



Quotes, Notes & Anecdotes

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Employee of the Month

Kelley McClanahan's Attitude Shines at Personnel

KELLEY MCCLANAHAN, a Personnel Specialist with the Division of Personnel, has been selected as the Department of Administration's *Employee of the Month* for July.

A state government employee for more than two years, McClanahan assists state employees and members of the public with their human resources needs, particularly those pertaining to the job classification and compensation system. McClanahan also reviews position description forms and job postings for proper classification.

"No matter how stressful things can get, Kelley remains upbeat and cheerful. She is always looking forward to her next job assignment," said one co-worker. "Her attitude is amazing no matter what the situation is, whether it is helping customers work through their situation or going out of her way to make sure new co-workers are trained and feel welcomed."

Said another co-worker, "I have noticed that some of Kelley's customers will make an effort to come back to our unit

and say hello to her when they are nearby. I think that says volumes about the respect she gives others."

In her spare time, McClanahan likes to play the piano and guitar, having once been a music teacher. She also enjoys the time she gives to her church and likes to quilt. She will be joined by her friends and co-workers at a special ceremony presented by Cabinet Secretary Rob Ferguson on Friday, July 8 at 11:15 a.m. on the mezzanine in Building 7.



**KELLEY
MCCLANAHAN**
July Employee
of the Month

PEIA Announces Upcoming Changes for the 2012 Plan Year



On July 1 the West Virginia Public Employees Insurance Agency (PEIA) makes changes that all PEIA members should be aware of.

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 retired employee life insurance pre-

miums are increasing effective July 1, 2011. Due to these increases, PEIA is now allowing retired employees to drop their basic and/or optional life insurance, at any time. Contact PEIA for more information and the appropriate forms. Remember, once you have dropped this coverage, you can never get it back. Also, if you drop your basic coverage, you will lose any optional coverage, since you can't have optional without basic.

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SNEAK PEEK

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Above, Joan Parker, general counsel for the Ethics Commission, takes pause with a penguin in Antarctica. Parker has traveled to all 50 states and visited all seven continents. Below right, Parker rides a camel while on a trip as a student at Davis and Elkins College.

50 by 50: Ethics' Joan Parker Finds Joy in Travel

When most people travel, you can usually spot them a mile away as being the stereotypical tourist. With more experience than most of those tourists, Joan Parker, general counsel for the West Virginia Ethics Commission, has successfully reached her goal of traveling to all 50 states by her 50th birthday.

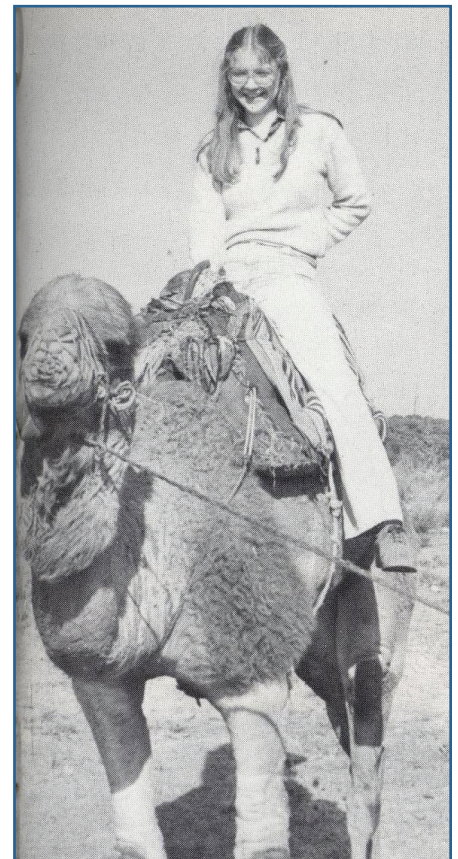
Parker first started traveling while she was a student at Davis and Elkins College and a member of the choir. During her college years with the choir, she was able to explore most of the East Coast, but it was not until she took her first trip to England and Wales that she realized her love for new places. Parker also spoke of her day trip to Africa as being the starting point of her strong desire to continue traveling.

When Parker began traveling for work and attending training conferences, she decided to start keeping track of all the places she visited. This soon became a challenge to her siblings and a friendly competition was in full swing. The rules were simple, "Your feet had to touch the ground," Parker explained as she continued on with plenty of stories

of how competitive she and her brothers and sisters were just to claim the title of being the first one to visit a particular state. She ended her collection of all the states in Nebraska. "It was a means to an end and we had a great time," she said, adding she did not have had solid plans for her final stop, but was thrilled with her experience nevertheless.

Parker has never traveled with a digital camera or had overwhelming need to take unnecessary amounts of pictures. She proudly stated that she only travels with a disposable camera. "Those who take multiple pictures of the same landmark are usually missing out on the experience because of taking too many photos," she said.

Parker is looking forward to planning more trips in the future to add more countries to her list. She was able to travel to all seven continents by the end of her 50th birthday year. Africa and Asia are among her top places to visit first in the near future. She advises others to travel with a purpose, but learn to step outside of one's own comfort zone.





The Capitol Market Returns to State Capitol for Summer

Please join us in visiting the Capitol Market on Wednesdays from July 13 through August 3, 2011. Fresh produce and lunch options will be available on the northside of the State Capitol in the circle near the fountain from 11 a.m. to 1 p.m.

“The event has been popular in the past because it provides an opportunity for the vendors to showcase their product and provide a convenient service to the state

employees on the campus,” said Cedric Greene, Deputy Secretary of the Department of Administration. “This is a great chance to get a break from the work day, while also enjoying the products available.”

We hope you will join us! With your support of this project, the Capitol Market at the State Capitol will continue for years to come! Tell your co-workers, your family and friends! See you on Wednesdays beginning July 13!

WVCHIP Expands Eligibility Standards for Children of Qualified Families

The West Virginia Children’s Health Insurance Program (WVCHIP) received approval to amend its West Virginia’s Title XXI State Plan to expand the eligibility standards for qualified families to apply for health insurance for their children.

The federal Centers for Medicare and Medicaid Services (CMS) approved the new standard, which became effective July 1.

This amendment provides an opportunity for eligible children in household incomes up to 300 percent of the Federal Poverty Level (FPL) to enroll into the WVCHIP. Prior to this, the WVCHIP allowed participation



for eligible families with household incomes up to 250 percent of the FPL.

The WVCHIP Board approved this measure at its February meeting and made its formal request to the CMS in May. Adoption of this change is

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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?

Wow – we had a “scare” at our office recently! We thought a document with personally identifiable information (PII) had been sent to the wrong person (luckily, we were wrong.) Is there a way for state agencies to limit the amount of PII they collect, use or share with others?

Here’s the Answer!

The concepts of “minimum necessary” and “limited use” are critical parts of our commitment to privacy and fair information practices. Our commitment to “minimum necessary” means we are committed to collecting from our employees and the citizens we serve only those elements of personally identifiable information (PII) which are relevant and appropriate for our business purposes.

Additionally, we will only require individuals to provide PII if that PII is necessary for a specific purpose or to comply with law.

Additionally, we are often requested to provide data to others, or we may need to use it ourselves. When using, disclosing, or requesting PII, we should also consider if we can use de-identified data that excludes direct identifiers of the individuals who are the subjects of the PII. Direct identifiers include the following:

- Name;
- Postal address information, other than town or city, state, and zip codes;
- Telephone numbers;
- Fax numbers;
- Electronic mail addresses;
- Social security numbers;
- Medical record numbers;
- Health plan beneficiary numbers;
- Account numbers;
- Certificate/license numbers;
- Vehicle identifiers and serial numbers, including license plate numbers;
- Device identifiers and serial numbers;

It may not always be possible to remove these identifiers, but if you can remove them, it’s a best practice!

Linda Coleman Emphasizes the Value of Employees as Department's HR Coordinator

Being a "people person" would seem to almost be a first requirement for anyone in human resources. The warm, welcome smile Linda Coleman greets you with shows that she genuinely enjoys working with individuals.

The human resources coordinator for the Department of Administration since April, Coleman came from, ironically, a financial background, beginning with the Tax Department in 1991 as a tax audit clerk after receiving her accounting degree. She eventually moved to the Division of Corrections and the Mount Olive Correctional Center, where she began working in human resources and payroll and eventually became an associate warden.

"The job was a wonderful learning experience, but you are on call 24/7," she said. After five years, she went back to the Tax Department, where she was the human resources administrator for 11 years.

Though she started out in a job more focused on balances and bottom lines, Coleman said working with employees



As the human resources coordinator for the Department of Administration, Linda Coleman says it is the day-to-day interaction with employees and the chance to help in problem solving that she enjoys the most.

is a perfect fit for herself. "I have always been a people person, and I love the interaction," she said. "Every day is different."

Coleman's main function is to as-

sist directors within the Department of Administration in personnel issues, including hiring, job posting, classifica-

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New State Vehicles Required to Have Official Door Markings

Beginning with Model Year 2011 vehicles, all state leased and owned vehicles will require official state door markings, in accordance with the *Code of State Rules* 148-3-5, except where exempt.

The Fleet Management Office has begun working with state agencies to implement this new procedure which states vehicles shall be clearly and permanently marked with either the seal of the State of West Virginia or the seal or insignia of a state agency, board, or commission.



Fleet Management officials will begin affixing such seals this summer.

Fleet Management Executive Director Clay Chandler said for

spending units that do not currently have standard door markings, the Fleet Management Office can order and install door markings, if requested, for vehicles delivered to the State Agency for Surplus Property in Dunbar. Chandler added Fleet Management will provide training and materials for spending units which are outside the Charleston area that may be inexperienced at installation and

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Simple Steps Can Help Conserve Gas While Fuel Prices Remain High

With gas prices still hovering close to \$4, the Fleet Management Office offers these fuel-saving tips via *GasBuddy.com*.

Avoid High Speeds

As your speed increases, your aerodynamic drag increases in an exponential fashion. Driving 62 mph (100 km/h) vs 75 mph (120 km/h) will reduce fuel consumption by about 15 percent.

Do Not Accelerate or Brake Hard

By anticipating the traffic and applying slow steady acceleration and braking, fuel economy may increase by as much as 20 percent.

Keep Tires Properly Inflated

Keep tire air pressure at the level recommended by your vehicle manufacturer. A single tire under inflated by 2 PSI, increases fuel consumption by 1 percent.

Use Air conditioning Sparingly

When the air conditioner is on it puts extra load on the engine forcing more fuel to be used (by about 20 percent). The defrost position on most vehicles also uses the air conditioner.

Keep Windows Closed

Windows open, especially at highway speeds, increase drag and result in decreased fuel economy of up to 10 percent.

Service Vehicle Regularly

Proper maintenance avoids poor fuel economy related to dirty air filters, old spark plugs or low fluid levels.

Use Cruise Control

Maintaining a constant speed over long distances often saves gas.

Avoid Heavy Loads

Remove the sand bags from your trunk in the spring and pack lightly for long trips.



Avoid Long Idles

If you anticipate being stopped for more than 1 minute, shut off the car. Restarting the car uses less fuel than letting it idle for this time.

Purchase a Fuel Efficient Vehicle

When buying a new vehicle examine the vehicle's rated fuel efficiency. Usually choosing a small vehicle with a manual transmission will provide you with great fuel economy.

MARKINGS

Continued from Page 4

do not have access to local private-sector installers.

The seal to be used is produced from reflective material, affixed to the body of the vehicle, and is at least 12 inches in diameter or size from the top left corner to the bottom right corner of the seal or insignia. Each vehicle will be clearly marked with two-inch high lettering above and below the seal. The lettering above the seal shall include the words "State of West Virginia." The lettering below the seal or insignia of a state agency, board, or commission shall include the name of the state agency, board, or commission owning or leasing the. Additional distinctive vehicle markings may be added at the discretion of the assigned cabinet-level secretary.

For more information or questions about the door markings, contact Chandler at (304) 558-2106 or Clay.D.Chandler@wv.gov.

COLEMAN

Continued from Page 4

tions, disciplinary actions and training. The wide variety is something she enjoys. "There is never an opportunity to be bored," she said.

"We have such a great workforce," she said, adding that she enjoys the opportunity to work with employees in problem solving. "Among my favorite accomplishments is being able to help when an employee is having difficulty and working to turn it around," she said.

She emphasized the importance of communication between supervisors and employees. "You have to keep the door of communication open," she said. "The biggest conflict for employees is when they do not know what is going on."

Coleman is a native of West Virginia and has been married to her husband, Joe Coleman, for 35 years. She has one daughter and four grandchildren. And just to prove that she cannot entirely get financial work out of her life, she serves as the treasurer for the Upper Kanawha Valley Little League.

Quotes, Notes and Anecdotes

PEIA

Continued from Page 1

PEIA's eligibility rules are changing to accommodate the Affordable Care Act's requirement to cover children to age 26. In addition, PEIA has changed its definition of dependent children.

Several years ago, to encourage use of West Virginia providers in the Eastern Panhandle, PEIA waived copayments and coinsurance for services performed at West Virginia hospitals. As of July 1, 2011, standard deductibles, copayments and coinsurance will apply. Members affected by this change will receive a letter from PEIA.

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

You must provide documentation to prove the eligibility of any dependent you want to add to your plan. PEIA accepts birth certificate, marriage license, guardianship papers, and adoption papers, and they must receive the documentation before coverage can become effective.

More detail on all changes can be found in the PEIA Summary Plan Description (SPD) or online at www.wvpeia.com.

EEO Director's Play Selected for FestivALL

Jann Hoke, director of the Equal Employment Opportunity Office, was honored recently by having her play selected in the Charleston Stage Company and FestivALL "Location, Location, Location" play contest. The contest rules called for submission of an original play of 15 minutes in duration, set in a pre-assigned unconventional location.

Hoke's winning entry was chosen for "The Salon," which had the setting in a Charleston beauty salon. The play was presented four times on June 25 during FestivALL.

CHIP

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estimated to provide comprehensive health care coverage to approximately 336 uninsured children of working families during the first year of implementation. These new guidelines will allow those families to have health coverage for their children through monthly premium payments, providing they meet WVCHIP eligibility criteria.

Families qualifying for the WVCHIP Premium Plan (201-300 percent FPL) will be charged an affordable monthly premium of \$35 per month for one child and \$71 per month for two or more children. Total cost of premiums and copayments will not exceed more than 5 percent of the family's total annual gross income.

Families may apply to enroll under the new guidelines beginning July 1, 2011, but should allow an additional month for enrollment and premium payment processing before accessing services. Families can apply for WVCHIP by calling the toll-free helpline at 1-877-982-2447, at their local DHHR office or by Internet at www.chip.wv.gov.

Welcome! ... to the Department of Administration our new employees: **Terry Light** (CPRB); **Joan Bell** (Finance); **Christopher Klinger** (General Services); **April Taylor** (PEIA); **Connie Hill**, **Casey Hill** and **Lisa Taylor** (Purchasing); **Anthony Signorelli** (Real Estate); and **Danielle Cox**, **Clifton Manns** and **Lon Vannoy** (Technology).

Best Wishes ... to our employees who recently resigned from our department: **Cynthia Davis** (CPRB); **Angela Leshon** (Finance); **Donald Wheeler** (PEIA); and **Robert Dixon** and **Kim Huffman** (Technology).

Baby Talk ... **David Tincher** (Purchasing) and his wife Debbie are proud to announce the birth of their grandson, Davis Patrick Antis, on June 9. He weighed 8 pounds, 15 ounces, and was 22 inches long.

Time to Relax ... After years of hard work, congratulations to **John Patton** of the General Services Division, who can now kick back and relax. Happy retirement!

Proud Parent ... Zachary Marshall Ross, son of **Vicki Ross** (CPRB), graduated from Herbert Hoover High School with plans to attend Marshall University in the fall.

HAPPY BIRTHDAY ... in July

- | | |
|-------------------------------------|---------------------------------------|
| 1 Jeff Bird Technology | 17 Thomas Miller PEIA |
| Patty Johns Finance | Philip Skeen Technology |
| Michael McComas ... Gen. Svcs. | Michelle Sooy CPRB |
| Don Sanders Gen. Svcs. | Stan Stewart Gen. Svcs. |
| 2 Jamie Cartwright Technology | Jacqueline West Ethics |
| Teddy Thompson Technology | 18 Debra Lore Technology |
| 3 Nathan Merritt Technology | Katherine Martin Technology |
| David Oliverio Gen. Svcs. | 20 Tony Atkins PEIA |
| April Taylor PEIA | Thomas Riddell Technology |
| 5 Alysia Miller CPRB | 21 Heather Atkins.....Public Defender |
| Lora Reese Finance | Lee Ann Halstead PEIA |
| Kristi Short Technology | Charles Lynch CPRB |
| Paula Van Horn CPRB | Thadd Robinson Technology |
| Roger Williams Technology | Stacey Shamblin CHIP |
| 6 Debbie Anderson Personnel | 22 Alexander Paz Technology |
| Tony Easley Gen. Svcs. | 23 John Gibson Technology |
| Travis Ratcliff Technology | Mike Michaelson Gen. Svcs. |
| 8 Tim Abraham Sec. Office | Brian Pratt Technology |
| Carl Baldwin BRIM | Crickett Reynolds Grievance |
| Andrew Eagle Technology | 24 Lori Bailey BRIM |
| Robert Norvell Technology | Toney Broyles Technology |
| 9 Eric Evans Technology | 25 Ray Jordan Gen. Svcs. |
| Berneice Moore Technology | 26 J.C. Erby Gen. Svcs. |
| Malechra Pannell CPRB | Kim Long PEIA |
| 10 Theresa King CPRB | 27 Kelli Doyle Technology |
| 11 Kevin Kinder Technology | Sue McMinn BRIM |
| Candy Moore CPRB | Denise Russe Technology |
| Ruth Shaffer Technology | Mario Torres Finance |
| James Weathersbee . Technology | Emily Washington Technology |
| 12 Jack Pullen Technology | 28 Tom Marchio PEIA |
| Ken Smith Gen. Svcs. | Rob West Technology |
| Nicholas Smith Technology | 29 Joseph Debord Gen. Svcs. |
| 14 Brent Smith Technology | Krista Ferrell Purchasing |
| 16 Jean ChapmanTechnology | Tammy Haynes Technology |
| Terasa Miller CPRB | Theresa Kline CPRB |
| Margo Perkins PEIA | Barry Williams Gen. Svcs. |
| Jennifer Stollings-Parr . Grievance | 31 David Mason BRIM |
| 17 Romona Allen CHIP | Shaun Neidlinger Technology |
| Bob Kilpatrick Gen. Svcs. | |

Administrative Notes

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