

September 2016  
Issue 3

# DGSWORKS

DEPARTMENT OF GENERAL SERVICES E-LETTER | VOLUME 2

Governor Tom Wolf | Secretary Curt Topper



## Message from the Secretary

*"I will perform all duties impartially without favor or affection or ill will, and without bias or prejudice, towards any person, and without regard to status, sex, race, color, religious creed, sexual orientation, age, national origin, ancestry, handicap, disability, political belief or aspiration, lifestyle or personal characteristics. All persons will be treated equally with courtesy, consideration and dignity." — Excerpt Taken From The Capitol Police Oath of Office*

As I read through the articles for this edition of DGS WORKS, I found myself returning to the excerpt above and pondering its implications. As DGS employees, most of us aren't required to take an oath of office. But what if all of us were to adopt as noble a standard as this for our own behavior toward each other and for our own customer service? Could we do it? How different would our world be if we did?

Our police officers are an inspiration. On the following pages, you'll encounter some other inspiring DGS employees. You'll encounter members of the creative team at Commonwealth Media Services who have achieved a remarkable turnaround during the last year. You'll encounter our customer service professionals in the Bureau of Vehicle Management who have volunteered to participate in new training courses to improve the bureau's operations and save taxpayer dollars.

What all these stories have in common is that they are all fundamentally about adding clarity. The police officer's vow is an aspiration to see clearly, with a vision uncorrupted by bias of any sort. CMS has clarified their service offering and is engaging the whole project team with their customers so they all can see and confirm their customers' needs directly. BVM's innovation is based on a clear insight that the mechanics aren't really the only ones fixing cars.

I see this sort of thing everywhere around our department. When we establish a clear line of sight to the real outcomes, great things happen. No one at DGS is just processing forms. We are all fixing cars, constructing buildings, producing world-class media productions or providing our colleagues with safe, comfortable workplaces.

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**Do you have an idea, suggestion or news you would like to share?**  
Email: [RA-dgsnewsletter@pa.gov](mailto:RA-dgsnewsletter@pa.gov)  
by November 18, 2016 and it will be included in the next newsletter.



## Commonwealth Media Services: A DGS Blockbuster Bureau!

If you are anything like this writer, when it comes to your favorite movie, your mind gets flooded with questions when a sequel is announced. Will the newest version be able to keep up with the quality product I'm used to? How will they be able to top the first one? And perhaps the most popular question – How much is it going to change from the original?

At the beginning of the year, when changes were made at Commonwealth Media Services, or CMS, those questions – and others – were most likely on the minds of those inside and outside the organization. However, in true Hollywood fashion, the staff and management at CMS came together, rewrote the script, and found success by creating a more comprehensive and effective approach to delivering world-class multimedia, broadcast, production and photography services to commonwealth agencies! And unlike most blockbusters which cost lots of money to produce, CMS actually saved \$1 million this year!

Commonwealth Media Services provides professional communications products and services to the Executive, Judicial and Legislative branches of the commonwealth, as well as to state-funded organizations and recipients of state grants. Services include a variety of multimedia, video, audio, photographic, and press support services to help clients get their message across to both internal and external audiences.

*The first step taken towards this success was a change in leadership: Suzanne Chubb was named director; Jef Smith was named Assistant Director; Scott Pitts was named Creative Media Production Manager; and Bill Strockbine was named Events & Projects Manager.*

“This is a very creative bureau,” Chubb said. “In order to manage that creativity, a skillset needed to be brought in to allow the creative folks to focus on what they do. As director, I am able to focus on improving and streamlining the administrative and operational functions of CMS, while the creative team focuses their energies on improving the creative process and delivery of our core services.”



(L to R): Brenten Klinger, Ryan Wickersham, Chef Barry Crumlich at the Governor's Residence, during a Peach Pizza cooking demonstration in celebration of National Peach Month.



(Above L to R): Ryan Wickersham, Mike Lomma, Carrie Lepore, Brenten Klinger, Celia Zizzi;  
(Below): Peach Pizza



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**Commonwealth Media Services: A DGS Blockbuster Bureau!**

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One of the first things Chubb did was to begin looking at the purchasing patterns and practices at the bureau and identifying areas where improvement could be made.

“We instituted an approach that required a more critical review of purchasing requests, better inventory control and improved use of contract purchasing vs. p-card purchasing,” Chubb noted. “We basically implemented a bureau-wide effort to ensure that every dollar was being spent in the best way and that every purchase was going to contribute to the improvement of the organization.”

The process seems to have been successful, as this fiscal year CMS finished in the black with a \$1 million surplus in operating funds, and the additional funds have been a sight for sore pockets!

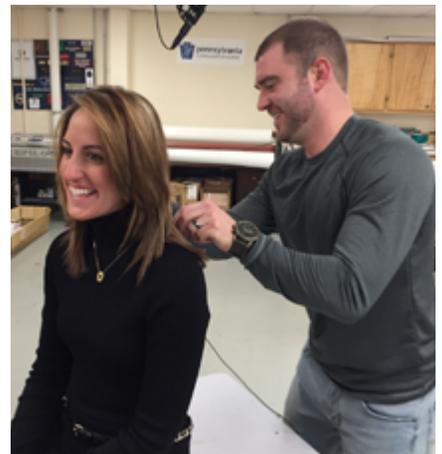
“By paying attention to our budget, we were able to upgrade our 8-year-old multimedia technology,” Chubb noted. “Now we can deliver professional products in less time with higher quality. In one step of improving our technology, our level of customer service went up significantly.”



(L to R): Adam Schmidt, Ashley Leiss



(L to R): Mike Lomma, Elizabeth Schehr



(L to R): Sabrina Harkins, Ryan Wickersham at the Recruitment Shoot at the Bureau of Publications.

**Another way CMS improved customer service was to change the process for billing. Gone are the days of “rate sheets” and itemized lists of charges for services that would be billed to an agency that used CMS based on which area of the state you held an event or project.**

Put into simpler terms, if the event is held during normal business hours there is no cost for the event other than additional charges that would come into play for project components such as: staff overtime, satellite feed, travel/travel-related expenses, contractor/freelancer services and license fees for graphics, music or videos.

“In the past, we appeared to be more like a vendor to the agencies we served, now we are more of a partner,” Chubb said. “We want to bring added value to our clients and be viewed as a cost saving measure that will ultimately give them private-sector

production-house quality products at no cost or a significantly reduced cost.”

That desire to add value required CMS to look at some non-traditional ways to use their resources as Events & Projects Manager Bill Strockbine explained.

“We looked at our Capitol Media Center and realized its use could be expanded to include more than just press conferences and media events,” Strockbine noted. “Given the technical capabilities and setup of the room, it is a great place to offer agencies as a cost-saving option to hold trainings that can be broadcast out to other locations. This was something we never offered before, but can definitely be a benefit to our clients.”

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**Commonwealth Media Services: A DGS Blockbuster Bureau!**

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With the new lighting upgrades – decades-old tungsten bulbs are being replaced with LED bulbs – the Media Center will be able to reduce electricity costs and reduce heat output, while improving the quality of the lighting for events held there.

The Media Center is a great example of taking an existing resource that wasn't being used to its fullest potential and finding a way to make better use of it by expanding its usefulness.

CMS also took a look at some of its other resources and realized that everything can't be expanded: they were spreading themselves thin in too many areas.



(L to R): Ashlee Dugan, Andrea Mead, Carrie Lepore

***“We’ve begun to narrow the types of projects we now produce,” Jef Smith, CMS Assistant Director, said. “We’re focusing our resources on video productions and press/news projects like the Pennsylvania Internet News Service, or PINS as it is known.”***

Smith also noted that by bringing on new talent with multi-skillssets, and cross-training existing team members, CMS can keep up with the demands for CMS services.

“Whether it’s the still photographer that is now being trained to shoot video or the sound engineer who’s being trained to operate the satellite truck, we’re taking steps to increase our team members’ skillssets and improve the way we are able to complete projects.”

And when it comes to the completion of projects, Scott Pitts, Creative Media Production Manager, gave DGS WORKS a look at a new process that was recently put into use for planning a project from concept to completion.

“We’ve recently started to do what we call a ‘treatment,’ which is an agreement between the client and CMS on what the vision of the project

will be and how that vision will be carried out,” Pitts noted.

Pitts notes that this approach allows him to ensure that all members of the team are able to weigh in during the planning and have a chance to contribute to the overall vision of the project.

“In the past, where it may have been one individual engaging the client, we now have the whole project team involved,” Pitts said. “By having everyone involved upfront, it makes the concept portion of the project much more efficient allowing us more time to actually put the project together. It also helps us develop a sense of trust with the client that they know exactly what is being done, when it’s being done and how.”

Pitts also noted that just because a project is completed, doesn’t mean that CMS’ work is done.

Every treatment includes a follow-up with the client after a certain amount of time to get their feedback and to see how the product served their needs. It can be very technical, right down to the amount of time individuals are watching a video.

“If we find, for example, that viewers stop watching a 1 minute and 30 seconds video after the 1 minute and 15 seconds mark, we have to

**Commonwealth Media Services: A DGS Blockbuster Bureau!**

*Continued from page 4*

make sure that the information that is critical to the messaging of the client is within that first 1 minute and 15 seconds,” Pitts noted.

All of the things being done at CMS may seem very technical, technological and complex, but one other thing that has drastically improved was done the old-school way – with the team itself.

Throughout the time DGS WORKS spent at CMS, one thing was apparent: a very cohesive, team-oriented atmosphere. And whether you have been there 20 years like Digital Video Audio Specialist 2, Mike Lomma, or for nearly 2 weeks like Digital Media Specialist 1, Celia Zizzi, you can tell that people really have embraced change and are having a great time while doing it.

“The new blood coming into CMS is bringing new ideas with it and kind of helps you change your own way of thinking,” Lomma said. “It makes it more collaborative.”

One of his newest colleagues agrees.

“In my nearly two weeks, I’m seeing more collaboration than in my last job,” Said Celia Zizzi who worked at a local television station before joining CMS. “People are willing to share their experience and skills with you and talk to you about what they are working on. It’s not one of those ‘here’s your assignment and go do it by yourself’ situations.”

Whether its process improvement, billing changes, employee empowerment, equipment upgrades or the like, it seems like something great is happening over at CMS and it’s not hard to notice.

**Perhaps Lomma summed up what’s going on at CMS best in just seven words,**

**“IT’S FUN TO COME TO WORK, AGAIN!”**

**CMS Employee Calls “Cut” After 40 Years of Commonwealth Service**

The Department of General Services recently bid farewell to Marty Higgins of Commonwealth Media Services, or CMS, after a 40-year career with the Commonwealth – 32 of those years with DGS! Marty started out as a part-time liquor store clerk in 1976, before moving to the Department of Agriculture and then to DGS in 1978. He worked as a maintenance repairman and electrician before finding his home with CMS where he worked from 1984 to 2016. Over that time, he served in many roles from a video production technician to broadcast technician to broadcast engineer. Marty officially retired on July 15, 2016 and went out with a bang courtesy of his CMS family. We at DGS wish you well, Marty!



*Marty Higgins (seated) is congratulated by CMS Assistant Director Jef Smith as he presents a proclamation from Governor Tom Wolf for his years of service. Higgins’ co-workers celebrated his retirement with a party on July 12th where he also received recognition from the legislature for his service and tokens of appreciation from his CMS family.*

## Five New Capitol Police Officers Take the Oath of Office

On July 14th, the Pennsylvania Capitol Police held a swearing-in ceremony for five new officers. However, the fresh faces eager to officially begin their careers with the commonwealth and the pride that beamed from the faces of family and friends gathered for the ceremony weren't the only things that people in the room took notice to.

During the ceremony, it was hard not to notice the inclusiveness of the oath each officer took as they raised their right hands in the air. One after another the words resonated with everyone inside the room as these officers pledged their lives to serve and protect the public. This was not the first time this particular oath was used, but given the recent events that have unfolded in our communities nationally, it was hard not to take notice to the additional wording.

The DGS WORKS staff sat down with PA Capitol Police Superintendent Joe Jacob to discuss the change to the oath and his thoughts about its meaning to the Capitol Police force.

“For myself, these new officers and all of law enforcement the oath contains the principles that will guide you for the rest of your life as a sworn officer,” Jacob said. “Taking the oath of office is your first official job duty and from that day on, you are sworn to uphold it every single day of your career.”



(L to R): Deputy Secretary, Department of General Services, Julien Gaudion, Officer Michael Layton-Herron, Deputy Superintendent Kevin Brown, Officer Vito Perugino, Officer Gary Utter, Officer James Brunner, Superintendent Joseph Jacob, Officer Jordan Deremer and Secretary, Department of General Services, Curt Topper.

The Pennsylvania Chiefs of Police and the Pennsylvania Law Enforcement Accreditation Commission required the wording in the oath to be changed for newly hired officers. Now, all newly hired officers with the Capitol Police swear they will uphold, obey and enforce the law without consideration to a person's race, color, sex, religious creed, sexual orientation, age, national origin, ancestry, handicap or disability.

“As times change and things happen in the world around us, what we do and how we do it must change as well,” Jacob noted in regards to the more inclusive language of the oath of office. “Also as part of our domestic and international accreditations, we must ensure that our officers, newly and previously hired, abide by the new language in the oath.”

Jacob pointed out that as part of the PA Capitol Police Department's accreditation through the Pennsylvania Law Enforcement Accreditation Commission (PLEAC) and the Commission on Accreditation for Law Enforcement Agencies (CALEA), the oath of office was changed and is actually reviewed each year by all officers, so even if it isn't the particular oath previously hired officers were sworn in with, they still are aware of the guiding principles of their duty as a sworn law enforcement officer in Pennsylvania.

**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF GENERAL SERVICES  
BUREAU OF POLICE AND SAFETY**

**CAPITOL POLICE OATH OF OFFICE**

I do solemnly swear that I will support, obey and defend the Constitution of the United States and the Constitution of the Commonwealth of Pennsylvania and the laws of the Commonwealth of Pennsylvania.

I will respect the constitutional rights of all persons to liberty, equality and justice. I will perform all duties impartially without favor or affection or ill will, and without bias or prejudice, towards any person, and without regard to status, sex, race, color, religious creed, sexual orientation, age, national origin, ancestry, handicap, disability, political belief or aspiration, lifestyle or personal characteristics. All persons will be treated equally with courtesy, consideration and dignity.

I take this obligation freely, without any mental reservation or purpose of evasion, and that I will faithfully discharge the duties of my office as a Capitol Police Officer with fidelity.

NAME  
Capitol Police Officer

\_\_\_\_\_  
Curt Topper  
Secretary  
Department of General Services

\_\_\_\_\_  
Julien F. Gaudion  
Deputy Secretary  
Property & Asset Management

\_\_\_\_\_  
Joseph Jacob  
Superintendent

\_\_\_\_\_  
Kevin J. Brown  
Deputy Superintendent

\_\_\_\_\_  
2016  
Date

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*Five New Capitol Police Officers Take the Oath of Office*  
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**The five new officers sworn in were:**

- Vito Perugino joined the PA Capitol Police on July 5, 2016. He most recently worked with the Edwardsville Borough Police Department in Edwardsville, PA where he worked for one year and nine months as a part-time patrolman. He also holds a bachelor's degree in Criminal Justice from Kutztown University.
- Gary Utter joined the PA Capitol Police on June 7, 2016. He most recently worked for the Springettsbury Township Police Department in York, PA from 2002 to 2008. He is also a US Army Veteran and holds a bachelor's degree in History from Western Maryland College.
- Jordan Deremer joined the PA Capitol Police on July 11, 2016. He most recently worked for five years as an Officer with the Baltimore City Police Department for 5 years.
- James Brunner joined the PA Capitol Police on July 5, 2016. He most recently worked as an officer for Eastern Adams Regional Police Department in New Oxford, PA for approximately 3 ½ years.

- Michael Layton-Herron joined the PA Capitol Police on June 27, 2016. In addition to almost eight years in the PA National Guard, he most recently worked for 15 months with the Dauphin County Sheriff's Office in Harrisburg, PA.

**Officers sworn in at a later date:**

- Earl Johnson joined the Pennsylvania State Capitol Police, July 25, 2016. He most recently worked for the Minersville Borough Police Department in Schuylkill County and on the Schuylkill County Drug Task Force. He also attended Penn State University where he majored in the Criminal Justice Field.
- Tim Bream joined the Capitol Police on July 25, 2016. He most recently worked for the Penn Township Police Force in Perry County after working for the Federal Government and in the Information Technology field for nearly 11-years.

*To our new officers, welcome to the PA Capitol Police Force and thank you to all our officers for the work they do day in and day out to keep us safe!*

**Commonwealth Mentoring Program Graduates**

*Congratulations to Heather Matulevich of Commonwealth Media Services and Elizabeth Schehr of the Bureau of Publications – the most recent DGS graduates of the Commonwealth Mentoring Program (CMP)!*

The CMP pairs mid-level management employees with senior managers to receive ongoing coaching and development. The pairs work together to create an individual development plan for the mentee and document a core business process within their agencies. The mentoring relationship is supported by monthly meetings focused on knowledge management, networking and other skills.

The Office of Administration created the CMP to reduce the loss of institutional knowledge and skills as experienced employees retire or transition to

other employers. The program also supports workforce and succession planning by contributing to the professional growth of existing employees.



**(L to R): Marcie Carr (mentor), Heather Matulevich (mentee), Elizabeth Schehr (mentee), Suzanne Chubb (mentor)**

## Capitol Police Bicycle Rodeo Rustles up 40 Young Riders

*On a spring Sunday morning, PA Capitol Police Officers hosted 40 young riders during the 2nd annual Capitol Police Bicycle Rodeo along Commonwealth Avenue in the area between the fountain and Soldier's Grove.*

This free event, for all kids ages 4 thru 12, had a dual purpose according to Officer Nick Finicle, who organized the event and was assisted by Sergeants Mike Schmidt, Rick Finnicle and Justin Chortanoff, Corporal Richard Schur and officers Timothy Youse, Pete Picciurro and Larry Kitzmiller.

“The purpose of this event was two-fold,” Finicle stated. “It was a great way to teach young people the skills they need in order to be better and safer cyclists when riding upon our streets and an excellent opportunity for PA Capitol Police to interact with the community.”

The young cyclists took turns at attempting to conquer the 8-obstacle course that measures the following capabilities: scanning the environment for obstructions, maneuvering, signaling, proper stopping, turning and the newest addition to the course – the paperboy challenge where riders had to deliver four newspapers to complete the obstacle.

“The course wound up being so popular that the kids didn’t want to leave. They were asking to do it again,” Finicle noted. “We had a very successful event considering that our attendance increased by 75-percent from the previous year.”

But success isn’t always measured by numbers.

“We had one little girl who showed up with a very worn-down, rusted bike and she won one of the new bikes that were donated for prizes,” Finicle said. “I received an email from her parents the next day describing how she



**PA Capitol Police Officer Nick Finicle performs a bike safety check.**

rode her new bike all day, until it started raining and they had to make her come in! She and her parents were very grateful.”

Eight bikes, helmets and gift cards were donated to the event by local businesses along with food, drinks and snacks.

At the end of the day, the young cyclists left with improved skills, good feelings and memories of having a fun time, but it wasn’t over.

“As we were breaking down the course, a little girl showed up with her grandmother and she had training wheels on her bike,” Finicle recalled. “She wanted to learn how to ride her bike, so we took the training wheels off and went over into a grassy area where I stayed with her until she was able to ride in a straight line with no assistance. She was elated.”

Great job, Capitol Police! If you’d like to participate in next year’s event or have suggestions on ways to increase attendance, contact Officer Nick Finicle at [nfinicle@pa.gov](mailto:nfinicle@pa.gov).

By learning bike handling and traffic safety skills, these children will enjoy bicycling more and reduce the chance of personal injury.



**Seven of the eight winners at the PA Capitol Police Bicycle Rodeo pose with their new bikes.**

## BVM Provides “Under-the-Hood Training”

*The Bureau of Vehicle Management, or BVM, is revving up the engine training programs with its latest offering to the staff of the Customer Service Representatives – a hands-on training that takes staff directly under the hood to become more familiar with automotive repair and maintenance.*

The Customer Service Division staff is the first point of contact for commonwealth vehicle operators around the state who need to have repairs or maintenance performed on their commonwealth fleet vehicle.

“Most of our customer service reps don’t have any mechanic background,” BVM Customer Service Division Supervisor, Randy Howard noted. “We figured it would be a great idea to get them some informal training that will familiarize them with the basic operations of the vehicle and how repairs would be made.”

So far there have been five sessions that deal with how to change oil, front end suspension and braking, drive train, rear suspension, drivetrain and what’s under the hood.

“It really helps our reps in terms of approving estimates from vendors,” Howard said. “For example, if there’s an estimate for three hours of labor on a brake job, they’ll know from the training that that’s a long time for a brake job based on what’s required. They will then contact me and we’ll negotiate the actual time required for the brake job with the vendor and right there we’ve saved the commonwealth money.”

The sessions seem to have caught some traction with the customer service reps.

“I really like being able to know what parts are connected to other parts and being able to know the difference in the complexity and time that goes into one repair vs. another,” said Customer Service Representative, Kim Vinson who attended two of the sessions.

BVM plans are to keep the sessions going for the staff as part of efforts to add value to the customer service process.



**(L to R): Randy Howard, BVM Customer Service Division Supervisor, goes under the hood with Customer Service Representatives Corey Raub and Kim Vinson.**

### Correction

The DGS WORKS staff would like to extend our apologies for not identifying Claire Osborne, COSTARS Marketing Manager, DGS Bureau of Procurement as a member of the 2016 class of the Emerging Leader Program in the “Program Helps to Identify, Develop Leaders of Tomorrow” article in the previous edition of DGS WORKS.

## Two DGS Bureaus Honored for GO-TIME Achievements



State employees from a dozen agencies were recognized by the Governor's Office of Transformation, Innovation, Management and Efficiency (GO-TIME) for their work on projects to save money, increase efficiency and improve programs and services.

These efforts helped the commonwealth to achieve over \$156 million in savings during the 15/16 fiscal year.



Procurement Team Front row (L to R): Elizabeth Lenhart, Jenny Doherty, Margie Juran, Janice Pistor. 2nd row: Greg Knerr, Cheryl Kleeman, Ed Myslewicz, PA Office of Administration Secretary Sharon Minnich, Brian Reinoehl, Ken Hess.

### Two DGS initiatives were recognized:

#### Improving Procurement Strategies

The Department of General Services (DGS) saved state agencies over \$68 million in 15/16 on purchases of goods and services through negotiated price reductions, contract renewals and reverse auctions.

#### Consolidating Mailrooms and Services

The consolidation of outgoing mail services by DGS will save \$2.5 million annually through presorting, volume discounts, reductions in staffing and equipment and repurposing space previously used for mail activities. Changes to mail routes and equipment reductions will further reduce operating costs by over \$1 million.



Publications Team Front row (L to R): Rebecca Gard, Sabrina Harkins, Kaushikkumar Naik. 2nd row: Marcie Carr, Sharon Bogden, Kim Bettinger, Elizabeth Schehr, PA Office of Administration Secretary Sharon Minnich, Edra Ballard. 3rd row: Jane Andrzejewski, Cole Brenize, Steve Trees, James Swartz, Greg Juris. 4th row: Chris Marchand, Tom Muretic, Bob Minium, Dave McCloskey, Ryan McHugh.

# DEPARTMENT OF GENERAL SERVICES

## September Birthdays

|                    |      |                   |      |                  |      |                    |      |
|--------------------|------|-------------------|------|------------------|------|--------------------|------|
| Justin Chortanoff  | 9/1  | Carlos Williams   | 9/10 | Charles Miller   | 9/17 | Wesley Feduke      | 9/24 |
| Kenneth Hall       | 9/1  | Francis Petulla   | 9/10 | Sha-Shana Reid   | 9/17 | Ryan Wickersham    | 9/24 |
| Roy Garrison       | 9/1  | Susan Stanisic    | 9/10 | Thomas Brugger   | 9/17 | Steven Novacek     | 9/25 |
| Nyla Collins       | 9/1  | Jarah Panza       | 9/10 | Kimberley Vinson | 9/17 | James Zettlemoyer  | 9/26 |
| David Douden       | 9/2  | Jesse Berdanier   | 9/11 | Robert Slusser   | 9/18 | Matthew Curci      | 9/26 |
| William Schreiber  | 9/3  | Matthew Kaminske  | 9/12 | Ronald Staff     | 9/18 | Gary Utter         | 9/26 |
| Gerald Grecek      | 9/3  | David Goodling    | 9/12 | Elizabeth Schehr | 9/18 | Dawn Decker        | 9/26 |
| William Archibald  | 9/3  | John Gurnari      | 9/13 | Daniel Cassell   | 9/18 | David Welker       | 9/26 |
| Kevin Shaffer      | 9/4  | Loan Huynh        | 9/13 | Clarence Stokes  | 9/19 | Harry Walls        | 9/27 |
| Mohit Parikh       | 9/4  | David Narkiewicz  | 9/14 | Jeffery Huss     | 9/19 | David Johnston     | 9/27 |
| Gerald Lee         | 9/5  | Beth Maurer       | 9/14 | Tammy Noel       | 9/19 | Thanh Nguyen       | 9/28 |
| Lisa John Marsh    | 9/6  | Robenna Mitchell  | 9/14 | Adam Eubanks     | 9/20 | Scott Pitts        | 9/28 |
| Vega               | 9/6  | Debra Schlegel    | 9/15 | Terri Heimbach   | 9/20 | Pearl Lassiter     | 9/29 |
| Kristina Landvater | 9/7  | Samuel Eddinger   | 9/15 | Edward Valanda   | 9/21 | Bradley Bygall     | 9/30 |
| Frank Smyser       | 9/8  | Kerry Danner      | 9/15 | Tracey Adams     | 9/21 | Anthony Intriery   | 9/30 |
| Frank Nestico      | 9/8  | Robert Carr       | 9/16 | Derrick Flax     | 9/22 | Fuller Runyan      | 9/30 |
| Angela Pittman     | 9/8  | Suzanne Chubb     | 9/16 | Lisa Kettering   | 9/22 | Milton Hurtt       | 9/30 |
| Steven Bock        | 9/9  | Eric Povish       | 9/16 | Nicole Almeida   | 9/23 | Russell Fultz      | 9/30 |
| Eric Peterson      | 9/10 | Matthew Bembenick | 9/17 | Hayes Kelly      | 9/23 | Stanley Plesnarski | 9/30 |

## October Birthdays

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

## November Birthdays

|                       |      |                       |       |                    |       |                   |       |
|-----------------------|------|-----------------------|-------|--------------------|-------|-------------------|-------|
| Larry Mullen          | 11/1 | Maggie Shuttlesworth  | 11/5  | Eldon McClarren    | 11/13 | Edra Ballard      | 11/20 |
| Pamela Gabriel        | 11/1 | Debra Solomon         | 11/6  | Edward Jones       | 11/14 | Katyna Ward       | 11/20 |
| William Richards      | 11/2 | William Rotz          | 11/6  | Stephanie Simmons  | 11/15 | Etta Brashears    | 11/21 |
| Faith Thompson        | 11/2 | Dean Bucher           | 11/7  | David Weyandt      | 11/16 | Joslyn Thomas     | 11/21 |
| Cynthia Anderson      | 11/2 | Stephanie Sinclair    | 11/7  | Frank Houser       | 11/16 | David Mcdermott   | 11/23 |
| Julien Gaudion        | 11/3 | Terry Carson          | 11/7  | Robert Dunaway     | 11/16 | Scott Hoover      | 11/23 |
| Robert Williams       | 11/3 | Peter Merlo           | 11/7  | Gilbert Roman      | 11/17 | Barbara Cain      | 11/24 |
| Joseph Purcell        | 11/3 | David Felsburg        | 11/8  | Christopher Hughes | 11/17 | Timothy Bream     | 11/25 |
| Ashley Rhodes         | 11/3 | Alfonzo Robinson      | 11/8  | Michael Whitman    | 11/17 | Aimee Hancock     | 11/25 |
| Shendelle Hockenberry | 11/3 | Kevin Bobb            | 11/9  | Alice Cameron      | 11/17 | Robert Clauser    | 11/26 |
| Jeffrey Higgins       | 11/4 | Alesia Beth Nonemaker | 11/9  | Vincent Adigwu     | 11/17 | Trung Le          | 11/28 |
| Alan Roth             | 11/4 | Jeffrey Smith         | 11/9  | Sharon Bogden      | 11/17 | Christopher Drupp | 11/28 |
| Philip Duffy          | 11/4 | Jeffrey Dermes        | 11/10 | Darren Bassler     | 11/18 | Aaron Chambers    | 11/29 |
| Paul Hayes            | 11/5 | Andrew Baer           | 11/10 | Charles Eyler      | 11/18 | Tyrone Edmonds    | 11/29 |
| David Gowen           | 11/5 | Victoria Davis        | 11/12 | Bruce Beardsley    | 11/18 | Eric Cole         | 11/29 |
| Robert Ramsey         | 11/5 | Cheryl Barth-Taylor   | 11/12 | Dale Ramp          | 11/18 | Brenten Klinger   | 11/29 |
| David Darrien         | 11/5 | Thomas DeWees         | 11/13 | Scott Bingaman     | 11/19 | J Jackson         | 11/29 |
| Jill Freas            | 11/5 | Gail Swanson          | 11/13 | Kristin Wickard    | 11/19 | Iva Garfield      | 11/30 |
| Daniel Troutman       | 11/5 | Karen Bower           | 11/13 | Randall Howard     | 11/19 |                   |       |

Promotions

|                     |                    |                    |                    |                   |                    |
|---------------------|--------------------|--------------------|--------------------|-------------------|--------------------|
| <b>MAY</b>          |                    | Henry Karpinski    | Asst Cnstrn Pj Mgr | Larry Sanno       | Asst Cnstrn Pj Mgr |
| Gregory Bratina     | Mntnc Rprmn 2      | John Danchak       | Asst Cnstrn Pj Mgr | Eldon McClarren   | Asst Cnstrn Pj Mgr |
| William Wilson      | Bldg Adm 1         | Edward Valanda     | Asst Cnstrn Pj Mgr | William Rotz      | Asst Cnstrn Pj Mgr |
| <b>JUNE</b>         |                    | David Shultz       | Cnstrn Pj Mgr DGS  | Samuel Eddinger   | Cnstrn Pj Mgr      |
| Aimee Hancock       | Admv Ofr 4         | Grant Shotwell     | Asst Cnstrn Pj Mgr | Travis Kerlin     | Cnstrn Pj Mgr      |
| James Zerby         | Bldg Srvs Mgr      | Eric Povish        | Asst Cnstrn Pj Mgr | Daniel Hemphill   | Asst Cnstrn Pj Mgr |
| Waylon Leonard      | Whse Sup           | J Jackson          | Cnstrn Pj Mgr      | William Hess      | Cnstrn Pj Mgr      |
| Jennifer Eberly     | Cmdty Spcst        | James Bannar       | Asst Cnstrn Pj Mgr | Gordon Mcgrady    | Asst Cnstrn Pj Mgr |
| <b>JULY</b>         |                    | John Coughlin      | Asst Cnstrn Pj Mgr | John Feathers     | Asst Cnstrn Pj Mgr |
| John Zilich         | Asst Cnstrn Pj Mgr | John Clark         | Asst Cnstrn Pj Mgr | Clifton Hamby     | Cnstrn Pj Mgr      |
| David Johnston      | Asst Cnstrn Pj Mgr | Stanley Plesnarski | Asst Cnstrn Pj Mgr | Kenneth Ponczek   | Cnstrn Pj Mgr      |
| Robert Lynch        | Asst Cnstrn Pj Mgr | Joseph McCormick   | Asst Cnstrn Pj Mgr | Frank Drury       | Asst Cnstrn Pj Mgr |
| Dwight Bryan        | Asst Cnstrn Pj Mgr | Nathan Davion      | Asst Cnstrn Pj Mgr | Mike Allenbaugh   | Cnstrn Rgnl Dir    |
| Charles Miller      | Asst Cnstrn Pj Mgr | Michael Boden      | Asst Cnstrn Pj Mgr | Lorenzo Rossum    | Cstdl Wkr 1        |
| Michael Appley      | Asst Cnstrn Pj Mgr | Stephen Henry      | Asst Cnstrn Pj Mgr | Thanh Nguyen      | Bldg Srvs Mgr      |
| Kurt Schuhlen       | Asst Cnstrn Pj Mgr | Victor Spangler    | Asst Cnstrn Pj Mgr | Rebecca Tomlinson | Admv Ofr 2         |
| Gregory Mohler      | Admv Ofr 3         | Robert Lamberson   | Asst Cnstrn Pj Mgr | William Ward      | Prj Mgr 2          |
| Jenna Horting       | Admv Ofr 3         | Robert Boden       | Asst Cnstrn Pj Mgr | Eric Peterson     | Rfgtn Plnt Supv 2  |
| Toni Dolan          | Admv Ofr 3         | Bryan Wooster      | Asst Cnstrn Pj Mgr | Sonya Schurtz     | Cmdty Spcst        |
| Gregory Kaliszewski | Asst Cnstrn Pj Mgr | John Kern          | Asst Cnstrn Pj Mgr | <b>AUGUST</b>     |                    |
| Linda Eben          | Admv Ofr 1         | John Sklarsky      | Cnstrn Pj Mgr      | Gregory Colyer    | Sf Insp            |
| John Darrah         | Asst Cnstrn Pj Mgr | Barton Richwine    | Asst Cnstrn Pj Mgr | Preston Minnich   | Plmbr              |
| Edward Tycenski     | Asst Cnstrn Pj Mgr | Francis Petulla    | Asst Cnstrn Pj Mgr | Tangerine Ervin   | Cstdl Wkr 1        |
| Dennis Kucera       | Cnstrn Pj Mgr DGS  | Harry Townsend     | Asst Cnstrn Pj Mgr |                   |                    |

Appointments/Transfers

|                     |                          |           |                 |                          |           |
|---------------------|--------------------------|-----------|-----------------|--------------------------|-----------|
| Adam Forlizzi       | Msn                      | 25-Apr-16 | Stacie Amsler   | Admv Ofr 4               | 09-Jul-16 |
| Gerald Munley       | DGS Lseng Coor           | 02-May-16 | Robert Ramsey   | Rfgtn Plnt Supv 2        | 09-Jul-16 |
| James Winters       | DGS Lseng Coor           | 09-May-16 | Robert Carr     | Spc Asst Sec DGS         | 11-Jul-16 |
| Ryan Wickersham     | Dgtrl Vd Ad Spcst 2      | 23-May-16 | Jordan Deremer  | Cptl Plc Ofr             | 11-Jul-16 |
| Brenten Klinger     | Dgtrl Multimedia Spcst 2 | 23-May-16 | Jarah Panza     | Clk Typst 2              | 18-Jul-16 |
| Amanda Berg         | Dgtrl Multimedia Spcst 2 | 23-May-16 | Celia Zizzi     | Dgtrl Multimedia Spcst 1 | 18-Jul-16 |
| Ernest Brennsteiner | DGS Lseng Coor           | 06-Jun-16 | Lori Zerby      | Clk 2                    | 18-Jul-16 |
| Gary Utter          | Cptl Plc Ofr             | 07-Jun-16 | Colette Shriner | Clk 2                    | 25-Jul-16 |
| Jennifer Eberly     | Cmdty Spcst              | 18-Jun-16 | Timothy Bream   | Cptl Plc Ofr             | 25-Jul-16 |
| Benjamin Leister    | Temp Adjunct Cstdl Wkr   | 27-Jun-16 | Earl Johnson    | Cptl Plc Ofr             | 25-Jul-16 |
| Marianela Ortiz     | Temp Adjunct Cstdl Wkr   | 27-Jun-16 | Ryan Ralls      | Mntnc Rprmn 1            | 30-Jul-16 |
| James Brunner       | Cptl Plc Ofr             | 05-Jul-16 | Erica Dreher    | DGS Lseng Coor           | 01-Aug-16 |
| Vito Perugino       | Cptl Plc Ofr             | 05-Jul-16 | Samuel Haubert  | Clk 2                    | 06-Aug-16 |
| Matthew Bevan       | Admv Ofr 1               | 06-Jul-16 | Audrey Smith    | Admv Ofr 3               | 15-Aug-16 |