

THE QUARTERLY COMPASS

ISSUE 2 • DMS • DIVISION OF REAL ESTATE DEVELOPMENT AND MANAGEMENT • JANUARY - MARCH 2008

The Captain's Corner



Ahoy Mates! I hope everyone is doing well since the last edition of our newsletter. I trust that you enjoyed your holidays and are sticking to all those resolutions you made for the New Year!

Speaking of resolutions, Secretary South met with the department's division directors in January to discuss updates to our priorities and how we can improve on serving those who serve Florida. As a result, we established these agency priorities for 2008:

1. Develop HR practices that recruit, retain, develop, recognize and reward employees making DMS an employer of choice.
2. Improve our contract management capabilities.
3. Create a strong strategic plan for each program area.
4. Create world-class performance by focusing on core competencies.
5. Improving our quality of services by measuring what matters.

These are realistic resolutions and goals we can achieve when we work together as a team. I posted these goals in my office as a daily reminder of the things we as a team are responsible for and that I, personally, am responsible for making happen each day so the citizens of Florida are better served. I encourage each of you to post them in your work area as well.

You may recall from our last edition that we completed an organizational assessment of the division and implemented the recommendations to improve the way we do business. Launching the new Client Experience Section in mid-December was the first of our organizational re-alignments. This new section provides the opportunity to redouble our efforts and focus on those we serve, which is the agency's service motto. Led by Randall Baker, the team includes Cheryl

Gilliam-Greene and Betty McGovern. Together they are the front line portal for all customer service functions and inquiries. This centralization assures customers are routed to the appropriate program area for help as quickly as possible. In addition, the team oversees our new Work Order Processing System to track tenant requests and consolidate them in a single database. Please take a moment to congratulate them on their successful launch of the new section and the fine job they are doing!

The Bureau of Leasing is still going through some changes and over the next few weeks we will be searching for a new Chief of Leasing to help us re-develop the unit as required under new legislation. We are re-advertising this position and are looking for a candidate who has the expertise and leadership skills to lead such a challenging business unit.

We also need to find the right fit for this program area in light of the Tenant Broker and Real Estate Consulting Services contract recently awarded. The intent of this solicitation was to secure the services of up to three companies to assist the state in making more efficient and economical use of current and proposed private sector lease agreements. The three companies awarded the three-year contract are CB Richard Ellis, Cushman Wakefield and Vertical Integration. These three companies are expected to:

- Act as the state's tenant brokers to competitively negotiate and develop private sector lease agreements,
- Provide space management services, and
- Identify strategic opportunities to reduce occupancy costs through consolidation, relocation, reconfiguration, capital investment and the building or acquisition of state-owned space.

(Continued on page 2)



Director's Office

2008 Legislative Session Begins

by John Owen, Senior Management Analyst II

This year's regular session of the Florida Legislature began on March 4 and runs for 60 days until May 2. Each year many of the proposed statute changes impact our business activities and tasks. The DMS Legislative Affairs Office tracks these changes and serves as the liaison between the department, the legislature and the cabinet. They also monitor and analyze all legislation that may impact our programs and services. To support these efforts, each division receives requests for analysis and information related to specific legislative proposals. These analyses generally involve defining the current trends and conditions, as well as the expected impact should the legislation become law.

Legislative proposals impact the way we conduct our daily tasks and even the number of tasks we have to perform. A major focus this year will again be on energy, facilities sustainability and recycling. These legislative proposals include revised development criteria for state-owned buildings in general and several new statewide tasks that our division would be required to perform. Because these affect workforce levels and available funding, identified bills are also monitored from the director's office.

Our analyses are important to the process. They impact the outcome of the proposed policy language affecting those of us who implement the requirements. It is a team effort and one that impacts the division for many years.


Continued from page 1

By awarding three tenant brokers, the department expects to provide agencies with options for their real estate needs while increasing healthy competition, speed to market services and overall responsiveness to customer requests. I appreciate all those who participated in the successful negotiation of this contract, and look forward to many great opportunities in the coming months with this newfound partnership.

I know you are all concerned about the looming budget and economic challenges ahead. Please know that we are doing everything in our power to batten down the hatches and close the water-tight doors. Together we will weather this storm as we forge ahead doing the business of the state. I appreciate your patience during this challenging time as we continue to make organizational changes aimed at providing more efficient services to our customers. I hope to have these changes in place by the end of session so we can all be on board and focused on meeting Secretary South's resolutions and expectations for us in 2008. Working as a team, we can be the best division in the department, and I have no doubt this group has what it takes. Thank you for your continued commitment to our division and for what you do each day to contribute to our success. This is OUR ship....

In closing, I leave you with the words of Oliver Wendell Holmes ... "To reach a port we must sail, sometimes with the wind and sometimes against it. But we must not drift or lie at anchor."

Kindest regards,


Dean M. Izzo
Captain,
The Best Division at DMS

Building Construction, Budget and Planning, and State Facilities Inventory

Bond Thornton, Construction Projects Consultant II, successfully passed the Project Management Professional (PMP) test Feb. 12. He is now a certified PMP, a globally recognized professional credential in project management.

The Project Management Institute (PMI) organized project management so that any type of project can be similarly managed. Bond attended the comprehensive, three-day class where he learned that best practices and consistency are integral components of project management. The training helped him manage the day-to-day tasks and responsibilities of his various projects.

Secretary South values project management as well. In a recent *DMS Difference* she said, "Project Management is a discipline, a way of thinking." Our division will continue to improve on our project management skills as other team members receive their PMP certification. This will allow us to meet a DMS priority to 'improve our contract management capabilities.' Other division team members who earned PMP certification include: **Josh Yaffin** (July 2005), **Dean Izzo** (Sept. 2006), **Randall Baker** (Sept. 2007) and **Joanna Price** (Nov. 2007).

More testing is to come for Bond who added, "Next up is the LEED test; please keep me in your thoughts."

Tom Berger joined the Division of Real Estate Development and Management as Deputy Division Director in August 2007. He has 11 years of state government experience with the Department of Natural Resources (now Department of Environmental Protection) and the Department of Revenue. During his time at these agencies, Tom served as a Budget Analyst, Criminal Investigator and Inspector General. At DMS, Tom oversees the building construction team and leads the division's strategic focus on developing and managing the state's real estate portfolio. Currently, he is focused on an agency priority to complete the permitting process at the Capital Circle Office Center in Tallahassee, which allows us to further develop the campus.



Tom spent nine years in land development with Killearn Properties and The St. Joe Company. As a residential and commercial developer, he worked on the Golden Eagle Golf Community in Tallahassee and the Eagles Landing Golf Community near Atlanta. While at St. Joe, he created rural developments and successfully negotiated public ownership and protection of more than seven miles of the St. Marks River. His career includes management of a coin-operated amusement games company and an engineering design firm.

In his spare time, Tom enjoys the outdoors. Whether he's wing shooting in the winter, sailing in the summer or hiking year-round, his passion for Mother Nature carries him outside at every opportunity. He is a U.S. Coast Guard licensed Captain and is on the water whenever possible. His credentials include sailing his boat through the Bahama Islands, numerous yacht deliveries and sailing charters.

Tom says, "I am glad to be part of a great team in the Division of Real Estate Development and Management. We have a crew of hard working, creative folks who know how to get the job done."

Debbie Henderson, Staff Assistant, devotes her leisure time to a beautiful dance ministry at her church Celebrate New Life Tabernacle in Tallahassee. Debbie has been a Liturgical Dancer for more than 12 years and enjoys it to the fullest. She is involved in other ministries as well, but this is her passion.



Project Managers go to Boot Camp in Orlando

by Kenneth Taite, Construction Projects Consultant II

The word “boot camp” usually evokes images of would-be soldiers **negotiating** demanding obstacle courses, **calculating** range-to-target on firing ranges and **marching** to the barking orders of an uncompromising drill sergeant. These are essential skills needed to become a good soldier.

At the Public Works Project Management Boot Camp, **Chuck Moneyham**, Construction Projects Administrator II, and I **negotiated** a consultant fee for a fictitious waterline project, **calculated** Earned Value problems, and **marched** out of the seminar armed with new tools and skills making us better project managers.

The Public Works Project Management Boot Camp was held in Orlando, February 28-29, by Michael Ellegood of PSMJ Resources, Inc. Mike has more than 40 years experience in civil engineering on notable multi-million dollar public works and transportation projects. The bulk of his experience is serving in senior management roles for various engineering consultant firms and public sector agencies in both design and project management capacities. Learn more at www.PSMJ.org.

Chuck and I were among a diverse group of attendees including public agency representatives from cities and counties throughout Florida, Alaska, Colorado and Virginia and the Mohegan Tribe of Southern Connecticut.

The goal of the boot camp was to cover 15 key issues that affect project managers. I found that the following were especially helpful to me in learning how to step-up projects for success beginning at inception: **Project Management During Planning, The Project Management Plan and Managing the Stakeholders.**

Within these three key issues, we explored practices like the execution of a meaningful Project Charter and Project Plan. We discussed a concept new to me called “R.A.C.I.” (Responsible, Accountable, Consulted and Informed). It is a responsibility and communication protocol that should be a part of every good Project Plan.

Chuck and I agree the boot camp was well worth the time and resources to attend. The seminar simplified many of the concepts established by the Project Management Institute (PMI), and I would encourage those interested in improving their knowledge of project management to attend this seminar. If you have questions or comments related to the seminar, please be sure to contact Chuck at Chuck.Moneyham@dms.MyFlorida.com or me at Kenneth.Taite@dms.MyFlorida.com.

Operations and Maintenance

These Boots Aren't Just Made for Walking

Roy Yoerger, Facility Manager at the Fort Myers RSC, shared with us that his new safety boots, purchased by the state for our mechanics and laborers, weren't just made for walking as Nancy Sinatra (or for you younger folks, Jessica Simpson) once sang. In fact, Roy is stomping in his boots! And by doing so he has reduced the costs for tip fees, which is saving the state money.



Every few days, Roy climbs in the paper dumpsters at his facility and “stomps” down all the paper and cardboard inside. Don't believe us? Well, we have proof! Here is a smiling, prideful Roy who finished compacting paper products in a dumpster at the Fort Myers RSC. Roy told us he “found out it only takes a couple of minutes to stomp down the stuff.” He requested and received three 90-gallon trash cans from the city that they use for paper and said they can get as many as they need.

Benton Building / Fort Pierce Regional Service Center



Mark Richard and George Kassees

Located in Fort Pierce, the Benton Building was dedicated in 1995 to Dr. Clem C. Benton (1898-1982), a Florida native who settled in Fort Pierce in 1929 after graduating from both Florida A&M College and Meharry Medical College. Dr. Benton was a physician, humanitarian and entrepreneur who served his community in many ways. He helped to establish the Fort Pierce Memorial Hospital, served on educational committees in the area, volunteered his medical services, provided a housing development for the needy and developed a movie theater and taxi company. In addition, he was a trustee for Bethune-Cookman College and Indian River Community College.

Construction of the facility on this 8.5 acre site, at one time a city park, began in 1993 and completed in 1994. It has more than 89,000 square feet located in the historic downtown area of Fort Pierce on U.S. Highway 1. The facility is surrounded by beautiful huge oak and palm trees. It is adjacent to the historic tidal creek known as Moore's Creek which is home to the endangered water (sea) turtles and blue crabs and visited by rare water birds, alligators and manatees.

The Benton Building's Facility Manager is **George Kassees**, who has worked with DMS for 14 years, and the facility's Maintenance Mechanic is **Mark Richard**. George's career with DMS began in 1994 at the F Building (OPCON) in Tallahassee and over the years he served several roles in the division. In October 2003, he became Facility Manager at the Benton Building and relocated to Fort Pierce with Gerie, his wife of 32 years. George shared with us his love of people and animals, and he believes strongly in absolute and complete customer service.

Mark has been with DMS for one year and previously worked for six years at the Department of Agriculture and Consumer Services. He enjoys fishing and spending quality family time with his wife, Marianne, and their two children, Celeste and Cara.

Together, George and Mark are responsible for the day-to-day operations and care of this "full-service" facility, also known as the Fort Pierce Regional Service Center (RSC). It functions as a multi-county hub providing services for St. Lucie, Indian River, Martin and Okeechobee counties. Due to client service agencies housed here, the Benton Building draws more than 1,000 citizens to the facility each day. These agencies include the Departments of Children and Families, Revenue, Juvenile Justice and the Agency for Persons with Disabilities.

If you're ever in Ft. Pierce, be sure to stop in for a visit with George and Mark at the Benton Building. You could probably even talk them into giving you a tour of the facility!



Commissioner Bronson and Dr. Kossuth

Planting of Official State Christmas Tree at Capitol

In early December, during a ceremony at the capitol, Governor Charlie Crist and Agriculture Commissioner Charles Bronson were presented Christmas trees donated by BK Cedars Farm in Alachua on behalf of the Florida Christmas Tree Association. On hand from BK Cedars Farm to make the presentation were growers Dr. R. Hilton Biggs, Dr. Sue Kossuth, who serves as secretary of the association, and their daughter Robin Rentz.

The Florida Christmas Tree Association, representing growers from around the state, works to educate producers and promotes fresh, Florida-grown trees to the public. Christmas tree farming in Florida is a small industry run by family-owned businesses on land that has often been passed down through generations.

“Buying homegrown Florida Christmas trees helps support our farmers, and it boosts our state’s economy,” Commissioner Bronson stated. “It’s also better for the environment because less fuel is used in transportation. When containerized trees are purchased, they can be planted after the holidays to serve as wildlife habitat, increase soil stability, and add an aesthetically pleasing touch to the landscape.”

The donated Christmas trees are “Robin Blue” Southern Red Cedars affectionately named after the growers’ daughter, Robin. They are attractive bluish colored trees growing 30 feet tall with a life span of 50-75 years. The Red Cedar is a Florida native tree.

The living, containerized trees remained on display at the capitol throughout the holiday season. On January 10, working with our division personnel and the Grounds Section, Commissioner Bronson, along with Dr. Kossuth and several staff members, participated in an informal ceremony in front of the House Office Building to plant one of the trees and officially commemorate it as the future “State Christmas Tree.”

To learn more about the Florida Christmas Tree Association or to locate a tree farm, visit: www.florida-agriculture.com/consumers/christmas_trees.htm, or www.flchristmastrees.com.

Ft. Myers Regional Service Center - Recycling

The Fort Myers Regional Service Center (FMRSC), implemented a program to recycle aluminum cans. The recycled cans are picked up by the Gulf Coast Center, which helps the Agency for Persons with Disabilities (APD). This new program at the FMRSC not only provides job opportunities to APD employees, who pick up and sort the aluminum, but it also provides the center with the funding necessary to continue providing employment opportunities for the disabled in the Fort Myers area.

In September 2007, the agency was recycling light bulbs and ballasts as well as paper and later cellular phones and laser print cartridges. After noticing that these items were being saved and not disposed of by agencies within the facility, FMRSC employees hit the Internet to locate a company that provides shipping for the cell phones and cartridges. This effort is a great success and reduces the potential contamination of 17,000 gallons of water by properly disposing of these petroleum-based products.

Since January 2008, plastic, glass and batteries were added as recyclable items at the FMRSC. The City of Fort Myers implemented a local ordinance requiring all businesses to recycle plastic and glass so **Roy Yoerger**, Facility Manager at the FMRSC, contacted the local refuse center. They provide collection containers and pick up the recyclable materials from the facility each week.

Working in conjunction with Charles Emery from the Department of Environmental Protection, FMRSC recycles batteries. In January alone, FMRSC’s recycling program prevented 386 pounds of batteries from entering a landfill and contaminating ground water or soil due to this recycling program. The FMRSC team is truly putting into action Governor Crist’s desire for state government to lead by example and be good environmental stewards ... one small piece at a time. Thanks to the FMRSC team for all your efforts!

Facility Managers' Semi-Annual Meeting

Our semi-annual Regional Facility Managers' meeting was held in October in South Florida. The meeting kick-off began in Marathon where the group toured the Marathon Regional Service Center and heard a presentation on the strategic direction from Division Director Dean Izzo. The new customer work order system was also unveiled and explained to the "out-of-town" managers who were the next group scheduled to begin using the system. The meeting provided an opportunity for managers to share common issues and suggest best practices. From there, the group headed to Miami to tour the Rohde Building and discussed operational and maintenance issues, and ideas for better building management and customer service. By inviting colleagues with similar responsibilities to take a fresh look at other areas' facilities, managers found ideas and solutions that they may not have thought of themselves.

Not only was the meeting productive, it was also entertaining. While in Marathon, a "Build the Boat" challenge took place as part of a team building exercise. Each team, made up of various facility managers, built a boat with the limited materials (PVC pipe, pool noodle, ball of string, roll of duct tape, piece of cardboard and *Visqueen*) provided to them. It had to hold one team member afloat in a swimming pool race. As you can see from the pictures, we have some creative facility managers on our ship!

Dean Izzo, Captain, **Rodney Maxwell**, Facility Manager at the Dimick Building, **James Finch**, Chief of Operations and Maintenance, **Dave Corley**, Assistant Maintenance Services Superintendent at the Daytona Beach RSC, and **Nick Crim**, Facility Manager at the Trammell Building, built the winning "boat" and received trophies recognizing their achievements.



Pictured (l to r): Rodney Maxwell, James Finch, Dave Corley, Nick Crim and Dean Izzo.



Pictured (l to r): Terri Lee Earl, Jean Calderwood, John Purcell, Terry Graham and George Kassees.

Special recognition and thanks go to event planners **Kris Parks**, Administrative Assistant III in the director's office, **Randall Baker**, Client Experience Officer and **Dan Eberhart**, Deputy Chief of Regional Facilities, who each did an outstanding job planning an event that was both informative and fun!



Pictured (l to r): Roy Yoerger, Ralph Reynolds, Thomas McCoy, Bob Morales and Alan Nelson.



Freezing Temps in Tallahassee

How cold did it get in Tallahassee the first week of the New Year? This picture shows frozen water in the cooling towers at the Central Energy Planet (CEP) taken on January 3 and 4!

Mike Chap, Maintenance Supervisor I at the Capital Circle Office Center (CCOC), informed us that the towers cannot be shut down, due to cooling demand in the buildings, so they work around the freezing temperatures. Water in the towers sump (a basin or pool holding water that also has a drain) is normally at 78 degrees; but water on the outside surface of the towers can freeze, which is what happened when the temperature hovered around 23-25 degrees in the early morning hours.



Annually, the CCOC maintenance staff performs maintenance on the cooling towers' sump for the chillers that cool the complex. This involves draining all the water, cleaning out trash, performing maintenance and refilling the sump.

Pictured (*right*) are **Bryan Taylor**, Maintenance Mechanic, and **Billy Harrison**, Maintenance Support Technician, draining the water from the sump. **Aron King**, Maintenance Mechanic, (*left*) is replacing a pipe that was "re-tefloned" which prevents water hammering in the pipes.



Business Office

Off-site Team Building Event

Patti Harrison, Business Manager II in our Business Office Section, recently had an off-site "team-building/ staff meeting" with her team. The group participated in team-building exercises including one in which their drawing skills were put to the test. The group discussed workstation etiquette and reviewed a list of great "teamwork" sayings provided at the meeting. FDLE Capitol Police were on hand to provide a very good personal safety demonstration. And, as if all this wasn't enough, Patti brought in flowers and smiley face buckets filled with candy!



Front row (l to r): Lynell Joiner, Sharon Runyan, Sherrie Routt and Cheryl Gilliam-Greene. Back row (l to r): Patti Harrison, Christene Prather and Susan Sparks

In case you're curious as to what the team-building exercises involved, the first one was called "Truth, Truth, Lie." It required each team member to write down two things about themselves that were true and one thing that was a lie. The group then decided what was true and what was a lie.

The next exercise, "Solemn and Silent," took some self-control. On the count of three, members were paired back-to-back, then had to turn to face their partner, look them in the eyes, and try to remain solemn and serious with no speaking! The first to smile or laugh had to sit down. All who remained standing then took a new partner, and the activity continued until only one person was left who had not smiled or laughed. Winners won prizes.

All in all, the meeting was a great success! The team was able to meet outside of the office to focus, without interruption, on their section's responsibilities and how to better manage and improve them.

Leasing and Paid Parking

The Leasing Section restructured its approach to serving other state agencies. Agencies are divided into groups and assigned to one of three Account Managers: **Glenn Tedcastle**, Management Review Specialist, **Erica Wich**, Senior Acquisition Review Agent, and **Mike Bell**, Senior Acquisition Review Agent. The Account Managers allow multiple individuals to focus more on the needs of a few agencies, rather than a single person handling the immense workload of approving lease actions for all agencies. The initial response from agency lease liaisons is positive and the leasing staff have been praised for their quick handling of agency requests, answering questions faced by other agencies and providing excellent customer service.

Nancy Gebhart, General Service Specialist, and **Juanita Smith**, Contractual Services Specialist, both in our Paid Parking Section, have been busy with their normal day-to-day activities. Time passes quickly as they have fun interacting with more than 200 agency parking representatives. If you don't believe that statement, just ask Juanita who recently celebrated her 29-year anniversary as a DMS employee, including almost 15 years in Paid Parking.

One of the biggest pieces of news around the division, mentioned in Dean's opening letter, is the finalization of contracts with our new tenant representative brokers. This allows our clients to choose what type of tenant representative broker they prefer.

Recently, representatives from the three companies met with DMS staff at a workshop. We are pleased to have them on board! On March 20, the division hosted a "Market Day," where state agency leasing liaisons had an opportunity to meet our new tenant brokers and learn more about the services they offer. In addition to the meet and greet, DMS shared its leasing process with the tenant brokers and offered training regarding our rules and procedures.

Recently, **Nancy Gebhart**, General Service Specialist, and **John Owen**, Senior Management Analyst II, studied whether Paid Parking should continue collecting sensitive data, such as Social Security numbers from leaseholders. According to our general counsel we must request Social Security numbers to fulfill our statutory requirements and ensure accurate payroll deductions. Working with general counsel's assistance, we drafted a statement clarifying the use of Social Security numbers.

Tired of high gas prices?

Do something about it. **GO GREEN!**

Carpooling may be your answer to the high gas prices, and you will receive a free reserved parking space. How does it work? Three or more persons riding together from different origins to like locations in a carpool vehicle will be eligible to park in a preferential reserved parking space. Call Parking Services at (850) 488-2074 for additional information or to locate a carpool partner. Carpools are available in Quincy and Bainbridge.

Human Resources

New Hires

Grady Maxwell

Safety Specialist, OPCON

Daniel Thomas

Energy Management Control Systems Operator, OPCON

Faustino Miro

Maintenance Supervisor, Rohde Building

Veronica Harris

Custodial Worker, James Building

Karl Spooner

Maintenance Supervisor, Hurston Building

Amy Houston

Operations Review Specialist, Strategic Planning

Melissa Owens

Administrative Assistant III, Director's Office

James Farmer

Maintenance Mechanic, HVAC

Shara Englishby

Staff Assistant, Hurston Building

Arnold Morgan

Groundskeeper, Grounds

Travis Norton

Maintenance Mechanic, Jacksonville RSC

Michael Green

Maintenance Mechanic, Hurston Building

Robert Lundberg

Laborer, CCOC

Christopher Forbes

Maintenance Mechanic, CCOC

Marie Jean-Charles

Custodian, Monroe RSC

Organizational Changes

(January - March)

Dan Hedrick

Government Analyst I, Operations and Maintenance

Susan Sparks

Administrative Assistant II, Building Construction

David Runyan

Engineering Technician III, OPCON

Jason Donald

Energy Management Control System Operator, OPCON

Retirements

Lewis Sapp

Groundskeeper, more than 16 years of service

Robert Meeks

Electrical Distribution Controller, 35 years of service

Updates & Reminders

- If you were unable to attend the Sexual Harassment Training sessions held in March, contact Kris Parks. This training is mandatory, so please make sure you sign up for the next session.
- We improved our hiring process and implemented a new team interview process. The hiring manager should have one to two additional staff members participating in the interviews such as a member of your staff who is familiar with this position's responsibilities, fellow manager or your supervisor. This provides an opportunity to bring different perspectives and diversity to the interview process.
- We have a new recruitment tool. Employ Florida Marketplace is a Web site where managers advertise vacancies and search resumes that match their need. Register at www.employflorida.com or contact Kris Parks for assistance.
- Reminder that all midpoint evaluations were due in December. If you do not have goals set at this time, this is your opportunity to define priorities that need to be accomplished.

Section 110.224, Florida Statutes, provides that an employee performance evaluation system be established as a basis for evaluating and improving the performance of the state's workforce. It also:

- o Informs employees of their strong and weak points by increasing communication between supervisor and employee;
- o Provides employees an oral and written assessment of their performance;
- o Develops a plan of action for improvement of the employee's performance, when needed;
- o Identifies training and career pathing needs; and
- o Awards performance-based salary increases and annual lump-sum bonuses.

Employees should have a current position description (i.e., formal work plan or performance contract) anchored to the

core missions of the work unit and the agency. Supervisors should be responsible for meeting with each employee at the beginning of the evaluation period to develop a performance plan and review expectations or core competencies. The employee's plan should contain specific performance expectations or core competencies based on the duties of the position, and the performance plan should serve as a written contract for defined and negotiated work expectations.

Performance plans are not intended to account for all assignments and work expectations, only those identified as critical or high priority. The employee's performance should reinforce the department's mission.

The good news is the first goal is already set for you! This one relates to the code of behavior DMS expects of all employees. In addition to this goal, please set three to four others that are specific to your job. Keep it brief, so you can stay focused.

**Remember, goals must be SMART:
Specific, Measurable, Attainable, Realistic and Time Sensitive.**

As always, if you have any questions or need assistance with this process, please contact Kris Parks or the Personnel Office. Last but not least, do not rush this process. It is important and requires time and thought. Individual and departmental success depends on tackling things that need our attention and getting them done!

- If you have an emergency at work will your co-workers know who to call? Hopefully, this information will never be needed, but should the situation arise, please help us to make sure we know who to contact for you. It's very simple to do. Log into People First and select the "Personal Info" tab at the top of the screen. Once connected, select "Personal Information." On this screen, under "Personal Info" (far left of screen), select "Emergency Contact" from the drop down list and then hit "go." On the emergency contact screen select "New" and enter the required information. Be sure to hit the "Save" button once you enter your information. This allows you to list multiple contacts your coworkers can call in case of an emergency.

Shout Outs



Pictured are Tootsie and Uncle Thomas.

Belinda Huang, Administrative Assistant I in Statewide Facilities Administration, shared with us the story of her “unsung hero” who very willingly went above and beyond the call of duty. As the story goes, Belinda’s cousin, Jennifer, who lives in Georgia, received a call from a stranger in Miami saying he found her little Yorkshire terrier, Tootsie, along the interstate. Thrilled that Tootsie was found, Jennifer

was cautious about the situation and called Belinda in Orlando to talk her into a “road trip” to Miami. Now keep in mind, all these two ladies know about Miami is what they’ve seen on the television series “CSI: Miami.” Belinda contacted a coworker in Miami for directions. Without hesitation, he offered to pick up Tootsie, pay her “ransom” and meet the girls halfway in Ft. Pierce. Can you imagine having such a kind and generous coworker? Well, you do! This knight in shining armor is our very own **Thomas McCoy**, Facility Manager at the Rohde Building. “Uncle Thomas,” as he’s now affectionately known, has been permanently placed on Jennifer’s Christmas card list! Belinda said, “Thomas’ heartfelt and generous nature says a lot about his character and is a very positive reflection on the kind of people who work for DMS. What he did was wonderful, and I am happy to recognize him as our unsung hero.”

Thank you Thomas for serving others the way you so unselfishly do. And thank you Belinda for sharing this story with us.



Libby Hollihand, Custodial Supervisor II at the James Building, and her husband are new grandparents. Their daughter, who lives in Hawaii, recently gave birth to a healthy 10 pound, 3 ounce boy. Mom, dad and baby are doing well, and so are the proud grandparents who flew to Hawaii to meet their new grandson. Congratulations to them all!

Cindy Aaron, Staff Assistant in our Environmental Health and Safety Section, recently donated a dozen knitted and crocheted baby caps and booties to the Ronald McDonald House for the premature babies at the hospital. Thank you, Cindy, for sharing your gift with these special babies.

David Wiggins, Environmental Supervisor II, was recently selected to be the conference moderator for the “First Florida Air Contaminants Conference” sponsored by the University of Florida. Additionally, David was a technical presenter at the conference, held February 27-29 at the Plaza Resort and Spa on Daytona Beach.

Anniversaries



Happy
38th
WEDDING ANNIVERSARY

Congratulations to the happy couple pictured here who celebrated their 38th wedding anniversary on January 29. Do you know who these two DMS employees are? We’ll give you a hint! The older looking one works in our division and is responsible for overseeing and managing the assessment of facilities while the younger, much prettier one works in the Division of Retirement. Give up? It is **Bob Selman**, Architect Supervisor, and his wife, **Ellen**. Congratulations to both of them!

Juanita Smith, Contractual Services Specialist in our Paid Parking Section, celebrated her **29th** anniversary with DMS January 3.

Cindy Aaron, Staff Assistant in our Environmental Health and Safety Section, celebrated her **35th** anniversary with state government February 2.



Nancy and Gary Gebhart, General Services Specialist in Paid Parking and Maintenance Superintendent at the Douglas/Carr Buildings, are so proud of their son and his family they wanted to share a recent family photo. Pictured clockwise are Nancy (standing), Gary, their daughter-in-law, Angie, grandson Wyatt (2 months old) and their son Heath.

Spencer Kraemer was recently promoted to Bureau Chief of Policy and Development in our Division of State Group Insurance (DSGI). Spencer worked with DMS since 2004 serving as Assistant General Counsel and most recently as Governance Manager in our Division of State Purchasing. Though not one of our division employees, he was a valuable resource to us over the years and we will miss working so closely with him. Congratulations, Spencer! We wish you all the best in your new role with DSGI!

Sidney Lanier Anchor School students and Big Blue say “Thumbs Up for Recycling”



The Alachua RSC just completed its Fourth Annual Phone Book Recycle Project for students from Sidney Lanier Anchor School. Sidney Lanier is a public school in the Alachua County School District serving students with severe developmental or multiple disabilities.

DMS staff at the Alachua RSC, **Jean Calderwood**, Facility Manager, and **Ed Wilson**, Maintenance Mechanic, coordinate the phone book project each year. Recycle collection bins are placed in lobbies and vending rooms of both facilities located on the campus. With the help of the folks at the Alachua RSC, the students have won first place in the recycling competition each year!

On February 22, students came out on a “field trip” to pick up the books and received big thumbs up from “Big Blue” the mascot for the Alachua County Waste and Recycle Office.

Students were given “goodie bags” made from recycled materials filled with donated items to thank them for their hard work.

This project serves two very important needs: it provides these special students with a rewarding and fun community project, and, in keeping with the governor’s initiatives to protect our environment, it conserves our natural resources by recycling discarded phone books.

Special thanks to Jean and Ed for coordinating this great effort and getting all those phone books recycled!



Kudos

Kudos to
the following
teammates for
going
**above and
beyond**
to serve our
customers ...

On January 23, upon notification to our customer that the installation of an electronic fuel monitoring system for the underground fuel tank at the Shared Resource Center (located at the CCOC in Tallahassee) was successfully completed and operational, **Dave Wiggins**, Environmental Supervisor II, received the e-mail below from Cathy Kreiensiack ...

Dave:

As always, thank you so much for keeping me so well informed and for your attention to this issue.

Please let me know if there is anything else we can do for you.

Cathy Kreiensiack
Chief of Data Center
Management

Patti Harrison, Business Manager II, Operations and Maintenance shared the letters below in regards to **Sherrie Rountt**, Administrative Assistant II, and her ongoing efforts to serve folks looking for the most convenient spot in the Capitol Complex for their events.

MIAMI-DADE COUNTY DAYS

January 7, 2008

Dear Ms. Harrison,

I have worked with Sherrie Rountt of the Division of Real Estate Development and Management over the past several years in conjunction with Miami-Dade County Days in Tallahassee. Sherrie accomplished the impossible and is always there to lend her support when different situations arise. Your department is very fortunate to have such a dedicated and accommodating person.

Ms. Harrison, I would like to thank you for your department's ongoing support of Miami-Dade County Days in Tallahassee and we look forward to seeing you on April 9 and 10, 2008.

Sincerely,

Dianne W. Raulson

Co-Coordinator

Miami-Dade County Days, Inc.

10719 Southwest 104th Street

Miami, Florida 33176

CITY OF TALLAHASSEE

February 12, 2008

Dear Ms. Rountt:

Re: American Council of Young Political Leaders (ACYPL) Japanese Delegation

Thank you for the genuine, professional and expert service you provided on behalf of the ACYPL Japanese Delegation during their recent visit to Tallahassee. As the Japanese Delegation departed they expressed heartfelt gratitude for the informative and thought-provoking opportunities that they experienced. Additionally, the ACYPL escort stated that this was one of the most seamless programs that he has worked on. Indeed, with your assistance we had a successful and productive itinerary of events.

I am awed by the generous commitment that governmental, educational, business and community leaders as well as various public partners offered to welcome our guests. Many thanks for the logistics you authorized that greatly enhanced our convenience in hosting a dinner reception at the capitol on Tuesday, January 22. Your contribution helped to provide an enlightening experience for the delegation as well as to build a foundation for future international relations with Japan.

The assistance of partners like you who are willing to share your time, knowledge and resources has encouraged me immensely. Again, I am grateful for your gracious response to assist with this initiative.

Respectfully,

Andrew D. Gillum

City Commissioner, Seat 2

In appreciation of their untiring efforts to track and spend FCO monies allocated by the Legislature, **Dean Izzo**, Division Director, sent the e-mail below to our Budget and Planning, Building Construction, and Operations and Maintenance teams on January 11

Team, on behalf of the division's Leadership Team, I would like to extend my sincere thanks and say congratulations on completing this task! It is a true testament to your dedication and team spirit. Great work!!! Keep up the momentum – we can now focus on slaying the \$16 million FCO dragon in front of us!!!!

James, please forward my congratulations to the Operations and Maintenance Team as well. Terrific job, everyone!!

Regards,
Dean

Carlton Beall expressed his delight of the new work order system in the e-mail below sent to **Ralph Reynolds**, Facility Manager at the Gore Building in Ft. Lauderdale, and **Randall Baker**, Client Experience Officer in Tallahassee, January 9.

I have just this minute entered a work order for drywall patch and painting in Room 230-R. Additionally, all current work orders have been cleared and completed (promptly as well) by DMS with the exception of erecting cubicle work area. And, that order has been pended at the customer's request.

Ralph (and staff) and Randall, thank you very much for your prompt attention to these matters. The work order system seems a fine addition, simple, easy to use and produces results (which you have always given us as a customer - I am grateful.)

Regards,
Carlton N. Beall
General Services Manager
Department of Children and Families, Southeast Region

Jack Cory and Keyna Cory, on behalf of The Florida Alliance of Boys & Girls Clubs shared their appreciation of **Sherrie Rountt**, Administrative Assistant II in Operations and Maintenance, and the assistance she provides in reserving functions at the capitol, in the e-mail below to **Secretary Linda South** January 29.

It was good seeing you the other day.

As Keyna and I said we wanted to compliment you for your outstanding staff person who handles arrangements for the 22nd floor.

Ms Sherrie Rountt was very professional and helpful. She brought great respect for the department and state government.

The Florida Alliance of Boys & Girls Clubs really appreciated her help.

The e-mail below was sent by Cookie Coleman on November 16 to **Roy Yoerger**, Facility Manager at the Ft. Myers RSC, in appreciation of **Jorge Cardona**, Maintenance Support Technician, at the facility.

I wanted to express my delight with the painting of my office, Room 253-C.

When the work request was submitted, your office responded expeditiously and Jorge did a super job. Not only did he spackle and paint, he ensured maintenance staff were here to clean up the dust and he arranged the furniture back into place. Please let Jorge know how appreciative I am.

Thank you,
Cookie Coleman
Circuit 20
Administrator
Department of
Children and Families



DMS' Legislative Affairs recently relocated its capitol office from the lower level to the 20th floor, which went smoothly. They expressed their appreciation of the efforts put forth by both **Bob McLaughlin**, Facility Manager at the capitol, and **Randall Baker**, Client Experience Officer, as well as their staffs in the following e-mail:

Thanks to everyone – we really appreciate all the work you guys have done to make this move pleasant! It just goes to show – when you need a job done call the Real Estate Division!

Thank you!
Elizabeth Irvin

In response to the excellent job **Jean Calderwood**, Facility Manager at the Alachua RSC, does to serve her customers and keep them informed, Alice Bostick from the Department of Health sent the e-mail below February 28 following a safety meeting Jean conducted for the tenants ...

Thank you Jean for your hard work in this area. It makes me look good when I can report to Tallahassee that we have a planned and structured format for addressing these areas. I have bookmarked the Homeland Security page and printed the information you have provided. The fire extinguisher training will be great also.

Thank you,
Alice

Special thanks to the Hurston Building team for getting the A/C problem for FDLE handled so quickly on February 6. In appreciation of their hard work and quick response, the team got e-mails of appreciation from both FDLE and the Hurston Facility Manager, **Alan Nelson**. As you'll read below, **Joel Kyllonen**, Senior Refrigeration Mechanic, **Duane Brousseau**, Maintenance Mechanic, **Thermon Patterson**, Maintenance Support Technician, and **Michael Green**, Maintenance Mechanic, all went above and beyond to serve their customer in a satisfactory manner.

Alan, Dan, and others,

FDLE appreciates the quick response. Joel, Duane and team did a great job and we don't take it for granted. Joel and Duane have always been there for us when we need them. Please forward this e-mail up your chain of command to the appropriate individuals, if you would please, and thanks again for prompt, quality service!

Jim McNamara
Chief of Forensic Services
FDLE Orlando

Dan,

Early yesterday morning we discovered that the A/C was not working in FDLE.

Joel, Duane and company worked until around 10:30 a.m. troubleshooting and determined that the motor for AH 1 was beyond repair.

Joel located a new motor and brought it back around noon or so. Joel led the DMS staff, coordinated and did much work himself. Without his skill, knowledge and confidence we would not have been able to change out the motor and get the unit up and running in this time frame. Keep in mind that the motor weighed in the neighborhood of 1,000 pounds.

While all of the DMS staff was involved, Thermon Patterson and Michael Green volunteered and stayed on after their shift to assist Joel; they frequently go above and beyond and deserve extra thanks.

I notified Leroy that the job was complete at 7:45 p.m.

Thanks,
Alan (Nelson)

In the e-mail below, sent February 26, **Dave Wiggins**, Environmental Supervisor II, expressed his appreciation to **John Purcell**, Facility Manager at the Jacksonville Regional Service Center, and **Dave Corley**, Assistant Maintenance Services Superintendent at the Daytona Beach Regional Service Center (DBRSC), for their efforts in keeping their tenants informed about some upcoming cleaning to take place at the DBRSC. Dave & John:

I want to compliment you both on getting a handle on this positive communication with your building occupants. You are doing what you said you would; it is on time; they have a schedule; you are being pro-actively considerate of their cubicles; and the agency management sees positive things going on so they will be in your corner.

Gentlemen, my hat's off to both of you with applause. Dave, the e-mail you sent is great; I could not have done any better job of it myself. This may sound cornball to you, but this is a good example of what makes good managers and leaders.

Kindest Regards,
David M. Wiggins

Christine Brandon, Records Technician in our Leasing Bureau, who also oversees reservations at the Betty Easley Conference Center, received the e-mail below on February 20 from the Department of Business and Professional Regulation in appreciation for her “superb” assistance in accommodating them during a recent training session they hosted at the Easley Center.

Ms Brandon,

This is a short follow up e-mail to tell you in writing how much we appreciated your superb support during our recent Statewide Illegal Gaming Training.

We had over 60 state personnel from all over Florida attending February 13 - 15. The coordination and organization of the effort was very complex. We had trainers driving with a van load of equipment from New Jersey and students traveling from as far away as south Miami for the sessions.

You were very accommodating and helped us get into room 148, Building 4075 the day before our session began. That turned out to be extremely fortunate. We started work at 3:30 on February 12 and finished about 8:00 p.m. that evening. Our session started at 8:00 a.m. the next morning. You met us – right on time - and our training began.

You were also most kind to come in on your day off and assure we got into the room on time on Thursday. Your substitute room monitor was also very helpful and everything worked out exceptionally well. By the end of Friday we had trained over 75 people (some attended a special executive session in a one hour block the first day) and got our trainer out of the room and on the road to New Jersey by 7 p.m. on Friday.

You indicated all was well with the room. Our trainer, Mr. Sertell, has been instructing in various capacities for over 30 years. He was most impressed with the facility and its lay-out. Everything worked out exceptionally well – thanks in great part to you and your staff.

Once again, thank you for your very kind help and attention during this demanding and very important statewide training session. We most certainly could not have done it without you!

*Brad Christy
Assistant General Counsel
Division of Pari-Mutuel Wagering*

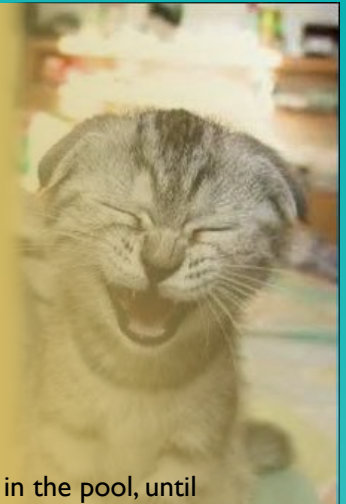
JOKE OF THE QUARTER

A rich millionaire decides to throw a massive party for his 50th birthday, so during this party he grabs the microphone and announces to his guests that down in the garden of his mansion is a swimming pool with two great white sharks in it. “I will give anything they desire of mine, to the man who swims across that pool.”

So the party continues with no events in the pool, until suddenly, there is a great splash and all the guests of the party run to the pool to see what has happened.

In the pool is a man and he is swimming as hard as he can, and the fins come out of the water and the jaws are snapping and this guy just keeps on going and the sharks are gaining on him and this guy reaches the end and he gets out of the pool, tired and soaked.

The millionaire grabs the microphone and says, “I am a man of my word, anything of mine I will give, my Ferraris, my house, absolutely anything, for you are the bravest man I have ever seen. So sir what will it be?” the millionaire asks. The guy grabs the microphone and says, “Why don’t we start with the name of the jerk who pushed me in!”



Quote for the Quarter

“The achievements of an organization are the results of the combined effort of each individual.”

Coach Vince Lombardi



DEPARTMENT OF MANAGEMENT
SERVICES
Linda H. South, Secretary

SERVICE MOTTO

We Serve Those Who Serve Florida

SERVICE VISION

Engaged Employees; Satisfied Customers

SERVICE MISSION

Providing Smarter, Better, Faster Services

OUR SERVICE PROMISE

To Serve with CLASS

C ommunicate Concerns Immediately

L isten, Learn and Grow together

A ct with Integrity and Honor

S trive for Greatness

S erve with a Servant's Heart

January

Janice Trawick
 Fred McGovern
 Dennis Gargus
 Emory Stansell
 Betty Collins
 Travis Norton
 Rick Watson
 Philip Hussey
 Louise Williams
 Cecil Williams
 Reginald Johnson
 Bruce Rivers
 Denrikas Salters
 Joel Kyllonen

Sharon Runyan
 Gary Cooper
 Willie Hunter
 William Bradwell
 Bernadin Edwin
 Glenn Tedcastle
 Joseph Dennis
 Dan Hedrick
 Minnie Kilpatrick
 Kwan Cherry
 Dean Izzo
 Robert Thrift
 Chip Mikell
 Cedric Herring

Birthdays

February

Dale Ratcliff
 William Craig
 Bob Selman
 Don Parks
 Christopher Griggs
 Leonard Barron
 William Dorsey
 Susan Sparks
 Belinda Huang
 Charles Lott
 Brandon Baker

Melissa Hayes
 Tom Berger
 Olin Collins
 Eddie Smith
 Michael Madsen
 Brent Campbell
 Mary Lynn Shearer
 George Kassees
 Cindy Aaron
 Bill Swanson

March

Bobby Bines
 Stuart Piccolo
 Brian Fienemann
 DeAndre Hampshire
 George Ducksworth
 Jack Smith
 Bernard Davis
 Brad Kassees
 Al Ramphal
 Christine Brandon
 Jennifer Kinsey
 Annie Ford
 Deborah Clark
 Mike Bell
 Juanita Smith

Richard Boyd
 Marty Blair
 Thermon Patterson
 Marie Jean-Charles
 Neal Bradford
 Rupert Charles
 Brian Blair
 Victoria Chambers
 Carlos Sepulveda
 Nathan Lucas
 Addie Guyton
 Travis Tyner
 Roy Waddell

Birthday Celebrations in Building 4050

For employees located in CCOC building 4050 we celebrate the birthdays in a given month with a real birthday party including singing, cake, cupcake, and sometimes ice cream! So far, we haven't received any complaints about our singing from the other divisions that share the third floor with us!

These celebrations are a time to pull ourselves away from the computer and gather for a little fun, fellowship and refreshments. It gives employees who sit on the west side of the building an opportunity to talk to the employees on the east side so we all know what the "other side" has been doing.

Betty McGovern, Administrative Assistant I in our Client Experience Section, is kind enough to coordinate our "birthday party" each month. She sends an Outlook meeting notice to make sure it's on everyone's calendar and orders and picks up the sweets. She collects from each employee either \$1/month or \$11/year. She doesn't charge us for our birthday month! (By the way, for those of you in 4050 who have not yet paid please make sure to settle your monthly or yearly contribution with Betty.) We decided to add the "boat" decoration to the January cake, since our Captain and Division Director Dean Izzo, was one of the honored employees in January. As you all know, our Captain's desire is to make our division the "best ship" in the department.



January birthday picture includes (l to r): **Dan Hedrick**, Government Analyst I, **Dean Izzo**, Director, **Sharon Runyan**, Administrative Assistant I, **Kwan Cherry**, Administrative Assistant II, and **Glenn Tedcastle**, Management Review Specialist. Missing from the January picture is **Chip Mikell**, Senior Management Analyst II.



February birthday picture includes (l to r): **Susan Sparks**, Administrative Assistant II, **Bob Selman**, Architect Supervisor, **Mary Lynn Shearer**, Construction Project Administrator II, **Tom Berger**, Deputy Director, and **Cindy Aaron**, Staff Assistant. Missing from the February picture is **Bill Swanson**, Construction Projects Consultant II.

Simple Test to Determine Whether a Person is Having a Stroke



In an article published in February 2003, the American Stroke Association (ASA) says that a 60-second test can determine whether someone may be experiencing a stroke. The three question test is used by health care professionals as an initial way to determine whether someone is experiencing a stroke. A research project by the North Carolina-Chapel Hill School of Medicine in Chapel Hill, North Carolina, looked into the question of whether non-medical professionals could administer the short test and correctly identify the symptoms of a possible stroke which to help a 9-1-1 dispatcher narrow down what is happening to a potential patient. The conclusion was yes. Bystanders could be helpful in determining whether a person is experiencing a stroke.

The three questions to ask suspected stroke sufferers are:

1. **Can you raise your arms and keep them up?**
2. **Can you smile?**
3. **Can you repeat a simple sentence?**

The study found that when non-medical volunteers were asked by a telephone dispatcher to administer the test, they correctly identified the symptoms 96 percent of the time, especially thanks to questions two and three. They were less effective in evaluating whether there was facial weakness in a smile, probably because of not knowing what the person's normal smile looked like. Doctors caution that this does not mean that citizens should try to diagnose stroke symptoms themselves. Any sign of weakness in the face, slurred speech, or weakness or numbness in the limbs should be evaluated by medical professionals immediately. If stroke victims are given proper help within three hours of the stroke, it increases the ability to recover.

Our condolences to **Cheryl Gilliam-Greene**, Staff Assistant in our Client Experience Section, whose grandfather, Samuel Ash, passed away on February 9. Mr. Ash was born in Leon County in 1918. He retired from the Leon County School Board in 1991 after serving for more than 35 years. Mr. Ash, a quiet and soft spoken man, was a dedicated member of St. Peter Primitive Baptist Church in Tallahassee where he served on the Usher's Board for many years and was the Marshall for Indian Branch Pallbearers Lodge #25. Cheryl herself is also very active in Lodge #25, as its treasurer. Mr. Ash is survived by his daughter, Betty Gilliam-Mitchell of Thomasville, four grandchildren, six great-grandchildren, seven great-great grandchildren and a host of nieces, nephews, cousins and friends.



We are saddened to share that **John Davies**, former Facility Manager at the Rohde Building in Miami, passed away January 9. John began his career with our division in 1978 and retired in January 2007. His staff shared that he was very knowledgeable and knew the Rohde Building like the palm of his hand. Many who presently work at the Rohde Building were hired by John, including **Thomas McCoy**, Facility Manager, who John mentored. John will always remain alive in the memories of those who worked for, loved, respected and treasured him. Our thoughts are with John's family.

New Phone Feature for REDM Employees in CCOC Building 4050



All REDM employees in CCOC building 4050 can now offer callers the option to leave a voicemail message or press zero to speak to the operator. If the caller selects zero, they are forwarded to the Client Experience Section. Please be sure to update your voicemail to include this option in your message.

Is your home computer increasing your energy usage?

If you're wondering when you should turn off your personal computer (PC) for energy savings, here are some general guidelines to help you decide.

Though there is a small surge in energy when a computer starts up, this small amount of energy is still less than the energy used when a computer is running for long periods of time. For energy savings and convenience, consider turning off:

- The monitor if you aren't going to use your PC for more than 20 minutes
- Both the CPU box and monitor if you're not going to use your PC for more than two hours.

Make sure your monitors, printers and other accessories are on a power strip/surge protector. When this equipment is not in use for extended periods, turn off the switch on the power strip to prevent them from drawing power even when shut off. If you don't use a power strip, unplug extra equipment when it's not in use.

Most PCs reach the end of their "useful" life due to advances in technology long before the effects of being switched on and off multiple times have a negative impact on their service life. The less time a PC is on, the longer it will "last." PCs also produce heat, so turning them off reduces building cooling loads.

Power-Down or Sleep Mode Features

Many PCs today come with a power-down or "sleep" mode feature that uses 70 percent less electricity. If your PC has this power-down feature, you need to set it up or your PC will not power down.

Note: Screen savers are not energy savers. Using a screen saver may in fact use more energy than not using one, and the power-down feature may not work if you have a screen saver activated. In fact, modern LCD color monitors do not need screen savers at all.

These and many other energy savings tips for consumers can be found at www.eere.energy.gov/consumer/.

(Source: US Department of Energy / Energy Efficiency and Renewable Energy)

Department Newsletter

Please be sure to look through our agency's newsletter, *DMS Difference*, for additional news and information on events happening around DMS. Access the monthly newsletters on our Web site, www.dms.MyFlorida.com/agency_administration/communications/newsletters. If you have information you would like to submit for the department's newsletter, please send it via e-mail to Communications@dms.MyFlorida.com.

Division Newsletter Contacts

Participate in the *Quarterly Compass* newsletter by submitting your "news" to your bureau contact listed below:

- Client Experience Section
Betty McGovern
- Operations and Maintenance
Patti Harrison and Sharon Runyan
- Leasing and Paid Parking
Michael Bell
- Building Construction, Budget and Planning and State Facilities Inventory
Susan Sparks
- Director's Office and Strategic Planning
Kay Clement

Dean Izzo, Division Director * Cathy Schroeder, Communications Director * James Miller, Communications and Marketing Analyst * Linda McDonald, Deputy Communications Director * Linda Ogle, Creative Director * Vangie Felix, Graphic Designer II * Katelynn Ogle, Graphic Designer * Olivia Townsend, Graphic Designer. **The Quarterly Compass** is published quarterly by the Department of Management Services, Division of Real Estate Development and Management, 4050 Esplanade Way, Tallahassee, Florida 32399. As a resource for agency employees, State of Florida public servants and the citizens of Florida, **The Quarterly Compass** is a tool to share information about the Division of Real Estate Development and Management, its goals and accomplishments. It is our goal to provoke thought, understanding and appreciation for our agency as we strive to "serve those who serve Florida."