



## MIS Ingenuity = Huge Savings

By John McKay

Earlier this month, DAS MIS went before the DOIT Project Review Board with their Fleet Management System project. Donna Camillone presented the project and was unanimously voted into the project pool. Not only is this a first for DAS, MIS Director Dan Sears was also told that this is the first custom-build application in the System Development Methodology project inventory.

The Fleet Management System, aka Fleet Anywhere, is used by Fleet Operations in the administrative office and the garages to track the fleet vehicles, schedule and maintain shop activities, maintain parts inventory, and bill customer agencies for vehicle usage.

What prompted the project? Can you say \$50,000? MIS has taken it upon their own unit to assume the maintenance and support of the Fleet Anywhere Suite (FA Suite) application; it was previously an annual fee paid to an outside consultant.

Sears proposed development of an in-house custom application to provide this functionality; it will stream-line the process, provide a web interface, meet DOIT enterprise-wide technical architecture standards, and reduce paperwork and duplicate data entry.

“The new application will not only replace the expensive more cumbersome FA Suite application, it will also integrate and replace four other custom MS Access data project applications MIS had to develop in-house to provide functionality missing in the FA Suite application,” said Sears.

To date, the MIS team of Ed Kane, Matt Shea and Donna Camillone have been working with Fleet’s Frank Sanzo and Jim Palmer to design the new system. They will bring in other Fleet staff as they get into more details in the specific job areas. The team is uncovering many new and improved business processes to make the new application better for everyone who uses it.

The bottom line?

“We anticipate that over the next five years the new custom in-house Fleet Management System will save the agency \$971,300 by eliminating the maintenance and support charges, and reduced time and labor costs,” said Sears.



L to R: Donna Camillone, Dan Sears, Matt Shea and Ed Kane

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# Lights. . . . Camera. . .

By Donna Micklus

**C**onnecticut Public Broadcasting Inc., the parent company of Connecticut Public Television (CPTV) and Connecticut Public Radio (WNPR) is building a new website to address current legislative issues.

Ray Hardman, Producer/Host of WNPR's "Morning Edition" and Steve Kotchko, CPTV reporter and "Dean" of the Capitol Press Corps, are working together on compiling interviews, stories and videos for the site.

And we're telling you this why?

Because two weeks ago the Communications Office received a call from Hardman, looking to do a video interview with a DASer proficient in procurement matters that have come to the forefront in the current legislative session.

So, Procurement Services Director Carol Wilson took center stage on Monday, March 15 when Hardman and his co-producer Julia Kwon came to the SOB to shoot the interview.

Specifically, Hardman questioned Wilson on several cost-saving recommendations raised by the Commission on Enhancing Agency Outcomes such as multi-state contracting alliances and cooperative purchasing opportunities. Clearly, no one knows Procurement



**Procurement Services Director Carol Wilson (L) is interviewed by WNPR's Ray Hardman. In the background is Co-Producer Julia Kwon.**

better than Wilson, and during the 20-minute video session she articulated her responses with details of national procurement trends and practices as well as citing Connecticut-specific issues and examples.

Hardman, a 12-year veteran of WNPR, said he envisions the site to run like a smaller version of "60 Minutes", with rotating 4-5 minute segments (who knows...maybe the next call will come from Leslie Stahl).

He has already interviewed State Senators John Kissel and Gayle Slossberg and plans also to talk about budget issues with OPM Secretary Robert Genuario and John Gerogonian, the Democrat House Chair of the Appropriations Committee.

Once the site is up and running, we'll send out the link!

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Cheryl Malerba from the Office of the Commissioner at DOT wanted to let **Francine Dew** “know how appreciative DOT is regarding your efforts to expedite the Director of Marketing and Development eligibility list for Bradley International Airport. My understanding... is that you really put in quite a bit of effort to facilitate the process. We fully realize that we are one of many agencies you serve, and we wanted you to know that we appreciate the good work you do for us every day. We particularly want to thank you very much for finding the time somehow to support us in this effort.”

## HATS OFF!

By *Cindy Rusczyk*

Jennifer Saffayer from the Women’s Business Development Center praised **Meg Yetishefsky** for “volunteering your time and talents for WBDC’s teleclass on CT certification. Our class of participants really enjoyed your presentation and learned a lot. Thank you again for all that you do for WBDC! We appreciate it so much.”

Loretta Miller “wanted to take this opportunity to thank **Linda Hubeny, Anthony Smith, Mark Noon, Rob Zalucki, Mark Carroza, Dan Sadowksi, Fred Ondevilla, Quincy Cole, Melissa Colonese-Scutt, Jose Baez, Anna Tara, and Brian Halloran** for assisting in the move of our office equipment and personal possessions from room G-19. The staff involved in the move was just amazing. They came in motivated and professional. I was impressed and very grateful. The motivation and help I received make

me proud to be a part of this organization. Thank you!”

Linda Hubeny also thanked the **employees** that were involved with the moves. “I greatly appreciate your willingness to jump in and help during Loretta’s move and the many moves we have had over the past month. As always, it was a pleasure working with each of you. Thanks again.”

Frank Sanzo praised “**Jim Palmer, Pam Bowe, Allen Landry, Michael Gosselin, Lawrence Gore, Mark Carroza, Anthony Smith, Craig Giambianco, Steve Dygus, and Quincy Cole**” for all of their help with moving the Fleet office.

“The other day I was emptying my last box from our relocation to the ground floor and thought wow...we’re all moved in! There was a lot of hard work that came with getting to that final box, and I wanted to say thanks to all that helped. Without each and every one of you, this job would have gone far less smooth and definitely not as successful. Thanks to all for a job well-done. Sorry if I missed acknowledging anyone.”

Fiscal Administrative Supervisor Nancy Lent from DEP emailed **DAS** to address “the **DAS website**. I love your site. I use it more than any other agency’s site and find it very useful and easy to navigate. Just wanted to let you know all your hard work in maintaining the site is appreciated.”

Kudos to **Rita Rose** for the outstanding assistance that she provided to a job applicant. “I want to take this time to thank you for your time with the exam review process.

You’ve restored my faith in the State of Connecticut. I also want to again apologize for creating more work and headaches for you!”

David Hartley from DOT wrote to Carol Wilson to express his “appreciation to **Rob Zalucki** and **Joe Giliberto** for a job well done on a recent DAS contract for refuse removal. {We} came up with a trash contract idea that would be a menu type contract with all towns listed and all sizes of containers available. We always felt it was a solid concept and I kept pitching this to Rob who ultimately decided to pursue the concept. Your staff brought a very high level of commitment and professionalism and I am very pleased with the end result. DAS is also to be commended in that some small vendors are on the contract that can do a cost effective job in a small area and there are some statewide vendors that can also do a good job. The best news is that by combining all the states’ needs some very significant cost savings were realized for agencies and for the towns that may decide to use it. Thank you for a job well done.”

Senior Biologist Thomas Bourret from the DEP praised **Nina Ritson** and the **Print Shop Staff** for “the final laminated fish photo flashcards. They look absolutely fantastic! Thank you for all the time and effort you contributed to making this such a high quality product. My volunteer instructors are excited to show the flashcards to their students. They are especially happy that there is useful info printed on the back to aid in their presentations. Your artistic skills really show through in the professional quality of the end product. It has been a pleasure working with you.”

# UP CLOSE

## With Heather Cascio *By Nina Ritson*

In the world of numbers.... cut and dry...checks and balances...debits and credits ...it is easy to fall into a robotic regimen, working safely inside the box, collecting and crediting bills and charges from day one to eternity.

Why do anything differently?

Heather Cascio, four weeks into her new position at DAS as the Assistant Director of Collection Services – just doesn't agree.

"I came from Lawrence and Memorial Hospital in New London with 16 years under my belt of billing and collections on the hospital side. My background is process innovation...I'm procedure driven and I pride myself on thinking outside the box!" said Cascio.

She credits her creativity at hospital billing to her passion for painting and background as an artist. She approaches each task as a blank canvas waiting to be painted with concept, design, solution and process that is innovative and interesting.

Cascio, who grew up in the 'quiet corner' of the state in Windham County, still lives in the area with her husband and two children.

She is a huge reader and is creative by nature. In a career field that traditionally draws upon the

left side of the brain to methodically manage and focus on reality-based analysis, Cascio calls upon her painterly intuition to master the canvas of numbers and ledger sheets by way of the right side of the brain – a process innovation map out - or the more creative approach—definitely out of the box.

Although Cascio still loves to paint, she admits that her schedule with kids, career, and faithful exercising does not leave much time for the artist in her.

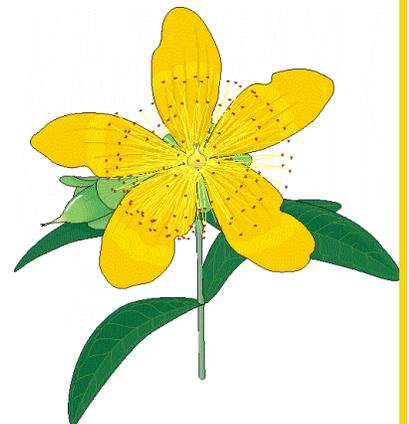
Always gravitating to home and family, Cascio does not spend a lot of time travelling – but looks forward to summers camping with family and friends.



**Heather Cascio is a new Assistant Director in Collection Services**

For this summer – she is already excited about camping – as she can join her family on the way home from work and on the weekends.

Spring is finally here! In addition to enjoying longer and warmer days, it also means a favorite event is just around the corner. Watch for the "Taste of DAS" coming to your palate on Wednesday, May 19!



# HR/Payroll Staff Launch “Tour de Fleet”

DAS nears completion of self-service time reporting

By Dave Lynn and Donna Micklus



Dave Lynn reports that he and his staff of Heather Berte, Mary Gugliemino, Eileen Morin, and Susan Turko began their “Tour de Fleet” training earlier this month.

“This marks the final leg of the self service CoreCT training for DAS folks,” said Lynn.

His team has been running the training conversions since January 2009, division by division.

Here’s how the classes are lined up for Fleet Garages:

The New Haven Garage was trained on March 9 in the conference room of the DOT building right next to the garage. Assisted by Strategic Resources’ Peggy Zabawar, the class started at 9;

following the hour-long formal instruction, staff went back to the garage

and sat with each mechanic as they entered their timesheets for the following pay period.

Next up is the Norwich Garage on April 22, again in a DOT building adjacent to the garage.

Each training session will consist of the classroom portion followed by the individual assistance in filling out mechanics’ time sheets.

Following Norwich, the Wethersfield Garage is on the schedule for May 4 in the Media Conference Room of the DMV Building. Lynn said that due to the size of the staff in Wethersfield, two separate classes will be held at 9:00 and 10:00 a.m. respectively in order to avoid a lack of staff coverage during business hours. Lynn also said that special arrangements were made for coverage in the other garages during the training.

Lynn said that the training was really a joint inter- and intra-agency effort.

“Our tour group was fortunate to have lots of help from Peggy Zabawar along with MIS’s Chris Smith and Jose Baez, as well as staff from DOIT and DAS’s CoreCT teams. A special thanks to staff at the Departments of Transportation and Motor Vehicles for also assisting our traveling team and also for graciously offering the use of their facilities located near each Fleet garage as the actual training sites.”

Up next for training, according to Lynn, will be some of the smaller SMART agencies.



*We do not inherit the earth from our ancestors, we borrow it from our children. ~Native American Proverb*

## EPP Replants Itself

*By John McKay*

**E**nvironmentally Preferred Purchasing (EPP) has really begun to grow.

The under publicized rules and regulations that make state contracting more “green” from five or six years ago, have begun to grab attention as the state, and the world, begin to focus on what can be done to make state contracting more environmentally friendly.

With that said, DAS Procurement is taking efforts to move EPP language and rules to the forefront of their web page.

“Instead of it being tucked away in the sidebar of our web page, we’re looking to bring it front and center,” said Procurement Director Carol Wilson. She went on to explain that EPP is a topic that has continued to grow and gain the ear of the public and state lawmakers.”

“We’d like to provide a comprehensive site where all state EPP questions can be answered and referenced accordingly,” said Wilson.

“Both private citizens and those within state government are very curious to know the ins and outs of green purchasing and what kind of role the state plays in green contracting,” added Wilson.

Part of the process is updating and editing the information already available on the DAS website.

Procurement’s Don Casella will pour through the data to update information and make sure web links are correct, while at the same time, looking for other resources of information that procurement can use in promoting EPP.

“It’s good to keep an eye on what other states are doing regarding EPP and we’ll introduce new links and connections to sources of information we feel are important,” said Casella.



# Moving Right Along

By Donna Micklus

Some of you have noticed that you have new neighbors, as there have been a number of recent moves that have taken place.

For the most part, they were prompted by the legislature consolidating some boards and commissions under DAS...namely the State Marshal Commission, the State Insurance and Risk Management Board (SIRMB), Property Review Board and Office of the Claims Commissioner.

The State Marshal Commission and SIRMB were relocated to the State Office Building; the Property Review Board already had an office in the SOB and the Office of the Claims Commissioner is remaining in their Asylum Avenue office.

All of us have moved at some point, and we know it's no easy feat. Where do you even begin?

According to 'move maven' Linda Hubeny (who is also the manager of the Food Distribution Office) the first logical step was to determine what space was available in the building.

"I needed to review existing space so I could give Commissioner Sisco and Deputy Commissioner Anderson the information they needed to bring to division directors in anticipation of possible staff relocations," Hubeny said.

She said that once locations were finalized, her next step was to work out the move schedule which was spaced over a six-week period beginning the first week in February.

"At this point I worked closely with division directors whose staff was involved in the moves. I



**"Move Maven" Linda Hubeny with an all-too-familiar moving carton in her new digs.**

gave them a floor plan depicting the space they currently occupied along with their newly acquired space, so together we could best plan the location of actual work stations. Division directors brought affected staff into the process, giving them options whenever possible," Hubeny explained.

Once actual location assignments were made, Hubeny worked directly with the employees themselves who were moving to make sure they had adequate space in the new locations and that their new workstations met their needs in terms of arrangement and functionality.

"As we got closer to move time, I worked with Jose Baez in MIS and Melissa Colonese-Scutt in the Business Office to let them know when the moves were happening



*continued on next page*

and to give them the new workstation and jack locations for both the computer and telcom equipment,” she said.

In addition to making sure the move went smoothly, cost savings was also a major consideration.

“So many people came together on this project in an effort to keep expenses to a minimum. Employees from the Department of Education did the system furniture configuration in Collections, while Rob Zalucki, Mark Carroza, Tony Smith, Steve Dygus, Dan Sadowski, Fred Ondevilla and Quincy Cole physically moved boxes, bookcases and filing cabinets.”



“Business Office staff were great about rushing purchase orders so the heavier leased equipment like copiers could be coordinated with the rest of the move.”



“The Surplus Property guys, Jim Potyra and Kevin Bachman, were terrific and very patient since they had to contend with our constant disruptions!”

On the day of the actual moves, Hubeny was on site to make sure that everything went according to plan. She was only half kidding when she said, “one of the most cooperative entities was Mother Nature for not sending along a snowstorm during any of the moves!”

## ***So, where are the relocated folks now?***

The first move was in Procurement Services, co-locating each contracting team for better efficiency and also to accommodate Property Management staff of Fred Ondevilla and, Quincy Cole who moved from 18-20 Trinity St. to the 5<sup>th</sup> Floor, as did Hubeny and Dan Sadowski of the Food Distribution Office.

Collection Services also reconfigured and consolidated to accommodate Collection Services and Business Office staff located in G-19: Kathy Sobieski, Loretta Miller, and Lori Thibeault from Collections Services, and Diane Preble, Cathy Abadom, Deb Jeanfaivre, Cathy Stankoski and Donna Crossley from the Business Office.

Frank Sanzo, Jim Palmer, Pam Bowe, Lawrence Gore, Al Landry and Mike Gosselin moved from their 4<sup>th</sup> Floor offices down to G-19.

State Marshal Commission staff of Betty Collins and Claribel Rosario moved into Fleet’s former space in Room 485. Steve Dygus also moved from 18-20 Trinity to Room 485.

State Insurance Risk Management staff of Daria Cirish and Eileen McNeil, the last group to move in, landed on the 2<sup>nd</sup> Floor adjacent to MIS offices.



In all, Hubeny oversaw the moves of 92 people...nearly a third of the entire agency. It’s exhausting just writing about it!

When Hubeny was asked what could be done differently if she had to oversee another move, she said, “actually everything went so smoothly because so many people were willing to help. Anything I asked of colleagues they were only too anxious to step up to the plate.”

# Job Shadowing: Is a Career Born?

By Nina Ritson

There was more to March 17 than St. Patrick's Day.

Michael, a very special and mildly autistic young man from New Britain High School, came to DAS Communications that day to observe office processes, and learn more about graphics in the workplace, prepress and design as it relates to printing.

He arrived with Jerry, his job coach, portfolio tight in hand and a little case of the first day jitters. Nina Ritson, of Communications, prepared a project for him to work on that could be set up – then saved to a drive that is shared with the DAS Print shop.

Showing a student the ropes in the job field does require patience at times, but students can bring many refreshing ideas to the table, too...and Michael had so many!

Michael immediately went to work on his design which he created in Adobe Illustrator, an application he was clearly well-versed in. Ritson asked him to set up the file as a single design, then step it off to print the maximum amount of images he could get from an 8.5 x 11 page.

Deeply engaged, he drew his image, perfecting the points and set type that she specified. When set up was satisfactory, the file was saved to the shared drive and was sent to DAS Central Printing

to print and assemble the job.

At the print shop, Michael was able to see equipment like the high-speed copiers, presses and bindery area. He met the staff; Alex Caceres showed him the copier and Matt Costa showed him the press area. His project was printed and Michael Guimond and Roy Wynne cut it down to size where it was spiral bound and ready to go.

Following Michael's visit, Dori Sargent, Vocational Counselor for New Britain High wrote to Ritson:

"He was so excited that you allowed him to actually make a product! He was so confident that he came in the next day asking if he could go back to work with you."

"We are very grateful for your donation of time, sincerity, and flexibility with making the job shadow happen so quickly. You definitely gave Michael an opportunity of a lifetime, one he will never forget. You not only helped him, but you helped me as his counselor to help guide him with confidence in the college realm."



Michael (center) sits with Jerry his job coach and Communications' Nina Ritson as he begins his job share day.

As Michael is already taking a class at Tunxis Community College, Sargent went on to say in her letter, "You just confirmed that we are on track with moving him forward into graphics. Thank you Nina for having such a positive and meaningful impact on Michael's life."

On Thursday, March 18, Michael turned 19. At 19, all teenagers are older but not old enough, young but already thinking about career and what they will do for a living.

We wish Mike the best of luck in his school work at college and with his designs both on computer and on paper.

We are better for having had this time with him.

## Daffodil Days

With the 70+ degree days we had, it was hard not to think about green lawns and flowers. Although too early to really see any blooming, employees could get a head start by ordering daffodils for the American Cancer Society fundraiser. HR's Shari Grzyb organized the event and raised \$560 for the American Cancer Society. "As always there were different bouquets and dollar amounts for donation," said Grzyb. "You could order them for yourself or give a Gift of Hope which would deliver a bouquet of daffodils to a cancer patient. Every year I'm pleasantly surprised by everyone's generosity, caring and interest in the Daffodil Day fundraiser," she added.



# news ROUNDUP

By John McKay

## DAS Donates Again

It was another successful blood drive for DAS this month. DAS had 43 people present with 36 units collected.

To generate more interest in the blood drive, organizers Michelle Burns and Cheryl Drolet asked for donations for the canteen.



American Red Cross

Together, we can save a life

"We got a lot of turnout for donated snacks," said

Drolet. "We felt this was a good way to get people involved. Not everyone can donate, but everyone can participate," added Burns.

The next DAS blood drive will be May 26.



## The World Champs



Governor M. Jodi Rell holds the New York Yankees' World Series trophy when it made a stop last month at the State Capitol in Hartford. Fans were able to take photographs with the trophy and visit with members of the Yankees' front office. The Yankees won their 27<sup>th</sup> World Series title in November with a 7-3 victory over the Philadelphia Phillies in Game 6 of the 105<sup>th</sup> Fall Classic. The Series capped the inaugural season of the new Yankee Stadium in the Bronx.