pRIde

WINTER, 2002

THE NEWSLETTER BY AND FOR RHODE ISLAND STATE EMPLOYEES

RIDH Creates Office of Women's Health

The Rhode Island Department of Health has announced the formation of an Office of Women's Health in the Division of Disease Prevention and Control, in response to legislation passed by the General Assembly.

The new program is headed by **Dr. Sharon L. Marable** who is assuming the title of Medical Director of Women's Health, in addition to her current title as Assistant Medical Director, Division of Disease Prevention and Control.

Nancy Libby-Fisher will be assuming the full-time role of Program Manager under Dr. Marable's leadership.

The responsibilities of the Office of Women's Health mandated by law include: Developing plans and policies for the improvement of the health status of women • Researching women's health programs, policies, and practices • Collecting and analyzing data, preparing reports for presentation to HEALTH, the Women's Health Advisory Committee, and other agencies • Researching funding resources, and developing funding requests and proposals • Providing technical assistance to programs serving women's health needs.

Contractors Required To Comply With New Legislation

The Division of Professional Regulation at the Rhode Island Department of Labor has announced important legislation affecting contractors bidding on municipal or state construction projects of over $100,000 in the State of Rhode Island.

The Safety Awareness Law, or 2000-H 7456 Substitute "A" — RIGL28-20-55, requires that contractors offer OSHA's "Ten-Hour Construction Safety Program" to on-site employees. All employees will be required to produce proof of course completion after January 1, 2002.

Rhode Island is the first state in the nation to implement this proactive, protective law. Several other states have followed Rhode Island's initiative and introduced their own legislation.

Information about this innovative law is available at **http://www.dlt.state.ri.us/webdev/profregs/laws.htm**.

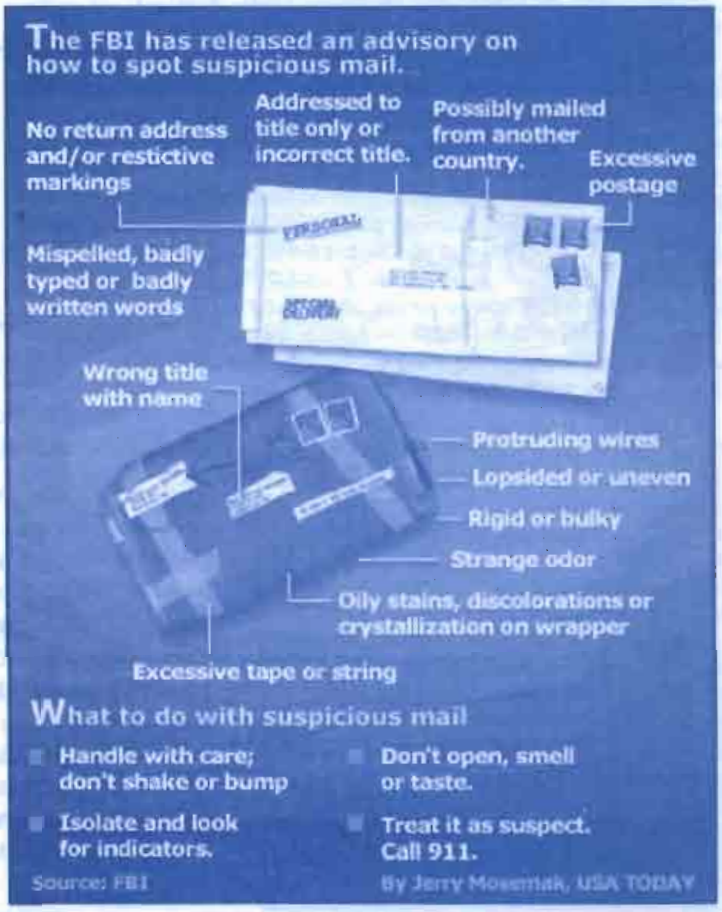
For information on Ten-Hour Construction Safety Training, call **James Larisa** in the **Occupation Safety Division at (401) 462-8559**.

First Call For State Employee Artists

It is time once again to prepare for the State Employee Art Show. This annual show takes place in February and March, and features work by current and retired state employees. It is one of the most popular exhibits in the gallery at One Capitol Hill, and shows the wealth of artistic talent we have in current and former state employees; talent that often lies hidden and unappreciated.

If you or someone you know is interested in sharing those talents by displaying their work, information is available online at **http://www.risca.state.ri.us/sea.htm.** Information is also available by calling the **Rhode Island State Council on the Arts** at **222-3880**, or by writing to the **Arts Council** at **83 Park Street, 6th Floor, Providence, RI 02903.**

Even if you are not "artistic", your help is needed. The Arts Council is looking for volunteers to spend a few hours helping to "check-in" art work, "hang" or "take down" the show.



FROM THE GOVERNOR'S OFFICE

Executive Orders

01-03	**9-13-01**	Continuation of RI Select Commission on Race & Police-Community Relations.
01-04	**9-13-01**	Dissolution of Emergency Hiring Council.
01-05	**9-26-01**	Expansion of Membership of the Economic Policy Council.
01-06	**10-22-01**	State Reduction on Expenditures.
01-07	**10-29-01**	Governor's Law Enforcement Accreditation Commission.
01-08	**10-29-01**	Governor's Law Enforcement Training Commission.
01-09	**11-6-01**	Governor's Commission on Lyme Disease and other Tick-Borne Infections.
01-10	**12-7-01**	Amending composition of Governor's Law Enforcement Accreditation Commission and Governor's Law Enforcement Training Commission.

To obtain more information on Executive Orders or to obtain copies, call the **Office of the Executive Counsel** at **222-2080, Extension 216 or 258.**

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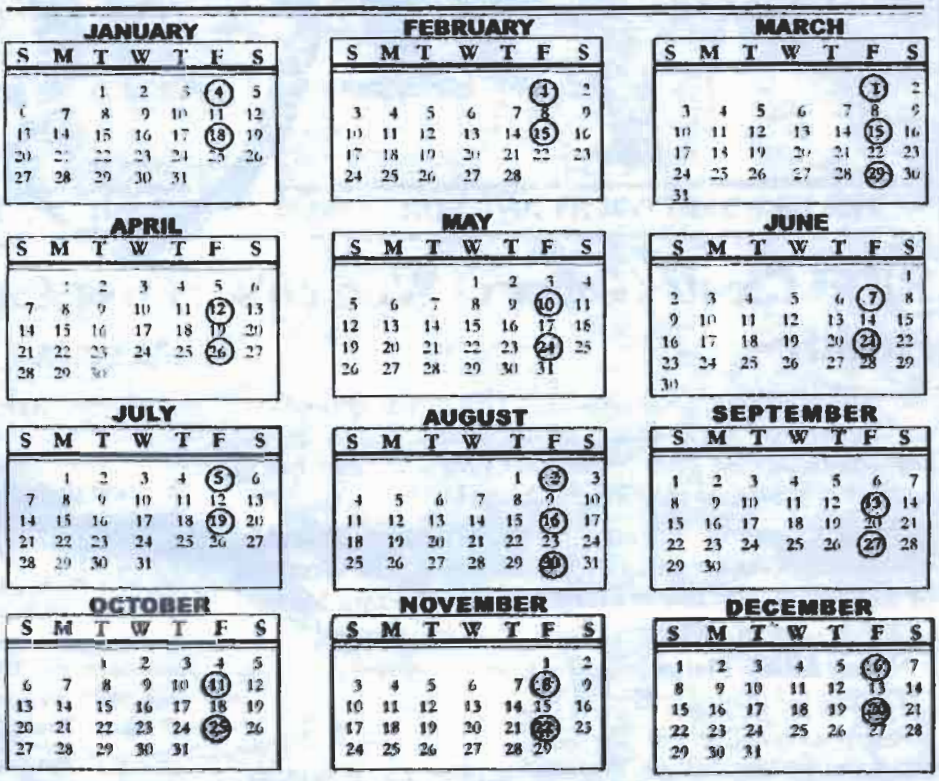
The State of Rhode Island is an equal opportunity and diversity employer and reasonable accommodations will be provided. For assistance, call EEO Office at 222-3090. (TDD 222-6144).

This Calendar Brought to you by the

The Office of Personnel Administration

2002



2002 State Holiday Celebrations

New Year's Day	-	Tuesday, January 1
Dr. Martin Luther King Jr.'s Birthday	-	Monday, January 21
Memorial Day	-	Monday, May 27
Independence Day	-	Thursday, July 4
Victory Day	-	Monday, August 12
Labor Day	-	Monday, September 2
Columbus Day	-	Monday, October 14
Election Day	-	Tuesday, November 5
Veterans' Day	-	Monday, November 11
Thanksgiving Day	-	Thursday, November 28
Christmas Day	-	Wednesday, December 25

Circled Days Indicate Pay Day for State Employees

Web Sites For Kids Of All Ages

Where can you learn about the environment from a kid's perspective? Here are Web sites that even parents can understand.

• **Earth2Kids (www.earth2kids.org)**, from Environmental Defense, offers kids' art, poems, games, and resources for teachers and parents • **Explorers Club (www.epa.gov/kids)** offers games, pictures, stories, and activity books, from the US Environmental Protection Agency • **Kids for Saving Earth (www.kidsforsavingearth.org),** offers preschoolers through teenagers things they can do to help care for the earth. • **Planetpals Earthzone (www.planetpals.com)** offers card games, a free recycle kit to print, coloring book, and lots of interesting facts • **Ranger Rick's Kid Zone (www.nwf.org/kids)**, from the National Wildlife Federation, focuses on water, wetlands, endangered species, and more • **Recycle City (www.epa.gov/recyclecity)** shows kids what happens to garbage and why recycling is important. Includes a game and other activities.

—Source: *Earth Saving Tips* from **Earth Share**

| Go to Ball Game. Catch ball in mouth.

| Get caps.

| Watch Game on TV.

| *Saturday*

| *Monday*

| *Saturday*

Blue Cross Dental is the dental plan that is there for you, no matter what life brings. It's just the right balance of benefits and affordability, not to mention, it's part of the Blue Cross family of plans that has an exceptional member satisfaction rate. Ask your employer for details.

Your plan for life.

Blue Cross & Blue Shield of Rhode Island is an independent licensee of the Blue Cross and Blue Shield Association.

pRIde in performance

Brian Kennedy

Brian Kennedy, Human Resource Supervisor in the Office of Personnel Administration, was named the International Personnel Management Association - Eastern Region's Human Resource Specialist of the Year at the Eastern Region's annual conference held in Albany, New York. The annual award is given to a member of the Eastern Region who has demonstrated the ability to properly apply management procedures, gain the confidence of management and employees at all organizational levels, instill an understanding of proper management techniques, and resolve complex personnel management issues.

Some of Brian's accomplishments include serving as Project Manager for a comprehensive study, and re-design of all state classification specifications and compensation systems based on a "point factor" approach. He creatively applied that knowledge and experience to two very significant reclassification efforts.

The first of these was a complete restructuring and broad banding of administrative, management and executive classifications with the Department of Mental Health, Retardation and Hospitals, the State's largest single Civil Service agency employer. He combined a large number of single specialty classifications into a single 12-class hierarchy that lends itself to career development, succession planning, flexible assignments and effective performance appraisal.

The second effort involved his lead role in facilitating a sweeping reorganization of the State General Treasurer's Office, and the shepherding of that program through the Unclassified Pay Plan Board.

Brian has done an exemplary job in both of these highly visible and professionally risky enterprises, and we congratulate him on this prestigious and well-deserved award.

* * *

William S. Darcy, CISA, CIA, of the Bureau of Audits, has been awarded the prestigious Certified Information Systems Auditor designation by the Information Systems Audit and Control Association. The CISA examination held last summer attracted nearly 9000 candidates worldwide.

The mark of excellence for a professional certification program is the value and recognition it bestows on the individual who achieves it. Since 1978, the Certified Information Systems Auditor (CISA) program has been the globally accepted standard of achievement among IS audit, control and security professionals. Earning the CISA designation helps assure a positive reputation as a qualified IS audit control and/or security professional.

Congratulations on your achievement Mr. Darcy!

Bits 'N Pieces

The October Bake Sale and Raffle held in the Department of Administration Building to benefit the American Red Cross was a huge success, according to organizers **Alicia Arauyo** and **Helen Haworth.** More than $1400 was raised.

"The Department of Administration has very generous employees", said appreciative organizers.

State Employees Golf And Raise Money For Red Cross

For the fifth consecutive year, the state employees and their guests joined together at Richmond Country Club for the Howard Center's Annual Golf Tournament hosted this year to benefit the American Red Cross Disaster Relief Fund.

Organized by **Denise Breckel**, state building coordinator for the Department of Human Services (DHS), the tournament, held September 28, 2001, raised $1,500 for the Red Cross.

More than 160 golfers participated in this year's tournament and enjoyed 18 holes of golf played in a four-player Texas scramble format with a shotgun start. Complimentary beverages and hot dogs were provided for the golfers throughout the day. Therapeutic Massage was also on hand offering golfers free massages, and **Erika Koch** of the Department of Mental Health, Retardation and Hospitals (MHRH), volunteered her photography services to take pictures of the golfers throughout the day. Appetizers and a dinner of prime rib or baked stuffed chicken followed the tournament.

Congratulations to all tournament winners including:

***Low gross scoring male team winners:* Brad and Brian Goodwin, Joe LaPenta, and Rick Schofield • *Low gross scoring female team winners:* Suzanne Christiansen, Diane Diggle, Martha Steere, and Micki Vitale • *Low net scoring male team winners:* Al Miller, George Luz, Eric Sayer, and Sebatino John Corrado • *Low net scoring female team winners:* Mary Balzano, Denise Breckel, Vicki Finn, and Cheryl Friel • *Low gross scoring male winner:* Al Miller • *Low gross scoring female winner:* Laura Hood • *Low net scoring male winner:* Rick Schofield • *Low net scoring female winner:* Vicki Finn • *Longest drive male winners:* Rick Schofield and Bill McClellan • *Longest drive female winners:* Susan Taylor and Shirley Mancini • *Closest to the pin:* Mary Balzano and Jimmy Tortolani**

Howard Center's Fifth Annual Golf Tournament: The tournament's Low Net Scoring Female Team winners included (from left to right) Vicki Finn, Cheryl Friel, tournament organizer Denise Breckel and Mary Balzano.

For the second year **Lee Fry** of Motiva Enterprises donated sporting event tickets as raffle prizes including four tickets to a Boston Bruins game and four tickets to a New England Patriots game. The winners of the tournament's three 50/50 Raffles were **Larry Gallogly, Martha Steere**, and **Steve Manson.**

Hole sponsors for the tournament included: AA Wrecking & Asbestos Abatement; Action Auto Parts; Advanced Glass; Allard's Auto Supply, Inc.; Angela and Angela Ruo; A. Ralph Mollis, Mayor of North Providence; Airwick Professional Products; Ayoub Engineering; Apollo Roofing & Sheet Metal, Inc.; A-Team Petroleum, Inc.; Athenian Deli; Balloons of R.I., Inc.; Bishop Hill Tavern; BTS Tire & Service Stores; Cassarino's Restaurant; Castellucci, Galli Corp.; Claffin & Service Co.; Crest Manufacturing Co; Dome Construction; EastSide Foodmart; EDS-State Government Services; Fed Rick Veal; First Bristol Corp.; JMJ Construction; Merola Contracting Co.; Motiva Enterprises LLC; Nabisco; Prospect Development Corp.; Shalvey Bros. Landscape, Inc.; Simplex/Grinnell Fire Protection; Ryko Car Wash Systems; Thomas F. Ginnerty, Esq.; Thomas Lonardo & Associate Architects; and Trac Builders.

Donations to the tournament were made by the following companies: AAA Southern New England, AC Delco, Coca Cola of Providence, Dial Battery, John Baker, McLaughlin & Moran (Budweiser), Northeast Golf Sales, Richmond Country Club, and Therapeutic Massage.

Special thanks go out to **Mary Balzano, Tom Breckel, Suzanne Christiansen, Steve Cross, Andy Delli Carpini, Sandra Delli Carpini, Vicki Finn, Sylvia Harrington, Erika Koch, Barbara L'Europa, Tom Mooney, Kelly Osberg, April Regine, Angela Ruo and Angelo Ruo, and Lori Warren** for their help in coordinating the event.

Next year's tournament has already been scheduled and will take place Friday, September 13, 2002. If you are interested in participating in this event, please contact **Denise Breckel** at **462-2379**. Please register early as space for the tournament is limited.

Coping

Change is inevitable in today's workplace. Whether it is changing your job duties or changing personnel, change presents challenges to businesses and individuals. Change is synonymous with stress. The word "stress" has become such a staple in our vocabulary in the workplace.

Stress is the perception of a threat to one's physical or psychological well-being and the perception that one is unable to cope with that threat. Stress is any change to which we must adjust. Both positive and negative events cause stress.

Positive stress helps us to concentrate, focus and perform. It helps us reach peak efficiency. It is a short-term response to a recognizable challenge or threat. Positive stress is a series of arousal and relaxation responses that help us deal with changes and challenges of daily life.

Negative stress occurs when we are under chronic stress and have difficulty relaxing after meeting the challenge or dealing with the threat. Chronic stress can become a way of life if not recognized and dealt with appropriately. Chronic stress contributes to health problems such as headaches, elevated blood pressure, anxiety, and irritability (Adapted from *The Relaxation & Stress Workbook*, Davis, Robbins, & McKay, 1998).

Moreover, stress in the workplace can affect our relationships with co-workers. When we are stressed at work we may be irritable or short tempered. If you do not manage your stress, it can negatively affect your business life as well as your home life. If you find that you are tired throughout the workday or you argue with co-workers or cannot meet your deadlines, you may be suffering from symptoms of negative stress. If the stress goes unchecked, you could be putting your health at risk.

There are many ways to cope with stress in your life. The following is a list of ten ways to develop a personal coping strategy for stress:

1. Alter your belief system; use self-talk (i.e. tell yourself you are doing a good job, let yourself know that you are doing all that you can).
2. Use negotiation skills for win-win results
3. Balance and pace yourself
4. Change your thoughts
   - -Avoid blaming others
   - -Leave work at work
   - -Stop making assumptions
5. Change your physical activity
   - -Relax
   - -Exercise
   - -Eat Well
6. Change external stressors
   - -Take breaks
   - -Reorganize time
   - -Delegate
   - -Practice assertiveness
7. Use rewards after goal attainment
8. Stay open to change
9. Utilize a kind and gentle sense of humor
10. Find ten minutes each day for privacy
    - -Alone with your thoughts
    - -Freedom from work and personal pressures

The following is a relaxation technique from Herbert Benson's *Timeless Healing*:

1. Choose a brief poem, prayer, phrase, or focus word that has meaning to you. Examples include "calm", "peaceful", "relaxed", "let go".
2. Find a quiet location and a comfortable position.
3. Close your eyes.
4. Give yourself permission to relax your muscles.
5. Use deep abdominal breathing to enhance a feeling of relaxation and begin to repeat your focus word with each exhalation.
6. Allow any thought or concerns to pass like clouds drifting overhead and assume a passive attitude. There is no need to judge your thoughts at this time.
7. Continue to practice for 10-20 minutes; practicing at least one time each day.
8. Gently let your eyes open. Move your fingers and toes and bring awareness back into the room, feeling alert and calm.

If you find that you are having problems coping with stress, the **LifeWatch Employee Assistance Program** can help you. LifeWatch EAP is a confidential service provided to all State Employees and their household members.

Please call **1-800-333-6228/TTY 1-800-745-5555** if you or a household member need some assistance. Our counselors are here to help!

Getting What You Want

This is the day and age of uncertainty. The events of September 11 and those that have followed have added even more uncertainty and stress to our already pressured lives. How then, in these times, can we take care of ourselves so we can keep functioning in a way that is satisfying and more than just surviving? What follows is offered as a tool that might be of help in getting what you want and need in the various areas of your life.

CHOICE THEORY (an explanation of human behavior developed by William Glasser) is based on the premise that:

- **Everything is a choice.** Eating, sleeping, walking, angering, depressing, behaviors that we choose. Notice the difference between: "I am hungry" and "I am choosing to anger" or "I am depressed" and "I am choosing to depress". Perhaps a common response is "I can't help it." What if you could help it?
- [illegible] always in order to get certain basic needs met.
- **There are 5 basic needs: Belonging, Power, Fun, Freedom.** At any given time one of these basic needs is more important to the individual than the others and that individual will behave in a way to get that need met. [illegible] behavior does not work, as the behavior is not appropriate or effective.
- **Whose behavior can you control?** Think for a minute. The answer is YOURS. Yours is the only behavior you can control. No matter how much you think the other person should do something another way. We cannot always control what happens to us. We can, however, control how we choose to react to a situation. There is always that split second of decision before we act: For example: when you get angry, just before you blow up, isn't there that split second where you ask your self yes or no and the answer is either: "what the heck", "I'm entitled to", "They made me mad", "I can't help it" or "no I better not"? The news that we can control how we react to something can be totally empowering or may be a pain in the neck. Why? Because it represents responsibility. We are responsible for our choices.

For example: a 6-year-old boy is playing with his 4-year-old sister. She has a truck he wants. What does he do? He hits her over the head and takes the truck away. His mother sees this and takes away the truck, stands him in the corner and informs him that he will not be going to the movies this afternoon as planned, no ice cream and he will not be using his gameboy or watching TV for the rest of the day. Some time later she asks him: ***What did you want?*** I wanted the truck. ***What did you do to get it?*** I hit her on the head and took it. ***Did it work?*** NO. I'm in the corner, no truck, no ice cream, no movie and no gameboy. ***What could you have done instead?*** I could have traded a toy with her, waited 'til she took a nap, called you. As you can see the boy had a few choices. We all have choices at any given time even though it may not always seem so. What basic need do you think was important to him at the time?

There are times, admittedly when it may seem that we have no choices if the situation was clearly not of our choosing. We do still have the choice of how we react to the situation. "But", you say, "I can't help how I feel. I feel sad and my stomach is in a knot." You are correct. No one can tell you to stop having your stomach in a knot; your physiology cannot be controlled. Nor can anyone tell you to stop feeling sad or angry. You cannot turn your feelings on and off like a light switch. Behaviors and thoughts on the other hand can be adjusted. If, for example when you're feeling sad you decide to go for a walk to your favorite spot in the park and listen to your favorite piece of music, the behavior might improve your mood or relax you so the knot in your stomach eases. Change your view: Try looking at something from a different perspective: example: Is the glass half empty or half full? Something that may seem terrible on the surface may have some good in it. If working on your thoughts does not work, then choose to work on your actions. What is one baby step you could choose to do to move you towards what you want or need? Ask yourself: "If nothing changes, will anything get better?" If the answer is NO then WHAT HAVE YOU GOT TO LOSE?

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