



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
SEPTEMBER 2012 - Volume 19, Issue 9

Employee of the Month

Whittaker's Dedication Shines at Purchasing Division

FRANK WHITTAKER, a Senior Buyer with the Purchasing Division, has been selected as the Department of Administration's *Employee of the Month* for September.

A state government employee for seven years, Whittaker handles the procurement process for purchases exceeding \$25,000 on behalf of state entities. He is responsible for purchasing commodities and services on behalf of the Department of Agriculture, Division of Natural Resources, elected

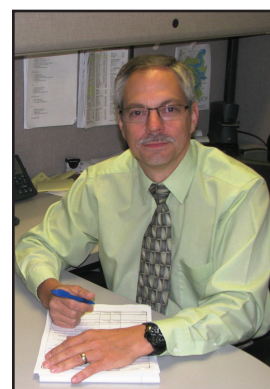
officials and the Legislature, and miscellaneous boards and commissions.

"Frank's positive attitude is unmatched. Despite the high-stress environment created by being at the intersection of high-dollar and high-priority procurements, I cannot recall a time when I have seen Frank in a negative mood," said one co-worker. "In this high-stress environment, Frank always achieves positive results."

Another co-worker said, "Frank is always willing to

put extra time on a project if needed in order to ensure its success. His dedication to service and quality is evident by the extra hours he spends at the office."

In his spare time, Whittaker likes to hunt, fish, golf and ride his motorcycle. He will be joined by friends and co-workers at a special ceremony presented by Acting Cabinet Secretary Ross Taylor on Thursday, September 6, at 11:15 a.m. at the Purchasing Division office in Building 15.



FRANK WHITTAKER
September Employee of the Month



CPRB Retirement Advisors Help Ease State Employees into Retirement

When the end of a working career transitions into a new beginning for state employees, the Retirement Advisors at the Consolidated Public Retirement Board want to make certain it is a quality switch.

Theresa Kline is one of six Public Employment Retirement System Retirement Advisors who assist state employees when they contemplate leaving the workforce. Kline has been a Retirement

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The Retirement Advisors at the Consolidated Public Retirement Board are, standing from left, Chris Barr, Virginia Wright, Pamela Russell, Ed Coleman and, sitting, Theresa Kline.

SNEAK PEEK

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State Aviation Division Helps Ensure Our Government Moves Rapidly and Efficiently

Editor's Note: This is the first in a series of articles which will take a closer look at the Department of Administration agencies.

Of all the agencies currently under the Department of Administration, it may be a surprise that one of the longest-established agencies is the Aviation Division. One of the earliest photos from the state's archives shows then Governor Herman Kump standing next to his pilot and a member of his executive protection unit near the wing of the state-owned Stinson airplane.

Kump was first elected Governor in 1932. Today, 11 full-time employees comprise the Aviation Division as the agency is charged with – as its mission statement note in part – “to enhance the efficiency and effectiveness of State Government by providing safe and professional aviation support.”

This charge goes beyond the ability to transport the Governor to points around the state and country when time is of the essence. “Any and all state agencies, not just the Governor’s office, may utilize our services for official state business in and out of the continental United States,” said Aviation Director Keith Wood.



West Virginia Governor Herman G. Kump, governor from 1933 to 1937, is pictured above next to his pilot and a member of his executive protection unit near the wing of the state-owned Stinson airplane

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LOOKING AT ADMINISTRATION: Aviation Division

Mission Statement: The Mission of the State Aviation Division is to enhance the efficiency and effectiveness of State Government by providing safe and professional aviation support. Reducing travel time and increasing productivity for the State executives is a primary goal of the Aviation Division. Access and usage of State aircraft is limited to State of West Virginia Agencies and Legislature. State owned aircraft will not be used for transportation when no State interest is served.

Number of Fulltime Employees: 11

Website: <http://www.aviation.wv.gov>

Address: 502 Eagle Mountain Road
Charleston, WV 25311

Telephone: (304) 558-0403



Standing at the state hangar is Aviation Director Keith Wood, Gov. Earl Ray Tomblin, and Governor's Security Detail State Trooper Jay Grainger.

Information and Cyber Security Awareness Event Set for October 3

On October 3, the West Virginia Office of Technology's Office of Information Security and Controls will sponsor a no-charge information and cyber security awareness event at the Culture Center Theatre at the State Capitol Complex. The theme is "Cyber Security is a Shared Responsibility." The agenda will offer a mixture of informative sessions. Free posters, calendars, bookmarks, and other security-themed items will be available. The event is open to the public; however, registration priority will be given to public sector officials and employees.

Presentations will be given by world-class experts in the areas of cyber threats and effective practices to safeguard systems and data, with an emphasis on individual accountability, risk management, and privacy issues.

Speakers include:

- Patrick Gray (Cisco Systems Senior Security Consultant)
- Evan Patterson (Special Agent, FBI)
- Doug Robinson (Executive Director, NASCIO)

Doors at the Culture Center will open at 8:30 a.m. for check-in and name-tag distribution. The program will begin at 9:15 a.m. Chief Information Security Officer Jim Richards will open and host the event, followed by remarks from state officials. The event is scheduled to conclude at 1 p.m. All attendees must be registered, and pre-registration is highly recommended. Space at the Culture Center is limited.

To register, visit go.wv.gov/register.

Attending this event will satisfy a State employee's annual information security training requirement.



Keep Calm and Sparkle On

Workers from Acu-Bright Inc. of New Hampshire meticulously clean the crystal glass exterior and replace the inner light bulbs of the Rotunda Chandelier in late August. The 4,000-pound chandelier is lowered to ground level to perform this cleaning.

WVSASP Customer Appreciation Day Termed a Success

Customer Appreciation Day at the West Virginia State Agency for Surplus Property (WVSASP) gave customers extra time to visit the agency's Dunbar warehouse.



The first Customer Appreciation Day offered by the West Virginia State Agency for Surplus Property (WVSASP) brought the eligible organizations as well as the public out for the agency's extended store hours and was termed a success.

WVSASP kept the doors open until 7:30 p.m. on July 26, giving customers three extra hours to visit the agency's Dunbar warehouse and to shop for surplus state property. The event was intended to give extra time to regular customers while also allowing neophytes an opportunity to explore.

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Capitol History on Display in Lower Rotunda

A new exhibit celebrates the 80th anniversary of the construction of the West Virginia State Capitol. Located in the lower Rotunda of the Capitol, this multi-faceted display was done in accordance



State Museum Director Charles Morris, far right, and General Services Director David Oliverio, second from right, inspect the installation of the Capitol history display in one of the exhibit spaces in the Capitol's rotunda area.

with Senate Concurrent Resolution Number 28, which was passed during the 2012 Regular Session of the Legislature. The resolution called for the Department of Administration to showcase the early construction of the Capitol in the Rotunda area.

"To celebrate the construction, the West Virginia Division of Culture and History partnered with the Department of Administration

and the General Services Division to take one of the display cases in the Capitol Rotunda and give visitors a glimpse at its interesting history," said Caryn Gresham, deputy director for Culture and History.

"The state is fortunate to have some of the original drawings from architect Cass Gilbert and a collection of photographs detailing the work in progress. The museum's staff selected a few of those drawings and photographs from the West Virginia State Archives to put this display together. We are also pleased to have a video documentary of the Capitol's construction playing continuously throughout the day as part of this exhibit."



Gresham added that additional free-standing display panels depicting the early days of the Capitol's construction are also set up in the Rotunda to accompany the photographs and video in the display case.

Sleepless in Charleston? How to Capture More Zzzzzzzzzs

According to a recent report by a pillow manufacturer and utilizing data from the Centers for Disease Control and Prevention, a report stated that Charleston, West Virginia, is the most "sleepless" city in the country.

Fear not if you think you are a contributor to this dubious ranking. Though you might not be able to control all of the factors that interfere with your sleep, you can adopt habits that encourage better sleep. Start with these simple sleep tips.

Stick to a sleep schedule

Go to bed and get up at the same time every day, even on weekends, holidays and days off. Being consistent reinforces your body's sleep-wake

cycle and helps promote better sleep at night.

Pay attention to what you eat and drink

Don't go to bed either hungry or stuffed. Your discomfort might keep you up. Nicotine, caffeine and alcohol deserve caution, too. The stimulating effects of nicotine and caffeine — which take hours to wear off — can wreak hav-



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CPRB

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Advisor since 2004 and enjoys making the momentous occasion a trouble-free one.

"It is normally a very happy ending for those who are ready to retire," Kline said. "People are excited as it is a big milestone and I, along with all the Retirement Advisors, try to make the process go as smooth as possible so that when they do retire, they will not have any paperwork issues to worry about," Kline said.

The primary duties for the Retirement Advisors are to verify that state employees are indeed eligible for retirement and upon doing so, assist in getting the employees' documentation in proper order so that their changeover into retirement is an



Andy Dean is a Senior Retirement Adviser who is currently on leave, serving with the National Guard.

uncomplicated one. Once this process is complete, the Retirement Advisors guide those going into retirement with options that best suit their situations.

Though not required, many state employees considering retirement will meet one-on-one with Retirement Advisors in person or by telephone.

"A lot of people like the one-on-one consultations because they can ask us a lot of questions. All the guidelines that need to be followed are the same

but there are a lot of different scenarios. Everyone's situation is unique," Kline said. "It is good to be able to meet with people because they share what they have heard about retirement and not

everything they hear is correct."

Appointments to meet with Retirement Advisors need to be set in advance and Kline said the staff has been meeting with many state employees in recent weeks.

"We have been really busy lately. We had retirement seminars in the spring and that has a lot of people thinking about retirement which is a good thing because when you are contemplating retirement, it is best to start planning at least six months in advance."

Kline said the Retirement Advisors are constantly consulting one another to better familiarize themselves with those seeking their assistance.

"I think we have a real good team here. We share notes all the time as we have many different kinds of situations to consider and we learn from each other about what we may encounter," Kline said. "We want to make the transition into retirement as easy as possible for everyone we work with."

SLEEP

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oc with quality sleep.

Create a bedtime ritual

Do the same things each night to tell your body it's time to wind down. Relaxing activities can promote better sleep by easing the transition between wakefulness and drowsiness.

Be wary of using the television or other electronic devices as part of your bedtime ritual. Some research suggests that screen time or other media use before bedtime interferes with sleep.

Get comfortable

Create a room that's ideal for sleeping. Often, this means cool, dark and quiet. Consider using room-darkening shades, earplugs, a fan or other devices to create an environment that suits your needs.

Limit daytime naps

Long daytime naps can interfere with nighttime sleep — especially if you're struggling with insomnia or poor sleep quality at night. If you choose to nap during the day, limit yourself to about 10 to 30 minutes and make it during the midafternoon.

Include physical activity in your daily routine

Regular physical activity can promote better sleep, helping you to fall asleep faster and to enjoy deeper sleep. Timing is important, though. If you exercise too close to bedtime, you might be too energized to fall asleep.

Manage stress

When you have too much to do — and too much to think about — your sleep is likely to suffer. To help restore peace to your life, consider healthy ways to manage stress. Start with the basics, such as getting organized, setting priorities and delegating tasks. Give yourself permission to take a break when you need one. Share a good laugh with an old friend. Before bed, jot down what's on your mind and then set it aside for tomorrow.

Know when to contact your doctor

Nearly everyone has an occasional sleepless night — but if you often have trouble sleeping, contact your doctor. Identifying and treating any underlying causes can help you get the better sleep you deserve.

Source: <http://www.mayoclinic.com/>

WVSASP

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"We were extremely happy with the outcome of this event," said Assistant Purchasing Director and WVSASP Manager Elizabeth Perdue. "We were fortunate to see a lot of new faces in addition to some of the familiar ones."

Kanawha County resident Frank Kelley said he has been coming to WVSASP since the 1970s and loved the extended hours. "I think it is great to open up the warehouse with these extended hours since it makes it easy for people to come after work and see what is offered," he said.

Event hours were 8:30 a.m. to 7:30 p.m. Refreshments were available, in addition to the full merchandise of the warehouses. A special commercial was made by the Purchasing Division staff to assist in promoting the event.

Perdue added that all state employees, excluding Purchasing Division employees, can purchase state property from WVSASP. For more information on WVSASP, call (304) 766-2626 or please visit <http://www.state.wv.us/admin/purchase/surplus>.

AVIATION

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"The number of flights varies, but Fiscal Year 2012 statistics reflect that all five of our agency aircraft flew a total of 1,726 flights, carrying 1,618 passengers and logging 1,188.2 flight hours."

In addition to the Governor's Office, Wood said state agencies, such as the State Police, Department of Environmental Protection, Department of Transportation and Department of Administration, are among those who frequently utilize Aviation Division services.

The Aviation Division's air fleet consists of two airplanes and three helicopters. Wood noted that Aviation Division pilots collectively possess more than 40,000 hours of flying experience. Each pilot holds an Air Transport Pilot (ATP) rating, the same as required for a captain of any major U.S. airline.

On occasion, the pilots are responsible for more arduous assignments than flying from one destination to another. The pilots are sometimes called upon to provide search and rescue operations; life support and missions of mercy; surveys; and observation and regulatory oversight.

"The position of pilot for the state of West Virginia can be considered one the most responsible positions within state government," Wood said. "These pilots are routinely called upon to fly high performance aircraft under adverse conditions in support of local, state and federal executive personnel to in-state, national and international destinations."

To learn more about the Aviation Division, its operations, aircraft, services, staff and history, please visit its website at:

www.aviation.wv.gov

Comings and Goings! ... Congrats to the Department of Administration new employees: **Allen Flowers** and **Donald Todd** (General Services); **Duane Rosenlieb** (Public Defender); **Lee Fuller** (Surplus Property); and **Brandon Fox** and **Gary Smith** (Technology). After years of hard work, congratulations to **Barbara Haddad** (CPRB) and **Richard Lorensen** (Public Defender), who can now kick back and relax. Happy retirement! And finally, best wishes to **Gordon Ingold** (Ethics), **James Peters** (Finance), **Clay Chandler** (Fleet) and **Diana White** (General Services), who all recently resigned from our department.

Wedding Bells ... Congratulations to **Tammy Scarberry** (PEIA), whose son, Joshua, married Courtney Watson on August 11. Joshua works for the State Auditor's Office and Courtney is a nursing student at St. Mary's. They will live in Nitro.

Public Service Recognition Week ... This year's Public Service Recognition Week is scheduled for the week of Oct. 1-5, with the Governor's Awards Ceremony set for Tuesday, Oct. 2. For more information, contact Jane Fouty at (304) 558-3950, ext. 57215 or by e-mail at Jane.S.Fouty@wv.gov

Congratulations! ... Jim Richards, the Chief Information Security Officer for the West Virginia Office of Technology (WVOT), was named to the Multi-State Information Sharing and Analysis Center (MS-ISAC) August 20 at the MS-ISAC's ninth annual meeting in Atlanta.

Flu shots ... The following dates have been set for the flu shot clinics at the Capitol: **Wednesday, Sept. 19**, 9 a.m. - noon, Capitol Building - Rotunda, 2nd Floor; **Wednesday, Sept. 19**, 1 - 3 p.m., Capitol Building #4, Room 113; and **Wednesday, Sept. 26**, 9 a.m.-noon, Capitol Building #5, Room 122.

HAPPY BIRTHDAY ... in September

1 Evelyn Melton Purchasing	22 Edward Dailey Gen. Svcs.
2 Connie Byrne Finance	23 Teresa Asbury Pub. Def.
Ada Kennedy Personnel	Ali Dabiri Technology
3 Ricky Howerton Gen. Svcs.	James Huffman Gen. Svcs.
5 Lu Anne Cottrill Purchasing	Barbara Jarrell Personnel
Jane Fouty Personnel	Terry Parsons Gen Svcs.
6 Diane Hudnall Finance	Tammy White CPRB
7 Randall Arbogast Technology	24 Shawn Carper Finance
8 Kevin Chapman Aviation	Patricia Ebert Technology
9 Chuck Walker Technology	James Farmer Purchasing
10 Barry Baker Gen. Svcs.	Amber Harper PEIA
11 Diana Davis CPRB	Dan Morris CPRB
John Doub CPRB	Daniel Pauley Technology
Sherry Fewell Purchasing	Deidre Rainwater Technology
Scotty Pauley Gen. Svcs.	25 Kevin Kerns CPRB
13 Robert Desmond Gen. Svcs.	Virginia May CPRB
15 Erin Fink Public Defender	Thompson Midkiff Aviation
16 Mark Smith Technology	Albert Tinsley Technology
Kathy Thomas Technology	26 Adewale Adelaja Technology
17 Richard Lorensen Pub. Def.	27 Jennifer Curia Finance
Wesley Moats Technology	Helena Templeton ... Technology
Paul Reynolds Purchasing	28 Joan Chapman Finance
18 John Hildreth Real Estate	Adena Harvey Technology
Larry Sutters Technology	Cathy Kushner Technology
19 Cathy McClung Technology	29 Thomas Allen Technology
20 Tammy Bailey Technology	Michael Brightwell Purchasing
Jessica Blankenship PEIA	Derrick Day Technology
Matt Cordie Gen. Svcs.	Jerry Gladwell BRIM
Bill McClanahan Technology	30 Barbara Moss CPRB
21 Emily Dowdy Technology	Paige Strickland CPRB
Stephen Kolar Technology	
22 Frank Buskirk Technology	

Administrative Notes

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

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Special Thanks
Kaye Parks