

## Director's Monthly Message: Janel L. Forde

The Illinois State Fair returns to the Capital City August 8-18. Now in its 162nd year, it is an annual celebration of Illinois' culture, economy and history. In fact, the only years that Illinois did not host a Fair was 1942-1945, when the fairgrounds were converted to a wartime Army supply depot. It is safe to say that the Fair is the most significant event for the State every year, drawing hundreds of thousands of visitors to Springfield – from Illinois and surrounding States. We can be proud that CMS bureaus play important roles in making the State Fair a success.

The **Bureau of Agency Services' (BOAS)** Division of Vehicles and Surplus Property Division fulfilled the Illinois Department of Agriculture's (AGR) request for an additional 30 fleet vehicles for the State Fair in Springfield and another 10 vehicles for the DuQuoin State Fair in Southern Illinois. Agency Services identified the available surplus vehicles – mostly pick-up trucks and vans – inspected them and made any necessary repairs to ensure all 40 would be delivered on site by July 1st. The vehicles are being used by AGR and CMS's **Bureau of Property Management (BoPM)** to prepare and maintain the fairgrounds; work begins months in advance.

The fairgrounds cover 366 acres and is home to numerous facilities, some of which are more than 100 years old. BoPM manages the fairgrounds, campgrounds, buildings and the racetrack. It takes 27 BoPM staff to maintain it year-round and an additional 190 temporary groundskeepers and tradesmen to maintain the property during the Fair. These employees work tirelessly around the clock mowing, power washing buildings, and preparing and maintaining electrical and plumbing hook-ups. The work does not stop when the Fair ends; clean-up and breakdown continue for weeks after.

Our **Illinois Office of Communication & Information (IOCI)** is kept plenty busy on State Fair-related work as well. The Graphics & Publications team produces the



daily schedules distributed at the gates, ticket booklets, billboards, posters, concert promotions and signage, and all the collateral used by other agencies with a presence at the Fair. The **Department of Natural Resources'** *Conservation World* exhibit on the fairgrounds alone requires dozens of brochures, wildlife posters, information packets and more.

Other agencies with significant presence at the Fair that IOCI supports include the **Governor and Lieutenant Governor's Offices, Illinois Emergency Management, the Department of Public Health, the Department of Human Services, Illinois Department of Veterans' Affairs, the Department of Transportation, the Department on Aging and the Department of Commerce and Economic Opportunity.**

Media Services, the other half of IOCI operations, is busy each day of the event, recording events to post video used by TV stations around the State and producing radio segments for broadcast. Everything from the Governor's Sale of Champions and the livestock exhibits to the annual Husband- and Hog-Calling Contests are covered for television and radio.

We say that CMS is the operational engine working behind the scenes to enable the State's more than 80 agencies, boards, and commissions to deliver efficient, reliable services. The State Fair is a tangible example of what Central Management Services' mission is about: delivering innovative, responsive, and effective services that provide the best value for State agencies and the people they serve.

# IOCI: Promoting the Interests and Efforts of State Agencies

The **Illinois Office of Communication and Information (IOCI)** provides an integrated suite of communications services to constitutional officers, State agencies, boards, and commissions. IOCI offers video and satellite broadcast services, syndicated radio services, editorial services for news release distribution and media monitoring, and graphic design and publication.

Whether it is a comprehensive public education and advertising campaign or a single brochure, mailer or video, IOCI provides quality, cost-effective strategies, materials, production, and implementation. As referenced in the Director's message, the Illinois State Fair remains the busiest time of year for the bureau. "The State Fair really brings to bear all of our team's capabilities – all of our services are used to support it," said **Connie Newman**, manager for IOCI, adding, "The demand for print publication work alone is staggering, and there are so many agencies with a presence at the event, each requires its own unique materials. Likewise, our videographers can expect to work straight through those 10 days at the Fair."

Aside from the Fair, the Graphics & Publication team produce everything from the **Department of Natural Resources'** annual fishing and hunting guides used Statewide to **Illinois Department of Public Health** signs and notices found in every Illinois hospital. Most all State agencies' logos were created by the group and they produce business cards for all employees. They are also responsible for the State's branding guidelines, ensuring a consistent look-and-feel across all State operations, including CMS.

Media Services, which is comprised of Video, Radio and Editorial Services, produces public service announcements (PSAs) like the recent "Move Over" campaign for the **Illinois State Police** enforcing construction zone and first-responder safety, as well as radio campaigns such as "Click it or ticket." Informational radio segments are produced on a near daily basis and Illinois radio stations have come to rely on IOCI as a trusted resource for content. The IOCI team is also statutorily required to maintain a satellite system, and it has been used for live satellite feeds for NBC's "Meet the Press," "The Rachel Maddow Show" on MSNBC, CBS's "Face the Nation," and news stories on CNN and Fox News.

Newman explains however, "Most of our services for video and radio segments are pulled down from our website by TV and radio stations for their own news coverage, because stations in smaller markets likely cannot send a video crew or a radio reporter across the State. That's where our services come in." Recently for example, Governor Pritzker toured flooded communities near the Mississippi and Illinois Rivers, and stations across Illinois used IOCI's video and soundbites to package their own news stories.

**"The State Fair really brings to bear all of our team's capabilities – all of our services are used to support it."**

*- Connie Newman, manager for IOCI*

The team also served important roles in producing the live, five-camera coverage of this year's inauguration, and it quickly learned that Governor Pritzker and the administration is particularly passionate about engaging constituents through social media. As a result, there is greater demand for Facebook Live events, YouTube videos and live streaming broadcasts for social media. Because of the capital equipment-dependent nature of IOCI's operations, keeping up with technology is always a challenge.

**Mike Deering**, Deputy Director of IOCI explains, "Whether it's ensuring we have reliable teleprompters for Constitutional officers, using special devices to transmit video from the field back to the studio in real time, or a high-resolution printer that can produce 10-foot long banners, we rely on unique, high-tech tools to deliver for our clients. Graphics and Publications has already done 300 more projects this year as compared to the same time last year, so the demand is growing."

## Safety Corner – Personal Protective Equipment

Every day, CMS employees around the State work hard for the people of Illinois, often in tough and sometimes in environments with potential health risks. That is why CMS is committed to ensuring safe workplaces and the proper safety equipment. The focus of this month's Safety Corner is Personal Protective Equipment.

Personal Protective Equipment (PPE) are the tools and materials employees use to protect themselves and other workers from injury. According to the Occupational Safety & Health Administration (OSHA), PPE, is "Equipment worn to minimize exposure to hazards that can cause serious workplace injuries or illness. These injuries and illnesses may result from contact with chemical, physical, electrical, mechanical, or other workplace hazards."

There are four categories of PPEs:

- Skin and Body Protective Equipment
- Eye Protection
- Hearing Protection
- Breathing and Respiratory Protective Equipment

Wally West, new to CMS as the Manager for the Division of Vehicles, explains that for him, safety is his passion. Shortly after he started with CMS, West hit the road to check on the role – and workplace compliance – of PPE in his operations. After visiting every CMS State garage, West was heartened to see that the vast majority of employees consistently wore gloves to protect against cuts and scrapes, as well as potential chemical or heat burns from materials found in use in vehicle garages. "When people work around hazardous materials on a daily basis, it's easy to become complacent, and that is not what I witnessed. Our folks take care to watch out for their safety and that of their colleagues."

Likewise, in areas where heavy equipment is in use or construction is underway, protective hard hats and hard-soled steel-toed shoes or boots are mandatory in job sites. Hard hats protect workers from head impacts, penetrating injuries, such as those caused by falling or flying objects, fixed objects, or contact with electrical conductors. The proper footwear protects workers from hazards such as falling or rolling objects, sharp objects, and fall hazards on wet and slippery surfaces.

Gloves, hard hats and proper footwear are examples of PPE in our workplaces, and the consistent use of them

by our employees, along with the use of eye and hearing protection demonstrates that CMS employees have a solid foundation of training and reinforcement. Metal shavings, dust and other debris that is commonly found not only in garages but in property management and maintenance environments can damage one's vision or potentially cause blindness without the proper use of safety glasses and goggles.

When it comes to protecting one's hearing, it is not only how loud the noise is around a person, but it is also the repetitive nature of a sound that can cause hearing loss. Being exposed to a dull thumping, droning or pounding sound that may not necessarily seem loud can permanently damage the inner ear. Tools like line trimmers and leaf blowers are commonplace culprits in property management settings. So, it is not only the intensity of noises in the workplace, but the duration as well. And, once the cilia, or tiny hair-like receptors in the inner ear are damaged at a certain frequency, the loss is permanent. Hearing plugs and hearing muffs are provided to employees working in noisy environments. If there is a question about the noise level of one's surroundings, it is always best to opt for hearing protection.

Lastly, protecting our lungs from damaging contaminants should always be top of mind when working with paints, solvents, petroleum products and cleaning solutions. Respirators protect against the adverse health effects that can be caused by breathing air contaminated with harmful dusts, fumes, mists, gases, smoke, sprays, or vapors. Respirators generally cover the nose and mouth or the entire face or head and help prevent illness and injury. A proper fit is essential, however, for respirators to be effective. Required respirators must be approved by the National Institute of Occupational Health and Safety, or NIOSH, and devices are labeled as such. Training should be provided before use. If you have any question about respiratory protection or use of such safety devices, ask your manager before proceeding.

For many of our CMS colleagues, Personal Protective Equipment is a daily companion, and as Wally West explains, "PPE and PPE compliance makes it possible that at the end of the day, everyone returns home to their family the same way they left the house that morning."

## CMS Employee(s) of the Month

This month, it is not an individual employee, but a team that we recognize. The **Office of Labor Relations** earns the award for their dedicated efforts in finalizing and negotiating multiple labor agreements. They are accomplishing these agreements through honest, transparent and tireless negotiations at the bargaining table.

Negotiations on the largest agreement in the portfolio, the contract with the American Federation of State, County and Municipal Employees (AFSCME) which represents approximately 35,000 State employees, began in February and concluded in May. The union ratified the contract in June. Many thanks also go to Robb Craddock, who returned as our Chief Negotiator for the AFSCME contract, his efforts were key in accomplishing this significant agreement. Robb previously served as Deputy Director of Labor Relations from 2008 to 2014.

**Colleen Alderman**, acting deputy director for the Office of Labor Relations, said, “We have a number of other significant (labor) contracts currently in the process of being negotiated, some of which are in various stages of settlement and ratification, and we continue to negotiate in good faith, in order to bring about stability in our agreements. Through a new climate of cooperation, we are optimistic that together with our labor partners, we will bring labor peace and a renewed sense of stability to our workforce, so that Illinois government can focus on delivering improved services for the State.”

*photocaption*

In total, 32 separate labor agreements must be negotiated by CMS. Acting Deputy General Counsel for Labor, **Diana Wise** is focusing on negotiating other large contracts and is part of the contract team. Other team members are responsible for additional labor contract negotiations and support. They are: **Karen Weathers, Amber Spainhour, Jennifer Weedman, Lora Rausch, Beth Skeeters** and **Charity Emerson**.

## August is National Immunization Awareness Month



Vaccinations aren't just for kids. As an adult, you are busy with life and have many responsibilities — but don't forget to take care of yourself! Every year in the United States, thousands of adults become seriously ill and are hospitalized because of diseases that vaccines would prevent. Make sure you are vaccinated for your best protection! On your next visit, ask your doctor what vaccines are available for adults.



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