

# ADMIN BULLETIN



DEPARTMENT OF ADMINISTRATION NEWSLETTER

MAY 31, 2024

*Providing excellent customer service, every time.*



Laura Smith (OFPM) shakes hands with Governor Kelly before the Public Service Recognition Week (PSRW) Proclamation Signing in 2023. PSRW takes place the first full week of May every year.

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Hello DofA!

Earlier this month, May 5th through May 11th, was Public Service Recognition Week. I was fortunate enough to join Governor Kelly on various visits to State Offices, the first stop being the DofA Maintenance Group. Again, I want to thank you all for your constant dedication to delivering the best service to Kansans. I mean it when I say I am continuously blown away at the passion that our teams have for serving Kansans.

Just as we finally finished the Legislative session, Governor Kelly announced the special session date, which will be June 18th. These past few months have been some of the busiest for Budget and many of our DofA teams—thank you to those individuals that have worked long days to help make this process as smooth as possible.

Summer is right around the corner, which brings a fun time of year filled with bonfires, holidays, and Royals Games. I would like to remind you all to check out the DofA Night at the K Royals Game information that was sent out by Shelly Bartron. If you are interested in attending with the group, the deadline to purchase

tickets is June 14th, and if you have any questions, please reach out to Shelly directly. ([Shelly.Bartron@ks.gov](mailto:Shelly.Bartron@ks.gov))

This is also a great time of year to take some time for yourself and spend time with your families. It has been a busy 2024 so far, and I want to make sure you all are putting your mental and physical health first. Please be sure to make use of your vacation time to get some downtime this summer.

The Division of the State Employee Health Plan will be hosting another DofA Fun Run in September. This will be a great opportunity to contribute physical activity to the second HealthQuest Statewide Challenge: Falling into Fitness. These Statewide Challenges are part of the HealthQuest incentive program that can contribute to medical insurance discounts. Keep an eye out for the challenge registration later in the fall, as well as more information about the Fun Run.

Lastly, our All-Staff meeting will be held soon, closer to July. Look for an invite coming soon and please make it a priority on your calendars.

All the best,  
ACP

## ASK ADAM

Q

What advice would you give a recent college graduate just entering the workforce?

A

“Be a sponge and meet every challenge head-on! Entering the workforce can feel overwhelming, but if you rely upon what got you to this point, you’ll do just fine. Take time to reach out to various individuals across the organization and try to learn from them. Be curious, ask questions, then *listen intently to the answers!* You will also be presented with opportunities to take on new challenges and to get outside of your comfort zone – I recommend you take advantage of those chances. You are sure to stumble a time or two, but you can use those stumbles as learning opportunities, and as a chance to improve for your next challenge.”

[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

**Makenzie Fankhauser;** Public Service Administrator - *Office of Chief Counsel*

**Connie Lester;** Custodial Specialist - *Office of Facilities and Property Management*

**Amanda Reiter;** Intern - *Office of Facilities and Property Management*

**Jason Folk;** Area Manager - *Office of Printing and Mailing*

**Laurie Tolin;** Printer Specialist - *Office of Printing and Mailing*

**Emily Gottstein;** Human Resource Professional - *Office of Personnel Services*

**Michelle Brown;** Procurement Officer II - *Office of Procurement and Contracts*

**Kayli Blankenship;** Administrative Specialist - *Office of Procurement and Contracts*

**Nancy Allen;** Budget Analyst - *Division of the Budget*

## Retiree

**Vickie Walters;** Custodial Specialist - *Office of Facilities and Property Management*



HAPPY  
**RETIREMENT**

## EMPLOYEE KUDOS

Want to thank someone for going above and beyond? [Click here to submit a Kudos Message.](#)



**THANK YOU!**

# Employee Spotlight

**ALLISON CONKLIN**  
**HR MANAGER**  
*Office of Personnel Services*

Allison Conklin works in the Office of Personnel Services as a Human Resources Manager. She has many responsibilities within her role, and offers support wherever she can be helpful throughout the office.

*I support the non-cabinet agencies as a consultant for their Human Resources (HR) needs such as employee relations, performance management, organizational review and development, new employee orientation, and some recruitment. I also prepare unemployment claim responses, employment verifications, public services loan forgiveness applications and fill in wherever I can be helpful.*

Allison has been with DofA for around 17 years, but has been with the State of Kansas for 42 years and has held many different positions during this time. These include Clerk Typist and HR Professional I at the Department of Revenue, and HR Professional I and II at the Department of Transportation, and Human Resources Professional III here at DofA.

She notes that the individuals she works with make working enjoyable and fulfilling.

*I love helping people find what they need to be successful in their roles. I work with a bunch of amazing & passionate people. Everyone cares deeply about their jobs and supporting state employees and agencies. It's a great place to work.*

Allison enjoys a rich life outside of work, where she enjoys numerous activities and hobbies.

*I enjoy rolling in Brazilian Jui Jitsu classes. I'm [also] into genealogy. It's so interesting to learn about how our ancestors lived and worked long ago!*

Allison also participates in Taekwondo classes with her grandson.



# Internship Program Kickoff

Join us as we “kick off” the Summer Internship Program. Listen to Intern successes and highlights of the program.

On Tuesday June 4, 2024 at 1PM, interns, supervisors and guests will attend the 2024 State of Kansas Internship Program Summer Kickoff. This event will take place in the First Floor Rotunda of the Capitol Building.

There will be two guest speakers, and refreshments to follow.

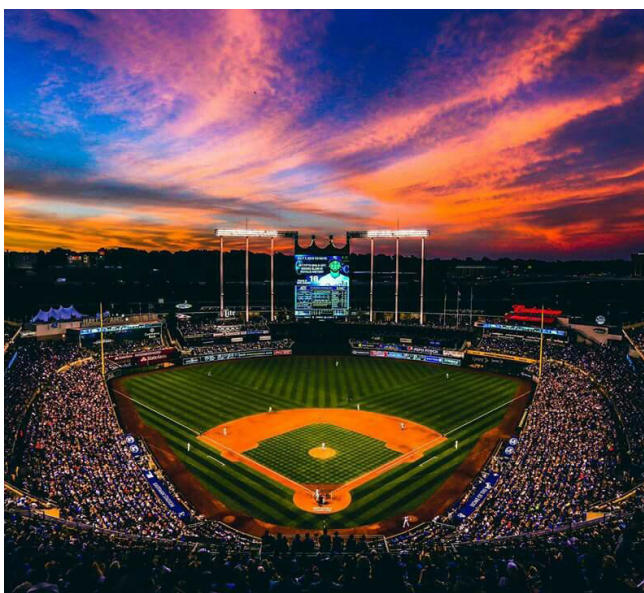
If your office has an intern, we highly encourage you to attend to celebrate the successes of the program. This is a great opportunity for interns, supervisors and leadership to network.

Please reach out to [Kaylee.Berroth@ks.gov](mailto:Kaylee.Berroth@ks.gov) with any questions.



# DofA Night at the K

Reminder: Deadline for purchasing tickets is coming soon! Please return completed forms and payment to Shelly Bartron by June 14th.



Grab a friend, bring your spouse, kids or whomever you want and take advantage of the reduced rate tickets!

Remember, the form is fillable, but if you prefer to print and complete by hand, that is perfectly okay!

There are several ways you can pay, including: Venmo, Paypal, Cash, Check and 4 payments..

Contact Shelly Bartron if you have any questions. [Shelly.Bartron@ks.gov](mailto:Shelly.Bartron@ks.gov) or call/text 785-224-0894.

Please include your first and last name if you text or leave a voicemail.

# May 5-11, 2024: Public Service Recognition Week

This year for Public Service Recognition Week, Governor Kelly made visits to various offices throughout Topeka, and the Facilities shop was her first stop, along with the KDOL Main Office, OITS and the Water Office.



## Sending Aid to Brazil

Brazil has been experiencing a natural disaster due to flooding—Isabel Davis from the SEHP Data and Finance Team is originally from Venezuela, so she planned a trip to help.

Isabel collected donations of clothes, personal care items and blankets to take with her to help those impacted by the flooding.

If anyone is interested in how to help those in need, please visit [this link](#).



# ESOB Support Staff Brunch

Wednesday, May 29th, the Office of Accounts and Reports held a “Thank You” Brunch to show appreciation for the Eisenhower Building Support Staff. Folks were welcome to grab and go, or sit with colleagues and eat and visit for a while.



There was a huge spread of homemade treats, breakfast foods and drinks. There was also a table set up with notecards that guests could write to different areas of support staff. By 10AM, all of the bins they set out were nearly full of thank-you messages.

