



iDMB

A Newsletter for the Employees of the Department of Management and Budget

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Spotlight on: Financial Services

The Director's Office

The Financial Services Director's Office consists of **Howard Pizzo**, director, and **Cindy Shaw**, Executive Secretary. Financial Services provides a full range of financial and business services through two divisions, Fiscal Management and Operations. In addition to providing service to the themes, Financial Services responsibilities extend to the Executive Office, Budget Office, State Employer, Children's Ombudsman, pension funds, colleges and universities, Capital Outlay, and the Department of Information Technology.

Financial Services consolidates all of the Department of Management and Budget's (DMB) financial services into one theme area. As a result of the reorganization, staff is expanding to various locations both downtown and at the secondary complex.



Financial Services downtown staff: (fourth row, left to right) Dave Quigley, Dane Hengesbach, Ken Mitchell, Dan Wawiernia, Latissa Dozier, Shannon Albert, Amy Pung, Jonah Allen, Bob Johnson, Tom Armbrustmacher, (third row left to right) Patricia Lack, Sue Horvath, Jan Guldbrandsen, Cindy Moerdyk, Kamilah Hasan, Ron Foss, Barb Rost, Al Gat, (second row, left to right) Howard Pizzo, Rebecca Morris, Mary Anne Zimmerman, Ginny Wonsey, Darlene Wilson, Tari Teremi, Joe Perrone, Marge Stowell, Kelly Whitford (first row, left to right) Doreen Brown, Denice Ballard, Dorinda Dienhart, Linda Reid, Natalie Spaniolo, Jan Smith, Deb Gillis, Lisa Feury, Bob Fitch (first circle) Terri Powers and (second circle) Cindy Shaw.

Fiscal Management

Patricia Lack is the director of Fiscal Management and is assisted by **Dorinda Dienhart**. Fiscal Management provides an array of financial reports throughout the year that are designed to help programs understand their current and projected financial position in order to plan for the future. Financial analysis and business planning support are also services that are available.

Jan Guldbrandsen is the manager of the Management Services Section that reports on the Executive Office, Budget Office, colleges and universities, Capital Outlay, and all Management themes except Retirement Services. The Employment Services section is led

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News From the Themes

Logistic Quiz

1. How many times around the Earth would the documents in the 389,000 containers stored at the Records Center stretch?
2. It cost ___ more times to store records at an office than at the Record Center.
3. How many auctions does State Surplus hold per year?
4. Last year Federal Surplus transferred property worth over “how much \$\$” in government acquisition to eligible recipients?
5. Is the warehouse space used by Materials Management Services for the storage of forms and publications larger or smaller than a standard football field?
6. Are all the miles driven each year by Transportation Services’ 44 trucks, longer or shorter than the distance to the moon?

1. Almost 9 times around the Earth or 211,775 miles
2. 40
3. 20
4. \$5 million
5. At 60,000 square feet, the warehouse space is a little larger than a football field.
6. Longer much longer, at an average of 983,086 miles a year the distance driven is well over 4 times the distance between the Earth and the moon.

Spotlight on: Acquisition Services



Director's Office: Arlene Oisten, Penny Saites, Meagan Wright, Kathy Jones, director, Diana Hayter, and Sherry Bond. Not pictured Claudia Allen, and Mary Hanses.

Acquisition Services consists of the Director's Office, Tactical Purchasing, Strategic Purchasing, and Logistics, thus moving supply chain management into one organization. All areas are closely aligned and work together with customers to provide greater efficiencies and cost savings.

The Director's Office

The director's office provides overall direction to the theme, makes policy decisions relative to the office, develops new procedures, approves award decisions, develops and coordinates training programs, provides support to the State Administrative Board, manages the web site, and extends services to local governments/nonprofit organizations.

Tactical Purchasing

Tactical Purchasing works with all state agencies and is responsible for the actual procurement of commodities and services as well as contract management.

Strategic Purchasing

Strategic Purchasing is responsible for researching and developing acquisition strategies, benchmarking, researching state-wide purchasing initiatives, and managing some of the larger strategic purchasing initiatives.

Logistics

Logistics is responsible for transportation services including freight and mail distribution; materials management and warehousing; State and Federal Surplus; and Record Center operations.



Tactical Purchasing: Melissa Castro, Jean Haueter, Maritza Garcia-Strong, Jan Claus, Jeff White, Mary Lewis, Sherita Calloway, Duane Cortright, Pat Spagnuolo, Sally Nelson, Sue Every, Jim Konrad, director, Cori Sackrider, Bill Walsh, Darleen Heim, and Andy Ghosh. Not Pictured Joan Bosheff, Kim Graham, Jenny Hundt, Lymon Hunter, and Larry Klayman.



Strategic Purchasing: Cindy Turben, Dana Schafer, Kristy Boldizar, Greg Faremouth, Laurie Gottschalk, Doug Collier, Jenny Rehmman, Chris Mitchell, Irene Pena, and Andre' Morrow. Not pictured Cherise Evert, Paula Greathouse.

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News From the Themes

Lightning Safety

With the coming thunderstorm season lightning strikes become a concern. Why be concerned? After all, the chances of being struck by lightning are about the same as winning the lottery, right? Actually the chance of getting struck by lightning is about 48 times greater than the chance of winning the "Big Game." Across the total U.S. population, the chances of being killed by lightning are about one in 2.8 million. The chance of winning the Big Game is about one in 135 million.

However, the 2.8 million-to-one calculation assumes everyone spends the same amount of time outdoors, engages in the same types of activities and lives in the same location. Those who work outdoors or often participate in outdoor activities like golf are at an increased risk.

Myth or Fact

Myth one: Lightning strikes only very tall objects.

Fact: Lightning strikes the tallest objects in a particular area.

Myth two: Rubber shoes or boots insulate and protect against a strike.

Fact: Lightning pushes through thousands of feet

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OS organizes specialized class for IS

The Infrastructure Services (IS) managers and supervisors attended a one-day training class where they were encouraged to expand on current skills and develop new skills to manage technical professionals in an ever changing environment. Successful communication tactics, team building and coaching were a few of the concepts stressed in the class. The session held on April 19th was lead by Don Carmont of Impact Training Alliance and organized by the Organizational Services (OS) through the Department of Civil Service.

This is just one of many customized training sessions the Organizational Development Division of Organizational Services will be working on for the themes throughout the Department of Management and Budget. For more information on this or other sessions contact **Bernie Lucas** or **Carol Keyes Baubie** at 335-5283.



Division directors, managers and supervisors from Infrastructure Services participated in the one day management course.

Energy Plant expands with growing Secondary Complex

Many employees may not realize that the Infrastructure Services (IS) is in the utility business. Yet every day the Energy Center provides steam, and domestic and chilled water for the Secondary Complex. **Marty Goodwin**, physical plant supervisor, and his staff of ten keep the plant manned and running 24-hours a day, 365-days per year.

In November, 2000 IS inherited the responsibility of maintaining two additional buildings at the Secondary Complex: the Operations (Ops) Center and the Forensics Lab. These two buildings made it necessary to upgrade and expand the Energy Plant's chilled water system.

The Energy Plant expansion was originally broken up into three phases, anticipated to take three years.

- **Phase I** – During phase one, the steam absorption chiller was to be replaced with a 2200-ton capacity electrical chiller. This phase was started and completed in 2000.
- **Phase II** – This phase included expanding the building and installing a second 2200-ton capacity electrical chiller. An Energy Management system to control the equipment was also added at this time. Phase two is scheduled to be complete in August, 2002.
- **Phase III** – Phase three is currently on hold due to budget constraints.

Thanks to all of the physical plant staff the expansion has gone relatively smoothly, and IS continues to give quality utility services to the state's Secondary Complex.

News From the Themes

Lighting Safety, [continued from page 3](#)

of air; so, a half-inch of rubber won't stop the lightning.

Myth three: Lightning doesn't strike the same place twice.

Fact: The Empire State Building has been struck as many as 15 times during a single thunderstorm.

When there is risk of a lightning strike, follow these recognized safe practices:

- At the first sign of thunder or lightning outdoors, clear the area. Move to a shelter when you see lightning.
- Stay away from tall, isolated objects and open areas.
- People caught in the open without shelter should seek a low area, crouch down bend forward and hold their ankles, positioning their head so that it is not the highest part of their body. The head should not touch the ground nor should the person lie down.

If lightning is about to strike a person or something relatively close, they may experience a tingling sensation on their skin and/or their hair may stand on end. If that occurs, they should quickly get into the tuck position.

Remember: "If you hear it, clear it. If you can see it, flee it!"

Five Acquisition Services staff awarded CPPB

Duane Cortright, Darleen Heim, Greg Faremouth, Lymon Hunter, and Cindy Turben, Acquisition Services, were recently awarded the Certified Professional Public Buyer (CPPB) designation.

CPPB candidates must meet specific rigorous criteria established by the Universal Public Purchasing Certification Council including current employment, education, training in purchasing related subjects, and public purchasing experience. A comprehensive examination validates the candidate's mastery of the body of knowledge required for public purchasing professionals.

Stephen Gordon, Ph.D, President of the National Institute of Governmental Purchasing states, "Professional certification of a governmental purchasing official as a Certified Professional Public Buyer inspires public confidence that tax dollars and other public funds will be spent wisely and well. It indicates that the individual who has earned this designation possesses the knowledge that is required to function effectively in the complex and fast-changing world of public procurement. The effort alone required to achieve professional certification as a CPPB demonstrates a commitment to excellence in public service."

The accomplishment of the prestigious CPPB designation is an honor for individuals in the public purchasing profession. Congratulations CPPB recipients.



CCBP recipients: Duane Cortright, Greg Faremouth, Cindy Turben, and Darleen Heim . Not pictured, Lymon Hunter.

Aussie retirement guru visits Retirement Services

Retirement Services recently paid host to a guest from down under. Rosemary Vilgan, director of QSuper one of the retirement funds run for the Australian State of Queensland. One of her biggest accomplishments was consolidating five existing retirement funds — QSuper, Gosuper, State Super, Police Super and Fire Super - into a single fund with reduced costs.

Vilgan met Chris DeRose, director, Retirement Services at a conference and wished to tour Retirement's offices because she was impressed by Retirement Services accomplishments. On May 3, she received a tour of the newly remodeled Retirement offices.



(left to right) Chirs DeRose, director, Retirement Services, and Pam Kenney show guest Rosemary Vilgan Retirement's web site.

News From and For Employees

Direct Deposit

May is “Direct Deposit Month” and the State of Michigan is asking employees to consider enrolling in direct deposit to receive their pay. With direct deposit, money is electronically transferred into a checking or savings account.

In Michigan, over 70 percent of state workers have their pay directly deposited. Still, many employees don’t realize the advantages it offers.

Direct deposit is safe, confidential and convenient.

Imagine the time, hassle and money you could save by electing to use direct deposit to receive your pay.

Employee’s can use their self-service account at <http://hrmnsea.state.mi.us/lawson/office> to sign up today!

Retirement Services’ Detroit office has moved to:

**Cadillac Place
3068 W. Grand Blvd, Suite 4-700
Detroit, Mi
48202**

Spotlight on: Acquisition Services, [Continued from page 2](#)



Logistics: Gayle Pratt, director, Marilyn Becker, Terumi Hayes, Mike Bliss, Tamiko Jones, Alyson Barnes, Amada Lopez, Dawn Arens, David Epkey, Richard Hauser, Gary Schueller, David Densmore, Don Klein, Mike Trierweiler, William Cullimore, Kevin Lancto, Scott Somers, Sara Tomlinson, Ed May, David Felton, Joseph Schetter, Tim Davis, Mike Kline, Richard Santana, Jackie Mitchell, Mark Jury, Harold Remington, Joseph Sanchez, Robert Ryan, Craig Bidelman, Pat

Hanifan, Russell Waters, Vincent Houston, John Betts, Donna King, James Williams, Carl Collin, Joel Shell, Robert Parrott, Agnes Bullen, Dennis Cronk, Michael Sharkey, Fred Burtley, Anthony Pizzo, Marsha McKee, James Monday, Matthew Roback, Richard Jones, David Slocum, Michael Hogle, Ronnie Bristol, Steven Hyatt, Gerald Bullock, Becky Breslin, Rodrick Hall, Dean McFall, Michael Stephens, Daniel Torres, Kurt Willis, Brian Cardwell, Vern Wallis, Shawn Doolittle, Richard Vance, Bruce Cole, Rick Smith, Ray Miles, Robert Marinez, Don Dekker, Fred Brock, David Stillson, Michael Whitson, Chris Murphy, Jeff Bailey, Brent Thelen, Jose Pacheco, Terry Duart, Charles Whiting, David Shewchuck, Stanley Goodrich, Ralph Smith, James Dyer, Dale Dipple, Ralph Chapman, John McDougall, David Weber, Daniel Ward, James Thomas, Ronald Sandin, Terry Harris, James Ebright, Frank Masseur, Juan Suarez, Larry Schneeberger, and Will Pettengill.

DMB’s “Take Your *Child* to Work Day”

April 25 was the last celebration of “Take Your Daughter to Work Day.” Next year it will officially be “Take Your Child to Work Day.” Of course the Department of Management and Budget along with many organizations already celebrate it that way. Here is a collection of pictures taken of employees’ children who visited their parents’ work that day.



News From and For Employees

In Brief...

The Department of Management and Budget's computer training room has moved. It can now be found on the first floor of the Ottawa Building, in the Organizational Development Office.

"Every year it's the same thing. It gets warm outside, but the heat is still on in the office. Why can't they just turn on the air conditioner?" If only it were that simple...

Large buildings take longer to change seasons than you might think. Unlike a house with instant – and separate – on/off buttons for the furnace and air conditioner, several state buildings have equipment that uses chilled water for cooling and hot water/steam for heating through coils, like car radiators.

To change from heating to cooling, coils must be drained of antifreeze and then refilled with water; circulation systems changed from heating to cooling, chilled water loop and cooling towers filled, and chilled water production started.

Given Michigan's notoriously unpredictable weather it can be a rough transition, so please be patient during seasonal changes.

IS and T&LS throw luncheons

Recently Infrastructure Services (IS) and Tenant and Land Services have gotten together on two occasions to celebrate the graduation of one employee and hold a good bye lunch for another.

Andrea Rademacher joined the Department of Management and Budget in April 1999, as a student for the Office of Property Services and now currently works for Infrastructure Services.

Rademacher graduated from Ferris State University with a bachelor's in Facilities Management. She will be leaving the Department of Management and Budget to join Sparrow Health Systems where she will be a facilities development assistant.

Dawn Bozung joined the Department of Management and Budget in October 1997, and has since worked for Office of Support Services, Office of Property Services and Tenant and Land Services. She graduated last fall from Michigan State University with a bachelor's in Marketing.

Bozung is leaving to join the Eaton Corporation, in Jackson. She will be working in the Marketing & Sales Division for Eaton Aerospace's internal fluid conveyance products unit for the military and commercial industries. She will be fielding customer calls, price quoting, and offering customer service to global clients.

Rademacher and Bozung will both be missed.

Andrea Rademacher (right) graduated from Ferris State University in Big Rapids and will soon start a new job with Sparrow Health Systems



Dawn Bozung (left) is leaving the Department of Management and Budget after almost five years as a Student Assistant.

Trainers teach CBT Tracking and Assessment Class

Organizational Services (OS) has been fortunate to have several experienced managers and trainers facilitate the CBT Tracking and Assessment classes. In addition to OS staff members **Grace Bonofiglio**, **Lori Edwards**, **Bernie Lucas**, and **Deb Stevens**, OS was fortunate to have **Richard Hauser**, Acquisition Services and **Kim Sperry**, Agency Services as trainers.

Thanks to the expertise of these trainers, response to the CBT Tracking and Assessment classes has been excellent.



Bernie Lucas and Richard Hauser teaching a class.

News From and For Employees

Correspondents:

Denice Ballard
Financial Services
Rosemary Baker
Retirement Services
Jeannette Bekke
Organizational Services
Grace Bonofiglio
Organizational Services
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iDMB is an electronic newsletter produced for the employees of the Department of Management and Budget on a monthly basis by Organizational Services.

Any comments, questions or suggestions can be given to the editors by e-mail, by calling (517) 373-1000, or by contacting any of the correspondents listed above.

Spotlight on: Financial Services, [continued from page 1](#)

by **Bob Fitch** and is responsible for reporting on Retirement Services, pension funds, Office of State Employer, and Group Insurance. **Bob Johnson** manages the DIT Section that provides accounting services to the Department of Information Technology. **Doreen Brown** heads the Financial Analysis and Business Planning Support Section that provides assistance throughout the department, including preparation of business plans, maintaining internal databases for financial reporting and projecting payroll costs, and analyzing costs/benefits of various business alternatives.

Operations

Financial Services Operations makes sure that DMB pays its bills and collects payments from those that owe the department. **Dave Quigley** oversees Financial Services Operations and **Tari Teremi** is the division's secretary. Accounts payable, billing and revenue collection, procurement, and computer security access are important areas of this division.

Uday Malavia manages the Accounts Payable and Revenue Control Section that pays vendors, processes incoming revenue, manages accounts receivable, performs post audits, and provides computer security access. The Billing Services section, headed by **Rebecca Morris**, is responsible for collecting DMB revenue through automated and manual billing systems. **Natalie Spaniolo** leads the Procurement & Contract Management section. This section oversees the procurement of goods and services for the department in compliance with state rules and regulations. **Ken Mitchell** administers the procurement card program providing state departments with efficient use of automated payment for over 5,000 credit cards statewide.



Financial Services staff located at the Secondary Complex: (left to right) Erica Waltmire, Marge Rausch, Rebecca Morris, Dave Quigley, director, Operations, Tari Teremi, Ken Mitchell, Denise Fedewa, Aaron Spencer, Sheila Large, Norma Crowell, Nonnie Struble, Barb Smith, Paula Webb, Carol Wheaton, Jamin Schroeder, PJ Storer, Al Juderjohn and Annette Dills.



Howard Pizzo, director, leads a tour of the Lewis Cass Building.

DMB Director's Office

As DMB's budget officer, **Sue Horvath**, reports to the director of DMB, but works closely with Financial Services in developing and coordinating the budget for the entire department.