



THE CUTTING EDGE

Sharpening Your Management Skills through KSCPM

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2005 KSCPM Annual Meeting/Luncheon

Tuesday
Dec. 6, 2005
11:30 a.m. – 1:30 p.m.

**Kentucky Higher Education
Assistance Authority
100 Airport Rd.
Frankfort, KY**

**Price:
Free to members
\$10 guests**

**Reserve by
Thursday, Dec. 1, 2005
(Registration Form enclosed)**

President's Podium

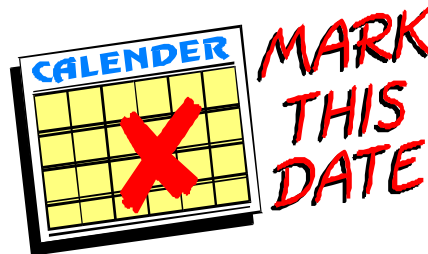


KSCPM President Larry Totten speaking at the 2005 AACPM conference

In less than 11 months, the Kentucky Society of Certified Public Managers will open the 18th Annual AACPM Professional Development Conference for our fellow CPMers from around the country. The spotlights have been turned off in Manchester, following a successful conference in that New Hampshire city, and are awaiting our signal to glow anew in Louisville next September.

To be successful, our Society must focus all of its energies on this event. Preliminary planning and organizing has been done, but the time to shift to a higher gear begins now. Committee Chairs need to be named, timetables established, decisions made, and volunteers enlisted.

Our first order of business is to develop and issue the Call for Presentations, to solicit speakers for the event. This is the heart of our Conference – the “why should we come?” Our theme, *The New*



DON'T FORGET !!!



Realities – A Decade Later, will offer presenters a broad framework in which to deliver timely, meaningful, and thought-provoking topics to their eager audiences. These will be showcased via a mixture of keynote addresses to the entire group and smaller sessions to smaller audiences.

I have no doubt that within our membership are those individuals who can make this event the best Conference in AACPM history. What is your interest? Do you have an eye for critiquing possible speaker topics? Are you detail-oriented, for tracking attendance data? Are you more social, interested in helping our out-of-town guests? Do you have contacts from whom to solicit door prizes? Better yet, do you just want to be a part of something that will be spoken of years from now?

Conferences are Academy milestone events. New at the time of our 1996 conference, KSCPM President Susan Smith issued a challenge to the other Society Presidents: bring a basket of goodies to give away, items native to your home state that you point to with pride. That tradition continues and has been a highlight of every Conference since.

What innovations will we add next year? Someone out there reading this has the answer – come join us.

Larry Totten, CPM
President, KSCPM

**Elections
It's that time again!**

It's time to consider taking a more active role in the KSCPM by running for elected office. The following three offices are available

for your consideration: President-Elect, Secretary, and Treasurer. The duties of all three positions can be found on the KSCPM website under [bylaws](#) - Article VIII – Officers.

Please remember that while the Secretary and Treasurer positions are both one year commitments, the President-Elect office requires a three year commitment covering all of the following: President-Elect, President and Past-President. Each of these positions has its own unique responsibilities as explained in the bylaws.

If you want more information about any of these positions, or wish to announce your candidacy, contact TonyB.Smith@ky.gov, Elections Chair.

Note: While associate members are not eligible to run for office, they can vote in the elections and can serve on any of the established KSCPM committees. This is a good way to learn more about the Society and network at the same time!

"The measure of success is not whether you have a tough problem to deal with, but whether it's the same problem you had last year."
--John Foster Dulles--

Annual Awards

It's also time to start thinking about annual award submissions for the Gene Childress Leadership Award and the Charlotte Glaser Certificate of Merit.

The Gene Childress award recognizes outstanding leadership in government. This award is now in its third year.

The Charlotte Glaser award recognizes an individual that provided outstanding contributions

to the KSCPM. This will be the second year that this award will be given; Robinil Jameson received it last year.

Application forms can be found on pages 7 and 8 of this newsletter.

Nomination forms must be received by Friday, November 11, 2005 to be considered. They can be emailed to Glenn.Thomas@ky.gov, faxed to (502) 564-6582 or hard copies can be mailed to the KSCPM post office box.

"The only correct actions are those that demand no explanation and no apology."
-- Red Auerbach--

2006 AACPM Conference

In September 2006, the Kentucky Society will host the 18th Annual Professional Development Conference of the American Academy of Certified Public Managers in Louisville at the Galt House. This event will mark the 10-year anniversary of the last time Kentucky was host. It will also be the 30th anniversary of the establishment of the Certified Public Manager program.

Our theme for the Conference will be "The New Realities – a Decade Later," carrying forward the theme from the '96 event. Now is the time to get going – The good news is that the more people we have on the job, the easier it will be for everyone. There are five basic committees:

Marketing – This group is charged with the primary responsibility of promoting the Conference. Its main duty is to create and mail the promotional and registration literature sent to Academy members. Other promo activities also fall to this group, such as

obtaining giveaway items for door prizes.

Program – This group is responsible for creating the education program. They will solicit presenters, evaluate responses, and make recommendations; negotiate fees and expenses; coordinate A/V needs; obtain CEU credit for the program; and work with presenters during the Conference.

Registration – This group is responsible for keeping track of the conference registrants and their money. They will be in receipt of registration information prior to the conference and handle all registration activities on site.

Hospitality – This group is responsible for the social aspects of the conference, working extensively with the hotel staff. This includes the conference food functions, room setups, and any other hotel issues. Some will put together “What to do in Louisville” information that will be given to registrants and arrange for any outside activities that are planned.

Exhibitors – This group is responsible for soliciting sponsorships for our events and getting exhibitors to display their products. This will be a very challenging committee, as an attempt has been made over the past few years to try to get national vendors interested enough to follow the conference as it moves around the country.

As you can see, there is something here for everyone’s personal interests and talents. We also will need your attendance next year as well. This conference will replace our own one-day event next fall,

and it’s never too early to start preparing your boss for that in-state travel request. More information will be forthcoming throughout the year.

Please contact me, at larry.totten@ky.gov for more information or to volunteer. Thanks.

"If you ever get a second chance in life for something, you've got to go all the way."

-- Lance Armstrong--

2005 KSCPM PROFESSIONAL SEMINAR

“Leading In Whitewater”

By Janice Earnest, CPM

On August 16, the Kentucky History Center in Frankfort was again the location of our annual Professional Seminar. With a theme of “Leading In Whitewater,” the presenters covered various ways of leading and managing in times of difficulty.

Commissioner Roy W. Mundy II, Department of Vehicle Regulation of the KY Transportation Cabinet said, “Yesterday’s challenge is today’s opportunity.” He stressed that things go wrong when communication goes wrong and gave some ideas on improving communication: monthly meetings; monthly newsletters; focus groups and an open door policy.

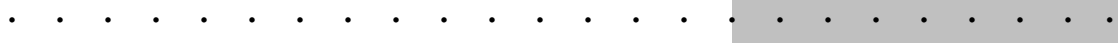
Executive Director Stanford Lampe, KY Education Cabinet, told us, “Crisis communication is an art. It’s not for everyone.” He listed the “Ten Commandments of Crisis Communication” and stressed that the one thing journalists want is for us to be accessible. They want quick, simple answers.

Susan G. Smith, CPM, SPHR, Human Resources Consultant and former president of KSCPM, gave an insightful presentation on “The High Cost of Workplace Stress.” She cited stress as the root cause of much of the increase in workplace health care costs and shared causes and symptoms of workplace stress, along with employee retention secrets. Susan urged managers to “Give credit rather than take it and take blame rather than give it.”

Sylvia Lovely, Executive Director of the Kentucky League of Cities and President of NewCities Foundation, stated that many American communities, particularly mid-sized cities and towns, are shrinking. She shared the “12 Principles of Community Building,” which are ways to make America’s cities thrive. Managers, to make workplaces flourish, can use many of those same principles such as: Don’t merely grow—plan and develop over time; Rethink boundaries; Cultivate leadership and civic involvement; Connect to the world, and Feed the mind and nurture the soul.

During the lunch break, there was time to tour the History Center exhibits or visit the booths in the resource area. Representatives from Deferred Comp, Parks and Recreation, Commonwealth Credit Union, Retirement, Drive Smart, and Kentucky Employee Mediation Program were present and were given a few minutes on the program to explain their functions.

Among the door prizes awarded was a two-night stay at Lake Cumberland State Park, won by Margaret Puckett. Parks and Recreation representative, Robin Caldwell-Welch, generously donated other door prizes of one and



two-night stays at any State Park. The lucky winners Tom Griffin and Wanda Mason were all smiles!

To highlight the 2006 American Academy of Certified Public Managers® Conference, seminar attendees were given a folio designed with the conference logo "The New Realities, 1996-2006, A Decade Later." Due to KSCPM hosting the Conference in Louisville, we will not present a Professional Seminar in 2006, but hope everyone will join us at the national conference at the Galt House.

"First we will be best, and then we will be first."

■ Grant Tinker -



**TREASURER'S REPORT:
CASH ON HAND
Oct 11, 2005**

Beg. Cash Bal.
- 05/26/2004 \$9,647.63

Receipts:

Dues	160.00
Redeposit #547	100.00
Interest Checking	16.01
Interest CD	18.85
Spring Lunch	9.00
Summer Lunch	525.00
Fall Seminar	1,700.00
NH Raffle	<u>915.00</u>
Total	<u>3,443.86</u>

Total Receipts \$13,091.49

Expenses:

AACPM Conf	\$1,508.52
AACPM Mmb	30.00
Postage	13.65
AACPM basket	160.77
Catering	858.00
Rental - Hist Cntr	200.00
Participant Gifts	988.50
Katrina Donation	200.00
Awards/Spkr Gifts	<u>120.20</u>
Total Expenses	<u>\$4,118.39</u>

Ending Balance
10/11/2005 \$8,973.10

Submitted by
Robinil Jameson, CPM,
Treas., KSCPM

"Pleasure in the job puts perfection in the work."

-- Aristotle -

**Board Minutes
October 11, 2005**

IN ATTENDANCE

Larry Totten, Robinil Jameson, Glenn Thomas, Carmen Bishop, Janice Earnest, Helen Koger, Sherman Bowman, Tony Smith, and Pamla Wood.

ADMINISTRATION

The Board Meeting was called to order by President Larry Totten and an agenda was presented.

The Board Minutes from the May 19, 2005, June 6, 2005, and July 12, 2005 meetings were reviewed. A motion was made to approve these minutes by Janice Earnest, Carmen Bishop seconded, the motion carried.

FINANCIAL REPORT

Robinil Jameson stated that the current balance in the checking account is \$6,910.53. This balance includes \$915.00 that we received from the AACPM 2005 Conference raffles. This money is to be segregated into the 2006 conference account once it is established. In addition, the certificate of deposit is valued at \$2,062.57.

COMMITTEE REPORTS

Election Committee (Tony Smith)
The Elections Committee is preparing a letter to be e-mailed to the membership, seeking nominations for next years' officers and directors. The e-mail should be sent shortly.

Program Committee (Sherman Bowman)
The Awards Luncheon is scheduled for December 6, 2005 at the KHEAA Building in Frankfort

from 11:30 until 1:30. Lunch will be catered by All The Way Shop and the menu will be a Holiday Buffet. The registration form for the luncheon is ready to be sent.

Robinil Jameson stated that we need to make an effort to recognize all VIPs that may attend the luncheon.

The Program Committee needs to coordinate with the Awards Committee on obtaining awards.

Publications Committee (Pamla Wood) The next newsletter should be sent by the end of next week (October 21, 2005).

A special election newsletter needs to be prepared and sent before the December 6, 2005 Awards Luncheon that details brief bios of all candidates.

There was discussion that next year there will be a need for a monthly newsletter/update- type correspondence that keeps the membership informed about the upcoming 2006 AACPM Conference.

Membership Committee (Helen Koger) The KSCPM currently has 126 members.

Awards Committee (Glenn Thomas) Robinil Jameson was provided 17 projects. The Awards Committee recommended no more than 8 project winners, and will review the scores to determine a more appropriate cutoff. The final project winners will be recognized at the November 8, 2005 graduation ceremony in the Capitol Rotunda.

Legislative Committee (Tony Smith) The upcoming legislative session should be very interesting as topics include the budget, retirement

system, retirement window, merit system law, 40 hour work week, etc... The Legislative Committee has nothing to report as there have been no pre-filed bills at this time.

NEW BUSINESS

Graduation Ceremony (Robinil Jameson) The CPM graduation will be in the Capitol Rotunda on November 8, 2005 at 2:00 pm. There will be approximately 34 graduates. The Governor may be in attendance.

Letters to Agency Heads (Tony Smith) Tony recommends that letters once again be sent to Agency heads and constitutional officers, detailing information about the Society.

Website (Larry Totten) The Board needs to consider hiring an outside firm to maintain our website to ensure continuity and consistency. This is especially important given the upcoming 2006 AACPM Conference. Larry obtained a price from Net Gain Internet Services, which maintains the AACPM website. The price would be \$75 a month, or \$900 a year. A motion was made by Pamla Wood to use Net Gain Internet Services unless by October 14, 2005 other information is provided about additional options. The motion was seconded by Robinil Jameson, and the motion carried.

Other New Business (Tony Smith) On October 17, 2005 Personnel Cabinet Secretary Erwin Roberts will hold a meeting for all state government employees at 10:00 a.m. at the Transportation Cabinet office building to discuss the Blue Ribbon Merit Task Force proposed recommendations. All employees are encouraged to attend.

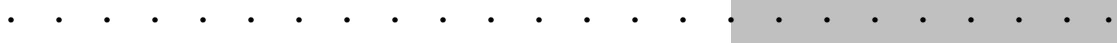
2006 CONFERENCE (Larry Totten)

Larry Totten handed out the AACPM Policies and Procedures Manual regarding Duties and Responsibilities of the Conference Committee. This information should be kept to provide guidelines for the upcoming Conference. Effective January 2006, the Conference Chair will be Julie Felice.

Co-Chair Larry has asked that there be a co-chair to help him with the upcoming conference. Robinil Jameson volunteered for the position. Larry will contact J.R. Brown to find out if he is also interested in being a Co-Chair. A motion was made by Carmen Bishop to accept Robinil Jameson as Co-Chair pending interest by J. R. Brown. Sherman Bowman seconded the motion, and the motion carried.

Committee Chairs There are five major committees for the Conference as follows: Marketing, Program, Registration, Hospitality, and Exhibitors. Larry would like to have all the Chairs and committee members in place by the end of the year. The Program Committee needs to get underway immediately. Glenn Thomas and Pamla Wood volunteered to serve on this committee. Larry will ask Sharon Marcum to join them, perhaps as Chair. The following summarizes current volunteers for specific committees:

- Marketing – Susan Hopkins
- Program – Glenn Thomas, Pamla Wood
- Registration – Carmen Bishop, Janice Earnest, Rebecca Conley
- Hospitality – Robin Coombs, Shawn Herron
- Exhibitors – Helen Koger



AACPM & Amazon.com

Call for Presentations The Program Committee needs to prepare the Call for Presentations as soon as possible.

Robinil Jameson stated that we need to consider a reduced rate for retirees to attend the conference. If so, we would be the first to offer such a reduced rate.

Sherman Bowman provided an evaluation summary of the KSCPM Professional Seminar. Overall, the evaluations were good to excellent (scores of 4 and 5).

The next Board Meeting will be held on November 8, 2005 at 10:00 a.m. in Room 338 of the Capitol Annex.

Subsequent to the Board Meeting, Robinil Jameson e-mailed the Financial Report on October 11, 2005.

Submitted by
Carmen Bishop, CPM,
Secretary, KSCPM

2005 AACPM Conference

The AACPM conference held in mid-September in Manchester, NH would have to be declared a success no matter how you look at it.

The Radisson-Center of New Hampshire offered spectacular views of the surrounding New England countryside in the early throes of changing to a palette full of vibrant colors.

The weather was wonderful, allowing participants the opportunity to enjoy the rich heritage and friendly residents.

The program itself, "Achieve Greatness in Public Management –

Climb to New Heights" contained a wide variety of pertinent breakout sessions ranging from 'Succession Planning' to 'Preparing for Terrorism' from 'Training' to 'Teams' and from 'Diversity' to 'Leadership Competence'.

The personal interactions were fantastic as always. While it was wonderful to see old friends and make some new ones, it was also inspirational to hear the stories of those affected by hurricane Katrina. In fact, the AACPM House of Delegates quickly approved sending matching funds, up to \$2,000, as donated by state societies in support of relief efforts.

The social activities were well planned and well attended. Nearly 200 people attended the trip to Portsmouth for a fresh seafood/lobster dinner and no one appeared disappointed in the least. Other events such as a walking tour of Manchester, a visit to the chocolate factory or to the Anheiser-Busch brewery, were equally well received.

At the conclusion of the conference, NH Conference co-chair Deb Bourbeau presented KSCPM President Larry Totten a check for \$915 from one of the traditional conference events that started in Kentucky - state basket raffle sales.

We would like to express our thanks to the entire NH conference committee for making three days in Manchester a memorable event.

"The remarkable thing we have is a choice every day regarding the attitude we will embrace for that day."

--Charles Swindoll-

The holiday season is just around the corner. When you do your shopping online this year, please remember that you can help the AACPM at no cost to you.

All you have to do is go to the AACPM home page and enter Amazon from there. In that way, the AACPM will receive a percentage of everything you buy but it won't increase your cost at all.

Remember there is no additional cost to you for anything you buy, and the AACPM gets a percentage of each sale. Why not start your holiday shopping early and help the AACPM at the same time!

"Coming together is a beginning, staying together is progress, and working together is success."

-Henry Ford-

Gene W. Childress Leadership Award

Awarded for outstanding leadership in government

NOMINATION FORM

The nominee must be a full-time, permanent, public employee but does not have to be a Certified Public Manager.

Nominee Information:

Name: _____

Title: _____

Cabinet/Agency: _____

Mailing Address: _____

Work Phone: _____ Email: _____

POSSIBLE REASONS FOR NOMINATION:

- Exceptional level of service to the public
- Excellent role model
- Frequently performs above and beyond the call of duty
- Exhibits long term dedication to government

I am nominating this public employee for the Leadership Award for the following reasons: (Please be specific.)

If additional space is needed, please attach another sheet.

Nominator's Information:

Name: _____

Title: _____

Cabinet/Agency: _____

Mailing Address: _____

Work Phone: _____ Email: _____

Signature of Nominator

Date

Charlotte Glaser Certificate of Merit

Awarded for outstanding contribution to the Kentucky Society of Certified Public Managers

NOMINATION FORM

The nominee must be a member in good standing of the Kentucky Society of Certified Public Managers.

Nominee Information:

Name: _____

Title: _____

Cabinet/Agency: _____

Mailing Address: _____

Work Phone: _____ Email: _____

POSSIBLE REASONS FOR NOMINATION:

- Exceptional level of service to the Kentucky Society of Certified Public Managers
- Excellent CPM role model
- Promotes and supports Society functions
- Far exceeds expectations of a Society member
- Frequently performs above and beyond the call of duty
- Exhibits long term dedication to the Society

I am nominating this CPM for the Certificate of Merit for the following reasons: (Please be specific.)

If additional space is needed, please attach another sheet.

Nominator's Information:

Name: _____

Title: _____

Cabinet/Agency: _____

Mailing Address: _____

Work Phone: _____ Email: _____

Signature of Nominator

Date

KSCPM Committee Information - Year 2005

KSCPM Executive Committee			
	President		
Larry Totten	President-Elect	Larry.Totten@ky.gov	270-343-2426
Robinil Jameson	Treasurer	RHJCPM@aol.com	502-564-7544
Carmen Bishop	Secretary	Carmen.Bishop@ky.gov	502-573-3390
Glenn Thomas	Immediate Past President	Glenn.Thomas@ky.gov	502-564-1404
Jeanne Olivas	O.G.T. Liaison	Jeanne.Olivas@ky.gov	502-564-8170
Tony Smith	Election Comm.	Tony.Smith@ky.gov	502-564-4319
Helen Koger	Membership Comm.	Helen.Koger@ky.gov	502-573-2382
Sherman Bowman	Program Comm.	Sherman.Bowman@ky.gov	502-564-7000
Pamla Wood	Publications & Publicity Comm.	Pamlaw@iglou.com	859-734-4112
Jack Bates	Finance Comm.	Jack.Bates@ky.gov	502-564-5576
<i>Special Appointed Committees</i>			
Glenn Thomas	Awards Committee	Glenn.Thomas@ky.gov	502-564-1404
Tony Smith	Legislative Committee	Tony.Smith@ky.gov	502-564-6927
Janice Earnest	Historian & Archivist	Janice.Earnest@ky.gov	859-622-8062
KSCPM	Web Page	WWW.KSCPM.ORG	P.O. Box 42 Frankfort, KY 40602-0042
AACPM	Web Page	www.cpmacademy.org	

2005 Annual Meeting/Luncheon Tuesday, December 6, 2005

11:30 AM – 1:00 PM

Kentucky Higher Education Assistance Authority

*100 Airport Rd.
Frankfort, Kentucky*

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

E-MAIL RESERVATIONS TO: ***Sherman.Bowman@ky.gov***

Reservations **must** be received by Thursday, December 1, 2005.

Cost: free to members, \$10 non-members/guests

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

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