

DMB



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Happy New (Fiscal) Year

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On the Cover

State Building Authority staff have been key to DMB's savings efforts. Seated are Debbie Roberts and TeAnn Smith. Standing are Steve Davis and Debbie Sanchez. Carol Schulz was unavailable for the photograph.

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DEPARTMENT OF

Management & Budget

Lisa Webb Sharpe, Director Phyllis Mellon, Chief Deputy Director

Mission: We provide cost-effective business services to government.

Vision: We envision a Department of Management and Budget that provides exceptional business services and is a catalyst for innovation in government. Where every day: values are lived, partnerships are built, and customers are confident in our knowledge, skills and delivery.

Values: *Integrity * Excellence * Inclusion * Teamwork * Growth * Fun*

iDMB is an electronic news magazine produced by DMB Communications for the employees of the Department of Management and Budget. Submissions may be sent to DMB-Communications@michigan.gov.

This issue of iDMB Monthly can be found on the intranet at <http://connect.michigan.gov/dmb>.

From the desk of...

Lisa Webb Sharpe

Dear colleagues,

Sometimes the entire month of September seems like one long New Year's Season. In fact, this month and its blend of endings and beginnings feels more like the new year than Jan. 1 does.

In DMB, we're closing one fiscal year and looking ahead to another. In the coming weeks, we will pay bills, collect receivables and complete financial reports in order to close this year's books. Colleagues in Financial Services are beginning their busiest season, contributing the State of Michigan Comprehensive Annual Financial Report (CAFR) and compiling retirement fund CAFRs.

Later this week, we will gather for our annual Employee Recognition and Celebration Event – DMB's version of a New Year's Eve party. There will be music, food, good company and the opportunity to celebrate our accomplishments over the last year. We'll also honor the recipients of our five Employee Excellence Awards, all of them chosen by colleagues in the department.

And next week we will open our hearts and a season of gift giving and good will. That's when the State Employees Combined Campaign begins, enabling us to share what we have with the organizations that support our communities. A few weeks later, we will again offer our support to the annual Harvest Gathering, which feeds Michigan's most needy families. Shortly after that, we'll decorate our mitten tree with warm clothing for children in the Lansing Public Schools, and many DMB offices will adopt families for the holiday season, generously supporting local families.

We certainly are looking at busy days ahead!

So as we set out on this new season, please accept my thanks for all the good work you have done and the extra effort you will put forth to close out the current fiscal year. I am gratified to belong to a department whose work serves all of State government and whose generosity touches so many people.

Again, thank you for your continuing effort. Let me be the first to wish you the happiest new (fiscal) year!

Sincerely,

Lisa Webb Sharpe
Lisa



Sizzling celebration takes place Thursday

A sizzling southwestern theme will boost the heat and add some spice to DMB's Employee Celebration and Recognition Event. The annual appreciation program is set for Thursday, Sept. 14, from 11 a.m. to 2 p.m. at the Marshall Street Armory, 300 Elvin Court, Lansing.

The event offers DMB employees an opportunity to mingle and celebrate their many accomplishments. During the awards program, which begins at 12:30 p.m., Director Lisa Webb Sharpe will acknowledge these accomplishments, present the Employee Excellence Awards and honor employees who have reached landmark years of service.

"I am very proud of DMB employees," said Sharpe. "In the past three years, they have been instrumental cutting costs and streamlining government. Not only have the employees consolidated, conserved and saved, they have done this while continuing our high level of customer service."

Along with the accolades, employees will be treated to a taco bar with beef, chicken and vegetarian tacos and an assortment of traditional toppings. Chips and salsa, Spanish rice, brownies, lemonade, tea and bottled water will complete the menu.

Participants will be able to win door prizes, which include gift cards for coffee, movies and shopping. They also may enter into the grand prize drawing for a \$50 gasoline card.

Comp Time, the department's own employee band, will reassemble for its only yearly gig. Dave Bergeon, Tom Cooley, Mike Johnston and Don Mulvany will present their own mixture of rowdy rock and roll.

This will be the last year the event is held at the armory, which is being sold by the Department of Military and Veterans' Affairs.

Employees who wish to attend the event are asked to discuss their plans with their supervisor, join their colleagues at the celebration and get ready for a sizzling-hot time!



Free training offered online

Employees in search of training opportunities don't need to look beyond their own computers. That's because QuickKnowledge online training sessions offer a range of topics to help improve a variety of skills.

These short commercial courses are available to all employees at no charge. Employees can learn more about achieving personal goals, managing time and writing for business. Managers can explore how to succeed as a supervisor, retain valuable employees and lead effective teams and meetings. Employees can even use the online courses to develop skills to manage 401(k)s or balance work and family life.

To enter the site, visit <http://web1mdcs.state.mi.us/HRTDTrain/eLearn/eLearn.htm>. First-time users need to complete the registration page, which asks for DMB's QuickKey. To obtain the QuickKey or for additional information, contact Workforce Development staff members Michael Zingsheim, 322-5784 or ZingsheimM@michigan.gov, or Bernie Lucas, 322-6478 or LucasB1@michigan.gov.

Employees reach service milestones

Thursday's Employee Recognition and Celebration Event will honor 134 employees who have reached special anniversaries as state employees. These people will be honored for anniversaries marking 5-year increments – from five to 40 years of service.

The names of these employees will be included in the event program. Those with 30 of service and more will be noted during the presentation. DMB's honored employees include:

40 years

Kenneth Rohrbacher, Building Operations

35 years

Stephen Bolt, Print and Graphic Services
Thurman Howard, Mailing Services
Richard Pennington, Retirement Services/Customer Service

30 Years

Carl Alber, Print and Graphic Services
Joanna Alvera, Print and Graphic Services
Stanley Arens, Building Operations
John Betts, Warehouse and Surplus Services
David Hart, Print and Graphic Services
James Hunt, Print and Graphic Services
Ashley Jones, Real Estate Division
Helen Juderjohn, Consolidated Print Center
Reynaldo Martinez, Fleet Operations
Terrence Mason, Building Operations
Frank Masseau, Mailing Services
James Olger, Print and Graphic Services
Michael Perry, Print and Graphic Services
Will Pettengill, Mailing Services
Timothy Simpson, Parking, Planning and Security
Scott Somers, Mailing Services
John Spiece, Building Operations
Dave Stevens, Occupancy Services
Michael Tyler, Building Operations
Doug Wray, Fleet Operations
Virginia Zimmermann, Financial Services/Operations



VTS staff to offer free safety checks

Every day, mechanical staff at Vehicle and Travel Services get under hoods and chassis to examine vehicles and keep the State's fleet running safely. On Thursday, Oct. 5, employees may also benefit from their expertise – and receive a free auto inspection.

During DMB's second annual auto safety event, employees may bring personal or state vehicles to the VTS garage, 6951 Crowner Drive. The 10- to 15-minute inspections will be available from 9 a.m. to 4 p.m. Appointments are not needed, but vehicles will be examined on a first-come, first-served basis.

Mechanical staff will complete a 13-point assessment, which checks tire pressure, fluid levels and belt condition, among other items. Each driver will receive a post-inspection report and a sheet of tips to help maintain a safe vehicle. No repairs are made to personal vehicles as a result of inspections.

In 2005, 28 drivers brought vehicles for inspection.

"Employees appreciated the service we provided," said Gary Shaw, VTS mechanic supervisor. "The mechanical staff enjoyed sharing their expertise. They had a great time."

The inspections are offered as part of Drive Safely Work Week, an annual observance sponsored by the Michigan Network of Employees for Traffic Safety. More information about the safety checks is available from VTS at 322-5000 or vtscustomerservice@michigan.gov.

SECC opens Sept. 18 with two kickoff events

Volunteers across DMB have started distributing booklets and pledge sheets and offering coworkers the chance to make a difference. By donating to any of the 1,600 in the State Employees Combined Campaign charities, they will fund programs that help community organizations, finance research and assist people in need.

"Employees don't have to wait for the Sept. 18 SECC kickoff to make contributions," said Dan Norberg, department coordinator for the 2006 campaign. "I encourage everyone to complete and return their pledge sheets early."

The kickoff takes place Monday on the Capitol steps in Lansing and the Cadillac Place East Showroom in Detroit. All employees are invited to the rallies, which begin at noon. Refreshments will be served. At the Lansing event, DMB will receive the Capitol Cup for greatest per-capita giving in the Diamond Division. It's the second consecutive year the department has captured the cup.

It also will be the final presentation of the cup, which will be retired with this campaign. In its place, an Achievement Award will be given to every department that increases giving by 2 percent over the previous year.

This year's statewide campaign goal is \$1,656,600. Last year, State employees contributed \$1,624,118.47. Since the SECC campaign began in 1987, employees have given more than \$38 million to help local, national and worldwide charities.

In DMB, SECC volunteers are planning



DMB's Capitol Cups

special fund-raising activities for the drive. Employees will be able to purchase casual day on Wednesday, Sept. 27. A Penny War will begin Monday, Oct. 2 and continue through Thursday, Oct. 19. Silent auctions are also being planned in a number of DMB offices.

Employees are asked to return their pledges and contributions to the volunteers in their offices. These campaign aides include Marilyn Becker, Kristen BeVier, Elaine Earls and Pam Nemanis, Agency Services; Becky Fitzgerald and Shirley Ragsdale, Facilities Administration; Joy Gerecke, Director's Office; André Morrow, Business Services Administration; Norberg, Joe Osentoski and Leza Rebera, Workforce Development and Retirement Services Administration; and Tari Teremi, Financial Services.

The campaign continues through Oct. 20.



SBA bond refinancing saves \$40.1 million

The refinancing of more than \$847 million in bonds issued by the State Building Authority will save \$40.1 million on capital outlay rent through 2017.

"This refinancing package will generate phenomenal savings for more than a decade," said Governor Jennifer M. Granholm. "It is another example of the many ways government is seeking and taking advantages of opportunities to cut operating costs and save money for Michigan taxpayers."

Favorable financial conditions on the day the bonds were priced contributed to the successful refinancing.

"Aug. 22 was a very good day in the bond market, which allowed us to achieve even greater savings than we anticipated," said Lisa Webb Sharpe.

The total bond package of \$847,366,158 includes \$833,631,158 in tax-exempt bonds and \$13,735,000 in taxable bonds and carries an interest rate of 4.8 percent. The SBA regularly refinances and restructures debt to obtain more favorable rates. Since 2003, the building authority has saved more than \$1.237 billion.

The bond transaction, which is similar to refinancing a home mortgage, allows the payoff of a number of SBA bonds issued in 2002, 2003 and 2005. These payoffs enabled cancellation of 14 leases between the state and the SBA, saving approximately \$40 million annually for fiscal years 2007 through 2015, \$28 million in 2016, and \$20 million in 2017.

The SBA has legislative authority to issue and sell bonds and notes to finance construction of needed capital outlay projects by the State, including projects at

universities and colleges. The bonds spread costs over a portion of the life of the project. The SBA leases the financed facilities to the public bodies, using the rent it collects to repay the bonds.

Since its creation in 1964, the SBA has financed more than 200 projects approaching \$3 billion in construction costs.

Roberts to direct SBA

A veteran employee of the Department of Management and Budget was named executive director of the department's State Building Authority. Deborah Roberts, who has worked with the SBA for more than six years, began serving in its top position Aug. 14.

"Debbie's professional expertise and extensive SBA experience made her the ideal candidate for the position," said DMB Director Lisa Webb Sharpe.



Deborah Roberts

Roberts oversees financing of state capital outlay projects and risk management services. The SBA issues and sells bonds and notes, manages the state's vehicle self-insurance fund and handles the risk management services that provide state agencies with insurance for commercial property, general liability, aviation, builders' risk and other areas.

DMB welcomes new staff

A special gathering on Aug. 16 gave DMB's newest employees the opportunity to "meet and greet" department directors and learn more about department operations.

About 70 staff members hired since May 2005 were invited to the informal program. Director Lisa Webb Sharpe used a roadmap theme to explain how the department's mission, vision and values are used to set priorities, goals and direction.

Directors of DMB's administrations and offices also shared information about their program areas, responsibilities and services.

"The program left a lasting impression," said Mike Clement, a supplier diversity analyst who joined Business Services Administration in December. "The department and division directors take great pride in the operations they oversee, and

their enthusiasm is sure to have a positive effect on all who work in DMB. It was a great opportunity to learn how valued every employee is."

Human Resources plans to hold the "meet and greet" for new employees twice annually.

Governor opens annual survey

When DMB employees talk - the Governor listens!

And later this month, all employees will be invited to offer their input through the Governor's annual values survey. This online poll, which began as part of the 2003 Vision and Values Initiative, asks employees if progress has been made in living the State's values in day-to-day work.



"Living our values is important to all of us - starting with the Governor and extending across all State government," said Director Lisa Webb Sharpe. "This survey is an opportunity to reflect on our values and how they are demonstrated in DMB."

Each employee will receive an e-mail invitation with a link to the survey, which can be completed in about 10 minutes. The survey period will run from Sept. 19 to Oct. 13.

Survey results will be compiled and shared with the Governor, cabinet members and employees in the late fall.

"I encourage each of you to visit the survey site and offer your input," said Webb Sharpe.

Employees who do not receive a survey invitation may contact Michael Zingsheim, Workforce Development, at 322-5484 or ZingsheimM@michigan.gov.



Zachary Wight and Kara Gross, new employees in Workforce Development and Retirement Services Administration, learn more about DMB and the many services it provides for State government.

Buy Michigan Fir\$^t

DMB staff continue to travel across Michigan, telling small business owners how they can get in the game and do business with the State of Michigan.

Since the outreach program began in the spring, more than three thousand people have attended the presentations. Upcoming sessions are listed on the State's Web site: www.michigan.gov/buymichiganfirst.



DMB purchasing staff win two consecutive awards

For the second consecutive year, the Michigan Department of Management and Budget's Purchasing Operations has earned the prestigious Achievement of Excellence in Procurement Award. Michigan remains the only Midwest state to receive this award.

The annual award from the National Purchasing Institute (NPI) is conferred on organizations that demonstrate high ethical standards, innovation and professionalism. The association gave DMB especially high marks for its policies and procedures related to ethical standards.

Governor Jennifer M. Granholm states, "In 2003, my first Executive Order focused on ensuring state contracting is done in an open and honest fashion and that taxpayers receive the best price. This award validates my administration's effort to get taxpayers the most value for their dollar and get more Michigan businesses involved in doing business with the state."

"Receiving this distinguished honor – not once, but twice – is testimony to the outstanding reputation of Michigan's open, transparent and competitive contracting practices," said Director Lisa Webb

Sharpe. "This special recognition of our ethical principles is a testimony to the Governor's continual commitment to hold state government to the highest standards and clean up past purchasing practices. I would like to thank Sean Carlson, DMB Senior Deputy Director, for his strong leadership and his purchasing operations team for ensuring open and fair competition. "

The NPI also cited DMB's central purchasing manual that outlines policies and procedures for purchasing, including compulsory competitive bidding for state goods and services. The organization noted DMB's business outreach programs and training workshops, which have impacted more than 3,000 people since the beginning of this fiscal year.

The NPI is an association of government purchasing professionals that furthers cooperative relationships among members and develops efficient public purchasing methods and practices in governmental, educational and institutional procurement. Awards are presented at the annual conference of the National Association of State Procurement Officials.