

MEMORANDUM

TO: State Agencies

FROM: Carol L. Foreman, Deputy Secretary

DATE: September 8, 2009

RE: Department of Administration services in preparation of H1N1 flu season

The flu season is starting and will last through the fall and winter. As you are aware, more than one kind of flu virus will be spreading this season, including seasonal flu and the 2009 H1N1 flu. The Department of Administration can assist state agencies as they prepare for and deal with the impact of the upcoming flu season by streamlining the process for ordering supplies and Administration-developed H1N1 signage and the processing of transactions. We have identified the specific information and services listed below as being beneficial in assisting agencies during the 2009 flu season.

The Division of Purchases manages several open-ended contracts that can provide quick access to a number of relevant products (hand sanitizer, disinfectants and disinfectant wipes, tissues, masks, etc.) that can be helpful to agencies. These contracts, ordering forms and suggested products have been summarized at the following web site: <http://www.da.ks.gov/purch/h1n1.htm>. Please contact Lee Harmon at (785) 296-2376 for any questions regarding the purchasing of relevant supplies.

The Division of Facilities Management is in the process of developing three H1N1 informational signs on symptoms, hand washing and handshaking. Agencies may order these signs from the Division of Printing as soon as these signs are available. A subsequent communication will be distributed once the signs are available for purchase. Please contact Steve Lindsey at (785) 296-3631 at the Division of Printing to order signage.

The Division of Accounts and Reports will be working to reduce the time to process needed transactions. Please contact the individuals listed below as designated by area of expertise in the Division of Accounts and Reports for specific questions and assistance.

<u>Division of Accounts and Reports</u>	http://www.da.ks.gov/ar/	(785) 296-2311
Kent Olson, Director	kent.olson@da.ks.gov	(785) 296-2314
STARS, Accounts Payable	martin.eckhardt@da.ks.gov	(785)-296-2661
STARS, Accounts Payable	randy.kennedy@da.ks.gov	(785) 296-2125
Business Procurement Card	tim.hund@da.ks.gov	(785) 368-6347
SHARP, Payroll Processing	nancy.ruoff@da.ks.gov	(785) 296-2853
KDRS, Debt Recovery	doug.craig@da.ks.gov	(785) 296-2474

The Division of Personnel Services is available for guidance on HR policies and other HR issues. Key messages for employees, a COOP HR Guide and a link to KDHE's pandemic flu website can be found at the following website: <http://www.kansas.gov/employee/> or contact KDHE at 1-877-427-7317 or (785) 296-1500 for any questions directly related to the seasonal flu and the 2009 H1N1 flu.