



# The Torch

The official newsletter for State of Indiana employees

DEC  
2023

## State employees celebrated at Governor's Long-Term Employee Reception

Since 2005, the State of Indiana has honored long-term state employees through the Governor's Long Term Employee Reception. This year, the ceremony was held on Monday, November 27 and 333 employees were recognized for 35, 40, 45 and 50 years of service with the state. Governor Eric J. Holcomb personally congratulated each of the honorees present, speaking about their commitment to Indiana that has spanned decades. In 2023, four state employees are celebrating an incredible 50 years of service. They include Raetta LaJean Gentry from the Department of Child Services, Rick Furnish from the Department of Transportation, Bill Peevler from the Gaming Commission and Gerald VanFossan from State Police.

Here is a snapshot of what the world looked like in 1973 when they started:

- The average national gas price was \$0.39 per gallon.

- Sears Tower opened in Chicago and the World Trade Center opened in New York City.
- Martin Cooper made the first cellphone call.
- M\*A\*S\*H\* won the Emmy for Outstanding Comedy Series.
- Billie Jean King defeated Bobby Riggs in the "Battle of the Sexes" tennis match.

The world has changed since then, but their dedication to public service has remained the same. Congratulations to this year's honorees and we thank them for their exceptional commitment to the State of Indiana.



Governor Eric J. Holcomb and INSPD Director Matthew A. Brown acknowledge long-term employees during the 2023 ceremony.

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The Torch is published monthly by the Indiana State Personnel Department and is available online at [on.in.gov/TheTorch](http://on.in.gov/TheTorch).

## Got a story?

Submit your story ideas to: [spdcommunications@spd.in.gov](mailto:spdcommunications@spd.in.gov)

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# SECC wraps up for 2023

The State Employees' Community Campaign (SECC) concluded on November 10, and it was another incredible year of fundraising for both local and national nonprofits. The final numbers are still being tallied, but we want to thank every state employee that gave their time or donations to these charities. Your generosity is what makes this campaign a success and will provide resources like diapers to newborn babies, meals to Hoosier families, funding for cancer research, support for veterans and more. Thank you for giving back to your community.

Here's a recap of our statewide events:

## Charity Fair

We had over 30 charities at our first annual charity fair where state employees were able to learn about different organizations and the great work they do. We also raised over \$700 from our Statehouse Market vendors and food trucks. Those proceeds were split among the featured SECC charities ([Hoosier Burn Camp](#), [Gleaners Food Bank](#), [Mighty Mason Fund](#), [HVAF of Indiana](#) and [CPAFI](#)).



Starfish Initiative, Indiana Parks Alliance, Indiana Diaper Bank and ACLU of Indiana are just a few of the organizations in attendance.



Left: Five teams battle it out in one of the first round heats. Right: The Paddle Battle winners, the Number Ninjas from State Board of Accounts.

## Paddle Battle

On September 15 we watched as 25 teams battled it out to win the coveted Paddle Battle Oar. The five winning teams in the first round were Heat 1: In Deep Ship (ICI), Heat 2: The Number Ninjas (SBOA) (who unseated the reigning champions from INDOT in a nail biter of a race), Heat 3: Flock of Flamingos (IDOH), Heat 4: Paddle Security (IDHS), and Heat 5: Paddle Guard (AGO).

In the final showdown, The Number Ninjas from State Board of Accounts were victorious! The team donated the funds collected from Paddle Battle to [The Cystic Fibrosis Foundation](#).

## Cornhole Tournament

On September 21, 20 teams faced off in our annual Cornhole Tournament and State Police, Vincennes Traffic (INDOT), DNR and the Health Department Wizards made it to the final four.

The Health Department Wizards beat out DNR to make it into the top two and State Police defeated Vincennes Traffic for the final spot. The two teams battled it out in the championship round and



Cornhole champions, the Indiana State Police.

ultimately, the State Police team was victorious. All proceeds from the event were donated to the Indiana Department of Homeland Security's 501(c)(3) charity of choice for SECC, [Hoosier Burn Camp](#). Congratulations, State Police!

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## Public service runs in the family at WVCF

For most, “how was your day” is a common after work discussion with family and friends. Many may not understand the complexities or nuances of a person’s work life, but listen out of respect and appreciation.

But, for some, not asking about the workday is the norm. What is expected. What not to talk about. Because they do understand the complexity of the job.

Nestled south of Terre Haute, in Sullivan County and away from the hustle and bustle of the big city is Wabash Valley Correctional Institute (WVCF). This facility is a maximum and minimum security facility with a capacity of 2,200 incarcerated individuals.

Nearly 570 state employees work at the facility – jobs ranging from correctional officers to accountants to correctional caseworkers.

### Jeff Stuppy and Kaylee Stuppy

Jeff Stuppy joined the Wabash team in 1997 as a Correctional Officer and is marking 26 years. He’s moved up in the ranks over the years and is currently a Correctional Lieutenant.

Jeff grew up in the area and initially applied to work at Wabash assuming it would be a brief stay until he found something else. Job stability and pay as well as good benefits have kept him there.

His current role is with Zone 5 - the restricted status housing area where he investigates grievances and complaints and works to resolve them. This is a segmented population housing approximately 72 male incarcerated individuals.

Outside of work, he enjoys hunting, golf and spending time with his daughter, Kaylee.

Kaylee, as Jeff describes her is strong-willed, which comes in handy in her role at WVCF.

Kaylee grew up hearing about her dad’s job – even knowing some of the staff. While she never saw the inside of the facility, she was always intrigued. After attending school in Evansville, she took the leap and applied for a job. She texted her dad that she was applying for a job at WVCF. She applied and was offered the position in November 2022.

“The door opened, and she ran through it,” says Jeff of the opportunity for Kaylee to join the team.

As a Correctional Caseworker, Kaylee helps prepare the incarcerated for

re-entry into the community. In her role, she is assigned to a wing of a housing unit. Father and daughter typically don’t see each other during the day; however, she is comforted knowing he is close by.

She is a talker and would love to talk after hours about work with her dad. He on the other hand, is not and doesn’t want to talk shop. He prefers to leave it all at the facility. Though, he admits he is very protective of her and did give her advice when she started.

“I advised her to do your job well, don’t get wrapped up in games and ask questions if you don’t know the answer,” Jeff said.

That advice has served her well.

“The staff has welcomed me with open arms,” she said. “I love helping people, and I help them in a unique way.”

While Kaylee just marked her one-year anniversary, she does plan, like her dad, to someday retire from DOC and the state.

### Frank and Frankie Busby

Another parent/child duo at WVCF is the Busbys. Frankie Busby is a Correctional Officer following in the footsteps of his father, Frank Busby.

Frank, with the Motorpool Unit at WVCF, has been there 23 years. He remembers talking to Frankie about applying for a position years ago when he was leaving the military.



Top: Jeff and Kaylee Stuppy  
Bottom: Frank and Frankie Busby

[Read the full story on Employee Central >](#)

# ‘Innovative’ Health First Indiana garners public health award

Health First Indiana (HFI) is well on its way to becoming a Hoosier household name, but a recent awards ceremony in Atlanta that honored the Indiana Department of Health’s (IDOH) transformative efforts in public health may be proof the headline-grabbing state and local partnership is earning renown beyond state lines.

IDOH was honored with the 2023 Council of Affiliates Innovation in Public Health Award in Atlanta Saturday, Nov. 11. Tami Johnson, Immunization Assessment and Promotion Director with the Immunization Division, made the trip to Georgia to accept the award. The award stemmed from a nomination from the Indiana Public Health Association’s (IPHA) Kim Irwin, who in her nomination detailed HFI from its inception as the Governor’s Public Health Commission to its passage as Senate Bill 4 (now Senate Enrolled Act 4) by the Indiana state legislature, which opened up \$225 million in state appropriations for public health.

A total of 86 Indiana counties opted in to receive HFI funding in 2024, which drastically increases funding for core public health services such as tobacco prevention and cessation, maternal and child

health, emergency preparedness, childhood lead screening and case management, infectious disease prevention and control, and more. The long list of accomplishments includes ongoing webinars (with support from IPHA) that help local health departments and community partners better understand ways to provide core service programming in several areas; the creation of guides, materials, and resources to help local health departments plan their efforts for HFI; and the awarding of two grants – from Public Health Americorps and the Centers for Disease Control and Prevention (CDC) – that, collectively, help IDOH improve workforce development and capacity building efforts for local health departments and establish regional teams supporting those departments in multiple key areas.

“In sum, Indiana’s public health system is amid unprecedented transformation that would not be possible without the ongoing dedication, contributions and leadership of the Indiana Department of Health, making the organization a deserving recipient of the CoA Innovation in Public Health Award,” said Irwin.

IDOH is an organizational member of and has maintained a formal partnership with IPHA for nearly 25 years. IPHA is itself an affiliate of the American Public Health Association (APHA). IDOH is an agency member of APHA.

*Article submitted by the Indiana Department of Health*



The Indiana Department of Health’s Health First Indiana initiative won the 2023 Council of Affiliates Innovation in Public Health Award. IDOH Immunization Assessment and Promotion Director Tami Johnson (right) accepted the award on behalf of the agency at a special ceremony in Atlanta on Nov. 11.



Artwork by Craig Allman (Department of Transportation)

# Your 2023 performance appraisal self-assessments are due by Sunday, Dec. 10

## Complete the Self-Assessment by December 10



If you have not yet completed your 2023 self-assessment, please be sure to complete it by the end of the week.

The employee self-assessment helps employees and managers compare ratings and examples of demonstrated performance to identify any areas of strength or needed improvement, have a discussion about accomplishments and challenges, create a plan to improve performance, and provide employees recognition and coaching.

You will also notice a few visual enhancements to the form and the Performance Inbox. Some of enhancements include:

- a simplified look,
- clearer confirmation, warning and error messages, and
- an improved Performance Inbox with the ability to search for forms by the type, employee name, process step and more.

A new job aid for navigating the enhanced Performance Inbox is available via the [Performance Appraisal Action Checklist & Process Support](#) document where you can find other relevant job aids to participate in the process.

**Don't wait, fill out your self-assessment today.**

## Indiana Manager Central Coming Soon

In 2024, the Indiana State Personnel Department will launch Indiana Manager Central (IMC) as a resource for managers statewide. IMC will include a new webpage and newsletter that will be released in January and a workshop series that will begin in February. Topics such as hiring, performance management, professional development and more will be covered with the goal of supporting managers alongside their agency-specific resources. We look forward to offering this new resource.



# Embracing forever families: Indiana Department of Child Services celebrates National Adoption Month

The Department of Child Services observed National Adoption Month in November to celebrate families welcoming a new member into their home and bring attention to the Indiana children who are still searching for a forever family. DCS commends the hard work of permanency caseworkers who tirelessly strive to ensure that adoptable children are placed in secure and caring homes.

Across the state, many courthouses and DCS local offices held special events to celebrate and finalize newly formed families. In courthouses, celebrations were filled with tears of happiness and completed with the echoes of adopted children banging the gavel as family members enveloped each other in hugs. In DCS offices, families celebrated with balloons and treats while caseworkers said bittersweet farewells to children with whom they've worked closely.

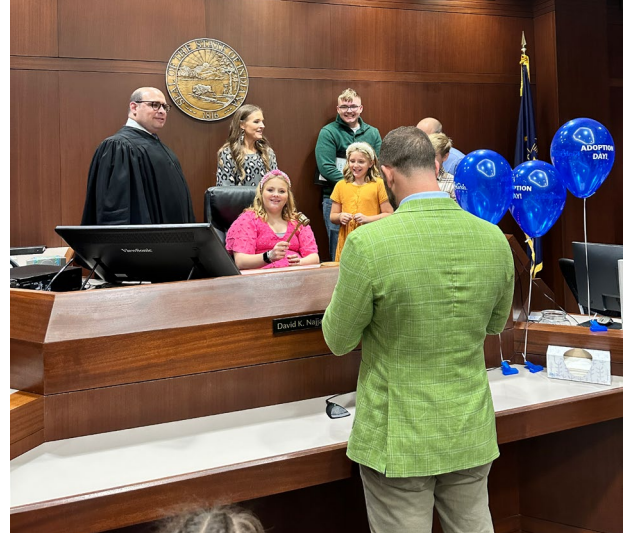
Throughout the month of November, DCS highlighted stories, families and resources related to Adoption Month. You can find DCS Adoption Month stories on [Instagram](#), [Twitter](#) and [YouTube](#), and we encourage you to promote awareness of the need for adoption year-round. Indiana children need loving, supportive homes every month of the year. Studies show that adoption provides children solid foundations for growth and helps them achieve better outcomes in life – an opportunity that all children deserve.

DCS continues to make strides in helping children reach permanency in a timely manner. According to [federal data](#), Indiana had the seventh-highest number of children adopted among all states in 2021, the most recent comparison available. DCS has already celebrated more than 1,300 adoptions this year, and that number will continue to rise during December. We thank everyone who helps make a child's dream of finding their forever home a reality!

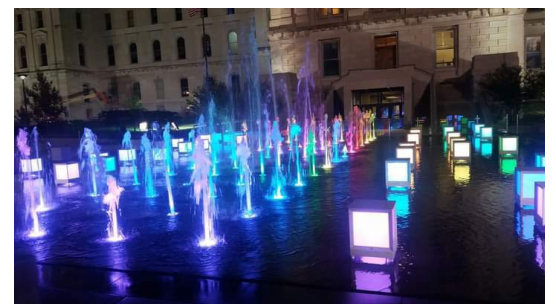
Even if your plans don't include adoption, you still have the power to help spread awareness of waiting children. For more information about adoption and profiles of some of Indiana's waiting youth, [click here](#).

*Article submitted by the Indiana Department of Child Services*

*Artwork by Lori Wasson (Department of Workforce Development)*



Photos of adoptions during National Adoption Month in November.



# FSSA's Division of Mental Health & Addiction seeks community support to help eliminate barriers to addiction treatment

Stigma is a huge barrier that keeps people from seeking treatment for substance use disorder. Indiana Family and Social Services Administration's (FSSA) Division of Mental Health and Addiction, in partnership with the Office of the Governor, hopes the messages delivered through the Know the Facts campaign will address those stigmas directly. Their goal is to ultimately change minds and encourage Hoosiers to see the person and [See Beyond the Addiction](#).

Community outreach is key to building awareness and changing minds about those living in recovery. They are asking for your support in helping eliminate barriers to addiction treatment. You are encouraged to utilize the outreach materials available [here](#), to help



build understanding around this disease with your stakeholders, members and connections.

### Other ways you can help.

1. Utilize the outreach materials available [here](#).
2. Like and follow their [Facebook](#) and [Instagram](#) pages.
3. Share their posts on your social media pages.

4. Continue to share new Know the Facts posts periodically.

Lastly, research shows that stigma keeps many Hoosiers from getting treatment. Please help educate, spread hope and provide ways to support so that stigma isn't a barrier to getting help. See the person beyond their addiction.

[Learn more at SeeBeyondTheAddiction.org](http://SeeBeyondTheAddiction.org)

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## Support the statewide needs assessment

The Indiana Department of Health's Maternal and Child Health and Children with Special Healthcare Services Divisions' statewide needs assessment is back, and we need your help!

### Here are the details:

- The survey asks about the health and wellness of individuals, families and their communities.
- It is available in both English and Spanish.
- Anyone older than 18 who lives in Indiana can take the survey.
- It will remain open until Dec. 15.

- Participants will have a chance to win gift cards for their participation.

### You can help us determine the health needs of Hoosiers by sharing the survey:

- Flyers for the survey are linked below. The link for the survey is: <http://bit.ly/3tTKSvJ>
- Distribute this widely with your network and community.
- Consider sharing this flyer at upcoming events, via newsletters or by posting it to social media.

This is the best way for Hoosiers to let us know their most important health needs. The Indiana Department of Health will use these deidentified findings to inform our work and priorities for the next Maternal and Child Health strategic plan.

[View the English flyer](#)

[View the Spanish flyer](#)

# Certified Public Manager Program

The Bowen Center for Public Affairs offers a unique training opportunity for Indiana public managers and their supervisory personnel. The Indiana Certified Public Manager Program (CPM) provides government and non-profit employees with a comprehensive course of study that has recognized public management theories and best practices at its foundation. The program trains public managers to apply these theories and practices to the challenges they face in public service. After completing the required 300 hours of learning activities, each public manager will

receive the nationally recognized designation as a Certified Public Manager®.

The Indiana CPM Program is fully accredited by the National Certified Public Manager Consortium. The accreditation guidelines demand that the program curriculum require intensive study, application of important concepts in the work environment and completion of a significant capstone project. Participants are required to demonstrate their proficiencies in seven fundamental public

management competencies:

- Personal and Organizational Integrity
- Leading People
- Developing Self
- Change Leadership
- Managing Work
- Systemic Integration
- Public Service Focus

New classes (both in-person and online) will be starting in March so sign up today.

To learn more and to apply visit us at [info.lifetimelearning.bsu.edu/certified-public-manager](http://info.lifetimelearning.bsu.edu/certified-public-manager).



It's almost time to bust out those Canstruction hard hats and start thinking about the 2024 Canstruction competition.

What is Canstruction?

Canstruction is a structural design competition and a canned food drive all in one! We pit agency against agency looking for the most creative design made entirely of donated cans. And most importantly, it's a fun and creative way to help food pantries restock their shelves after the holidays! With a little bit of creativity - and a lot of canned goods - state employees CAN make a difference in their communities.

**Registration for the 2024 Canstruction competition will open on Jan. 2, 2024. The time to collect and create your Canstruction masterpiece is Jan. 16-30, 2024.**

Look for more information coming soon!

## Veteran Resource Group

If you are a veteran or have family members who are veterans and you work for the state of Indiana, please connect with the Veteran Resource Group (VRG). There are many departments represented and more are welcome to join. The VRG is a voluntary, employee-led group promoting diversity and inclusion. It inherently provides support, enhance career development and contributes to personal development. The group is still in the infancy stage but has established its initiatives. It provides an opportunity to network with many other veterans from different branches who have served many eras. There is a wealth of information available regarding veteran benefits, military disability claims and state programming. Your ideas are valued and welcomed!

The group will have its next in person/virtual meeting shortly after the 2024 Veterans Legislative Day concludes on January 16 at 1:00pm in the State House Committee Room 125 and on Teams. If you are interested in attending or if you have questions please reach out to Sam Whiteleather ([SWhiteleather@dnr.IN.gov](mailto:SWhiteleather@dnr.IN.gov)) or Laura McKee ([LaMcKee@dva.in.gov](mailto:LaMcKee@dva.in.gov)).



# Governor Holcomb accepting applications for Fellowship Program

Governor Eric J. Holcomb announced today that applications will be accepted through January 31, 2024, for the 2024–2025 Governor’s Fellowship. The Governor’s Fellowship is highly selective and provides a unique experience in Indiana state government by placing fellows in various state agencies on a rotating basis throughout the year.

“Our Governor’s Fellows are such a valuable piece to our team,” Governor Holcomb said. “The wide range of assistance they provide over the course of their fellowship is key to serving Hoosiers. The experience is mutually beneficial as the fellows gain immeasurable

professional skills that will serve them well into their professional careers.”

The program is open to college graduates who receive their bachelor’s degrees beginning in either summer or fall of 2023 or spring of 2024. Fellows are paid, full-time employees who participate in the day-to-day activities of state government.

Many Governor’s Fellow participants have gone on to successful careers in both the public and private sectors—with some serving at the highest levels of local, state and federal government.

The application and submission guidelines can be found online at [in.gov/gov/fellowship.htm](https://in.gov/gov/fellowship.htm). To be eligible for consideration, the application and all supporting materials must be postmarked or submitted via email by January 31, 2024.

Applicants should know if they have been selected for an interview no later than February 14, 2024. Recipients of the Fellowship will begin July 1, 2024.

If you have questions about the fellowship, contact Emily Clancy at the Governor’s Office at [ecclancy@gov.in.gov](mailto:ecclancy@gov.in.gov).

## Holiday Timesheet Schedule

Since the upcoming state holidays of Christmas Day and Washington’s Birthday (observed) fall on Monday, December 25 and Tuesday, December 26 the normal cut-off times have been modified – the following deadlines have been updated since previously communicated. Employees must submit their timesheet on the last day worked within the pay period of December 10 – December 23.

- Employees should submit their time by the end of their last shift in the pay period.
- Employees working on Saturday, December 23, should submit their time by the end of their shift.
- All managers should approve their employees’ time no later than 5 PM on Sunday, December 24.

All of your time and leave requests must be in PeopleSoft and approved by your manager by the end of the pay period!

If a manager will not be available to approve an employee’s time, the manager needs to setup delegations for approvals!



Artwork by Rebekah Kimsey (Family & Social Services Administration)

# 2024 total solar eclipse website: [eclipse2024.in.gov](https://eclipse2024.in.gov)

Excitement and interest are growing for the total solar eclipse on April 8, 2024. Much of the state will experience momentary darkness as the moon passes in front of the sun. Hundreds of thousands of people are expected to visit Indiana to get a prime viewing of the eclipse.

IDHS, state agencies and local government personnel are partnering together to ensure all Hoosiers and visitors can experience the spectacle safely. Communities and families can visit [eclipse2024.in.gov](https://eclipse2024.in.gov) to learn how to prepare for the eclipse and get safety information. The website also links to partner webpages for additional information.

Hoosiers need to be prepared for traffic jams and slow cell service. That means you should download

maps on your phone, have plenty of food and water with you and consider staying home to view the eclipse.

IDHS created a [video](#) to guide Hoosiers on how to prepare for the crowds and to offer safety reminders during the eclipse.

The 2024 total solar eclipse is going to be a special moment for Indiana. IDHS encourages everyone to enjoy the event but to do it safely.

Additional tips to get prepared



for any kind of natural or man-made incident can be found on [GetPrepared.in.gov](https://GetPrepared.in.gov).

Article submitted by the Indiana Department of Homeland Security

## An eclipse lasts a moment, but IN Indiana eclipse apparel will last a lifetime!

Save 20% at [VisitIndiana.com/shop](https://VisitIndiana.com/shop) through Dec. 31, 2023.



**HOLIDAY SALE!**

SHOP FROM NOW - DEC. 31ST  
**FOR 20% OFF**  
**IN INDIANA SHIRTS**

(Discount automatically applied at checkout)

LOOK FOR THE SHOP TAB AT  
**VISITINDIANA.COM**  
TO GET YOUR HOLIDAY GIFT

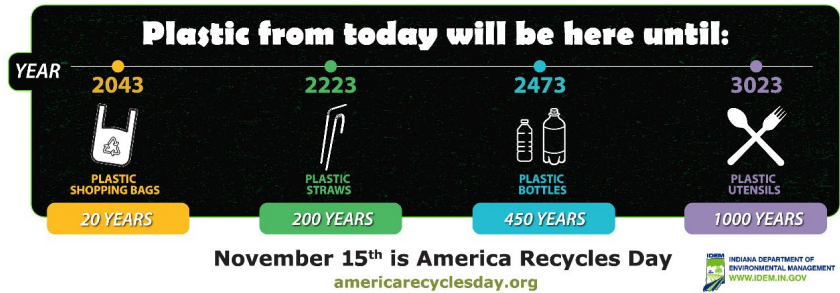
# America Recycles Day

America Recycles Day occurs every year on Nov. 15 to promote awareness of recycling and the importance of purchasing recycled products. This year marked the 26th nationally recognized day for businesses, government agencies and individuals to recognize the impact of recycling, which has contributed to economic prosperity and protection of the environment as well. Each year, the Indiana Department of Environmental Management (IDEM) takes the opportunity to educate and empower Hoosiers across the state to reduce waste and recycle right. The national recycling rate has increased from less than 7% in 1960 to the [current rate of over 35%](#), while Indiana's recycling rate increased from 11.7% to 20% between 2015 and 2022. Consider America Recycles Day, and every day, an opportunity to help increase that number.

Recycling plays an important part in reducing the environmental impacts of industrial production. Supplying industries with recycled materials decreases the need to extract and process new raw materials from the earth. This saves energy, reduces air emissions and water discharges, and conserves natural resources. On top of that, collecting and sorting recyclable material requires three to four times more employees than landfilling/incinerating the same material. A 2013 report by the Indiana Recycling Coalition (now Circular Indiana) found that an increase of just 10% to Indiana's recycling rate would see the creation of 5,497 new jobs. America Recycles Day is an opportunity for Hoosiers to increase their recycling efforts and

## Reduce your use.

Celebrate America Recycles Day by reducing single use plastic.



commit to reducing waste, making recycling an everyday habit and buying recycled products. You can start small by formulating a system at home to recycle glass, paper, metal, and plastic bottles and jars. Every small action can result in a big change for the U.S. and Indiana. To determine an item's recyclability, contact your waste hauler or local [solid waste management district](#) and ask if it is accepted in your curbside bin, or inquire about recycling locations. You can also search [Earth911's database](#) by zip code or material type to find a drop-off location convenient to you.

This year, IDEM asked Hoosiers to 'Reduce your Use – Celebrate America Recycles Day by reducing single-use plastic.' Single-use plastics are disposable packaging and other items designed to be used only once and then discarded. Unlike refillable and reusable food ware, single-use plastics consume a huge amount of energy, water and natural resources to serve a customer for just a few minutes. Reducing plastic use is the most effective means of avoiding single-use plastic waste (and the impacts linked to plastic production and use). Every single day, 500,000

single-use plastic straws are used. These straws, like all single-use plastics, are often not recycled and can cause serious damage in the natural environment. On Nov. 15, America Recycles Day, State of Indiana employees joined IDEM in efforts to reduce single use plastics by taking the [#BeRecycled pledge](#) to:

- LEARN - find out what materials are collected for recycling in their community;
- ACT - within the next month, reduce the amount of waste one produces, recycle more and buy products made with recycled content; and
- SHARE - encourage one family member or one friend to take the #BeRecycled pledge.

Each pledge participant received a reusable straw to replace wasteful single use straws.

To learn more about recycling in Indiana, visit [recycle.IN.gov](http://recycle.IN.gov). More information about America Recycles Day can be found at [americarecyclesday.org](http://americarecyclesday.org).

*Article submitted by the Indiana Department of Environmental Management*

## New benefit effective and term dates

For years, we have used a payroll chart to determine when benefits will start and end. We are changing our process for benefit start (“effective date”) and benefit end (“termination date”).

Today, benefit premiums are paid in advance and each pay period you work is directly tied to a benefit coverage period. Future state premiums will be paid closer to when coverage starts and will not be tied to a benefit coverage period.

**As we transition to the new process, please note that the employee share of medical, vision, dental, and life insurance premiums will not be deducted on the December 20 paycheck for employees paid by the State Comptroller’s Office.**

### Updated Rules

These changes impact any action that impacts benefits such as new hires, terminations and qualifying events.

### New Hires

Coverage begin rule	1st of the month on/after a 15-day waiting period
First premium	Pay period preceding coverage effective date
First HSA contribution	Pay period containing coverage effective date

### Terms

Last day of coverage	Last day of the month in which employment ends
Last premium	Last paycheck associated with termination date
HSA contribution ends	Two pay periods preceding the coverage end date (this is the first check without an HSA contribution)

### Qualifying Events

Most qualifying events will follow the same rules as a hire event without the waiting period. A few examples included marriage & loss or gain of employment.

Coverage begin rule	1st of the month after the event date
Last day of coverage	Last day of the month in which the event occurred
Check w/ premium change	Pay period preceding coverage effective date

A few qualifying events such as birth and divorce will be effective on the date of the event.

Coverage begin rule	Date of event
Last day of coverage	Date of event
Check w/ premium change	Pay period containing the coverage effective date

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## Employee health spotlight: Gloria Eley

Each month we’re featuring state employees and their unique health journeys. This month we’re shining the spotlight on Indiana Department of Environmental Management employee, Gloria Eley. Here is what Gloria had to say about her health journey:

During the COVID-19 pandemic I found out I had cervical cancer. I was stunned. Other family members



were battling the disease, but I never thought I would be diagnosed. November 20, 2020, I had surgery, but I am thankful to God and Dr. Moore who got it all. I go to my follow up appointments every year now and am still in remission. I suggest to all women if you start having unusual health symptoms, see your family doctor. Early detection prevented other complications. Also thank you to my coworkers in the IDEM Office of Air Quality and Operations Branch for their well wishes during my recovery.

continued from page 10

## Continued: New benefit effective and term dates

The Health Savings Account contributions will change based on the qualifying event and what changes you are making. As a reminder, you cannot receive HSA contributions in a month that you

are not enrolled in a high deductible health plan. This means, that your HSA contributions will stop prior to your medical premiums when coverage is waived or terminated. Likewise, your HSA contributions

will not start until a pay period after your first medical premium.

There will be a period of transition as we move to the new process:

11/26/2023 – 12/9/2023	Employees terminated in this time frame have a last day of coverage of 12/31/23. Employees terminated before 11/26/23 follow the current schedule. Employees terminated after 12/9/23 follow the new schedule.
12/10/2023 – 12/17/2023	Employees hired in this time frame will have a benefit start date of 1/1/24. Employees hired before 12/10/23 follow the current schedule. Employees hired after 12/9/23 follow the new schedule.
12/20/2023	Employee share of medical, vision, dental, and life insurance premiums will not be deducted on this paycheck for employees paid by the State Comptroller’s Office. All other benefit deductions will be taken such as health savings accounts, flexible spending accounts, disability, and retirement plan premiums.

Following are a few examples to help explain the rules listed above.

### Example 1:

Hired: 1/8/2024  
Elections due: 1/22/2024  
Waiting period ends 1/23/2024 (15 days from hire date)

Coverage starts: 2/1/2024  
First Premium: 1/31/2024  
First HSA Contribution: 2/14/2024

### Example 2:

Termination date: 5/24/2024  
Last day of coverage: 5/31/2024  
Last premium: 6/5/2024  
HSA contribution ends: 6/5/2024 (first check without an HSA contribution)

Hire Date	Benefit Effective Date	First Premium Deductions	First HSA Contribution
12/10/2023 - 12/17/2023	1/1/2024	1/3/2024	1/17/2024
12/18/2023 - 1/17/2024	2/1/2024	1/31/2024	2/14/2024
1/18/2024 - 2/15/2024	3/1/2024	2/28/2024	3/13/2024

Pay Period	Check #	Pay Date
4/28/2024 - 5/11/2024	11	5/22/2024
5/12/2024 - 5/25/2024	12	6/5/2024
5/26/2024 - 6/08/2024	13	6/19/2024

# Run the State Series encourages employees and family members to get out and get active



Three fun-filled events and many dedicated state of Indiana employees and their families combined to create a successful [Run the State 5K & Health Fair Series](#).

Invest In Your Health Indiana, your employee wellness program, along with our partners at Anthem, hosted three 5K and health fair events throughout 2023 for employees and family members. These events encouraged state employees and their family members to make the commitment to get out and get moving and take advantage of the available health and wellness resources.

The first event took place at Logansport State Hospital, on Saturday, Sept. 23. The day started off with a 5K walk or run and was followed by a health fair. The health fair offered info-packed vendor booths, a vaccine clinic and exercise

demonstrations. There was also plenty of family-friendly fun to be had with face painting and a bounce house for kids, and a farmer's market. [Click here](#) to view the Logansport 5K results.

Next, the 2023 series traveled north to Marquette Park in Gary, IN, on Saturday, Oct. 14. Dozens of state employees and family members started the day with a 5K run or walk. A health fair followed with vendors on-hand to answer questions, and exercise demonstrations available. To add to the fun, a bounce house, face painter, and photo booth were set up. [Click here](#) to view the Gary 5K results.

The 2023 series ended in Madison, IN on Saturday, Oct. 21, with employees and family members kicking off their weekend with a 5K at Clifty Falls State Park. Following

the 5K, a health fair offered a vaccine clinic, exercise demos, and a variety of vendors with information and resources for state employees. A family fun zone offered a bounce house, face painting, a DJ and other kid-friendly activities. [Click here](#) to view the Madison 5K results.

Want to participate in a 5K, but missed out on the Run the State series? Check out Race Finder to search for races near you. You can filter by State, City, or Region. [runningintheusa.com/race/find-by-state](https://runningintheusa.com/race/find-by-state)

Stay tuned to [investinyourhealthindiana.com](https://investinyourhealthindiana.com) for updates on future health & wellness initiatives!



State employees waving at the camera during the Gary 5K.

# Wellness Rewards reset on January 1, 2024

On Monday, January 1 at midnight, the ActiveHealth portal will reset for the new year. All gift cards for participation in this year's program must be redeemed by December 31, 2023, or they will disappear when the portal resets on January 1. To redeem your current rewards, please follow these steps:

- Log in to the ActiveHealth portal using your username and password. Once you are logged in, you can navigate to the "Rewards Center" by clicking on the "Rewards" tab in the top menu.
- In the rewards center you can see how much you have earned so far. You can redeem your rewards in increments of \$50 by clicking on "Redeem My Rewards" underneath your progress bar.
- Select the amount you would like to claim and which vendor you would like to redeem the card through and then follow the prompts to confirm your selection. Don't wait—log in and claim your rewards today.

Keep an eye out for an email announcement with program details for the new year. Eligible employees and spouses will again be able to earn up to \$500 in Wellness Rewards in 2024.

Invest In Your Health

## Wellness Rewards Program

Get Rewarded for What Matters

## Coach's Corner

### Burn bright, not out

Stress is how the body responds to changes, even good changes.

**Stress is normal.** It's part of the body's fight or flight response that lets us react to things quickly. But when you have too much stress for too long, it can become a problem.

**Many things can cause stress.** Loud noises or strong smells in your environment can be stressful. Being in pain or being sick can cause stress. You can also feel stress connected to emotions like worry, grief or guilt.

**Watch out for signs of stress.** Stress can affect your body. You may get headaches or stomach aches. You might feel tired or have tight muscles. It can also affect your mood. You may feel anxious, sad or depressed. You might have trouble focusing or feel irritable or angry.

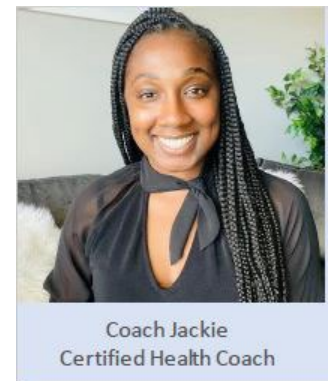
**Do you know what burnout is?** It's a term most often used to describe work stress. But other areas of your life can generate this kind of stress too. Your schedule, workload, deadlines and relationships with the people you work with can all contribute to burnout.

### Jackie's well-being tips

**Set yourself up for success.** Here are some quick tips to get started. Prioritize daily tasks from most important to least important. Set expectations with others. And don't feel bad about saying no to new commitments when you're already busy. Avoid always and never thinking, like "I always mess up." Instead, reframe that thought to "I can try again and do better."

**Be aware of how you respond to stress.** Everyone copes with stress differently. Knowing your own signs of stress can help you react quickly. You can reach out for help before it gets to be too much.

**Reach out to your EAP for extra support.** Visit [investinyourhealth.com](https://investinyourhealth.com) to learn how you and others on your health plan can get support from a counselor.



Coach Jackie  
Certified Health Coach

# Take these data proficiency lessons from the Indiana Management Performance Hub

Have you earned your Data Proficiency Program Badges yet? The Indiana Management Performance Hub (MPH) is helping employees across the state understand their role in data and to skill-up. That's why we've created the statewide data proficiency program that engages employees at different knowledge levels and shows how data can impact our jobs every day.

Lesson 13 and 14 were recently released on the MPH website and sent to your employee inbox. The lessons are part of the Level 3 - Gold

Badge Series and your next badge earning opportunity is coming soon. We plan to have the final two lessons of the Gold Badge Series available in December along with a series quiz. When the lessons are available we'll post them on the website and send you another email. Stay tuned!

If you are new to state government or have not started your data proficiency training, there is no time like the present. You can catch up on all lessons on the Data Proficiency Program website at [in.gov/mph/](https://in.gov/mph/)



[data-proficiency-program](#). Indiana MPH encourages you to treat this as any other state-issued training and take the time to review the material.

---

## Electronic W-2 enrollment

Consent to receive your W-2 electronically by logging into [PeopleSoft](#) Employee Self-Serve > Payroll Tile > W-2/W-2c Consent, select the box to consent to receive your W-2 electronically. By signing up, you will receive your W-2 faster without the risk of mail delay. Enroll before Dec. 31, 2023.

For employees who have consented to receive an electronic W-2, the forms should be available in mid-January in PeopleSoft. For employees receiving a physical W-2, the forms will be mailed by Jan. 31. Similar to last year, agencies and employees will not have the option to pick up W-2's from the Comptroller's Office.

### Do you have a new address?

Please update your address as soon as possible. If you have not enrolled in the electronic option, your W-2 will be mailed to the address on file. If you have a new address and your county of residence has changed, please ensure you also complete a WH-4 form in Employee Self-Service within PeopleSoft by Dec. 23, 2023.

---

## Update personal information in PeopleSoft

You can now update personal information in PeopleSoft at any time. It's a quick process that helps us ensure that our workforce data is accurate.

All you have to do is:

- Login to [PeopleSoft](#) —> Select Employee Self Service (ESS) —> Select Personal Details.
- In "Personal Details" you can update your mailing address (please check for accuracy as this is where your W-2 and other important documents are mailed), contact details, emergency contacts, ethnic group, disability status, veteran status and more.

It is important that you update identifier information (ethnic group, disability status, and veteran status) before the end of the year because annual identifier data for 2023 is pulled on Dec. 31 for federal reporting efforts. In addition, our reporting for state programs and grants needs accurate data to be successful.

Thank you for making make sure your information is up to date before Dec. 31, 2023.

[Update your information now >](#)



# ITR User Policy

## IRUA Becomes ITR User Policy

Starting January 1, 2024, the current Information Resources User Agreement (IRUA) will be replaced with the new Information Technology Resources User Policy (ITR User Policy). To access IT Resources, including all state-provided equipment, software, data, and the State network, users must agree to abide by the terms of the new ITR User Policy. The Indiana Office of Technology (IOT) may limit or revoke an employee's access to use IT if you are not abiding by its terms.

## Training and User Agreement

ITR User Policy will go into effect as a yearly training module required for all employees and contractors January 2024. During the month of January, all state employees and

contractors in the Executive Branch are required to complete a training module within SuccessFactors and agree to the terms in the ITR User Policy.

## Statewide Policy IOT-CS-SEC-021

Starting January 1, 2024, the current policy titled Acceptable Use of Information Technology Resources, IOT-CS-SEC-008, will be replaced by Information Technology Resources User Policy and Agreement, IOT-CS-SEC-021, so that the Statewide Policy in Archer and the user agreement in SuccessFactors are identical.

## Changes in the new ITR User Policy

The new ITR User Policy now:

- Adds guidelines for "Remote Access."

- Adds guidelines for "Return of IT Resources at Separation."
- Prohibits "Foreign Access" of data.
- Prohibits "Unauthorized Posting to Social Media."
- Prohibits using "Personal Email Accounts" for State business.
- Directs users to protect ALL "State-Owned Data"—including "confidential" and "sensitive" data.
- Written in easier-to-understand language for users of all levels.
- Removes "Unjustifiable Use of Resources" and "Spam/Phishing Awareness" sections.
- Language of ITR User Policy will match Statewide Policy SEC-008, Acceptable Use of Information Technology Resources.



Artwork by Theresa Setty (Department of Child Services)

# Be aware of scams during the holiday season

The Indiana Office of Technology is reminding state employees to be aware of scam emails this holiday season, such as fake holiday promotions, package delivery and phishing emails wanting to gain personal information or your state credentials.

Scammers become more creative and bolder during this season, knowing that many people do online shopping and are willing to give out their account information or click on a phishing link.

One of the first steps to prevent these scam emails is knowing what types of scams to look out for. Well-prepared employees that are armed with the knowledge they need can have a positive impact on the State of Indiana's overall cybersecurity.

The goal of phishing messages is for scammers to fraudulently gain your information and use it for their personal gain, such as a ransomware attack. While online banking and e-commerce is safe, as a general rule, you should be careful about giving out your personal financial information online. **When in doubt, do not put your username and password in a site.**

These messages have the following characteristics:

- They are unsolicited.
- They contain an urgent request for personal financial information.
- To entice a response, they frequently contain exciting or upsetting statements.
- They will purport to be from a legitimate business (banks, PayPal, e-Bay, etc.)
- They are generally not personalized, though they can be.
- You may be directed to fill out a form in the email, go to a linked website, or call a telephone number.
- The sender will eventually seek some or all of the following:
  1. Name
  2. Address
  3. Date of birth
  4. Bank account
  5. Social security number
  6. Login ID and password

Phishing attempts also can harvest employee credentials or malicious payloads that could infect your computer or the state's network. While not all spam messages are scams or malicious, it is important for all employees to be vigilant when receiving emails from an unknown source.

## How to be proactive:

- Do not click on emails/texts from unknown senders.
- Verify the legitimacy of websites before providing personal and financial information.
- Stay away from websites or ads that offer items at unrealistic discounted prices—if a deal from an unknown seller seems too good to be true, it more than likely is.
- Beware of purchases or services that require payment with gift cards.
- Thoroughly check credit card statements.
- Never make purchases using public Wi-Fi.
- Always get a tracking number for items purchased online.

IOT has employed several tools to protect state user mailboxes from receiving these kinds of messages. Emails detected to have phishing or malicious payloads are blocked and prevented from being delivered into the user mailbox. Messages determined to be general spam will be quarantined to be reviewed by the user here in our spam portal: [security.microsoft.com/quarantine](https://security.microsoft.com/quarantine).

*Article submitted by the Indiana Office of Technology*

## Hoosier START Contributions

In 2024, Hoosier START participants maximum contributions limits will increase. Participants under the age of 50 may contribute up to \$23,000 (previously \$22,500) and employees 50 and over may contribute up to \$30,500 (previously \$30,000). Visit [HoosierSTART.com](https://HoosierSTART.com) to review your account and/or make adjustments to your contributions.



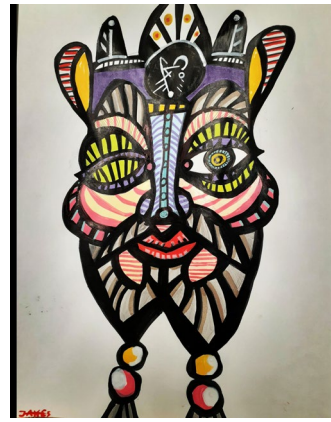
# Pre-Retirement Planning Seminar recordings

If you are serious about retiring from state employment but could not attend the recent Pre-Retirement Planning Seminar, sponsored by the Indiana State Personnel Department (INSPD), please find the recordings below. This day-long workshop was designed to assist state employees with advance retirement planning by providing information useful in making informed decisions.

If you plan to retire in the next year, we recommend you watch the recording of this seminar to help plan ahead for various aspects of your retirement. The seminar recording is broken into 4 segments:

- [Segment 1](#)
- [Segment 2](#)
- [Segment 3](#)
- [Segment 4](#)

*Please know that you may not watch the recording of this seminar on state time. To access the YouTube recording, please watch on a personal device.*



Artwork by Jacob Steffenhagen  
(Family & Social Services Administration)



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## Holiday Word Search

t q m t g n i d v s x t w p c g w o b m x a k u e  
 m k p h d a b b e l v l u o v s r g q g t u w q j  
 t p w f s a c u e m s q e v z r y h t h k l u j l  
 s l t p d m e k o c o j m w t y t q f l h u n c v  
 g t u y f t l x q x k r b c v c l x y h g y b t t  
 k r o l y l e v c e r g d o k h y p x m d u z i e  
 t a o c v u b g g z w g e e p e p p e r m i n t a  
 c d y s u i r f u r d b i i c i c l e s y u t l t  
 h i z w c f a i u e r y u n b e o h w b t d z z w  
 o t h l t a t e h c m d g t g o m n t x k j i g r  
 c i i x p j e l n a t i j c e e i b w j p o l e e  
 o o m f e e r r r x e z s y v x r f e d n l u s a  
 l n p u i z t c e u k x y t c b v b t r v l v e t  
 a a o g m r r z m i l y f y l s p t r b a y y p h  
 t l q w j t e h h a n l t l j e n n f e a i c a x  
 e k f p e i m p z d g d p m x o t o d s a c h g j  
 v n n w o h k q l n x x e o l y s o w t m d n o e  
 e g v s o h b g p a y g i e i h g x e f i h h l n  
 r z f s z y d j b a c j v v r n i o v x l c f u s  
 g v q b e g g n o g q e a n l i s k r w s a g t e  
 r f r u i t c a k e l x q u v g p e y i f p k d o  
 e z b n k y d q s x x y e j h g q z t n k z j e b  
 e o z t t c r a n b e r r y h m x c i t t l z n r  
 n f l q z l u i y b k i t i n s e l c e i i e z r  
 d n q t d b j x d z l e u g w d t q y r f a o e u

- gingerbread
- winter
- snowflake
- fruitcake
- celebrate
- wreath
- December
- mistletoe
- evergreen
- peppermint
- eggnog
- icicles
- chocolate
- tradition
- poinsettia
- tinsel
- reindeer
- fireplace
- cranberry
- jolly



## Halloween Crossword Puzzle Answers

### Across:

- 3. An apple grove - **Orchard**
- 5. Underground passageways - **Catacombs**
- 11. A witch's brew - **Potion**
- 12. A final resting place - **Cemetery**
- 13. A tale to be solved - **Mystery**
- 14. A fall spice - **Nutmeg**
- 16. A frightful genre - **Horror**
- 17. A witch's pot - **Cauldron**
- 18. A classic gourd - **Pumpkin**
- 20. A plant's leaves - **Foliage**
- 21. A cotton fabric - **Flannel**

### Down:

- 1. Gathering crops - **Harvest**
- 2. A warty amphibian - **Toad**
- 4. An undead monster - **Zombie**
- 6. An oak tree's fruit - **Acorn**
- 7. Bird repellent - **Scarecrow**
- 8. A fear-based belief - **Superstition**
- 9. A witch's transportation - **Broomstick**
- 10. Halloween garb - **Costume**
- 15. Balanced day and night - **Equinox**
- 19. A werewolf's fear - **Moonlight**



**Dec. 8-10, 15-17, 22-24, & 29-31, 2023**

### **Friends of Mounds State Park's Nights of Lights | Mounds State Park**

Come and view a drive through holiday light display in the Mounds State Park Campground. Decorations are created and sponsored by local community businesses and organizations. Cost is \$10 per vehicle.

[More Information >](#)

**Dec. 8-31, 2023**

### **Wonderland of Lights | Ouabache State Park**

Enjoy a drive-through light display throughout the park. Local businesses, organizations and families decorate campsites and park buildings, including a light display set to music on our 100' fire tower. Cost is \$5.00 per vehicle.

[More Information >](#)

**Dec. 8, 2023**

### **Cardinal Felt Craft | Potato Creek State Park**

Did you know that Cardinals have brighter red wings in the wintertime, because their feathers have been worn down? Come to the Nature Center Auditorium to create Indiana's bird into a beautiful Christmas Decoration.

[More Information >](#)

**Dec. 9, 2023**

### **Christmas at the Campground | Starve Hollow State Recreation Area**

Drive through the campground and look at the spectacle of holiday displays and vote for your favorite

campsite! Check out the Christmas activities going on at the Forest Education Center. You can get your photo taken with Santa, make a Christmas craft to take home, and have a special treat!

[More Information >](#)

### **Snappy Scavenger Hunt | Pokagon State Park**

Take pictures as you work your way through this fun scavenger hunt! Return to the Nature Center and show a staff member to earn a small prize!

[More Information >](#)

**Dec. 16, 2023**

### **Happy Owl-idays | Indiana Dunes State Park**

Join us at the Nature Center for some OWL-iday cheer with Humane Indiana Wildlife's live owl ambassadors. Director Nicole Harmon will introduce 5 different native owls of the Indiana Dunes and talk about their interesting adaptations and characteristics! Visitors will be able to enjoy up-close views of these nocturnal creatures.

[More Information >](#)

### **Candle-Lit Lusk Home Tour | Turkey Run State Park**

PREREGISTRATION IS REQUIRED - please call the Nature Center to reserve your spot. Hear the story of the Lusk Family using only candlelight. Tour their house and hear the nerve racking story of how we became a state park.

[More Information >](#)

**Dec. 21, 2023**

### **Winter Solstice Wander | Mounds State Park**

Join the Mounds State Park Naturalist for a hike to Earthwork D to discover what the Winter Solstice meant to the people who built and used the mounds. Observe the sun set and welcome the solstice. Meets at the Nature Center but come early and fill your travel mugs with warm beverages!

[More Information >](#)

**Dec. 24, 2023**

### **Christmas Eve Morning Walk | Pokagon State Park**

Join us for this one-of-a-kind Pokagon tradition! Bundle up and take a self-guided stroll through the wintry landscapes of Pokagon. The 2.5-mile walk will begin and end at the Nature Center. Along the trail, look for holiday-themed stations that will fill you with the Christmas spirit.

[More Information >](#)

**Dec. 30, 2023**

### **Happy Noon-Year Celebration! | Mounds State Park**

Come to the Mounds State Park Nature Center and celebrate New Year's with your kids as we will usher in Noon-year at 12 pm with nature New Year's resolutions, noise makers and a count down! Stay and help us celebrate by feeding our Nature Center's critters their new year's feast.

[More Information >](#)

[View all DNR special events >](#)

# This Month WITH



**Dec. 8, 2023**

**Candlelight Tours | Levi & Catharine Coffin State Historic Site**

See the Levi and Catharine Coffin home by candlelight and engage with stories that highlight the experience of the freedom-seekers who chose to risk everything to escape slavery. Understand why winter was a common season for escapes, and why some freedom-seekers stayed in Fountain City before moving further north. Also, find out how free Blacks were instrumental to the Underground Railroad.

[More Information >](#)

**Dec. 10, 16 & 23, 2023**

**Santa's Holiday Breakfast in the Great Hall | Indiana State Museum**

Enjoy a delicious buffet breakfast among the holiday splendor in the spacious Great Hall as you relax with family and friends while listening to holiday music. Children will be delighted with a special holiday gift from Santa's helpers! After breakfast visit with Santa, explore Santa's Front Yard and Reindeer Barn and take a ride on the Snowfall Express.

[More Information >](#)

**Dec. 12, 2023**

**Snowflake Pajama Party | Indiana State Museum**

Explore Celebration Crossing during an evening filled with magic and wonder just for the little ones. Take a ride on our Snowfall Express and see woodland animals preparing for wintertime. Plus, have a special photo moment with Santa all while dressed in your PJs. There will be plenty of hands-on holiday activities too.

[More Information >](#)

**Dec. 15-16, 2023**

**Krampusnacht | Culbertson Mansion State Historic Site**

The Friends of Culbertson Mansion have the longest running haunted house in the Kentuckiana area. For the holiday season, join these merry-making ghouls for a holly-jolly and horrifying holiday haunt! Introducing Krampusnacht ... a terrifying trial for guests! Have you been misbehaving?

[More Information >](#)

**Dec. 16-17, 2023**

**First Responders Free Weekend | Lanier Mansion State Historic Site**

In the spirit of the season, we express our gratitude to active first responders and their immediate families by offering free tours of the Lanier Mansion. Enjoy a guided tour at 10 a.m., 12 p.m., 2 p.m. or 4 p.m.

[More Information >](#)

**Dec. 16, 2023**

Vincennes Holiday Program | Vincennes State Historic Site Celebrate and be merry! Join us for our special all-ages holiday program with interactive presentations about how different religions and cultures celebrate – with a special tie to the Vincennes area. Children will enjoy holiday crafts, stories and music and everyone can join in the holiday sing-along!

[More Information >](#)

**Dec. 17, 2023**

**Special Tour: The Steele Christmas Cards and Ephemera | T.C. Steele State Historic Site**

Explore the Christmas card collection of T.C. and Selma Steele during this special tour.

[More Information >](#)

**Dec. 21, 2023**

**The Spirits of Christmas - Victorian Ghost Stories | Culbertson Mansion State Historic Site**

Telling ghost stories on Christmas Eve is an ancient tradition that gained popularity during the Victorian era. Join the Friends of Culbertson Mansion for an evening of storytelling, hot chocolate and traditional Twelfth Cake by the fireplace in the formal parlor.

[More Information >](#)

**Dec. 31, 2023**

**Family New Year's Eve | Indiana State Museum**

Ring in the New Year and welcome 2024 with music, a dance party and more! Explore all three levels of the museum and visit activity stations in the galleries. Strike a pose at one of the photo ops, get your face painted and so much more. End the night with a balloon drop and countdown celebration at 8:30 p.m.!

[More Information >](#)

**View all Indiana State Museum and Historic Sites events >**

## SECC wraps up for 2023

### Trivia

We had so much fun hosting our first virtual trivia event for SECC! Over 150 state employees played along over their lunch breaks, and it was a close competition, but three trivia players came out on top. Our first-place winner got an amazing 67 out of 75 questions correct!

- 1st place: Keenan Salla (Indiana Archives and Records Administration)
- 2nd place: Peter Krombach (Indiana Department of Health)
- 3rd place: Pamela Decker-Glenn (Indiana Department of Education)

The event raised over \$850 for INSPD's charity of choice for SECC, [Gleaners Food Bank](#).

### Tug of War

On October 4, the Indiana Bureau of Motor Vehicles (BMV) hosted their Tug of War competition and six teams pushed themselves to the limit outside the Washington Street parking garage. In the end, the Indiana Office of Technology (IOT) and State Board of Accounts (SBOA) teams were left standing and IOT came out victorious! They managed to earn back their champion title for the fourth time. The \$240 raised



Tug of War champions, for the 4th year in a row, the Indiana Office of Technology.

from this event was donated to BMV's 501(c)(3) charity of choice, [Mighty Mason Fund for Palliative Care](#).

### 3-on-3 Basketball Tournament

On October 26 we had our final rounds of the 3-on-3 basketball tournament. In the semi-finals, the Office of Technology's Not Your Average Nerds (returning champs) won out against Team DWD and the State Board of Accounts team defeated the Department of Environmental Management's Green Monsters. In the final round, the Office of Technology defended their title and won 43-32! The tournament was hosted by the Department of Local Government Finance (DLGF) with all proceeds (over \$1400) donated to DLGF's 501(c)(3) charity of choice for SECC, [Gleaner's Food Bank](#).

### Silent Auction

The SECC Silent Auction had more than 40 items to bid on and the virtual event raised over \$4,300 compared to \$2,100 last year! The highest earning item this year was two tickets to an Indianapolis Colts game that sold for over \$650. All proceeds from this event were donated to the Indiana Department of Workforce Development's 501(c)

(3) charity of choice for SECC, [HVAF of Indiana](#).

### Lip Sync Battle Recap

Four agencies participated in the Lip Sync Battle for SECC this year:

The Department of Financial Institutions performing "Can't Touch This"

The Department of Health-Maternal and Child Health Division performing "Girls Just Wanna Have Fun"

The Housing and Community Development Authority performing "Celebrate"

The State Personnel Department performing "I'm Just Ken"



The Department of Financial Institutions ended up taking home their fifth win in a row! In total, the event raised over \$1,600 for the Department of Correction's charity of choice, the [Correctional Professionals Assistance Fund](#).

Watch the performances [here](#).

Thank you again to everyone that was a part of the 2023 campaign, especially our SECC coordinators. They went above and beyond to make this year's campaign a success and we couldn't have achieved all that we did without them.

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## Refresh your mind and body to prevent burnout

New projects or challenges at work can be exciting. They can be very stressful, too. You may even lose your sleep or appetite. You may feel drained and even worry about work on the weekends. These can all be signs of burnout<sup>1</sup>.

Make changes or get support to help prevent burnout. Here are a few tips<sup>1</sup>:

- Set boundaries. Log off at the end of the workday. Don't check email after hours.
- Take your breaks. Get away from your screen for a calming cup of herbal tea and a healthy snack.
- Do one important task at a time. Juggling tasks may make you more likely to make mistakes.
- Make time for a hobby. Get into knitting, woodworking or photography.
- Stay active. Take a class. Try dancing, pool aerobics or strength training.
- Talk with a therapist to find ways to manage stress and feel more in control.

### Wellness Webinar Series:

**Burnout: burn bright, not out:** We spend a lot of our waking hours at work. Those hours may come with stress, both good and bad. In this session, we'll talk about how to tell when you have too much stress and what to do about it.

**December 12, 2023 | 10:00 AM, 12:30 PM and 4:30 PM, ET**

*\*The Wellness Webinar classes are not offered in Spanish.*

[Click to Register](#)



Use your camera app to register

1. Cleveland Clinic: "What is burnout?" Feb. 1, 2022  
<https://health.clevelandclinic.org/signs-of-burnout/>



## Coach's corner

with **Coach Jodi Ryder, NBC-HWC, CHES, CDES**

Jodi is an ActiveHealth Health and Wellness Coach who's worked in universities, gyms, hospitals and community group settings. She has a passion for wellness and supporting people with achieving healthier lifestyles.

### Coach Jodi's well-being tips:

We can't always control our stressors. But, we can take control in some areas to help make burnout less likely. Here are tips to keep you shining bright:<sup>2</sup>

- Keep a to-do list and prioritize your tasks.
- Learn to be OK with not getting less important tasks done.
- Find ways to simplify and save time. Shop online or order takeout.
- Avoid overcommitting. Stick to traditions and events that bring you joy.



### Curried Pork Chops with Roasted Apples and Leeks

Spice up your palate with this filling main course. Curry, cider vinegar and a little brown sugar blend for deep, warming flavor. Slowly roast chopped apples and leeks for a tender topping that adds fiber. This is a complete dinner in one dish.

**Time to prepare:** 40 minutes

**Calories:** 463

**MyActiveHealth.com > Resources > Learning Center.**



### Create a support network

Do you have people you can turn to for support in times of stress? Talking with friends, family, neighbors or coworkers can help you stay resilient. They're people you can text or call for advice or to just listen. Try these tips to build a support network<sup>3</sup>:

- Only include people you trust to keep what you say confidential.
- Be willing to listen to their feedback. You don't have to follow every suggestion.
- Respect their time and boundaries. Ask them if they have time to talk.
- Thank them for supporting you. Send a follow-up note, text or direct message.
- Return the favor. If they reach out to you for support, be there for them, too.



**For more tips on how to manage your well-being, visit MyActiveHealth.com**

2. American Psychiatric Association: "Seven Ways to Cope with Holiday Stress." Dec. 1, 2022 <https://www.psychiatry.org/news-room/apa-blogs/seven-ways-to-cope-with-holiday-stress>

3. American Psychological Association: "Manage Stress: Strengthen Your Support Network." Oct. 21, 2022 <https://www.apa.org/topics/stress/manage-social-support>



# HEALTHY HEART FASHION SHOW

PROMOTING HEALTHY HEARTS FOR WOMEN VETERANS

**SAVE THE DATE**

**FEBRUARY 23, 2024**

**EVENING EVENT**

**777 NORTH MERIDIAN ST  
INDIANAPOLIS**

**VOLUNTEERS NEEDED**

**CONTACT TAMARA WHITLOW**

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