



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
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Employee of the Month

Farrar-Brown a Valuable Team Player for BRIM

JILL FARRAR-BROWN, a Safety and Loss Control Specialist II with the Board of Risk and Insurance Management (BRIM), has been selected as the Department of Administration's *Employee of the Month* for March.

A state government employee for more than four years, Farrar-Brown is responsible for working with clients and providing them with the information and tools necessary to eliminate, control or minimize preventable losses resulting in

claims.

"Jill has been a valuable team player in the Loss Control Department. She has played an instrumental role in educating our clients in risk management; thus, giving them the tools to help them prevent accidents and achieve better safety records," said one co-worker. "As a result of her training efforts, many of our clients have been able to realize substantial decreases in their annual premiums."

Said another co-worker, "Jill

is always eager to assist anyone in the BRIM office needing help. She has a fantastic personality and always has a smile on her face."

In her spare time, Farrar-Brown likes to read and also likes to spend time with her daughters and husband. She will be joined by her friends and co-workers at a special ceremony presented by Cabinet Secretary Rob Ferguson on Thursday, March 3, at 11:15 a.m. at the BRIM office in South Charleston.



JILL FARRAR-BROWN
March Employee of the Month

Maintaining Safety is #1 Job for GSD Safety Committee



Charlie Warner and Butch Arthur of the GSD Safety Committee ensure safe practices throughout state government.

Safety is almost always that thing we never think about until it is too late. That is, unless you are part of the General Service Division's Safety Committee, and then safety becomes the thing that you work toward every day.

"Safety is a 24/7 issue, so we have to be ready 24/7," said Charlie Warner, one of two General Service Division (GSD) employees whose responsibility it is to ensure safety in all buildings overseen by GSD. "We are responsible for 47 buildings, covering about 2.85 million square feet."

Warner and fellow GSD employee Butch Arthur are responsible for every aspect of safety in the buildings, ranging from scheduling annual building evacuations that ensure that everyone knows exit routes to finding ways to reduce workplace injuries. It is in this task that Warner is particularly proud. "We have seen a 66 percent decrease in injuries, and that is the result of training every GSD employee in safety procedures and ensuring they follow those

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SNEAK PEEK

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High-Achieving College Students Teamed with State Agencies in Governor's Internship Program

State agencies wishing to hire high-achieving college students as summer interns can do so by utilizing an invaluable recruiting source in the Governor's Internship Program.

Created in 1989, the Governor's Internship program places students in internships by matching their interests with the needs of the state agencies seeking to host them. An ideal match would be for students to be placed in a position where they would receive experience in their academic field of interest to learn and be supervised by a professional in that field. Last year,

approximately 140 college students participated in this program among 50 state agencies.

Agency officials interested in the Governor's Internship Program need to enroll at www.wv.gov/GIP. Once the enrollment form is completed, the Division of Personnel sends agency contacts a login code, enabling them to review resumes of the college interns enrolled in the program. Interns are required to have a minimum of a 3.0 grade point average and have completed at least one year of college. Narratives describing their field of study and work interests are also avail-

able. Two letters of recommendation are required by the prospective interns.

Internships generally last nine to 13 weeks. The selection of interns is competitive as more than 400 college students applied for internships last year. Participating state agencies, private business and organizations will have access to the entire student database. A candidate's application materials, including transcripts and letters of recommendations, are reviewed by the agency, business or organization,

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Stars and Stripes Over the State Capitol

The Patriot Flag, a 30 x 57.5-foot American flag, was displayed on the State Capitol campus on February 10 as part of its nationwide tour to honor the armed forces, first and second responders, the fallen and their families from the September 11 attacks.

The flag flew for several hours on the north side of the campus before it was sent to its next destination. The project's goal is for the flag to be flown in all 50 states from its August 10, 2010, beginning until its scheduled final stop in September of this year. The Charleston Fire Department provided the fire engine and ladder to display the large flag. For additional information, please visit <http://www.thepatriotflag.us>.

SAFETY

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procedures." Those procedures may include things as simple as always wearing safety glasses, or having a belt hook so there is always a place to keep safety gloves.

Warner said more than 1,000 people have attended the safety training sessions, with every GSD employee attending four to five training sessions. In addition, Arthur said training may be included to address specific injuries or issues. "If we see a pattern of injury is forming, we work to address the pattern," he said.

Though Warner said state government does not fall under federal Occupational Safety and Health Administration (OSHA) auspices, he said OSHA regulations are still utilized. "We use them as a benchmark," he said.

Adherence to these rules pays off, Warner said, with credit toward insurance premiums by complying with the Board of Risk and Insurance Management's standards of participation. "Keeping a proactive stance toward safety has resulted in a premium drop," he said. "We have worked hard to ensure safety, and we are beginning to reap the benefits of that work."

New Parking Areas Made Available for State Employees



More assigned parking spaces for state employees recently became available with the demolition of an abandoned apartment building (left) across the street from Building 17 on Washington Street. The new area, known as Lot 25 (right), has 36 parking spaces available, which have all been assigned to agencies based on their percentage of previously allocated parking spaces. State employees should contact their agency parking coordinator to inquire about any available parking spaces.

Purchasing Certification Program Honors First Graduates

The Purchasing Division created a State Certification Program in October 2009 to strengthen the education and training of those involved in the state procurement process. Within this program, two levels of achievement were established: the West Virginia Procurement Basic Certification (WVPBC) designation and the West Virginia Procurement Advanced Certification (WVPAC) designation.

The program has been well received by procurement officials as approximately 20 agency officials are currently enrolled in the WVPBC program. The Purchasing Division buying staff is also eligible to participate. In February, Procurement Officer Bob Kilpatrick of the General Services Division and Buyer Supervisor Krista Ferrell of the Purchasing Division became the first state procurement officials to earn this level of certification.

The WVPBC requires procurement personnel to attend the Purchasing Division's annual Agency Purchasing Conference, complete 15 different



Agency Procurement Officer Bob Kilpatrick of the General Services Division and Buyer Supervisor Krista Ferrell of the Purchasing Division are the first state procurement officials to complete the Purchasing Division's State Certification Program.

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PEIA Reminds Members of Premium Discounts

Active and retired Public Employees Insurance Agency (PEIA) policy holders have until late April to receive two new premium discounts to offset premium increases that take effect July 1, 2011.

The two discounts are the Advance Directive/Living Will discount and the Improve Your Score discount. These discounts are offered to active employees covered by the PEIA PPB Plan A, B or C. PEIA will offer active members a \$4 a month premium who notify PEIA via an affidavit that they have a executed an Advance Directive/Living Will. To notify PEIA that you have an Advance Directive/Living Will, go to www.peia.wv.gov and log in or register at Manage My Benefits.

Under "Select Role," click "Policyholder." Under "Enrollment Selection Menu," click "Advance Directive/Living Will." Select "Yes" and "Continue" to complete the process. Do not send your Advance Directive/Living Will to PEIA.

An Advance Directive/Living Will is a legal document for making known your wishes about end-of-life care or what medical treatments you desire. It also can be referred to as a health care directive or physician's directive. A lawyer can prepare an Advance Directive/Living Will or individuals can prepare one by using a form in the PEIA's Shopper's Guide.

PEIA will offer a \$10 per month premium discount to active employees who report their Improve Your Score measures. Improve Your Score is designed to make you and your doctor aware of individual health risks, including cholesterol, glucose or blood sugar, blood pressure and waist circumference. Members have until April 30, 2011 to be screened and report the results. The initial discount will be applied to Plan Year 2012 premiums, which begin in July 2011. For more details about Improve Your Score, go to

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EEO Specialist James Rollins Honored by Charleston Police

James Rollins (right), an Equal Employment Opportunity Office Investigator/Specialist, was recognized for his past and ongoing dedication to serving the people of Charleston with the Charleston Police Department Dedication to Service Award. The Charleston Police Department — during Black History Month in February — honors law enforcement officers as well as other African Americans who have contributed to working in the community to make it a better place. Rollins retired from the Charleston Police Department after 20 years of service. He joined the state EEO Office in November. Pictured with Rollins is Charleston City Chief of Police Brent Webster (left).

E-Filing Offers Easy Option for Your Taxes

The deadline for filing your 2010 state and federal taxes is April 18 this year, due to a Washington D.C. holiday. And while this may seem like extra time, it is never too early to begin working on filing your taxes.

The West Virginia State Tax Department recommends residents electronically file, or e-file, their state taxes. E-filing is the most accurate way to file with error rates considerably less than paper which translates into faster, more secure processing and a faster refund in your hand. New this year, in addition

to filing your return online, those taxpayers with balances due to the State can submit their payment via MyTaxes.

MyTaxes is the West Virginia State Tax Department's online, secure e-filing and payment system for businesses found at <https://mytaxes.wvtax.gov>. To make an electronic payment for personal income taxes on MyTaxes, you do not need to be registered on MyTaxes as a business. Personal income tax payments, of all types,

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PEIA

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Who Gets The Premium Discounts	Active Employees in PEIA PPB Plan A, B or C	Active Employees in The Health Plan HMO	Retired Employees in PEIA PPB Plan A, the Special Medicare Plan or the Medicare Advantage Plan
Advance Directive/ Living Will	Yes	No	Yes
Improve Your Score	Yes	No	No
Tobacco-free	Yes	On Optional Life insurance only	Yes

www.peia.wv.gov.

The two discounts combined will offset the \$14 premium increase scheduled to begin for policy members on

July 1, 2011.

Retirees covered by the PEIA PPB Plan A, the Special Medicare Plan or Humana can receive the Advance Di-

rective/Living Will Plan to offset the \$4 premium discount scheduled to begin July 1, 2011. For more information, call PEIA at (304) 558-7850.

INTERNS

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which will interview and, ultimately, select the summer intern that best suits its needs for the position available.

The program also sponsors professional development activities for the interns throughout the summer. Past programs include seminars about graduate scholarship programs, roundtables with community leaders, resume and job interviewing classes, and visits to locales, such as the Governor's Mansion, Tamarack, the Capitol Dome and the State Museum.

"The Governor's Internship Program is a collaborative effort between Education and the Arts and the Division of Personnel. The website is up and we already have many applicants ready to be hired for the summer months," said Beth Hughes,

program manager.

"This program is offered as a way for young West Virginians to find out more about state government and to gain essential skills for future education and employment. The added bonus is the development of friends and colleagues who share similar interests and experiences. I would love to see every state agency take advantage of this wonderful program."

For additional information, please visit the program's website or contact 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.

TAXES

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may be made at <https://mytaxes.wvtax.gov> by all taxpayers.

Taxpayers cannot file their personal income tax return using MyTaxes. Taxpayers can easily file the 2010 West Virginia personal income tax return electronically with the West Virginia State Tax Department using either the Free File Alliance, if qualified, or other commercially available software. Last year more than 62 percent of personal income tax filings were electronically filed with the State.

For some taxpayers, e-filing is free. West Virginia has continued an agreement with Free File Alliance member companies which enables qualified West Virginia taxpayers' free online filing services. Each Free File Alliance member sets taxpayer eligibility requirements for its program. Learn if you

qualify for free e-filing by visiting the Free Income Tax e-file section on the West Virginia State Tax Department website.

Refunds can be directly deposited into your bank account in as little as 10 working days for correctly e-filed returns. For correct paper-filed returns, it can take 6 to 8 weeks before a taxpayer receives a refund check.

In order to avoid discrepancies, taxpayers that e-file should verify the amount of estimated payments or carry forward credits claimed on their returns prior to transmission of the return. Taxpayers may do so by calling the Taxpayer Services Division at (304) 558-3333 or 1-800-982-8297.

Learn more about e-filing and other personal income tax tips by visiting www.wvtax.gov

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

PROGRAM

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classes or learning sessions, achieve one year of experience in public procurement, complete a consecutive two-day session with the Purchasing Division staff at the Purchasing Division offices, and successfully complete the Basic Level examination. Procurement officials must earn WVPBC before embarking on WVPAC.

“There was a great deal of enthusiasm about the Certification Program since it was first introduced from both agency procurement officials and from our staff. The favorable response reflects well on the many procurement officials who wish to enhance their understanding of the purchasing process,” said Purchasing Director Dave Tincher. “As a result, we too are getting great information about how we can make the procurement process more efficient.”

For a complete list of the program's requirements, visit <http://www.state.wv.us/admin/purchase/training/Certification/>. Procurement officials interested in this program should contact the Purchasing Division training staff: Samantha Knapp, Training Development Specialist, at (304) 558-7022 (Samantha.S.Knapp@wv.gov), or Diane Holley-Brown, Assistant Purchasing Director, (304)558-0661(Diane.M.Holley@wv.gov).



First day of spring -
March 20

Welcome! ... to the Department of Administration our new employees: **Betsy Frame** (Finance); **Gregory Harman** (General Services); **Mickianne Henkels** (PEIA); **Rachel Means** (Personnel); **Richard Lorensen** (Public Defender); **Thomas Barton** (Real Estate); **Steven Richardson, Nathaniel Sizemore, Cathy Withrow and Dale Wolford** (Technology).

Best Wishes ... to our employees who recently resigned from our department: **Wanda Casto** (CHIP); **Jo Ann Adkins** (Purchasing); and **Matthew Barger** and **Larry Sutters** (both of Technology).

Time to Relax ... After years of hard work, congratulations to **Tari Crouse** who can now kick back and relax. Happy retirement!

Our Condolences ... The Department of Administration wishes to express its deepest sympathies to the family of **Lewis Withrow**, a General Services Division employee who recently passed away.

Workplace Safety Presentation ... The Board of Risk and Insurance Management has prepared a workplace safety program entitled, “Shots Fired: Guidance for Surviving an Active Shooter Situation.” To learn more about this program and to schedule a presentation, contact John Fernatt or Chuck Mazingo at the Board of Risk and Insurance Management office at (304) 766-2646.

Got News? ... Let us know! 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 March

1 Thomas Harper PEIA	16 Darlene Fletcher Personnel
Gloria Long PEIA	Jason Haught PEIA
Therman Mullins Technology	17 Charles McMinn Technology
3 Mischa DiFilippo BRIM	18 Sue Lipinski Technology
6 Scott Belcher Gen. Svcs.	Gloria Taggart Finance
David Riebe Real Estate	20 William Jones Gen. Svcs.
Jeremy Wolfe BRIM	Tammie Means Technology
7 Chris Chapman Technology	21 Tim Hall Gen. Svcs.
Brian Gillespie Gen. Svcs.	23 Clyde Lee Arline Pros. Atty.
8 Catherine DeMarco .. Purchasing	George Muncey Technology
Timothy Hyatt Technology	Robert Worledge Jr. Finance
Chris Sforza Finance	24 Thomas Bailey III Gen. Svcs.
Thomas Williams Personnel	25 John Dunlap Technology
9 Rachel Perry CPRB	Teresa Tarr Pros. Atty.
11 Mary Bolton Personnel	26 Natalie Faulkner Technology
Joey Gore Technology	Robert Hovatter Gen. Svcs.
12 Jamie Hardman CPRB	Marilyn Summers Technology
13 Greg Harman Gen. Svcs.	27 Carrie Morrison PEIA
Janice Morgan Technology	28 Tami Price Real Estate
Angela Riley Technology	29 Philip Morrison II Pros. Atty.
15 Lori Cottrill CPRB	30 William Hargus Technology
Charlene Good Technology	Tara Lyle Purchasing
Charles Stark Technology	

Administrative Notes

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