

The Torch

The official newsletter for Indiana state employees

February 2022

New State Museum Exhibit to Showcase Recent Art Acquisitions

INDIANAPOLIS - The Indiana State Museum and Historic Sites has significantly added to its vast fine art collection over the past several years. Twenty-six of those recently acquired pieces will be on display at the museum from Feb. 5 to July 17 in a new exhibit called "Collecting Indiana: Recent Art Acquisitions."

Works include historical paintings including a beautiful French landscape painting by Nashville, Indiana, artist L.O. Griffith, a contemporary sculpture by well-known Indiana author James Alexander Thom, and a 7-foot-by-9-foot example of papel picado (a traditional Mexican craft that features colorful paper sheets with intricate cut-out details) by artist Beatrice Vasquez, who was born in Brownsville, Texas, but lives in Indianapolis and studied at the Herron School of Art + Design.

The Indiana State Museum and Historic Sites owns more than 7,000 works of art, one of the largest state-owned collections in the country. For more than a century – and even during a



pandemic – the museum has purchased or accepted donations of work by artists who were either born or lived in Indiana, or their time here had a significant impact on their development as an artist.

"When much of the world was shutting down, we were busy collecting," Senior Curator of Art and History Mark Ruschman said. "And many opportunities came our

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The Torch is published monthly by the Indiana State Personnel Department and is available online at on.in.gov/TheTorch.

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Submit your story ideas to: spdcommunications@spd.in.gov

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Celebrating Black History Month

The Indiana Civil Rights Commission (ICRC) will be celebrating Black History Month through their "What are you Doing for Others?" campaign. Highlighting local and statewide organizations who have made positive impacts and contributions to the black community, ICRC will devote the month of February to celebrating the achievements of African Americans and recognizing their role in American History. Follow them on Facebook, Instagram, and <u>Twitter</u> to follow up on their robust campaign.

With the help of Downtown Indy and INNOVATIVE, ICRC's "What are

you Doing for Others?" light show is extended throughout the month of February in honor of Black History Month!

Visit Monument Circle nightly at 6:45, 8:15, or 10:15 p.m. EST to view the show illuminate the AES building.



The Indiana Civil Rights Commission's "What are you Doing for Others?" light show on Monument Circle.

> **Click here** for More **Information**



IDHS Teammates Receive Awards for Efforts at Camp Atterbury

Camp Atterbury is feeling empty now compared to the past few months. In August, Camp Atterbury in Edinburgh, IN was named one of eight military facilities around the nation to temporarily house Afghan evacuees. This effort was known as Operation Allies Welcome. As of Jan. 26, all 7,201 Afghan evacuees have left Camp Atterbury to resettle into their new homes.

The Indiana Department of Homeland Security (IDHS) teamed up with the U.S. Department of Homeland Security, the Indiana National Guard, the Indiana Department of Transportation, the Indiana State Personnel Department, and a number of other federal and state agencies, local governments and volunteer agencies to make sure these evacuees were given food, clothing, housing, education and more.

The entire IDHS team played a role in making this a successful operation. On Jan. 26, a few IDHS teammates received well-deserved awards from the U.S. Department of **Homeland Security** for their efforts.

Mary Moran, Peri Rogowski, Scott Huffman and Bonnie Sims received a Certificate of Appreciation for their efforts to support Operation Allies Welcome.

Larry Cassagne received the Public Service Commendation Medal. He was one of 23 people involved in the operation to receive this award. He has been living on-site at Camp Atterbury since August to facilitate any logistical needs, with a focus on the donations to the evacuees. Even today, Cassagne and his family continue to support several evacuee families as they settle in Indiana.



Pictured left to right: Steve Cox, Larry Cassagne, Jane Crady (Indiana VOAD), Mary Moran, Scott Huffman and Aaron Batt (OAW federal coordinator) Not Pictured: Bonnie Sims

Cassagne became the face of IDHS at Camp Atterbury, working directly with state and federal agencies, community partners, social service agencies and many more to get the job done. He developed close relationships with many of the evacuees and personnel, all of whom took to heart the mission that was before them.

Cassagne says there were many

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Follow Us on Social Media

Want more discounts, local events, wellness tips, and career opportunities? Make sure that you're following the State of Indiana on social media—however, remember that you have to use a personal phone or computer!

For events, employee wellness opportunities, and health tips:





For career opportunities:

State of Indiana - LinkedIn

Work for Indiana - Facebook

Work for Indiana - Twitter

It's Time to Think About Filing Your 2021 Tax Returns

We all know filing taxes can be a little bit overwhelming. But don't worry; DOR has some helpful information and resources to help guide the way.

Here are a few key dates you need to know when preparing your 2021 Indiana Income Tax return:

- Due to Good Friday, this year's filing deadline is on Monday, April 18.
- Indiana tax returns for those granted extensions are due by Monday, Nov. 14, 2022. An extension of time to file does not extend the payment due date. You must pay at least 90% of the taxes owed by April 18. You can read more about payment and filing deadlines and get instructions on how to request an extension and avoid penalties on DOR's website; go to dor.in.gov and search for "Extensions."

It is important to wait until all official tax records are gathered before filing as this eliminates errors, processing delays, refund delays and the potential of needing to file an amended return. A great way to speed up and improve the

quality of the return process is to sign up for electronic filing with online payment and direct deposit.

Many state employees can file their taxes electronically for free using INfreefile, the free online tax filing program available to Hoosiers who meet certain qualifications. Each vendor has their own eligibility requirements. More information and the link to ensure vou can file vour Indiana tax return for free is available at freefile.dor. in.gov.

INTIME

Although the new INTIME service portal cannot be used to file individual income tax returns. Hoosiers can use INTIME to check the status of a refund, make a payment, set up a payment plan or request an extension of time to file their state tax returns. To learn more or to register, visit intime.dor. in.gov. Read more about INTIME on page 5.

Important Tax Tips

DOR provides tax tips to ensure customers don't experience processing or refund delays.

Simple tips like:

- Don't staple documents together.
- Sending paper returns to the correct P.O. Box can make a huge difference in processing time.

More important tips can be found at dor.in.gov/individual-incometaxes/top-tax-tips. Most questions regarding individual income taxes can be answered using information on our website, dor.in.gov, and the Individual Income Tax information page, dor.in.gov/individualincome-taxes.

While tax time is stressful for so many of us, this is an incredibly busy time at DOR. The most efficient way for customers to contact DOR Customer Service is by creating an INTIME account and using the secure online messaging portal. Customers can still contact DOR by phone at 317-232-2240, Monday through Friday, 8 a.m. - 4:30 p.m., but they should prepare for longer than normal wait times. They can also make an appointment for in-person service at any of DOR's 12 district offices, including their Government Center North location, at appts.dor.in.gov.

Pulse Survey is Coming

The Indiana State Personnel Department conducts the Pulse Survey each year to give you the opportunity to tell us more about your experience working for the state. We use this survey to ask for your feedback so we can build a culture that serves you while you serve your community.



The Pulse Survey is confidential, and no identifiable information will be shared with your agency or your manager.

Mark your calendars! This year's survey is open Feb. 21 - March 7.

INTIME for the 2022 Tax Season

The Indiana Department of Revenue's (DOR) new e-services portal, **INTIME** (Indiana Taxpayer Information Management Engine), will make some things a lot simpler for Hoosier taxpayers this year.

Check Your Refund Status INTIME provides an easy and secure way to check the status of vour Indiana individual income tax return refund online. Hoosiers can go to INTIME.dor.in.gov, click on the "Where's my refund?" panel and follow the prompts.

Pay Your State Taxes Online INTIME offers a straightforward way to pay your Indiana income tax online by making an electronic bank payment (ACH/e-check) or using your VISA, Mastercard or Discover to make a credit or debit card payment. There is no fee for electronic bank payments, although credit and debit cards



INTIME.dor.IN.gov

have applicable fees. Secure Messaging with DOR **Customer Service** While you can check on your refund or make payments without logging in to an INTIME account, creating a logon has many benefits including secure messaging with DOR if assistance is needed. To

submit a question or get your issue resolved easily and efficiently, create a logon or sign in to your INTIME account, then select the "All Actions" tab followed by clicking on the "Messages" section.

For more information on INTIME, visit dor.in.gov/online-services/ intime-tax-center.

Timesheets are Changing in May

Sponsored by AOS, IOT, & SPD

Check out how your timesheet is changing! The State of Indiana is updating the current version of PeopleSoft to a newer, easier version for all state employees. Take a few minutes to explore all the benefits and enhancements the new system brings, and how you will be impacted.

Training will start in March and the new system launches in May. Check your inbox for more updates and reach out to your agency's Payroll and Human Resource Teams with questions.



Additional Resources:

- HCM 9.2 Enhancements Audio
- HCM 9.2 Modernization FAQ
- HCM 9.2 Digital Flyer

Have Questions? Email the team at NewPayrollHR@iot.IN.gov to get answers!



Register for upcoming ActiveHealth Learning Lab



Join Coach Sarah for the next Learning Lab presentation.

Thursday, February 24, 2022 from 10:30 to 11 AM ET or 12 to 12:30 PM ET







Come join your ActiveHealth coach, Sarah, in a Learning Lab*. Each lab lasts just 30 minutes. You can explore topics like healthy eating, being active, getting better sleep and being more mindful. And you can talk about lasting changes you want to make in your daily life.

Learning Lab: Give your cholesterol a little TLC

Feeding your heart well is a powerful way to lower your

cholesterol. Your doctor may have recommended that you start by eating a heart healthy diet. But knowing what foods fit into one can be overwhelming. In this lab you'll:

- Learn the basics about cholesterol
- Talk about what makes it high
- · Get an introduction to the TLC
- Go over simple ways to put a little TLC in your healthy eating plan

Join one of the virtual classes on Thursday, February 24.

* Please note. Learning labs are another way to stay engaged and focused on your health. They don't count toward completing your reward activities.

Register here

Enroll in Health Coaching for a Healthier Lifestyle

Want to start receiving some serious discounts on next year's insurance premium and start making some serious changes to your lifestyle and health? It's time to get started on one of the four options available to you to earn your 2023 Premium Discount.

This year, there's a brand-new option available—Group Coaching.

- All you have to do is sign-up for and complete 4 sessions from the same group coaching series. You must get started by August 15.
- Each series consists of 6 weekly 30-minute sessions with an ActiveHealth coach
- Join sessions via the WebEx link sent to you when you register
- See a current schedule

and register through your ActiveHealth portal

- Only available sessions will be shown on the ActiveHealth portal
- Each quarter a variety of group coaching topics are available
 - Eat, Drink, and be Healthy
 - Get FITT

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Enroll in Health Coaching for a Healthier Lifestyle

- Reduce your risk of diabetes
- You can get to a healthy weight
- Metabolic Syndrome
- Health, Sleep, and You
- Success at stress
- Quitting Tobacco Together

Some things to remember about Group Coaching:

- Everyone attending the group coaching session must join the WebEx on their own device
- · You must attend the full session to get credit
- You must attend at least 4 sessions from the same 6-week series to complete the group coaching activity for the 2023 Premium Discount

If you want to earn your 2023 premium discount, you can choose Group Coaching, or from one of the following three options. Remember, your spouse must also complete one of these activities if they are enrolled in coverage.

- **Health Coaching –** Complete four individual health coaching sessions (in-person or virtually) through ActiveHealth. Get started today by calling 855-202-4219. The deadline to get started is July 1.
- Health Education and **Health Coaching – Complete** two individual health coaching sessions (inperson or virtually) through ActiveHealth AND reach Level 3 through online education

- and challenges through the ActiveHealth Portal. Visit www.myactivehealth. com/stateofindiana to get started today. The deadline to get started is July 1.
- Fitness Tracking Meet the physical activity goal of 10,000 daily steps or 30 minutes of physical activity through a synced device on at least 200 separate days. The deadline to get started is March 15.
 - Reminder: For ActiveHealth to recognize your physical activity, you must first sync a fitness device with your ActiveHealth account. Only activity that occurs after you have synced your fitness device will be tracked and credited.

Schedule a Wellness Visit

Your health is important because you are important. So why don't you invest in your health this month by scheduling a wellness visit? You can even earn a \$100 gift card if you go.

A wellness visit—sometimes called an annual physical or yearly check-up with your primary care provider gives you the information you need to know about how to best take care of your health. Your provider may order lab work based on your health history. Assessing your current health, identifying any preventative care, and reviewing health changes over time allows you and your primary care provider

to create a plan to improve your overall health.

We know that Wellness Visits are so important to your health that we offer a \$100 gift card when your results are loaded into your ActiveHealth portal.

You have two options available to complete your wellness visit and earn your gift card. The first option is to schedule your annual physical with your primary care provider and:

- 1. Print the Annual Physical Results Form from your Active **Health Rewards Center**
- 2. Fill out section 1 of the form



- 3. Bring the form to your appointment and have your provider fill out section 2 at your visit
- 4. Follow the instructions on the form to submit to ActiveHealth
- 5. Choose how to spend your easily earned \$100 gift card! Your second option is to visit a CVS MinuteClinic. First, you print the MinuteClinic voucher from your ActiveHealth Rewards Center (don't forget to take the voucher with you!), make your appointment, or check wait times on minuteclinic.com. CVS MinuteClinic will submit your results to ActiveHealth after your appointment.





Do the DASH

Studies have found that the heart-healthy DASH eating plan can lower blood pressure in as fast as 2 weeks.¹ A big part of its success is lowering the sodium in your diet. Here's a list of great ways to get started.

Eat your veggies. Choose plain, fresh, frozen, or canned (low-sodium or no-salt-added).

Go for fresh or frozen skinless poultry, fish, and lean cuts of meat. Avoid marinated, canned, smoked, or cured meats like bacon or ham.

Go "low or no." Check the nutrition labels for sodium levels. Choose low or reduced-sodium, or no-salt-added versions.

Pay attention to preparation. Limit foods packed in brine like pickles, pickled vegetables, olives, and sauerkraut; and condiments like mustard, ketchup, and barbecue sauce.

Rinse canned tuna and beans. This removes some of the sodium. Cook rice, pasta, and hot cereals without salt, which usually have added salt.

Limit salty processed foods. Minimize prepared foods such as frozen meals, sauced vegetables, and boxed foods which are often high in sodium.



Wellness Webinar Series

Pumped for heart health. Learn how to keep your heart healthy through diet, exercise and managing stress.

February 15, 2022 | **10:00** AM, **12:30** PM and **4:30** PM, ET http://go.activehealth.com/wellness-webinars





Coach's corner

As an ActiveHealth wellness coach, Jose has a passion for helping people be their healthiest self.

Jose's well-being tips:

Keep your heart healthy by following these easy "this instead of that" tips:

- Cook with avocado oil instead of butter.
- Flavor your food with other **non-salted spices.** Read the labels on your favorite spices for hidden added salt.
- Choose **seafood** instead of sausages or franks.
- Eat **oatmeal** instead of sweet cereals or white breads.
- Snack on **vegetables and fruits** instead of chips and candy.



Quick Shrimp Fried Rice

Skip the takeout and make this low-sodium, veggie-packed recipe instead. Get more healthy recipes at:

MyActiveHealth.com > Resources > Learning Center.

Dining out with DASH

You can shake the salt habit when you're dining out as well. Here's how:

Look up the restaurant's menu before going out. Check online nutrition information and then avoid these on the menu: pickled, cured, smoked and soy sauce.

Make special requests. Ask that your meal be prepared without added salt, MSG, or salty ingredients such as bacon, pickles, olives, and cheese.

Easy does it on the condiments.

A little goes a long way for mustard, ketchup, horseradish, pickles, and salty sauces.

Go for healthy appetizers and side dishes. Choose fruit or vegetables instead of salty snacks, chips, or fries.



For more tips on how to manage your well-being, visit MyActiveHealth.com





DNR Security Officer Helps Locate Missing Nevada Girl

During his evening patrol on Friday, Jan. 21, 2022, Department of Natural Resources (DNR) Security Officer Brian Foy keyed in on a few fishy details that led to the return of an 8-year-old girl from Nevada, abducted more than 5 months ago, and the arrest of her suspected abductor.

Foy recalls that after noticing a car with a Nevada plate, several details that developed thereafter were suspicious: "He got out and he put on a pair of sunglasses right after he got out, and it's pitch black out. I thought, 'Well, this is not right.' It was just an odd situation. Things didn't add up. I tried to talk to the little girl, tapped on the glass. She wouldn't turn around, wouldn't answer me. So, I got them some gas, took them to a campsite." And that's when he put in a call to local law enforcement.

Foy's attention to detail, his love for Brown County State Park, and his motivation to keep the state park of his childhood safe and enjoyable for everyone played into the rescue and the arrest. But Foy says that it's the team mentality that helped to create the best outcome: "I'd just encourage

everybody to trust your gut! Really, if something doesn't feel right, it's probably not right, so say something,"

"I try my best to be honest, hardworking, and trustworthy in all that I do. It is the small details of any situation I face that add up to an appropriate response, but I am never alone while on patrol. Many times, I have reached out to [the park manager and leadership] when I observe anything out of the ordinary. I believe that it is that team mentality that allows for the best decision to be made in any security situation.

Q: In the moment, what motivates you pay attention to, and then to follow up on details?

A: Not everyone who comes to the park is there to enjoy their surroundings. The details of any situation I face and the things I key in on when approaching any security issue: In state or out of state, sober or drunk, why are they here, how can I help. I gather facts of the situation and then determine the best course of action. I also stay in my lane, as I am to observe and report on security issues and can reach

> out to the Park Director and C/Os at any time, day or night.

Q: At what point did you realize the gravity of the relationship between the man



DNR Security Officer Brian Foy and Smokey the Bear

wearing sunglasses and the girl in the car?

A: Time, temperature, out of state plates, little girl in the back seat, younger man, possibly homeless, little girl would not turn to face me, a man with a little girl to care for allowed this current situation to take place showing lack of decision making and putting the girl at risk, putting on sunglasses at night when getting out of the car—fishy story. All of these details required a call to law enforcement to ensure the safety of the girl.

Q: Looking back to the situation last week, if you knew what you were dealing with, would you have responded differently?

A: Ah, such a good question... I respond to every situation with a friendly smile. I want to project a "here to help" attitude in all my dealings at the park. Whatever



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DNR Security Officer Helps Locate Missing Nevada Girl

the situation I find myself in, a smile de-escalates the tension in the air and allows me to better problem solve. At no time during this situation did I let on that I did not believe him or suspect any wrongdoing. He trusted me.

Q: What advice, or reflection would you want to share with other state employees who have heard your story and are grateful for your good work?

A: What you do while on the job matters.

I see all of the happy faces, hands waving, people having fun, bike riding, hikers, campers around the fire at night, families having dinner together, folks having a picnic on the overlook. I see this every evening while on patrol and this is possible only because of the hard work of the DNR employees.

Q: Can you tell me about your contributions to/responsibilities at the state park?

A: As the Property Security Officer, my main task is safety and security. All of the visitors at the park should feel safe, have no worries, and have a memorable experience. My principal task is to ensure compliance with all park rules (with a smile) and to observe and report any security issues using my DNR training as the backbone for my response.

My second responsibility is what I like to call "Park beautification": picking up all trash and setting right anything I find out of place while on patrol. I look for the little "odds and ends" stuff to do to keep the park in tip top shape.

Q: If there is one aspect of your career of which you are most proud, what is it?

A: I take pride in doing the "odds and ends." It is the little things that I see and can do while on patrol that I feel adds that little extra sharp appearance to the park.

My favorite time is Friday nights in the summer, campground full, everybody rushing around to get settled, the upbeat feel in the campground, kids running around playing in the dirt and riding bicycles, and folks waving at the DNR truck as I drive by.

Q: Why did you choose to join DNR?

A: While pursuing my Real-Estate license, I wanted a part time job and was hired as a seasonal security officer. I fell in love with the park all over again. I grew up in Brown County and have many fond memories as a kid coming to the park for family reunions, pool days and looking up at the stars at night. The full-time position came open and I jumped at the chance to work at the park on a permanent basis.

Q: What advice would you give someone considering working with DNR?

A: Hard work is recognized. There is a sense of family with the DNR I have not experienced anywhere else.

If you are searching for a career that gets you out of the office cube and outside in the woods, this is

the job for you.

We here at the park experience many special moments only the woods can provide—Last week I watched as two foxes slowly crossed the road while playing together.

Folks love and appreciate the DNR, and if you mow the grass, split firewood, push papers or take gate fees, you should know how much the public appreciates your hard work. We provide a wholesome safe haven for people to come and enjoy themselves.

Q: Do you have a personal mantra? What is it, and what does it mean to you?

A: No personal mantra, really...

Slow to speak, quick to listen, smile and have a positive attitude.

Everyone who comes to the park should experience two things: a smile and a feeling of safety.



Build, Learn, Grow Scholarship

Don't miss out! Apply for a Build, Learn, Grow scholarship to help your family pay up to 80% of child care costs through March!

The Indiana Family and Social Services Administration wants to remind all state of Indiana employees that you qualify to apply for a *Build, Learn*, Grow scholarship to pay up to 80% of the cost of child care, and beforeand after-school care for your children. These scholarships will run through March of 2022.

Through the Build, Learn, Grow Scholarship Fund, families of state employees can receive scholarships for each child age 12 and younger. Information and applications can be found at <u>Families.BuildLearnGrow.</u> org.

These scholarships were made available for families of essential workers - and state employees are considered essential - and are funded by federal coronavirus relief funds.



Microsoft 365 Learning



The Microsoft Store gives state employees access to live events and trainings. This resource is free and available for employees statewide. It offers trainings about all Microsoft tools and for all learning levels, from beginner to advanced users.

To access the Microsoft Store, visit microsoft.com/en-us/store/ workshops-training-and-events/ locations/chicago.

For more information on available trainings and resources, contact Elisa Phillips at ephillips@iot.in.gov.



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State Museum Acquisitions

way because people were home and taking stock of the things they owned and where they would like them to end up."

The works collected cover a variety of subject matter, techniques, and backgrounds of the artists. At the same time, Ruschman said, the collection has become much more diverse in its representation of race, gender, styles, and subject matter to better reflect the population of the state.

"I'd like our visitors to take away that we have a vibrant and diverse collection that represents the artists of Indiana and all the various subjects associated with Indiana," Ruschman said. "It's a documentation of experiences associated with the state, both historical and contemporary, that reflects an ever-changing world."

"Collecting Indiana" is free with admission to the museum -- \$17 for adults, \$16 for seniors 60 and older, \$15 for college students, \$12 for children ages 3-17, and free for children younger than age 3.

For more information, visit indianamuseum.org or call (317) 232-1637.



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IDHS Teammates Receive Awards for Efforts at Camp Atterbury

moments that impacted him during his time at Camp Atterbury. "I stopped by Building 509 one day, to see one of our volunteer translators conduct an English class with approximately 35 students. A helicopter flew over Camp Atterbury and every child dove onto the floor when they first heard the noise. It looked like a mass earthquake drill. The safety and security of our children in this country is something that we take for granted," he said. "A sergeant from the 2/7 Calvary made a comment that hopefully we all should remember: 'Camp Atterbury is their Ellis Island."

"When IDHS became part of this national effort to help evacuees, we didn't know much about the mission or how significant of a role our staff would have," Executive Director Steve Cox said. "Now several months later, it's incredible to see the accomplishments of IDHS and other state and federal partners in this monumental effort to resettle Afghan evacuees and help them restart their lives."

"All Hoosiers should be proud of the work that has been done, the lives that have been changed for the better and the positive image of Indiana these Afghans will hold in their hearts for the rest of their lives," he said.

All the significant achievements



reached during this operation are too numerous to include in this article, but a few are listed below.

- 7,201 Afghan evacuees received assistance at Camp Atterbury
 - At the peak of the operation, roughly 47% of the guest population were minors
- 5,999 Afghan evacuees were resettled through resettlement agencies
- 1,202 evacuees departed independently without any additional services required by a resettlement agency
- 700 evacuees resettled in Indiana
- 33 children were born at Camp Atterbury
- More than 2.6 million donations were collected for Afghan evacuees from local communities