I've now been in this post for six months, and I want to say how proud I am of the experienced and knowledgeable team we have in place at GSD, along with the work we do every day to fulfill the department's mission.

For those of you who don’t know me, I grew up in Española, attended New Mexico State University and have held several jobs in state government, including chief of staff in the Secretary of State’s Office, Cabinet secretary for Workforce Solutions and MVD director. I am very honored to join your team here at GSD.

GSD is the support agency for state government, and our mission is a simple one: Do our jobs well so that other state agencies can focus on their missions. That means meeting the needs of our agency customers, whether it's maintaining a building, providing transportation, assisting with procurement or helping on a printing project.

Some of my more specific goals include improving the energy efficiency of state buildings, adding electric vehicles to the motor pool and building charging stations, increasing purchases from New Mexico businesses and keeping all state employees up to date on changes in benefit costs. I also want to say that I am committed to a GSD that is open and transparent in the work it does so that our customers and taxpayers can assess the job we are doing.

Through its increased appropriations this year to GSD, the Legislature has recognized the good work that we’ve accomplished so far and shown confidence that we will continue on the right path. Those appropriations include nearly $140 million for new capital projects and $3.5 million for purchases of new fleet vehicles.

We are a team at GSD, and everyone has a job to do when it comes to fulfilling the department’s mission, reaching our goals and showing the Legislature and Gov. Michelle Lujan Grisham that their confidence in us is well placed.

But while we have a job to do, we also need to balance that with family life. That's why I am committed to flexible work schedules for GSD employees as long as we maintain a high level of customer service. Finally, I want to wish you and your families a great summer. Get outdoors. It’s good for your health. You might just run into me camping with my family.
General Services Cabinet Secretary Ken Ortiz announced the selection of the division employees for the third quarter of fiscal year 2019.

“You’ll notice a couple themes in the nominations of these employees: They are great team members and provide excellent customer service,” Ortiz said. Each employee of the quarter receives eight hours of administrative leave.

The employees of the quarter are:

Tracey Gallegos, business operations for the Printing and Graphic Design Services Division. “When State Printing’s long-time graphic designer resigned in April, without hesitation, Tracey stepped right into this role and hit the ground running,” Printing Director Robert Newlin said. “Not only has Tracey taken on the graphic design duties, but is also training the temp hired to do her prior ‘bus ops’ duties. And to say Tracey works well with the customers is an understatement.”

Cyndi Maestas, employee benefits staff manager for the Risk Management Division. “Cyndi has done an admirable job of holding the bureau together during times of significant staffing shortfalls over the course of the last several years,” RMD Director Clinton Nicley said. “As a talented and capable subject matter expert, Cyndi has taken charge of the new life insurance request for proposals and has had a heavy hand in various training exercises for the state.”

John Maldonado, chief aircraft pilot for the Transportation Services Division. “Mr. Maldonado always provides the best quality customer service by exceeding his customers’ expectations,” TSD Deputy Director James Chavez said. “When Mr. Maldonado is not flying our aircraft, he always volunteers for additional assignments, even if it requires having to spend time away from his family. ... John is recognized around the state as the state’s premier pilot.”

Natalie Martinez, information technology procurement specialist with the Purchasing Division. “Natalie accepted the responsibility of final review for procurements produced by SPD over the last year to ensure consistency and accuracy,” Purchasing Director Mark Hayden said. “In addition, Natalie continued executing her pre-existing workload, then took on the largest procurement, the IT professional services RFP.”

Flaviano Prosperini, application developer supervisor for the Technology and System Supports Bureau. “Flaviano demonstrates excellent customer service skills and strives to ensure that he meets TSSB’s customers needs and exceeds their expectations,” GSD Chief Information Officer Karen Baltzley said. “He is always willing to go above and beyond to help when they ask for help and assist in whatever capacity he can. He does not set boundaries when providing service to customers.”

(Continued on page 3)
Employees of the Quarter  (continued)

Chris Sinclair, a project manager for the Facilities Management Division. “He is able to meet with many different agencies and provide exceptional customer service from start to finish,” FMD Director Anna Silva said. “Chris covers the entire southwest portion of the state and despite the large amount of travel time, he is able to complete projects on times and goes above and beyond to ensure the state is getting the best value in design and construction.”

Natalie Vigil, purchasing agent advanced for the Administrative Services Division. “Ms. Vigil has taken upon herself to provide exceptional support and services to GSD divisions,” ASD Director Michael Lujan said. “She often performs above and beyond the call of duty. She discerns quickly our customers’ needs and moves efficiently to provide key information, recommendations or direction. She is one of the friendliest people I know.”

FOLLOW GSD ON TWITTER @NmGeneral

And at www.generalservices.state.nm.us
The Facilities Management Division on Aug. 1 will begin a $32 million project to improve the energy efficiency of executive office buildings in Santa Fe, including installation of solar power and battery storage of solar power.

Gov. Michelle Lujan Grisham has made building a clean energy future for New Mexico and reducing the state’s impact on climate change a priority of her administration.

Trane U.S. Inc., a department contractor hired to implement the green energy project on about 30 buildings, has guaranteed utility savings of $1.1 million a year. Actual savings are expected to exceed $1.4 million a year.

In addition to the installation of solar power and storage, the green energy initiative includes water conservation measures and improvements to lighting, electric transformers and heating and air conditioning systems. Insulation work on

Risk Management

On June 11, the Risk Management Division’s Employee Benefits Bureau held its 2019 Health and Wellness Fair, which provided valuable information and product knowledge to employees regarding their physical health and well-being. This year’s Healthy Body – Healthy Mind event had a record turnout of state and local employees (1300), vendors (39), carriers (8) and state agencies (10).

Attendees got the opportunity to engage with health professionals from around the state, leaving them well-educated, informed and exposed to myriad tools for leading a healthier lifestyle. Door prizes donated by vendors, carriers and state agencies were awarded to participants throughout the day.

The fair could not have appreciated such tremendous success in the absence of the General Services team. Risk Management and Office of the Secretary staff laid the groundwork by prepping goodie bags prior to (and during) the fair, greeting people as they arrived and ensuring that attendees had the ability to communicate with all vendors. Staff from Facilities Management and Surplus also did an admirable job of clearing out the Montoya building lobby to prepare.

Carmella Jasso’s efforts in particular to plan on the fair’s success, from its theme to vendor participation and coordination, stand out.

Because of interest around New Mexico, Risk Management is exploring expansion of the health fair model to other parts of the state in order to allow more employees the opportunity to learn, engage and enjoy.
Facilities Management
(Continued from page 4)
doors and windows also will make the workplace more comfortable for state employees.
Displays will be placed in buildings to advise employees and the public on the work scheduled for each property and when that work will take place. Employees also will receive other notifications.

The work is expected to be finished in two to three years.

“With the capital outlay funding, we will finally be able to make a huge dent with buildings we haven’t been able to address,” FMD Director Anna Silva told the Albuquerque Journal in a story published May 19. “Basically, it will address needs at every state building in Santa Fe.”

Purchasing
The Purchasing Division on July 1 will take over the job of reviewing professional services contracts issued by executive agencies.

Under Senate Bill 88, passed by the Legislature and signed into law by Gov. Michelle Lujan Grisham, the Contracts Review Bureau is being transferred to the Purchasing Division from the Department of Finance and Administration.

The Contracts Review Bureau is responsible for reviewing professional services contracts for form, legal sufficiency and budget requirements. Agencies need to deliver their contracts to CRB in room 2016 of the Montoya building beginning July 1 for final review and approval.

There are three employees in the Contracts Review Bureau. The employees are Supervisor Crystal Bowers, Marc Nonnenkamp and Angel Roybal.

“We are preparing for a seamless transfer to CRB’s new home at State Purchasing,” said Mark Hayden, purchasing director.

Executive agencies will continue to be responsible for procuring their professional services, including issuing requests for proposals, evaluating responses and negotiating contracts.

The Purchasing Division is responsible for procuring most goods and general services for executive agencies.

Transportation & Surplus
The Aviation Services Bureau continues to conduct regularly scheduled Children’s Medical Service flights for the Department of Health. Bureau staff also is assisting New Mexico State University in flying its aircraft while NMSU’s pilots are dealing with medical issues. This fall, the bureau will resume flying students to and from the New Mexico School for the Blind and Visually Impaired in Alamogordo.

The Surplus Property Bureau moved former Gov. Susana Martinez’s furniture from the residence and set it up in our warehouse. More recently, the bureau brought back over 380 pieces of furniture from Las Cruces Public Schools. The bureau also has been assisting the State Personnel Office as it moves employees back to their assigned agencies. More than 50 vehicles are expected to be offered for public sale at the bureau’s storefront operation June 27.
DIVISION NEWS

Transportation & Surplus
(Continued from page 5)

The Motor Pool has conducted inspections on over 96% of the fleet and has been involved in a couple of special projects. One of them involved making 15-passenger vans available to the city of Las Cruces/Doña Ana County to assist in the transportation of asylum seekers. Another project involved providing two 15-passenger vans and drivers for a tour by the U.S. Census director. This was in conjunction with the offices of Sens. Tom Udall and Martin Heinrich.

GSD received a $2.5 million appropriation to replace older, high-mileage vehicles in the Motor Pool. It also received an additional $1 million to buy electric vehicles. GSD received $1.5 million for stations in Santa Fe County to charge the vehicles and also is seeking funding to build stations elsewhere in the state.

Motor Pool garage mechanic Dana Brown

Printing & Graphic Design

State Printing will finish strong in Fiscal Year 19. This can be attributed to a strong legislative session, strong repeat business from our existing customer base, as well as diversifying our customer base with local government and nonprofits.

As State Printing continues to grow, we need to invest in technology and equipment to make us the most efficient as possible. A great example is the Digi-Punch and Digi-Coil machines recently purchased.

Prior to acquiring these machines, coil-bound books were tremendously labor intensive. This automation has not only decreased our turnaround time for coil-bound books, but it is much less labor intensive. A win/win all around.

We understand that customers have choices as to where to get their printing and graphic design services. Their brand (or a special event) is dependent on our quality and service. We take this responsibility seriously.

Quality and service are State Printing’s foundation toward customer satisfaction and repeat business. We have pride in our work. This foundation relies on superior communication and teamwork put forth by the State Printing team each and every day.

We are customer driven and have the results to back this up.

Jose Medina operates the Digi-Punch

Motor Pool garage mechanic Dana Brown
Administrative Services

Capping another strong fiscal year and moving the department forward into a new fiscal year, ASD’s Budget Bureau loaded the legislatively approved fiscal year 2020 budget for the agency. The financial plan will go into effect on July 1 and has met all the requirements established by the State Budget Division, including reconciliations for the 4% employee compensation increase directed by Laws of 2019, Chapter 271, Section 8, as well as the increase in pension costs.

The 4% compensation increase for all state agencies becomes effective the first full pay period after July 1 for employees in budgeted positions who have completed their probationary period subject to satisfactory job performance. Section 8 also contains appropriations for employer-paid pension increases as enacted by House Bill 501.

Other highlights of the 2019 General Appropriations Act that may interest GSD employees include:

**Section 5: Special Appropriations** - $2.5 million was approved for new vehicles for the state central fleet. (GSD also received another $1 million for electric vehicles and $1.5 million for electric vehicle charging stations in Santa Fe)

**Capital Appropriations**: GSD received nearly $140 million for construction projects across the state, including $20 million to improve energy efficiency of Santa Fe buildings.

**Section 6: Supplemental Appropriations** – Nearly $1 million was approved to address the general fund budget shortfall resulting from the Children, Youth and Families Department wellness center purchase for the Facilities Management Division.

**Section 7: Data Processing Appropriations** - $550,000 was approved to implement the statewide human resources, accounting and management reporting system asset management module. The appropriation is contingent on the General Services Department’s coordination with the Department of Information Technology to ensure configuration meets the GSD’s business requirements, including the migration of existing fixed asset data to the asset management module.

*The Accounts Payable Bureau of ASD continues to provide exceptional support and service to GSD Divisions and often performs above and beyond the call of duty. In addition to their regular everyday duties, they have been instrumental in assisting the HR move, State Printing purchases and will be a critical component in demonstrating the effectiveness and efficiency of the upcoming SHARE AM implementation.*
Technology & Systems Support

Mobile devices, such as smartphones, smart watches and tablets, continue to advance and innovate at an astonishing rate. As a result, some people replace their mobile devices as frequently as every year. Unfortunately, people often do not realize how much personal data is on these devices.

We want to share some tips to understand what may be on your mobile device and how you should securely wipe it before disposing of it.

NOTE: GSD-issued phones should be unlocked and returned to your supervisor for asset management and then given to GSD TSSB for securing data and proper disposal or redeployment.

Mobile devices store more sensitive data than many people realize, often far more than your computer, including:

- Where you live, work and places you visit
- The contact details for everyone in your address book, including family, friends and co-workers
- Phone call history, including inbound, outbound, voicemail and missed calls
- Texting or chat sessions within applications, like secure chat, games and social media
- Web browsing history, search history, cookies and cached pages
- Personal photos, videos and audio recordings
- Stored passwords and access to your accounts, such as your bank, social media, or email
- Health-related information, including your age, heart rate, exercise history or blood-pressure

Regardless of how you dispose of your mobile device, such as donating it, exchanging it for a new one, giving it to another family member, reselling it or even throwing it out, you need to be sure you first erase all that sensitive information. Simply deleting data is not enough; instead you should securely erase all the data on your device.
HIRES

Ortiz, Ken, Cabinet Secretary, OOS; Brophy, Mary, Governor’s Residence Manager, FMD; Rodriguez, Duffy, Deputy Cabinet Secretary, OOS; Nicley, Clinton, Division Director, RMD; Eden, Samantha, Purchasing Agent-A, FMD; May, Michael, Janitr&Clnr, Nomaid-A, FMD; Kuziel, Martin, Staff Architect, FMD; Garcia, Victoria, General Counsel, OOS; Gallegos, Victor, Janitr&Clnr, Nomaid-A, FMD; Sena, Lucas, Janitr&Clnr, Nomaid-A, FMD; Vigil, Linda, Administrative Assistant II, OOS; Herrera, Gabriel, IT Network Administrator III, TSSB; Lay, Jesse, IT Application Developer II, TSSB; Martinez, Audra, Janitr&Clnr, Nomaid-A, FMD; Sanchez, Samuel, Janitr&Clnr, Nomaid-A, FMD; Aragon, Ashley, Janitr&Clnr, Nomaid-A, FMD; Lopez, Loretta, Deputy Division Director, RMD; Cole, Thom, Public Information Officer, OOS; Brown, Dana, Auto Srv Tech&Mech-A, TSD; DeVargas, Victoria, Train & Dev Spec-A, RMD; Romero, Gerald, Janitr&Clnr, Nomaid-A, FMD; DeLaCruz, Reyes, Senior Litigation Attorney, RMD; Wisneski, Len, A/O II, SPD; Carl, Kristin, Purchasing Agent-B, SPD; Lopez, Rita, Janitr&Clnr, Nomaid-A, FMD; Salas, Manuel Antonio, Maint & Repair Wkr-B, FMD; Johnson, Gary, Graduate School Intern, RMD; Rodriguez, Roger, Maint & Repair Wkr-B, FMD; Perraglio, Theresa, Fin Spec, AO-O, RMD; Cochnar, Evan, Senior Litigation Attorney, RMD; Collins, Christopher, Senior Litigation Attorney, RMD; Jimenez, Ezequiel, Janitr&Clnr, Nomaid-A, FMD; Ornelas, Raquel, Janitr&Clnr, Nomaid-A, FMD; Barela, Kevin, Staff, FMD; Kippert, Paul, Attorney IV, SPD; Puente, Jose, Senior Litigation Attorney, RMD; Espinoza-Trujillo, Amber, benefits bureau chief, RMD.

RETIREMENTS

Abbo, Rebecca, A/O II, OOS; Perrins-Dallman, Marty, Gen II, FMD; Sandoval, Jennie, Janitr&Clnr, Nomaid-A, FMD; Gonzales, Chris, Auto Srv Tech& Mech-A, TSD; Lucero, Rebecca, Janitr&Clnr, Nomaid-A, FMD; Gonzales, Faustino, Train & Dev Spec-A, TSD; Rodriguez, Melvin, Plant/Sys Opr, AO-O, FMD.

PROMOTIONS

Lujan, Michael, Division Director, ASD; Montoya, Cheron Danette, Mgt Analyst-O, FMD; Hayden, Mark, Division Director, SPD; Carrillo, Cindy, A/O II, RMD; Maule, Jacob, Litigation Bureau Chief, RMD; Sandoval, Pete, Train & Dev Spec-A, TSD; Silva, Anna, Division Director, FMD; Barrington, Peter, Deputy Division Director, FMD; Kubasek, Anthony, Staff, FMD; Gonzales, Thomas, A/O I, FMD; Montoya, Toby, Maint & Repair Wkr-O, FMD; Romero, Tomas, Line II, FMD; Sandoval, Carl, Fin Spec, AO-A, ASD; Moreno, Roberta, Archivist-O, FMD; Espinoza, Reina, Comp, BNF & Job Ana-A, RMD.

TRANSFERS

Vigil, Susan, Fin Spec, AO-O, TSD.
State Purchasing Director Mark Hayden is shown at the Grand Canyon. Mark and friends hiked from the North Rim to the South Rim over the Memorial Day weekend. Their hike back to the North Rim was canceled because of wintry weather. Editor’s Note: If you have a vacation, family or other photo to share, send to newsletter editor Thom Cole at thom.cole@state.nm.us

Grace Chavez, an adjuster in the Worker’s Compensation Bureau, believes everyone should have a shot at a long, healthy life regardless of income.

That’s why Grace has volunteered since 1997 as a member of the board of directors of First Choice Community Health Care, a nonprofit whose doors are open to all.

First Choice, based in Bernalillo County’s South Valley, has nine health centers in three counties and provides primary medical care, dental care, behavioral health care and services for participants in the Special Supplemental Nutrition Program for Women, Infants and Children.

First Choice helps patients pay for their care if they are uninsured or face high deductibles.

“I’m very passionate about health care for people,” Grace says. She also is a former longtime board member of Youth Development Inc., a nonprofit that provides a range of services for at-risk youth and other young people in Albuquerque and surrounding areas.

“It’s a good feeling when you get out there and work with your communities and make a difference,” Grace says.

A resident of the South Valley area, she is vice president and a past president of the board at First Choice.

Her involvement with the nonprofit dates to 1972 when it opened its first clinic in the rectory of St. Francis Xavier Parish on Broadway Boulevard. At the time, Grace worked for the organization as personnel director.

She was an employee of First Choice for 21 years, then worked for Isleta Pueblo before joining the Worker's Compensation Bureau in 2017.

Grace volunteered on the board of Youth Development Inc. for about 34 years.
“I firmly believe in helping people that need health care and kids. That is our future,” she says.

Grace encourages others to look around their communities for volunteer opportunities. She promises you will receive more than you give.

“I serve on these boards because I can see results,” she says. “I know I make change.”

**Editor’s Note:**

**Know a GSD employee who is making a difference in the community?**

*If so, send an email to newsletter editor Thom Cole at thom.cole@state.nm.us*
GSD in the NEWS

- “NM General Services launching $32MIL green building project,” ABQ Journal, April 16
- “Gubernatorial garage sale in Santa Fe,” SF New Mexican, April 28
- “Ken Ortiz confirmed as Cabinet Secretary,” Round the Roundhouse, May 6
- “New Mexico public employees stay well at health center,” SF New Mexican, May 12
- “Governor to unseal settlements,” SF New Mexican, May 28
- “Major projects set to benefit SF economy,” ABQ Journal, June 10
- “Contracts Review Bureau Transferring to GSD,” Round the Roundhouse, June 17
- “Ortiz Announces Appointments to Leadership Posts,” Round the Roundhouse, June 17
- “State again ponders new building near Roundhouse,” ABQ Journal, June 16
- “NM to start posting legal settlements online,” ABQ Journal, June 20

GSD in the NEWS

Painters recently wrapped up work on the windows on the historic Lamy Building on Old Santa Fe Trail. The building was constructed in the 19th century as part of St. Michael’s College.

YOURNEWS

Suggestions for the newsletter? News or photos to submit? Contact newsletter editor and GSD public information officer Thom Cole at 827-0402 or thom.cole@state.nm.us