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.

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

Spotlight on: Financial Services

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.

[Click to continue on page 7]
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?

Spotlight on: Acquisition Services

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.

Logistic Quiz

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. 5 At 0.000 square feet, the Earth the Sun’s diameter is a little 4.5 The Sun’s diameter is a little 6.5 Larger than a football field. 3. 20 2.0 0 0.775 miles. 1. Almost 9 times around the Earth.
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.

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.
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.

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.
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.

Employees can use their self-service account at http://hrmnsea.state.mi.us/lawson/office to sign up today!


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.
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.

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.
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Rosemary Baker
Retirement Services
Jeannette Bekke
Organizational Services
Grace Bonofiglio
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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.

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.