

# NEWSLETTER



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## HIGHLIGHTS

ESIP Winner - Janene Woods

Page 1

Empower Feature

Page 2

Home Builders Licensure Board  
Feature

Page 3

Ask Personnel

Page 5

## Welcome to our Newsletter!

Please enjoy the March edition of our newsletter! We hope those in South Alabama had a happy Mardi Gras! If you have any suggestions or recommendations for our upcoming newsletter, please email us at [newsletter@personnel.alabama.gov](mailto:newsletter@personnel.alabama.gov).

The State Personnel Board will meet on March 15, 2023, at 10:00 a.m. in the Board Room of the Folsom Administrative Building in Montgomery.



Don't forget to follow us on all of our social media platforms for updates on testing, job announcements, and more! You can find us on [Facebook](#), [Twitter](#), [LinkedIn](#), [Instagram](#), and [YouTube](#). Search for "State of Alabama Personnel Department."

# Employee Suggestion Incentive Program Winner - Janene Woods



Many variables are involved when nurses administer COVID-19 vaccines - vaccine products, manufacturers, dosages, dilutions, time intervals since the last vaccination, expiration dates, and instructions for usage. Each vaccine has different requirements and instructions. At the beginning of the pandemic, COVID-19 vaccine doses changed frequently, so it could have been very easy for the registered nurse giving shots to multiple people, of different ages, with different vaccines, to make errors.

That's why Infection Prevention and Control Nurse Janene Woods of the Tuscaloosa County Health Department wanted to help clear any confusion and, importantly, prevent

medication errors. Her solution was to design cards including vaccine name, proper age, proper dosage, proper dilution, and correct cap and vial color. If there was more than one age of patient or more than one type of vaccine to be given, the cards were to help keep the vaccines separated.

Janene's supervisor was so impressed with the color-coded cards in large type that she sent them to the central office where they were duplicated on card stock and distributed for statewide use.

"Although it is hard to put a monetary amount of cost saving to the State on this, I do not hesitate to say it saved many, many thousands of dollars by limiting medication errors," wrote Assistant District Administrator Renee Cole. "Medication errors are not only monetarily costly but can be costly in terms of loss of trust in the healthcare system."

State Health Officer Dr. Scott Harris submitted the vaccine administration card suggestion to the State Employees Suggestions Incentive Board, which chose to award Ms. Woods \$1,000 for her innovative idea.

Ms. Woods said, "I am honored to receive this award. When the pandemic began, I was fortunate enough to be chosen to be on the Infection and Prevention and Control Strike team. These past two years have been challenging yet unbelievably rewarding. Watching every employee of the West Central District rise to the challenge to serve our community has made me even more proud to be a part of this amazing team and the Alabama Department of Public Health."

On January 25th, Ms. Woods' co-workers in Tuscaloosa surprised her with the presentation of the monetary award, and also a reception, complete with cake. Congratulations Ms. Woods!



## Employees' Suggestion Incentive Program

Don't forget to submit your cost-saving ideas to the Employees' Suggestion Incentive Board for the opportunity to earn a CASH REWARD of up to \$5,000! The rules and submission form are on the State Personnel Department website, [www.personnel.alabama.gov](http://www.personnel.alabama.gov), under the "Employees" button, then select "Online Options."

Please remember that your completed submission form must include approval from your appointing authority in order for your suggestion to be considered for an award.



## NEED HELP SAVING FOR RETIREMENT?

### ALABAMARETIRE DEFERRED COMPENSATION PLAN REPRESENTATIVES ARE ONSITE AND READY TO MEET WITH YOU!

Especially in times of economic uncertainty, having someone in your corner can make a huge difference. With the **AlabamaRetire** Deferred Compensation Plan, a State sponsored 457 retirement plan that is available to you as part of your State retirement benefits package, you have a team of retirement professionals whose only job is helping you prepare for a more secure retirement. Local retirement plan advisors can meet with you in person to answer your questions, no matter what career stage you are in:

- **NEWLY HIRED/JUST STARTING OUT** Retirement plan advisors can help you enroll in the **AlabamaRetire** Deferred Compensation Plan and understand your options
- **MID CAREER** Get advice tailored to your retirement savings needs in a one-on-one setting
- **APPROACHING RETIREMENT** Review your estimated retirement income and learn how to make adjustments if necessary to get (and keep) you on track to meet your needs throughout your retirement

Interested in having your local representative come to your agency? Contact the Plan's State Director, Jennifer Householder, at [jennifer.householder@empower.com](mailto:jennifer.householder@empower.com)

For questions or to schedule a virtual/phone meeting with your retirement plan advisor, visit [www.AlabamaRetire.com](http://www.AlabamaRetire.com) or call **877 313 2262**

### MEET THE TEAM:



**JENNIFER HOUSEHOLDER,**  
CRPC®  
STATE  
DIRECTOR



**RANDY BATTISTE**  
RETIREMENT  
PLAN ADVISOR



**LISA GRISSOM**  
RETIREMENT  
PLAN ADVISOR



**TOM HIGHFIELD**  
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**ISAIAH HILEMAN**  
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# Home Builders Licensure Board Feature: Protect Yourself From Home Repair Fraud



## Unlimited License Wallet Card

It is not a matter of if but when. Severe weather events (severe thunderstorms, flooding rains, straight line winds, hail, and tornados) wreak havoc each year in our state, causing damage to homes and property, and sadly taking lives. Alabama's prime months for severe weather stretch from November through May. January has already been particularly rough with such a high number of confirmed tornados. The January 12th tornado outbreak caused widespread and significant damage throughout the State, especially in Autauga, Dallas, Elmore, and Tallapoosa counties.

In the wake of the January 12th storms, the Alabama Home Builders Licensure Board (HBLB) worked with local leaders in those affected counties to remind homeowners to be careful and aware of scammers and unlicensed contractors who will try to take advantage of them following the damage or loss of a home to a tornado.

The HBLB is the state agency tasked with licensing and regulating the residential construction industry, with its chief statutory purpose being consumer protection. The agency staff and investigators have seen too many times scammers take advantage of homeowners at such a low point. That is why in 2021, the HBLB worked with the Attorney General and legislative leadership to create the crime of aggravated home repair fraud. Under the new law, an unlicensed contractor may be charged with a felony when performing or offering to perform work in areas of the state declared a disaster by the Governor.

The contractors who perform work on a residence

are required by state law to have an active license issued by the HBLB. The Board always encourages homeowners to do their homework and research before they give money to a contractor to perform work on a home.

The state homebuilders and remodelers license is required when the cost of the job is more than \$10,000. However, consumers are encouraged to seek out licensees of the Board even if the scope of the work is less than \$10,000. Executive Director J.R. "Chip" Carden cautions homeowners who experience damage from severe weather and tornado outbreaks and emphasizes the importance of the consumer knowing about the potential problems of contracting for home building and remodeling with unlicensed contractors. "Do your homework," Carden advises. "Call any references the builder gives you and check with the HBLB to confirm if a builder is licensed and in good standing. Don't be in a rush. A bad decision now can make a difficult situation even worse."

Here are some steps to take when talking to and deciding on a builder:

- Ask if they are licensed. Ask to see the card! You may check a builder's license status by calling 1-800-304-0853 or visiting [www.hblb.alabama.gov](http://www.hblb.alabama.gov).
- Ask for and check references, especially if the builder makes unsolicited contact with you or is from out of town.
- Make sure quotes and contracts are in writing.
- Never make a full payment or substantial down payment up front. Do not make a final payment until you are satisfied and all subcontractors have been paid.
- Ask for proof of insurance, including workers compensation and general liability.

For more information contact the Home Builders Licensure Board at 334-242-2230 or 1-800-304-0853 or visit their website at [www.hblb.alabama.gov](http://www.hblb.alabama.gov).

# Darby's Breakfast Casserole

## Ingredients:

- 2 cans (8 oz) Crescent Rolls (8 Count) or 2 cans (8 oz) of Crescent Dough Sheet
- 1 lb spicy or mild bulk pork sausage
- 1 package (8 oz) cream cheese
- 2 cups shredded cheddar cheese (8 oz)

## Steps:

1. Heat oven to 375 °F.
2. If using crescent rolls: Unroll 1 can of dough into 2 long rectangles. Place in ungreased 13x9 inch (3-quart) glass baking dish; press over bottom and 1/2 inch up sides to form crust. If using dough sheets: Unroll 1 can of dough. Place in ungreased 13x9 inch (3-quart) glass baking dish; press over bottom and 1/2 inch up sides to form crust.
3. In 12-inch skillet, cook sausage over medium heat, stirring frequently, until no longer pink. Remove sausage from skillet; discard drippings. To same skillet, add cream cheese. Cook over low heat until melted.

Add cooked sausage; stir to coat. Spoon evenly over crust in baking dish. Sprinkle with cheese.

4. If using crescent rolls: Unroll second can of dough and press to form 13x9 inch rectangle; firmly press perforations to seal. Carefully place over cheese. If using dough sheet: Unroll second can of dough and press to form 13x9 inch rectangle. Carefully place over cheese.

5. Bake 21 to 26 minutes until golden brown. Cool 15 minutes. Cut into small squares and serve immediately. Enjoy!

We are featuring favorite recipes in our newsletter. If you have a recipe you would like us to feature in our next newsletter, please share it with us at [newsletter@personnel.alabama.gov](mailto:newsletter@personnel.alabama.gov).



## Everyday savings

### for State of Alabama Employees

Access your member-only perks to save on things you already know and love. Savings is easy while you shop, dine and travel!



[alabama.perksconnection.com](http://alabama.perksconnection.com)



# Ask Personnel



To submit a question to be featured in our next Ask Personnel column, please email [newsletter@personnel.alabama.gov](mailto:newsletter@personnel.alabama.gov).

## Can I upload my transcript online through my OES Account?

Yes, when you log into your OES Account there is a feature to upload your official transcript(s). You can find our transcript policy by clicking [here](#).

## When can I take a written exam?

If the job classification you apply for requires a written exam and you meet the minimum requirements, you will be scheduled for the next statewide Saturday exam. Additionally, we offer Friday exams in Montgomery typically on the 2nd and 4th Friday of the month. In order to reserve a space in the test center, SPD must have a current accepted application on file. To schedule a written exam on Friday in Montgomery please call the weekday test line at 334-353-3492 and leave the name of the test, your name, your social security number, and your daytime telephone number. All Friday tests will be given at our testing center located at 60 Commerce Street in downtown Montgomery.

## Why did my position on the register change?

While your score will not change on the register, your standing can change. Factors such as names being added and removed, availability changes, and hiring can affect your standing on a register. You may obtain your standing by logging into your OES Account or you can call us at 334-242-3389 and ask to speak to someone in our Certifications Division.

## Contact

The Alabama Merit System law created the Personnel Department to be administered by a Personnel Director who answers to an independent board. The Board currently consists of five members who serve staggered six-year terms. Two members are appointed by the Governor, one by the Lieutenant Governor, one by the Speaker of the House, and one member is an elected classified State employee who is subject to all Merit System rules and regulations.



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