

In this issue

1. Helicopters used for first time in Wisconsin to capture deer
2. Second in series of Q & A: Deputy Secretary Matt Moroney
3. Big sturgeon abound on Winnebago; ancient fish studied around world
4. Al Shea heads up new Office of Business Support and Sustainability
5. Around the state...DNR employees shine
6. Report focuses on biological components of nine properties
7. Bureau of Finance releases 2011 purchasing deadlines
8. Pass along your valuable knowledge by becoming a mentor
9. Links of interest...don't miss them
10. Legislature introduces DNR-related bills, despite focus on budget repair bill
11. Don't launch an email missile that could take out your job

[Secretary's Corner](#) | [Weekly News](#) | [News Releases](#) | [Outdoor Report](#)

Helicopters used for first time in Wisconsin to capture deer

By: Bob Manwell, Office of Communication

[Index](#) [Next](#) [Top](#) [Print](#)

Reporting from Navarino in Shawano County



DNR research scientist Chris Jacques, Madison, assisted by wildlife biologist Kay Brockman-Maderas, Shawano, extracted a tooth from a captured and sedated deer for accurate aging.

WDNR Photo

Editor's Note on February 28: The department has suspended the use of helicopters to capture deer this season. It continues to capture deer on the

ground, however.

More than two dozen staff, students and volunteers from DNR, the University of Wisconsin conservation groups and the public worked in late-winter conditions in the first-ever use of helicopters as part of a multi-year effort to answer hunter questions about the state's deer population. In addition to fine tuning the department's deer population estimating techniques, long-running research will better the understanding of the impact of predators on deer populations and reproduction.

After several false starts and delays caused by mechanical problems with the helicopter, Red Pine Helicopters out of Salt Lake City began work on February 10 in the vicinity of Navarino. Helicopters are the best available method for concentrating capture efforts on adult bucks. The deer are transported no more than three miles to a processing site, where they're subsequently released.



After a deer is netted from the air, the helicopter hovers close to the ground and a crewman jumps out. The deer is blindfolded, hobbled and bundled tightly into a body sling for safe transport to a processing site, usually within a mile or two of the capture site.

WDNR Photo

The helicopter crew, which consisted of the pilot and three crew members, was able to capture nine deer on the first day and another 10 the next day, despite bitterly cold temperatures dipping to -20F on the morning of February 11. Deer also are being captured with ground traps in the Navarino-Shawano County study area and in a Rusk County northern study area.

Captured deer were fitted with radio collars and ear tags. Those attending took blood samples and examined the animals for parasites. Ultrasound tests were performed on does, to determine if they were pregnant. Expecting does received internal transmitters that will signal when and where the fawns are born. Researchers and volunteers then will fit the fawns with collars. Researchers follow collared deer throughout their lives to determine cause of death.



Wildlife technician Josh Jackl, Appleton, monitors a captured deer for signs of stress as others install radio collars, ear tags, take blood samples, look for parasites and check for pregnancy. Those attending speak in hushed tones to avoid adding to stress levels and process deer as quickly as possible.
WDNR Photo

That day also was a scheduled "media day," when news reporters were invited to witness operations. Four television crews, a still photographer from the Gannett chain of newspapers and three print reporters attended the event. TV reports ran in both the Green Bay-Appleton and Wausau viewer areas. Print stories are expected to follow in outdoor specialty publications such as the "Wisconsin Outdoor News." In great anticipation of the "deer lift," numerous media outlets publicized the upcoming event.

Capture efforts continued in the Shawano area the week of February 13, with a shift north to Rusk County. It isn't clear, yet, whether a helicopter will be used at the Rusk County site, but ground trapping will continue.

For more information on this deer research project, visit the ["White-tailed Deer Research Projects"](#) website.

Footnote: *Bob Manwell is a public affairs manager working with the divisions of Land and Forestry.*



Second in series of Q & A: Deputy Secretary Matt Moroney

[Index](#) [Prev](#) [Next](#) [Top](#) [Print](#)

The February 10 issue of the "Digest" contained the first in a series of question and answer stories featuring the new members of the Secretary's Office. [Secretary Cathy Stepp](#) kicked off the series. This issue features Deputy Secretary Matt Moroney.

Digest: What's the initial roadmap for DNR to revamp environmental permitting? What guidance have you given permitting staff on how to proceed?

Deputy Sec. Moroney: Every division is reviewing its permitting practices to see

where we can find time and paperwork savings both for DNR staff and the permittees, while maintaining environmental standards. That's key. We're looking for ways to work smarter, but want to assure the high quality environment DNR has worked so hard to maintain and enhance. We're looking for new approaches developed by our knowledgeable staff. Each division knows its work processes best, and that's where the best ideas will come from. So what can you expect? Just what you've seen--our continued encouragement of programs to take the initiative in finding the most effective improvements.



WDNR Photo

Digest: What value does the Secretary's Office place on communication?

Deputy Sec. Moroney: It's essential to our success. Internally, you've already seen the high value we place on sharing information with you and on receiving it from you.

Cathy, Gundy and I in travels to the different offices have heard of great successes. Although you enhance our citizens' quality of life, they often don't know your role in doing that. We'd like to change that. I'm aware of the adage, "If it bleeds, it leads." In a former job, I was the primary contact with the news media, and I know how hard it is to get media to pay attention to positive news. But, we'll keep trying; finding creative ways to pitch the stories we want told.

Just as effective, though, is telling our story directly. Cathy, Gundy and I are taking your stories directly to the groups and people we're meeting with, and time and time again, it has had an impact. We appreciate all the information you've shared. If you also share your successes with the publics you work with, together we'll have an impact.

Part of my job as deputy is to work directly with the Office of Communication, and the public affairs managers are working with us to find creative ways to showcase all the things DNR is doing right. I encourage programs to make use of the time-proven and highly-respected external communication tool "DNR News." It's just as important to share program accomplishments, recognize employees and communicate internal news via the "MyDNR Digest."

I'm also a dad and keenly aware of the value of conservation education to both our children and to adults. The department's education team has brought together educators from all corners of the state to collaborate on incorporating natural

resources management and environmental protection into their curriculums. Once again this year during Earth Week, take the opportunity to see some of the agency's impressive education initiatives.

Digest: What have been your initial impressions of DNR's employees and programs? How do they differ from what you heard before joining the agency?

Deputy Sec. Moroney: As I think you have heard us say, we've been shocked and blessed by the warm reception we received. We didn't anticipate it. We knew we were coming into an agency with perhaps the most dedicated and long-term staff in state government. But the amount of energy, sense of family, can-do attitude and openness for change is remarkable. I wish every citizen could see what we've seen. We're approached from within the agency every day with good ideas on how DNR can become an even better agency. You know, I think people openly chuckled that we didn't know what we were getting into when we said "email or call us." But it's been wonderful! We've received literally hundreds of emails and ideas, and we review them all. Keep them coming!

Digest: What are your specific duties within the Secretary's Office?

Deputy Sec. Moroney: My focus is on internal operations, making sure everything runs smoothly with strong coordination of programs, policies, procedures and budgets. I'm particularly focused on making sure we have uniformity of decisions across the state. No matter where a company applies for one of our permits, we need to make sure the same procedures, approaches and decision-making processes occur. I'll also be the primary Secretary's Office liaison with the Natural Resources Board. And, I'm working directly with the Office of Communication.

Digest: Will you briefly describe an outdoor experience that had a positive impact on your life.

Deputy Sec. Moroney: I grew up a small-town kid on a farm in Iowa. It's still in the family. I spent days trapping and fishing in our creek and, like most farm kids, I knew our land like the back of my hand. I loved our dogs, caring for the livestock and working in the fields. When the farm crisis hit, our folks told all us kids that a future on the farm didn't look that bright and to go get an education. I was fortunate to be able to do so, and like a lot of farm kids, I ended up in a city. But I still deeply value the land and caring for it, and I've often taken my seven-year-old daughter to the family farm. Today at DNR, I've sort of found my way back to working with our natural resources and finding it personally, as well as professionally, fulfilling.



Big sturgeon abound on Winnebago; ancient fish studied around world

By: Ron Bruch, Northeast Region

[● Index](#) [▲ Prev](#) [▼ Next](#) [▲ Top](#) [🖨 Print](#)

World Sturgeon Conservation Society conceived in Oshkosh in 2001

As the 2011 sturgeon spearing season winds to a close this week on the Lake Winnebago system, more than 1,300 of the big fish have been taken. A storm that blew over the area earlier in the week appears to have significantly increased the prehistoric fish's movement, especially the larger of the species. On February 22, 30 percent of the 10 fish registered weighed 100 pounds or larger, the largest tipping the scale at 110.4 pounds.

Sturgeon society addresses attack on sturgeon and habitat worldwide



A sturgeon spearer took this 172.7 pound fish on opening day, the fourth largest ever registered, right behind the 180 pound fish registered in 1953 that stood as the Winnebago spear record from 1953 to 2004.

WDNR Photo

The Winnebago system lake sturgeon management program is viewed by many sturgeon research and management programs around the world as a model for sound long-term sturgeon management. In 2001, 430 sturgeon researchers, managers, biologists, enforcement specialists and private interests from 30 countries converged on Oshkosh for a week in July to share and discuss their work with sturgeon.

The gathering broke into a variety of sessions to talk about all 25 species of sturgeon and two species of paddlefish, covering everything from genetics to population management. I co-chaired this conference, the 4th International Symposium on Sturgeon (ISS), along with Fred Binkowski of the University of Wisconsin-Milwaukee Great Lakes WATER Institute, and Serge Doroshov of the University of California-Davis.

Around the globe, sturgeon populations have been under assault for over 100 years due to over harvesting and habitat lost. The great sturgeon populations of Europe were all but gone; the famous populations of the Caspian and Black Seas were experiencing serious problems.

While there were several encouraging sturgeon success stories in North America, including our Winnebago lake sturgeon program, we were aware of some serious problems here in North America, as well. All agreed that it was time to join together to help each other identify and solve various problems confronting sturgeon resources around the world.

One of the highlights of the symposium was a field trip to see lake sturgeon sampling on the Wolf River and hear, first hand, about Wisconsin's Winnebago Sturgeon Management Program.

At the end of the symposium, the 430 delegates were engaged in a discussion about the importance of holding international conferences to further develop the worldwide

network of sturgeon scientists and others interested in sturgeon.

And so, the World Sturgeon Conservation Society (WSCS), conceived in Oshkosh in 2001, was chartered out of Germany two years later.

The WSCS spearheaded ensuring that the 5th ISS took place in Ramsar, Iran in 2005. On a four-year cycle, the 6th ISS happened in Wuhan, China in 2009. The 7th symposium will again be held in North America in 2013 in Nanaimo, British Columbia.

In 2008, several sturgeon colleagues from the US and Canada formed the North American Chapter of WSCS, to focus specifically on sturgeon management and research issues here in North America. This chapter has convened three annual meetings since 2008; with our next one scheduled for this July, also in Nanaimo, British Columbia.

Our meetings are open to any sturgeon scientist or enthusiast, with the goal of sharing North American sturgeon issues, projects, success stories and technical information during presentations and workshops. This year, we'll convert our Chapter to the North American Sturgeon Conservation Society, an independent organization linked to the World Society, and apply for non-profit status with the U.S. and Canadian governments.

You can learn more about these sturgeon "advocate" organizations at the ["World Surgeon Conservation Society"](#) website and at the ["North American Chapter of the Sturgeon Conservation Society"](#) webpage. Visit the ["4th Annual Sturgeon and Paddlefishes Conference"](#) page for information about 2011 North American meeting. There are several websites that provide information on sturgeons of the world. A few to check out include:

- Wisconsin DNR's ["Lake Sturgeon"](#)
- ["Convention on International Trade of Endangered Species of Wild Fauna and Flora: Sturgeons"](#)
- ["Great Lakes Lake Sturgeon Website"](#)
- ["Great Lakes Fishes"](#)
- ["Monster Fish with Zeb Hogan on Facebook"](#)

The whole sturgeon world is connected by the growing network in WSCS and NASCS. Sturgeon people from the Lake Winnebago region can be proud of the fact that we and the world and North American sturgeon societies have roots here on Winnebago.

Winnebago sturgeon spearers and enthusiasts also can be proud that we built our sturgeon management program together. It didn't happen overnight, but together we've formed a program that perhaps other regions of the world can look to, to help solve some of their sturgeon problems.

Footnote: *Ron Bruch is the supervisor for the Upper Fox-Wolf Fisheries Work Unit.*



Al Shea heads up new Office of Business Support and Sustainability

[Index](#) [Prev](#) [Next](#) [Top](#) [Print](#)

With the naming of DNR's new secretary, deputy secretary and executive assistant, a new Office of Business Support and Sustainability (OBS&S) has been created, headed up by veteran DNR employee Al Shea. Shea served mostly recently as deputy secretary and prior to that, director of the Division of Air and Waste.



WDNR Photo

The existing Office of Energy and Environmental Analysis, along with the Bureau of Cooperative Assistance, comprise the new office.

Digest: Will you describe your role as the director of the OBS&S as focusing on three areas:

Shea:

- **Proactive Business Support:** Establish a focal point within the department to better balance job creation and economic vitality with the department's environmental and conservation mission. A unique feature of this new office is that it will rely heavily on the creativity and experience of staffs from within its underlying programs to achieve this focus. By creating dedicated business support teams within DNR, we'll proactively help businesses do the right thing by the environment, but also compete better in the global economy.
- **Organizational Effectiveness:** Provide a focal point and impetus for streamlining regulations, improving operational and management systems, undertaking organizational efficiencies, and improving customer service.
- **Sustainability:** Provide a focal point for sustainable business practices within the department, as well as expanding our capacity to support business and local government efforts to become more sustainable.

Digest: What are the first steps you will be taking in this new position?

Shea:

- **Select business support specialists:** Selecting staff for these positions for key business sectors is the critical first step in positioning the DNR to help rebuild Wisconsin's economy. As a compliment to our small existing cadre of sector specialists, we'll look for outgoing, business savvy individuals who place a premium on customer service, but who also have sound technical knowledge of both the regulatory and business needs facing a given sector.
- **Build cross-program support teams:** The specialists will need support from

appropriate staff from across the agency. These business support teams will be comprised of individuals who are dedicated to business outreach, technical support, and “hot prospect” response. Well-functioning teams will be critical to helping DNR more proactively enhance the environment, but also help businesses thrive and grow.

- **Build internal management systems:** The teams will need support from our management systems, i.e. work planning, performance reviews, supervisory support, etc., if we’re to be successful. Adapting the department's existing management systems will be a necessary third and contemporaneous step.
- **Improve metrics for performance:** Each DNR program will be expected to develop performance metrics for its primary business functions to ensure that its product--be it regulatory, technical assistance, financial support, license issuance, recreational opportunity, etc. --are implemented in the most effective, efficient and customer service-orientated manner possible.

Digest: Can you describe an outdoor experience that had a positive impact on your life and career?

Shea: I grew up in a non-hunting/fishing family and, as a result, had no family mentors in that area. My father, however, did recognize my avid interest in hunting and fishing and hooked me up with volunteer mentors whenever he could. My first experience with this was on a youth duck hunt with a member of the New York State Waterfowlers Association. I remember vividly the "training" days and the day of the hunt, and it left me with an indelible sense of the importance of service to the community and a deep appreciation for my responsibility to be a steward of the nation's natural resources.



Around the state...DNR employees shine

[Index](#) [▲Prev](#) [▼Next](#) [▲Top](#) [Print](#)

Central office success stories

- Conservation biologist **Shari Koslowsky**, Office of Energy, received the following kudo from the American Transmission Company: Thanks for the feedback Shari. Similarly, I really appreciate how you, **Cheryl (Laatsch**, water regulation and zoning specialist in the Office of Energy) and Matt (**Zine**, natural areas biologist in the Bureau of Endangered Resources) have been willing to work with us to help us ensure that we can adapt to the changing conditions (water level, weather, etc.) and modify our approach in an effort to protect the resources while still getting our work done. Your willingness to get together and talk through options on short notice and provide quick feedback, including a conference call on a holiday, has been extremely helpful and is appreciated. Thanks again. *Terry Yakich, environmental staff at ATC* **Editor’s note:** this project has multiple species concerns, state property, wetlands, etc.
- A compliment for a job well done by **Mike Watt**, research scientist in the Bureau of Science Services: Sure enjoyed watching and helping just a bit yesterday. Very impressed with the care, dedication and professionalism (of) your crew (who) handled those animals. Eveyone knew what to do, did it, didn't

grumble and interacted with those of the public visiting. Please make sure your crew hears that. Thanks, again & keep me in the loop. *Dean Sauers*

Northeast Region success stories

- Attached is a [thank you letter](#) from one of the families we adopted this past Christmas. We do make a difference! **Sara Kempky** (*payroll and benefits specialist, Green Bay*)
- Special thanks to regional and central office staff that presented at the DNR CAFO (Confined Animal Feeding Operation) workshops last week: **Jonathan Wright** (air management engineer, Oshkosh); **Richard Wulk** (environmental engineer supervisor, Green Bay); **Andrew Craig** (water resources management specialist, Bureau of Watershed Management); and **Kristy Rogers** (water supply specialist, Madison). Despite the weather there was a good turn out at both the Green Bay and Fond du Lac locations. ***Northeast Region agricultural runoff staff***
- **Annette Weissbach** (hydrogeologist, Green Bay): A special THANK YOU for all your help with the "birth" of Skana! Sorry we could not have guests at the Presidents visit, but you were all in my mind that day. We have much work to do, but I'm very confident we are structured well, have a strong team and demand is looking up. Thank You! *Tom Testwuide*
- My nephew and I have 40 acres in the MFL (Managed Forest Law) program. We have been working with **Frank Kirschling** (forester, Appleton). In fact, he was the reason we signed up for the program. He has always been very pleasant and easy to talk and work with. He is courteous and very punctual on returning phone calls. He goes over and above my expectations. He is knowledgeable in more than just his field so it makes it less stressful and confusing when he explains what we can and can't or should do with our woods. He is definitely a huge asset to the state forestry program. I hope he can continue to stay in Appleton and do the great work he's done thus far. I enjoy working with people whom enjoy their job and with such passion and enthusiasm. Thank you. *James Schiedermayer*
- **Rick Wulk** (environmental engineer supervisor, Green Bay): Thank you for all the time and energy you gave this past year in working with Kewaunee County leaders and law enforcement regarding a local ordinance here against illegal burning. A large group of us deeply appreciate the meetings you attended and spoke at, educational materials distributed, and letters and phone calls made to board members and Sheriff Matt Joski. Thanks again for all your work. I believe progress is in motion, you know you'll be hearing from me again. Until then, wishing you the best in the New Year. *Nancy Utesch*
- Whitefish Dunes candlelight ski: January candlelight skiers at Whitefish Dunes had a great time, judging by some of their comments:
"We really enjoyed the candle light ski atmosphere. The park/volunteers really put in a lot of work and it shows. It really made our weekend. Plus the trails were groomed perfect. Wow!"
"It was awesome from all of us!"
"Fabulous event. Great trails. Great turnout. **Staff** does a fantastic job."

Southeast Region success stories

- Congratulations to safety and risk coordinator **Don Almquist** (Milwaukee), from acting regional director **John Hammen**: I would like to express my appreciation and special thanks to Southeast Region safety and risk coordinator Don Almquist for his extraordinary help and support at regional headquarters today during the aftermath of our historic blizzard.

He was (the) second person on scene at the office this morning and was absolutely critical to getting the building secure as none of our contract guards were able to get here because the public bus system was shutdown. Don then was the main liaison with our facility engineer throughout the day as we worked on contract snow plowing and ensuring a safe and secure work environment. Don coordinated the plowing activity, hand shoveled a huge drift near the main door, and then drove home two staff who walked many miles to work this morning.

While all of this is a really meaningful and extraordinary contribution, it should be noted that it also represents Don's normal willingness to step in and get the job done, whatever it entails and whatever is needed. His efforts are greatly appreciated. Thanks.

Secretary **Cathy Stepp** responded: Would you please share special thanks from us in the Secretary's Office on this above-and-beyond effort!

- Congratulations to wildlife biologist **Missy Sparrow-Lien** (Plymouth) from Wildlife and Landscape Ecology Section chief, **William Vander Zouwen**: I want to thank you for all you have done on behalf of the statewide implementation of farm bill programs for the wildlife bureau during the Upland Wildlife/Farm Bill Specialist vacancy. We couldn't have done it without you. I know that there were several tasks that all came together at the same time that made it tough on you and your family. I know that you sacrificed Southeast Region task time. I know that you sacrificed family time and planned time off to get these tasks done. And, I know that you are so dedicated to these programs that you have an interest in continuing to contribute. I thank you for all of that, and we look forward to finding ways you can continue to contribute on statewide farm bill issues. Thanks for stepping up in this time of need.

- Congratulations to **Susan Eichelkraut** (wastewater specialist, Milwaukee), on her new position from the City of St. Francis and City of Port Washington: Good luck on your new endeavor! You will be missed greatly. We have always appreciated your common sense approach to stormwater management and your willingness to work with us on issues.

I hope you enjoy your new job. I've definitely enjoyed working with you and sincerely appreciated how helpful and accommodating you've been. Meeting the changing environmental laws could have been a pain but you made it a pleasure. The Department of Natural Resources/City relationship always functioned as a partnership, thanks to you, and the end result was a better environment. Best of luck to you and hopefully we'll cross paths again in the future!

- Congratulations to (water regulation and zoning engineer, Waukesha) **Michelle Schneider** and **Andy Hudak** (water regulation and zoning specialist, Waukesha) from Yaggy Colby Associates: I just wanted to take a minute this morning to let you know that I felt Michelle and Andy did an excellent job last night with the

public hearing for the dam abandonment. They represented the Wisconsin DNR very well and answered all of the questions with proper respect to the citizens. Obviously these projects can be controversial, but they handled it well.

West Central Region success story

- At a past park managers' statewide meeting, a number of people generously donated towards a financial gift to help out fellow park manager **Jason Wiese** (High Cliff State Park) who has been ill for quite some time. Jason recently sent a thank you note and asked to pass it on to all who contributed:

Thanks to you all who contributed to this wonderful gift. It was so unexpected and appreciated. Sorry it took so long to get this thank you back, but it has been a roller coaster of a year. I'm still receiving treatment, now in Eau Claire. I hope 2011 brings you all blessings. Thanks again and God Bless. *Jason Weise and Family*



Report focuses on biological components of nine properties

By: Christina Isenring, Bureau of Endangered Resources

[Index](#) [▲Prev](#) [▼Next](#) [▲Top](#) [Print](#)

With the click of your mouse, you now can take a look at the [Wisconsin National Heritage Inventory Program's](#) new report "[Rapid Ecological Assessment of the Glacial Lake Grantsburg Planning Group.](#)"



Overlooking a wet meadow margin at Crex Meadows Wildlife Area.

Photo by Barbara Delaney

The report summarizes the exceptional biological components of properties including Amsterdam Sloughs Wildlife Area, Blomberg Lake State Natural Area, Crex Meadows Wildlife Area, Crex Sand Prairie State Natural Area, Danbury Wildlife Area, Fish Lake Meadow State Natural Area, Fish Lake Pines State Natural Area, Fish Lake Wildlife Area, and Reed Lake Meadow and Barrens State Natural Area.

Highlighted in the report are prairie remnants and extensive wetlands that support the 71 rare animals and 16 rare plants found on these properties. The department will use this report during future development of a property master plan.

Footnote: *Christina Isenring is a Natural Heritage Inventory ecologist.*



Bureau of Finance releases 2011 purchasing deadlines

By: Tim Sell, Bureau of Finance

[Index](#) [Prev](#) [Next](#) [Top](#) [Print](#)

It's time again to finalize year-end projects so you're able to meet the Bureau of Finance purchasing deadlines for fiscal year 2011, which ends on June 30.

Finance releases its deadlines well in advance of the end of the fiscal year to give its staff time to complete all the necessary procurement steps, e.g. bids, requests for proposals, purchase orders, etc., by the Department of Administration's deadlines.

To accomplish this, Finance has established the following cut-off dates and encourages you to submit requests as early as possible before these dates. These are the **latest dates** to submit purchasing or printing requisitions.

Purchasing requisitions for:

- Materials and services costing **over \$25,000** are due in the Bureau of Finance by **March 11, 2011**.
- Materials and services costing **under \$25,000** are due in the Bureau of Finance by **April 22, 2011**.

Printing services requisitions for:

- Printing services bids **over \$25,000** are due in the Bureau of Finance by **March 18, 2011**.
- Printing services bids **under \$25,000** are due in the Bureau of Finance by **April 8, 2011**.
- Printing services that can be purchased off a contract, **regardless of the dollar amount**, are due in the Bureau of Finance by **April 29, 2011**.

You can contact one of the [central office purchasing agents](#) with any questions regarding these cut-off dates.

Development, grants, aids and other encumbrances for FY2011

The Bureau of Finance must receive all development, grants and aids requisitions, as well as any other amounts to be encumbered in FY2011, no later than **May 6, 2011**.

Submitting fiscal year 2012 purchase requisitions

Beginning May 2, 2011, you may submit purchase requisitions needed for July 1, 2011, to ensure uninterrupted operations. You also can send to Finance those orders needed in July or August. Be sure to allow sufficient lead time to conduct any required procurement steps, e.g. bids or requests for proposals, to ensure sufficient time to issue the purchase orders on July 1. **It's important that you clearly indicate on the purchase requisition that the order is for FY2012.**

You also can find these deadlines at ["Fiscal Year-End Cut-Off Dates for Purchase Orders and Printing Services"](#) on the Bureau of Finance webpage.

Footnote: *Tim Sell is chief of the Purchasing Section in the Bureau of Finance.*



Pass along your valuable knowledge by becoming a mentor

[Index](#) [Prev](#) [Next](#) [Top](#) [Print](#)

No one knows your job, your program's goals or mission better than you. You can pass along that knowledge, thereby helping the department with its retention and succession planning efforts, by participating in a DNR management-endorsed pilot mentoring program, "Natural Career Connections."

The Bureau of Human Resources invites all DNR employees, including LTEs, to apply to participate in this formal mentoring program from April 28 through November 2, 2011.

The program creates an effective, voluntary, safe and agency-supported vehicle to form a career development relationship between the successful, more experienced professional (mentor) and the less experienced employee (mentee).

"We're excited about this program as a valuable new offering to complement the Leadership Academy and the Aspiring Supervisor Assessment Program," said Ralph Schwartz, leadership and staff development director in the Bureau of Human Resources.

Candidates for mentor/mentee will:

- exhibit enthusiasm, commitment and ability to articulate expectations;
- not be on probation, have pending disciplinary action or performance issues ;
- commit to a six month participation timeline: April 28 through November 2;
- attend three days of Orientation/Training/Concluding Events on April 28, 29 and November 2;
- commit to formally communicate with your mentor/mentee at least two hours per month;
- complete and submit [Mentor Application Survey](#) or [Mentee Application Survey](#) with supervisory signature approval; and,
- complete program pilot evaluations, as requested.

If you'd like to participate as a mentor or mentee, can commit to the timeline and make this a professional priority, complete the appropriate Application Survey and submit it to Ralph Schwartz, HR/G in GEF 2 by March 9. Email [Schwartz](#) or call him at (608)266-7776 with any questions about "Natural Career Connections."



Links of interest...don't miss them

[Index](#) [Prev](#) [Next](#) [Top](#) [Print](#)

DNR community on line

- **Title:** "Lotsa Helping Hands Create Community" (for Karen Voss family)

Description: In a special edition of the "Digest" on February 16, you read the story ["Help West Central Region employee whose house burned down."](#) **Karen Voss** and her husband Marty haven't identified any specific monetary or material needs at this time, but you can send your thoughts to them via this website.

Link: ["Lotsa Helping Hands Create Community"](#)

DNR recognized digitally

- **Title:** "Digital Dairyland: Wisconsin DNR communications strategy reels in cost savings, engaged citizens"

Description: GovDelivery has awarded DNR its "Excellence in Communication Award" for the fourth quarter of 2010. DNR realized anticipated savings of \$100,000 within the first three months of using [GovDelivery's](#) software, a goal the agency had hoped to achieve in the first year. Read GovDelivery's interview with DNR's information technology specialist **Margie Damgaard**, Division of Water.

Link: ["Digital Dairyland: Wisconsin DNR communications strategy reels in cost savings, engaged citizens"](#)

DNR and UW share climate change posting

- **Title:** “Wisconsin Initiative on Climate Change Impacts”

Description: The Wisconsin Initiative on Climate Change Impacts’ first report will serve as a resource for business executives, government, natural resources managers, public health officials and other decisionmakers taking steps to preserve job, invest resources wisely, build resiliency and protect our built and natural environment in the face of climate change.

Link: [“Wisconsin Initiative on Climate Change Impacts”](#)

DNR’s Web “Weekly News” story has heart

- **Title:** “Father and son hunters come to warden’s aid”

Description: A story in the February 22 “Weekly News” tells of a warden’s heartwarming experience investigating deer hunt violations with the assistance of a Mineral Point man and his son, as well as others. The pair shared the annual Ethical Hunter Award, founded by DNR warden supervisor Steve Dewald and two La Crosse Tribune outdoor writers. You have to read this story!

Link: [“Father and son hunters come to warden’s aid”](#)

American forests celebration

- **Title:** “Green Fire: Aldo Leopold and a Land Ethic for our Time”

Description: “The first full-length, high-definition documentary film ever made about legendary environmentalist Aldo Leopold, ‘Green Fire’ highlights Leopold’s extraordinary career, tracing how he shaped and influenced the modern environmental movement. Leopold remains relevant today, inspiring projects all over the country that connect people and land. Watch this trailer...”

Link: [“Green Fire: Aldo Leopold and a Land Ethic for our Time”](#)



Legislature introduces DNR-related bills, despite focus on budget repair bill

By: Paul Heinen, Secretary’s Office

[Index](#) [Prev](#) [Next](#) [Top](#) [Print](#)

Although most legislative activity during the week of February 14-18 was focused on special session Budget Repair Bills (SS AB 11 and SS SB 11), the Assembly introduced two new natural resources bills.

- **AB 23** (Rep. Erik Severson) mandates that continuous disinfection of municipal water can only be required if federal law requires disinfection. The Assembly Natural Resources Committee is considering the bill. An identical bill has been introduced in the Senate, **SB 19** (Sen. Sheila Harsdorf), but hasn’t yet been scheduled for hearing.
- **AB 24** (Rep. Erik Severson) makes changes to Wisconsin’s bear hunting regulations.
- Governor Walker signed the wetlands exemption bill into law as **Wisconsin Act 6**.
- The rulemaking changes bill, **SB 8** passed the Senate with an amendment, so the Assembly will need to concur with that amendment.

For a status of DNR-related legislation introduced in the new session, click on [“2011](#)

[Bill Tracker.](#)"

Footnote: *Paul Heinen is a policy initiative advisor in the Secretary's Office.*



Don't launch an email missile that could take out your job

[Index](#) [Prev](#) [Top](#) [Print](#)

The last two issues of the "Digest" have contained stories on managing your email here at work. Readily-available Web advice "[18 Common work E-mail Mistakes](#)" published in "U.S. News & World Report" takes you through the worst email mistakes you can make as an employee. You may find, if you think about it, that the same consequences could result if you aren't careful what you say in your personal email, too. A simple misinterpretation of words on the screen could cost a job or a relationship.

When you think about how much we rely on email at work and at home, it's amazing that we don't fall into these traps more often. The following "words to the wise" from Andrew G. Rosen are worth considering.

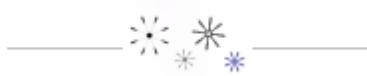
- **Sending before you mean to.** Enter the recipient's e-mail address only when your email is ready to be sent. This helps reduce the risk of an embarrassing misfire, such as sending an important email to the wrong person or emailing a half-written note. See "[9 Little-Known Ways to Damage Your Reputation at Work.](#)"
- **Forgetting the attachment.** If your email includes an attachment, upload the file before composing it. This eliminates the embarrassing mistake of forgetting it before hitting "send," and having to send another email saying you forgot to attach the document.
- **Expecting an instant response.** Don't send an email and show up at the recipient's desk 30 seconds later asking if they've received it. They did, and they'll answer at their convenience. That's the point of email.
- **Forwarding useless emails.** I've never seen a single email forward at work that was beneficial. Whether it's a silly joke or a heartwarming charity, there's never a time to share an email forward using your work email.
- **Not reviewing all new messages before replying.** When you return to the office after a week or more away, review all new emails before firing off responses. It might be hard to accept, but odds are, things did march on without you. Replying to something that was already handled by a co-worker creates "[A game of Telephone at Work.](#)" which can lead to confusion, errors and at the very least, wasted time for everyone involved.
- **Omitting recipients when you "reply all."** Unless there's an important reason to omit someone, don't arbitrarily leave people off the response if they were included on the original message.
- **Including your email signature again and again.** Nor do you need to include it at the end of an email you send to your long-time co-worker who sits six feet away. If you have your email program set to automatically generate a signature with each new message, take a second to delete it when communicating with someone who knows who you are. It's always wise to include your phone number, but the entire blurb with your title and mailing address is often nothing but clutter.
- **Composing the note too quickly.** Don't be careless; write every email as if it

will be read at Saint Peter's Square during the blessing of a new Pope. Be respectful with your words and take pride in every communication.

- **Violating your company's email policy.** Many companies have aggressive spam filters in place that monitor "blue" language. From that famous four-letter word to simple terms, such as "job search," don't end up tripping the system by letting your guard down.
- **Failing to include basic greetings.** Simple pleasantries do the trick. Say "hi" at the start of the message and "thanks" at the end. Be sure to use the recipient's name. Be polite yet brief with your courtesy.
- **Emailing when you're angry. Don't do it. Ever.** Recall buttons are far from a perfect science, and sending a business [email tainted by emotion](#) is often a catastrophic mistake. It sounds cliché, but sleep on it. Save the message as a draft and see if you still want to send it the next morning.
- **Underestimating the importance of the subject line.** The subject line is your headline. Make it interesting, and you'll increase the odds of getting the recipient's attention. Our inboxes are cluttered; you need to be creative and direct to help the recipient cut through the noise. You should consistently use meaningful and descriptive subject lines. This will help your colleagues determine what you're writing about and build your "inbox street credentials," which means important messages are more likely to be read.
- **Using incorrect subject lines.** Change the subject line if you're changing the topic of conversation. Better yet, start a new email thread.
- **Sending the wrong attachment.** If you double-check an attachment immediately before sending and decide that you need to make changes, don't forget to update the source file. Making corrections to the version that's attached to the email does not often work, and it can lead to different versions of the same doc floating around.
- **Not putting an email in context.** Even if you were talking to someone an hour ago about something, remind them in the email why you're writing. In this multi-tasking world of ours, it's easy for even the sharpest minds to forget what's going on.
- **Using BCC too often.** Use BCC (blind carbon copy) sparingly. Even though it's supposed to be a secret, it rarely is. (There's no such thing as a "secret" in an organization) Burn someone once, and they'll never trust you again. Likewise, forwarding email is a great way to [destroy your credibility](#). When people send you something, they aren't expecting you to pass it on to your co-workers. The email might make its way back to the sender, who will see that their original message was shared. They might not call you out on it, but they'll make a mental note that you can't be trusted.
- **Relying too much on email.** News flash! No one is sitting around staring at their inbox waiting for your email. If something is urgent, use another means of communication. A red "rush" exclamation point doesn't compare to getting up from your desk and conducting business in person.
- **Hitting "reply all" unintentionally. This is a biggie!** And it's not just embarrassing. Depending on what you wrote in that email, it can ruin your relationship with a co-worker or even your boss. Take extra care whenever you

respond, so you don't hit this sometimes-fatal button.

Footnote: *Andrew G. Rosen, posted on Tuesday January 18, 2011. Rosen is the founder and editor of a career advice blog ["Jobacle.com unique career advice with an edge."](#)*



Produced by: Department of Natural Resources, Office of Communication

Legal notices and disclaimers: [Website Legal Information](#)

For More information: Contact [Diane Brinson](#) - Digest Editor, Phone: (608) 266-5215

Document Date: Tuesday, March 01, 2011 at 12:24:04 PM