



THE CUTTING EDGE

Sharpening Your Management Skills through KSCPM

On the WWW @:
GSC.State.KY.US/KSCPMWeb

September, 2003
Volume 3, Issue 3

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Fall 2003 Professional Seminar

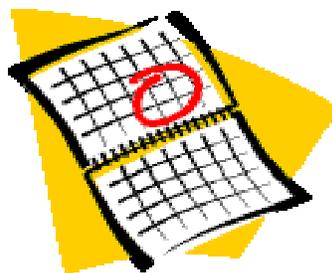
Tuesday
Sept 23, 2003
8:00 a.m. – 4:00 p.m.

Kentucky History Center
100 W. Broadway
Frankfort, KY

Speakers:
Gov. Martha Layne Collins
Jill LeMaster
Dr. Betty Griffin
Rep. Jim Wayne

Price:
\$75.00 (member)
\$100.00 (non-member)

Reserve by
Monday, Sept 16, 2003
(Registration Form enclosed)



DON'T FORGET !!!

President's Podium

KSCPM has two big events coming up. The first is the one-day seminar on September 23rd. (Don't miss it!) The second is the seeking of officer candidates, in anticipation of the elections held at the December annual meeting.

The Fall Seminar will offer insight into management, focused on management-in-transition. We'll hear diverse viewpoints: a former Governor, a legislative leader, and a member of the Ethics Commission. We'll also have a skill-building session. This is the work of KSCPM: to provide managers with opportunities to further develop their skills.

As we approach both the seminar and office elections, I am struck by how pleasant it is to be President of an organization with such competent members. Under my "reign," KSCPM has produced two high-quality speaker luncheons, and the fall seminar is ready to go. Yet the work for these events has been led and accomplished by KSCPM members with only slight assistance from me. Because of their competence, I have been left to pursue new initiatives, such as a member survey we are planning with the Governmental Services Center. Another board member, on her own initiative, initiated guiding documents for incoming board members. What more could a President ask for?

September, 2003

One unusual challenge faces us in this second half of the term. Usually we have a President-Elect, a person trained and poised to serve as the President the following year. However, the resignation of Douglas Holt has left the position of President-Elect empty as we approach the third quarter of our terms.

Therefore, in addition to the regularly elected positions, I'm also looking for a candidate to appoint to that position. That person will then assist me through the rest of the year. Is this you? If you have interest in this or any board or committee position for 2004, please contact JoJuana Leavell-Greene or me. Remember, taking an active role in a high-functioning organization is not a difficult task.

Hoping to see you at the September seminar, I am respectfully yours,

Pamla Wood, CPM
President, KSCPM

*"If you hear a voice within you say 'you cannot paint,' then by all means paint, and that voice will be silenced."
--Vincent Van Gogh--*

**KSCPM Elections
We Need You!!**

Due to health issues, our President-Elect has notified the Society that he is unable to perform the duties of President-Elect this year and is unable to commit to the Presidency for next year. This means we are searching for a qualified President-Elect to finish this year and to serve as KSCPM President for 2004.

If you feel you have what it takes or want more information about the position, please contact Pamla.Wood@mail.state.ky.us.

There's still time to get "trained" this year before assuming the Presidential responsibilities of overseeing all aspects of Society meetings, functions, and committees.

Interested in one of the other offices (President-Elect, Treasurer, or Secretary) or a Committee position? Contact JoJuana.Leavell-Greene@mail.state.ky.us.

Remember, you must be a full member to hold office but even associate members can vote and serve on committees. Learn more [here](#).

2003 Professional Seminar

The topic and speakers for the September professional seminar have been set and we have a first-rate collection of present and former public servants ready to discuss, "The Truth About Management: What I Wish I'd Known Then!"

Governor Martha Layne Collins:

On December 4, 1985, Governor Collins announced a program designed for the education and professional development of career managers in Kentucky state government. In describing the program, the Governor stated, "The goal is to provide a challenging, disciplined, current, and comprehensive program of training in management theories, systems and skills. We want a program that is professional, accountable and leads to certification upon completion." Come hear what Governor Collins has to say about leadership, management, and the Kentucky CPM program 18 years later.

THE CUTTING EDGE

Rep. Jim Wayne:

Rep. Wayne has dedicated the past 12 years of his professional life to House District 35 in Louisville. He currently serves on committees pertaining to the executive budget, the sovereignty and jurisdiction of the Commonwealth, and the governing and financing of county and city governments.

In addition to his public service, Rep. Wayne is also President of the Wayne Corporation, a mental health consulting firm primarily focused on designing and operating Employee Assistance Programs (EAP) for local, regional and national organizations.

Come hear Rep. Wayne give an overview of how state and local governments fit together.

Jill LeMaster:

Ms. LeMaster, Executive Director of the Executive Branch Ethics Commissions will discuss some of the ethical issues related to the upcoming change of Administration. According to section 73 of the Kentucky Constitution, "The Governor and the Lieutenant Governor shall commence the execution of their duties on the fifth Tuesday succeeding their election." The first few months of any new administration are a busy and challenging time for managers. Come hear Executive Director LeMaster's comments on what we could possibly expect as professional managers.

Dr. Betty Griffin:

Dr. Griffin established The Griffin Group, an education, corporate and political strategy corporation. Her

current clients include such diverse groups as: U.S. Corp of Engineers; U.S. Department of Veterans Affairs; U. S Department of Energy; National Honor Society; National Black Achievers Organizations, Universities and school districts through the nation. She also serves as a Member-at-large on the Kentucky Long-Term Policy Research Center.

Dr. Griffin has Post-graduate training from Harvard University, The Wharton School at Penn, The University of Texas at Austin, and Stanford University. Come hear what this expert on management and cross-cultural relations has to say.

Kenny Davis Wows Society



Were you there? Did you hear Kenny Davis give his emotional and thought provoking speech? Did you hear him talk about how his 1972 Olympic Basketball Team refused the Silver medal when they had rightfully won the Gold? Did you hear him talk about being just a courtyard away from the Israeli Olympic Team being held hostage by eight Palestinian terrorists? Did you hear him talk about what's really important in life?

Approximately 50% of the Society's membership did hear, and they gave Kenny a standing ovation when he

finished his straight from the heart, personal conversation with us.

Don't miss another opportunity to network with your fellow KSCPM members or hear an inspirational speaker. Stay Active! **Register today** for the 2003 Professional Seminar!

"The best way to convince somebody is to set a good example. Setting a good example is not the main means of convincing, It is the only means."

-- Sir Isaac Newton--



Board of Director's Meeting

Wednesday, July 23, 2003
Law Enforcement Complex,
Richmond

Attending

Pamla Wood, Robinil Jameson, Helen Koger, J. R. Brown, Jeanne Olivas, Janice Earnest, Carolyn Schaefer, Glenn Thomas, Pat Bryan, Jane Sampson, Larry Totten, Scot Williams

Administrative

President Pamla Wood called the meeting to order. Officers and Board members introduced themselves.

The minutes of the last meeting were circulated and no corrections were made.

Scot Williams from GSC attended with Jeanne Olivas.

Financial Report

Robinil Jameson reported:

- Cash on hand is \$4028.84.
- We have five new members.

Committee Reports:

Pat Bryan reported on the **Membership Committee**. There are a total of 95 members. Reasons noted for the growth were; word of mouth, GSC advertising and their bulletin board, Capstone, and the posting of the Society newsletter. Everything helps to make people aware of the Society and what it does.

A Membership table will be set up at the CPM Graduation with Pat Bryan and her committee working. She is open to ideas on increasing membership even more.

Janice Earnest circulated a **Position Description Report**, which included information on all Elected and Appointed positions. Janice collected this information from current and past Officers and Board members. The purpose of this documentation is for perspective new officers to know the job duties and expectations. Some positions overlap, but this is viewed as positive and a double check.

The Treasurer keeps a database containing information used by different committee chairs.

November 6 is **CPM Graduation**.

Larry Totten gave a preview of the **2006 AACPM Conference**. It has been 10 years since the conference was held in Kentucky. It will be the 30th year from the beginning of the Certified Public Manager program in Georgia. Committees will be formed to handle major preparations. We may need a marketing expert to create literature with a professional look.



We will work out the details: presenters, registration, treasurer, exhibitors, sponsors, hospitality, and break-out rooms. A two-day conference will be considered with day three reserved for the House of Delegates. The local chapter (Kentucky) will do the program. Sponsors/vendors will be given an opportunity to display their products. We will eventually get a report on the expense of the South Carolina conference to be used as a guideline.

Larry Totten will work on a 2006 calendar and sketch out deadlines.

Carolyn Schaefer asked if we have a contract with the Galt House. Larry will ask his contact about a cost contract. He has booked 200 rooms at Galt House. Idaho and Iowa will be new members of AACPM by that time.

Report from the **Finance Committee**. Jane Sampson will present a 2004 budget proposal by December.

Douglas Holt will not be able to carry out the duties of **President-Elect** next year. This position vacancy will be announced at the September seminar.

Jeanne Olivas will e-mail J.R. Brown with the next **Capstone** meeting date. J.R. will represent KSCPM, but needs 30 days notice.

Jeanne Olivas, GSC liaison, will meet with the advisory committee and do further study on **GSC accreditation**.

Other Business

Janice revised the **registration form for the KSCPM seminar**. It

is located on the KSCPM website. Click on [Upcoming Events](#).

Helen Koger was appointed chair for obtaining exhibitors/booths at the Fall Seminar.

Pamla and Jeanne are continuing work on a survey of CPM graduates. GSC has agreed to offer survey design expertise and compilation services. Pamla proposed that the purposes of the survey, for KSCPM, be:

To assess educational achievement award uses for CPMs, by Cabinet and Department.

To evaluate the value (benefit) of certification to employees.

To evaluate the value (benefit) of certification to the CPM's agency, as perceived by the graduate.

To assess the value (benefit) of KSCPM membership. Why and how? Ask if they read the newsletter.

Open Comments

The next **Board Meeting** will be October 22 in Conference Room A at the offices of Local Government in Frankfort.

Submitted by:
Helen Koger, CPM
KSCPM Secretary



**THE CUTTING EDGE
TREASURER'S REPORT:
CASH ON HAND
July 23, 2003**

Beg. Cash Bal.		
- 04/24/2003	\$2,262.61	
CD (AACPM Seed Money)	2,000.00	
Receipts:		
Dues	200.00	
Luncheon	<u>40.00</u>	
Total		<u>240.00</u>
Total Receipts		\$4,502.61
Expenses:		
Postage	\$ 12.25	
AACPM Conf	333.76	
Board Meeting	67.76	
AACPM Mmbrs	<u>60.00</u>	
Total Expenses		\$ <u>473.77</u>
Ending Balance		
7/23/2003		<u><u>\$4,028.84</u></u>

Submitted by
Robinil Jameson, CPM,
Treas., KSCPM

"Effective people are not problem-minded; they're opportunity-minded. They feed opportunities and starve problems."

-- Stephen Covey --

Is There Change in Your Future?

Regardless of who wins the election this November, it is a safe bet to say that a new administration results in major change trickling down throughout state government. How we, as leaders and managers, handle that change can have a powerful influence on how our employees handle it too.

If you are assigned to a team to be a change leader, consider reviewing the "8 Stages of Organizational Transition" by John P. Kotter, from his book *Leading Change*:

1. Create a **sense of urgency** so complacency, fear and anger don't undermine the project before it even gets started.
2. Build a **guiding team** with the credibility, skills, and authority to develop and advance the change.
3. Develop a sensible, clear, simple **vision** and set of strategies.
4. **Communicate** the vision and strategies to as many people as possible in as many ways as possible.
5. **Empower** employees by removing obstacles that hinder adoption of the new vision.
6. Produce **Quick Wins** to generate credibility, resources, and momentum for the project.
7. **Consolidate** change. Let one change generate another, and another, until the vision is reality.
8. Anchor the vision by nurturing a new organizational **Culture** that supports the change(s).

If you are thinking that this can't be applied to state government or that it simply "won't work in my area", check out John's newest book, "*The Heart of Change*" with two examples taken straight from Kentucky State Government.

Read more about John P. Kotter and Organizational Transition in

materials available from the Kentucky Department of Libraries & Archives or go online and check out [theheartofchange](http://theheartofchange.com).

"It isn't that they can't see the solution. It is that they can't see the problem."
-- G.K. Chesterton --

Top 20 Leadership Sins

Phillip Van Hooser, one of our guests last year and renowned leadership speaker, has been sending out his top 20 leadership sins via newsletter over the last several months. In case you missed any, here they are gathered in one place for your convenience. Consider cutting this listing out and keeping it handy around the office:

- An obvious lack of self discipline
- Using poor judgement
- Being insensitive to the needs of others
- Being too strict or too lenient
- Being cold, aloof or arrogant
- Doing too much and leading too little
- Promoting the impression of favoritism
- Betraying individual trust
- Holding grudges
- Micro-managing
- The inability to think strategically
- A failure to staff effectively
- Unwillingness to adapt to people with different attitudes
- Reflecting poor attitudes toward organizational policies & procedures
- Establishing unclear or vague parameters
- Failing to act when necessary
- Offering personal advice
- Being overly ambitious

- Allowing specific performance problems (their own or others) to continue
- Allowing their position to go to their head

Check out more words of wisdom from Phil at his [web site](#).

Other State Society Websites

Have you ever wondered what other state members of the AACPM are doing? Check the following links to catch up:

[Alaska](#), [Arizona](#), [Arkansas](#), [District of Columbia](#), [Florida](#), [Kansas](#), [Mississippi](#), [North Carolina](#), [Ohio](#), [Oklahoma](#), [South Carolina](#), [Texas](#), [Utah](#)

AACPM & Amazon.com

Do you shop on the internet? If so, have you been to Amazon.com lately? As a reminder, by using the link from the AACPM's home page, you are helping earn a 5% referral fees on everything you buy from Amazon.

If you haven't looked at Amazon for awhile, they're much more than just books - you might be surprised. Go to the Academy's home page, www.cpmacademy.org, scroll down to the bottom, click on the Amazon.com link, and start shopping!

Recycle

If you enjoyed this newsletter, please share it with a CMF/CPM graduate you may know that is not a KSCPM member. If you did not enjoy it, please share why you didn't with me!
glenn.thomas@mail.state.ky.us



KSCPM Committee Information - Year 2003

		KSCPM Executive Committee	
Pamla Wood	President	Pamla.Wood@mail.state.ky.us	502-564-3410
	President-Elect		
Robinil Jameson	Treasurer	Robinil.Jameson@mail.state.ky.us	502-573-2382
Helen Koger	Secretary	hkoger@docjt.jus.state.ky.us	859-622-3801
J.R. Brown	Immediate Past President	jbrown@docjt.jus.state.ky.us	502-564-6927
Jeanne Olivas	G.S.C. Liaison	Jeanne.Olivas@mail.state.ky.us	502-564-8170
JoJuana Leavell-Green	Election Comm.	JoJuana.Leavell-greene@mail.state.ky.us	502-564-5620
Pat Bryan	Membership Comm.	patriciabryan@peoplepc.com	502-875-1617
Janice Earnest	Program Comm.	jeanest@docjt.jus.state.ky.us	859-622-8062
Carolyn Schaefer	Assistant	cschaefer@docjt.jus.state.ky.us	859-622-2302
Glenn Thomas	Publications & Publicity Comm.	Glenn.Thomas@mail.state.ky.us	502-564-1404
Jane Sampson	Finance Comm.	Jane.Sampson@kdla.net	502-564-8300
Larry Totten	President, AACPM	Larry.Totten@mail.state.ky.us	270-343-2426
<i>Special Appointed Committees</i>			
J.R. Brown	Awards Committee	jbrown@docjt.jus.state.ky.us	502-564-6927
Tony Smith	Legislative Committee	TonySmith@mail.kytc.state.ky.us	502-564-6927
Connie Bolin	Web Site Coordinator	Connie.Bolin@mail.state.ky.us	502-564-7455
Pamla Wood	Historian & Archivist	Pamla.Wood@mail.state.ky.us	502-564-3410
KSCPM	Web Page	gsc.state.ky.us/KSCPMWeb	P.O. Box 42 Frankfort, KY 40602-0042
AACPM	Web Page	www.cpmacademy.org	

Fall 2003 Professional Seminar Tuesday, September 23, 2003

8:00 AM – 4:00 PM

Kentucky History Center

*100 West Broadway
Frankfort, Kentucky*

Multiple Guest Speakers

*Gov. Martha Collins, Rep. Jim Wayne,
Jill LeMaster, Dr. Betty Griffin*

SEND RESERVATIONS TO: ***Kentucky Society of Certified Public Managers
PO Box 42
Frankfort, Kentucky 40602-0042***

Reservations **must** be received by Monday, September 16, 2003.

Cost: \$ 75 – members, \$100 – non-members

Reservations: Member _____ Guest _____ Amount: \$ _____

NAME: _____

ADDRESS: _____

CITY: _____ KY ZIP _____

OFFICE PHONE: _____

E-MAIL: _____

THE CUTTING EDGE
KSCPM Newsletter
P. O. Box 42
Frankfort, KY 40602-0042



ADDRESS CORRECTION REQUESTED