



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
APRIL 2011 - Volume 18, Issue 4

Employee of the Month

Ingram's Positive Attitude Shines at Purchasing

MARGARET INGRAM, a Purchasing Assistant in the Acquisition and Contract Administration Section of the Purchasing Division, has been selected as the Department of Administration's *Employee of the Month* for April.

A state government employee for nearly two years, Ingram is responsible for assisting the buyers with the bid procedures for the commodities and services processed at the Purchas-

ing Division.

"Margaret is very efficient with every task for which she is responsible. Her excellent organizational skills are quite apparent in the quality of work she performs," said one co-worker. "Her proficiency makes things easier for those around her."

Said another co-worker, "Margaret never turns down an opportunity to make the office a more professional workplace whether the task at hand

falls within her job duties or not. Her positive attitude is always front and center."

In her spare time, Ingram likes to work in her garden, do landscaping and enjoys crafts. She will be joined by her friends and co-workers at a special ceremony presented by Cabinet Secretary Rob Ferguson on Thursday, April 7 at 11:15 a.m. at the Purchasing Division office at 2019 Washington Street East.



MARGARET INGRAM
April Employee of the Month

Open Enrollment Begins on April 1 for PEIA Policy Holders

The Public Employees Insurance Agency's Open Enrollment for Plan Year 2012 is April 1-30, 2011. Open Enrollment is when policy holders can make changes in insurance coverage without having a qualifying event. Changes made during this Open Enrollment take effect July 1, 2011.

There are several important issues for Plan Year 2012:

PEIA is offering new premium discounts to members of the PEIA PPB Plans, the Special Medicare Plan and the PEIA Medicare Advantage

Plan: the Advance Directive/Living Will discount of \$4 per month, and the Improve Your Score discount of \$10 per month. These discounts are not available to members of the Health Plan HMO.

PEIA's eligibility rules are changing to accommodate the Affordable Care Act's requirement to cover children to age 26. The definition of dependent children has been changed. Look for details in the PEIA Shopper's Guide.

Please see PEIA, Page 2



Open enrollment for the the Public Employees Insurance Agency's 2012 plan year runs throughout April.

SNEAK PEEK

- PEIA and WVU Team Up for Wellness Website/
Page 2



- Online Training Module Next Step for OHRD /
Page 3

- WVCHIP Expansion Means More Children Insured / **Page 4**

PEIA and WVU Team Up for Wellness Website

The Public Employees Insurance Agency (PEIA) and West Virginia University continues their partnership in offering wellness programs with the launch of a new interactive website with fitness and nutritional information for healthier living.

The new site features fitness and nutritional information, a weight loss blog and an interactive portal to submit questions to exercise and dietary experts. It is available to participants and providers of the PEIA Weight Management Program.

The site offers tips about behavioral changes, motivation, creating weekly meal plans, setting goals and healthy food choices. The Weight Management Program began in 2004 and to date has had nearly 4,100 participants.

Though the program is open to only PEIA participants, many resources on the website can be used by anyone trying to lose weight.

For additional information, please visit Weight Management Resource at <http://healthperformance.wordpress.com>.



PEIA

Continued from Page 1

Beginning July 1, 2011, PEIA will no longer have a lifetime maximum.

During Open Enrollment, policy holders do not need a qualifying event to change their coverage; however, to add dependents to coverage, the policy holder must provide documentation substantiating the dependent (birth certificate, marriage license, guardianship papers, etc.) before coverage can become effective. The Health Plan HMO has expanded its service area. Be sure to check page 7 of the Shopper's Guide for additional information.

For more information or questions, consult the Shopper's Guide which was mailed in late March; call the PEIA Open Enrollment Helpline at 1-877-676-5573 or visit www.peia.wv.gov. Members are also encouraged to attend PEIA Benefit Fairs which will be conducted throughout the state this month. The fair hours will be from 3 to 6 p.m. at each location.

PEIA Benefit Fair Schedule Throughout the State

- **April 4– Huntington**
Holiday Inn Civic Arena
- **April 5 - Beckley**
Tamarack Conference Center
- **April 6 – Martinsburg**
Holiday Inn
300 Foxcroft Avenue
- **April 11 – Charleston**
Charleston Civic Center
- **April 12 – Morgantown**
Ramada Inn
I-68 (exit 1), US Route 119N
- **April 13 – Wheeling**
Northern Community College
Market Street
- **April 14 – Parkersburg**
Comfort Suites of Parkersburg
I-77 & State Route 14
Exit 170
Mineral Wells



Privacy Tip of the Month

The State Privacy Office of the West Virginia Health Care Authority shares a Privacy Tip each month with our department employees. Please take note of this valuable information which may protect you and your family.

What's Your Question?

I've heard that I can get a free copy of my consumer credit report but I'm kind of skeptical about that. How do I request it and will it really be free?

Here's the Answer!

You know that every Executive Branch worker has the *right* to access his or her PII under the Individual Rights and Individual Participation Policy as well as the *responsibility* to keep that PII complete and current.

Under the Federal Fair Credit Reporting Act, each person is entitled to access his or her consumer credit report once per year *for free*. You are also entitled to correct any inaccuracies that may exist.

There are three main consumer reporting agencies: Experian, Equifax, and Trans Union. Each of these companies maintains its own consumer credit report about you, showing your credit lines and payment history. Each company also rates your creditworthiness using a credit score. This score and other information in your consumer credit report is often used by companies that are deciding whether to lend you money, provide you insurance or even offer you a job!

Given the importance of your consumer credit report, privacy experts recommend that you check the information in your report regularly! Visit www.annualcreditreport.com to learn more about consumer reporting and your rights under the Federal Fair Credit Reporting Act.

Online Training Module The Next Step for OHRD

The Division of Personnel's Organization and Human Resource Development (OHRD) section has released its first online training program for the state's managers and supervisors. OHRD championed the project from inception to completion.

Assistant Director for Personnel and OHRD director, Evie Davis said "The Drug-Free Workplace Online" program is the "first of its kind for the division." It utilizes interaction on the part of learners who watch a series of scenarios involving the misuse or abuse of drugs and alcohol in the workplace. Managers learn about the state's Drug- and Alcohol-Free Workplace Policy and appropriate ways to deal with performance issues involving banned substances. Learners then apply their acquired knowledge of the state's policy as well as sound management principles and receive feedback on the quality and accuracy of their choices. Local actors from a variety of state agencies were used for the video segments.

Davis said the program represents the department's commitment to facilitating learning and improving performance. This program differs from 'content-and-click' online



learning. "So much of online training is linear and formulaic," she said. "This shows that online learning does not have to be boring."

Davis praised the hard work of Development Consultant Nicole Michaelis in managing the project. The program's origins date back two years, and Michaelis' project leadership ranged from writing the scripts for the scenarios to learning HTML code. At the program's release luncheon on March 11, Michaelis received OHRD's Excellence Award for her Online Training Collaboration efforts, and all of the project's partners received Certificates of Appreciation in recognition of their contributions.

The program was developed with the assistance of the Department of Health and Human Resources (DHHR), said Senior Development Consultant Mark



**NICOLE
MICHAELIS**

Isabella. "DHHR provided the platform for the program, as well as much of the technical assistance. I cannot stress enough how helpful DHHR was to our completion of the project. There was an abundance of creativity involved in the development" he said.

Michaelis said collaboration did not stop at the state agency level. She said that internet and social networking sites were helpful in finding solutions to problems. "We found tutorials online to help us with coding and site development as well as receiving key solutions through social networks," she said.

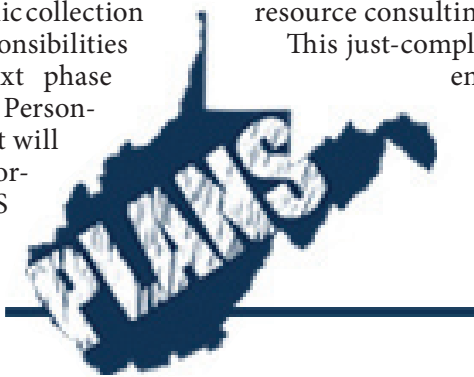
Isabella said online projects like this one reflect OHRD's goals for all learning experiences. "We always strive to apply sound learning theory," he said. "We want to make our instruction - whether online or in the classroom - engaging and effective."

Michaelis added that even though it is an online learning experience, it should not be thought of as simple. "If people are looking for an easy way out,

Please see OHRD, Page 5

PLANS Project Moving Forward into Next Phase

With the electronic collection of duties and responsibilities concluded, the next phase of the Division of Personnel's PLANS Project will continue moving forward. The PLANS Project will update the state's Classification Plan and modernize the Compensation Plan. To implement this project, the Division of Personnel is collaborating with the Hay Group, a global management consulting firm specializing in human



resource consulting services.

This just-completed phase involved employees completing Job Content Questionnaires (JCQs). "We know this was a tedious task," said Barbara Jarrell, assistant director for the classification and

compensation section for the Division of Personnel. "However, without you providing your duties and responsibilities, we wouldn't have the foundation needed to enhance and rebuild

our classification structure."

The next phase will be focused on a quality assurance review of each JCQ and sorting the questionnaires to like duties and responsibilities in preparation of job evaluation process. "We anticipate this phase to take approximately eight weeks," said Jarrell.

The PLANS Hotline (304-558-3950, ext. 57239) and email address (dop.plans@wv.gov) remain open for questions, and updates will be available by visiting the Updates section on the PLANS website at:

www.plans.wv.gov/Updates/Pages/default.aspx.

Ethics' Theresa Kirk Elected to National Post



THERESA KIRK

Theresa Kirk, executive director of the state Ethics Commission, was elected president of the Council of Governmental Ethics Laws (COGEL) in December. Her term is for one year and she is the first West Virginia official elected to the post.

For the next year, Kirk will work with the COGEL governing board and its executive director on the daily administration of the organization and communicate with the group's membership which is dedicated to government ethics. COGEL is comprised of approximately 200 organizations across the U.S. and Canada.

"Government ethics laws are unique and, at times, challenging to interpret. When novel issues arise, the opportunity to communicate

with other COGEL members about whether they have ever faced the same or similar issues has been an invaluable resource for me and our agency," Kirk said. "Through my service as COGEL president, I plan to diligently attend to my duties to ensure the continued success of the organization in order that ethics officials from other countries, states or cities may continue to benefit from the services of COGEL and the extensive knowledge of its membership base."

Kirk joined the Ethics Commission in 2004 as its legal counsel and took over as executive director on February 1, 2009. She has been a member of COGEL since 2005, first serving a one-year term on its steering committee before being re-appointed to a three-year term.

WVCHIP Expansion Means More State Children Eligible for Insurance Coverage

The West Virginia Children's Health Insurance Program (WVCHIP) Board approved to expand health care coverage of uninsured children in our state by up to 300 percent of the federal poverty level, effective July 1, 2011.

This expansion will provide comprehensive health care coverage to approximately 336 additional uninsured children of working families during the first full year of implementation. Additional uninsured children are expected to be eligible for this program as a result of this change in future years: 528 children in fiscal year 2013 and 720 children by fiscal year 2014. Currently, 24,323 children receive WVCHIP coverage.

The 2006 Regular Session of the State Legislature passed legislation, that allowed WVCHIP to implement expanded coverage to uninsured children of families with income between 200 and 300 percent of the federal poverty level. The CHIP Board has exercised a fiscally responsible approach of gradual expansion in past years when uncertainty remained about

federal funding levels. These concerns were largely resolved when Congress reauthorized the program in 2009. Under current guidelines, a family's gross income (*before taxes*) must be at or under 250 percent of the FPL to be eligible for WVCHIP.

The approved expansion for CHIP's Premium coverage will allow families of four to have an annual family income up to \$67,050. For this Premium coverage, targeted at families at 201 percent or more of the federal poverty level, there is a \$35 per month premium for families with one child or \$71 per month for families with two or more children.

WVCHIP must receive approval of any changes to this plan from the federal government's Centers of Medicaid and Medicare Services (CMS). The approval process, which can take up to 90 days, allows the state program to receive federal matching funds at approximately a 4:1 ratio.

To learn more about eligibility requirements, call WVCHIP toll-free at 1-877-982-2447 or visit www.chip.wv.gov.



Finance Division Posts FY 2010 CAFR Online

The 2010 Fiscal Year Comprehensive Annual Financial Report (CAFR), which presents the financial condition of the state for each fiscal year is now posted online at www.wvfinance.state.wv.us/CAFRGAP.HTM.

The Finance Division's Financial Accounting and Reporting Section is responsible for compiling the 283-page report. The CAFR contains the financial information from all state agencies into one financial statement, detailing the state's expenditures versus the state's budgeted projections. It is used by legislators, state agencies, bond rating services and taxpayers to review how the state is handling its finances.

The CAFR is prepared in accordance with generally accepted accounting principles and is audited by independent certified public accountants each fiscal year. The CAFR is submitted to the Government Finance Officers Association (GFOA) for consideration in the Certificate of Achievement for Excellence in Financial Reporting program. The Finance Division has received the GFOA recognition every year since 1995.

"The CAFR contains a great deal of important information about the state's finances. It is a very demanding project

Please see CAFR, Page 5

Quotes, Notes and Anecdotes

Applications Now Accepted for Governor's Internships

Now is the time for state agency officials to gain access to a talented pool of summer interns by enrolling in the Governor's Internship Program at www.wv.gov/GIP. Once enrolled, the Division of Personnel sends agency contacts a login code, enabling them to review resumes of the available college interns. A candidate's application materials, including transcripts and letters of recommendations, are made available for review.

For more details, visit the program's website or call Program Manager Beth Hughes of the Department of the Education and the Arts at (304) 558-2440 for questions about the Governor's Internship Program or Cyndy Robinson of the Division of Personnel at (304) 558-3950, extension 57260, for questions about the applications.

CAFR

Continued from Page 4

for our staff but year in and year out, they continue to show what true professionals they are in completing it," said Dave Mullins, Acting Director of the Finance Division. "Being recognized for 15 consecutive years says a great deal about our team."

The Financial Accounting and Reporting Section members who put together this year's CAFR are Connie Byrne, Shawn Carper, Susannah Carpenter, Betsy Frame, Becky Hayes, Angela Leshon, Jeff Perkins, Chris Sforza, Jane Shinn, Sheila Straley and Kay Walden.



Vehicle To Help Keep Miners Safe

The Command Unit Rapid Response Task Force 1 and Mine Rescue Truck was unveiled during a ceremony in March at the State Capitol. The specially-built vehicle was designed and constructed for the state Office of Miners' Health Safety and Training. This state-of-the-art tool will support mining and mine rescue operations across the state and also across the country, if requested.

OHRD

Continued from Page 3

this is not it," she said. "We designed the program to be truly useful for our state's managers and supervisors through the development of critical thinking skills and feedback choices. It will save the state money and contribute to a safer work environment."

More online training programs are planned for the future, Davis said, all

with a singular goal in mind. "OHRD is committed to quality service. We want to help our customers develop the job competencies that produce results for the state," she said.

For more information on this program or other classes offered by OHRD, please visit <http://www.personnel.wv.gov/ohrd/Pages/default.aspx>.

Past issues of **Quotes, Notes & Anecdotes** are available at
[http://www.administration.wv.gov/newsletters/
Pages/default.aspx](http://www.administration.wv.gov/newsletters/Pages/default.aspx)

OT Releases Use of Social Media Policy

A "Use of Social Media" policy, which applies to all executive branch state agencies, has been posted on the West Virginia Office of Technology (WVOT) website.

The policy was written in collaboration between WVOT and the Governor's Executive Information Security Team (GEIST). WVOT Chief Information Security Officer Jim Richards said a subcommittee of approximately eight GEIST members refined the policy and it was reviewed and tacitly approved by the approximately 40 GEIST members.

"The purpose of the policy is two-fold. One is to have guidelines in place for those who have a legitimate reason to post information on any state agency social media page," said Richards. "Second, the policy is intended to emphasize the need that state social media website content managers exercise care to protect privileged information about clients and constituents with respect to any online postings."

To review the "Use of Social Media" policy, visit <http://www.technology.wv.gov/about-wvot/Pages/policies-issued-by-the-cto.aspx>

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Welcome! ... to the Department of Administration our new employees: **Annamarie Short** (CPRB); **Tena Dye** and **Kay Walden** (Finance); **Daniel Ball** (General Services); **Wanda White** (Personnel); and **Jason Curia**, **Michael Hutchinson**, and **Andrew Williams** (Technology).

Best Wishes ... to our employees who recently resigned from our department: **Wendelyn Campbell** (Grievance); **Jennifer Tucker** and **Elizabeth Williams** (Personnel); and **Rick Pritt**, **David Wills** and **Dale Wolford** (Technology).

Our Condolences ... The Department of Administration wishes to express its deepest sympathies to friends and family of **Jewl Hammack**, a Public Employees Insurance Agency employee who recently passed away.

New Arrivals ... **Robin Rose** (PEIA) is the proud grandmother of **Xavier Thomas Byble**, born Feb. 7 to **Amber Rose-Byble** (PEIA).

West Virginia Public Employees 20th Annual Golf Tournament ... Employees or retirees of federal, state or local governments or public educators are invited to participate on May 16 at Pipestem State Resort. For more details, call (304) 466-1800, ext. 474.

Office of Technology's Information/Cyber Security Event ... Mark your calendars now for this year's event set for October 5. More information will be shared as this event approaches.

HAPPY BIRTHDAY ... in April

1 Samantha Knapp Purchasing	15 Sarah Hunter CPRB
Harry Mandel CPRB	Torrie Williams CPRB
Deanne Turley BRIM	16 Jeanne Barnhart Purchasing
3 Leann Arthur Technology	Michael Cheeks Technology
Chad Williamson Purchasing	David Williams Gen. Svcs.
4 Brenda Gould Grievance	17 George Tanner Gen. Svcs.
5 Mark Isabella Personnel	19 Nidia Henderson PEIA
Heather Nutter CPRB	Kristy James Purchasing
Andrea Smith Technology	Justin Sharp Gen. Svcs.
6 Donna Lipscomb Sec. Office	20 Keith Burdette Gen. Svcs.
Perry Rawlings Gen. Svcs.	Kelly Dean CPRB
David Sawyer Gen. Svcs.	Andrew Guz Gen. Svcs.
Rebecca Whetzel Technology	21 Evelyn Davis Personnel
7 Benton Hall Technology	22 Anne Crabtree Technology
Roger Townsend CHIP	Greg Hubbard Gen. Svcs.
8 Stefanie Youngblood CPRB	Gary Reed PEIA
9 Pauravi Randeri Technology	23 Thomas Hackney Gen. Svcs.
Mary Schafer Pros. Atty.	Jeff Lawrentz Pub. Def.
10 Kenneth Bowles Technology	Carlos Neccuzi Technology
Lester Shanklin III Gen. Svcs.	25 Nathaniel Sizemore .. Technology
11 Byron Lusher Technology	26 Jim Hawley Gen. Svcs.
Tony O'Leary Purchasing	Richard Miller Gen. Svcs.
Jane Shinn Finance	Robin Perdue Grievance
12 Matt Short Technology	28 Cynthia Adkins CPRB
13 Shelley Burford CPRB	Tina Murdock CPRB
Jeff Harbour Gen. Svcs.	Jeff Wilson Technology
Jim Richards Technology	Kelli Winebrenner Purchasing
14 Ed Coleman CPRB	29 Carles Farley Gen. Svcs.
Bernard Huffman PEIA	Jill Roberts Technology

Administrative Notes

**Quotes, Notes
& Anecdotes**
is published
by the
West Virginia
Department of
Administration

Earl Ray
Tomblin
Governor

Robert W.
Ferguson, Jr.
Cabinet
Secretary

Diane Holley
-Brown
Communication
Director / Editor

Production
Tony O'Leary
Chad
Williamson

Special
Thanks
Kaye Parks