

**Public Service Recognition Week (PSRW)
Meeting Minutes
November 10, 2004**

ATTENDANCE:

Bennett, Cynthia, Department of Printing
Brooks, Josi, Office of the Secretary of
State/Productivity Board
Bowdish, Barbara, Department of Social and
Health Services/HRD
Breitkreutz, Anita, Employment Security
Department
Brock, Linda, Liquor Control Board
Clark, Chana, Office of the Secretary of
State/ Productivity Board
Fisher, Michelle, Department of Social and
Health Services
Gay, Paula, Office of Insurance
Commissioner
Gramento, Sgt. Bob, Air Force
Gregg, Angela, Utilities and Transportation
Commission
Gutweiler, Sherry, Liquor Control Board

Hudson, Bobbi, Department of Retirement
Systems
Johnson, Jeana, State Auditor's Office
Lewis, Suzanne, Liquor Control Board
Mettler-Stern, Robbi, Liquor Control Board
Renick, Meagan, Department of Health
Smith, Jennifer, Labor & Industries
Thietje, Cheryl, Health Care Authority
Tucker, Diane, PERC
Van Gorkom, Melissa, Washington State
Patrol
Williams, Valerie, Military Department
Workman, Tracy, Office of the Secretary of
State/Productivity Board
Young, Miriam, Department of Veterans
Affairs
Zuchlewski, Kim, Department of Licensing

TELECONFERENCE ATTENDEES:

Berube, Jane, Department of Health-Olympia
Kesler, Trooper Mike, Washington State Patrol-Vancouver
Jordan, Jilayne, Department of Transportation-Vancouver
Meuggler, Scott, Department of Social and Health Services-Pasco

WELCOME AND INTRODUCTIONS

Chana Clark welcomed all attendees, and those teleconferencing in to the first meeting of PSRW 2005. Chana also said that there will be participation this year from outlying areas, including Seattle, Vancouver, TriCities, Yakima and Spokane.

Chana presented the Power Point overview of PSRW, reviewing for those who are familiar with the program, and introducing the program to those representatives who are serving their first year.

PSRW is a nationally recognized week created in 1986 to pay tribute to public service professionals, and is celebrated the 1st week in May, with festivities being held in Olympia on

May 4, 2005. Chana mentioned that the website for PSRW is www.roundtable.org and more information and promotional items are available. This website is updated as far as dates for 2005, however the promotional items are not available as yet, since we are just starting out, and will be made available soon.

PSRW was set aside by Presidential Declaration by Ronald Reagan to let the general public know and to recognize what state employees do to keep state government running efficiently. Governor Lowry charged the Productivity Board with administering PSRW for Washington State. The Board promotes the events and all the activities with flyers, emails, the website and through PSRW representatives.

Chana gave a brief overview of each committee:

- **Extra Mile Award Committee** – This is an award that is ‘peer nominated’ for those who exude exemplary public service: acts of heroism, valor, etc. The committee evaluates and scores the top 10-15 nominees statewide. The committee also coordinates their own award ceremonies for the recipient and per agency.
- **Ralph Munro Longevity Award Committee** – This award is for state employees who have worked consecutively 35, 45, up to 50 years. The committee works with the Department of Personnel to obtain a list of employees who have at least 35 years of consecutive service. The overall winner of the Longevity award is invited to the Olympia celebration to be recognized. However, if the winner is from the Tri-Cities area, for instance, they would be recognized at that event.
- **Poster Coloring Contest Committee** – This event has changed this year and is now a coloring contest. The pictures will be displayed in Olympia Federal Bank downtown Olympia, and then displayed at the celebration the next week. All children who color a poster will receive a ribbon. Committee members encourage participation from employees relatives such as nieces, nephews, grandchildren, and children.
- **Celebration Committee** – This committee is to coordinate the Olympia celebration and is responsible for determining the date, time and location of the celebration, as well as coordinating parking, tents, display booths, food, and the scheduling of participants among elected officials, and coordinates the setting up, and taking down.
- **Talent Competition Committee** – This has been held only in Olympia, but may change with the addition of outlying areas celebrating PSRW in May. This event encompasses talent of all kinds from vocals, to dancing, and is fun for everyone. This committee receives the audition tapes, and then selects those who will participate in the event.

Chana then went over the responsibilities of the Representatives:

- **Distribute information to your staff. You were chosen because your agency director thinks you are the “right person for the job.”**
- **Volunteer to serve and participate on a committee that fits within your time and interest.**
- **Attend as many PSRW meetings as possible; for those in the outlying areas, reps can teleconference into the meeting, and then meet within your respective areas to discuss what you want to do.**
- **Encourage employees to get involved.**

Chana reported that last year we had over 1,000 employees who attended the Olympia PSRW celebration during their lunch hours, and we anticipate greater participation this coming year. We encourage reps to post flyers around agencies announcing the celebration. Internal

communication is key; if there are any questions from management, we can help by answering any questions they may have.

Chana said that in the next couple meetings, we will discuss committees, and will get more in depth information to the interested committee members.

Jilayne Jordan asked how the Olympia PSRW event is funded. Chana reported that all PSRW events are funded solely by donations, and that we cannot solicit funds. The Olympia event has grown from a small table in a local mall to the huge event that it is now, and this has been through donations.

Tracy Workman said that Secretary of State, Sam Reed, and State Auditor, Brian Sonntag are co-chairs of the PSRW, and have been for a number of years. They are very enthusiastic about this event and support it completely. Any letters that go out are co-signed by Sam and Brian, as well as any certificates.

Tracy said that an article will appear in the FTE magazine, and that Art Meade, FTE magazine Editor, is very supportive of Public Service Recognition Week, and covers every event pictorially.

Tracy also recommended that committee chairs use a method that Meagan Renick from the Department of Health used last year which proved very successful. Meagan formed her own internal PSRW committee at work, and after she attended our meetings, would go back and hold her own. She delegated several tasks to those willing to help, and this made her job so much easier. This is definitely encouraged by all reps.

There will be a flyer sent out regarding the Seahawks "state employee" day. Due to demand, there are now two games, December 26, 2004 and January 2, 2005. The flyer will contain all the information for ordering tickets.

After a short discussion, the meeting was adjourned at 9:40 a.m.