



# Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration  
JANUARY 2012 - Volume 19, Issue 1

## Employee of the Month

### Shawna Carson Exemplifies Team Player at CPRB

**Shawna Carson**, an Office Assistant II with the Consolidated Public Retirement Board (CPRB), has been selected as the Department of Administration's *Employee of the Month* for January.

A state government employee for more than four years, Carson works in the imaging section, preparing documents for scanning and verifying their accuracy. She also acts as a liaison between the imaging section and other departments within CPRB.

"Shawna has taken a lead role in the unit. She works well with her teammates, has learned all aspects of the section, and trains new people to the imaging section," said one co-worker. "She has taken the initiative to encourage her section and all sections of CPRB to understand the importance and value of the imaging section."

Another co-worker said, "Shawna makes every effort to work harmoniously with everyone at CPRB. She is always

willing to give up her own time and go the extra mile for the agency to make sure the job at hand is done and done well."

In her spare time, Carson likes to spend time with her family and is expecting soon the arrival of her second child. She will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Rob Ferguson on Thursday, January 5 at 11:15 a.m. at the CPRB office in Kanawha City.



**SHAWNA CARSON**  
January Employee  
of the Month



### Finance Division's Diane Hudnall Named "Employee of the Year"

**Diane Hudnall**, an Administrative Services Assistant I at the Finance Division, was named the Department of Administration's *Employee of the Year* for 2011 at a special ceremony held Dec. 15 before a well-attended crowd in the upper Rotunda at the Capitol.

A state government employee for nearly seven years, Hudnall provides payroll support for various boards and agencies; processes personnel transactions for Finance; and posts the agency's job postings while preparing and

**Please see EOY, Page 5**

**Diane Hudnall of the Finance Division was named the 2011 Department of Administration's Employee of the Year. She received a plaque and monetary award from Cabinet Secretary Rob Ferguson at a special ceremony held Dec. 15.**

## SNEAK PEEK

- 2012 Legislative Session to Begin and Bring Parking Issues / **Page 2**



- Lunch Time Serves as a Perfect Chance to Explore State Museum / **Page 3**
- Personnel and Office of Technology Offers New Courses for 2012 / **Page 4**

# Employees Reminded of Parking Regulations During the 2012 Regular Legislative Session

The 2012 Regular Session of the Legislature is scheduled to begin January 11 and adjourn at midnight on March 10. The 60-day session always brings a multitude of visitors to the Capitol which creates parking challenges around the campus.

State employees are reminded of the following policies and procedures for parking as outlined in *West Virginia Legislative Rule 148CSR6* during the regular session to advise guests visiting state offices and to those who do not have designated parking spots.

Parking placards must be displayed immediately behind the vehicle's rear-view mirror. No substitutions, such as copies or notes placed on dashboards, will be accepted. Employees may purchase one additional placard for \$20 for a second vehicle.

Individuals who use meter parking and believe that it is not working correctly must report the malfunctioning meter on the same day the meter is used to the Piedmont guardhouse at (304) 558-0248. The malfunction must be verified by the Department of Administration for a ticket to be voided. Employees wishing to report any problems with parking should contact the Piedmont guardhouse immediately as well.

"The most important thing for our customers to keep in mind is to stop by one of the guardhouses if they have any questions about where to park or where to go while visiting or conducting business at the Capitol complex," said Steve Mon-



With the 2012 Regular Session of the Legislature scheduled to begin January 11, parking challenges are to be expected around the campus.

## 2012 State Legislative Calendar

- **January 11, 2012** – The 2012 Regular Session of the Legislature convenes. Gov. Earl Ray Tomblin delivers State of the State Address.
- **January 30, 2012** – Submission of Legislative Rule-Making Review bills due.
- **February 20, 2012** – Last day to introduce bills in the Senate and the House. Does not apply to originating or supplementary appropriation bills, nor to Senate or House resolutions or concurrent resolutions.
- **February 26, 2012** – Bills due out of committees in house of origin to ensure three full days for readings.
- **February 29, 2012** – Last day to consider bill on third reading in house of origin. Does not include budget or supplementary appropriation bills.
- **March 10, 2012** – Adjournment at midnight.

**Please see PARKING, Page 5**

## PEIA Finance Board Votes on Health Plan for FY 2013

The Public Employees Insurance Agency (PEIA) Finance Board unanimously approved its plan for Fiscal Year 2013 at its December meeting.

Some of the changes for PEIA active members include a \$100 co-pay for emergency room (ER) visits, which is up from \$50. However, members will not pay the co-payment if they are admitted to the hospital from the ER or \$50 if the visit is deemed a medical emergency, but did not require admission. At the board meeting, PEIA Director Ted Cheatham explained that *West Vir-*

*ginia Code* determines what constitutes a medical emergency.

Also included in the new plan which goes into effect July 1, 2012, are increases in urgent care copayments from \$15 to \$25, and specialist office visits from \$20 to \$25. Visits to chiropractors and speech, occupation, physical and massage therapists will include a co-pay of \$10 per visit, in addition to the deductible and 20% co-insurance; that co-pay will rise to \$25 per visit

**Please see PEIA, Page 6**





Paul Reynolds, a senior buyer for the Purchasing Division, looks at one of the more than 6,000 artifacts available for viewing at the West Virginia State Museum located in the Culture Center. The museum's location offers state employees easy access to a treasure trove of the state's rich history.

## Lunch Time Serves as a Great Time to Discover the Wonders of West Virginia at State Museum

Ever wonder what West Virginia was like around 300 million B.C. or have you ever seen the trunk of a 580-year old tree harvested in the state? Feel like stepping inside an authentic log cabin that once sat on the Appalachian frontier?

It only takes a short walk across the Capitol campus to experience this and much more about "Almost Heaven." The West Virginia State Museum located in the Culture Center contains more than 6,000 artifacts that focus on the state's natural and human history, arts, music and lifestyles. The renovated museum opened in June 2009 and has since pleased many visitors. State employees working at the Capitol can easily visit one of the state's most acclaimed treasure troves of times gone by.

"I have been an employee with the state for about 16 months, and one of the advantages to working here is a lunch time escape to the library at the Culture Center as well as the state museum," said Paul Reynolds, a senior buyer for the Purchasing Division. "It is nice to just visit the exhibits and enjoy all that it has to offer."

The state museum layout is separated by time periods, beginning with a prehistoric forest of West Virginia millions of years

ago and leads visitors on a walking path through West Virginia's history, recounting the people, places and events that created the state and its identity. A variety of activity programs have been created to further engage students of all ages who visit the museum. The West Virginia State Museum has had more than 30,000 students from 45 counties visit the museum in the past two years on school field trips. More than 125,000 people from around the country and the world have visited the museum since it opened in June 2009, said Charles Morris, director of the state museum.

"State employees who visit the Culture Center will find that the state museum is a great place to spend some time during lunch hour when you would like to get out of the office but are not planning to leave the Capitol campus," Morris said. "In addition to the museum, visitors are always welcome to the state Archives where they can learn more about genealogy and do research on family history or topics of interest to them. The Library Commission library offers a selection of books, periodicals and videos as well."

The state museum is open Tuesday through Saturday from 9 a.m. to 5 p.m.; Sunday from noon to 5 p.m.; and closed on Monday. Admission is free.

# Personnel Continues to Look to New Ways to Encourage Learning Among State Employees

In today's complex and fast-paced world, learning is not restricted to the classroom and is not limited to the usual 9-to-5 schedule. Emphasizing the possibilities for non-traditional learning is among the goals for 2012 for the Division of Personnel's Organization and Human Resource Development (OHRD) office.

"OHRD strives to meet the changing needs and busy schedules of our customers," said Senior Development Consultant Mark Isabella. "To accomplish those goals, we are looking to expand our online learning opportunities and to make learning more accessible."

In addition to the online classes OHRD already offers, more programs will be added to the schedule this year. Also, OHRD will begin posting podcasts on its site. "We will offer three podcast series, covering a wide variety of topics and aimed at different audience groups," Isabella said. "The podcasts will be three to seven minutes long, and they can be listened to at work or on the go."

OHRD will also continue its classroom "Lunch and Learn" series, where state employees bring their lunch and participate in brief, focused sessions designed to sharpen and strengthen their workplace skills. "Our 'Lunch and Learn' sessions



represent another opportunity for state employees and managers to build learning into busy schedules," Isabella said.

Assistant Director of Personnel and OHRD Director Evie Davis said that all of these initiatives are products of the office's dedication to its customers. "OHRD is committed to offering the highest quality service to our clients," she said. "We always seek ways to expand course offerings, use resources wisely, and make training engaging and useful."

That commitment is reflected in comments the section receives. Case in point: the highly-successful *Managing for Excellence III* course offered last year. "We are still getting responses from graduates," Davis said. "Managers who completed the class are now able to take what they learned back to their offices to lead and inspire their colleagues. With those successes in mind, part of our theme for 2012 is to help leaders ignite learning in themselves and in others."

Davis also announced that the *Managing for Excellence I* course will be offered again this year. Classes will take place over a series of months (rather than in

---

**Please see OHRD, Page 6**

---

## Office of Technology Upgrades Class Schedule in 2012

Just as your computer's software is updated, so are the classes offered through the West Virginia Office of Technology (OT) and its Technology Learning Center (TLC). And chief among those upgrades is a change in course offerings for 2012.

"We are teaching Microsoft Office 2010," said Debbie Pendleberry, an Information System Specialist and software trainer for OT. Previously, OT taught both Office 2007 and Office 2010 classes. "However, it got to the point where almost everyone has been upgraded to Office 2010, or is in the process of being upgraded."

Pendleberry said that despite the ubiquity of Microsoft Office products in the modern workplace, there is still always something to learn. "Oftentimes, many people learn just what they need to know for their jobs," she said. "There are so many updates and changes that there is always something new and useful to learn."

For those still using Microsoft Office 2007, Pendleberry said that OT will offer hour-long overview classes that will expose users to the new features in the various programs.

Hands on Office classes are typically 3 hours, except for

Microsoft Access, which is a full day. Also offered will be classes on Crystal Reports; those classes are also day-long.

OT also offers seminars on the benefits and use of the learning management system (LMS) offered through OT, available at [www.onlinelearning.wv.gov](http://www.onlinelearning.wv.gov). "A lot of people have gained exposure to the LMS due to things like the security training," Pendleberry said. "It is a delivery tool where any agency can place e-learning and either push the learning to employees or to allow self-registration in the course." All employees should check out the self-registration classes available in the LMS. There are numerous Microsoft classes available including InfoPath, OneNote, SharePoint, Visio and Project training. These classes may be taken any time from any location. Seminars will also be included on the schedule on the topics of Live Meeting and Communicator Instant Messaging.

Classes offered (both classroom and online) through OT's TLC are free to state employees within the [wv.gov](http://www.wv.gov) state domain.

For more information about classes, call the OT Service Desk (304) 558-9966, or visit [www.onlineregistration.wv.gov](http://www.onlineregistration.wv.gov).



# West Virginia Always Welcomes Outdoor Enthusiasts

Outdoor enthusiasts have reason to visit West Virginia year-round and the next three months are no exception.

The state boasts four major downhill ski resorts: Canaan Valley, Timberline, Snowshoe Mountain and Winterplace. All are open to downhill and cross-country skiers, as well as tubing enthusiasts. Each locale offers lodging, shopping and dining options, as does Oglebay Resort in Wheeling which has limited tubing and skiing available to guests. Cross-country skiing is available at Elk River Touring Center in Slatyfork and at White Grass Touring Center in Davis.

Even when snow does not fall, the cold temperatures have allowed technology to take over, as all the resorts keep optimum conditions intact with enhanced snow-making capabilities. For the latest ski conditions at all the state's downhill and cross-country ski locales, visit the West Virginia Ski Association's official website at [www.goskiwv.com](http://www.goskiwv.com).

For those who prefer a weekend getaway in cozy state park cabin or win-



**Skiing, snow boarding and tubing are among the numerous winter activities available in West Virginia for the outdoor enthusiast.**

tertime shopping excursions, the latest activities and specials can be found at [www.wvstateparks.com](http://www.wvstateparks.com) and [www.wv-tourism.com](http://www.wv-tourism.com).

You may also contact the Division of Tourism's toll-free number at (800) CALL WVA for additional information.

## PARKING

Continued from Page 2

roe, parking manager for the Real Estate Division. "Our parking attendants are happy to assist customers in locating many of the key agencies on the complex and are very familiar with the parking that is available."

The Department of Administration will not void tickets for unauthorized parking in handicapped areas, including the parking spaces and the access aisles. Parking fines, which are not to be paid with cash, are to be submitted within 10 days of the time the ticket was issued. Fines not paid within 10 days are subject to double additional fine not to exceed \$20.

A vehicle is subject to removal from a designated state parking spot if its owner has more than 10 unpaid violations. A vehicle owner who has been assigned a state issued parking space and owes more than 10 unpaid violations may have the parking space revoked. A vehicle owner is responsible for

payment of fines, penalties or costs assessed regardless if the owner was operating the motor vehicle at the time of the violation.

Metered parking around the state Capitol campus is monitored from 8 a.m. – 5 p.m., Monday through Friday, except holidays. Single vehicles at a single parking meter may be ticketed four times a day.

"We are permitted by code to ticket until 5 p.m., but due to a shortage of staff we are currently only monitoring the meters until 3 p.m., and will return to monitoring them daily until 5 p.m. as soon as we are able," Monroe said.

During the Legislative session, the Capitol shuttle service will run Monday through Friday, every 10 to 15 minutes, starting at 6:45 a.m. at Laidley Field and making its last run to Laidley Field at 5:30 p.m. The shuttle will not run daily between 11 - 11:20 a.m. nor on Saturdays, Sundays and state holidays.

## E0Y

Continued from Page 1

reviewing the paperwork for new hires. Hudnall also processes insurance forms for employees and explains benefit options for them.

Cabinet Secretary Rob Ferguson announced Hudnall's name after individually recognizing the 2011 *Employee of the Month* recipients, all of whom received a special gift. Hudnall was the *Employee of the Month* in June and received additional gifts from Sec. Ferguson, which included a monetary award. She was selected by her fellow department employees. A catered luncheon followed the ceremony for all department employees.

Congratulations to all our department employees honored in 2011!

## PEIA

Continued from Page 2

after 20 visits upon approval of a case plan.

Bariatric surgery and medically necessary dental services will require a co-pay of \$500, in addition to the usual deductible and 20 percent coinsurance. The board also voted to require members to pay 75 percent of the cost of certain specialty third-tier prescription drugs. Those payments will count toward the member's annual out-of-pocket maximum and deductible.

The board had considered ending massage therapy coverage but changed the plan based on public comment. Instead, the board voted to limit coverage to certified therapists with malpractice insurance. The plan ends acupuncture coverage.

The board also passed a measure to cap the amount the state contributes to the OPEB liability. Currently, the state provides an average \$343 subsidy toward premiums for each retiree, and the board voted to keep those subsidies the same with a three percent annual increase to account for medical inflation.

For more information, visit the PEIA website at [www.peia.wv.gov](http://www.peia.wv.gov) or call (304) 558-7850.

## OHRD

Continued from Page 4

a one-week block) to avoid a long interruption in participants' work schedules.

"Everything we're doing this year is results-oriented and customer-driven," Davis said. "We want to encourage a real enthusiasm for learning and a vital commitment to improving performance."

For more information on OHRD, including a schedule of upcoming classes, please visit <http://www.personnel.wv.gov/ohrd/performance/solutions/2011classschedule/Pages/default.aspx>.

**Welcome! ...** to the Department of Administration our new employee, **Robert Sheff** with CPRB.

**Best Wishes ...** to our employees who recently resigned from our department: **Carleen Wilson** (Personnel); **Kelli Winebrenner** (Purchasing); **Justin Sharp** (Real Estate); and **Matthew Ash, Jean Chapman, David Dangerfield, Gregory Finley, Steven Richardson and Robert West** (all from the Office of Technology).

**Time to Relax ...** After years of hard work, congratulations to **Sam Ratliff** of the Finance Division, who can now kick back and relax. Happy retirement!

**New forms on Department intranet ...** A new link entitled "Work-Related Injury: Procedures and Forms" has been added to the Department of Administration intranet site. This link connects employees to information related to Workers Compensation. To access the intranet, visit <https://sharepoint.wv.gov/sites/administration/default.aspx>.

**Congratulations on election ...** Congratulations to Jill Farrar-Brown of the Board of Risk and Insurance Management for being elected board member for the Kanawha Putnam Emergency Planning Committee. In this role, Farrar-Brown will be working to ensure the safety of the Kanawha/Putnam County communities for the next three years.

## HAPPY BIRTHDAY ... in January

1 Brian Hatcher ..... Technology	19 Earl Curnutte ..... Gen. Svcs.
Bob Withrow ..... Gen. Svcs.	20 David Lawrence ..... Gen. Svcs.
2 Leonard Spencer ..... Gen. Svcs.	Tonya Pugh ..... BRIM
3 Christine Johnson ..... BRIM	Janice Shelton ..... Technology
4 Lisa Collins ..... Personnel	John Smolder ..... Finance
Donald Jarrell ..... Gen. Svcs.	21 Bernadette Curry ..... PEIA
Baxter Parsons ..... Gen. Svcs.	Barbara Houchins ..... BRIM
Vickie Salmons ..... Grievance	Buffy Payne ..... Finance
5 David Bailey ..... Real Estate	22 Kaye Parks ..... Finance
Bill Dolin ..... Gen. Svcs.	Cynthia Robinson ..... Personnel
Virginia Goff ..... CPRB	23 George Arthur ..... Gen. Svcs.
Barry Gunnoe ..... Fleet	Cedric Greene ..... Sec's Office
Joe Perks ..... Technology	Garry Shivley ..... CPRB
7 Ralph McKinney ..... Pub. Def.	24 Susannah Carpenter ..... Finance
8 Sharon Smith ..... CPRB	Betsy Chapman ..... Pub. Def.
9 Ronnie Phipps ..... Purchasing	Justin McAllister ..... Technology
12 Pamela Keatley ..... Technology	Tami Reed ..... CPRB
Bill Lawson ..... Gen. Svcs.	25 Eric Stringer ..... CPRB
Rufus Wingo ..... Technology	27 Mary Burke ..... Technology
13 Lawrence Copley ..... Aviation	David Fitzwater ..... Technology
Bill Rheinlander ..... PEIA	Sherry McCormick ..... CPRB
14 June Butterfield ..... BRIM	28 David Douglas ..... Technology
Lisa Maurer ..... Technology	Tena Dye ..... Finance
Regina Reynolds ..... Real Estate	29 Tina Bishop ..... Technology
15 Charles Nelson ..... BRIM	Gino Saget ..... Technology
Patricia Ann Perez ..... PEIA	Lucy Suchy ..... Ethics
James Perkins ..... Aviation	30 Jose Molinar ..... Technology
16 Deana Gose ..... CPRB	31 Gregory Carrier ..... Gen. Svcs.
Richard Layne ..... Technology	Scott Joslin ..... Personnel
17 Chris Klingler ..... Gen. Svcs.	Matt Williams ..... Purchasing
18 Jean Brown ..... Personnel	

# 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