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# ADMIN BULLETIN



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DEPARTMENT OF ADMINISTRATION NEWSLETTER

FEBRUARY 29, 2024

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*A closer look at the crowd during the Docking Beam Signing Ceremony.*

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Hello DofA! VIVA LAS VEGAS!

Congratulations to our Kansas City Chiefs for their incredible come-from-behind win in the Super Bowl! Patrick Mahomes said it best: "Kansas City is never the underdog". For the 49'ers fans at DofA, congratulations on your incredible season and the great game that your team played. It's a privilege to have worthy competitors on the biggest stages.

I cannot mention the Superbowl victory, without also acknowledging the tragedy that occurred at the end of the victory parade on February 14th. This senseless act of violence put an unfortunate cloud of grief over an otherwise beautiful day of joy and celebration. My heart has been hurting for the victims – both direct and indirect – since this event happened. If you were not aware, Governor Kelly ordered all flags across the state to be flown at half-staff in honor of Lisa Lopez-Galvan, and the 22 other victims that were injured. I am thankful for the heroes that acted swiftly and courageously to protect others that day, and I am confident that Kansans and Kansas Citians will continue to support each other. If you were at all impacted by this event and need someone to talk to, please do not hesitate to utilize the resources available to you through our EAP program.

It's been a busy beginning of 2024, and we already had our first big event of the year at the end of January. On Kansas Day, we "broke ground" on the Docking State Office Building and celebrated with a beam signing

ceremony. It's exciting to see this happen and watch new progress each day. After the brutal cold to start the year, Kansas Day was bright and warm.

There are a few new policies related to training that we're rolling out to the Department. One is related to the active shooter training, and the other is related to making sure you take your cybersecurity awareness training on time. Both of these policies are incredibly important to keeping our workplace safe. Please make sure you are reviewing those policies and taking the trainings as soon as you can.

We are deep into the Legislative session by now, and things are happening fast. The end of February is the halfway point of the legislative session, so we will have a clearer picture on some of our initiatives then. During our budget hearings this year, I heard so much praise for the people at the Department of Administration. Legislators, elected officials, and members of the public recognize the work that we do to keep the operations of the state going. It is an incredible privilege to serve as Secretary of this organization.

As always, I want to stress the importance of taking care of your physical and mental health. It's a long time between the New Year and Memorial Day. I'd encourage you to work with your supervisor to use your discretionary day.

Thank you for all your hard work this year so far. I am excited to see what's in store for the coming months.

**ACP**

## ASK ADAM

Q

"What was the first job you had?"

A

*"My first job for which I received a real paycheck and had to file taxes was at the Wendy's on South Topeka Blvd. I applied for (and interviewed for) the job on my 16th birthday – I know how to party! I felt somewhat compelled to work there, as my older sister and older brother had both worked there before I did... I guess you could say I was a legacy. :) While smelling like fast food every day wasn't super cool, I really enjoyed the job and gained an appreciation for hard work. We had fun while we worked, but we also busted our tails to make sure customers were served and the restaurant was clean. I was fortunate to be able to work there with one of my best friends – someone that I am still good friends with today – which made the experience even better. I left that Wendy's for a period of time to go work at the mall, but one of my first bosses lured me back to the restaurant, this time at the Wendy's downtown during my last semester in high school, as they were able to accommodate my schedule while playing baseball for my high school."*

# New Hires for the Month of February

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

**Kristen Erhardt;** Administrative Specialist – Office of Facilities and Property Management

**Robert Schulz;** Groundskeeper Specialist – Office of Facilities and Property Management

**Girly Galvez;** Custodial Specialist – Office of Facilities and Property Management

**Sandra Brading;** Custodial Specialist – Office of Facilities and Property Management

**Alissa Akin;** Custodial Specialist – Office of Facilities and Property Management

**Dean Heineken;** Deputy Director – Office of Facilities and Property Management

**Sarah Aesen;** Senior Admin. Specialist – Office of Facilities and Property Management



## Retirees

No retirees for the month of February

## EMPLOYEE KUDOS

“These folks are always going above and beyond and willing to lend a hand when we have random requests. Thanks for always helping out around here!”



This kudos was submitted by the Office of Public Affairs for their appreciation of the OFPM team!

Want to thank someone for going above and beyond? Send your Kudos messages to:  
[Kaylee.Berroth@ks.gov](mailto:Kaylee.Berroth@ks.gov)

# Employee Spotlight

## Felicia Pettinger

**Program and Policy Analyst**

**Office of Accounts and Reports**

Felicia works as a Section 218 Program and Policy Analyst on OAR's Municipal Services Team, a role she has held for a little over three months. In this role, she is responsible for monitoring many things.

*"My primary responsibility is to handle matters relating to Section 218 agreements. Section 218 agreements deal with voluntary Social Security and Medicare coverage for state and municipal entities. If you need a copy of your existing Section 218 agreement or need to determine if your entity should have one, I'm your contact! I have also been tracking legislation, especially for the Municipal Services team."*

This is Felicia's first job with the State of Kansas, and before joining the team, she had a plethora of different roles dealing with many different specialties.

*"Previously I worked as a legal assistant with an engineering consulting firm in Olathe, KS. Before that, I worked in their billing department. I've also worked in an e-commerce company that sold furniture as a data assistant."*

One of the aspects Felicia enjoys most about her job is putting skills to use to help the team, as well as other entities throughout the state. She also enjoys researching, which comes with a few challenges.

*"There are a lot of historical and legislative components to the Section 218 agreements on both a federal and a state level. When the agreement was formed and relevant statute are only the first steps."*

Among experience with a handful of different jobs, Felicia also has extensive knowledge of law--a fun fact not many know about her.

*"I have a JD with a concentration in International and Comparative Law that I entirely attribute to being the proud daughter of a German mother and former military father."*

Felicia enjoys collecting and playing a variety of games, which keeps her busy outside of work.

*"I can usually be found playing tabletop and video games, especially strategy or role-playing games. I also collect postcards of places I've been and intellectual properties that I'm fond of (bonus for villains). Most importantly, I like to spend time with friends and family, and maybe snap some pictures of the family cat, Sebastian."*





# Docking Beam Signing

To celebrate Kansas Day and the beginning of the Reconstruction of the Docking State Office Building, Governor Kelly, Legislators and other guests of honor were invited to mark the occasion.

Jill Docking and son Brian, Topeka Mayor Mike Padilla, former Secretary of Administration DeAngela Burns-Wallace, and President of Hutton Construction Andy Buessing were among the special guests at the event. Guests were able to listen to the history of the Docking State Office Building, and hear about future plans and the changes coming to the Capitol City Skyline.



Crew from Hutton Construction takes a break to watch the Ceremony and take turns signing the beams.



President of Hutton Construction Andy Buessing talks about the triumphs of the Project and the excitement for bringing this building to life once again.

## MAKING HISTORY



Photographer Larry Katsboulas (KDOT) captured a shot of the Hutton Construction Crew at work before the Ceremony began. They all ceased their work to attend later in the afternoon.



Governor Kelly was the first to sign the beam.



Secretary Proffitt takes his turn signing the beam, followed by former Secretary DeAngela Burns-Wallace.



# Beam Signing Ceremony Photo Gallery





# Did you know?

This section is a one-stop-shop for useful links, important information and how-tos.

## DON'T FORGET!

As a part of ongoing efforts to foster a safe workplace, in partnership with the Kansas Highway Patrol, Secretary Proffitt has released the attached policy regarding training for potential active shooter situations. Secretary Proffitt is committed to ensuring that every DofA employee have a safe place to come to work every day.

In KLPM, this training has been assigned to all employees as of January 22nd and will be due to be completed by the end of the calendar year.

If you wish to see what certifications you must complete, where to access them, and how to complete them, click on the links below.

**KLPM Login:** <https://lsglm700.learnsoft.com/LS-GLM/Login/kslearninglogin.aspx>

**Need Help?** <https://admin.ks.gov/offices/systems-management/applications/klpm>



## Happy Easter from the KNI Plant Shop!

K.N.I is holding an Easter Lily Sale! Can pick color of pot covers. Supply is limited so order as soon as you can. **Will receive these week of 3/15.**

6" pot with 1 stem, 4 or more blooms, in foil pot cover - \$11.79

6"potted Pink, & Yellow, Tulips \$8.59

6" pot Daffodils Yellow 8.59

6"pink and purple Hyacinths 8.59

6"pink and Azaleas 19.99

6" pink and white Hydrangea 17.99



### TO ORDER:

Call The Plant Shop -  
296-5383  
OR contact  
Joy.Keel@kni.ks.gov

Or come to The Hidden Treasures Mall, 3107 SW 21st. St. 8:30am – 3:00pm in the Wheatland Building of KNI!  
Or delivery Monday-Friday 9-3pm when scheduled.

Thank you for supporting Supported Employment at KNI!

# Kansas WISE Cardmaking Event

Back in January, Kansas WISE held a cardmaking class, where Shelly Bartron led participants through each step of making a handmade thank-you card.



If you are interested in receiving notifications of events like this one, make sure you're subscribed to the [Kansas WISE newsletter](#).

## DOFA ROYALS GAME

Now that the Kansas City Chiefs football season has ended with a Super Bowl win, it is baseball season! (Opening day is March 28th)

We're considering organizing a DofA outing to attend a Royals baseball game this summer, and we'd like to gauge interest before moving forward with planning.

Please take a moment to fill out the survey linked below:

[Dofa Royals Game](#)



# Celebrating the Super Bowl

A couple offices went all-out celebrating the Chiefs Super Bowl Victory, by sporting their team gear and hosting Tailgate Parties. Check out these photos of OPC and OFM!

