



## DAS Poised to Launch New Website *Inside this Issue*

By Donna Micklus

**M**uch like Rome, websites aren't built in a day. Or a year. But after an arduous 18 months in the making, DAS is going live with its new website on November 1.

"It's been a long and painstaking process. John McKay and Nina Ritson, who did the graphics and design, have been working closely with Dan Sears and Dana Soderlund for over a year to bring the new site to fruition," said Communications Director Donna Micklus.



Banner on the new DAS website designed by Nina Ritson

It all began with a unanimous decision that it was time for a change.

"We agreed that the time had come to update not only some of the DAS website content, but the design as well so that we would be more compatible with the Governor's recent site design and current web design trends in general. I have had numerous meetings with Donna and the Communications Staff and Dan Sears, reviewing various iterations, as we crafted the new site," said Commissioner Martin Anderson.

"While much of the structure and basic information remains similar to our previous site, we tried to be responsive to the public

in terms of their needs, rather than be tied down to our own agency table of organization," he explained.

Once the real estate issues were determined, Micklus, McKay and Ritson held meetings with Division Directors to discuss their priorities on their individual home pages, and the process was further underway.

"John and Nina had to learn new software applications that weren't without their glitches. Dan and Dana were terrific building applications and clarifying data, but around every corner a new issue would rear its ugly head and had to be dealt with," Micklus said.

"In the beginning we would work on building a page only to find it didn't save correctly or our changes weren't there. We needed to learn as we went through the process," said McKay.

"And this happened on more than one occasion, so it was frustrating to see hours upon hours of effort fall into oblivion. Fortunately, we had Dan and Dana to show us how to avoid and correct technical errors," he added.

Bloodied, but unbowed, they persevered. One very positive feature of the site is the architecture that Sears built, which is utilized in both the web and the intranet.

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When each page opens, it calls up designated sections – it “builds” the page from pre-written sections (header, left content, body content, etc.). Therefore global changes can be done more quickly because only the section would have to be changed, not each page individually.

“Dan subscribes to the theory that documentation is everything” McKay said. The infrastructure, and thus each and every page, is thoroughly documented in a Visio map, making change/additions much easier,” he explained.

“Plus, down the road if and when it’s time for another “new look”, we can rollover this website by changing the section proponents and style sheet. Our grid will be in place and each page will call up the replaced proponents, and we won’t have to face this time-consuming exercise again,” Ritson added.

Following multiple sessions with Division Directors and an added host of technical issues (which I won’t go into because I don’t understand them anyway), the site is poised to go live.

“We don’t expect perfection out of the box, because an undertaking of this magnitude is a process, not an event,” said Anderson.

“But we’re proud of the work that went into the project, and DAS is very well represented by its new site,” he added.

# CSEC Kicks Off, Rell Taps Anderson as Chair

By Donna Micklus

Someone once said, “In necessary things, unity, in doubtful things, liberty, in all things, charity.”

It is in that spirit that Governor Rell launched the 2010 State Employee Campaign for Charitable Giving which officially runs from September to December 3.

This year the Governor appointed Commissioner Martin Anderson to serve as the statewide Chair for the Campaign, which has as its goal \$1.8 million.

“The Governor has asked me to serve as the 2010 Statewide Campaign Chair, and I am honored to do so,” Anderson said in a message to all DAS employees.

Both the Governor and Anderson acknowledged that in these very difficult economic times, charities are finding it more difficult to make ends meet.

“We hope that even in the face of such adversity, state employees will once again step up to the plate, as they have so generously done in the past, to support the Campaign,” Anderson said.

Anderson also announced that Cheryl Drolet of Collection Services has volunteered to take on the role of DAS CSEC Campaign Coordinator.

“Many of you have worked with Cheryl and know her to be an unceasingly tireless worker, strongly committed to the causes to which she donates her time,” Anderson said.

“Campaign materials have already been distributed agency wide, and we ask that you please take the time

to review the information carefully,” he added.

Though most state employees are entirely familiar with the Campaign, Anderson suggested checking out the Campaign’s website [www.csec.ct.gov](http://www.csec.ct.gov) which now has the updated 2010 campaign information.

Governor Rell said, “We are fortunate to have someone with his talent and expertise to oversee this vital agency. The Campaign, too, is fortunate that Dr. Anderson is willing to serve as the 2010 Chair, where he will promote the good works of the hundreds of participating charities among his colleagues.”



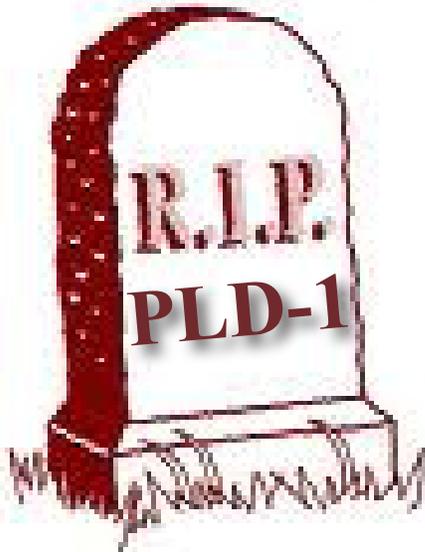
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M. Jodi Rell  
Governor

Martin W. Anderson  
Commissioner

Donna J. Micklus  
Editor

Visit our website at [www.das.state.ct.us](http://www.das.state.ct.us)



By John McKay

**A**pplying for a state job? Make sure you fill out your PLD-1 form. Wait, not so fast!

Since what seems like the dawn of man, the PLD-1 form has had to accompany job and exam information when applying for a state position.

However, with the change of some Connecticut state laws, DAS-HR saw an opportunity to revise the decades-old PLD-1.

Following the “ban the box” legislation prohibiting asking applicants and job seekers about criminal convictions until they are deemed “otherwise qualified”, DAS has reformatted and made some other changes to the application for state employment.

“Since there was little time following the veto override to make substantive changes before October 1, when this came into effect, DAS-HR has a new CT-HR-12 form on the website and will shortly post a version which will be easier for applicants to

complete and submit from their computer using software that is free and available to everyone (Adobe Acrobat),” said HR Director Dr. Pam Libby.

Key information you should know is:

- The new form must be submitted for state exams and state jobs effective October 1;
- The new form is available via active link at the bottom of the “STATE EMPLOYMENT” page of the DAS website;
- State Trivia: PLD stood for personnel and labor division which hasn’t been in existence for about 20 years.
- DAS HR has renumbered the form using the convention that has been in existence for several years now in statewide HR and this one landed as the CT-HR-12. It will also be referred to as the “State of Connecticut Application for Examination or Employment”.
- The supplement that agencies can use to ask an “otherwise qualified” individual about their arrest record or history is the CT-HR-13.
- Any PLD-1 completed and sent to DAS before October 1 was perfectly valid and will be accepted although DAS will redact answers to the “box” questions.
- DAS has been in close communication with all state agencies regarding this change.

## Nine SBE’s, MBE’s on New State Contract

By Pam Anderson

**O**n October 1, 2010, DAS awarded a new Office Temporary Services Contract to nine DAS-Certified Small & Minority businesses.

The contract is available to all using state agencies and political sub-divisions of the state. The contract consists of positions ranging from administrative assistant to paralegal specialist and consists of coverage across eight counties.

It is a great vehicle for state agencies as well as political sub-divisions to reach their SBE and MBE spend requirements when a temporary position is approved.

The new contract number is 10PSX0139. For information on the use of the contract please contact Pam Anderson 860-713-5088 or [pamela.anderson@ct.gov](mailto:pamela.anderson@ct.gov).

# Gov. Rell Commends DAS on Road Salt Savings

## Salt Nearly \$17 Less Per Ton Under New Contract

In a press release issued on October 16, Governor M. Jodi Rell cited DAS' ability to secure contracts that result in substantial savings for both the state as well as municipalities:



"As towns and cities prepare to plow through another Connecticut winter, they will be able to stretch their budgets further because the state has been able to secure cheaper contracts for road salt this season," Governor M. Jodi Rell announced today.

"The first snowflakes have yet to fall, but the snow budget is always a great concern for municipal leaders," Governor Rell said.

"The good news is that we have been able to lock into lower prices for salt this year, ultimately saving the state and local taxpayers millions over last year's rates."

"Our contract, reached through the state Department of Administration Services, is expected to save the state \$2 million," the Governor said. "Cities and towns that 'piggyback' on the state con-

tract will be able to save millions more."

Last year, the state paid approximately \$15.6 million for 218,370 tons of salt used by the state Department of Transportation and the 101 participating municipalities – an average of \$70.19 a ton. DAS officials say the state will pay an average of \$53.26 a ton for salt this year on the contract that runs through June 30, 2011.

The savings can be significant: East Granby, for example, could save close to \$193,000 over last year's costs, while even some smaller communities such as West Willington would save as much as \$150,000, according to DAS.

"Last year's budgets were strained by winter's annual assault," Governor Rell said. "I would certainly urge all Connecticut towns and cities to review the DAS contract to see whether it is a cost-effective alternative for them."

## And speaking of winter....

### Don't Miss It!!!



#### Ticket Committee

Holiday Tickets may be purchased through the following committee members:

Maureen Blackburn	713-5066
Donna Camillone	713-5029
Dave Pellet	622-2501
Dawn Prucker	713-5480
Frank Rivera	713-5421
Amy Whitehouse	713-5498
Shanta Kumar	713-5203
Frank Sanzo	713-5155
Peggy Zabawar	713-5246

**HURRY!!! Ticket Sales end December 2 !!!**

# Computer Recycling Benefits Everyone By John McKay



Going green in government has been a major initiative of Governor Rell and state officials across the country. These programs, that are not always easy to initiate, do provide tremendous benefits to the environment and local landfills.

A great example of one of these programs is the state's electronic equipment recycling program contract.

Computers, printers, monitors, servers, etc., are collected at

the end of their life cycle. Most are disassembled down to their essential parts, components and materials such as glass, plastics and precious metals and can be reutilized for future products.

Some items such as desktop computers that are not at the end of their technical life may have remaining value and can be reutilized.

Security breach? Certainly always a concern, however this contracted service offers certificates of data erasure which alleviates those concerns and also provides a certificate of destruc-

tion assuring a "No Land Fill" ending for the equipment.

This year, this contract has kept 17,329 devices out of Connecticut's environment and has provided approximately \$17,300 back to our state government.

In converting the recycled materials to other units of energy, third quarter reporting has translated the recycled units as having saved the equivalencies of electrical use in 118 homes, or removing 83 passenger cars from the road.

## Hard Copy

*By John McKay*

Everyone knows today that protecting your information is important against identity theft and other nasty schemes going on in the world.

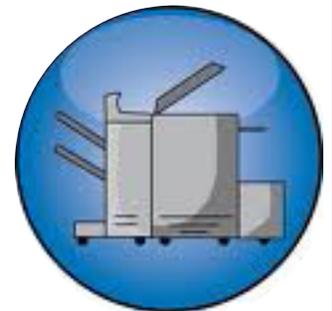
Not long ago a news report came out that, unknown to most people, photo copy machines have hard drives that can keep images of documents used by the copier. This could easily be a breach in security should the copy machine hard drive fall into the wrong hands.

DAS Procurement has evaluated this risk and has made tremendous advancements with their contractors to tighten security with photocopiers, printers and fax machines – basically anything with a hard drive.

With the current state machines, the vendor will install encryption software, with no charge to the state, to prevent information from being easily accessible on the machines hard drive.

In the future, when a machine has to be removed, the vendor will remove the hard drive and hand it over to an authorized person within DAS for proper

disposal (most likely an MIS representative).



When you think of the wide variety of services we provide here at DAS with HIPPA requirements, human resources information, and procurement contracts, you can see why keeping our information secure would be important.

If you have any questions, contact Rob Zalucki at 860-713-5139.

# UP CLOSE

## With Yanira Segarra

By Nina Ritson

Looking far younger than her years in the working world confess to, Yanira Segarra, Fleet's newest employee, is very happy to be on board at DAS.

"The first day I started at Fleet I felt so welcomed by everyone! I enjoy what I do, from handling the vehicle complaints, approving roles for agencies to issuing vehicles. I enjoy assisting the different agencies with their vehicle needs and working with the three garages....it's great!

How Yanira came to DAS is a story of perseverance...that paid off!

She says, "I worked for a brokerage firm as a Client Services Rep in the banking department. After 10 years I thought I would probably retire from this company – but they were bought out and I ended up being laid off. This was an eye-opener for me!"

But Yanira is quick to answer a challenge and immediately decided that she wanted to apply and work for the state.

After answering a few job postings she was chosen by the Department of Agriculture as a clerk typist and quickly promoted to office assistant in a part-time position.



But, after almost four years with Agriculture she decided it was time to move on.

"Although," Yanira says, "I learned a lot about agriculture, about the many farms to the varieties of apples and how hard the farmers in our state work."

"I even go out to the Farmers' Markets when I have a chance to shop for fresh fruits and vegetables or go apple picking for my favorite Macoun apples."

But she needed a full-time position so Yanira said, "I interviewed, kept my fingers crossed and jumped off my seat when I received the call – I was very excited! I was able to transfer to a full-time job that was just one floor down in the same building – so I could visit my former coworkers when I want to. It couldn't get better than that!"

Yanira says she does miss her coworkers in Agriculture – "we were like a family and they were a great bunch of people!"

Although she has long been established in the Hartford community, Yanira came to Hartford at the age of five with her mother, father, two brothers and sister.

"We are a very close family and we have a very strong support

system. I am very thankful for my mom. She has done so much for me. I am not at my home often because I spend most of my time at her house. She cooks like we all still live at home! And my mother is a great cook! I try to cook her recipes the way she does – even my son Nathaniel notices the details to the ingredients she puts in! My mother is funny – she always cooks a lot of food because she expects my brothers, sister and I to come over and eat."

Yanira left behind a large extended family in Puerto Rico when she came to the United States with whom she keeps in touch with regularly.

"I do love to travel but because I am not fond of flying, I am willing to drive anywhere."

"Last summer I took my son to Busch Gardens and Water Country USA. Virginia was such a welcoming state and the people were so friendly I didn't want to leave."

"We enjoy taking drives to New York, Maine, and anywhere that lets me get in the car and just go."

Because of her love of travel and a little bit of adventure she is already planning her trip for next summer.

"I would like to fly to Disney next year – I think Nathaniel is at a good age for him to go and enjoy it!"

Until then, Yanira will be helping make the road trip go smoother for the many state employees leasing Fleet vehicles– she's a natural!

# Electricity is in the Air By Jim Palmer

“How long is the extension cord?”

Not too many years ago that may have been the response to the suggestion of an electric car.

But as Bob Dylan wrote, “The times they are a changin’.” Advancements in battery and design technology, along with commitments by manufacturers and political leaders that embrace green solutions are quickly turning the possibility of practical electric vehicles into a reality.



In Connecticut, Governor Rell has been a strong advocate for the use of electric vehicles (EVs). Her vision and initiative were the force behind Executive Order 34 and the creation of the Electric Vehicle Infrastructure Council. Its mission: to prepare Connecticut for the introduction and integration of the new generation of electric cars, thereby positioning our state as a national leader in this emerging industry.

The council was made up of both public and private groups representing manufacturers, service providers and govern-



ment officials. They worked to develop recommendations for “implementing an innovative yet prudent course of action such that our citizens, businesses and communities can experience the potentially significant environmental, economic and energy benefits EVs offer” and recently submitted their final report.

Here is a link: <http://www.ct.gov/dpuc/lib/dpuc/ev/ev-final.pdf>.

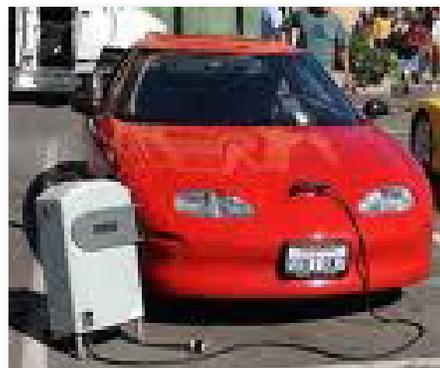
It is too early to predict when electric vehicles might begin to arrive at DAS fleet. However, with a goal to have 25,000 EVs registered in the state by 2020 and a commitment by the state to be a leader in this advancement, green technology won’t be too far down the road.

Challenges that we are currently faced with include the lack of a recharging infrastructure, vehicle cost and range. But the glass is half full, as a number of manufacturers (both foreign and domes-

tic) are diligently working to bring new vehicles to market. And to help with the increased price of EVs over gasoline powered vehicles, there is currently a federal tax credit of up to \$7,500.

Finally, there is support from both the public and private sectors to develop the charging stations necessary to support the vehicles that will soon be on the road. Since the vast majority of DAS vehicles are being operated in close proximity to the locations at which they are parked each night there will no doubt be plenty of opportunities for Fleet to make good use of EVs, and enjoy the benefits of lower operating costs and no carbon dioxide or carbon monoxide emissions.

*So stay plugged in!*



# “Shooting” for a Healthy DAS as Flu Season Nears



## Comings

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**Brian Dillon, State Properties Review Board Director**



**Doris Hannigan, Statewide HR, Consultant 2**

## and Goings



**Michelle Fournier, transfer out of Statewide HR**



**LaWanda Scott, transfer out of Affirmative Action**

## Around and About

### CSEC Events: Golf Tournie, Crafts



**F**ORE!!! The DAS Campaign for Charitable Giving organized its annual golf tournament at Topstone Country Club in South Windsor on September 17.

The event, which included 18 holes of golf, cart, a \$5 gift card to the club's restaurant along with prizes, raised \$520 for the campaign.

Organized by DAS golf guru Fred Ondevilla, 20 people enrolled in the tournament includ-



ing a few DAS retirees as well as some folks from DOIT.

"Fred deserves all the credit for putting this together," said DAS campaign coordinator Cheryl Drolet. "He knows all the ins and outs of golf tournaments. A big thanks to Fred and his skills on and off the golf course!"

It only seems appropriate that DAS would have a successful fundraiser now that DAS Commissioner Anderson has been appointed the Chair of the Campaign.



**L**oCho Creations by Lori Coleman and Creative Joy by Rita Versch presented "A Holiday Market Place" on Monday, October 25 in Room G38 to raise money for the CT State Employee Campaign for Charitable Giving.

Employees kicked off their holiday shopping with a handcrafted, hand-painted items, decorations, glassware, small furniture and lots more! Special orders were welcome, and personalization was available, too.

