



## February 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](mailto:Admin.Info@state.mn.us).

---

### STAFFING NEWS

**New Hires.** Be sure to wish a warm welcome to the new Admin colleagues who joined our team over the last month:

- *Christopher Amundson* – State Program Administrator, Materials Management Division (MMD), SWIFT Team. Started on January 2.
- *Jeff Jacobson* – Central Services Admin Specialist, Plant Management Division (PMD), Central Mail. Started on January 2.
- *Tyler Amon* – General Maintenance Worker, PMD, Evening Staff. Started on January 15.
- *Dale Stevens* – State Program Administrator Senior, MMD, Acquisitions Team. Started on January 21.

### Upcoming Retirements

- There are no upcoming retirements this month.

---

### UPCOMING EVENTS

- **Lunch and Learn Session – Understanding Budgets**  
*Wednesday, Feb. 5, noon to 12:45 pm, Admin Building, Room 116B*  
It will be a busy time in state government as the new year gets underway. A new legislative session will be on the horizon, Minnesota Management and Budget (MMB) will be assembling the February budget forecast, the Governor's 2014 Capital Budget will have just been released, and a supplemental budget could also emerge. For this Lunch and Learn session, Micah Intermill, Executive Budget Officer at MMB, will join us at Admin to discuss these budget topics and happenings, the impact they have on your day-to-day work, and to answer any burning budget questions you have. Need a budget refresher? Join us!
- **Capitol Code: An Open Data Jam**  
*Saturday, Feb. 22, 9 a.m. to 5:30 p.m., 1010 W. Lake St., Suite 100, Minneapolis, MN 55408*  
At this collaborative, idea-sharing event, citizens are invited to use public datasets to create new technology solutions – such as smartphone applications or websites – that will drive innovation and improved government services. The Secretary of State's Office is leading the event and will

provide public datasets related to voting and elections (such as polling place information and election results), as well as other business filings and official documents. The federal U.S. Census Bureau as well as state agencies will participate.

Admin's State Demographic Center will be there to lend support and provide additional public data to work with. Learn more or share your ideas for this cool event on the [Capitol Code website](#).



**CAPITOL CODE**

{ an open data jam }

## PHOTO FILE



**The Next Generation of Government Leaders** On January 9 through 12, over 1,600 young people filled the State Capitol for the 60<sup>th</sup> Annual Youth in Government Model Assembly, organized by the Minnesota YMCA Youth in Government (YIG) program. As part of the Model Assembly, students get direct, hands-on experience with state government, acting as legislators, judges, lobbyists and filling the offices of the Governor, Secretary of State and others. Pictured above, Commissioner Cronk provided a welcome to the YIG participants as the Model Assembly got underway.

## SPOTLIGHT



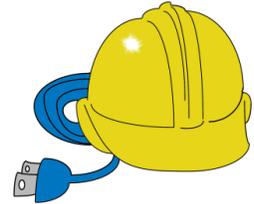
### **Admin Communications Report Card: Take our Survey, Tell Us How We're Doing**

Over the past two years, Admin has established numerous new communications tools, including the Monthly Minute, to support the agency's commitment to employee engagement. These communications strive to keep Admin employees informed, engaged, and equipped to be leaders in Admin's mission to deliver the best value in government administrative services. How well are communications like the Monthly Minute, the Quarterly Update and All Staff Announcements accomplishing that job? Do you read them? Do they contain valuable information? Should we communicate with you more or less? [Take our survey to answer these questions and more!](#) With your feedback, we'll work to improve and evolve these communications, making them as valuable and relevant to your needs as possible. To take the survey, go to [www.surveymonkey.com/s/admin-employee-communications](http://www.surveymonkey.com/s/admin-employee-communications). If you have additional feedback or questions, email them to [admin.info@state.mn.us](mailto:admin.info@state.mn.us).

---

## AROUND THE CAPITOL

**State Capitol Restoration Update** As Capitol Restoration efforts continue to move forward, there will be increased levels of construction activity within and around the Capitol building for the foreseeable future. Admin employees who spend time working at the Capitol are advised to be mindful of active construction zones within the building, and employees who travel the tunnels between the Admin Building and Centennial Office Building should follow posted signage and stay within designated zones. Plant Management staff will continue to provide updates to building managers and tenants as construction progresses in the days ahead.



---

## HEALTH AND WELLNESS



### **From the Admin Wellness Committee: Wear Red Next Friday, Feb. 7**

The Admin Wellness Committee encourages all Admin employees to wear red on Friday, Feb. 7, 2014 in observance of "National Wear Red Day," sponsored by the American Heart Association and Go Red for Women. National Wear Red Day takes place the first Friday of each February, and strives to raise awareness of heart disease in women. Heart disease kills more women each year than all forms of cancer combined. By participating and wearing red, you can raise awareness of this important fact and encourage everyone to know their cardiovascular risk and take action to live longer, healthier lives. For more information, visit [GoRedForWomen.org/WearRedDay](http://GoRedForWomen.org/WearRedDay) or contact the [Admin Wellness Committee](#).

---

*We provide the best value in government administrative services by emphasizing customer satisfaction, continuous improvement and employee engagement.*

