

## Message from the Secretary



In our second DGS Works newsletter, I am pleased to introduce our new mission statement for the department. The new statement will soon appear on our website, along with descriptions of who we are and what we value as a department. Here it is:

**At DGS, our mission is to help government operate more efficiently, effectively and safely to deliver exceptional value for all Pennsylvanians.**

We're making this change because I believe that our department's mission should be easy for everyone to remember and it should say something simple and clear

about what we are all working to achieve. I hope you will all embrace the mission as a personal challenge and as an invitation to look at the work you do through a different lens.

Our primary customers are state and local government agencies and non-profits who face the taxpaying public much more directly than we do—delivering vital services to people in need. They are educating our children and protecting our health and environment. As DGS employees, our challenge is to understand how the work that we do every day is so vital to our customers' success. It is important work with real consequences; worth doing exceptionally well.

With this in mind, I invite everyone to consider your current tasks, procedures, and tools that you use to get your job done. How do you help your customers operate more efficiently, effectively or safely? What would you change so that you could do an even better job of making your customers successful?

Over the next few months, I'll be visiting again with all of the bureaus in DGS to continue our dialog about questions like these. I want us all to be talking about how we care for our customers and how we will measure results so that we can continue to improve. There's no real magic to becoming world-class. All we need is clarity and a passion for our mission, sustained effort, some imagination and the courage to measure our progress consistently. Like Steelers coach Mike Tomlin says, "The standard is... the standard."

We're already well on our way! In this newsletter, for example, you can read about the millions of dollars in GO TIME savings achieved so far this year by the Bureau of Procurement, about how our PA Standards lab is already meeting tough ISO quality standards, and about how all of DGS exceeded our SECA goal in this year's campaign.

Thank you for all you're doing to deliver a Government that Works.

## In this Issue...

- Message from the Secretary
- PA Standards Laboratory: Jobs that Really Measure Up
- DGS GO-TIME Savings
- DGS Dares to "Dream big" and Make a Difference for Others
- Capitol Police Congratulates New Lieutenant, Welcomes New Officers
- Capitol Tree Lighting
- Employee Birthday List for October, November, December
- Employee Appointment Transfers and Promotions Since January 21, 2015

*Do you have an idea, suggestion or news you would like to share?*

Email:  
RA-dgsnewsletter@pa.gov  
by January 15, 2016 and it will be included in the next newsletter.



## PA Standards Laboratory: Jobs that Really Measure Up

That gallon of gas you got the other day. That couple pounds of ham you got from the deli. The equipment your doctor used on you during your last visit. What do all of these things have in common? Chances are the measures used to verify the accuracy of these devices were all tested and verified at the PA Standards Laboratory located in Harrisburg.

In 1965, the Federal Department of Commerce's National Institute of Standards Technology (NIST) State Laboratory Program was founded to create support and guidance for the consistent use and verifications of measurement standards throughout the country. Currently, there are 43 state standard labs recognized under the program, of which the Commonwealth of Pennsylvania is one.

The PA Standards Lab takes its credentials one step further by being one of only 16 standards labs to be accredited by the National Voluntary Laboratory Accreditation Program (NVLAP).

"By being NVLAP accredited, we open our lab up to an independent, outside review to verify that we are adhering to the ISO 17025 standard," notes Jim Gownley, supervisor of the PA Standards Lab. "It gives us more reliability to our results as opposed to being simply recognized under NIST."

ISO 1725 specifies the general competency requirements to carry out tests and/or calibrations, including sampling. It covers testing and calibration performed using standard methods, non-standard methods, and laboratory-developed methods.

The PA Standards Lab is located at 2221 Forster Street in Harrisburg. The lab employs five metrologists and one Administrative Lab Assistant. It is here where more than 25,000 measurement units are tested and verified for accuracy. Mass, volume, length and time are the parameters of scope for which the lab tests. The measures for most legal for trade equipment must be tested annually.

Customers of the lab can range from grocery and convenience stores and other retail outlets; to medical, commercial, government and law enforcement organizations.

During the DGS WORKS tour of the lab, Christopher Drupp, a 9-year metrologist with the lab, was working in the Small Mass Lab testing the measures for a law enforcement agency's crime kit. The small mass lab tests high-precision measures that are used to verify the operation of equipment used by forensics personnel, medical examiners and crime labs among other customers.

"It really means a lot to know the work I am doing will assist in helping to put criminals in jail or helping to prove their guilt," Drupp said. "It also rewarding to know that the work I do here can extend beyond the borders of the Commonwealth, or even the United States."

Drupp noted that he recently did the verification of five Imperial Gallon (20% larger than the US gallon) test measures that will be used in the Caribbean.

When we moved over to the Large Mass Lab, where 8-year metrologist Rich Radel, Jr., was working, things really started to get heavy! The large mass lab covers measures from 20 to 6,000 pounds that are used for testing the accuracy of floor scales, manufacturing scales and even truck scales!

Radel explained the process for testing a 25,000 pound weight truck measure to be used to test the accuracy of a truck scale. "A truck will come in with a weight cart, which usually weighs 5,000, along with 20 individual 1,000 pound weights. Each component will be individually weighed for accuracy, then shipped back out to the customer, who will use the weight cart and add 4,000 pounds at a time until the full 25,000 pounds



**Metrologist Christopher Drupp preps the scale to ensure accurate measurements of the weights in the Small Mass Lab of the PA Standards Lab. Typically the scale must be calibrated after every 10 weighs.**

*continued on next page*

*PA Standards Laboratory: Jobs that Really Measure Up - continued from previous page*

is reached to test the accuracy of the scale. This is repeated on each section of the truck scale.”  
 In this instance, the work done by the PA Standards Lab contributes directly to the safety of motorists who travel on roads alongside trucks that must be weighed to ensure proper load handling and distribution.

Speaking of traveling on roads; that can't be done – for the most part – without gasoline.

Our last stop in the lab took us to the Volume Lab where Dustin Claycomb, who has been with the lab for a little over a year, was conducting the verification test on a customer's five-gallon gasoline test measure.

In the Volume Lab, they have measures that will be used to ensure that gasoline pumps are dispensing the same gallon here in Pennsylvania that is being dispensed in California – an example of the consistency that must exist in order for commerce and trade using equipment that measures to be fair throughout the country.

“It's really interesting to see the science behind what goes into ensuring that the measurements are standard and consistent.” Calycomb said. “Everything we do here is structured and organized to ensure that our results are reliable and true.”



*Metrologist Dustin Claycomb performs the testing of a five-gallon gasoline test measure in the Volume Lab at the PA Standards Lab. This measure will be used to ensure that the gasoline dispensed from the customers pumps will be consistent with national standards*

And that type of commitment and reliability goes along way with the approximately 600 customers the lab deals with each year according to Linc Williams who has worked as the Administrative Lab Assistant for the past 8 years.



*Metrologist Rich Radel, Jr. places a 5,000-pound weight on the scale in the Large Mass Lab in the PA Standards Lab. This is the largest weight in the lab and is handled by forklift and crane.*

“We see a lot of out-of-state work come through in addition to our commonwealth customers,” Williams noted. “We have a good reputation throughout the East coast and our relationship with customers is very good, from making sure they understand our billing process to the terms and conditions of payments.”

To sum up the work done by the PA Standards Lab, Gownley refers to a quote used throughout the metrology community: “Every product and service that

consumers use is highly dependent on metrology for a variety of reasons. From the fit and finish of our vehicles to weights and volumes of products purchased in the grocery and meat market, we are impacted at every level... Metrology programs ensure that we receive the correct amount of gasoline when we visit the pump as well as ensuring the butcher's scale is accurate.

A sound and cohesive metrology and quality system, from the National Metrology Institute to the end consumer affects the quality of life for everyone.”

**DGS GO-TIME Savings: \$45 Million and Counting**

When Governor Tom Wolf created the Governor's Office of Transformation, Innovation Management and Efficiency, known as GO-TIME, he issued a challenge for state government. That challenge was to identify and implement cost savings measures that would produce \$150 million in savings in year 1, with \$100 million of those savings coming from procurement activities.

As DGS Secretary Curt Topper has often noted, "The GO-TIME challenge to produce \$100 in savings from procurement activities is a significant task, but one that we believe is fully achievable. It will take some innovation and a return to the things that have worked for us in the past such as strategic sourcing and reverse auctions."

Overall, DGS has identified \$45 million in savings with more on the horizon.

DGS WORKS had a chance to touch base with the Commonwealth's Chief Procurement Officer Jenny Doherty on some of the innovative ideas that the DGS Bureau of Procurement, or BOP, is implementing to reach the \$100 million challenge.

"We've basically focused our efforts around three key activities – Reverse Auctions, Contract Renewal Discount Requests and working with a Strategic Sourcing consultant – that we feel give us the best opportunity to achieve our savings moving forward."

Doherty pointed out the Commonwealth has saved over \$17 million annually through the use of reverse auctions. Reverse auction technology enables the commonwealth to hold live, online auctions where bidders are able to see how their prices compare to those of other bidders competing for commonwealth contracts. To date, DGS has held eight reverse auctions ranging from road salt and health care services to police vehicles and dump trucks.

Contract renewals are another area where savings have been realized. The previous practice was to renew contract options automatically after the original base term had expired, barring any performance or service issues. Many of the contract option renewals included the Producer Price Index adjustment which, in some cases, can effectively raise the cost of the contract.

BOP no longer automatically renews contract options, but now takes the opportunity to ask the supplier to extend a voluntary 10-percent price reduction to the commonwealth as part of our efforts to reduce costs and generate savings. While the commonwealth has asked for the 10-percent discount, some suppliers have given smaller or larger discounts. This practice, in effect since May 2015, has resulted in \$876k in savings, the largest coming from a supplier who waived their PPI increase to the tune of \$410k!

Lastly, BOP has contracted the service of a Strategic Sourcing consultant.

"We're in the initial phases of this process," Doherty noted. "Right now, the consultant has completed an assessment of our global spend and identified 10 categories where they feel we can realize savings."

Doherty noted that over the next 10 months, the consultant's plans will be put into action.

GO-TIME leverages inter-agency coordination and collaboration to maximize efficiency, modernize state government operations, and provide the highest quality services. The Executive Order signed by the governor creating GO-TIME tasked state agencies with finding cost savings for the 2015-16 fiscal year from efficiency and innovative initiatives to help address Pennsylvania's \$2.3 billion deficit.

## DGS Dares to “Dream Big” and Make a Difference for Others

This year’s State Employee Combined Appeal, or SECA, campaign started off with a splash and ended with an overflowing of generosity for those less fortunate. This year, employees were challenged to “Dream Big.”

The eight-week campaign started on Sept. 9 and ran through Oct. 31. DGS started off strong at the SECA Kick-off event where Secretary Curt Topper and PA Capitol Police Sargent Danny Minor took turns in the dunk tank. DGS had a booth serving subs, chips, drinks and Italian sausage sandwiches in addition to a Skee-Ball competition. When it was all said and done, more than \$1,000 was raised by the department that day alone!

Throughout the campaign, more than \$6,000 was raised through 31 fundraisers held including, bake sales, dancing lessons, Gift baskets, luncheons (pizza, picnic and soup and sandwich), book sales and a pizza fundraiser.



*DGS Secretary Curt Topper (left) and PA Capitol Police Sargent Daniel Minor (right) braved the SECA Dunk tanks and along with the other DGS SECA activities, helped the department raise over \$1,000.00 on the first day!*



*Left to right: DGS Bureau of Vehicle Management Director Jim Fiore, DGS Deputy Secretary for Procurement Ken Hess, DGS Bureau of Vehicle Management M5 System Administrator William Ward, and DGS Bureau of Supplies and Surplus Operations Ken Clemence in action at the “Burgers & Dogs” event out at 21st and Forster.*



*DGS Bureau of Supplies and Surplus operations, Ken Clemence (right) encourages a state employee at the DGS Skee-Ball booth during the SECA Kick-off event.*

### A special thank you is in order for the DGS SECA Bureau Liaisons:

Mike Cuff, Public Works deputate; Ken Love, Bureau of Risk Insurance Management; Todd Singer, Bureau of Diversity, Inclusion & Small Business Opportunities; Patti Garrett, Office of Chief Counsel; Suzanne Chubb, Commonwealth Media Services; Suzanne Thear, Executive Office; Kathy Harrison, Property and Asset Management deputate; Sonya Schurtz, Bureau of Financial & Management Services; Padma Basu, DGS Information Technology Office; Sgt. Clarence Stokes, Police & Safety; Elizabeth Lenhart; Bureau of Procurement; Kirby Paul, Bureau of Publications; Yolanda Gross, Bureau of Real Estate; Kendra Lebo, Bureau of Supplies & Surplus; and Randy Tomlinson, Bureau of Vehicle Management.

**DGS rose to the challenge to “DREAM BIG” by raising \$30,742.20, eclipsing the goal of \$28,705.12. That puts DGS at nearly 111-percent of goal!**

The statewide SECA goal was \$3 million, and the results were being tallied at the time this article was written.

## Capitol Police Congratulates New Lieutenant, Welcomes New Officers

Congratulations to Pennsylvania Capitol Police Lieutenant Robert Williams on his recent promotion! In his new position.

He will assume command of 1st Platoon.

Capitol Police also welcomes six new officers to the force who were sworn-in in September.

Welcome officers Andrew Cortelazzi, Derrick Flax, Larry Kitzmiller, Michael Kopil, Mubashar Chaudry and Walter Martin.



*Pictured from left to right are: DGS Deputy Secretary for Property and Asset Management Julien Gaudion, PA Capitol Police Deputy Superintendent Kevin Brown; Lieutenant Robert Williams, PA Capitol Police Superintendent Joseph Jacob and DGS Secretary Curtis Topper.*

## 2015 Capitol Tree Lighting to Take Place at Noon on Monday, Dec. 14!

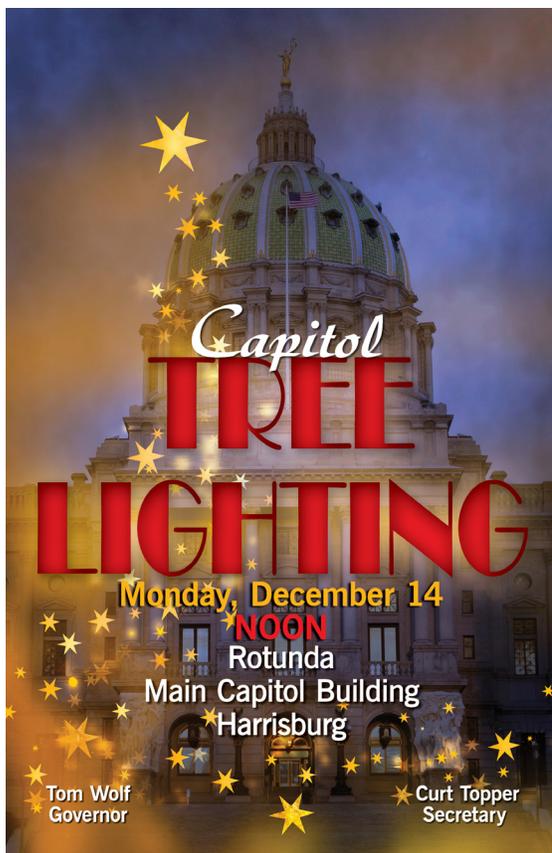
Governor Tom Wolf and First Lady Frances Wolf cordially invite all state employees who work in, or will be visiting, the Harrisburg area to join them in celebrating the beginning of the holiday season in the Capitol on Monday, Dec. 14 at Noon in the rotunda Main Capitol Building in Harrisburg for the lighting of the Capitol Christmas Tree.

This year marks the return of the tree lighting to the main rotunda during the noon-time hour.

The Governor and First Lady will be joined by Pennsylvania Department of General Services Secretary Curt Topper, Reverend David Lovelace of St. John Episcopal Church in York PA, representatives of the Pennsylvania Christmas Tree Growers Association and other special guests. The Hershey Community Chorus will perform and Santa Claus will make an appearance as well.

The governor will deliver a special holiday message and lead the countdown for the lighting of the Capitol Christmas Tree.

This event is open to the public.



# DEPARTMENT OF GENERAL SERVICES

## October Birthdays

Kathleen Harrison	10/1	Kevin Brown	10/7	Thais Boland	10/14	Kathy Lewis	10/24
Sherry Smith	10/1	Patrick Fitzsimmons	10/7	Bradley Messner	10/15	Dustin Page	10/25
Thomas Flaim	10/1	Elizabeth O'Reilly	10/7	Ronald Hancher	10/16	Michael Longenecker	10/26
Joseph Schiavoni	10/2	Thomas Reed	10/7	Andrew Preston	10/16	Margaret Beckley	10/26
Alan Rice	10/2	Frank Walkowiak	10/8	Robert Krohn	10/17	Harold Page	10/26
Timothy Snow	10/2	John Sklarsky	10/8	Matthew Blascovich	10/17	Tonya Kendall	10/26
Adam Wright	10/2	Kurt Schuhlen	10/	Terence Smith	10/18	Joel Whisler	10/27
Robert Boden	10/2	George McClure	10/8	Michael Sumski	10/18	Michael Filipkowski	10/27
Ervin Forney	10/3	Andrew Clark	10/9	Joseph Jacob	10/19	David Fry	10/27
William Straw	10/4	Mark Demey	10/9	Terry Miller	10/19	Thomas Moore	10/27
Glenn Butts	10/4	Elizabeth Woods	10/10	Johanna Soto Lugo	10/19	David Brown	10/27
Marvella Butler	10/4	David Weiser	10/10	Craig Johnson	10/20	Rafael Collado	10/27
Jimmy Latsha	10/4	Stephen Zeigler	10/10	Corry Shadle	10/20	Edward Mahoney	10/28
Kathleen Bertollette	10/5	Donna Booker	10/11	James Matelevich-Hoang	10/21	Jacqueline Dent	10/28
Mary Fox	10/5	Jerry Woods	10/11	Steven Garner	10/21	David Mccluskey	10/28
Chad Showers	10/5	Thomas Freysinger	10/12	Tammy Mcclenaghan	10/22	Charles Show	10/28
Stanley Stokes	10/5	Michael Curtis	10/12	Stanton Daniels	10/22	Cathy Stoak	10/30
Ralph Constance	10/5	Ann Kimmel	10/12	Robert Thibodeau	10/22	Edward Motley	10/30
Thomas McCloskey	10/6	David Vandegrift	10/13	Joycelyn Sims-Bowles	10/22	E Kellie Portman	10/31
Sonya Schurtz	10/6	Robert Clancy	10/14	Yolanda Gross	10/24		
Jennifer Habowski	10/6	Christopher Witmer	10/14	Robert Ge	10/24		
Charlene Smith	10/6	Michael Nearhood	10/14	Nathan Davion	10/24		

## November Birthdays

Shendelle Hockenberry	11/3	Kevin Bobb	11/9	Robert Dunaway	11/16	Etta Brashears	11/21
Jeffrey Higgins	11/4	Alesia Beth Nonemaker	11/9	Pamela Gromlich	11/16	Joslyn Thomas	11/21
Alan Roth	11/4	Jeffrey Smith	11/9	Charles Parkhurst	11/16	Fredrick Noecker	11/22
Philip Duffy	11/4	Jeffrey Dermes	11/10	Gilbert Roman	11/17	David Mcdermott	11/23
Paul Hayes	11/5	Andrew Baer	11/10	Christopher Hughes	11/17	Scott Hoover	11/23
David Gowen	11/5	Bruce Vandyke	11/12	Matthew Bornman	11/17	Diane Hallett	11/23
David Darrien	11/5	Victoria Davis	11/12	Michael Whitman	11/17	Barbara Cain	11/24
Jill Freas	11/5	Todd Singer	11/12	Alice Cameron	11/17	Janet Shoop	11/24
Daniel Troutman	11/5	Cheryl Barth-Taylor	11/12	Vincent Adigwu	11/17	Aimee Hancock	11/25
Maggie Shuttlesworth	11/5	Daniel Minor	11/13	Sharon Bogden	11/17	Robert Clauser	11/26
Debra Solomon	11/6	Thomas DeWees	11/13	Darren Bassler	11/18	Sally Smith	11/26
William Rotz	11/6	Gail Swanson	11/13	Charles Eyler	11/18	Trung Le	11/28
Dean Bucher	11/7	Karen Bower	11/13	Bruce Beardsley	11/18	Christopher Drupp	11/28
Stephanie Sinclair	11/7	Eldon McClarren	11/13	Dale Ramp	11/18	Aaron Chambers	11/29
Terry Carson	11/7	Edward Jones	11/14	Scott Bingaman	11/19	Tyrone Edmonds	11/29
Peter Merlo	11/7	Stephanie Simmons	11/15	Kristin Wickard	11/19	Eric Cole	11/29
David Felsburg	11/8	David Weyandt	11/16	Randall Howard	11/19	J Jackson	11/29
Alfonzo Robinson	11/8	Frank Houser	11/16	Katyna Ward	11/20	Iva Garfield	11/30

## December Birthdays

Victor Cianciulli	12/1	Warren Ludwig	12/8	Diann Knapp	12/17	Donald Cofield	12/25
Edward Hemphill	12/1	Gerald Devlin	12/9	Randy Lash	12/17	Johnson Nwokeji	12/26
Brad Hoy	12/1	Lonnie Mccraw	12/9	Kimberly Hearn	12/18	Mike Allenbaugh	12/26
Sabrina Harkins	12/2	Samuel Genovesi	12/9	Edward Outlen	12/18	Edmond Olivieri	12/27
Melisa Flesher	12/3	Kenneth Orner	12/10	James Bleacher	12/19	Louis Calachino	12/27
Dawn Collins	12/3	Michael Starr	12/10	Christopher Conrad	12/19	Ralph Hopkins	12/27
Ferzana Irani	12/3	Edward Tycenski	12/11	Richard Smith	12/19	Carl Sechrist	12/27
Brian Thompson	12/4	Linc Williams	12/11	William Confair	12/19	Tonia Slaseman	12/27
Michael Nolen	12/4	Brett Fisher	12/12	Brenda Disante	12/20	Joseph Hannon	12/28
George Dovey	12/4	Jeffrey Starnowsky	12/12	W Hunsberger	12/20	Sharon Pugliese	12/28
Christopher Cruz	12/5	Waylon Leonard	12/12	Jean Halbleib	12/20	Jeffrey Henry	12/28
Robert Lewis	12/5	Matthew Bowshot	12/13	Ryan Heckman	12/21	Anthony Stilo	12/28
Larry Sanno	12/5	Michelle Scott	12/13	Fernando Roque	12/21	Donald Sokoloski	12/30
Ronald Sheposh	12/6	Janice Pistor	12/13	Bryan Miller	12/21	Charles Anderson	12/30
Robert Allen	12/6	Scott Smart	12/14	Mary Strother	12/21	Danielle Gibson	12/30
Angela Eshleman	12/6	William Pavone	12/14	Dennis Spisak	12/22	Lynne Mckenney	12/31
Tangela Isaac	12/6	Nicole Moyer	12/14	Clifton Dickens	12/23	Toni Hoover	12/31
James Balsbaugh	12/7	Todd Schwalm	12/15	Laura Kita	12/24	Colton Smith	12/31
Arthur Pfeiffer	12/7	Danielle Ebersole	12/15	Kenneth Hess	12/24	Kim-Van Tran	12/31
Henry Karpinski	12/7	Matthew Doyle	12/15	Sherri Linen	12/24	Ryan McHugh	12/31
Rita Yanoviak	12/8	Paula Beatty	12/15	William Ward	12/24	Richard Sariano	12/31
Walter George	12/8	Dennis Kreiger	12/16	Joseph Dowdrick	12/25		
Letricia Beasley	12/8	Holly Masser	12/16	Toby Zanini	12/25		

DEPARTMENT OF GENERAL SERVICES

*Appointments/Transfers since June 21, 2015*

Edward Brinton	Admv Ofr 4	15-Sep-15	Walter Martin	Cptl Plc Ofr	14-Sep-15
Mubashar Chaudry	Cptl Plc Ofr	31-Aug-15	Angela Pittman	Temp Adjunct Cstdl Wkr	20-Jul-15
Andrew Cortelazzi	Cptl Plc Ofr	21-Sep-15	Ja'Quan Sawyers	Temp Adjunct Cstdl Wkr	16-Nov-15
Tyrone Edmonds	Temp Adjunct Cstdl Wkr	18-Nov-15	Anthony Stilo	Autmtv Mchnc	13-Oct-15
Derrick Flax	Cptl Plc Ofr	31-Aug-15	Adam Strawser	Autmtv Mchnc	14-Sep-15
Aimee Hancock	Admv Ofr 3	26-Oct-15	Michael Sumski	Temp Adjunct Cstdl Wkr	16-Sep-15
Larry Kitzmiller	Cptl Plc Ofr	08-Sep-15	Kevin Surgeoner	Equip Opr A	13-Oct-15
David Kline	Assoc Cmdty Mgr	26-Oct-15	Barry Wissler	Mntnc Rprmn 1	05-Oct-15
Michael Kopil	Cptl Plc Ofr	31-Aug-15			

*Promotions since June 21, 2015*

Sarah Shaffer	Chf Info Ofr 1	04-Jul-15	Loan Huynh	Cstdl Wkr 1	03-Oct-15
Jeffrey Picola	Admv Ofr 3	04-Jul-15	Robert Williams	Cptl Plc Ofr Lt	10-Oct-15
Kenneth Clemence	Spls Srpls Op Dir Dgs	25-Jul-15	Douglas Hatcher	Admv Ofr 5	10-Oct-15
Bryan Miller	Clk 2	25-Jul-15	Randall Howard	Admv Ofr 1	10-Oct-15
Earl Grimm	Clk 3	19-Aug-15	Margaret Mary Juran	Cmdty Mgr	10-Oct-15
Quinn Yeager	Clk 3	19-Aug-15	Elizabeth Lenhart	Cmdty Mgr	10-Oct-15
Kevin Smith	Crpntr Frmn	29-Aug-15	Allen Smith	Bus Entrpr Anl Supv	24-Oct-15
Eric Cole	Prj Mgr 2	26-Sep-15	Quincy Jones	Cstdl Wkr 107	7-Nov-15
Jerrica Guess	Lgl Asst 1	27-Sep-15			