



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
FEBRUARY 2012 - Volume 19, Issue 2

Employee of the Month

OT's Mike Green Praised for Knowledge and Dependability



MIKE GREEN
February Employee
of the Month

Mike Green, an IT Client Analyst 1 with the Office of Technology (OT), has been selected as the Department of Administration's *Employee of the Month* for February.

A state government employee for five years, Green is responsible for the daily troubleshooting, installation and configuration of all desktop devices for the Public Employees Insurance Agency, the Division of Highways and the

state Division of Rehabilitation Services.

"Mike is always knowledgeable on all equipment in our area of responsibilities," said one co-worker. "We are lucky to have him here."

Another co-worker said, "Mike is a very responsible and dedicated employee who is always willing to put in extra time and effort to get tasks completed. He is able to figure out and solve complex prob-

lems. Mike works well with other groups within OT and often goes beyond his assigned desktop support duties."

In his spare time, Green likes to spend time fishing, reading and playing computer games. He will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Rob Ferguson on Wednesday, February 1 at 11:15 a.m. at the OT office in Building 5.

Capitol Food Court Opens with Diverse Menu and Affordable Prices

The Capitol Food Court is open and offering breakfast, lunch and catering to employees and visitors to the Capitol campus. The on-campus eatery, located in the basement of the Capitol, opened its doors January 9th. Its hours of operation are 7 a.m. to 2 p.m., Monday through Friday except for state holidays.

The Capitol Food Court is being operated and managed by a licensed Randolph-Sheppard Program vendor, a program of the West Virginia Division of Rehabilitation Services.

"It has been a positive start and everything is going well. It



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The Capitol Food Court opened January 9. It is being operated by a licensed Randolph-Sheppard Program vendor, a program of the West Virginia Division of Rehabilitation Services.

SNEAK PEEK

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Department of Administration Employee of the Month committee members are: front, from left, Donna Lipscomb (chairperson), Joan Chapman (Finance), Candi Moore (CPRB), June Butterfield (BRIM), and Jessica Blankenship (PEIA), back, from left, Chad Williamson (Purchasing Division), Carolyn Hager (General Services Division), Anita Allen (committee secretary), and Janice Morgan (Office of Technology).

Department Agencies Enjoy Progress and Productivity in 2011

Department of Administration agencies enjoyed a dynamic 2011 by effectively using their resources to increase productivity within their respective operations. Below are instances in which Department agencies bettered their organizations.

"I applaud the hard work and dedication of our employees for making the Department of Administration, as a whole, an exemplary branch of state government in 2011. As we go forward in 2012, I urge all of our employees that we continue to serve the citizens of West Virginia to the best of our ability."

Listed are just a few of the accomplishments realized by our department:

Aviation Services Division

- Established an in-house pilot upgrade qualification and training program
- Launched its re-designed, easy to navigate website

Board of Risk and Insurance Management

- Implemented the trust program and began revising the long-term investment strategy which has netted better overall returns on agency investments
- Maintained no unfunded liabilities

Children's Health Insurance Program

- Expanded program eligibility to 300 percent of the Federal Poverty Line
- Began coverage of Birth-to-Three services

Consolidated Public Retirement Board

- Increased funding percentage of all plans administered by CPRB

Nominations Always Welcome for Employee of the Month

During the 2011 Department of Administration *Employee of the Year* ceremony, Cabinet Secretary Rob Ferguson noted that the finalists, all *Employee of the Month* recipients, were selected by their peers.

"When you are selected by your peers, you are selected by the ones who work beside you each day and who know you best. They know the effort you are putting forth and that is one reason why the *Employee of the Month* award is special," he said.

Department employees can continue to assist in having worthy co-workers be considered for this award by nominating them for the *Employee of the Month* award, which was created in 1992. The cabinet secretary recognizes the monthly winner and each recipient is a finalist for the *Employee of the Year* award, which is voted on by all department employees.

To nominate a co-worker, visit www.administration.wv.gov/employee-of-the-month/Pages/default.aspx and follow the guidelines. All nomination forms are kept in confidence with the nomination committee, which is represented by the department's agencies.

The committee meets monthly to select a recipient from the list of nominees. Nominations can be made by co-workers, supervisors, or subordinates. Nominations can also be made by customers, including employees from other state agencies and the general public.

When completing the nomination form, employees should provide specific details as to why the person should be selected and identify how that employee proves to be a superior employee.

The committee uses the following criteria about the nominees in selecting a recipient:

- Producing work-related service above and beyond the norm.
- Promoting harmony with co-workers.
- Promoting a positive image of the Department/Section/Unit.
- Maintaining exemplary work standards.
- Presenting a helpful/cooperative attitude.

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Smith Opens Open Door Policy for Dispensary



Wyoming County native Holly Smith began working in the Capitol dispensary in December. She has been busy working hard to promote healthy lifestyle choices, such as exercise and general nutrition.

CAPITOL COMPLEX DISPENSARY

Location: State Capitol (Building 1), Room 9A

Hours of Operation: 8 a.m.-4 p.m., Monday-Friday

For More Information: (304) 558-3663

For Holly Smith, working at the Capitol complex dispensary offers her an opportunity she was rarely afforded while a hospital nurse: “I can actually see people here while they are still healthy, and work to help keep them that way,” she said.

Smith said healthy lifestyle promotion is chief among the goals she has planned. “I want people to look at things, such as general nutrition, exercise and lifestyle, and what role they play towards preventing disease,” she said.

During the Regular Session, Smith will welcome family doctors to the Dispensary of the State Legislature as part of the American Academy of Family Physicians “Doc for the Day” program. She hopes that after the General Session is completed to schedule “lunch and learns,” organize groups for activities, such as campus walking, and teach CPR.

Smith also hopes to create a more open environment for people to stop by the dispensary when they need something. “My door is always open, unless I’m seeing a patient,” she said. “I want people to feel comfortable and feel that they can just come on in if they need anything.”

Smith said the dispensary is equipped with most over-the-counter medications, and she can perform basic physical symptoms checks, such as blood pressure readings.

A native of Wyoming County, Smith received her nursing degree from West Virginia University Institute of Technology and her physical therapy assistant training from Fairmont State University. Smith is married to her husband, Sam, and has one son, Beckett.



The Capitol’s brightest attraction is the 4,000-pound crystal chandelier which hangs above the rotunda area in the middle of the building. It is held in place by the winch seen above. The chandelier is eight feet in diameter, made of more than 10,000 pieces of Czechoslovakian crystal and illuminated by 96 light bulbs. It is been a part of the Capitol since its completion in 1932.

What is That?



Legislative Session Offers A Busy Time for GSD

The Regular Session of the State Legislature is a busy time for the General Services Division (GSD), with a new and different group setting up displays within the Capitol nearly every day. Events Coordinator Dennis Stewart said that while the groups may have their own goals, having the groups there is part of a greater undertaking.

"We have a mission to serve the citizens of West Virginia, and we have a responsibility to the state," Stewart said. And that mission includes helping to accommodate a large number of groups and events that want to use the Capitol.

"We will have about 250 to 300 events in the course of the year," Stewart said.

The 60 days of the Legislature represents one of the busiest times for GSD. With the Legislature in town, a variety of groups and organizations look for an audience with legislators. "An organization's representative will come and request to reserve a space," Stewart said. "We frequently have the same groups each year, and those in tune with the way that the Capitol works book their event in advance."

It is up to the organization to let GSD know if there are special needs, such as electricity, chairs and tables. Stewart said that while there is not a cost for using Capitol space, groups are charged for rental and setup for chairs and tables.



General Services' Events Coordinator Dennis Stewart talks to Kim Wakefield, annual giving manager for the Clay Center, on a day that her organization was displaying information at the Capitol.

But the variables for different groups can be vast. "Sometimes you never know what to expect," Stewart said. "During this time of the year, we may have animals, festival queens, you name it," he said.

Stewart said that openness is a key asset for the Capitol. "The General Services Division has to ensure that the event is not disruptive to the affairs of government, since the function of the Capitol is to conduct state business," he

said. "We do require the organization to complete a Use of Capitol Grounds form which we must approve prior to any event being scheduled."

Offering that sort of access is special to Stewart, who chuckles at the variety of what he has seen in his 41 years with state government. "We want every visitor who comes to the Capitol to see government as an open and living creature, and not just some dinosaur," he said.

FOOD

Continued from Page 1

is going as smoothly as possible when you consider we opened right when the Legislature was set to begin," said Tracy Carr with Rehabilitation Services. "It was a hectic four weeks getting ready for the opening and we are adjusting to the busy crowds. I think our emphasis of offering quality, tasty food at reasonable prices is going over real well."

The new menu items include Uno's pizzas and flatbread sandwiches, along with Dunkin' Donuts coffees. New offerings also include pre-packaged salads, fruit, sandwiches, yogurts, desserts, beverages, chips, muffins and cookies. A short-order kitchen staff is providing traditional snack bar products, including grilled, fried, cold and hot sandwiches, French fries, onion rings and combination salads.

For a complete menu with prices, please visit the Capitol Food Court website at www.wvcapitolfoodcourt.com. The website also has details about available catering services.

Participation in Cyber Security Pledge Earns State Recognition

West Virginia has been recognized by the Center for Internet Security (CIS) as having the most pledges signed during the CIS' National Security Awareness Month, held in October. The first-annual Cyber Security Pledge delineated key behaviors for users to protect themselves online, and also urged citizens to take action by spreading the message of good cyber security practices to friends, co-workers, neighbors and the community. The Multi-State Information Sharing and Analysis Center (MS-ISAC), a division of CIS, used the pledge campaign as a contest for state and local governments to encourage broad participation.

Kanawha County in West Virginia was the local government with the highest number of pledges. The West Virginia cities of Danville and Charleston tied in the local government category for having the highest percentage of citizens who signed the pledge.

Quotes, Notes and Anecdotes

Consolidated Public Retirement Board *(Continued)*

- Increased the percent of retirees utilizing direct deposit for their annuity check beyond 90 percent for the first time

Ethics Commission

- Provided training to more than 1,700 public officials, lobbyists, public employees, private organizations and members of the public
- Created a web-based lobbyist training program accessible through the Commission's website

Finance Division

- Received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the 16th consecutive year

Fleet Management Office

- Consolidated vehicle purchases and increased consolidated annual vehicle purchases for state agencies
- Created the Fleet Record Center

General Services Division

- Utilized American Recovery and Reinvestment Act federal stimulus funds to improve energy efficiency throughout many state office buildings
- Completed exterior repair and cleaning of Building 1

Office of Technology

- Worked with the Department of Health and Human Resources to automate the agency's family planning services payment process
- Modified LMS Online Training system for all state offices to update employee location and make employees who are no longer with the state inactive in the system

Division of Personnel

- More than 3,700 individuals completed training offered by the Organization and Human Resource Development section
- Processed 82,279 applications for state jobs

Prosecuting Attorneys Institute

- Celebrated its third year of administering the Children's Justice Task Force grant and completed its fifth year of Drug Endangered Children's Program

Public Defender Services

- Processed more than 31,000 vouchers from public defender offices from around the state

Purchasing Division

- Enhanced its training opportunities for state procurement officers which now include nine online training modules; webinars; in-house training offerings and an annual statewide conference
- Enhanced the use of multi-state contracts which resulted in increased savings for state purchases

Public Employees Grievance Board

- Conducted 263 mediations, with 66 being successful. This represents a potential cost avoidance of more than \$167,000. Since the creation of the Board in July 2007, there have been 313 successful mediations, which represents potential cost avoidance of more than \$793,000.

Public Employees Insurance Agency

- Received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the 16th consecutive year

Real Estate Division

- Coordinated the move of five different agencies to City Center West
- Performed a rent analysis of all state-owned buildings

Progress on PLANS Project Continues to Move Forward

The new Classification and Compensation (PLANS) project is progressing well, said Division of Personnel Assistant Director of Classification and Compensation Barbara Jarrell.

Approximately 17,000 state employees completed their Job Content Questionnaires, which required detailed information on specific job duties and responsibilities. All Job Content Questionnaires have been reviewed

and analyzed, and a Job Evaluation Committee, consisting of representatives from various agencies and occupations, has completed its evaluation by assigning Hay factor points.

Now that all the analysis and evaluation work is done, the Division of Personnel and the Hay Group are developing the updated classification structure, which includes writing new classification specifications and allocating each position to its proper classification.

Once this task is complete, the Job Evaluation, and the Measurement of Work phase will be finished. The next phase will be Pricing, the Value of Work.

As work continues on the project, updates will be placed on the PLANS website (www.plans.wv.gov). Also, the PLANS phone line (304) 558-3950 ext. 57239 and e-mail address (dop.plans@wv.gov) remain open for questions and inquiries.

EOM

Continued from Page 2

- Demonstrating exemplary use of time (includes work time and leave use).
- Service to the community.

Nomination forms must be signed, as the nomination form cannot be considered without a signature. Submit the form to the Department of Administration; Cabinet Secretary's office; Building 1, Room E119; Charleston, WV 25305. Nominees not selected remain on the nomination list for an unspecified period of time after submission.

To learn more about the program, please visit the website previously listed or speak to your agency's representative.

The committee members and the agencies they represent are: **Joan Chapman** (Finance), **Chad Williamson** (Purchasing), **Jessica Blankenship** (Public Employees Insurance Agency), **Janice Morgan** (Office of Technology), **Carolyn Hager** (General Services), **Candi Moore** (Consolidated Public Retirement Board), **Brian Holmes** (Personnel) and **June Butterfield** (Board of Risk and Insurance Management, Real Estate, Ethics Commission, Public Defender Services, Prosecuting Attorney's Institute, Grievance Board, and Children's Health Insurance Program). Donna Lipscomb is the program chairperson and Anita Allen is committee secretary.

Interested in
reading past
issues of
**Quotes, Notes
& Anecdotes?**
Visit <http://www.wv.gov/newsletters/Pages/default.aspx>

Welcome! ... to the Department of Administration our new employees: **Belinda Saunders** (CPRB); **Jessica Virtz** (PEIA); **Melinda Campbell**, **Jenna Green** and **Jeremy Walker** (Personnel); **Ariana Kincaid** (Prosecuting Attorneys Institute); and **Franklin Buskirk**, **Philip Heyliger** and **Larry Sutters** (Technology).

Best Wishes ... to our employees who recently resigned from our department: **Elizabeth Baldwin** (BRIM); **Brittani Stowers** (CPRB); **Christopher Klinger** (General Services); and **Bryan Hoffman**, **Richard Layne**, **Rebecca Neely**, **Steven Roberts** and **Randy Schewe** (Technology).

Our Condolences ... The Department of Administration wishes to express its deepest sympathies to friends and family of **Michael Lakin**, an Aviation Division employee who recently passed away.

COOP Tip of the Month ... Dwight Eisenhower said it best: "Plans are worthless, but planning is everything." Use frequent tabletop exercises to practice your Continuity of Operations Plan response abilities. For more about this topic and other COOP tips, contact John Fernatt or Chuck Mozingo of Board of Risk and Insurance Management at (304) 766-2646.

Black History Month ... The commemoration of the contribution of African Americans was established by Dr. Carter G. Woodson in 1926 (as Negro History Week).

Got News? ... Contact **Diane Holley-Brown**, editor, at (304) 558-0661 or at Diane.M.Holley@wv.gov with information to share with the department's employees.

HAPPY BIRTHDAY ... in February

2 Michael Ebert Technology	16 Matt Fenney Technology
Jill Farrar-Brown BRIM	Mark White Technology
Diane Holley-Brown ... Purchasing	17 James Bateman Personnel
Alicia Legg CPRB	Mickianne Henkels PEIA
3 Willadean Fisher Purchasing	Kenneth Jackson Gen. Svs.
4 Edward McMinn Technology	Misty Moore Real Estate
5 Connie Hill Purchasing	Victoria Sutton CPRB
Jeremy Nicholson Technology	18 Billy Tincher Gen. Svs.
Carrie Lefevre Grievance	19 Rick Counts Gen. Svs.
Debbie Watkins Purchasing	Gary Goble Jr. Personnel
6 Sheryl McGinnis Personnel	Teresa Martin Personnel
Hannah Toney Personnel	20 Tracy Ketter Personnel
7 Marsha Casto Personnel	Harold Loy Gen. Svs.
Jackie Linthicome ..Public Defender	21 Thomas BoothPublic Defender
Diana Lunsford CPRB	William Hoh PEIA
8 Chris Bailey Technology	Martin Wright Ethics
Ken Frye Purchasing	22 Rick Pickens Technology
Brusanna Jackson Gen. Svs.	24 Chrissy Courtney CPRB
9 Linda Coleman Finance	Amber Hawkins CPRB
10 Melinda Campbell Personnel	25 Thomas Barton Real Estate
11 Ryan Frampton Technology	27 Lisa Conley PEIA
12 Paul Dixon PEIA	Barbara Haddad CPRB
14 Landon Brown Grievance	Tim Phillips Technology
John Patton Gen. Svs.	Greg Welch Gen. Svs.
Randy Schewe Technology	28 Richard Corcovilos Gen. Svs.

Administrative Notes

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