



The Torch

The official newsletter for Indiana state employees

Personnel announces its game plan for '08

New years generally bring new changes and 2008 is no different from the past. For instance, InShape Indiana is focusing its 10 in 10 Challenge program on the workplace. The intent is to get employees and employers on the same page – healthy choices at home and at work may result in a healthier workforce.

In the State Personnel Department (SPD), changes are underway, as well. In December, Gov. Daniels appointed Dan Hackler as Director of SPD. As SPD's Director, Hackler recently announced the top four areas his department will focus on for 2008:

- Centralization
- Customer service
- Performance management
- Partnering

These issues are not new, but Hackler said there is now a renewed effort at seeing each of them either get and stay on track, or completing them. In order to accomplish this, he said SPD has to become a unified team and transform the way business is conducted. "Our business is not about State Personnel or us, it is about helping our customers do their business, achieve their goals, staff their agencies, compete in their markets and manage an efficient operation," Hackler explained.

Centralization

Currently the state has centralized

its human resources operations in about 17 agencies. Those 17 agencies represent approximately 55 percent of the state employee population. With centralization (or consolidation), SPD provides the day-to-day HR needs such as benefits, employee relations, compensation, recruiting and organizational development tasks. SPD has embedded HR staff into the respective agency (such as INDOT, DOC, IDEM) and that staff can call upon SPD for help with general HR tasks. The embedded staff is then free to focus on the hiring and maintaining the workforce of its agency.

SPD staff is available to assist and advise non-centralized agencies and would welcome discussions on converting to centralization. "Centralization just makes sense," said Hackler. "It eliminates duplication of personnel resources and provides

"It is our job to make agency operations jobs easier. That happens by working together."
- Dan Hackler, SPD Director

real expertise in specialized areas." The process is not expected to be completed before 2010.

Customer service

Since Governor Daniels took office in 2005, the number of state employees has dropped by 10 percent. "Our goal is to help the agencies hold the line on head counts," Hackler explained. "Our job is not to be the HR cops, but to make sure the process is followed." He admitted that SPD will look hard at any requests to add

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The challenge is on – 10 lbs. in 10 weeks

INShape Indiana's 10 in 10 2008 Challenge is in its early stages and is off to a tremendous start. Membership has increased to over 61,000, thanks to the efforts of and support by state agencies and employees.

Health and wellness are important to all of us and INShape Indiana is excited to have received such a positive response from so many state agencies. INShape Indiana has pledged to keep encouraging state employees and their loved ones to lose 10 pounds in 10 weeks through a combination of sound nutrition and physical activity.

The health-focused organizations asks employees to "remember to focus on your health while at the workplace by considering your food and activity options. INShape Indiana will be with you every step of the way, supporting your achievements with weekly emails highlighting healthy eating habits, tips to increase physical activity and workplace wellness ideas."

If you have not done so, visit www.in.gov/inshape/2650.htm to sign up. Make 2008 your year to work healthy and live healthy with INShape Indiana.

In this issue

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It's fast, friendly and *free* I-File converts more taxpayers to electronic filing

The growing trend of electronic filing is expected to continue this year as more Hoosier taxpayers use online programs like I-File. I-File is the state's fast, friendly and free tool for filing Indiana individual income taxes. In the past two years, Indiana has seen an increase of 35 percent in electronic filing overall.

This year, even more residents are expected to join the 1.1 million who filed their tax returns electronically in 2007. More than 90,000 of last year's filers used I-File and survey results revealed that 94 percent were satisfied or very satisfied with the service. Of

those respondents, 96 percent would recommend it to a friend or family member.

"What makes I-File so appealing is its many automated features," said Karen Barthelemes, quality assurance supervisor with the Indiana Department of Revenue.

For instance, I-File automatically generates the correct forms a taxpayer needs, identifies the taxpayer's school corporation and figures county taxes. Plus, users can be assured of greater accuracy compared to traditional paper filing. And, the fast, friendly



and free program guarantees quicker turnaround on refunds.

"Taxpayers who file electronically generally receive their refunds in seven to 14 days, whereas paper-filed returns can take six to 12 weeks," said Department of Revenue Commissioner John Eckart.

Filing taxes electronically also helps state government work more efficiently and at reduced cost. "A paper return costs about one dollar to process, whereas it costs only about four cents to process an electronic return," said Eckart.

Some of the upgrades that attracted more I-File users in 2007 included a simplified login procedure, enhanced help links and improved navigation. Users can save their work, quit the program and then finish it later when it's convenient.

With more improvements in place for 2008, including the ability to check payment status, I-File is an even greater benefit to Indiana taxpayers. To file your state taxes this year using I-File, visit www.ifile.in.gov.

Time to think about college financial aid

Thinking about college or know of a high school student who is interested? Then make plans to attend College Goal Sunday for free help completing financial aid applications for college.

College Goal Sunday will be held from 2 to 4 p.m. Sunday, Feb. 17 at 36 sites throughout the state. To find the location nearest to you, log onto www.collegegoalsunday.org or call toll-free 1-800-992-2076.

There is no age limit for applying for financial aid. College Goal Sunday targets those students who are graduating from high school but anyone interested in financial aid for college or technical school in 2008 may attend.

In order to qualify for financial aid, you must complete the 2008-2009 Free Application for Federal Student Aid (FAFSA). With a completed FAFSA, required educational institutions nationwide, you could qualify for federal and state grants, loans, scholarships and other financial awards.

Students who don't qualify for grants but who are applying for a college

loan must also complete the FAFSA. Completed FAFSAs must be received at the federal processor by Mar. 10. The colleges the students are interested in should also be contacted to inquire if they have additional forms or deadlines the student must meet.

Students 23 years of age or younger should attend with their parent(s) or guardian(s) and bring their parent's completed 2007 IRS 1040 tax return, W-2 forms or other 2007 income, asset and benefits information. Anyone completing and submitting the FAFSA at one of the College Goal Sunday's computer-and internet-access sites should bring their U.S. Department of Education personal identification numbers (PIN), which can be obtained now at www.pin.ed.gov. The College Goal Sunday Web site provides a list of those sites with internet access as well as those offering Spanish interpreters.

College Goal Sunday is sponsored by the Indiana Student Financial Aid Association, State Student Assistance Commission of Indiana, Learn More Resource Center, and the Twenty-first Century Scholars Program.



Don't let the walls foreclose in on you

In an effort to reduce the number of home foreclosures, Lt. Governor Becky Skillman has launched a state-wide initiative to assist Hoosiers in danger of losing their homes.

Hoosiers facing foreclosure can call a toll-free number, 877-GET-HOPE. This toll-free, confidential helpline will be available 8 a.m. to 8 p.m. daily, at no cost to the consumer. Services include budgeting help, a written financial plan or assistance in contacting lenders.

Whenever possible, counselors will assist homeowners over the phone. If more extensive assistance is needed, the counselor will refer the homeowner to a certified foreclosure intervention specialist.

Also, a Web site www.877GetHope.org is available 24 hours a day, seven days a week. The initiative is lead by the Indiana Foreclosure Prevention Network (IFPN), a public-private partnership of government agencies, lenders, community service and housing-related organizations.

If you're worried that foreclosure could be in your future, don't delay. Call 877-GET-HOPE. Don't wait until it's too late. Call today.



Original artwork by
Jerry Williams - SPD

Personnel game plan for '08 (continued from page 1)

additional employees. "Replacement is one thing," he said. "But adding employees is an entirely different matter." He added that each agency has a financial task to hold the line, all while completing its business.

Performance management

Look for more activities with this issue, as SPD seeks to manage, train, monitor and mentor the performance management process. Hackler pointed out that performance management is a process, not a program. It's a journey, not a destination. Each employee's goals should reflect the goals of the agency, whose goals should reflect the goals of the administration. Bottom line, we are all in this together, he said.

"We are committed to assisting with the process that rewards state employees for good and excellent performance," said Hackler.

Performance management will go a step further and now be tied into succession planning. "This will help agency heads manage their high performing employees by giving them specific steps and goals to achieve their career objectives," he said.

Yonda Snyder, HRD for DCS, added a further comment: "Performance

management is an employee's ride into a more strategic role within his/her agency."

Partnering

Expect to see more partnering relationships between SPD and other state agencies and/or quasi-agencies. "It is our job to make agency operations jobs easier," explained Hackler. That happens by working together.

He admits that SPD has a lot of influence, but does not have that same level of authority. "We do not have the luxury of not having a good relationship with anyone," he said. "We need to be able to influence the agencies to move in the direction they need to go, but we do not and will not have the authority to make them do it."

The best way to make that happen, he said, is for his staff to first become a unified team, then partner with the agencies. As he told his staff, "It is not about us or SPD, it is about helping the agencies do their job." He has also asked that his staff collaborate with respect and dignity.



Governor Daniels greets Red Cross volunteer Kathy Fischer at the White County Emergency Operations Center. The governor traveled to Monticello to survey the area's flood damage.

February Classifieds

Please respect the following rules when submitting items:

- Ads are limited to state employees only.
- Contact information must include either a phone number with area code (home or cell, no state numbers) or a home e-mail address.
- Submit ads via e-mail to spdcommunications@spd.in.gov, information must be included in the body of the e-mail, no photos or attachments. No bold or italic type, no ALL CAPS.
- Limit one ad per employee per issue; each ad has a limit of three items.
- Deadline is the 10th of the month prior to the next issue.
- If garage sale, need to list times, date, street address and town.
- No selling of animals; but will list "free" animals.
- No real estate, for sale or rent, including mobile homes, manufactured housing, timeshares, etc.
- No Avon, Mary Kay, vitamins, etc.
- No businesses or professional services (i.e., tax preparation, car repair, etc.).
- Ads will run for one issue only.
- State Personnel Department staff reserves the right to edit and/or refuse any ads.

1997 Mercedes E420; loaded, leather, dark blue, good condition, 122K mi. \$7,900. Call after 5 pm 812-299-9497.

11 free puppies, part Lab/part neighbor dog; ready for pickup or delivery (Indy or southwest Indy) on Feb. 1, choice of 5 white, 5 black and one brown, mom is friendly & great with kids. Call 217-474-3404.

Freshwater aquaria; 3 setups available. First unit has one 20-gal. XH tank (similar to two 10-gal stacked). Second has 35-gal above and 20-gal long below. Third has 20-gal reg above and 15-gal below. All units include wrought iron stand, lights, hoods, timers, over-the-side biofilters, gravel & assorted items. Some have under gravel filters & a couple of the larger/taller tanks have power head pumps. Last two units currently contain water, no fish.

First unit needs resiliconed in a spot that reopens about once every 10 years, or can be setup for use with reptiles. Tanks in Indianapolis. \$1/gallon/setup or \$100 for the whole, assistance in tear down & relocation is negotiable. E-mail caroln375@yahoo.com.

WANTED: hamster to adopt. Contact Jodi at lakinjohanna@yahoo.com or call 317-987-6564.

1998 Ford Windstar GL; aqua exterior, gray interior, tinted windows, V6, AT, power & windows, cruise control, AC, no rust. 102K mi. \$2,800. Call 765-361-9050 or 765-366-4642.

Scooter, 2005 Honda Metropolitan; practical & fun, 49 cc engine, fully automatic, key start, like new, runs great, two-toned blue & white; 1,100 mi. \$1,378. Call Margo, 317-535-8804.

Haro Nyquist 4130CRMO Cross-country bike; near mint condition. \$100. Call 317.254.1525.

Free horse manure; you haul, Zionsville area. Call 317-946-2208.

1995 white Nissan XE pickup; 4cyl., 2WD regular cab SB 5-spd manual, A/C, dependable, minor rust, needs TLC; 179k mi. \$1,499 OBO. Call 317-698-5205 or e-mail sandals2004@sbcglobal.net

Nikon D100 6.1 megapixel digital SLR camera; Nikon MB-D100 multifunctional battery pack, 2 Nikon EN-EL3 batteries, charger, cables, etc.; will use any Nikkor AF, AF-S or DX lens, excellent condition. \$400. Contact Skip, bronc45@aol.com or 317-441-0102.

2003 Corvette convertible; 50th anniversary special edition, burgundy red, slate interior, all leather seating & interior appointments, Corvette emblems embroidered on seats & specific exterior emblems; one of 250 cars w/ options selected; traction & magnetic select ride control on titanium 50th anny. wheels, Goodyear F1 tires, CD & electronic "Heads-up" display, 6-sp man. trans, 325hp, 5.7L V-8 engine, power seating, certified instrument gauges, Bose premium sound system, original owner

w/documentation & service records, excellent condition; 36k mi. \$40,115. E-mail larryyeager@hotmail.com or call Larry, 765-998-7554.

Blk Gamecube unit w/ 1 blk controller, 2 wireless controllers & memory card; games (Chronicles of Narnia, MarioKart Double Dash, King Kong, Lego Star Wars 1 and 2, Lugi's Mansion & Naruto Clash of Ninja). \$175. Contact Bonnie, boniewheat@comcast.net or 317-487-1210.

1996 Honda Accord EX; V6, AT, AC, ABS, black, excellent condition; power doors, windows & driver seat; cruise control, leather, moon roof, new tires, CD player, spoiler, alloy wheels; 134K. \$4,200 obo. 2001 Honda Odyssey EX; dark grey, excellent condition, ABS, front & rear AC & audio/fan controls, security, power seat & sliding doors, CD player, quad seating, alloy wheels; 126K mi. \$7,800 obo. E-mail efimandanna@yahoo.com or call 317-809-9099.

TV or video game chair for kids or teenager; soft, bright red cloth, rarely used. \$45 obo. Thomasville solid oak Butler's coffee table; brass hinges, oval shape when four sides or handles are down, rectangular when sides 'up.' \$65 obo. Craftmade ceiling fan w/ light kit; five blades, shiny brass finish, white blades. \$35 obo. Call Betsy, 317-594-9793 or e-mail bsk12@sbcglobal.net

Black Slvr 7 cell phone/IPOD (Cingular service); features camera/voice dial & speaker, in-home & car chargers, ear piece, manual, several ring tones; excellent condition. \$60. Three African American oil paintings; custom framing, excellent condition. \$185 each or individually \$60, \$60 & \$65. Call Jackee, 317-691-8913.

Check it out

There are more than 50 organizations offering discounts to state employees across Indiana. They include restaurants, fitness centers, home improvement and more.

Be sure to check out the Web page at www.in.gov/jobs/programs/discount.html and take advantage of these discounts.

Indiana State Employee Night with the Indiana Ice



Attention all Indiana State employees!!!

The Indiana Ice is offering all Indiana State employees and their families **exclusive discounted tickets to an upcoming game at Conseco Fieldhouse!** Tickets are now available for only **\$7** and **\$11** depending on seat location. Order now - tickets are going fast!!



Saturday, February 23, 2008
"Pack the House" Night
7:00pm at Conseco Fieldhouse



Deadline to purchase tickets is Thursday, February 21!
Discount not available at the box office!

Name: _____ Address: _____

City: _____ Zip: _____

Phone: _____

Email: _____

of tickets @\$11 _____ # of tickets @\$7 _____ Total Due: \$ _____

Type of Payment: Check / MC / VISA / AMEX / DISC Discount not available at the box office!

Account #: _____ Exp. Date: _____

Make checks payable to:
Indiana Ice
1202 East 38th St.
Indianapolis, IN 46205

For more information or to purchase your tickets please contact Mike Brash at (317) 925-4423 x206 or via email at mbrash@indianaice.com.

Please reference Indiana State Employee Night when placing your order.

Gov. Daniels says "no" to gas tax hike

Governor Daniels has asked that members of the Indiana Congressional delegation oppose the federal transportation commission's proposal to raise the federal gasoline tax by 40 cents. In a letter to the group, he explained that Indiana has fully funded its transportation needs for at least the next 10 years without raising taxes and Hoosiers don't need further increases in gas prices.

A portion of his letter follows: "When Washington collects gas taxes, Indiana gets the short end of the stick. As you

know, for every dollar paid by an Indiana motorist, only \$0.92 comes back in federal highway funds. The rest goes to subsidize projects in other state.

"At \$3 a gallon, I know I needn't remind you how harmful to family budgets a forty cents per gallon increase would be. But even if gasoline were less expensive, this proposal would be unfair to Indiana taxpayers and unnecessary in view of the tax-free, debt-free way we have dealt with our own state's transportation challenges."

One of a kind public art calendar on sale

This year is the 75th anniversary of the Works Progress Administration (WPA) Public Art program. The Division of Historic Preservation and Archaeology has created a calendar highlighting some of the murals in Indiana produced under the WPA Public Art program.

This Depression-era work relief program employed artists to create murals in various public buildings, such as courthouses and post offices. From 1934 to 1943, 190 state, regional and national competitions took place.

The competitions involved 15,426 artists who made 40,426 entries. Approximately 1,400 public buildings across the country received WPA funded art during this nine year period. Indiana had 37 of these murals.

This one-of-a-kind calendar is available for just \$7 plus a 20% discount, from the Indiana Historical Bureau. To order your copy, call 317-232-2535, e-mail mallison@history.in.gov, or mail your request to Matthew Allison, Office and Book Shop Manager, Indiana Historical Bureau, 140 N. Senate Ave, Room 130, Indianapolis IN 46204.



Consider donating blood in 2008 at state employee drives

The third Wednesday of every-other-month, starting with January is the day state employees in the Indianapolis area stop by the Indiana Government Conference Center South and roll up their sleeves. It's the day for donating blood.

Once the process is completed, donors are welcome to cookies and juice and there is generally an extra token of appreciation.

Some of those items have included passes to movies, Colts and sports memorabilia, packages of N.K. Hurst beans, discounts at local retailers, etc.

If you happen to be in the Indianapolis area on any of the dates of the blood drive, be sure to stop by Conference Room B, any time between 8 a.m. and 4 p.m. and donate. Your one unit of blood

There is help if you want to quit

State employees and fellow Hoosiers who want to quit smoking, do not have to do it alone. The Indiana Tobacco Prevention and Cessation (ITPC) agency has a toll-free number available to help folks kick the habit.



People calling the Indiana Tobacco Quitline at 1-800-QUIT-NOW can enroll to receive free assistance from a trained "quit coach." Once enrolled, callers will be eligible to receive a free two week starter kit of nicotine replacement therapy, in the form of patches or gum. The promotion will be offered while the supply lasts.

"As the new year begins, the best gift someone can give to a friend or loved one is a simple, toll-free phone number, 1-800-QUIT-NOW (1-800-784-8669)," says Karla Sneegas, executive director, ITPC. "It could save their life." The campaign, according to Sneegas, is making a difference as nearly 600 people called the Indiana Tobacco Quitline between Jan. 1-9.

Data released last month by the Centers for Disease Control and Prevention show that Indiana's smoking rate dropped by 13 percent between 2005 and 2006. More than 130,000 Hoosiers quit smoking during that time.

can help up to three people in need.

The schedule for 2008 is: March 19, May 21, July 16, Sept. 17 and Nov. 19. If you need more information, e-mail Cathy Holdman at choldman@spd.in.gov.

