



# THE INFORMER

Volume 16, Issue 3

SUMMER 2012

*Special points of interest:*

- ◆ PP&CS Week
- ◆ Using COMPAS
- ◆ Leadership Pilot Course

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## DIRECTIONS



You are probably wondering....where did the summer go! It's football season and the kids are heading back to school. I think time flies when you are having fun and "working the work". Our Agency has enjoyed a busy and productive summer and we have managed to add more initiatives to our "things to do list"! Professionalism, Gender Based Supervision Strategies and Leadership Development training courses are all being re-tooled to meet our business practices in 2012 and beyond.

As a law enforcement agency that is responsible for offender supervision, assistance to victims, the courts, and to preserve public safety, I felt it important to ensure that all staff received training that would encompass our core values, Department expectations and goals. Professionalism is more than a concept; it builds teamwork. We have trained all staff to ensure compliance with state statutes, policies, and procedures, thereby allowing for efficiency and productivity.

We have maintained our commitment to implement Evidence-Based Practices and Sentencing Reform. To that end, I have tasked a group to develop a training program that targets proven strategies in supervising gender-specific populations. Our goal is to enhance practices regarding the female offender to meet their needs and barriers to success.

EMT is focused on developing our future staff and management team. After a successful pilot on the Fundamentals of Leadership, I am convinced that we are moving in the right direction in keeping with our goal to develop leaders from within. The course will focus on defining leadership; the differences between leaders and managers; the characteristics of effective leaders; behaviors that positively influence others and increase your ability to lead in any work environment; personal leadership styles; and ways to improve your skills and abilities in using other leadership styles.

Lastly, I must mention our efforts to expand technology while improving the efficiency of our business. Our Strategic Development and Information Technology (SDIT) team is working diligently to renew our agency's printer leases, enhance our current victim notification capabilities, and implement a Department of Social Services data sharing project to improve child support collections. I am pleased that PPP continues to foster relationships and partnerships across agency lines.

While I am sad to say goodbye to the long hot days of summer, I am eager to welcome the fall season! Fall is a time of change and renewal as nature prepares for winter. We also need opportunities to renew the things that allow us to grow: our policies, our Evidence-Based training and gathering the skills and resources we need for the long winters ahead. PPP will always be ready to... prepare, provide and protect.

Let's Work the Work!

**Kela E. Thomas**  
Director

## Making the Connection: Using the COMPAS to Develop a Case Plan for Successful Offender Supervision Outcomes



By conducting an assessment using an actuarial risk and need instrument, the supervision Agent is provided with predictive information to begin the development of a comprehensive case plan strategy to modify deviant offender behavior. Risk-need instruments such as COMPAS are designed to assist correctional professionals in the reduction of offender risk by providing a systemic approach to target dynamic risk factors and address criminogenic needs (Bonta & Andrews, 2007). Once the risk and needs of an offender have been determined it is now time for the supervision officer to engage the offender in a mutually agreed upon strategy or case plan to ultimately reduce recidivism.

During to the development of the case plan, the supervision officer should alleviate barriers to successful interaction with the offender and determine what degree the offender is motivated to change (Shively, 2008). It is important for supervision officers to be aware of the issues which may possibly inhibit the success of an offender while under supervision; while not unintentionally contributing to the failure of the offender as well (Shively, 2008). Most importantly, it is favorable for the supervision officer to be cognizant of and sensitive to the needs of the offender in order to promote the integrity of the case planning process (Shively, 2008).

Adhering to the risk-need-responsivity model (RNR), supervision officers should maintain the fidelity of this evidence-based model in the assessment and treatment of offenders on their caseloads. The RNR model, which is rooted in the theoretical framework of the social learning theory, is comprised of three main elements: *risk*, *needs*, and *responsivity* (Bonta & Andrews, 2007, as cited in Andrews & Bonta, 2006). The risk principle simply tells us we should allocate our resources to those offenders who have the highest risk to recidivate. Whereas, the need principle allows us to determine and address those needs that are related to criminal behavior through target intervention strategies. Finally, the responsivity principle tells us we should maximize every opportunity for the offender to learn from any form of correctional intervention by devising an optimal strategy based on the offender's ability to learn, motivation, strengths and so forth.

According to Trapp (2008), "Case planning is the process of documenting the assessments, profiles, and strategies with special regard for necessary data elements, recording case activities and progress, and intermediate and outcome measures" (p. 17). While using the case planning feature in COMPAS, the supervision agent will have an opportunity to engage the offender in a plan of action to address those needs that are probable and/or highly probable and are more likely to be a factor of re-offending while developing a case plan. The case plan, which should be provided to the offender, is considered a "behavioral contract" between the supervision officer and the offender. Ultimately, the case plan is an all-inclusive document that is used to track the outcomes of the supervision intervention strategy while specifying potential graduated administrative sanctions for non-compliance and incentives for desired outcomes.

### References

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- Shively, R. (2008). Enhancing Meaningful interaction With Offenders: An Integrity Issue. *Journal of Community Corrections*.
- Trapp, D. (2008). Managing Offender Risk: The Application of Evidence-Based Practices in Day-to-Day Case Management. *Journal of Community Corrections*, 17(3), pp.15-17.

*By Shaunita M. Grase  
Director of Evidence-Based Programs, Field Operations*



## County Highlight: Marion County



The Marion County office is turning lemons into lemonade, so to speak. One of the smaller, more rural counties in the state is using this status in new and innovative ways to improve efficiency and productivity.

"Communication in a small office is so easy," said AIC Alan Collins, a 17-year veteran of PPP. "I can call down the hall and say, hey, let's have a staff meeting." We gather to discuss all events and Department related issues. Our meetings are informative and enjoyable.

The Marion Office is staffed with three Agents, a Human Services Specialist (HHS) and an Agent-In-Charge. All staff members are natives of Marion County or the Pee Dee area.

"We all grew up here and have ties in the community. We went to school with some of the folks we deal with every day," said Collins. Therefore, we are able to build positive partnerships with service providers,

treatment providers, and local law enforcement. This is a benefit to successfully supervising our offenders.

The office is located in close proximity to Florence, South Carolina which allows for access to make referrals to the Vocational Rehabilitation Office. As a result, the Marion office has produced very good Data Analysis to Reduce Recidivism (DARR) numbers.

The office's Agents are specialized to a large extent, according to Collins. Jack Witherspoon does most of the field contacts such as warrant service and home visits and also assists with courthouse work; Lillie Ann Sanders "does the majority of the in-office contacts and processes cases from court," while HSS Phyllis Gadson manages all other administrative function. "This is critical – no office can function without a good support system." In Marion, we review our processes often to maintain "best practices".

As Marion County strives to consistently produce impressive percentages.

Agent Jason Turbeville has the responsibility of handling pre-parole investigations for the Marion office and several other counties in the area, including Lee, Williamsburg, Clarendon, Dillon, Lancaster and Sumter counties. He conducts thorough and is quite adept at it.

"Rather than handing one or two a month to an Agent who has a (large) caseload, I do most of them which takes a lot of worry off those counties," And I enjoy doing it said Turbeville.

The Marion office lost an Agent several months ago, but thanks to their approach to teamwork, everyone pitched in to make up for the lost. The office has maintained its excellent DARR numbers to keep offenders from returning to prison. Each of the staff in Marion plays a very vital role to get the job done.

"We try to keep our process services down and our intervention options up," said Collins. "We want to do everything possible to assure an offender's success."

"It's a matter of maintaining open communication with our offenders, the COMPAS risk and need assessment tool identifies what should work for supervision success," said Collins.

"The three keys to making the Marion County such a success are: communication; being organized; and taking pride in your work."

*Submitted by Peter A. O'Boyle  
Director of Public Information,  
Executive Programs*

## PPP Celebrates Probation, Parole, & Community Supervision Week

### CHARLESTON

The staff not only enjoyed a potluck breakfast, but collected items for the Medical University of South Carolina Children's Hospital. The following were collected: 143 books; 12 kids dvd's; 5 audio cd's; 20 activity and coloring books; and 14 boxes of crayons and markers. Way to go Charleston!



### FAIRFIELD

In celebration of Probation, Parole and Community Supervision Week, the Fairfield County Office partnered with the Midlands Workforce Development Board and donated school supplies to the Cooperative Ministry. Pictured in the photo are Agent In Charge Tiffany Phillips, Agent Kevin Kelly and Manager Wendy Wright of SC Works-Fairfield. Absent from the photo is Human Services Specialist April Abusah.



### RICHLAND

New Agents Artina Wallace and Kyle Cutshaw were sworn in by AIC Stephanie Garrick before the start of the luncheon to celebrate the week.



### CENTRAL OFFICE

Research and Evaluation staff Saskia Santos and Jennifer Turner enjoy healthy smoothies served up at the Central Office event.





### DILLON

(Dillon held a fitness walk and honored military and first responders during their week. (From left): Mamie Hannah (Florence), Eunice Ray Thomas (Dillon), Lillie Ann Sanders (Marion), Sharlene Fore (Dillon). AIC Antonio Vaughn is in foreground.



### HORRY

Agent Jenny Sims shows off some of the chow available at the Horry County get-together.



### OCONEE

Oconee County shared with day with local DJJ employees. Pictured here, from left are: Sheila Ware (PPP), Sandra Roundy (PPP) Frances Bumgardner (DJJ), James Manley (PPP), DJJ Director for Oconee County Kirsten Abderhalden, John McDonald (DJJ), Rhonda Rogers (DJJ) and Ginger Newton (PPP).



### CHESTERFIELD

The Chesterfield County Office kicked off the week with a "bang" by having a friendly pistol competition with the Chesterfield County Sheriff's Office. At stake were a "Championship Belt" and of course, bragging rights. AIC Jerry Hamberis was "Top Shot" and Agent Tony Davidson finished in second place.

### PITCHIN' IN

Assistant Deputy Director of Field Operations Clift Howle and Regional Director Margarette Parrish fill in for the Richland County staff as they enjoyed a lunch to celebrate PP&CS Week.



## Community Resource Program

The Community Resource Program was developed with the goal of creating long term employment for offenders through increased community resources, employment opportunities by providing awareness to the community on the benefits of putting offenders to work. In creating the program concept the state was divided into four areas or "districts" based on the location of services currently offered.

During concept development, a Community Resource Coordinator (CRC) was to be assigned to each of the four districts. However, because of budget priorities, only two coordinators were hired. In July Alicia Richardson was selected as the Midlands District CRC and Jennifer Brice as the Eastern District CRC. Both of these employees brought experience to their new positions. Alicia had already created relationships with local employers in the York area to hire offenders and Jennifer had worked with other local resources in creating job readiness workshops in the Lancaster area.

Training was presented to both employees based on curriculum "Offender Employment Specialist, Building Bridges" created by the National Institute of Corrections. This curriculum focused on collaboration of local workforce centers, community corrections, and local employers with the goal of employing offenders to increase stability and reduce recidivism. The CRC's met with each AIC during the first month to get an assessment of services in each county, to discuss ways the COMPAS need/risk assessment tool will create a need for new services, and also communicate how the CRC could provide information back to the office for each offender. Community outreach began with service providers in each area, in addition to local industry and Chamber of Commerce entities. We are excited about our coordinators assisting offenders to find gainful employment.

*Submitted by Rebecca Raybon  
Director of Field Programs, Field Operations*

## Fundamentals of Leadership: Molding Tomorrow's Leaders

The key to the success of any organization is ongoing and competent leadership.

SCDPPPS is no different. In order to enhance our agency's succession planning, Training Compliance and Professional Development (TCPD) established a "Fundamentals Of Leadership" course. A pilot class was held at the Central Office in July with fifteen staff from across the state attending the day long course. They were charged with the task of evaluating the existing curriculum which included instructional material on: the definition of leadership; the differences between leaders and managers; the characteristics of effective leaders; behaviors that positively influence others and increase a person's ability to lead in any work environment; personal leadership styles; and ways to improve skills and abilities in using other leadership styles. The instructional material was followed by presentations from the Deputy Director of each Division or their representative. The participants



provided quality feedback and agreed that the course was needed and applicable to all staff. The course has been modified, taking into account the feedback from the pilot class participants, and will be offered on a quarterly basis. The first class, scheduled for September 20<sup>th</sup> filled up within hours of the announcement which indicates that SCDPPPS staff is highly motivated to take on future leadership roles within the Department. Leadership is not simply about obtaining a position of authority; anyone at any level can find themselves in a situation that requires demonstrated leadership skills. With the support of Director Thomas and the Executive Management Team, TCPD is committed to the development of our current and future leaders through training and other professional development opportunities. All interested staff is encouraged to monitor the Training Announcements and Monthly Information (TAMI ) calendars for future classes.

*Submitted by Melissa Ray  
Director of TCPD, Administration*



### CJA Graduation-July 20, 2012



Tillie Palmore-Kilgore completed Criminal Justice Academy studies in July to become a new Agent in the Anderson County office. Here she poses with RD Derek Brown and Anderson AIC Gerald Black.

### CJA Graduation-August 31, 2012



Five PPP Agents were members of the August 31<sup>st</sup> Criminal Justice Academy class (from left): Brian E. Fisk, Dorchester; Donald P. Witt, Spartanburg; Mark L. Culp, Georgetown; Ashley M. Smith, Greenville; Kiawanah S. Wright, Berkeley; Director Kela Thomas.

### Agent Basic Graduation—August 24, 2012



The August 24<sup>th</sup> Agent Basic class had seven graduates: Lavinnia Brave, Horry; Crystal Grant, Charleston; Michael Harmon, Horry; Donald Murphy, Aiken; Jennifer Owens, Greenwood; Courtney Smith, Richland; and Timothy Tyner, Greenville, class leader and honor graduate. They are joined by PPP Director Thomas and Assistant Deputy Director for Field Operations Clift Howle.



## 6 Ways to Make Your HEART SING

Embrace lifestyle choices that can help maintain a healthy heart. Those choices might include social connections, a healthy diet, and stress reduction, says UCLA cardiologist Dr. Karol Watson.

Much of heart disease can be prevented, he said. So it is very important to follow a healthy lifestyle and to control your cardiovascular risk factors. Here are some other tips:

1. **Get your heart pumping.** Take part in aerobic exercise for 30 to 60 minutes daily. The good news is that new research confirms this can be done in increments as short as 10 minutes at a time.
2. **Eat well to maintain a healthy weight.** Being overweight or obese has been shown to increase the risk of heart attacks, heart failure, and diabetes. A healthy diet is one of the best ways to maintain a normal weight.
3. **Follow your heart.** Get the appropriate screening tests that you need for cholesterol levels, blood pressure, and blood glucose, and see your doctor regularly.
4. **Take your medications as recommended by your doctor.** Many patients stop taking their prescribed medications without discussing this with their doctors. Studies show if you stop taking medications for blood pressure or other drugs, you are at a much higher risk for heart attacks, strokes, heart failure, and reduced survival compared to those who take their drugs as prescribed.
5. **Reduce stress.** By finding a positive outlet, like exercise, meditation, and spending time with family and friends, you can relieve stress and also improve your health.
6. **Quit smoking.** Quit smoking since it markedly increases the risk of heart attacks and heart failure.

Source: "Healthy Life Letter," American Institute for Preventive Medicine, August, 2012

*Submitted by: Human Resources*

## Parole Board Member Visits Richland County



Parole Board Member Norris Ashford spent a day with the Richland County staff to learn more about the supervision process. Here he is pictured with Agent Ann Bailey who explained the ICOTS system to him. Mr. Ashford's visit was a follow up to the Parole Board Orientation Training that all Board members and Board Support staff attended in Aurora, Colorado sponsored by the National Institute of Corrections.



## Accepting Monies Paid on Offenders' Accounts

Department policy states that cashiers are not allowed to make change, therefore some offenders' accounts will be overpaid if more than the balance due is paid. Also, in some cases money is posted to offenders' accounts with zero balances creating overpayments. Cashiers should make every effort to accept the balance due on accounts to prevent unnecessary refunds from being processed.

SCDPPPS methods to collect payments is done through cash, money orders (preferably bank-issued and US Postal Service), cashier checks, certified checks or checks from legitimate businesses. No personal checks, bank bill-pay checks, or tax-refund debit cards are accepted. Only one transaction for each money order or check received can be posted in a transaction. Each transaction must include the offender's State Identification Number (SID) on the document. Designated locations have the ability to accept offender payments via MasterCard, Visa, and Discover cards. Standard Operating Procedures (SOP's) for acceptance of credit cards is provided to each location concurrent with installation of equipment.

In cases where offenders' money orders or checks are returned due to stop payments or insufficient funds, Fiscal Management will notify cashiers in writing via the Offender Account Adjustment Form and will place an alerts on these accounts. It is the cashier's responsibility to pay attention to these alerts and only accept cash payments from these offenders. Insufficient funds or stop payments posted will be reversed on the offender's account and Fiscal Management will establish an "Insufficient Fund Fee" account in the amount of \$30.00. Cashiers will collect this fee in addition to other fees for all offenders who have this account type.



*Submitted by: Susan deMoya  
Fiscal Management, Administrative Services*

## Embracing Our Values

Our Values reflect who we are and the things for which we stand.

INNOVATION & PERFORMANCE EXCELLENCE  
DIGNITY & RESPECT  
DIVERSITY & EQUAL OPPORTUNITY

HONESTY & INTEGRITY  
OPENNESS & TEAMWORK  
ACCOUNTABILITY

## The Legal Eagle Focus: Standard of the Month



The "Standard of the Month" for Hearing Officers continued through the summer appropriately focusing on self-assessment in July. Staff were encouraged to take time making self a priority.

In as much as the seasons change offering opportunity for new growth, there are notable changes in the Department. The Administrative Hearing Section has welcomed and embraces these changes while building and maintaining excellence in our service to the community.

In 2005, the United States Department of Justice nationally recognized the Department's Administrative Hearing process model violations policy. Our efforts to pursue this level of excellence has been enhanced. The Administrative Hearings Committee has been formed to identify areas in need of improvement in the violations process, promote professionalism, develop more effective sanctions, create more distinction in policy for implementation of sanctions and track evidence-based outcomes. The goal of this work will improve the violations process to ensure sanctions being used are effective in behavior modification of our clients toward successful completion of supervision. In accordance with the Sentencing Reform Act, Hearing Officer were recently asked to provide FY-2011 Administrative Hearing dispositions to begin tracking evidence-based Hearing Officer imposed sanctions. A presentation in conjunction with the Research and Evaluation section was given to the Sentencing Reform Oversight Committee in November 2012. Shaunita Grase, Director of Evidence-Based Practices, Program Manager Marchar Stagg, and Program Coordinator Saskia Santos provided much assistance to the presentation of this task!

*Submitted by: Deon Wilform  
Administrative Hearing Officer, Paroles and Pardons*

## New Hires May—August 2012

Welcome to 13 new employees!

Lavinia Brave – Horry County

Yolanda Davis – Procurement

Bruce Garrick – Richland

Eleanor Garrido – Union

Crystal Grant – Charleston

Michael Harmon – Horry

Tabitha Mielke – Pickens

Donald Murphy, II – Aiken

Jennifer Owens – Greenwood

Wesley Ring – ITSS

Courtney Smith – Richland

Timothy Tyner – Greenville

Kiawanah Parson - Berkeley

## SCCA Women's Task Force

*Mark Your Calendar  
for the  
SCCA Women's Task Force Conference*

**WOMEN OF DESTINY**

*Friday, September 21, 2012  
Brookland Banquet and Conference Center  
West Columbia, SC*



*Enjoy Great Speakers, Vendors, Networking,  
and Door Prizes!*

\$25 for members ~ \$30 for Non members

## S.P.I.C.E. Graduation



PPP Director Kela Thomas and Kershaw Correctional Institution Warden Cecilia Reynolds attended a July S.P.I.C.E. graduation held at the prison.

## Open Enrollment for Insurance

### EMPLOYEE INSURANCE PROGRAM

The 2012 Annual Enrollment period is October 1<sup>st</sup>-31<sup>st</sup>. All eligible employees may make changes to their benefits such as switching health plans, adding or dropping the vision plan, and enrolling or re-enrolling in MoneyPlus accounts (Dependent Care and Medical Spending). Read all about your options and changes in *The Insurance Advantage*, which you should receive around October 1<sup>st</sup>.

*Submitted by Paul Angus,  
Benefits Coordinator, Human Resources*



## Expungement Workshops

The Expungement Workshop Team has set a goal to conduct a workshop in each judicial circuit this fiscal year. Contact Jodi Gallman at [jgallman@ppp.state.sc.us](mailto:jgallman@ppp.state.sc.us) to schedule a workshop for your county.



### 14<sup>th</sup> Judicial Circuit

Beaufort AIC Suezanne Foot (far right) organized a Pardon-Expungement Workshop in August that was attended by several people, including County Council members (from left): Laura VonHarten, Paul Sommerville and William McBride.



### 12<sup>th</sup> Judicial Circuit

Regional Director Chris Stepp, Executive Assistant Loretta Goodwin and Attorney Tommy Evans answer questions and distribute pardon application and Florence workshop participants.



### 14<sup>th</sup> Judicial Circuit

PPP Attorney Tommy Evans and Director for Executive Program Jodi Gallman discuss the pardon process with an Allendale workshop participant.

## HSS Training Conference

*Administrative Professionals, the Pulse of the Office: Making it Happen and Getting it Done*

**Friday, October 12, 2012**

Bill Rogers Community Connections Center

S.C. Department of Juvenile Justice

4900 Broad River Road, Building 3019

Columbia, SC 29212

8:00 AM—4:00 PM



The first conference for all Human Service Specialists will provide valuable training on the following topics:

Currency

Trust Accounting

Office Safety

Evidence Based Practices

Professionalism

Health Awareness

And much more!

Breakfast and lunch will be provided.  
Vendors and sponsors available.

## Self Register in AIMS

For more information, contact Jackie Baker, [JBaker@ppp.state.sc.us](mailto:JBaker@ppp.state.sc.us) or Katie Boyd, [KBoyd@ppp.state.sc.us](mailto:KBoyd@ppp.state.sc.us).

## South Carolina Criminal Justice Training Conference

**"Serve United  
Train United"**



The South Carolina Probation & Parole Association (SCPPA), the South Carolina Law Enforcement Officers' Association (SCLEOA), and the South Carolina Correctional Association (SCCA) have once again partnered to present the 2012 South Carolina Criminal Justice Training Conference. This one of a kind training opportunity will be held on November 11<sup>th</sup> -14<sup>th</sup>, at the Myrtle Beach Marriott Resort Grande Dunes in Myrtle Beach, South Carolina. Last year, over 450 individuals attended the conference. This year, we are expecting between 450 and 600 attendees representing federal, state, county, and local law enforcement in South Carolina. This year's theme is "Serve United Train United." This training conference is unlike any other law enforcement conference in the state. At this conference you will find police officers, correctional

officers, and probation officers working to partner together to enhance offender rehabilitation and promote community safety. Along with over 20 workshops and sessions, conference participants can enjoy golfing, athletic events on the beach and over 50 exhibitors and vendors. This is one conference you will not want to miss! For more information, visit the following link: [www.scppa.net](http://www.scppa.net).

*Submitted by Angie Salley,  
Program Coordinator, Field Operations and SCPPA President*

## Parole Board Goes to School



The Parole Board sat down for a day of training to learn the COMPAS risk/needs assessment tool used to enhance offender supervision.



**South Carolina  
Department of  
Probation, Parole and  
Pardon Services**

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**The Honorable Nikki Haley**  
*Governor*

**Kela E. Thomas**  
*Director*

**Jodi Gallman**  
*Director,  
Office of Executive Programs  
Newsletter Editor*

**Arnise N. Moultrie**  
*Office of Executive Programs  
Newsletter Designer*

**AGENCY MISSION**

To prepare offenders under our supervision toward becoming productive members of the community;

to provide assistance to the victims of crimes, the courts and the Parole Board; and

to protect public trust and safety.

**AGENCY MOTTO**

**PREPARE, PROVIDE AND  
PROTECT**

**Mark Your Calendars for These Upcoming Events**

**SEPTEMBER**

National Alcohol and Drug Addiction Recovery Month and throughout the year, the Department plays a vital role in the fight against addiction. We join voices to educate the public about addiction, steps to recovery and the importance of treatment. As we strive to continue to make a positive impact in the community, we celebrate those who are on the road to recovery.



**OCTOBER**

Annually, SCDPPPS collaborates in the national effort to raise awareness about the effects of domestic violence. The rights of victims must be protected while providing public safety. During Domestic Violence Awareness Month, we recommit to ending violence in our homes, communities, state and country.

**NOVEMBER**

The Department will participate with the "Families Helping Families" campaign. This annual effort reaches out to families of limited resources to extend a helping hand. The holiday season for these families is more enjoyable and brighter through our giving.

**CODE**

**Connecting Our Deployed Employees**

*By Jodi Gallman, Director  
Office of Executive Programs*

Hardy, Ricky, Sal, and H.A. are waiting to hear from you. **Stay Connected.**

**Herbert Blackwell**  
**Salomon Lugos Daza**  
**Ricky Padgett**  
**Hardy Paschal**

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**PPP Book Nook**

The PPP Book Nook is designed to bring you thought-provoking, inspiring, and motivating books that can encourage you to reach new heights in your professional and personal life. You are encouraged to submit books for review that we may share in future issues of *The Informer*. Enjoy!

***Alter Your Life: Overbooked? Overworked? Overwhelmed?***

**Author: Kathleen Hall**

So many of us are overwhelmed by the day-to-day demands of our careers, our families, and sometimes even our friends. We often feel there is not enough time in our lives to do the things we need to do, let alone to do the things we want to do. And, most importantly, there never seems to be time just for ourselves. This book discusses daily tasks that we all do and points out ways we can live intentionally, i.e. by making choices by intention, not by default. The author has implemented changes, and has altered her life to one of intentional life vs. life in the fast lane where she felt overwhelmed, overworked and overbooked! She discusses the three components that are the foundation for living an intentional life and they are simpler than you think. The intentional life is uncovered in the smallest and the simplest of things in our lives. The most meaningful moments of our lives are already there, waiting to be discovered.

Source: <http://www.wow4u.com/alteryourlife/index.html>