

ADMIN BULLETIN



DEPARTMENT OF ADMINISTRATION NEWSLETTER

APRIL 25, 2024

Providing excellent customer service, every time.



2 A Message from the Secretary Ask Adam	4 Employee Spotlight Employee News	6 Did you know? LinkedIn Learning Info DocuSign Info	8 Admin Professionals Day DofA Night at the K
--	---	--	--



Hello DofA!

We're quickly approaching the end of the legislative session, and with that comes some of the busiest times of the year for Division of the Budget. In my role as Budget Director, I have a front row seat to negotiations for the state's budget. It is exciting and exhausting work, but I'm so privileged to be able to do this work on behalf of the people of Kansas. Additionally, we have been busy making great progress – much of it behind the scenes – on some of our DofA priorities, thanks to you and your leadership teams.

I know there has been a lot of interest in the various pieces of legislation that touch DofA and state employees. Since there's still quite a bit more work to do on the budget, we should have more clarity in a few weeks. At that time, we'll make it a point to communicate to the leaders in each division about how our operations may be impacted.

Summer is coming up, and I've already had a chance to get to a few Royals games. This is a fun time of year with Memorial Day

and Mother's Day around the corner, as well as graduations and the beginning of summer. I hope you are able to take some time away from work to spend with your loved ones. It has been a very busy few months, and I encourage you all to find some down time.

With the help of the State Employee Health Benefits Plan Division, we will be hosting another DofA Fun Run in the fall. We will also be hosting our semi-annual staff meeting over the summer. Please make sure to attend both of those events if you are able.

Finally, Public Service Recognition Week is May 5th through May 11th. Please let me be the first to say, thank you for all that you do to serve the people of our state. I never cease to be amazed at the wonderful work this team does.

All the best,

ACP

ASK ADAM

Q

“What is the most challenging part of being both Budget Director and Secretary of Administration?”

A

“Without hesitation, it is ensuring that I am dedicating enough of my time and attention to each agency to properly support our teams. I know the ebbs and flows of the Budget role quite well, but it took my first full year as Secretary to understand the ebbs and flows of Administration. I place a lot of focus on trying to be present for both teams to ensure that I am being an effective leader and that I am helping to maintain and grow our great culture. I am fortunate to have an unbelievably talented and dedicated leadership team in each of these agencies, which really helps ease the burden of day-to-day operations so I can remain focused on our strategic objectives. I know (and appreciate) how hard all of our team members work, day in and day out, and I am fully committed to matching that work ethic to ensure we have the resources that we need to continue achieving our mission. I feel truly blessed and humbled to be able to lead both of these organizations.”

[Click here to submit a question for the next Ask Adam.](#)

New Hires & Retirees

Join us in welcoming our newest members of DofA, recognizing those moving to new positions, and saying farewell and thank you to those retiring!

New Hires

Christine Foster; *Office of Accounts and Reports - Accountant*

Chonte Spragley; *Office of Printing and Mailing - Digital Printing and Finishing Technician*

Ashley Evans; *Office of Procurement and Contracts - Procurement Officer III*

Candace Smith; *Office of Procurement and Contracts - Deputy Director*

Kayla Pasley; *Office of Procurement and Contracts - Administrative Specialist*

Christopher Culligan; *Office of Systems Management - Information Technology Security Analyst*

Braden Reiff; *Office of Systems Management - Intern*

Joe Hudson; *Office of Chief Counsel/Office of the Secretary - Director of Labor Relations*

Joshua Myrick; *Office of Facilities and Property Management - Electrician*

Trevor Lavin; *Office of Printing and Mailing - Senior Administrative Specialist*

Jesse Nadeau; *Office of Printing and Mailing - Small Printer Specialist*

Dana McDaniels; *Office of Printing and Mailing - Accounting Specialist*

Ethan Sams; *Office of Facilities and Property Management - Groundskeeper Specialist*

Danielle Kasprzak; *Office of Procurement and Contracts - Procurement eCommerce & Compliance Officer*

Kimberly Courtner; *State Self Insurance Fund - Administrative Assistant*

Tanuelle Jackson; *Office of Personnel Services - Intern*

Retirees

There were no new retirees for this time period.

EMPLOYEE KUDOS

"I just wanted to give a shout out to the DA Systems team and Nathan Winkler. They always do such an awesome job with our new user account setups and they complete this work in a much faster timeframe. They are also always there to lend help when we have problems in the office and I think they should receive a huge "Thank You"! They are every bit of awesome! "

This shoutout was submitted by Michele Mowder from the Office of Accounts and Reports.



THANK YOU!

Want to thank someone for going above and beyond? Send your Kudos messages to:

Kaylee.Berroth@ks.gov

Employee Spotlight

DAVID HETH BUILDING SYSTEMS LEAD *Office of Facilities and Property Mangement*

David Heth is a Building Systems Lead, where his main areas include those in the Capitol Complex, as well as additional buildings in the Topeka Area including Cedar Crest, Forbes and the Printing Plant. David has held this position for five years now. He joined the DofA team with unique experience and background in many different areas.

In middle school I worked part time as a Cameraman for the local access cable channel. During High School I held full times working at Sta-Rite manufacturing all types of pumps and then at Generac building small engine equipment and generators. After High School I moved to California and worked as a Corrections Officer in a Federal Prison Facility. Then moving to Kansas I worked as a construction framer for a time and as a Real Estate Appraiser for many years before beginning employment with the State.

He notes working with coworkers and serving customers as some of the most rewarding aspects of his job, along with keeping the Capitol Complex operating efficiently every day, which requires knowledge in both technology and equipment functions.

Due to the historical nature of many state buildings the technology used can span decades ranging from 50s pneumatic controls to state of the art computer automated buildings. I work with contractors and manufacturers to integrate the equipment systems to work together. It can be challenging getting all the varied pieces of equipment across the complex to speak a unified command language.

Beyond the workplace, David keeps very busy with volunteering, hobbies and time with loved ones.

In my spare time I volunteer with Shawnee County Parks & Rec at Game and Pop Culture Conventions at the Great Overland Station and other venues across Topeka. I also enjoy building Gunpla and Battletech Model kits and painting miniatures and terrain for historical and strategy focused Wargames.

This upcoming July I will be married 22 years and have one adopted cat. I enjoy repairing automobiles, working on local rancher's farm equipment and lending a hand at the livestock auctions, doing home repairs and cutting & clearing firewood for winter time heating fuel, as well as giving presentations and teaching 3D Printing and CAD assisted CNC manufacturing skills at Washburn University and the Topeka Arts & Craftsman Workshop and Makerspace.



Docking Building Reconstruction Updates

With construction nearing closer and closer to the end every day, there are a lot of small projects happening each day at the Docking site. Concrete finishers are placing and finishing slabs, McElroys is continuing work with duct installations, sprinklers have been installed by American Fire Protection, and much more. This week, the construction crew held a “Topping Out,” where the last steel beam was placed on the structure.



This is the view from the remote camera on April 14. Expected completion is July 2025 so we are just over a year out.



The “Topping Out” Ceremony was Tuesday, April 24. This marked the last steel beam being placed on the structure.

A CLOSER LOOK



Crews are installing sheathing material at the Southeast wall elevation.



Exterior wall framing continues around the south half of the building.

May is Mental Health Awareness Month



May is mental health awareness month. Taking care of your physical and mental health is top priority, and LinkedIn Learning has offered a few course suggestions for this topic.

1. Managing Stress for Positive Change (LIL659269)

In the workplace, stress is often viewed in purely negative terms; it's seen as a response that should simply be minimized or pushed aside. However, it's possible to use stress to fuel positive change. In this course, join instructor Heidi Hanna, PhD, as she discusses what exactly stress is, how you can train yourself to use stress in more effective ways, and what managers can do to reduce employee stress when an organization experiences difficult times.

2. Creating Successes from Failures (LIL2883047)

Most people cringe at failure and avoid it whenever possible. Failing isn't pleasant, but it isn't fatal. In this course, executive coach Audrey Genevieve Daniels draws on her long experience leading organizations through disruptive change to help you to evolve from past failures and move past adversity stronger than before.

3. Enhancing Resilience (LIL718618)

Resilience is one of the most common traits of successful, happy people. Developing your resilience will not only help you to cope with challenging situations, but it can help you reach peak performance and enhance satisfaction, both in your personal and professional life. Learn how to get an edge at work and build your ability to thrive in the midst of obstacles, changes, and setbacks, by investing in the six pillars of resilience. Executive coach and author Gemma Leigh Roberts shows how to create a proactive plan to build your resilience, maintain it in the face of challenges, and track your progress over time.

4. Improving Your Mental Health at Work (LIL3241001)

Employee mental health is a hot topic of discussion in today's workplace. This course, led by psychologist Karen Doll, discusses the importance of mental health awareness in the work environment. Karen details science-backed stress management techniques that are accessible and practical, like regulating one's inner state and energy. She guides you as you elevate your mental model by incorporating healthy thinking, emotional literacy, and self-compassion practices.

See next page for instructions on enrolling in these courses.

If you haven't yet activated your LinkedIn Learning account and would like to now, please reach out to Craig Kibbe and he can resend the activation link: Craig.Kibbe@ks.gov

Mental Health
**AWARENESS
MONTH**

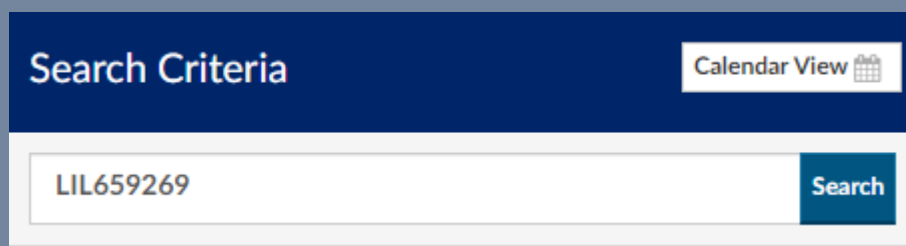


YOU ARE NOT ALONE

LinkedIn Learning Course Enrollment Instructions

Please follow the steps below if you are interested in any of the courses mentioned on the previous page.

1. Log into the KLPM System:
[Kansas Learning and Performance Management Login Page](#)
2. Using the search tab, type in the course number (in parentheses next to the course title) and click the search button..



3. Click on "Enroll (Self). Once Enrolled, the course will be your dashboard and you can launch when you want to take the course.

If you have issues logging in or finding these courses, please reach out to Craig Kibbe:
Craig.Kibbe@ks.gov

Attention: DocuSign Users

Below are the steps to take when sending documents via DocuSign to the secretary for signature.

Any **contract, policy, lease or other binding document** needs to be routed through the Chief Counsel's office prior to the secretary receiving the document for signature.

Anyone sending letters or any of the **above documents** via DocuSign, please be sure to **Add Recipient** Shelly Bartron to receive a copy at the same time the secretary receives it. This allows Shelly to assist Secretary Proffitt with his DocuSign inbox.

If you need assistance determining who needs to review and initial or sign the document prior to the secretary, please contact Shelly Bartron.
Shelly.Bartron@ks.gov



Did you know?

Happy Administrative Professionals Day

Administrative Professionals Day, also known as Admins Day or Secretaries Day is a day to recognize the work of administrative assistants, secretaries, executive assistants, personal assistants, receptionists and other administrative support staff. Offices throughout DofA celebrated the work of their staff and thanked them for all of their hard work with cards, lowers and other goodies. Thank you all for everything you do!



The State Self Insurance Fund administrative team

Left to Right: Denise Zimmerman, Haylie Asher, Rebekah Keeling, Kimberly Courtner



Shelly Bartron, Executive Assistant to Secretary Proffitt



DOFA NIGHT AT THE K

The “DofA Night at the K” Royals game will be July 26th. More details on this will be shared soon.

