

HR Exchange

OKHealth, The “No Excuse” Wellness Mentoring Program for State Employees

The Employees Benefits Council (EBC) has now made the OKHealth Program available to all 36,000 active state employees statewide on a voluntary basis beginning January 2006. The implementation follows two-and-half years of piloting the program with the Department of Human Services (DHS). During the pilot, 17 percent of DHS employees participated in the pilot program. The national average for voluntary employee participation in wellness programs is around 10 percent.

“You know, it started as just a pilot program,” said **Mitch Parsons**, Executive Director of the Employees Benefits Council, the state’s benefit office for active state employees.

“We were thinking how can we help our state employees lead more healthy lifestyles? So we developed a health-mentoring program to give people the tools they need to improve their well-being.



Whether it was through weight loss, fitness and exercise, healthy eating, stress management, quitting smoking, and etc. The results were tremendous. Participants completing one year in the pilot program lost weight, lowered their blood pressure and cholesterol, and they saved money by lowering health claims costs by thirty-one percent. The program was such a success that in 2006 we’re giving every state employee the chance to participate.”

learn how to take control of their health. The program is optional. It’s voluntary. We won’t force it on anyone. But, the idea is to get people excited about health, to actually encourage healthy habits in state government, throughout the largest employment system in the state of Oklahoma. Think about the way we have approached

The OKHealth Mentoring program is designed to reduce the risk for cardiovascular disease and other potentially preventable chronic illnesses through a one-on-one relationship with an assigned professional health mentor for one year. The mentoring program consists of three main components: (1) Initial Enrollment, (2) Twelve-week Follow up, and (3) Twelve-month Follow up. All mentoring is conducted over the telephone and is individualized to help employees modify their lifestyles.

The OKHealth Mentoring program is part of Oklahoma Governor Brad Henry’s state health initiative for a *Strong and Healthy Oklahoma*. The Governor announced bold reforms to help our state employees stay healthy and set examples for all Oklahomans. During a health summit held in December 2005, Governor Henry said, “You know as one of Oklahoma’s largest employers, state government must lead the way. And we must create an effective health program for state employees. I am very proud of the EBC that has lead the development of an initiative, an innovative, successful initiative, a wellness program, a program that will offer every state employee the opportunity to

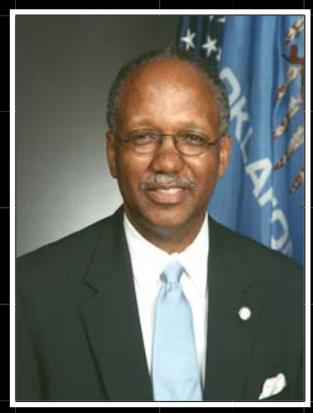
Inside this issue:

Desk of the Administrator	2
OPM’s new Website	3
OPM Staff Changes	4
State Employees Charitable Campaign Results	6
Compensation Board Recommendations	7
Oklahoma Public Human Resources Association Board	8
Big 12 Agency Summit	10
2006 IPMA-HR Southern Region Conference	11
Governor’s Advisory Council	12
Developing Competencies for HR Success	14
Career Fairs Attended	15

Continued on page 9



From the Desk of the Administrator



We will soon release the “FY 2005 Office of Personnel Management Annual Report”, which features the new Office of Personnel (OPM) website tag line “*Working for Oklahoma*” (see www.opm.ok.gov). We are always proud to reflect on the HR services and products we provide state agencies and their employees “Working for Oklahoma”, and the

people of Oklahoma interested in “Working for Oklahoma”.

In past years in our annual reports, we have focused on the HR services we provide, the OPM team members providing the services, and state agency staff and others receiving our services. In essence, we wanted to “put a face” on the Office of Personnel Management and our customers.

In the soon to be released FY 2005 OPM Annual Report, there is more emphasis on the state’s workforce. By state law, OPM has been directed by the Oklahoma Legislature and Governor Brad Henry “to establish a workforce planning function...to assist state agencies in analyzing the current workforce, determining future workforce needs, and implementing solutions so that agencies may accomplish their missions.”

According to the U.S. Bureau of Labor Statistics, more than 25 percent of American workers will reach retirement age by the year 2010, resulting in a potential worker shortage of nearly ten million. The Employment Policy Foundation estimates that over the next 30 years more than 61 million Americans will retire, and by the year 2013 labor demand will exceed supply. As the shortage intensifies, policies to encourage higher productivity from available workers and increase participation among women, minorities, and others will be essential. Oklahoma is not immune from these national workforce issues.

With the assistance of Austin Gilley, who served as OPM Workforce Planning Manager from July 1, 2005 until March 8, 2006, and Ross Tripp, who succeeded Austin Gilley on March 9, 2006 as OPM Workforce Planning Manager, the FY 2005 report builds on the workforce data presented during the OPEA- sponsored “Big 12 Agency Director’s Summit last November 29, 2005, which is described elsewhere in this issue of the *OPM HR Exchange*. The Summit” focused on the workforce planning challenges of the twelve largest state agencies, employing nearly 73 percent of all state employees.

I encourage your review and analysis of the FY 2005 Office of Personnel Management Annual Report, and consider its implications for your respective state agencies and for all of state government. I also encourage you to checkout the new OPM website at www.opm.ok.gov.

Oscar B. Jackson, Jr.

.....
*Oklahoma Office of Personnel Management
2101 N. Lincoln Boulevard, Suite B-22
Oklahoma City, OK 73105
(405) 521-2177*

Oscar B. Jackson, Jr., IPMA-CP
Administrator and Cabinet Secretary of Human Resources & Administration

Jenny Chong, Carl Albert Public Internship Program Coordinator
Editor

Janet Anderson, Hank Batty, Terri Berry, Marilyn Capps, Austin Gilley, Diane Haser-Bennett, Oscar B. Jackson, Jr., Herman Johnson, Melissa Jolly, Phil Kraft, Tom Patt, Natasha Riley, Carrie Rohr, Shirley Russell, Brenda Thornton, & Alan R. Tripp
Article Contributors

This publication has been printed and distributed by the Office of Personnel Management as authorized by the Administrator, Oscar B. Jackson, Jr. One hundred copies have been printed at a cost of \$93.94. Copies have been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries.



OPM Launches New Website



The Office of Personnel Management (OPM) officially unveiled its new website on Friday, February 10, 2006. OPM contracted with Office of State Finance (OSF) to migrate the previous website to the Content Management Software (CMS) through NIC, Inc. who has responsibility for the State's portal. The CMS software is user friendly and has a security system that enables agencies to establish profiles and define access levels for editing and updating. Employees with publishing rights are notified via e-mail when a user has made an update to a page. The publisher can then review contents and publish in real time from anywhere at anytime in the world.

OPM's new website is hosted on the State's Internet portal using the ".gov" domain and now meets accessibility standards. The ".gov" domain and OSF approved template provide a consistent look from page to page, agency to agency, and Oklahoma State Government in general.

In conjunction with the transition to the ".gov" domain name, OPM's e-mail service has also migrated from the "opm.state.ok.us" domain to the "opm.ok.gov" domain. Both domains will continue to provide access to our website and e-mail for a period of one year to give users an opportunity to create new bookmarks or update contact lists. After the one-year period has lapsed, the "opm.state.ok.us" domain will be phased out.

Katie Meadows, OPM Website Migration Project Leader, NIC, did an exceptional job in the migration and provided hands-on training sessions in the use of the CMS software for 15 OPM employees. These employees were able to edit their assigned website areas in just a week and a half before going live. Ms. Meadows is to be commended for making the transition very smooth. The migration and decentralization has allowed OPM to greatly improve the efficiency and effectiveness of the website update process. The timely dissemination of information has increased significantly allowing us to provide better services to our customers.

Marilyn Capps

82 Employees Recognized for 2,262 Years of Service



The Department of Corrections (DOC) 2005 Longevity Awards Ceremony was held on December 12, 2005, at Redlands Community College in El Reno, Oklahoma. This ceremony gave recognition to employees with 25 years of service or more.

Pictured from left to right: Keynoter Oscar B. Jackson, Jr., Office of Personnel Management Administrator and Cabinet Secretary of Human Resources and Administration; Robert L. Rainey, Chairman, Board of Corrections; Kevin Ward, Cabinet Secretary of Safety and Security and Commissioner of the Department of Public Safety; Cindy A. Leonard, DOC Human Resources Programs Manager, Human Resources (25 Years of Service); Justin Jones, DOC Director; J'me Overstreet, DOC Associate Director, Administrative Services (25 Years of Service); and Debbie Boyer, DOC Administrator of Human Resources.

OPM Staff Changes



The Office of Personnel Management is extremely pleased to announce the selection of **Shirley A. Russell to serve as Director of the newly named OPM Office of Legislative Affairs.** Ms. Russell began her duties on Monday, January 9, 2006 and reports directly to Oscar B. Jackson, Jr. as OPM Administrator and Cabinet Secretary of Human Resources and Administration.

Prior to coming to OPM, Ms. Russell served as Legislative and Legal Services Manager for the Oklahoma State Medical Association, and previously worked as a Research Analyst for the Oklahoma House of Representatives (2002-2005) and Redistricting Project Coordinator (2000-2002).

She has a Bachelor of Arts degree in Mathematics/Political Science from Texas A&M University-Commerce, and a Masters in Arts in Political Science from Louisiana State University. Ms. Russell, her husband Greg, and their two daughters reside in Norman.

On February 6, 2006, **Terri Berry became OPM's HR Manager.** Ms. Berry transferred from OPM's Management Services Department, Classification Unit, where she was a HR Management Specialist, to the OPM Financial Management Services Department. Ms. Berry replaces Ms. Patti Ormerod who transferred to the Merit Protection Commission as MPC's Mediation Program Coordinator.



Ms. Berry has an extensive HR background having worked for various agencies in the HR field for the past 19 years. She began her state service as a temporary employee on January 2, 1987, with the Oklahoma Employment Security Commission. Since beginning her career in state service Terri has worked for the Office of Personnel Management, the

Oklahoma Corporation Commission, the Oklahoma Department of Rehabilitation Services and the Oklahoma Department of Human Services. Ms. Berry returned to OPM in October 2004.

She is married to Kevin Berry and they have two daughters, Erica, 6 and Kristen, 3.

On March 9, 2006, OPM team member **Alan R. Tripp**



was named Workforce Planning Manager. Initially Mr. Tripp joined the OPM in May of 2005 as an Executive Fellow Intern from the Carl Albert Public Internship Program and worked in the Compensation Division as a Compensation Analyst.

As Workforce Planning Manager, Mr. Trip will provide agencies with training and technical assistance to address workforce planning issues. Additionally, he will continue to develop workforce planning strategy for the Office of Personnel Management to better identify future workforce needs and implement solutions to help the agency accomplish its mission, goals, and objectives.

Mr. Tripp earned a Bachelor of Science in Organizational Leadership from Southern Nazarene University. In 2005, he received a Master of Arts in U.S. History from the University of Central Oklahoma where he is also an adjunct professor.



Joining the Applicant Services team on February 21, 2006, as the new **Coordinator for the Carl Albert Public Internship Program (CAPIP)** is **Jenny Chong.** She will work with the CAPIP interns, the various agencies, and will also attend career fairs in order to promote the program. Prior to coming to OPM, Ms. Chong worked in the International Training Division at the Federal Aviation Administration. She earned a Bachelor of Business Administration in Management at the University of Oklahoma and is currently pursuing her Master's degree in Human Relations.

**AGENCY HR STAFF
CHANGES SINCE 12/05**

.....

**Oklahoma Merit Protection
Commission**
Patti Ormerod
Executive Assistant

**Oklahoma State Auditor &
Inspector**
Joy Maxwell
Personnel Officer
Donna Payne
(Retired)

**Mental Health & Substance
Abuse (DMHSAS)**
Joyce Ihde
Civil Rights Coordinator

Department of Central Services
Scott Lange
Human Resource Manager II

OSF CORE/PeopleSoft Office
Leann Morrow
Human Resource Program Manager III

**Oklahoma Department of Public
Safety**
Leigh Newby
*Assistant HR Dir. & Affirmative
Action/Civil Rights Admin.*

Mary Ann Allee
Human Resource Mgmt. Specialist-Benefits

**Oklahoma State Department of
Education**
Velia Ivory
HR Specialist

Will Rogers Memorial Museums
Steven K. Gragert
Human Resource Manager

Office of Personnel Management
Jennifer Jepson
*Human Resource Management
Specialist*

Shirley Russell
Director of Legislative Affairs

Patricia Ormerod
*Human Resource Programs Manager
(Transferred to Merit Protection
Commission)*

Chanda Graham
*Chief Policy Attorney
(Resigned)*

Marria Brydon
Human Resources Management Specialist

Terri E. Berry
Human Resources Programs Manager

Jenny Chong
*Carl Albert Public Internship Programs
Coordinator*

Leslie Dailey
*Human Resources Management Specialist
E.SS/Personnel Assessment
(Resigned)*

**ALL APPOINTING
AUTHORITIES MEMOS**

.....

OPM 06-01 (1/26/05)
*State Agency Hiring Freeze, Executive
Order 2006-02*

OPM 06-02 (1/18/06)
*Agency Self-Evaluation of HR
Management Practices & Agency HR
Management Plan FY 2006*

OPM 06-03 (2/9/06)
Quality Oklahoma Team Day 2006

OPM 06-04 (2/10/06)
Employee Service Rating Compliance Form

OPM 06-05 (3/13/06)
*Public Hearing Regarding Making 2005
Current Emergency Rules Permanent*

OPM 06-06 (3/13/06)
*Public Hearing Regarding 2006
Permanent Rule Proposals*

OPM 06-07 (3/29/06)
*Mandatory Supervisory Training
Requirement Report*

CAPIP NEWS

.....

Executive Fellows Hired
Oklahoma Insurance Department
Ihsane Bigaume
Oklahoma City University

Office of Juvenile Affairs
Christina M. De La Rosa
Oklahoma State University

**Department of Rehabilitation
Services**
Gary Dellinger
East Central University

Tonya Jones
East Central University

Seth Miller
*Northwestern Oklahoma State
University*

**Oklahoma Employment Security
Commission**
Carl Lee Inman
Oklahoma City University

Oklahoma Department of Labor
Ben Palmer
*University of Oklahoma
(Health Science Center)*

Jeff Worley
University of Central Oklahoma

Undergraduate Interns Hired
**Group Insurance Board
(OSEEGB)**
Sanjiv Barve
University of Oklahoma

Lance Miller
University of Central Oklahoma

Stephanie Nicholson
University of Central Oklahoma

Lauren Skora
University of Central Oklahoma

Continued on page 6

Jonea Williams
University of Central Oklahoma

Oklahoma Insurance Department
Blake Kerr
University of Central Oklahoma

**Executive Fellows-Hired/
Converted**
Office of Personnel Management
Jennifer Jepson
University of Oklahoma

Alan Ross Tripp
University of Central Oklahoma

**Department of Rehabilitation
Services**
Angela Kay Sligar
Cameron University

Oklahoma Health Care Authority
Casey Dunhart
Oklahoma City University

**Executive Fellows-
Agreement Ended**
**Department of Rehabilitation
Services**
Lucretia Vogt
East Central University

CAPIP Stats

34 Executive Fellows and 7 Undergraduate Interns are currently working in 16 different state agencies, Current Executive Fellows and Undergraduate Interns attend 11 colleges and universities. The CAPIP applicant pool consists of 29 graduate students and 30 undergraduates.



State Charitable Campaign Celebrates New Campaign High

State of Oklahoma employees not only participate through their public service but last year they donated over \$498,336.00 to charities throughout Oklahoma. The State Employees Charitable Campaign (SCC) is a workplace giving campaign that allows state employees to contribute to agencies within larger divisions such as Allied Art Community Health Charities, Regional Food Bank, GI Impact, Caring for Children, United Way and Armed Forces Veterans Home Foundation. With this year's success, last year's donations were exceeded by 9 percent.

Nine state agencies joined the Pacesetter program, completing their campaigns by August 30, 2005. CompSource Oklahoma, Oklahoma Health Care Authority, State Treasurer's Office, Student Loan Authority, Office of Personnel Management, Commissioner's of the Land Office, Office of the Chief Medical Examiner, Oklahoma

Insurance Department and Department of Central Services raised \$94,048.93 - and got the campaign off to a great start!

The SCC benefits over 200 local and statewide charities who work to make our state a stronger, healthier, and more compassionate place to live.

Howard Hendrick, Oklahoma Department of Human Services (DHS) Director, and Terry Cline, Oklahoma Department of Mental Health & Substance Abuse Services Director, and the leaders of the local District 8 Central Oklahoma campaign attended a celebration on January 31, 2006, to celebrate the 2005 success. The central Oklahoma area raised \$376,561, an 8 percent increase over the amount raised in the prior year. This new groundbreaking total is a point of pride for the state employees who

have given much of their time, effort and charitable gifts to make this campaign a success.

ceeding that goal was not the event to celebrate. Forty-nine state agencies were recognized for their increased contribution levels this year!

The SCC gave traveling trophies to the three top state agencies in three categories: Largest Percentage Increase, Highest Per Capita Gift, and Highest Amount Raised. The Oklahoma Department of Transportation received the Largest Percent Increase trophy— 470% increase; the Governor's Office won the Highest Per Capita Gift Trophy- \$220.55 per capita; and the Highest Amount Trophy - \$63,523.03 was presented to DHS for the third year in a row. The SCC benefits over 200 local and statewide charities who work to make our state a stronger, healthier, and more compassionate place to live.

Diane Haser-Bennett



Board Meets to Review State Compensation Recommendations and Unclassified Position Requests

The Compensation and Unclassified Positions Review Board, established during the 2003 legislative session, met to consider its recommendations this year for state classified employee compensation, as well as agency requests to place classified positions into the unclassified service.

As required by statute, the Board consists of seven members, appointed as follows:

- Two members from the House of Representatives: Guy Liebmann and Steve Martin;
- Two members from the Senate: Jay Paul Gumm (Chair) and Jonathan Nichols;
- Two members appointed by the Governor: Albert Smith, Department of Human Services Human Resources Director and Ronald Wilson, Health Care Authority Human Resources Director;
- A representative from the Oklahoma Public Employees Association: Gary Jones, Executive Director.

The Board is required to meet every year to consider unclassified position recommendations. In every odd-numbered year, the Board must also review the Annual Compensation Report prepared by the Office of Personnel Management (OPM) and make recommendations to the Governor, the Speaker of the House of Representatives, and the President Pro Tempore of the Senate.

The recommendations regarding unclassified positions must be made by February 1 of each year to the Speaker of the House and the President Pro Tempore of the Senate.

The Board held its first meeting on December 1, 2005, during which Board members heard the results and recommendations of the FY 2006 Annual Compensation Report issued by OPM. The Board also briefly reviewed the proposals for unclassified positions submitted by the Tax Commission and CompSource Oklahoma.

The Board held a second meeting on January 24, 2006, to allow agencies to present information concerning recruitment and retention problems and to enable the

Board members to further deliberate on the compensation and unclassified position issues. The Board heard presentations by OPM on the recent historical trend of the consumer price index and a workforce analysis of agencies with significant recruitment and retention problems. Following these presentations, the Board reviewed and voted on the compensation recommendations in the FY 2006 Annual Compensation Report. The Board's positions on these recommendations, along with the current status of implementation, are as follows:

- **Pay Band Adjustment:** OPM recommended a **2.5 percent** upward adjustment of the classified pay band minimums, midpoints, and maximums to make the structure more competitive with the market and to allow room for salary growth. The Board concurred in this recommendation. The adjustment is currently being pursued by OPM through the administrative rulemaking process.
- **Pay Increase:** OPM recommended a **3.0 percent** general increase for all state employees, as well as an appropriated fund of **1.5 percent** for agencies to use for targeted adjustments in job families with recruitment and retention problems. The Board concurred in the notion of a general increase, but recommended that the amount be increased to **5.0 percent**. At this writing, there are a number of pay proposals being considered by the Legislature, but no final decision has been reached on a general increase.
- **Agency Director Pay Structure:** OPM recommended that the 66 remaining agency Directors who are not currently incorporated into the pay structure recommended in the 2001 Agency Director Pay Study be incorporated in the structure through legislative action this session. The Board concurred in this recommendation. No final action has been taken by the Legislature on this recommendation as of this writing.
- **Workforce Planning:** OPM recommended that statutory requirements be amended for FY 2008 for agency strategic plans to require inclusion of workforce analysis and needs. The Board concurred in this recommendation. No action has been taken by the Legislature on this recommendation at this time.

Tom Patt

OPHRA: Provides Great Training Opportunities



Oklahoma Public Human Resources Association Board—*Back Row (left to right):* Faith Frazier, Office of Personnel Management (OPM); Linda Hall, Department of Education; Greg Thomas, OPM; Cindy Braun, Office of Juvenile Affairs. *Front Row (left to right):* Diane Haser-Bennett, OPM; Denise Edwards, Department of Labor; Kay Hagerman, Department of Human Services; Kristen Griffin, Office of State Finance. (Not shown: Ron Wilson, Health Care Authority)

The Oklahoma Public Human Resource Association (OPHRA), the state chapter of International Public Management Association for Human Resources (IPMA-HR) has provided two well-attended trainings in the past three months. On December 9, 2005, training was conducted at the Oklahoma Museum of Art with 56 public sector HR professionals attending. Topics included a presentation from Dr. Robin Scott of the OSU-OKC Public Service Degree Program on the basics of that program. Jim Priest, a trial lawyer and a favorite presenter of the OPHRA membership, gave a unique employment update titled **“Why Santa has trouble with the Elf & Toymakers Union”**. The afternoon was followed by an interactive presentation conducted by Dr. Henry F. Morse, a

consultant from Houston, Texas. **“Filling Buckets and Pointing the Way for Employee Fulfillment and Retention”** was a fun-filled look on how to improve the work environment to increase employee satisfaction and retention.

The spring installment of professional development took place on March 3, 2006, at the Sam Noble Oklahoma Museum of Natural History in Norman, Oklahoma. The theme of the conference, which mirrored the Museum was **“Bare Bones Basics”**. A total of 70 participants attended to hear the various speaker topics.

These topics included **“Legislative Update On Basic HR Issues”**, by Gary Jones, Executive Director, Oklahoma Public Employees Association; **“Changes to FLSA, and Common Overtime Violations”** Vic Albert, Partner, Connors & Winters; **“Creative Solutions to Basic Everyday HR Problems”** Lucinda Meltabarger, HR Coordinator, Oklahoma

Continued on page 11



Oklahoma Public Human Resources Association: Training at Sam Noble Oklahoma Museum of Natural History—*(left to right):* Greg Thomas, Office of Personnel Management (OPM); Diane Haser-Bennett, OPM; Cindy Braun, Office of Juvenile Affairs (OPHRA President); Fagan Stackhouse (IPMA-HR Past President); Ron Wilson, Health Care Authority (OPHRA Past-President); Denise Edwards, Department of Labor; Linda Hall, Department of Education; Kay Hagerman, Department of Human Services (OPHRA President Elect); Kristen Griffin, Office of State Finance; Faith Frazier, OPM; Oscar B. Jackson Jr., OPM and President Elect of IPMA-HR.



OKHealth, The “No Excuse” Wellness Mentoring Program for State Employees (Continued)

things in the past. Most state agencies have smoking breaks—*smoking* breaks! Why not, *walking* breaks? I think walkers should have the same opportunities that smokers have. It’s a simple, simple thing to implement.

To get started in the program, employees are required to complete an orientation packet and detailed Health Risk Assessment (HRA), which provides an overview of the member’s current health status and identifies potential health problems. Since the January 2006 implementation, more than 5,500 employees have expressed an interest in the program, which represents 15 percent of the State’s 36,000 total active state employees. More than 62 percent of the 5,500 interested employees have already completed the required on-line health risk assessment.

After submitting the orientation packet to the EBC and completing HRA, a personal mentor will contact the employee and begin the initial mentor call within 62 days. During the initial call, the employee will be instructed to schedule an initial visit with a primary care physician, which includes lab work. Then, the employee is required to complete a detailed health history questionnaire, which is used to assist the personal mentor and employee in establishing appropriate health goals and action plans for the next

12 months.

As OKHealth participants, employees are eligible to receive two wellness incentives. The first incentive includes an initial visit to a primary care physician and lab work at no out-of-pocket cost to the participants. Participants will receive an OKHealth ID card to present to the primary care physician’s office at the time of the visit for the co-pay waiver.

The second wellness incentive is a discount at a participating fitness center. To help participants get into shape, 47 of the State’s 88 licensed statewide fitness centers are offering a discount.

A third possible incentive being offered by some agencies is the OKHealth pay incentive. Agencies electing to offer a pay incentive are authorized to pay OKHealth participants \$100 (Bronze), \$300 (Silver), or \$500 (Gold) for successfully completing the program. The incentive consists of three separate payments payable to a participant upon completion of the (1) initial enrollment, (2) twelve-week follow up, and (3) achieving goals at the twelve-month follow up. With 32 percent of all state agencies participating, 58 percent are offering the Gold, 37 percent the Silver, and 5 percent the Bronze.

“It has been estimated that preventable illness makes up approximately 70 percent of the total cost of health care. The goal of the OKHealth program is to impact risk factors contributing to preventable illnesses by promoting healthy lifestyle choices and encouraging behaviors and attitudes that are essential to good health and that will lower health premiums. There are many other ancillary benefits from having healthy employees such as less absenteeism and increased productivity,” says Mr. Parsons.



OKHEALTH Mentors-Back Row (left to right): Amanda Clift, Nikki Randall, Valerie Bejerk, & Andrea Overstreet. Front Row (left to right): Mandy Qualls, Nancy Haller, (EBC Manager, State Wellness Program), Miranda Manning, & Myka Saltsman.

Phil Kraft

OPM Participates in OPEA Big 12 Agency Director Summit

OPM Releases Request for proposal for new Applicant Tracking, Testing, and Certification System

The Office of Personnel Management (OPM) is in the market for a new system to replace the current applicant tracking and certification system, as well as the test development and administration system. OPM hopes to purchase a web-based system that will completely integrate the application, testing, and certification processes.

The goals for this new system includes an online application form that applicants can submit electronically and an online certification for agencies that provide access to applications and other pertinent documents through web links in a certificate.

Proposals from vendors were due March 8, 2006. OPM hopes to have a vendor selected and an implementation plan in place by the end of the fiscal year.

Natasha Riley



The Office of Personnel Management (OPM) joined the Office of State Finance and the Oklahoma Public Employees Association (OPEA) in presenting information to facilitate discussion of workforce issues among the agency Directors of the 12 largest state agencies.

OPEA convened the “Big 12 Agency Director Summit” on November 29, 2005, at the State Capitol. The 12 most-populated state agencies represent about 75 percent of the total workforce.

OPM Administrator and Cabinet Secretary of Human Resources, Oscar B. Jackson, Jr., gave a synopsis of the challenge ahead as the workforce ages and the state must attract a new generation to public service. “A recent magazine article on workforce management likened the looming workforce crisis to Y2K,” Jackson said. “If you don’t start early, no amount of money you throw at it will be enough.”

Governor Brad Henry spoke briefly to the summit as he stopped to thank the participants for attending. “Thanks for the great jobs you do for the state of Oklahoma and the great work of your employees,” he said. “State employees are the lifeblood of state government. We should focus on them and their needs. I believe our state employees are the best and hardest working in the world. We must come up with innovative ways to recruit and retain this important workforce.”

Hank Batty, Deputy Administrator of Programs, and Austin Gilley, Workforce Planning Manager, from OPM presented workforce statistics about each of the agencies. They also emphasized the need for agencies to have access to information and analytical tools for assessing their workforce, including using an exit survey. OPM’s preliminary exit survey results for fiscal year 2005 suggested the most common reason for leaving was concern with a supervisor.

During the last 90 minutes of the Summit, the twelve Directors discussed what they believed to be the most important workforce issue they faced. Following the meeting, OPEA compiled an action report that suggested potential strategies for future action.

OPM continues to work with the agencies to help increase understanding of workforce planning and promote workforce planning at the agency level.

Austin Gilley



OPHRA: Provides Great Training Opportunities (Continued)



Lunch at Sam Noble Oklahoma Museum of Natural History during March training.

National Past President of IPMA-HR was on hand to present **“IPMA-HR...The Value Proposition”**. He discussed the benefits and resources provided by IPMA-HR national membership.

The current board members are working hard along with the members of the program committee to improve the quality of the training experience for participating members. OPHRA is a professional association devoted to training, developing and promoting public sector human resources management professionals within Oklahoma. Additional information about the organization can be found on the website at www.ophra.info. Look for information on the next training program due in late summer. The OPHRA is an organization on the move with several changes being prepared, which include new

Health Care Authority; **“Training Managers to Manage-Using The PMP To Its Full Potential”** Tracy Tatum, Program Manager, Department of Human Services. In addition, Fagan Stackhouse,

committees, improved training, expanded membership, scholarship and performance awards for selected members.

Diane Haser-Bennett

2006 IPMA-HR SR Conference in Chattanooga, TN

The 2006 International Public Management Association for Human Resources (IPMA-HR) Southern Region Training Conference will be held April 30, 2006 - May 3, 2006 in Chattanooga, Tennessee at the Marriott Hotel and Convention Center. This year’s conference theme is *“Employees-R-Us: Are We Making The Grade in Customer Service.”* Representatives from the thirteen southern region states will be in attendance (AR, AL, KY, VA, NC, SC, GA, FL, TX, OK, LA, MS and TN).



General Session topics are: “The Importance of Effective Communication: How to Treat Your Employees Like Customers Instead of Human Resources,” “Understanding the [Generational] Gap,” “HR Best Practices,” “Engaging the Employee,” “Compensation Plans: How To Do Them Effectively,” and “Current Legal Issues/

IPMA-HR Legislative Issues.” A number of relevant HR concurrent sessions are also scheduled, such as: “Employment Law Update: FMLA/ADA/Workers Comp,” “Workplace Violence,” and “Marketing HR as a Value-Added Department.”

The room rate is \$84 per night and the deadline for reserving rooms is April 7, 2006. The registration fee is \$225 prior to March 30, 2006 and \$275 after April 7, 2006. Registration is available on the University of Tennessee MTAS website at: www.mtas.tennessee.edu.

Oscar B. Jackson, Jr.

Governor's Advisory Council Updates



Oklahoma Chinese Cultural Center Foundation Sponsor's Annual Feed the Homeless Event: (Left to right): Tinny Chang, Hung Le (Council Chair), Vasily Sengdara & Nick Wu.

Asian American Affairs met on Wednesday, January 25, 2006, at the Office of Personnel Management for their regular quarterly meeting. Members announced that the Asian community would soon be celebrating the Lunar New Year. This year begins the year of the dog.

In February, the Oklahoma Chinese Cultural Center Foundation partnered with the Salvation Army to feed the homeless and celebrate the Lunar New Year. Advisory Council member Tinny Chang stated, "This is a time to give back to the community and share our happiness with those less fortunate." Chang, along with other members of the council, Vasily Sengdara and Nick Wu, including the chair, Hung Le,

assisted in serving approximately 250 people, conducting a health screening, and distributing warm clothing items such as hats, gloves, and socks. This is the sixth year for this activity.

The council also heard from speaker Marisa New, Coordinator of Arthritis Prevention and Education Program with the Oklahoma State Department of Health, who provided statistical data on the affect of arthritis in today's society.

Latin American and Hispanic Affairs met on Monday, January 30, 2006, at the Office of Personnel Management for their regular quarterly meeting. During this meeting, members voted to provisionally approve a request for the Federal Bureau

of Investigation to investigate the death of Richard Lee "Ricky" Sanchez contingent upon Sanchez's family agreeing to this action.

Sanchez, a young Hispanic male, was fatally shot 13 times in September while eluding the police after allegedly robbing a convenience store using a knife and fleeing the scene in a stolen vehicle.

The council's action is a follow-up to a letter the council sent in October to Norman Police Chief Phil Cotten and District Attorney Tim Kuykendall requesting them to conduct a full investigation of the incident since members of the council are not convinced that the shooting was justified. The council also voted to accept the Summit

Continued on page 13

Governor’s Advisory Council Updates (Continued)

Planning Committee’s proposal and allow them to proceed with the plan to conduct a statewide summit later this year.

Ethnic American Advisory Council met on Friday, February 17, 2006, at the Office of Personnel Management for their regular quarterly meeting. Among other items discussed during this meeting, members heard from speaker Dr. Demetrio “J.R.” Gutierrez, Chief of the Office of Minority Health with the Oklahoma State Department of Health, regarding the Oklahoma Health Services Interpreter Certification Program. Dr. Gutierrez stated that Oklahoma is the only state to have a voluntary certification program for interpreters, clarifying that California has a program that is mandated by law.

The council also heard from speaker Mike Klemme, Official State Centennial Photographer, who is collecting material in the form of stories and photographs about the little-known contributor to Oklahoma history in all areas of society to include in his project he calls the “Oklahoma Centennial Book.”

The Governor created Advisory Councils to provide advice and assistance on the development and implementation of policies, plans and programs relating to the needs and values of their communities and in matters involving civil liberties and equal right protection, as well as to make concerted efforts toward increasing statewide public awareness of problems surrounding their communities. The three Advisory Councils – Governor’s Advisory Council on Latin American and Hispanic Affairs, Governor’s Advisory Council on Asian American Affairs, and the Governor’s Ethnic American Advisory Council – are living up to their mission.

Brenda C. Thornton

.....

GOVERNOR’S ADVISORY COUNCILS TO MEET AT THE NEW OKLAHOMA HISTORY CENTER



Dr. Bob Blackburn, Director of the new Oklahoma History Center (formerly the Oklahoma Historical Society), extended an invitation for all of the Governor’s Advisory Councils to conduct one of their meetings at the new facility. All three have graciously accepted his invitation.

The Governor’s Ethnic American Advisory Council is scheduled to meet there on May 19, 2006, at 3:00 p.m. The Governor’s Advisory Council on Latin American and Hispanic Affairs is scheduled to have their meeting there on July 31, 2006, at 2:00 p.m. The Governor’s Advisory Council on Asian American Affairs is scheduled to have their meeting there on August 23, 2006, at 2:00 pm. During these meetings, all the councils plan to take a tour of the new facility.

For more information regarding the Councils and their meeting schedules, please contact Brenda C. Thornton, Director of the OPM Office of Equal Opportunity and Workforce Diversity, at Brenda.Thornton@opm.ok.gov or 405-521-3082. To receive more information on the new Oklahoma History Center visit <http://www.OklahomaHistoryCenter.org/>.

Brenda C. Thornton



Developing Competencies for HR Success

The Oklahoma Office of Personnel Management (OPM), Oklahoma Public Human Resources Association, and the Oklahoma Chapter of the International Public Management Association for Human Resources (IPMA-HR), offered “Developing Competencies for HR Success” the week of February 13, 2006. Fifteen participants from state and local government participated in the four-day training.

Through discussion, exercises, and assessments using the IPMA-HR Competencies model, participants discussed changes happening within and around HR. The program demonstrated how they could increase their value to their organization and helped them gain expertise in the role of business partner, HR leader, and change agent.

At the conclusion of the training, participants took a multiple-choice exam used to assess their understanding of the importance of HR competencies to the success of HR professionals. All participants passed the exam, and are eligible to apply for the IPMA-CP Certified Professional (IPMA-CP) or IPMA-HR Certified Specialist (IPMA-CS).

Carrie Rohr, Director of HRDS and Dick Heil from Harrisburg, PA, facilitated the course. Mr. Heil previously served in a number of HR positions prior to his retirement from Pennsylvania state government. He has extensive experience teaching this program in the United States, China, and the Philippines.

Participants of the training were: Trent Corken, Office of the Attorney General; Tansy Diaz, Oklahoma Health Care Authority (OHCA); Denise Edwards, Department of Labor; Kristin Griffin, Office of State Finance; Kay Hagerman, Department of Human Services; Kathy Haney, State Insurance Department; Misty Hurley, State Bureau of Investigation; Felicia Jackson, State Bureau of Investigation; Tammy Johnson, City of Shawnee; Karen Luman, Office of Personnel Management (OPM); John Miner, Department of Securities; Tom Patt, (OPM); Carolyn Rumsey, (OPM); Amy Samuel, City of Miami; and Ron Wilson, (OHCA).

For more information regarding IPMA-HR certification, visit their website at www.ipma-hr.org.

Carrie Rohr



Developing Competencies for HR Success Training-(left to right): Denise Edwards (Department of Labor), Trent Corken (Office of Attorney General), Ron Wilson (Health Care Authority), and Carolyn Rumsey (Office of Personnel Management).

OPM Participates in Career Fairs

Date	Event	Sponsor
1/24/06	Agricultural, Food, Environmental & Natural Science Job Fair	Oklahoma State University Wes Watkins Center
1/26/06	MLK Multicultural Career Fair	University of Oklahoma Oklahoma Memorial Union Molly Shi Ballroom
1/27/06	Employee Expectation Presentation	Workforce Oklahoma
2/1/06	2006 Spring Career Fair & Internship Fair	University of Central Oklahoma Career Services
2/8/06	College of Public Health Career Fair	University of Oklahoma College of Public Health
2/13/06	Career Day 2006	Oklahoma Christian University
2/14/06	University of Oklahoma Annual Athletic Career Fair	University of Oklahoma Kerr McGee Stadium Club, 3rd Level
2/16/06	Career Fair 2006	South Western Oklahoma State University Wellness Center Weatherford, Oklahoma
2/22/06	Arts and Sciences Career Fair	University of Tulsa Chapman Hall Tulsa, Oklahoma
2/23/06	Red River Career Expo 2006	Cameron University, Fort Sill ACAP, Altus Air Force Base, & Wayland Baptist University
3/2/06	Government & Non-Profit Career Fair	University of Oklahoma Career Services & Union Programming Board
3/3/06	"Spring Into Success" Student Workshop	Eastern Oklahoma County Technology Center
	"State Job Opportunities" Presentation	Choctaw, Oklahoma
3/8/06	OKC Community College Spring 2006 Job Fair	OKC Community College College Union
3/14/06	"How to Apply For State Jobs" Presentation	Career Connection Center East of OKC
3/17/06	Mock Interviews/Resume Critique	Moore/Norman Vo-Tech Moore, OK
3/21/06	Opportunity Day 2006	Wes Watkins Tech Center Wetumka, OK
3/30/06	OSU/OKC Spring 2006 Job Fair	OSU-OKC
4/4/06	Career Fair 2006 University Of Tulsa, College Of Law	University of Tulsa John Rogers Hall
4/5/06	Greater OKC Career Fair	Bricktown, Cox Center Oklahoma City, OK
4/6/06	Spring 2006 Job Fair	St. Gregory University Rockwood Center Shawnee, OK
4/7/06	Spring Career Options Day	OU Health Sciences Center Oklahoma College of Nursing Oklahoma City, OK

