

# KDAM Monthly

NEWS AND NOTES FOR THE KANSAS DEPARTMENT OF AGRICULTURE TEAM • NOVEMBER 2016

## A Common Strength

At the regional meetings this fall, we all participated in an exercise to look more closely at how we can focus on our strengths to be more productive, both as individuals and within our teams. Many of us were curious what the Top 5 Strengths were for KDA as a whole, so here they are.

- **Responsibility:** *People exceptionally talented in the Responsibility theme take psychological ownership of what they say they will do. They are committed to stable values such as honesty and loyalty.*
- **Achiever:** *People exceptionally talented in the Achiever theme work hard and possess a great deal of stamina. They take immense satisfaction in being busy and productive.*
- **Learner:** *People exceptionally talented in the Learner theme have a great desire to learn and want to continuously improve. The process of learning, rather than the outcome, excites them.*
- **Consistency:** *People exceptionally talented in the Consistency theme are keenly aware of the need to treat people the same. They try to treat everyone with equality by setting up clear rules and adhering to them.*
- **Harmony:** *People exceptionally talented in the Harmony theme look for consensus. They don't enjoy conflict; rather, they seek areas of agreement.*



## Coming Up:



- Nov. 24-25 ...Thanksgiving (Office Closed)
- Dec. 16 ..... Holiday Party
- Dec. 19-22 .....Afterburn Exercise
- Dec. 26 .....Christmas Holiday (Office Closed)
- Dec. 30 ..... Last day to use 2016 Discretionary Day
- Jan. 2 ..... New Year's Day Holiday (office closed)

## Follow Us!

Don't forget to follow KDA on Twitter and Facebook. The communications interns do a great job keeping KDA's social media presence fresh and interesting. If you have events, messages or news from your program area that you would like to see represented on social media, send them our way!



#30DaysofThankfulness

## Department Comings and Goings

Please help us welcome these new KDA staff members.

- Lyle Black ..... FDLS, Meat & Poultry, Home-Based
- Mikayla Kortan ..... Intern, Conservation, Topeka
- Ann Kralik ..... FDLS, Meat & Poultry, Home-Based
- Tara Latham ..... FDLS Food Safety & Lodging, Home-Based
- Donald McMaster ..... FDLS, Meat & Poultry, Home-Based
- Kelly Navinsky-Wenzl ..... Attorney, Legal, MHK
- Victoria Watkins ..... Laboratory Technician,  
Agricultural Laboratory, Topeka
- Ryan Weiser ..... Environmental Scientist,  
Water Appropriations, Topeka

These employees are no longer at KDA.

- Mackenzie Alexander ..... Fiscal
- Brad Kerr ..... Meat & Poultry
- Phylisia Davis ..... Food Safety & Lodging
- Lindsey Shalz ..... Grain Warehouse
- Iris Gilbert ..... Water Appropriations



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# WINNER, WINNER, CHICKEN DINNER!

Thanks to everyone for your entries in the October trivia contest. We received a lot of responses, many of which were detailed historical narratives.

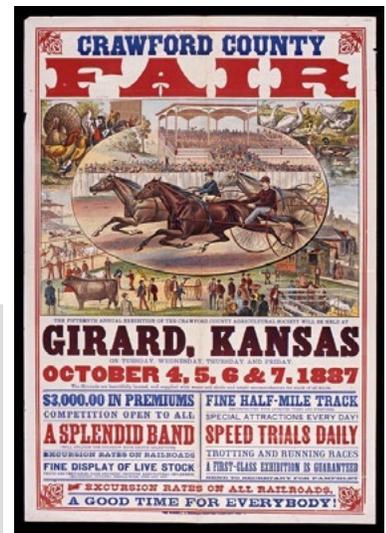
*The question was: What year was the Kansas Department of Agriculture first formed?*

The correct answer? Well, as your replies indicated, there are several correct answers, depending on how you interpreted the question, including:

- **1855:** This was the year that an agricultural committee was first formed, during the meeting of the first territorial legislature. Laws passed by that committee dealt with claims, strays, hedging on roads, weights and measurements and horse stealing. It is the formation of this committee that supports our claim to the nation's first department of agriculture, even predating statehood. Fun historical note: This group's records were kept in the Kansas Historical Society in Lawrence when Quantrill's raid resulted in the burning of a large part of the town, including the Historical Society and all the records within.
- **1862:** The **Kansas State Agricultural Society** was formed by the Kansas Legislature, as a state organization. This state society centralized information from counties, and explored questions of what new crops might be introduced to Kansas farming.
- **1872:** The society became the **State Board of Agriculture**. As a state agency, it had access to increased financial support. The board's early years were spent organizing a state fair and acting as an immigration agency to attract needed settlers to homestead in Kansas.
- **1995:** The agency officially became the **Kansas Department of Agriculture**. Although some of the responsibilities have changed, much of our mission has remained the same as that first year, when the committee worked to protect and aid farmers in Kansas Territory. We are still involved in weights and measurements, assisting farmers with new crops and technologies, and promoting agriculture via the state fair, among others.

So which answer is right? If you submitted any of these dates, your response was considered a correct answer, and your name was included in the prize drawing.

Two winners were drawn from among the correct answers: Jessica Wrosch and Carly Tyler. You win a gift from the From the Land of Kansas program. Congrats, and thanks to everyone who played!



## GETTING READY FOR AFTERSBURN

Don't forget to take the IS-700 class prior to the Animal Disease Exercise in December! And if you have the opportunity, ICS-100 is also free online, and would be very helpful to those who are participating for the first time.

# AFTER BURN

## State Holidays for 2017

New Year's Day .....	Monday, Jan. 2, 2017
Martin Luther King Jr. Day .....	Monday, Jan. 16, 2017
Memorial Day .....	Monday, May 29, 2017
Independence Day .....	Tuesday, July 4, 2017
Labor Day .....	Monday, Sept. 4, 2017
Veterans Day .....	Friday, Nov. 10, 2017
Thanksgiving .....	Thurs.-Fri., Nov. 23-24, 2017
Christmas .....	Monday, Dec. 25, 2017

## H.R. CORNER

### Bulletins:

Visit HR Bulletins at [agriculture.ks.gov/HR](http://agriculture.ks.gov/HR) for current HR information including:

- [Health Quest Newsletter](#)
- [Health Quest Powerpoint](#)

### Health Quest Webinars

- Tuesday, Dec. 6, 10:00 a.m.
- Thursday, Dec. 8, 1:30 p.m.
- Wednesday, Dec. 14, 1:30 p.m.
- Friday, Dec. 16, 1:30 p.m.

### [CLICK HERE TO REGISTER](#)

Representative from Empower-Retirement available for visits: Tues., Nov. 22, Manhattan HQ and Mon., Nov. 28, Topeka Forbes.

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# KDAM Monthly

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MONTHLY SPOTLIGHT ON THE PEOPLE AND PROGRAMS OF KDA • NOVEMBER 2016

## Employees of the Quarter



Amber Barham is a district manager for the food safety and lodging program. She supervises eight inspectors in the KC Metro area and conducts inspections of food manufacturing facilities.



Tara Schmanke is the payroll manager in the human resources office. She is in charge of payroll for the entire agency, as well as handling many other duties within human resources.



Jessica Engelbrecht is the lead administrative staff member in the Stafford field office. She works with customers both on the phone and in person and handles many other administrative responsibilities including maintaining documents for the water rights in that region.



Autumn Schuck is the inspection manager for the food safety and lodging program. She supervises the seven district managers in the program and has oversight of all 49 field staff in the program.



Ambrose Ketter is a professional engineer on the dam safety team within the water structures program. He oversees permits for dams and provides professional guidance and assistance for dam inspections, emergency action plans, and many other areas.



The grain warehouse examiners were all recognized as a team this quarter, in acknowledgement of what they do to protect the agriculture producers of Kansas. Examiners work with grain warehouses to estimate the quantity of grain in storage, ensure accuracy in records and help identify solutions when grain exceeds storage space. L to R: Jason Blundell, grain warehouse examiner; Ted Brock, grain warehouse examiner; Paul Heady, grain warehouse supervisor; Michael Keck, grain warehouse examiner; Bryant Speer, grain warehouse examiner; Jim Zenger, grain warehouse examiner

## HOLIDAY PARTY UPDATE

All KDA Staff are encouraged to attend the KDA Holiday Party... **coming to a location near you!** Watch your email for more details and signups including an RSVP for your preferred date/location. The rumor is that wearing an ugly Christmas sweater may earn you a special holiday gift!



**Thursday, Dec. 15 ..... 11:30-1:00**

Southeast Kansas: Iola Courthouse, 1 N. Washington St. (Taco Bar)

Topeka Forbes, 6531 SE Forbes Ave., Ste B (Mexican Fiesta)



**Friday, Dec. 16 ..... 11:30-1:00**

Garden City Field Office, 2508 Johns St.

Stockton Field Office, 820 S. Walnut St.

Stafford Field Office, 300 S. Main St.

Manhattan KDA Headquarters, 1320 Research Park Drive



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# SPOTLIGHT

MONTHLY SPOTLIGHT ON THE PEOPLE AND PROGRAMS OF KDA • NOVEMBER 2016

## Monthly Spotlight: Fiscal

One of the program areas that works hard behind the scenes to keep all of the programs running efficiently is Fiscal. The fiscal team can be found on the second floor of the Manhattan office (except for one who works from home) and is made up of 15 detail-oriented people who oversee the flow of money into and out of KDA.

The AP (accounts payable) section takes care of all outgoing money. (They write the checks!) If you need to pay a bill or get reimbursed for a purchase or for travel, there is an AP person assigned to your program area to help you. Don't know who your AP person is? Just ask!

The AR (accounts receivable) and licensing section is in charge of incoming money, which primarily consists of fees for licensing within the agricultural business services programs.

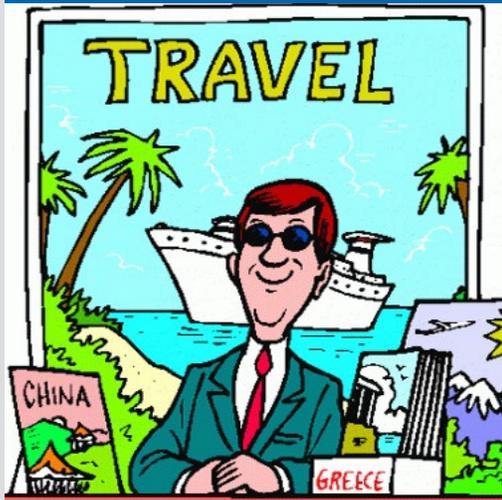
In addition, the fiscal team helps with grant applications to support many of the efforts within many program areas, and oversees procurement — helping programs purchase equipment or services needed to support their objectives.

The fiscal team plays a critical role in the success of all programs across the agency, and it is important not to take them for granted. They have a challenging task, as they are faced with the balancing act of helping all program areas reach their goals while keeping us within the rules and confines of the state administrative structure.

**Thanks, fiscal team, for your hard work and patience!**



## TRAVEL TIPS

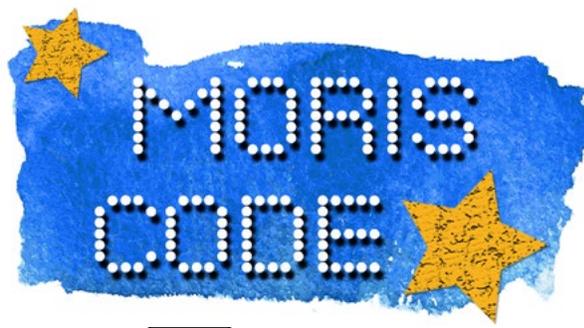


## FROM FISCAL

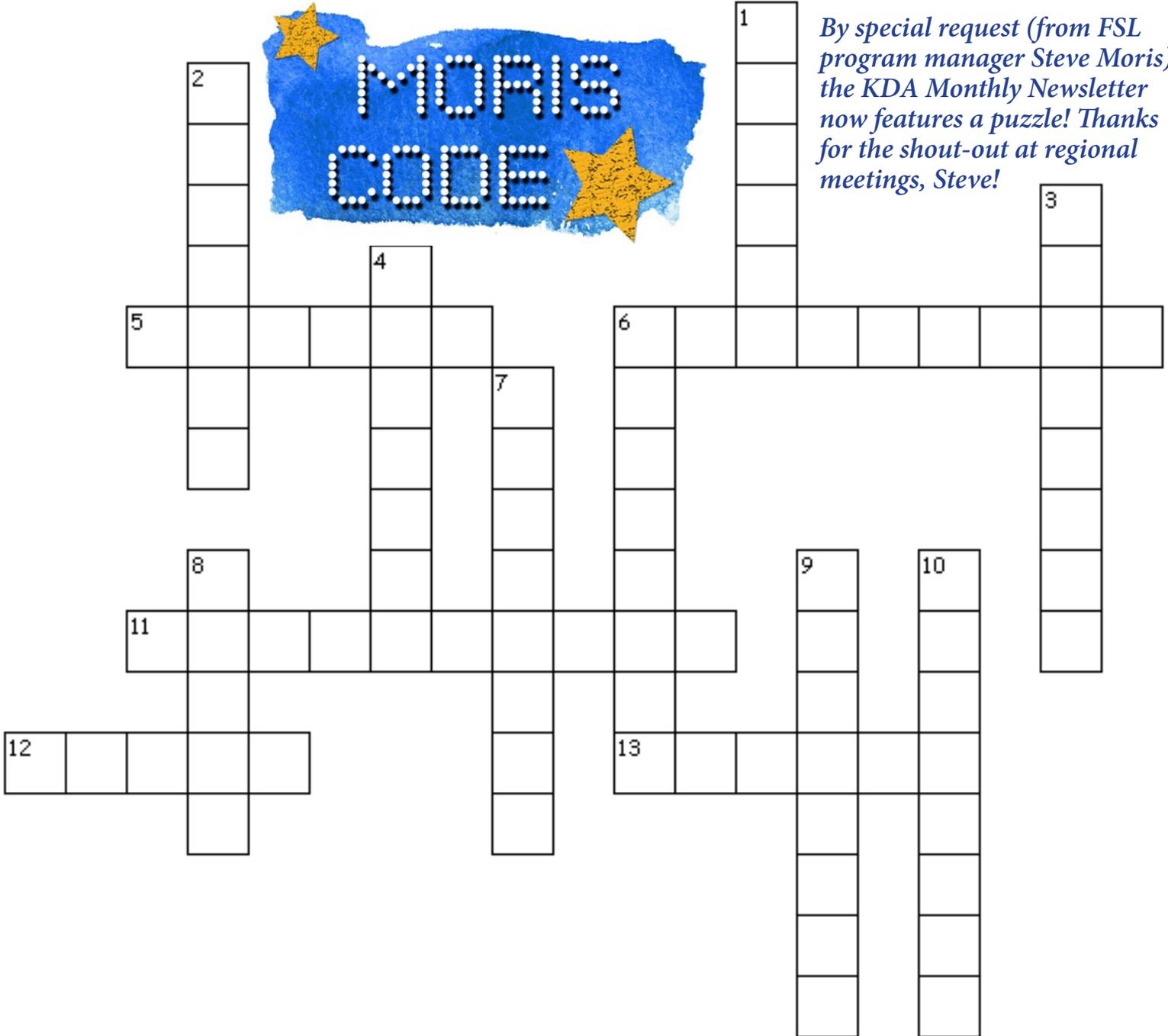
One takeaway from the Regional Meetings was that there is some confusion about fiscal issues relating to travel. Our fiscal team is here to provide you some tips to help you fill out your travel forms:

- **Originating Location:** Always your official workstation on all travel days.
- **Location:** Place of official business. This includes the last day of travel.
- **When searching for a location:**
  - Use ALL CAPITAL LETTERS
  - Use this format:
  - 2-letter state abbreviation
  - “comma”
  - “space”
  - First several letters of city, then click search (magnifying glass)
  - Example: Chicago, Illinois, would be entered as “IL, CHI”
- **Start and end times must always be entered on the first and last day of travel.**
- **Fill out SMART expense report before the DA-121 since SMART will do all the calculations for you.**
- **Employees that are leaving the agency must enter all travel and must have it fully approved before their last day.**
- **Travel instructions from beginning to end can be found in the Fiscal section of the e-Handbook. Many other helpful travel documents are also located there.**

If you have items you would like to include in the next issue, please send them to [Heather.Lansdowne@ks.gov](mailto:Heather.Lansdowne@ks.gov)



*By special request (from FSL program manager Steve Moris) the KDA Monthly Newsletter now features a puzzle! Thanks for the shout-out at regional meetings, Steve!*



## WHAT DO YOU KNOW ABOUT THE E-HANDBOOK?

### Across

5. In which section would you find a blank W-9 form?
6. Where can you find current issues of Health Quest, OPS Training, and KDA Monthly? HR \_\_\_\_\_.
11. What does “e” stand for in e-Handbook?
12. Find links to the Statewide Management, Accounting & Reporting Tool, a.k.a. \_\_\_\_\_.
13. The KDA Policies section has everything you need to know about policies for flex time, mobile devices, \_\_\_\_\_ media and much more.

### Down

1. The e-Handbook is a handy place to find request forms, mileage calculators and expense forms for when you \_\_\_\_\_.
2. If you need a reminder about the KDA Vision, \_\_\_\_\_ and Priorities, you’ll find them under KDA Information.
3. Get ready for the legislative session to begin by reviewing the procedures in the 2016 Legislative \_\_\_\_\_.
4. Having trouble with your phone? Check out the Cisco training \_\_\_\_\_ or slideshow.
6. Quick access to descriptions of all of your \_\_\_\_\_, including links to the state health insurance, life insurance, and others.
7. The HR section has info and a link to the STAR program, the State Employee \_\_\_\_\_ Program.
8. The “Manhattan Building” section has a bunch of important building information, including detailed instructions on how to navigate the \_\_\_\_\_ system.
9. Find the link for 700 class so you can complete your Homeland Security \_\_\_\_\_.
10. Need a phone number? The e-Handbook is the most up-to-date \_\_\_\_\_ Phone List.