



April 2014

The Admin Monthly Minute is your news source for what's going on across the Department of Administration each month. Feedback and content suggestions are always welcome. If you have news or information that you'd like to see included next month, email Admin.Info@state.mn.us.

STAFFING NEWS

New Hires. Wish a warm welcome to the new Admin colleagues who joined our team last month:

- *Andrew Falk* – General Maintenance Worker, Evenings, Plant Management Division (PMD). Started on March 12.
- *Brady Peterson* – General Maintenance Worker, History Center, PMD. Started on March 26.
- *Jacob Rauchbauer* – General Maintenance Worker, State Capitol, PMD. Started on March 26.

Retirements

- *Volker Schray* – Volker retires on April 23 after more than 16 years of State service. He worked in the Andersen Building, as part of PMD's evening staff.

UPCOMING EVENTS

- **Lunch and Learn Session – Plain Language in Government: “Say it Simply”**
Wednesday, April 2, noon to 12:45 pm, Admin Building, Conf. Room 116C ([Add to Calendar](#))
Governor Dayton recently signed an Executive Order directing state employees to use “plain language” in all their communications. What does that mean for you? Find out at this Lunch and Learn, where you'll discover the origins of plain language in the [federal government](#) and here in Minnesota and get equipped with skills and resources to not only become a plain language pro, but also improve your overall writing and communications skills. See how plain language is much more than just “saying it in layman's terms.”
- **Quarterly Results Based Accountability (RBA) Forum**
Thursday, May 8, 9 to 11:30 am, Stassen Building, Skjegstad Room ([Add to Calendar](#))
When it comes to performance management, the State's current approach of choice has been the Results Based Accountability method, or RBA. Whether you're a newbie or an expert with RBA, you are invited to the quarterly RBA Forum, where all state agencies come together to sharpen their performance management skills and hear about successes from around the State. At the May session, you'll get an RBA refresher, plus a presentation from the Department of Human Services and Minnesota Housing Finance Agency on how they're working together to end homelessness. Learn more on [the RBA Yammer group](#), and register to attend at www.mmb.state.mn.us/training-eld.

- **“Your Brain on Physical Activity” Wellness Seminar Series: Session 3 – Bike Commuting to Charge Your Day**

Tuesday, May 13, 11:30 am to 12:30 pm, Centennial Building, Ladyslipper Room ([Add to Calendar](#)) or 12:45 to 1:45 pm, Admin Building, Lake Superior Room ([Add to Calendar](#))

The third session in this Wellness series about physical activity and mental wellness covers bike commuting. If you’re looking for advice, support, tips or resources on riding your bike to work, this course is for you! Presented by the Admin Wellness Committee in partnership with MMB’s Wellness Committee and led by Ned Rousmainiere and Linda Feltes. Note: Employees wishing to attend should select the time and location above that is most convenient.

- **Financial Wellness Session: Understanding Your Credit**

Wednesday, May 28, 9 to 10 am, Admin Building, Conf. Room 116B ([Add to Calendar](#))

Don’t miss Admin’s 2014 Financial Wellness sessions! The next event in the quarterly series will help you better understand your credit – from reading credit reports to building stronger personal credit. Classes are free and offered by Hiway Federal Credit Union and LSS Financial Services.

PHOTO FILE



Healthy Eating Fun Thanks to everyone in Admin who participated in kick-off events for the 2014 Eat for the Health of It challenge! On Wednesday, March 12, healthy eating posters, directional signage, and food stations around the Admin building had employees on their feet, exploring and sampling healthy food. Each station provided tips on a healthy eating challenge or topic, including portion control, healthy eating on the go, preparing healthy food and more.

SPOTLIGHT

Admin Fellowships Seek Future Government Leaders Admin recently posted three new fellowship opportunities for young professionals to work within the agency and prepare for a career in state government. The fellowships are one-year, post-graduate experiences, targeted at individuals who recently completed a graduate degree in government, public policy, or public administration as well as students who are on the verge of completing their graduate coursework in these areas. Admin’s three fellows will get experience working in [Healthcare Procurement](#), [Purchasing](#), and [Continuous Improvement and Performance Management](#), respectively. Do you know a potential fellow who would be a good fit for one of these roles? Encourage them to apply today! The position postings are currently available on the [State Careers website](#), open for applicants until Friday, April 4.

AROUND THE CAPITOL

Get the Scoop on Capitol Construction The ongoing State Capitol Restoration project has made the Capitol Complex an active construction zone. We strive to keep you updated on important construction notices in each issue of the Monthly Minute, but if you want a more in-depth look at the construction at the Capitol, check out the new [Weekly Construction Update](#). This publication highlights construction and restoration activity happening each week, providing relevant and timely information in clear, simple language. Want to stay in the loop as construction ramps up? The update is posted on the [Capitol Restoration page of the Admin website](#) each Thursday.



Light Rail Testing Continues As a reminder, testing of Light Rail trains will continue to take place on the Capitol Complex in advance of the Green Line's June 14 public opening. In recent days, testing of the stations' public address systems has begun. Be advised, you may periodically hear test announcements of varying volume levels coming from station platforms. At this time, please continue to practice safe conduct, and stay away from trains and station platforms.

Centennial Office Building Evacuation Point Returns to Armory Building Admin employees in the Centennial Office Building (COB) should be advised that reconstruction at the Armory Building is completed to the point where COB tenants can once again use the Armory as the primary assembly area in the event of a building evacuation. The temporary assembly points were outside between the Freeman and Ag/Health buildings. In the event of a building evacuation at COB, employees should now assemble at the Armory Building, located along Cedar Ave. directly south of COB.

HEALTH AND WELLNESS



Save the Date! The Admin Wellness Committee encourages you to mark your calendar for the **Thirteenth Annual State Capitol Walk and Bike Day** happening on Wednesday, May 21, 2014. In past years, the event has included a walking challenge, a coordinated bike ride, and a health fair, all converging on the Capitol Complex. You can expect similar festivities again this year! Stay tuned for more information in upcoming newsletters, and [email the Admin Wellness Committee](#) if you have questions about participating in the event.

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