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SEPTEMBER 2023 **Connecting the DOTs**

Save the Date - Employee Meetings

Pierre Region Maintenance Employees:

Monday, Oct. 2, 2023 10-11:30 a.m. in Pierre at Ramkota

Rapid City Region Maintenance Employees:

Monday, Oct. 2, 2023 12:30-2:00 p.m. in Pierre at Ramkota

Aberdeen Region Maintenance Employees:

Wednesday, Oct. 11, 2023 10-11:30 a.m. in Aberdeen at Ramkota

Mitchell Region Maintenance Employees:

Wednesday, Oct. 11, 2023 12:30-2:00 p.m. in Aberdeen at Ramkota

Aberdeen & Mitchell Region Engineering Employees:

Friday, Dec. 1, 2023 8-9:30 a.m. in Pierre at Ramkota

Pierre & Rapid City Region Engineering Employees:

Friday, Dec. 1, 2023 10-11:30 a.m. in Pierre at Ramkota

Central Office Staff:

Monday, Dec. 4 & Wednesday, Dec. 6, 2023 9 a.m.-10:30 a.m. & 1:30-3 p.m. (4 meetings) in Pierre at Lutheran Memorial Church







The opportunity to place an online personal order for SDDOT apparel is coming in October!



The Secretary's Corner

Play an Active Role in Building Our SDDOT Workforce

Growing and retaining a high-quality workforce is a key SDDOT strategic objective. **We ALL play** a role in the recruitment and retention of our most valuable asset - our EMPLOYEES!

Full-Time Employee Referral Incentive Program:

Last fall, we rolled-out an incentive program for hard to fill positions to creatively build upon our recruitment efforts! **To date, thirteen SDDOT employees have referred successful applicants to hard to fill positions that have started employment with the SDDOT!**

Referred positions include those that **have a hiring incentive** such as: Equipment Mechanic, Engineer, Journey Transportation Technician, and Equipment Technician.

How can YOU make a difference?

- Familiarize yourself with the specifics of the referral incentive program. Ask questions.
- Think about people you know who may be a great fit for an open SDDOT position. Post the flyer around the office/shop to increase awareness and participation. **Recruit for our organization, and potentially earn \$1,000!**

Additional program logistics, an informational video, as well as this printable flyer, are available on our Intranet site! Simply click on the flyer to access the site!

Retention:

Over the past few years, in-person SDDOT employee meetings have been held across the state. Thank you for attending and engaging with our leadership staff. We truly look forward to the opportunity for face-to-face discussion; we hope you find value in the experience also. Our employee meeting process is designed to improve our engagement with all of you.

In advance of each of the in-person employee meetings, a link to a short survey is being provided again this year. This survey gives all staff the chance to ask questions and provide comment about important discussion topics! When you receive the link from your supervisor, please take a few moments to share your thoughts and ask questions by completing the survey!

We are a big organization with lots of moving pieces each and every day! We appreciate your time and energy to assist in making sure we have employees on board to make **better lives through better transportation!**





Advancing SDDOT Safety

Craig Smith, Director of Operations

Our core value of **safety in all we do** is critical to provide a safe work environment for our employees. Last year, we worked with Rizikon, a consultant with workforce safety expertise, to perform a comprehensive review of SDDOT's workforce safety program and culture. The review resulted in several recommendations to implement improvements and ensure all employees go home safe every day. The implementation team has reviewed Rizikon's report and made several recommendations to Secretary Jundt and Directors for consideration. Following is a summary of the recommendations being considered and status on implementing:

- **1. Build Safety Team** SDDOT has long relied upon one individual focused on safety and asked others to take on this role as part of their current position. A new position, Employee Safety Manager, has been created and will be posted soon. This position will oversee the statewide employee safety program. In addition, there will be two region safety coordinators that will report to the Employee Safety Manager. One coordinator will work with the Aberdeen and Mitchell Regions and the other with Pierre and Rapid City Regions.
- **2. Procure Safety Software** HS50 is the current system developed by BIT many years ago. This system is limited in ability to track data and generate useful information. As part of the IT Road Map being developed replacement of HS50 with a custom or off the shelf system will be considered.
- **3. Establish "New" Safety Committee and Sub-Committees** The new safety team would work with Area and Region staff to review and update the safety committee's role and purpose.
- **4. Develop and Manage Policies, Procedures, and Protocols** The safety manual has been undergoing updates for several years. Having dedicated safety staff, all resources and documents will be reviewed for updates and organized so they are readily available to all staff.
- **5. Safety Support in the Field** It will be critical that the work of the safety team integrates with the field operations that experience the most risk in their daily work. Developing methods to have a field presence to get input and engage with field staff will be critical to success.
- **6. Safety Training Program** Organizing the safety training available to include developing new content will be a key role to the new safety team. This structure will provide an easy and seamless way to get the right training to the right employees.
- **7. Safety Communication and Outreach** Communication is key to drive an employee focused safety culture. Enhancement of safety communications is not only to provide the information needed, but to engage with all employees as the safety program grows and develops. All employees will be expected to be involved to provide ideas, feedback, and actively participate in future safety opportunities.

We are excited to move into a new safety era that builds on our commitment to provide a safe work environment for all employees. By dedicating additional resources to these efforts, we will work together to achieve our objective of Everyone Home Safe Everyday!

Finance Corner

PASSWORD TIPS:

• When entering your password in the state's mainframe, please take your time in entering your password to ensure accuracy.

• After you enter your password and before you hit the ENTER key, you can hit the space bar (multiple times to get to the end of the password field) to ensure no other characters have been entered in error.



PASSWORD RESETS:

- INFOR password resets: contact Tracy Boom
- The requests should go to Tracy Boom (via email). Brandy Hansen is the 2nd point of contact.
- Please do not contact BFM directly for mainframe password resets.
- Please include a snip-it of the screen with the error message to verify that the reset is to go through BFM.
- CESN password resets: contact BIT directly

Information in regards to PASSWORD RESETS can be found in the DOT ACCOUNTING FAQs, located at: https://intranetdot.sd.gov/docs/fin/AcctgFAQs.pdf

DOT ACCOUNTING FAQs:

'Who do I contact for?'...

MAINFRAME PASSWORD RESETS: INFOR SCREEN (WHEN PASSWORD BECOMES 'REVOKED' or 'INACTIVE')	MAINFRAME PASSWORD RESETS: CESN SCREEN	NEW COMPANY, ACCOUNT, CENTER COMBOS	VOUCHER CHANGES or DELETIONS:	EMPLOYEE TRAVEL VOUCHER CORRECTIONS:	TRAVEL VOUCHER ISSUES & QUESTIONS:	DIRECT VOUCHER ISSUES & QUESTIONS:	FIXED ASSETS, DATA SHEETS/WIP SURPLUS PROPERTY, BLDG #S:	W-9s (VENDOR) SET-UP:	EMPLOYEE (TRAVEL) SET-UP:
CONTACT: TRACY BOOM via EMAIL	CONTACT: THE HELP DESK (#773-4357)	CONTACT: TRACY BOOM via EMAIL	CONTACT: TRACY BOOM via EMAIL	CONTACT: TRACY BOOM via EMAIL	CONTACT: BRANDY HANSEN (#773-5615)	CONTACT: BRANDY HANSEN (#773-5615)	CONTACT: BRANDY COOPER via EMAIL	CONTACT: SUSAN GEIGLE (#773-3265)	BRANDY HANSEN (#773-5615)
2 nd POINT OF CONTACT: BRANDY HANSEN via EMAIL		2 nd POINT OF CONTACT: PATTY THOMPSON via EMAIL	2 nd POINT OF CONTACT: BRANDY HANSEN via EMAIL		2 nd POINT OF CONTACT: PATTI DEVITT (#773-5102)	2 nd POINT OF CONTACT: SUSAN FREDERICK (#773-2951)		2 nd POINT OF CONTACT: BRANDY HANSEN (#773-5615)	2 nd POINT OF CONTACT: SUSAN GEIGLE (#773-3265)
DO NOT CONTACT BFM DIRECTLY	DO NOT CONTACT BFM DIRECTLY								

*FOR MORE CENTRAL FINANCE OFFICE CONTACT INFORMATION, PLEASE VISIT THE DOT INTRANET AT: http://intranet.dot.sd.gov/docs/fin/FinanceContacts.pdf



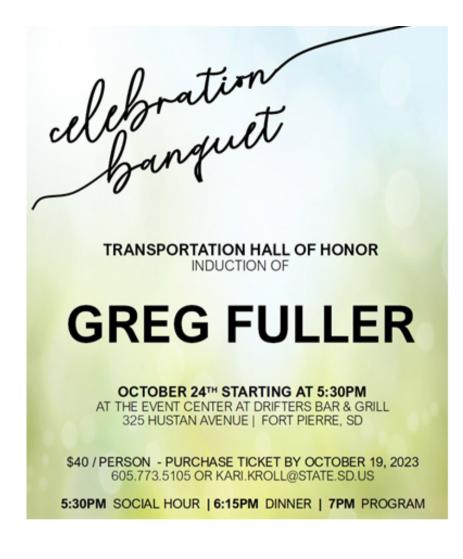
2023 Hall of Honor Inductee Banquets

As announced earlier this summer,
Greg Fuller (former SDDOT team
member) of Fort Pierre and Greg
Klein (former LATC instructor) of
Watertown were chosen as the 2023
inductees to the South Dakota
Transportation Hall of Honor.

The purpose of the Transportation Hall of Honor is to recognize individuals who have made a lasting, valuable, or unique contribution to South Dakota's air, highway, public transit, or rail transportation system. Many thanks to our SDDOT staff across the state who participate in this nomination process. Each year, the committee receives many amazing applications for review and consideration.

Dates and locations were recently solidified for the 2023 Hall of Honor inductee banquets. Please see full press release by clicking on either graphic. Please join us to recognize the outstanding contributions by each of these gentlemen.

RSVP and payment are due to Kari Kroll at kari.kroll@state.sd.us in advance of each event.







LT. Peter H. Monfore Bridge Dedication Ceremony and Sign Installation

SDDOT team members **Andy Kessler**, **Lead Highway Maintenance Worker**, **and David Lane**, **Highway Maintenance Worker from Tyndall** recently attended the Fallen Hero Bridge Dedication ceremony for U.S. Army Lieutenant Peter H. Monfore. After the ceremony, Andy and David went out with Lieutenant Monfore's family and installed the signs.

The signs were placed on S.D. Highway 50, west of Tyndall, over Emanuel Creek.

The Fallen Hero Program was created to honor and remember South Dakota's fallen veterans by naming bridges on the state highway system for those who were either killed or are still missing in action while defending our country in an armed conflict.

















Oct. 24 | 8:00 am – 4:30 pm | Chamberlain

Oct. 26 | 8:00 am - 4:30 pm | Aberdeen

New Employee Orientation

Nov. 7-8 | 1:00 pm - 12:00 pm | Pierre

BHR COURSES

SDLearn Basics for Employees

Oct. 5 | 1p.m. - 2 p.m. | Teams

Nov. 8 | 10 a.m. - 11 a.m. | Teams

CPC: Refresher

Oct. 4 | 10 a.m. - 11 a.m. | Teams

Nov. 9 | 10 a.m. - 11 a.m. | Teams

Dec. 14 | 9 a.m. - 10 a.m. | Teams

CPC: Taking the Coach Approach

Oct. 25 | 9 a.m. - 12 p.m. | Teams

Dec. 6 | 9 a.m. – 12 p.m. | Teams

Civil Treatment Workplace for Leaders

Oct. 6 | 8 a.m. – 12 p.m. | Pierre

Oct. 12 | 8 a.m. - 12 p.m. | Sioux Falls

Oct. 18 | 8 a.m. - 12 p.m. | Pierre

Oct. 23 | 8 a.m. - 12 p.m. | Aberdeen

Nov. 14 | 8 a.m. - 12 p.m. | Pierre

Nov. 16 | 8 a.m. – 12 p.m. | Yankton

Interview & Selection

Nov. 15 | 10:00 am - 12:00 pm | Teams

You can now access SDLearn with the LMS icon on your desktop, do not enter a username or password. Simply click the "Employee Login" button.

SDLEARN UPDATE

All SDDOT courses are loaded into the new system, we are working on adding the last 5 years of training to your transcripts and hope to be done by the **end of July.**

You can now access <u>SDLearn</u> with the LMS icon on your desktop, do not enter a username or password. Simply click the "**Employee Login**" button.





September Mentoring Minute By Ariana Griffey & Tim Wicks

Last week, I had the opportunity to do a stretch exercise. A stretch exercise could be defined as something outside of one's normal activities which quite often is something that is considered to be outside of a person's comfort zone. Obviously, there are many different degrees of a stretch exercise, and no one is expected to do anything that would be way beyond his/her comfort level, unless the individual chooses to. Stretch exercises at any level are meant to build confidence and some self-awareness about what you can do when you put your mind to it. For me, the stretch exercise was leading the **Extra Mile Mentoring Book Club**. A number of years ago, I couldn't imagine leading a discussion about a book. I consider this a success, not because of how it turned out, but the fact that I was able to commit, prepare, and follow-through.

Takeaways?

- Don't be afraid to go outside your comfort zone and do a stretch exercise, whether you are in the mentoring program or not.
- Participate in the EMM Book Club (keep reading to find out why).

The EMM Book Club is a place where everyone is free to participate in open discussion about the contents of a book, and many times beyond. It is a safe place void of rank where people can get to know each other and hopefully learn something about themselves to make them a happier and better employee and person in general. The book we discussed last week was *Life in Five Senses* by Gretchen Rubin. She had a chapter dedicated to each sense (seeing, hearing, smelling, tasting, and touching) and how she took the time to concentrate and enhance each sense. What the book gave to me is to take a break from yourself and appreciate everything and everyone around you. **BE PRESENT in your life and relationships.**

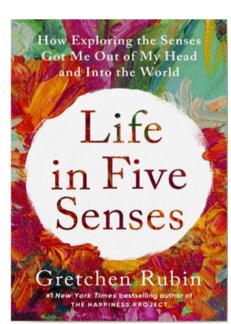
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The quote below says it all to me, take a deep breath and appreciate what's happening now.

"For after all, the best thing one can do when it is raining is let it rain." - Henry Wadsworth Longfellow

Upcoming Mentoring Events:
Midpoint Energizer
Wednesday, Nov. 1, 2023 from 1 p.m. - 4 p.m.
Casey Tibbs Rodeo Center in Ft. Pierre

Make time for Mentoring!



Statewide Shop Meeting Pictures





L to R: Don Curtis, Al Traversie, Landon Treft, Martin Harre, Dean Kirschenmann



Back L to R: Ray Haenfler, Dalton Soulek, Bryan Toman, Levi Balcom, Corey Weerheim, Brad Golay, Andy Domeyer, Cameron Sprecher, Steve Rhoades Front L to R: Mark Engle, Al Zens, Ryan Degen, Ruth Wittenhagen, Steve Weisz



Aberdeen Shop

Back L to R: Jeff Walz, Tony Hoffman, Mark Preszler, Jarod Bourdon, Lance Hieb, Lance White, Scott Witlock Front L to R: Jason Hammrich, Shane Brick, Brandy Weinman



Pierre Shop

Back L to R: Grady Myers, Kyle Currier, Brian Hintz, Brian Nickelson, Kent Cross, Richard Campbell Front L to R: Kade Taylor, Charles Trent, Nathan Brockel, Amy Caldwell, Tim Blow

Branding Resources - Now on the Intranet!



Click here to visit the page!

Visit the SDDOT Branding Intranet page for useful branded resources! Find new conference materials, PowerPoint and Report templates, and MORE!

College Career Fair Recruitment Season - All Hands on Deck By Hannah Covey

The Recruitment Workgroup has been busy in September. We attended eight Career Fairs, multiple meet & greet events, and conducted informal interview (question and answer) sessions with potential hires. We have a handful of events coming up in October. These efforts do not happen without the support of the workgroup members and volunteers from around the state to attend these events:

Michigan Technological University - Steve Kamarainen

University of Wyoming - Todd Seaman and Heidi Olson

Iowa State University - Steve Johnson

University of Iowa - Steve Weisz and Nathan Schulte

North Dakota State University - Matt Brey and Elizabeth Jensen

South Dakota State University - Rebecca Urban, Kim Smith, and Corey Pinkley

South Dakota School of Mines - Kate Sieverding, Heidi Olson, and Mike Carlson

Madison Area High School College Fair - Jared Pfaff and Ty Scofield

Thank you to everyone playing a role in the kick off of another successful recruiting season! If you would like to be a part of these efforts please contact Hannah Covey via email at hannah.covey@state.sd.us.



Todd Seaman, Rapid City Region Engineer, and Heidi Olson, Human Resources Manager at the University of Wyoming Career Fair. Go Pokes!

Matt Brey, Watertown Area Engineer, and Elizabeth Jensen, Rapid City Project Engineer, at the North Dakota State University Career Fair. Go Bison!



Rebecca Urban, Road Design Engineer, and Corey Pinkley, Mitchell Region Traffic Engineer, at the South Dakota State

University Career Fair. Go Jacks!

Steve Kamarainen, Rapid City Region Traffic Engineer at the extremely busy Michigan Technical University Career Fair. Go Huskies!





Don't <u>fall</u> for diet trends.

Block out the diet noise, enjoy your favorite fall party foods, and still lose weight.

Why stress over losing weight before the holidays? State of South Dakota is offering you Wondr, to help you learn science-based skills to build lasting weight loss habits today—the skills diet culture won't teach you. (Spoiler: It doesn't involve giving up your favorite fall foods.)

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Space is limited.

Learn more at wondrhealth.com/southdakota

Apply between 9/18/2023 - 10/1/2023. The program begins 10/16/2023.

*This program is being offered exclusively to DOE, DOT, DLR, SDSMT, SDSU employees and their dependents age 18 and older who are participating on the health plan.



Being Aware of Commonly Used Phrases

Article by Jason Humphrey

(with greatly appreciated assistance from June Hansen!)

Today it seems hard to keep up with what's okay to say and what's not okay. Language changes over time, as it's done for centuries. If you remember any of your high school English literature – we don't talk like they did in Shakespearean days. Language evolution is no different than many other things that have changed over time. When I was a kid, there were no child safety seats. I sat in the front seat and my mom's arm was my safety belt. Today, you'd never dream of doing that. The same thing goes for language. There are words or slang that were common in everyday language that aren't appropriate now. And I would bet you don't even realize that what you're saying can be viewed as offensive.

As I've become more self-aware of the slang in my own language that may be offensive – I have started to notice others using potentially offensive slang in the work place. I would be willing to bet that most people don't even know that many of these common phrases are offensive to some people. I know that was true my case. I never realized when I said "I got jewed today at the store" that this is in reference to Jewish people. Yes, that's right, many of the common words or phrases that you have been using your whole life are actually kind of racist, or sexist, or homophobic.

Before I go on, I think it is important to inject my official disclaimer on this article ... I am not writing this to offend anyone. If seeing any of this in print does offend you, I am honestly sorry. I am writing it with the purest of intentions, to bring attention to the matter so we don't unintentionally offend someone. Okay, now that the disclaimer is out of the way, here are several common phrases that you have most likely used and didn't know could be problematic.

1. "I got gypped."

This typically means that someone was defrauded, swindled, or cheated. The history of this comes from the word "Gypsy," which is a derogatory name for the Romani people, also known as the Roma. The Roma originated in India and migrated around the world. They have faced a lot of persecution and discrimination throughout history, including accusations of theft. This led to the stereotype that the Roma were thieves, which led to the term gypped.

2. "Joe went off the reservation on that subject."

This typically means that someone is deviating from what is customary. Living in South Dakota, where we have several Reservations, I'm sure that most people can see where this would be offensive. This phrase was often used in government correspondence in the 1800's to report on whether Native Americans were complying with orders to stay within their designated living areas. Over time it came to be used to describe anyone acting outside of what is expected.

Continued . . .

Commonly Used Phrases Continued . . . Article by Jason Humphrey and June Hansen

3. "I was sold down the river."

This typically means that someone was betrayed. As far as racist comments go, this is obvious when you think about it. It's a reference to slaves being literally sold down the river from a slave trading marketplace to another location, where they would often be transported to a plantation.

4. "Eeenie Meenie Miney Mo"

This is a children's rhyme, often used to make a random selection. This rhyme was well known in the days of slavery in the United States. You may be familiar with a version that goes "Eenie Meenie Miney Mo, catch a tiger by the toe". But in a previous version of the song, the term tiger was replaced by a term that is altogether unkind and inappropriate. It is often said that this was sung to describe what slave owners would do if they caught a runaway.

There are dozens and dozens of examples such as these used in common language every day. I honestly believe that most people use them with no ill-will intended. But even with that said, we need to be mindful of the things we say and remain professional when we are representing the SDDOT and speaking to our co-workers and the public.

If you are experiencing situations that make you uncomfortable, you need to speak up. Let the person know you don't appreciate the language they are using. Most people do not even realize that what they are saying is bothering you. If you tell them, most times that will stop it. But if it doesn't – then visit with your supervisor.

Much of this content was taken from an article written by Dylan Lyons, Babbel Magazine, June 10, 2020.

SDDOT Employee News and Updates

September 2023 Longevity:

WORKFOR

Brad Tiede, Consultant Management Engineer – 20 years (Sioux Falls Area)
Randy Brown, Standards Engineer – 25 years (Central Office – Project Development)
Charlie Goldammer, Highway Maintenance Supervisor – 40 years (Mitchell Area)

SDDOT Employee News and Updates

Congratulations to **Ray Olson**, who retired on Sept. 21, 2023, after 27 years of service to the State of South Dakota. Ray spent his entire career in the Winner Shop, serving as the Lead Worker since 2009.





Kirby Kirsch, Civil Engineering Technician received his 25-year longevity pin from **Greg Aalberg, Sioux Falls Area Engineering Manager.**

Connie Zeimet, Senior Secretary, Custer Area received her 15 year longevity pin from Rich Zacher, Custer Area Area Engineer!





Tom Beetem, Rapid City Area Journey Technician, received his 10-year longevity pin from John Gerlach, Rapid City Area Engineering Supervisor.

Brad Whitley, Winner Area Highway Maintenance Worker, received his 10-year longevity pin from Gregg Ulmer, Highway Maintenance Supervisor.





Kevin Nilson, Rapid City Area Highway Maintenance Worker, received his 10-year longevity pin from Bob Smith, Highway Maintenance Supervisor.

SDDOT Employee News and Updates

September New Hires:

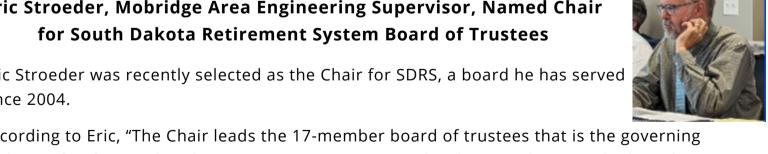
Robert DeGeest, Highway Maintenance Worker, Faulkton Lance DeHaai, Highway Maintenance Worker, Miller Jacob Hoffmann, Highway Maintenance Worker, Aberdeen Mike Cleveland, Highway Maintenance Worker, Woonsocket Alora Coate, Transportation Analyst, Pierre Emelia Nelson, Highway Construction Project Engineer Joshua Dohmen, Journey Transportation Technician, Pierre Siana Murphy, Region Design Engineer, Sioux Falls Brian Fite, Highway Maintenance Worker, Platte Dexter Livermont, Highway Maintenance Worker, Wall Todd ELder, Highway Maintenance Worker, Mitchell



Parks Brawand, Region Design Engineer, Aberdeen Nathan Schulte, Water Resource Engineer, Yankton Corey McClelland, Structural Engineer, Sioux Falls Hannah Zastrow, Journey Transportation Technician, Custer Tyler Ray, Journey Transportation Technician, Custer Brock Antijunti, Airport Construction Specialist, Pierre Tyler Small, Lead Highway Maintenance Worker, Junction City John Sackett, Lead Highway Maintenance Worker, Beresford Trevor Sachtjen, Survey Crew Chief/Chief Driller, Pierre

responsibility to keep SDRS a leader in the pension industry."

Eric Stroeder, Mobridge Area Engineering Supervisor, Named Chair for South Dakota Retirement System Board of Trustees



Eric Stroeder was recently selected as the Chair for SDRS, a board he has served since 2004. According to Eric, "The Chair leads the 17-member board of trustees that is the governing authority for the South Dakota Retirement System. As the chair you become the board's representative and not only lead the board meetings but also testify before legislative committees such as Appropriations and Retirement Laws. You are the intermediary between the board and the SDRS executive director. The Chair is responsible to work with staff to set the

agenda and direction of SDRS. The board is responsible to oversee the retirement of nearly 100,000 members and their assets of approximately \$15 billion. The board has tried to be proactive in maintaining SDRS as a strong, well-funded pension system. As chair it is my



SDDOT Employee News and Updates



Andy Vandel, Research Engineering Manager, and Mark Malone, Road Design Engineering Manager, celebrating a birthday lunch. (Photo by Mike Behm, Director of Planning & Engineering)

Meet Bennett Mitchell Sherman, the 10th grandchild for **Doug and Val Sherman.** Doug is the Winner Area Engineer.

Bennett was born on Sept. 6, 2023. He weighed 8 lbs. 13 oz. and was 20.5 inches long.





Meet Parker JoAnn (PJ) Nelson, the first grandbaby for Tim Blow, Shop Foreman at the Pierre Region Repair Shop. PJ was born to Allison and Alex Nelson on born Sept. 24, 2023. She weighed 7 lbs.

Meet Hudson Smith!

Hudson was born to Justin and Carol Smith on Aug. 29, 2023. **Justin** is a **Project Engineer** in the Rapid City Area Office.



In Sympathy . . .



Sympathy is extended to **Tim Blow, Pierre Equipment Shop Foreman,** on the recent passing of his mother. Corretta J. Blow, passed away on Monday, Sept. 4, 2023, at the Highmore Health Center. A funeral service was held on Tuesday, Sept. 12, 2023, at Lutheran Memorial Church with interment at Riverside Cemetery in Pierre.