremost HR consultants, and his wife, Wendy Ulrich, a Ph.D. psychologist and founder of the Sixteen Stones Center for Growth.

"The NASPE Annual Conference once again proved a great value to its members by providing a format for the exchange of ideas and best practices in some of the most crucial HR

issues that state government and its HR community must face," said Batty. "I believe that the opportunity to discuss issues, tactics and programs with our counterparts across the nation makes it possible for us to keep Oklahoma involved in effective strategic HR practices that help us serve our customers."

Both Oscar Jackson and Hank Batty are actively involved in a number of NASPE committees. Jackson is a former President of NASPE and Batty was recently elected to serve on the NASPE Executive Committee.

OPM Administrator and Cabinet Secretary Oscar Jackson and OPM Deputy Administrator Hank Batty attended the 2009 Annual Meeting of the National Association of State Personnel Executives July 11-15, 2009 in Park City, Utah. Pictured from left to right: Sam Wilkins, South Carolina Office of Human Resources Director and NASPE Executive Committee Member; Jeff Herring, Utah Department of Human Resources Management Executive Director, NASPE President and State Host Chair; Dr. Dave Ulrich, University of Michigan, NASPE Keynote Speaker, "The Abundant Organization;" Jackson and Batty.



State Agencies Move Toward Multi-Monthly Payroll Conversion

Hank Batty, Deputy Administrator for Programs

Pursuant to House Bill 1111 enacted by the Legislature and Governor Henry this past session, the Office of State Finance and the Office of Personnel Management have been working on procedures needed to convert state agencies to a multi-monthly payroll. Currently, most state agencies use a monthly "concurrent" payroll; however, HB 1111 facilitates the transition to a "lag" payroll, i.e., one in which all hours for a pay period have been accounted for before the agency begins the payroll running process. HB 1111 requires that any agency wishing to convert to such a process must give its employees six months notice of the proposed implementation and permits employees to "bank" up to 80 hours of annual and sick leave (with a maximum of 40 hours) that may be paid to the employee at the time of conversion. This feature reduces the effect of a switch from a monthly to a biweekly payroll for the employee.

In developing the procedure, OPM and OSF are identifying specific procedures that agencies must follow. For example, an agency must be migrated to the Commitment Accounting setup in the PeopleSoft Financial module before the conversion. The procedure will also address questions concerning payroll deductions in the new process and who is eligible, as well as who is not eligible, to participate in the "bank" feature of the conversion. The Department of Transportation is taking the lead among agencies actually converting to a biweekly lag payroll, having announced its intent to do so on January 1, 2010. Agencies will be notified when the procedures have been finalized.

Oklahoma District Attorneys Council : “Let’s Get Moving” Fitness Challenge and Competition

*Heather Darby, Administrative Assistant, ODAC and
Lee McIntire Cohlmia, General Counsel, ODAC*

ing active benefits your heart and your overall health. In addition to burning calories and relieving stress, regular cardiovascular activity can help improve blood pressure and blood sugar levels and reduce the risk for chronic diseases such as type 2 diabetes, osteoporosis,

obesity, depression, and breast and colon cancer.

The competition was straightforward. Individual participants were encouraged to log 150 minutes of cardiovascular activity per week. The team with the highest average number of aerobic/cardio minutes logged at the end of the 18 week challenge (March 1st through June 30th) would walk, run, skip, jump away with the trophy!

Motivation to join the challenge varied. For some, the prospect of improving their overall health was motivation enough to join the challenge. Others were motivated by the opportunity to be a part of a team, hoping through the support (and peer pressure) of teammates that fitness would become a part of their everyday lifestyle. Where-

as, the prospect of ultimately winning bragging rights by beating the pants off the other participating DA teams and DAC fueled those with a competitive spirit to sign up. Whatever the motivation, hopefully the result was the same for all – a little extra spring in their step, less stress and better overall health.

In the end, the 16 teams logged 1,229,533 minutes of cardiovascular activity, with 65% of the participants meeting the goal of averaging 150 minutes per week! Through the sweat and the tears, aches and pains, these fitness warriors gave it their all. Many of the participants reaped amazing results ranging from phenomenal weight loss, reduced cholesterol levels, improved blood pressure, increased strength, new found confidence, reduced stress, a sense of accomplishment, and newly formed bonds with co-workers/teammates.

The culmination of everyone’s hard work will be recognized and celebrated at the Annual District Attorney Summer Conference Awards Dinner being held July 30th in Stillwater, Oklahoma.

Pictured left to right: Heather Darby, Administrative Assistant to the Executive Division and Oklahoma District Attorneys Council Team Captain for the Council Commandos; and Lee Cohlmia, ODAC General Council and Wellness Coordinator



In March of 2009, the Oklahoma District Attorneys Council (DAC) launched the “Let’s Get Moving” Fitness Challenge and Competition ... A Strategy to Get Ourselves Moving and Keep Moving in 2009! The challenge was the DAC’s first ever interagency statewide fitness initiative. The DAC challenged Oklahoma’s twenty-seven (27) district attorney districts to form district teams to compete against other participating districts and the DAC. In all, 16 DA districts stepped up to the challenge with a total of 336 individual participants.

The DAC’s goal was to develop a low stress simple fitness initiative to get and keep employees moving and healthy during 2009. According to the American Heart Association, be-



HRDS Hosts State Agency Training Coordinators Meeting

Lisa Fortier, Director of HRDS

Human Resource Development Services hosted a meeting for all training coordinators on Tuesday, July 7. All nominating officials and people designated as training coordinators for their respective agencies were invited. Approximately fifty people were in attendance.

The meeting was to discuss ways in which we could help one another with our training needs. All agencies are facing budget constraints and need to share resources. Agenda items included the Oracle PeopleSoft system and new enrollment options and when it might be available.

The overall atmosphere was positive and it reinforced the fact that we have many talented individuals and departments that we can use for resources.

It was decided to meet quarterly. After the meeting a survey was sent out to begin to create committees as a way to share the information. We will meet again in November.



CPM Advisory Board Meeting

Lisa Fortier, Director of HRDS

A bi-annual meeting of the Certified Public Manager Advisory Board was held Tuesday, June 23. HRDS hosted the meeting held at the Jim Thorpe Building. Six of the nine members were in attendance as well as guests Hank Batty and Oscar Jackson.

Patricia Brewer was introduced as the newest member of HRDS as the administrative assistant for the CPM Program. Board Chair Kay Hagerman brought the meeting to order at 2 p.m. The board discussed the graduation ceremony and the Executive Development Seminar dates and number of attendees.

Other business items included the length of time a candidate could be inactive without being released from the program. Lisa Fortier will take suggestions and come up with a proposal to be discussed at the next meeting.



Adjournment took place at 2:45 p.m. The next meeting of the Advisory Board is scheduled on December 8, 2009.

Pictured left to right: Jeff Grifford, OJA, Dr. Trent Gabert, University of Oklahoma, Patricia Brewer, OPM, Jeannette Williams, OSEEGIB, Kay Hagerman, DHS, Hank Batty, OPM and Lisa Fortier, OPM.

Hank Batty Elected to NASPE Executive Committee

During the 2009 Annual Meeting of NASPE, OPM Deputy Administrator Hank Batty was elected to serve a two-year term on the 2009-2010 NASPE Executive Committee.

The 2010 NASPE Annual Meeting will be held July 23-28 in Atlanta, Georgia.

Members of the NASPE Executive Committee, pictured from left to right, are: Jeff Herring, NASPE President, Utah Department of Human Resources Management Executive Director; Hank Batty, Member-At-Large, Oklahoma; Nicki Neal, Member-at-Large, Alaska Division of Personnel Director; Jennifer Donnelly, Member-at-Large, Wisconsin Office of Employment Relations Director; Eva Santos, President-Elect, Department of Personnel Director; and Randy Morris, Secretary/Treasurer, Human Resources Division Montana Special Projects Manager. Not pictured: Sharon Larson, Florida Division of Human Resources Management Director; Alicia

Kellogg, Maine; Sara Wilson, Virginia Department of Human Resource Management Director; and Steve Stevenson, Georgia State Personnel Administration Commissioner.

ALL APPOINTING AUTHORITIES MEMORANDUMS

(from 3/01/08 to 7/31/08)

OPM 09-24 – 07/20/09: Medicare as Second Payer (MSP) Information Sheet.

OPM 09-23 – 07/01/09: Permanent Amendments to the Merit Rules and Voluntary Payroll Deduction Rules.

OPM 09-22 – 06/29/09: Semi-Annual Allocation and Salary Adjustment Report.

OPM 09-21 – 06/16/09: 2009 Human Resources Legislation.

OPM 09-20 – 06/04/09: Briefing on HR Legislation.

OPM 09-19 – 05/28/09: Adjustment to Minimum Pay Rates for State Employees.

(NOTE: These and previous All Appointing Authorities memos may be accessed on the OPM web site at www.opm.ok.gov under the "All Appointing Authority Memos" link.)

AGENCY PROFESSIONAL HR STAFF CHANGES

Construction Industries Board

Marty Hanifin - Business Manager/HR Manager; eff. 6/15/09.

Employment Security Commission

Tony Russo, promoted to Programs Manager III (Chief of Veterans Services) eff. 06/01/09.

State Department of Health

Leanne Beale, promoted to HR Programs Manager – eff. 05/01/09.

Karen Klinglesmith, appointed to Administrative Technician II – eff. 06/01/09.

Human Services

Sarah Barber, HR Programs Management Specialist III – resigned eff. 05/29/09.

Ryan Bates, HR Management Specialist I, transfer from Family Support Services – eff. 07/21/09.

Insurance Department

Jan Smith, HR Manager – eff. 07/01/09.

Juvenile Affairs

Marilyn Garrison, appointed HR Unit Secretary – eff. 07/07/09.

Thomas Micah, appointed to Director of Employee Safety/Risk Management – eff. 07/07/09.

Rehabilitation Services

Diane Bowers, transfer out of HR Unit – eff. 07/01/09.

James Reinbold, HR Management Specialist – resigned eff. 07/20/09.

CERTIFIED PERSONNEL PROFESSIONAL (CPP) CERTIFICATIONS

Becky Brown; Office of Juvenile Affairs, IPMA-HR.

Jamie Bush; State Department of Health, IPMA-HR.

Harold Hopkins; Office of Juvenile Affairs, IPMA-HR.

Windell (Craig) McElroy; State Department of Health, IPMA-HR.

Alecia N. Nash; District Attorney's Council, IPMA-HR.

Alisa Oglesby; OK CareerTech, IPMA-HR.

Liz Walton; OK CareerTech, IPMA-HR.

Joni Younts; State Department of Education, IPMA-HR.

CERTIFIED PAYROLL PROFESSIONAL (CPP) CERTIFICATIONS

Kathy Haney-Crabb; Office of State Finance, American Payroll Association.

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Administrator and Cabinet Secretary of Human Resources & Administration

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