



Colorado Department
of Public Health
and Environment

NEWSLink

Volume 32, Number 5 | July and August 2013



Good medicine

Program a part of the cure for finding
and keeping primary care providers

Introducing the
Business Technology Team

Take-back initiative helps
combat prescription drug abuse

DougOut's new game plan

Empowering the workforce

E-waste changes

PEOPLE

Coming to the department

May and June 2013

Administration

Lechele Mack, accountant

Air Pollution Control

Paul Lee, general professional

Disease Control and Environmental Epidemiology

Jaclyn Cheves, health professional

Leah Colton, health professional

Shelia Gousman, technician

Lorin Scott-Okerblom, health professional

Michael Van Dyke, management

Emergency Preparedness and Response

Joslynn Hilliard, general professional

Health & Environmental Information & Statistics

Robert Fresch, administrative assistant

Angel Mendoza, administrative assistant

Shayla Price, administrative assistant

Health Facilities & Emergency Medical Services

Deann Conroy, general professional

Susan Howard, health professional

Arthur Kanowitz, physician

Laboratory Services

Jason Ritenour, engineer/physical scientist assistant

Dominique Stewart, engineer/physical scientist assistant

Water Quality Control

Jamison Lee, general professional

Leaving the department

May and June 2013

Administration

Christopher Urbina, management

Air Pollution Control

Anne Crouse, technician (retirement)

David Huber, environmental protection specialist

Cristal Hibbard, engineer-in-training

Eric Roesch, environmental protection intern

Bailey Smith, engineer-in-training

Stephen Wynn, engineer/physical scientist technician (retirement)

Disease Control and Environmental Epidemiology

Shaun Cosgrove, health professional

Sally Houser, administrative assistant

Elisabeth Lawaczek, veterinarian

April Montgomery, general professional (retirement)

Environmental Health and Sustainability

Patricia Klocker, environmental protection specialist (retirement)

Health Facilities & Emergency Medical Services

Pamela Burns, health professional

Nancy McDonald, management

Hazardous Materials and Waste Management

Andrea Miller, general professional

Mira Neumiller, general professional (retirement)

Laboratory Services

Cynthia Burbach, physical scientist researcher (retirement)

David Butcher, management (retirement)

Prevention Services

Chandra Hardwick, general professional

Celeste Schoenthaler, general professional

Kelly Schmeer, program assistant

Ann Whitehouse, nurse consultant

Water Quality Control

James Boswell, environmental protection specialist

Robert Griffith, environmental protection specialist (retirement)

Philip Hegeman, physical scientist researcher (retirement)

Dan Simpson, general professional

NEWSLink

Published every other month by the
Office of Communications for
employees of the
Colorado Department of Public Health
and Environment

Office of Communications staff

Shannon Barbare, *NEWSLink Editor*

Mark Salley, *Director of Communications*

Jan Stapleman, *Deputy Director of Communications*

Rio Chowdhury, *Marketing and Social Media Lead*

This month's contributors

Rio Chowdhury, Greg Fabisiak, Mona Heustis,

Kate Lemon, Dan McKenna, Mark Salley,

Jan Stapleman, Devon Williford

Service milestones

May

25 years

Elizabeth Amesquita, program assistant

David Muramoto, health professional

15 years

Michelle Cowell, general professional

10 years

Judy Hughes, general professional

5 years

Emmett Malone, physical scientist researcher

Lynn McCracken, state services professional

Barbara Quintana, general professional

Catherine Roby, program assistant

Joanne Sax, environmental protection specialist

June

30 years

Donna Davis, general professional

25 years

Stephanie Lauer, office manager

15 years

Debra Anderson, environmental protection specialist

Stephen Blake, general professional

Deborah Marchese, general professional

10 years

James Grice, environmental protection specialist

Michael Trujillo, long-term care operations

Matt Williams, health professional

5 years

Christine McGroarty, budget/policy analyst

Jennifer Morse, environmental protection specialist

Patricia Nord, general professional

Lorie Petersen, engineer/researcher

A whole new cafeteria experience

Leaner, cleaner DougOut hopes to hit a home run

By Shannon Barbare
Office of Communications

There are many advantages to having a workplace cafeteria — proximity being the most obvious — but more than half of main campus employees responding to a recent survey said they rarely or never eat at the DougOut. This is something department leadership hopes to change.

“We heard you,” said Operations spokesperson **Julia Rodriguez**, “and as a result of the survey, big improvements are coming.”

Many employees who responded to the survey (69.9 percent) bring their own lunch, but even more (77.4 percent) said they regularly eat lunch at nearby restaurants. Those are two of the reasons more folks don't dine at the DougOut, but there are others.

“There don't seem to be many entrees suitable for vegetarians, and the menus presented don't seem to be very healthy,” one respondent wrote. “If I'm going to buy lunch, I'll go to Garbanzo or Whole Foods and get something natural / organic / minimally processed, fresh, veggie and with protein. It would be great if the cafeteria could offer something like this.”

The survey was conducted by the Building Operations Unit in March. More than 700 employees responded to 14 questions, which were grouped into three categories: food preparation, quality and choice; pricing; and the overall environment and experience. The responses reveal the No. 1 item that would increase respondents' visits to the DougOut is more fresh fruit and

vegetables. But that's just one of the changes in the works.

The Operations Division, partnering with wellness staff, the sustainability program, the Department of Human Services Business Enterprise Program and cafeteria owner-operator **Doug Haas** has been working on a long list of improvements. The cafeteria and eating areas will be closed from 1 p.m. Wednesday, July 3 through Tuesday, July 9 for remodeling and installation of new cooking equipment. Here are some of the changes diners will see July 10:

- ▶ The fryer will be removed and replaced with a convection/steam oven, which will allow for healthier ways of cooking and eliminate the “fried food” smell within Building A.
- ▶ Healthy options and special diet items (vegetarian, vegan and gluten-free) will be incorporated into the overall menu and daily specials.
- ▶ The fountain soda machine will be removed and replaced with a filtered water-and-ice machine.
- ▶ A new, refrigerated cooler will feature healthy choices.
- ▶ All food and beverage pricing has been reviewed and will be competitive.
- ▶ Vending and beverage machines across the main campus have a new contractor and will include a healthier mix of items.

Some survey respondents commented they like the DougOut as it is, pointing out in particular their fondness for spaghetti with meatballs and the Mexican fare. “Not to worry,” Rodriguez said. “The cafeteria will continue to carry the traditional favorites.”

Though the emphasis is on healthier foods prepared in healthier ways, other changes will come within the

next few months. The eating area will be remodeled, and the kitchen vents will be rerouted to the outside. Some changes already have been implemented. A healthy breakfast bar debuted June 10. All tables and chairs in the eating area now are cleaned and sanitized throughout the day. Compostable ware and recycling will continue to be used as a part of the department's greening initiative.

The DougOut is managed by the Department of Human Services' Business Enterprise Program, which places qualified, legally blind business operators in government buildings to manage food services. Haas took over the department facility in 2008. He has been instrumental in helping the department meet its zero-waste goal and is on board with the upcoming improvements.

“I'm excited, and committed to making these important changes,” Haas said. His staff will undergo training to learn to use the new convection/steam oven and prepare healthier recipes.

The department is committed to continuing to help people with disabilities, said Health Statistics Section Chief **Alyson Shupe**, who serves on the Health Equity and Environmental Justice Collaborative. “Providing opportunities for all people regardless of age, gender, race/ethnicity, sexual orientation/identity, or physical ability is imperative to achieving our goals of equity and justice.”

Additionally, the health of department employees and environmentally friendly practices are of paramount importance, Shupe said. “The changes underway at the DougOut demonstrate dedication to our mission of improving the health of people and the quality of our environment.” ◀

Pound of cure

To help solve provider shortage, program focuses on ways to keep good people



Fort Logan's Amy Ellis and Neil Sorokin, center, discuss Ellis' desire to join the Colorado Health Service Corps with, from left, Stephen Holloway, Brooke Wagenseller and Sara Maki.

By Shannon Barbare
Office of Communications

Dr. Amber Koch-Laking grew up in rural Wisconsin, the daughter of two high school teachers. One doctor served their entire community and influenced Koch-Laking's career choice. After medical training, she accepted a job at Denver Health's Westwood Family Health Center in southwest Denver, a facility that provides primary care for the medically underserved.

After four years there, she said she has no intention of leaving.

"The greatest reward from working in an underserved community is knowing you are providing full spectrum family care to multiple generations of patients who otherwise would have nowhere to turn," Koch-Laking said.

Colorado needs more people like Koch-Laking.

She is among the doctors and other primary care providers chosen to receive a generous educational loan repayment award from the **Colorado Health Service Corps**, a part of the department's Primary Care Office. In return, she made a three-year-long commitment to practice in a federally designated Health Professional Shortage Area. Of critical importance is her plan to stay there after her contract has ended.

According to the **Colorado Health Access Survey**, more than 1.5 million Coloradans are uninsured or underinsured, and many don't know where or how to get health care. This burgeoning population of medically underserved means, in addition to processing loan repayment applications and designating shortage areas, the program must focus on provider retention.

Program profile

Name: Primary Care Office

Part of: Prevention Services Division
> Health Equity and Access Branch *

Number of employees: seven

Primary responsibility: administer the state's loan repayment program for health care professionals, designate health care shortage areas and develop the primary care workforce

Director: Stephen Holloway

Offices: Main Campus, Building A, 5th floor

Contact: Sara Maki, extension 2466

*House Bill 1074-13 assigns the Primary Care Office to the department as a whole, rather than the Prevention Services Division, effective August 7.

"All kinds of factors make a provider want to stay where they are," said **Sara Maki**, contracts monitor. "We gather data, review literature and find out what we can do to support both providers and employers."

Physicians, physicians assistants, advanced practice nurses, dentists, dental hygienists and many licensed mental health providers all are eligible to apply for loan repayment. Awardees must practice in federally designated Health Professional Shortage Areas, and recently, Colorado's two state

mental health hospitals became approved sites. This is uncharted territory for program staff.

During the staff's recent information-gathering visit to the Colorado Mental Health Institute at Fort Logan, that facility's administrators explained how loan repayment will be a valuable recruitment and retention tool. The facility treats mostly indigent patients and has a hard time hiring good providers, particularly for the facility's medical staff.

"Trying to fill doctor spots is very hard," said Medical Director Dr.

Continued on Page 5

Mental health hospitals new arena for health service corps

Continued from Page 4

Bruce Leonard, “because the patients can be so difficult.” Other facilities can pay higher salaries than the state-run Fort Logan, and administrators fear signing bonuses and other perks will lure good clinicians away.

On the positive side, agreed Leonard and Dr. Neil Sorokin, director of Psychology Services, once folks join the Fort Logan staff, they tend to stay. Most have a sincere desire to work among those who are the most medically underserved.

Fort Logan’s retention strategies include minimizing paperwork, flexible schedules and an ongoing effort to get money for salary and training. But it’s the team atmosphere that ranks No.1 in its employee satisfaction survey.

This is the kind of feedback department staff members are looking for when they visit facilities across the state. **Brooke Wagenseller** is the program’s retention specialist. One of her goals is to figure out whether Colorado’s loan repayment selection criteria have a long-term impact on retention.

“Colorado’s application has specific retention questions and a preferential scoring policy,” she explained. “Successful awardees truly communicate to us they want to stay in their chosen setting or at least in a medically underserved community.”

To analyze whether the application is predictive, Wagenseller will compare Colorado data with that of the federal loan repayment program, which uses an application with no retention-based questions. Equally important are her site visits, during which she

learns what makes a provider stay in an underserved setting. Hint: It’s not money.

“First and foremost, the provider who stays has a good relationship with the organization’s administration,” Wagenseller said. Other top factors are peer support and training opportunities.

Wagenseller said while loan repayment is an important recruitment and retention tool for employers, it’s not enough. She serves as a bridge, returning feedback to employers on how to strengthen their ties with providers. The program also is developing and sharing tools employers can use to support retention and team-building activities.

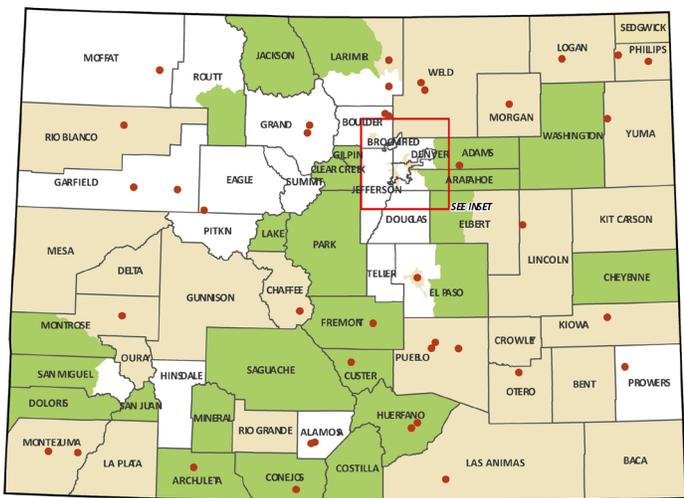


For Koch-Laking, the doctor at Westwood Health Clinic, the strategies have worked. She said she chose the program because of its mission, the support of the Primary Care Office and her plan to stay in Colorado.

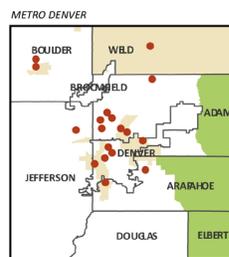
Koch-Laking “I knew that I wanted to work in a primary care setting, but was unsure if I would work with the underserved indefinitely prior to joining CHSC,” Koch-Laking said. “Now, I can’t imagine working anywhere else.” She said after her contract is fulfilled, she will continue to work at Westwood Clinic and Denver Community Services for the foreseeable future.

That’s good news for those in the Primary Care Office. “The mission of our office is to decrease the barriers to health care for all of Colorado’s medically underserved,” Wagenseller said. “To do that, we need to keep everyone we have and add many more to the primary care workforce.” ◀

Primary care health professional shortage areas



Map by Devon Willford, department GIS Unit | February 2013
Source: Shortage Designation Branch, HPSA, U.S. Dept. of Health and Human Services



Primary care shortage area types
 ■ Geographic
 ■ Low income
 ■ Not designated
 ● Colorado Health Service Corps providers

About CHSC

The Colorado Health Service Corps is funded by The Colorado Health Foundation, the Colorado Trust, the CompreCare Foundation, the Health Resources and Services Administration, the American Recovery and Reinvestment Act and the state of Colorado. Decisions are made by its Advisory Council, which awarded \$1.5 million in loan repayment funds to 24 providers in May. Applications for the next round of awards open in September. For information, visit coloradohealthservicecorps.org

E-waste ban means more jobs - and more work

By Kate Lemon
Hazardous Materials
and Waste Management Division

Effective July 1, the Electronic Recycling Jobs Act bans the disposal of most consumer electronic devices in Colorado landfills. Some may consider this a step in the right direction while others think of it as an inconvenience. Regardless, the passage of this bill certainly produces more work.

Senate Bill 12-133 was written primarily for job creation. Since recycling is more intensive than disposal in a landfill, it requires more workers. Colorado currently has 40 registered “e-cyclers” but has many rural locations that still are in the process of developing recycling infrastructure. The bill’s authors expect expansions to both existing operations and new facilities.

This ban means more work for the regulated community (waste facilities and haulers) and for regulators, too. **Wolfgang Kray**, recycling specialist in the Solid Waste Material Management Group, and others will be spending more time inspecting waste management facilities to ensure compliance with the new regulations. The Solid Waste Material Management Group will continue to boost public education efforts and nurture stakeholder and regulatory development processes. Increased enforcement efforts are expected as the bill first goes into effect, due to potential illegal dumping or abandonment of e-waste. More time for paperwork also is inevitable because some counties will opt out of the ban and new e-waste recycling operations will open.

E-WASTE
The Electronic Recycling Jobs Act, effective July 1, 2013, prohibits individuals from disposing most kinds of electronics in Colorado landfills.

Electronic devices contain both valuable and hazardous materials.

Recycling electronics recovers valuable materials and therefore, reduces greenhouse gases, saves energy and saves resources by extracting fewer raw materials. Though landfills are well-lined, recycling electronics also keeps the hazardous materials out of them altogether.

LANDFILLS NO LONGER CAN ACCEPT:
television sets, VCRs and DVD players, radios and stereos, computers, video game consoles, tablets

AND MORE
The full list: www.colorado.gov/cdphe.ewaste

NO LANDFILL? NO PROBLEM! ALTERNATIVE DISPOSAL OPTIONS:
thrift stores, manufacturer take-back programs, reputable e-waste recycling firm, community collection events

DESTROY DATA BEFORE DISPOSING OF DEVICES
You are solely responsible for protecting your personal information on electronic devices.
Simply reformatting a hard drive isn't enough. You may choose to use disk-wiping software, remove and destroy the hard drive yourself, or locate a reputable vendor to do that for you.

For every 1 job at a landfill, there are 10 jobs in recycling operations.

Infographic by Kate Lemon, HMWMD

Despite the extra work, the intention of the bill is pure: to better Colorado through more jobs, more environmental awareness, less hazardous waste potential and less energy spent producing raw materials that can be recycled from electronics.

For more information: www.colorado.gov/cdphe/ewaste ◀

Good for health and the environment

Take-back program a useful weapon in fight against prescription drug abuse

By the Division of Environmental Health and Sustainability

It's that time of year again, when many of us head to the medicine cabinet to find relief from our seasonal allergies. However, we get no relief if we discover the drugs have expired since we last used them. A quick scan of the cabinet reveals many other drugs have expired, too.

Sound familiar? Thanks to programs such as the Colorado Medication Take-Back Pilot Project, you have an option for proper disposal of expired drugs. Started in December of 2009, the project has collected more than 14 tons of unwanted household medications at its eight locations in the Denver metro area and three in mountain communities. Reports on the detection of small amounts of pharmaceuticals in lakes, streams and treated drinking water were the main impetus for the project.

"The department was proactive, responding to reports of medications in water supplies and studies linking their presence to reproductive anomalies in fish," said **Greg Fabisiak**, environmental integration coordinator and project manager. Staff from the Hazardous Materials and Waste Management Division, the Division of Environmental Health and Sustainability, the Health Facilities and Emergency Medical Services Division and several external partners developed a safe and convenient network of drop boxes for unwanted household medications at pharmacies and local health departments.

The environmental basis for the project was reinforced by the need to address a growing public health concern: the abuse of prescription drugs. According to the Substance Abuse and Mental Health Services Administration

(SAMHSA), 70 percent of children who abuse prescription drugs obtain them from family or friends. Many of these drugs come from household medicine cabinets. Once expired, they often are forgotten and may be removed without detection.

While the project provides a means for disposal of over-the-counter and many prescription drugs, current federal law prohibits the collection of prescription pain relievers and other controlled substances. This is a significant shortcoming given that Colorado, according to SAMHSA, now ranks second in the nation in the abuse of prescription pain relievers by people ages 12 years and older. The Drug Enforcement Administration (DEA) is developing new regulations that should allow the project, with some

modifications, to accept controlled substances in the future. In the meantime, DEA has been filling this gap through its National Take-Back Initiative, which collects both controlled and noncontrolled prescription drugs. The six events held so far have collected 1,409 tons nationally and 43 tons in Colorado. Another event likely will take place this fall.

Fabisiak is optimistic about the future of medication take-back programs in Colorado, which is one of seven states participating in the National Governors Association's Prescription Drug Abuse Reduction Academy. Colorado is developing a strategic plan to combat abuse, focusing on public awareness, prescription drug monitoring, provider/prescriber education and proper disposal. "I'm encouraged that access to proper drug disposal is recognized as a critical element in the fight against prescription drug abuse," said Fabisiak. "This will lead to new opportunities for expanded access to drug take-back programs across the state of Colorado."

For a list of collection box locations and other information, visit www.coloradomedtakeback.info or call Fabisiak at extension 2903. ◀



Medication drop boxes like this one are located throughout the metro area and in three mountain communities

Eliminating duplication, disruption, waste

Business Technology Team will work with OIT to implement new technologies

By Jan Stapleman
Office of Communications

Three recent Lean events changed the way the department will adopt technologies that are new or new to the department.

First, the Speed of Business/ Innovation Hoshin event held in March demonstrated the need for a standard, department-wide process for adopting new technologies. Too often, various programs or divisions work independently to implement the same technology, resulting in duplication of effort and unnecessary costs. In some cases, programs implement technologies that are incompatible, or even disruptive, to existing technologies at the department.

Second, a follow-up Lean event in May, held to develop a standard process, revealed 17 groups operating within the department on technology-related issues, with no common agreement among them about the specific tasks each group handled. Under the new process, two of the 17 have been disbanded. The remaining 15 will work under the supervision of the newly created Business Technology Team, made up of IT liaisons from each division and led by **Andy Putnam, Ed Trainer** and **Paul Turtle**.

Compatible solutions

The Business Technology Team will review requests for new technology solutions and work with OIT to approve, prioritize and implement them according to set time schedules. This review process will allow consolidation of similar requests and ensure new technologies are compatible with existing ones.

IT Liaisons, by division

APCD: not yet assigned

CHEIS: not yet assigned

CRD & EDO: Rio Chowdhury

DCEED: Mark Eberling

DEHS: Mary Ortiz

HFEMS: Noah Begley

HMWMD: Joe Schieffelin

LSD: Suzanne Kelley

OEPR: Lori Hodges

Operations: not yet assigned

PSD: Sara Wargo

WQCD: James Lee

Here are a few examples of the types of technology requests the Business Technology Team will address:

- ▶ The department's Oil and Gas Unit needs an automated way to exchange data with the Colorado Oil and Gas Conservation Commission.
- ▶ Vital Records needs an electronic death records system. Can the department leverage an existing system or must a new system be built from the ground up?
- ▶ Employees in various divisions need a web conferencing system. Which one should they use?

The team will not handle routine requests for IT maintenance, such as fixing malfunctioning computers or printers. Employees will continue to refer maintenance issues to the Help Desk.

Under the new process, programs and divisions will refer technology requests to their IT liaisons, who will submit them to the Business Technology Team. The team's goal is to approve or reject projects within two to six weeks.

Partnership the key

A third Lean event, held by OIT in early June, emphasized partnership with the department. That event revealed there is no standard point of entry for technology requests from department personnel and there are no project leads assigned to guide the implementation process. As a result, department staff members often are uncertain about the status of their requests and frustrated by delays.

Under the new, standardized process, when the Business Technology Team and OIT approve a request, they will work with the requesting division's IT liaison to develop a project schedule. OIT's goals include delivering 90 percent of technology requests on time and within budget and achieving customer satisfaction through ongoing communication about milestones and scheduling.

The Business Technology Team and OIT are piloting the new, standardized process with a list of 10 existing requests. If your program or division wants to request a technology solution, talk to your division's IT liaison. ◀



Jon Gunderson and Ivy Hontz meet monthly for their mentoring discussion.

Coffee and change

During journey of mentoring, some forks in the road

This is the third story in a series about mentoring. The other stories are [here](#) and [here](#).

By Shannon Barbare
Office of Communications

Three-quarters of the way through their mentoring year, **Ivy Hontz** and **Jonathan Gunderson** have settled into an easy camaraderie, exchanging work stories during a walk to Panera on a recent sunny morning.

The pair meet for coffee there once a month. Though the time is often spent discussing how to deal with ongoing changes and challenges, on this day they hold a formal review of the eight goals mentee Hontz set for herself in September.

“Having our mentoring relationship public in the beginning was easier than it is right now,” Hontz explains. “But the adventure of mentoring took different twists and turns.”

New mentoring year

The 2013-2014 Mentoring Program will begin with the application process soon. Watch Today's Broadcast for details and application instructions.

As the meeting unfolds over an hour, Gunderson asks Hontz whether each of her goals still are relevant and how she will move forward with them.

Though all still are deemed

important, some goals emerge as focus areas. By the end of the session, she and Gunderson have defined a few action steps. Hontz agrees to:

- ▶ Take classes to deepen her knowledge about various computer applications
- ▶ Begin to read research about emerging best practices for women's wellness
- ▶ Read Chapter 22 in “Orbiting the Giant Hairball” to learn about being a dynamic follower
- ▶ Produce a guidance document about working in multicultural environments

One of the twists Hontz alludes to is a position change less than a year after she came to work at the department. While the mentoring program is, at its core, about career development, Hontz said she has learned much more about how to maintain a healthy attitude and how to focus on doing her best work, whatever that work is.

Hontz said she feels fortunate to have a mentor with whom she can talk about the changes and how to stay on a positive path. Being able to discuss internal values and motivating forces has been beneficial to both parties.

“It's a real struggle to both do your work and connect with its impact at the same time. There are always deadlines, phone calls, emails,” Gunderson said. “It's good to step back periodically to reflect on why you're doing the work.” ◀

Roadmap to success

Priority D team works to empower employees in career development

By Mark Salley
Office of Communications

The subject of fostering a competent and empowered workforce is not new. The employee engagement survey conducted for the Office of Human Resources in 2011 identified that many employees wanted more information about career growth opportunities at the department. In 2011, the department identified Fostering a Competent and Empowered Workforce as one of its strategic priorities (D).

Since then, a team working to implement Priority D has identified an objective to “implement a roadmap that empowers employees in their career development.” So by March 2014, the team plans to develop this map, which will identify steps employees can take that may better position them to move into several of the more common types of positions at the department, such as work leaders; unit leaders; program managers; or fully functional staff within job classes such as general professional, environmental protection specialist, engineer, program assistant, etc.

While the roadmap project is underway, the department also seeks to identify and provide information to employees about professional growth opportunities available through professional associations or other resources related to an employee’s work or career path. This information

would enable employees to identify opportunities they may wish to pursue to help them develop in areas they believe would be beneficial to their career development.

Professional associations are as varied as the diverse work of the department’s health and environmental divisions. To help employees identify associations that might be a good fit for their career development, the department will create a list of professional associations. The list, to be available on the intranet, will provide links to each association’s website where employees can learn more about the association’s work, meetings and training opportunities.

“
To help employees identify associations that might be a good fit for their career development, the department will create a list of professional associations.
”

The Strategic Priority D team would appreciate employees’ help in developing this list of professional associations. Many of you already are aware of associations in your particular field that might be of interest to other department employees. It is expected the inventory of associations will be a tool to connect people of similar responsibilities and interests to help advance them in their careers.

Please take a moment to use [this form](#) to submit information about associations that might be of interest to department employees for career development. Once the list is created, a calendar with the information will be provided to employees. ◀

You’ll see more money in July’s paycheck

By Mona Heustis
Office of Human Resources

Classified employees who are employed by the state prior to July 1 will receive an across-the-board 2 percent salary increase and also may be eligible to receive a merit increase. Each employee’s new salary will be calculated by the across-the-board increase. The merit increase will be added to that new amount for eligible employees.

The across-the-board increase is base building (permanent) unless an employee’s salary on July 1 is at or above the maximum of his or her salary range. Employees whose salary is at or above the range maximum will receive a one-time, nonbase-building payment. All employees will receive the across-the-board increase.

Merit pay is based on an employee’s performance rating and placement within the salary range as of June 1. Employees who received a Level 1 rating are not eligible for merit pay. Employees hired between April 1, 2012, and March 31, 2013, will receive prorated merit pay based on the number of months they were employed during the performance cycle.

All departments must use the fiscal year 2013 Merit Pay Table when calculating the amount of merit pay an employee is eligible to receive. All salary increases will be paid on July 31.

Employees can calculate their increases [here](#). If you have any questions, please contact HR. Brown-bag sessions on the pay system will be announced soon. ◀