



May 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:

- *Andrea Johnson* – Accounting Officer Intermediate, Financial Management and Reporting (FMR). Started March 10.
- *Cathy Beil* – Improvement Data Coordinator, Minnesota Office of Continuous Improvement (CI). Started on April 9.
- *William Mense* – Plant Maintenance Engineer, Plant Management Division (PMD). Started on April 9.
- *Janis Nelson* – Lease Specialist, Real Estate and Construction Services (RECS). Started April 9.
- *Chad Olson* – Electrician Supervisor, PMD. Started on April 23.
- *Andrew McChesney* – Plant Maintenance Engineer, PMD. Started on April 23.

Upcoming Retirements. Be sure to wish a these Admin colleagues a happy retirement as their state careers come to a close:

- *Bev Kroiss* – After more than 35 years of State service, Bev is retiring from Admin's RECS team on April 30.
- *Peter Hargreaves* – Peter is a project manager in RECS with more than five years of State service. He is retiring on May 16.
- *Kathleen Grochowski* – Kathy also works in RECS. She is retiring on May 30 after more than two years of State service.

UPCOMING EVENTS

- **NEW Lunch and Learn Session – So What Does an Internal Audit Do?**
Wednesday, May 7, noon to 12:45 pm, Admin Building, Conf. Room 116B ([Add to Calendar](#))
Few people look forward to experiencing an audit, but you don't have to be afraid. In this Lunch and Learn session, break through the dread and stigma – Impress your friends with knowledge of how areas are selected for audit, the basics of a risk assessment and internal controls, and how to survive an audit. Presented by David Salchow, Internal Auditor for Admin.
- **Quarterly Results Based Accountability (RBA) Forum**
Thursday, May 8, 9 to 11:30 am, Stassen Building, Skjegstad Room ([Add to Calendar](#))
The State's current approach of choice in performance management is the Results Based

Accountability method, or RBA. Whether you're a newbie or an expert with RBA, you are invited to this quarterly forum, where state agencies come together to sharpen their performance management skills and hear about successes from around the State. In May's 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 collaborating to end homelessness. Learn more on [the RBA Yammer group](#), and [register to attend online](#).

- **“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 most convenient time and location above.
- **Thirteenth Annual State Capitol Walk and Bike Day**
Wednesday, May 21, 10 am to 1 pm, State Capitol Complex ([Add to Calendar](#))
Walk and Bike Day is back again this year, and with it comes the usual festivities: A health fair outside the Transportation Building, a coordinated bike ride around the Capitol area, and a walking course and scavenger hunt challenge. Whether you plan to stop by the fair, take part in the bike ride, or form a walking team to tally your laps around the course, you can [email the Admin Wellness Committee](#) for more info on participating in this fun event.
- **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.
- **NEW Lunch and Learn Session – What's the Latest on the State Capitol Restoration?**
Wednesday, June 4, noon to 12:45 pm, Admin Building, Conf. Room 116C ([Add to Calendar](#))
When the legislative session ends in May, legislators will leave the Capitol and the next phase of the Minnesota State Capitol Restoration will begin in earnest. Get the latest update on the restoration project, including the components of Phase 3 and how they might impact your day-to-day work around the Capitol this summer and fall.

SPOTLIGHT

Tell Us Your Story! Earlier this month, the Commissioner invited all employees to become active contributors to the Monthly Minute through the Employee Stories program. We want to hear the stories coming from your part of the agency for inclusion in upcoming issues. Spotlight your coworkers, your work units, the latest achievements from your division, or something else entirely! To participate, simply fill out an [Employee Stories form](#), and send it to Admin.Info@state.mn.us.

New Purchasing Cards Bring Increased Savings and Value Admin's Materials Management Division (MMD) recently finalized the new State Purchasing Card contract with U.S. Bank. While the previous contract allowed state agencies and Cooperative Purchasing Venture (CPV) members to earn a rebate of up to 1.02 percent, agencies and CPV members can earn up to 2.05 percent under the new

contract. MMD also negotiated the addition of travel insurance to the purchasing cards. The Fleet Card is also included in the new contract, and will see a similar rebate increase, from 1.05 percent under the old contract up to 1.75 percent under the new one. State agency customers and CPV members can expect an easy transition to the new contract. Current payment systems for both programs remain in place and cardholders can keep the cards they currently have. With the savings made possible by the new contract, Minnesota's Purchasing Card and Fleet Card programs continue to be among the best in the nation. Kudos to MMD!

ADMIN IN THE NEWS

Independence to Inclusion *Twin Cities Public Television (TPT), April 2014*

The [Minnesota Governor's Council on Developmental Disabilities](#) co-produced this documentary program, which highlights how inclusion in schools, the workforce, and the community is changing the prospects of Minnesotans with developmental disabilities. The program had its on-air premiere on TPT on Tuesday, April 15. For those who missed it, the program premieres on TPT's statewide Minnesota Channel on Sunday, April 27 at 7 p.m., and it can also be watched on demand on TPT's website. [Watch the program online.](#)



AROUND THE CAPITOL

Are You Prepared if an Emergency Strikes? Earlier today, severe weather drills took place at both the Admin and Centennial Office Buildings (COB). These drills are one tool to help employees remain prepared in the event of a building emergency. To further enhance preparedness, Admin employees are encouraged to reference the [Building Emergency Plan](#) for their work locations. The plans detail what should be done in a number of different emergency situations. Be ready if an emergency strikes, take this opportunity to review the plans for the [Admin Building](#) and [COB](#)!

HEALTH AND WELLNESS

Play Ball! The Admin Wellness Committee is excited to announce the formation of a summer softball team for the agency. Want to join your coworkers in the summer sun for some slow-pitch, co-ed softball? Whether you want to play every week or join in a couple times over the course of the summer, all Admin employees are welcome to participate! Admin's team will play one game each week, with play starting the first week of May and running through the first week of August. Contact [Adam Giorgi](#) today for more information and to add your name to the roster!



Did You Know? 2014 is the "Year of Workplace Wellness" in Minnesota! Earlier this year, Governor Dayton [issued a proclamation](#) to this effect, noting the importance of wellness at work, and the growing movement in workplaces of all types to support and improve the wellness of employees!

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