

# OIT CONNECTION



## Table of Contents

Leadership Corner - Veterans Day	3
OIT's first-ever Records Officer	4
Mandatory Training Announced	5
Upcoming Events	6
Tech Night	9
Meet OIT Employees	11
Congrats	14
The Health of IT	18
Lunch and Learn	20

In the future, we will add names to photos so that we can get to know each other better. Thank you goes to everyone who contributed, especially Melissa Strout who assisted with editing. This is *truly* a work in progress.



**Our lunch and learn, on NOVEMBER 12,** was a dedication **to honor our OIT Veterans who are employed with us!** We held a monitored panel discussion and OIT employees who are Veterans shared their story about how the military experience led to careers in Technology or to a Leadership role.



Panel Members: Cathy Harrison, Garret Hubbard, Josh Karstens, and Tammy Quimby



**Thank you to all who have served in the military.**

Please remember if you would like to give to the wounded Warrior Program the link is:

<https://support.woundedwarriorproject.org/default.aspx?>

# Policy for Preserving State Government Records

## Modernizing Electronic Records Management – “not your grandfather’s old file cabinet”



On Nov. 1, all State Government employees received an e-mail from Secretary of State Matt Dunlap. It was about the “new” **Policy for Preserving State Government Records**. Although this particular document is new, the requirement for properly preserving records (paper or electronic) related to official State Government business was established decades ago. See the “new” policy, and reference to links at the State Archives at:

[www.maine.gov/sos/arc/records/state/electronic.html](http://www.maine.gov/sos/arc/records/state/electronic.html).

Records retention applies to records of any media type – paper, electronic, video, etc.

The old OIT Records Schedule is very much out of date, with most of the 30 items defined back in the 1980s and 1990s (including talking about retention period for the 9-track tapes on the Honeywell “Bull” mainframe).

**Eric Stout** has been appointed as OIT’s first-ever Records Officer (part-time role), and will work with Tammy Marks at the State Archives to modernize the OIT records retention schedule. Input is welcome from OIT managers and staff to determine the proper retention periods for the various types of electronic records and documents that OIT either owns or is caretaker on behalf of the State agencies.

## **OSHA Global Harmonization System policy training.**

### **Mandatory training must be completed by November 22, 2013.**

When you have completed your training, please inform the OIT Admin Staff and turn in your completed/signed acknowledgement form to the OIT Admin Staff.

The OIT Admin Staff will notify personnel of all completed training and the original signed acknowledgement form will be sent to your Manager/Supervisor for retention.

#### **Link to the training and information below**

In August of 2013 the Governor announced the new federal mandate on the Federal Occupation and Health Administration (OSHA) Safety and Health Global Harmonization System (GHS) policy. To ensure that all state employees are aware of and familiar with safety standards that affect their workplace, and have been trained in the new OSHA mandate (as required) prior to December 1, 2013 each manager/supervisor will direct employees under their supervision to view the 23 minute video that explains the new Global Harmonization mandate. This online training video is available at:

<http://www.safetyworksmaine.com>

In addition to the video, SafetyWorks also offers a power point presentation for employee training, and a poster that is mandatory to be prominently displayed in work locations (attached). All training and materials are free. For employees that do not have computer access please ensure they have training. Further training classes have been scheduled at SafetyWorks in Augusta for those who would benefit from classroom type training. These trainings are currently scheduled for October 22 at 10:00 and November 22 at 2:00. More dates will be made available if necessary. Please call SafetyWorks for reservations at 1-877-SAFE-345. Administrative leave time is provided for this mandatory training.

Once each employee is trained, they must sign the Global Harmonization Acknowledgement form (attached). This acknowledgement form is necessary to comply with OSHA's training requirements for all State employees. Supervisors must retain the signed acknowledgement form for each employee. All new employees will be given the link to the training during their new employee sign with my staff and it is the supervisor's responsibility to ensure the employees have been trained and acknowledgement forms have been signed.

Managers/supervisors for each department/agency/bureau must ensure that all employees have been trained, acknowledgement forms have been signed and the poster is displayed on bulletin boards prior to the deadline of December 1, 2013. Upon completion of the acknowledgement forms for all employees each department/agency/bureau must send an email to Doreen Brown confirming this mandate has been completed. This must be received no later than November 27, 2013.

If you have any questions or concerns, please contact Doreen Brown, HR Manager for guidance at 624-7419 or [Doreen.M.Brown@maine.gov](mailto:Doreen.M.Brown@maine.gov)

Thanks for your help in making safety a top priority for State Government!

# National Peanut Butter Fudge Day!!!

## Event Invitation from the Learning and Development



Idea for event came from Karen Knox

On November 20th in celebration of National Peanut Butter Fudge Day OIT will be holding a Peanut Butter fudge contest! (Room 317)

If you are interested in entering your favorite peanut butter fudge please sign up at the reception desks on either the 3rd or 4th floor. Be sure to cut into small pieces. Recipes need to be included! A panel of 5 judges will decide the best fudge. Winner will receive bragging rights! Recipes will be made available to all!



- \* **10 am: Drop off fudge with Barbara Buck**
- \* **11 am—Noon: Judging**
- \* **Noon—1 pm: Peoples Choice**

- The world's largest peanut butter factory churns out 250,000 jars of the tasty treat every day.

- Two peanut farmers have been elected president of the USA—Thomas Jefferson and Jimmy Carter.
- Peanuts and peanut butter contain over 30 essential nutrients and phytonutrients.
- The amount of peanut butter eaten in a year could wrap the Earth in a ribbon of 18oz peanut butter jars one and one third times .
- Women and children prefer creamy, while most men opt for chunky.
- Peanuts are naturally cholesterol free.
- Astronaut Allen B. Shepphard brought a peanut with him to the moon.
- Archibutyrophobia (pronounced A'-ra-kid-bu-ti-ro-pho-bi-a) is the fear of getting peanut butter stuck to the roof of your mouth.



# The Maine FIRST® LEGO® League Championship

## Maine's Largest STEM event!

**When:** December 14th 2013

**Where:** Augusta Civic



Children grades 4 thru 7 (ages 9 to 14) compete state-wide and nationally, building Lego vehicles which they control through programming.

You are unlikely to find a more *energized, excited group of kids anywhere*. They yell, they run around frantically trying to get things fixed, they take pride in what they are doing and it all shows.

### Judges Needed for:

**Project/Presentation/Teamwork:** Teams give a 5 minute presentation on their research topic, followed by a 3-5 minute Q&A session, and then a 3-5 minute consensus between the judges. This years topic is natural disasters.

**Robot Design:** Judge teams look at the design of the robots and have the teams run their robot to show how it works and evaluate for innovation, robustness, and accuracy.

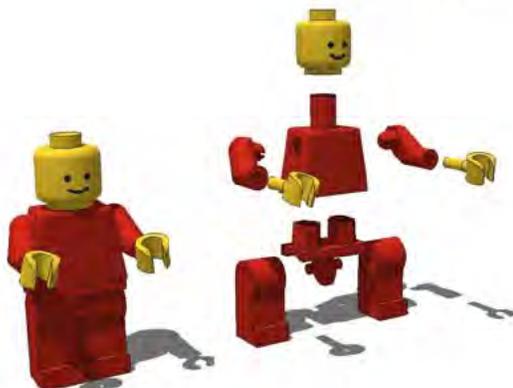
**Robot Programming:** Judge Teams look at how the robots were programmed.

**Team Spirit:** Usually a single team of 2 who rove for the day looking for the most "exciting" team there.

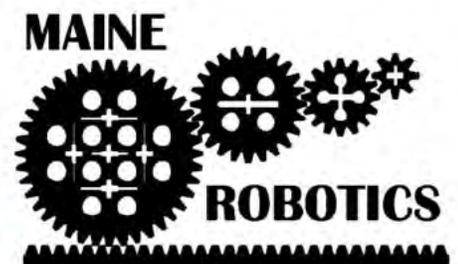
**T-shirt design:** Not an official FIRST award, but it is given out each year.

**Volunteers are also needed for:** Registration, setup and take down, runners, help desk, AV equipment, Robot Field re-setters, Referees, an so on...

To volunteer please go to the Maine Robotics website and fill out the volunteer registration form. <http://www.mainerobotics.org/volunteer.html>



SEE  
YOU  
THERE!!!



# MAINE DIGITAL GOVERNMENT SUMMIT

GOVERNMENT TECHNOLOGY

CIVIC CENTER  
AUGUSTA, ME  
NOVEMBER 19, 2013



## Opening Keynote - Exploration is a State of Mind

### Josh Bernstein

Explorer, Educator, Survival Expert

In a fast-changing world, everyone is an explorer whether they know it or not, particularly in government IT. We are constantly traveling across uncharted terrain: the economy, social media, the cloud, and on and on. Was Steve Jobs any less of an explorer than Ferdinand Magellan? They definitely had one thing in common: they always looked forward and rarely looked backward. The spirit of exploration and adventure lives on, now more than ever because technology makes it possible for anyone to be an explorer in their own right. In this fascinating and rousing session, noted explorer Josh

Bernstein shows us how to turn one's career into an adventure and the survival skills needed along the way.

### Topics will include:

- Aligning IT with Business & the Role of the Business Analyst  
Building the Next Generation Workforce
- Protecting Your Information and Applications
- Cross Jurisdiction Collaboration
- Self Service Models for Citizens
- Big Data - Big Expectations
- New Approaches to Disaster Recovery and Continuity
- Mobile App: Responsive Web v. Native?
- Life Long Learning
- Citizen Engagement and Connected Government
- Location Based Services/GIS

November 19, 2013

### Location

Augusta Civic Center  
76 Community Drive  
Augusta, ME 04330

For questions or to register,  
contact:

Jeremy Smith  
Registration Coordinator  
Government Technology  
916-932-1402  
[jsmith@govtech.com](mailto:jsmith@govtech.com)

# Tech Night

## Why Tech Night?

We recognize that high school and college students often do not know much about Information Technology careers or they may have a very narrow view. As a result of the challenging economy, many schools have had to reduce their technology focused courses. OIT's goal is to educate students to the possibilities of Information Technology as an exciting and very viable career path. In addition to talking about the technology aspects, we also stress the importance of teamwork, collaboration, creative problem solving and endless learning opportunities. This event is fun and interactive. We keep the group fairly small (30-40 students) and involve them in activities that allow them to meet members of our agency,

learn about some of the technology that the different agencies use throughout the State and give them a chance to experience some of those technologies directly through hands-on activities.



# Tech Night

## 2013

Last year, we held our first **OIT Tech Night** in an effort to educate Maine high school (and college) students about career opportunities in IT. It was a tremendous success and those who attended, students, educators, volunteers, and vendors had rave reviews. It was just amazing to see the students and our OIT staff members so engaged in the activities.



We had approximately 50 students from local schools attend the first OIT Tech Night event. The students and teachers told us multiple times that they had no idea what a career in IT meant before they attended the OIT Tech Night. One of the most popular comments from the students, “we thought that when we hit delete, the files were gone” and during one of our activity sessions the students quickly learned that was not “really” the case! Additionally, over 80% of the students said they would now consider a career in the technology field. It was just amazing to see the students and our OIT staff members so engaged in the activities.



Welcome to the Network Connection—featuring employees from OIT

**Name:** LaRee Funston

**Job position in OIT:** System Administrator for MIP

**What is your “hometown” or place of birth?**

Modesto, California

**If you could ride a bus from Maine to California who would you select to ride in the seat beside you (can be deceased, living, or yet to live) and why?**

I would not ride a bus from Maine to California. I would either Drive, Fly or take the Train. I would hope the seat next to me would be empty so I could spread out and relax.

**What is your favorite food?**

Mexican

**What is the most memorable *Halloween* costume you have worn?**

Mouse ears, reminds me of when I worked at Disney World.

**What do you believe is a significant technology, scientific or creative advancement that has led to improve the way we live?**

Moveable type. Technology advances quickly once education was not limited to the very rich in society.

**What is your favorite hobby or your favorite sport?**

Genealogy research

**Where is your favorite vacation spot?**

Anywhere warm in the winter

**What is your pet-peeve?**

People afraid to ask the stupid question. The only stupid question is the one not asked.

**Who is your favorite actress or actor and why?**

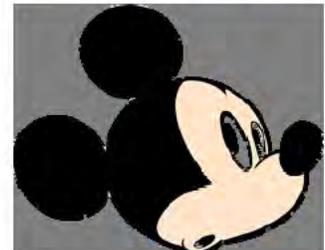
Gene Kelly, an everyman’s dancer and actor.

**What is it you like most about working for OIT?**

The people and the job creativity,

**If a wizard gave you three wishes, and one wish was to be an animal, which one would you be and why?**

A human animal. We have an unlimited capacity for joy and I am allergic to fur.



Welcome to the Network Connection—featuring employees from OIT

# MELISSA

**Name:** Melissa Strout

**Job position in OIT:** Workforce Development—Intern

**What is your “hometown” or place of birth?** Oakland, Maine

**If you could ride a bus from Maine to California who would you select to ride in the seat beside you (can be deceased, living, or yet to live) and why?** My kids. I love them!

**What is your favorite food?** Anything that someone else cooks!



**What is the most memorable *Halloween* costume you have worn?** Black cat

**What do you believe is a significant technology, scientific or creative advancement that has led to improve the way we live?** Electricity

**What is your favorite hobby or your favorite sport?** Football, it's the only sport I can watch (*and stay awake*) .

**Where is your favorite vacation spot?** The north woods of Maine.

**What is your pet-peeve?** Lateness

**Who is your favorite actress or actor and why?** Denzel Washington, he is an awesome actor and I love all his movies.

**What is it you like most about working for OIT?** Helping people.

**If a wizard gave you three wishes, and one wish was to be an animal, which one would you be and why?** A cat, they seem to have it made. They come and go as they please and nobody expects much from them!



Welcome to the Network Connection—Featuring Employees from OIT

Name: **Christopher Dedam**

Job position in OIT: **.Net Developer/Programmer 4**

What is your “hometown” or place of birth? **Campbellton, New Brunswick. (Canada)**

If you could ride a bus from Maine to California who would you select to ride in the seat beside you (can be deceased, living, or yet to live) and why? **My wife because she is awesome!**

What is your favorite food? **Anything hot and spicy.**

What is the most memorable *Halloween* costume you have worn? **I dressed up last year as V from the movie V for vendetta.**

What do you believe is a significant technology, scientific or creative advancement that has led to improve the way we live? **The microchip.**

What is your favorite hobby or your favorite sport? **College Football/Basketball. Go Duke!**

Where is your favorite vacation spot? **Myrtle Beach, SC.**



What is it you like most about working for OIT? **Being able to work in an industry that is constantly changing. There is always something new to learn so I never get bored.**

If a wizard gave you three wishes, and one wish was to be an animal, which one would you be and why? **I want to be my cat Cherokee because he is a spoiled brat/cat. (Same thing)**

## Promotions since August 2013



Diana Olore	Promotion	OIT Program Manager
Kayla Cole	Promotion	OIT Business Analyst
Joseph Couture	Promotion	System Team Leader
Kelly Hann	Promotion	System Group Manager
Dickson McCannell	Promotion	Programmer Analyst
Jeannine Spears	Promotion	Systems Analyst
Joshua Howe	Promotion	OIT Business Analyst
Holly Sysko	Promotion	Systems Analyst
Peggy White	Promotion	ISSSII
Suren Valagapudi	Promotion	Senior Database Analyst
Gregory Lush	Promotion	System Team Leader
Joseph Young	Promotion	PSCI-Dir. Of Special Projects
Joy Lazore	Promotion	Sr. ISSS

## Welcome Our New Employees and Those Promoted!

### Newly Hired



William Waterman	Computer Programmer	8/5/13
Durrell Bissinger	Senior Programmner Analyst	7/23/13
Dustin Fairbanks	Computer Programmer	8/19/13
Peter Lewis	Programmer Analyst	9/4/13
Brian Boudreau	Intern	8/19/13
David Beaulieu	ISSSI	8/26/13
Sally Hutchinson	Intern	8/12/13
Stacey Francour	Intern	8/5/13
Phillip Best	Intern	8/5/13
William Mason	System Team Leader	9/9/13
Melissa Strout	Intern	9/4/13
Kirk Holbrook	Agency Application Architect	9/23/13
Donald Waite	Intern	10/21/13
Jonathan Hinson	Systems Analyst	10/15/13
Roger Drolet	ISSS-I	10/28/13
Amanda Scott	Office Assistant II	11/12/13
Julie Donohue	Project Manager	11/25/13



## Retirements since August 2013

Wayne Gallant	Retirement	Associate CIO
Michael Welch	Retirement	Senior Programmner Analyst
Elizabeth Watts	Retirement	Senior Programmner Analyst
Doris Minor	Retirement	Office Assistant II
Paul Burgess	Retirement	System Team Leader

# Transfers



Daniel Boissoneault	Transfer	Computer Programmer
Larry Hite	Transfer	Systems Analyst
Paul Bailey	Transfer	Senior Programmner Analyst
Paula Cummins	Transfer	Office Specialist I
Martin Murphy	External transfer	Senior ISSS

## Just for the HEALTH of IT!!

Dear State of Maine Employee,

**The annual enrollment period for our two Flexible Spending Accounts (FSA) is going on now through November 26, 2013.**

With a Flexible spending account you can:

- Pay for eligible health or dependent care expenses with pre-tax dollars
- Lower the taxes taken out of your pay

The State of Maine continues to offer both the medical and dependent care spending accounts. There are no changes being made to the FSA plans for 2014.

If you are currently enrolled in the FSA plan, you must re-enroll for each year you wish to participate.

For more information about the medical and dependent care spending accounts and for access to the 2014 enrollment form, please visit our website.

Thank you,

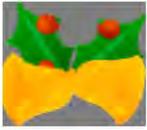
Division of Employee Health & Benefits

114 State House Station

Augusta, ME 04333-0114

[www.maine.gov/deh](http://www.maine.gov/deh)

## Just for the HEALTH of IT!!



# DIET TIPS FOR THE HOLIDAYS

Holidays bring family and friends together to celebrate traditions and spread good cheer. They also bring lots of opportunities for socializing, eating, and drinking. Even the most disciplined people struggle with temptation during the holiday season. To help you survive the seasonal parties without packing on the pounds, WebMD consulted diet gurus across the country for their best holiday diet tips. Below are their top 10 recommendations:

**Trim back the trimmings.** Go easy when adding nuts, cheese, cream sauces, gravy, butter—things that don't add much to the meal but can add plenty to your waistline.

**Limit the variety.** Put only 2 items on your plate at a time and return as many times as you like.



**Wear snug clothes.** When you wear snug fitting clothes you are less likely to overeat.

**Be a food snob.** If you don't love it, don't eat it.

**Chew gum.** When you don't want to eat, pop a piece of gum in your mouth.

**Add fun and games.** Try to take the focus off food and get your family and friends more active during holiday parties.



**No skipping meals.** Eating sensibly throughout the day will take the edge off the appetite and empower a bit of restraint.

**Check it out.** Survey your food choices before diving in.

**Alternate alcohol with nonalcoholic beverages.** Alcoholic drinks are loaded with calories

**Skip the appetizers.** If you need to nibble before the meal go for the veggies, fruit or salsa.



**Holiday parties are much more than food and drinks. They are a time to delight in the traditions of the season, and enjoy the company of family and friends.**

**If you do splurge don't beat yourself up. Just get right back to normal eating and exercising, and try to do better at the next party.**



By: Kathleen M. Zelman, MPH, RD, LD WebMD Weight Loss Clinic-Feature



The **OIT Lunch and Learns** are designed to provide innovative and thought-provoking discussion on hot-button topics to enhance the ability for individuals to grow and develop in the workplace.

The **lunch and learns** provide networking opportunities and feature a diverse range of talented guest speaker(s) who are considered a subject matter experts in their field.

The **lunch and learn** sessions are designed to advance the understanding of our employees on a variety of workplace topics, highlight best practices, and offer a forum for professional networking. We would like recommendations from employees on the topics for future sessions!

### FOR PLANNING PURPOSES

The **lunch and learns** will be held in room 317 from 12:00-1:00. The dates have been established. Please bring your own lunch. We may be coordinating a delivered pizza lunch for those who wish to pitch in at some of the sessions.

#### Upcoming Dates:

Dec. 10, Jan. 14, Feb. 11, Mar. 11, Apr. 8, May 13, June 10, July 15, Aug. 12, Sept. 9, Oct. 14, Nov. 18, and Dec. 9.

**December 10th will feature a cookie exchange and a fun filled game of Jeopardy! You won't want to miss it!**

To recommend a Lunch and Learn topic please contact one of the T&D sub team members, Bruce Flaherty, Chris Osgood, or Bill Waterman. This lunch and learn team is a sub team of the Learning and Development Team being developed for OIT!