



## Welcome to NDE!



Zachary Arter  
VR Service Specialist  
VR – Omaha Dwntn  
Started 12/28/2016



Kristina Berst  
Program Specialist  
ATP – Omaha West  
Started 01/04/2016



Jene Chapman  
Program Specialist I  
Omaha – E.C.T. C.  
Started 01/04/2016



David Fleming  
VR Service Specialist  
VR – Omaha West  
Started 02/01/2016



Kendra Augustine  
VR Service Specialist  
VR – Columbus  
Started 02/12/2016



Lynne Cook  
Program Specialist II  
NSOB – Early Childhood  
Started 02/08/2016



Marvin Konwinski  
IT Data Base Analyst Sr.  
VR – Omaha  
Started 02/22/2016



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Kenneth Cuevas  
VR Service Specialist  
VR – Omaha West  
Started 02/12/2016



Drew Worster  
Admin Specialist I  
NSOB – NEAT Team  
Started 03/02/2016



Bryan Hermsen  
IT Application Dev.  
VR – NSOB  
Started 03/14/2016



Stazia Clark  
VR Rehab. Specialist  
VR – Lincoln  
Started 03/14/2016



Atwell Mukusha  
IT Project Manager Lead  
NSOB – Data Res. & Eval  
Started 04/1/2016



Meredith Rohwer  
VR Service Specialist  
VR – Omaha Dwntrn  
Started 04/11/2016



### Open Enrollment 2016-2017

This year's Open Enrollment begins at 8:00 a.m. CST on **May 11th** and ends **May 25th** at **5:00 p.m. CST.** [Guide to Open Enrollment.](#)

Prior to Open Enrollment, State Personnel Wellness and Benefits staff will be available at several on-site locations throughout the state to answer employee questions concerning this year's benefit options or the open enrollment process.

[Materials](#) for the 2016-2017 Open Enrollment were sent out Monday, April 18<sup>th</sup> via email. Electronic Information regarding Open Enrollment is housed on the DAS Wellness & Benefits [webpage](#).



**2016 Open Enrollment Employee Meetings** Updated Tuesday, March 29, 2016

Trainers	Date	Location	Time	Contact / Room
<b>WEEK #1</b>				
Julie, Amber, Crystal, Jane Perez (UHC)	Tuesday, 4/19,	Western Nebraska Veterans Home - Scottsbluff	9:00-11:30 a.m.	
	Wednesday, 4/20	McCook - Dept. of Roads	9:00 - 11:00 a.m.	Fairgrounds West 5th – Agriculture Bldg.
	Wednesday, 4/20	McCook Corrections	12:30-3:00 p.m.	Contact: Cristy Schwartz Work Ethic Administrative Conf. Room
	Thursday, 4/21	North Platte State Office Bldg	8:00 - 10:30 a.m.	Room 044
	Thursday, 4/21	Grand Island Veterans Home	1:30 - 4:00 p.m.	Canteen/The Fox Hole
	<b>WEEK #2</b>			
Julie, Janet, Jane	Monday, April 25	Nebr Dept of Roads	1:00 -4:00 p.m.	Hwy Commission Conference Room
Julie, Crystal, Jane	Tuesday, April 26	Norfolk Veterans Home	11:30-3:00 p.m.	Recreation Room
Julie, Amber, Jane	Wednesday, April 27	Omaha – Corrections (OCC)	10:00-2:00 p.m.	OCC Warden’s Conf. Rm
Barb, Crystal	Thursday, April 28	Military Dept, Lincoln	10:00-11:30 a.m.	Polly Putney
<b>WEEK #3</b>				
Julie, Crystal, Jane	Monday, May 2	Omaha State Office Bldg	9:00-11:30 a.m.	Room 227
	Monday, May 2	Eastern Nebraska Veterans Home - Bellevue	1:30 - 4:00 p.m.	
Julie, Amber, Jane	Tuesday, May 3	Nebraska Games & Parks	9:00 - 11 a.m.	3rd floor conf. room
	Tuesday, May 3	Lincoln - DHHS Speedway Motors	1:30 - 3:30 p.m.	340 Victory Lane
Barb, Amber, Janet, Jane	Wednesday, May 4	Beatrice State Developmental Center	12:00 - 2:30 p.m.	Carstens Center
	Wednesday, May 4	Tecumseh State Correctional Institution	4:00-6:30 p.m.	Free side of turnkey
Barb, Terri, Janet, Jane	Thursday, May 5	Lincoln NSOB	11:00 - 3:00 p.m.	1st Floor

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## Tidbits of News and Friendly Reminders

- **Biometric Appointments** have begun as the first step to qualify for the Wellness Health Plan Criteria for 2017-2018 Plan Year. Don't forget to do your Online Health Assessment and select your activity program by the deadlines required.
  - Login to [Wellness Options Website](#).
- **Sexual Harassment Training** is coming to a close, if you have not already completed, please log into the [Employee Development Center](#). Going forward all New EE's and Supervisors will be automatically enrolled and required to complete.
- **June is Safety Month** - NDE will be hosting a Workplace Violence/Active Shooter Training. Save the Date – June 9<sup>th</sup>. More details to come.

Also, we are working on developing an online safety course which covers, First Aid, CPR, AED, and fire extinguisher safety. We have had a few employees report that they actually were able to put their training to use. One performed the Heimlich maneuver for a participant at a conference luncheon and one assisted an acquaintance in church that needed first aid due to a medical condition. More information about these important trainings to follow.

- **Trainings from NDE HR** - HR is collaborating with various teams, divisions, and Agencies to provide the following trainings in the near future. We will pass along the news and information when they become available.
  - Records Retention Training
  - Expense Reimbursement & Acceptable Use
  - Accountability and Disclosure Training: Ethics, and Code of Conduct
- [Retirement News - Enabling Electronic Statement Delivery](#)  
"Effective October 1, Ameritas will begin charging a \$0.50 monthly fee to cover the cost of mailing statements and other correspondence. You can avoid this fee and "go green" by signing up for electronic delivery of documents to your home email account. If you do not have Ameritas online access, the first step is creating an account. " [Read more here in the April 16 newsletter from NPERS.](#)



## Safety Drill & Updates

As the Commissioner mentioned during our All Staff meeting on March 24<sup>th</sup> NDE conducted a Tornado Safety Drill @ NSOB and DDS. We requested satellite offices to review the drill procedures at their respective locations.

Thank you to the Safety Cmte, Captains, Co-Captains, and participating employees for their efforts in making the drill overall a noteworthy positive event.

A few items to share from the event held @ NSOB:

- Other agency personnel recognized our staff as informed, organized, and helpful to others;
- NDE designed a Google survey for DAS to use for collecting NSOB building tenant feedback, which went well;
- Our NDE Quadrant Captains/Co-Captains were able to clear their quadrants in less than 3 minutes and start decent to the assembly areas within less than 5 minutes. NDE HR confirmed floor cleared and secured within less than 8 minutes. All participating NDE staff made it to the assembly area in approximately 10 minutes!
- We have approximately 225 staff here @ NSOB and approximately 195 participated.

Feedback from staff covered items relating to signs, directions, communication, and re-entry. Those items are being reviewed by NDE Safety Committee for input and resolution. Thank you all for your feedback!

Regardless of NDE Office Locations, it is a good time to remind staff that those that are best prepared are those that practice. Future drills will be conducted, two times per year. It is also helpful to review our [Administrative Memo # 507](#) and what it covers. The memo outlines the roles and responsibilities of employees and the NDE Quad Captains/Co-Captains.

- "Employees have both the duty and the responsibility to follow established procedures in emergency situations."
- For NSOB - "Each quadrant on the sixth floor of the NSOB has a captain and one or more alternates appointed by the Commissioner, with the authority of the Commissioner's Office to act to maintain the safety of all employees during emergencies. Their responsibilities include 1) ensuring that all NDE employees in the building follow the designated procedures, 2) maintaining communication and assisting those who are not able to negotiate the stairways, 3) monitoring employee presence to help with accounting for all employees in an emergency situation, and 4) providing feedback to the NDE Safety Committee and/or to the Commissioner regarding barriers to a safe and secure work environment."

In closing, our team did very well during the drill and we look forward to being able to set a new record of evacuation of 10 min! We appreciate our Captains and staff who made it a success, continue the good work!

Our next drill will be in the summer and will be a Fire Drill. More information to come!