

Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

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Employee of the Month

Purchasing's Diane Holley Maintains a Positive Attitude

Diane Holley, the Executive Assistant to the Purchasing Director and the Public Information Officer for the Department of Administration, has been selected as the Department's **Employee of the Month** for December.

Diane has worked in state government for 14 years. Her responsibilities include assisting the Purchasing Director with special projects and assignments. She handles all public relations for the division and department, including writing press releases, co-

State Workers Offer Helping Hand to Needy

With the support of Gov. Cecil H. Underwood, the WV State Employees Combined Campaign was held from November 2-19. The campaign offered state employees an opportunity to assist other West Virginians by contributing to charitable organizations.

For More Details, Turn to Page 3 ordinating promotional events, and producing newsletters and manuals. She also coordinates training conferences and serves as co-webmaster for the Purchasing Division.

According to one of her co-workers, "Diane is a dedicated professional willing to accept diverse, complex challenges with a positive attitude." Another co-worker adds, "There aren't enough words of praise for Diane. She is a people person who enjoys the simple act of telling a story."

In her spare time, Diane enjoys spending time with her two favorite people, sons Zach and Josh. She also teaches Sunday School and is finishing her masters degree from WVU in communication studies.

Please join Cabinet Secretary Joseph Markus at a special **Employee of the Month** presentation at 11:30 a.m. on Wednesday, December 1st on the first floor of the P&G Building.

Examining PEIA's Future and the Effects of High Health Care Costs

According to Bob Ayers, Director of the Public Employees Insurance Agency, PEIA is currently in stable financial shape. It is what the future may hold that is of concern.

"Health care costs are increasing 8 to 10 percent annually," Ayers said. "These increases are a great concern to us." With managed care enrollment on a decline, many PEIA participants, especially those with family coverage, have come back to the Preferred Provider Benefit (PPB) plan. As a result, important decisions must be made to meet the needs of these individuals and their families.

To receive suggestions and comments from state employees on PEIA's 2001 financial plan, a series of public hearings were scheduled in various cities in November throughout the state, including Bluefield, Charleston, Martinsburg, Morgantown,

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DIANE HOLLEY
December Employee
of the Month

Sneak Peek INSIDE...

- The 1999
 Employee of
 the Year
 nominees are..
- State Workers Help Out Community Agencies
- What Makes Your Holidays Special?
- ◆ The "Voice of the State Capitol" is Retiring
- Administrative Notes

And the Nominees Are...

Employee of the Month Recipients Eligible for the 1999 Employee of the Year Recognition

SELF-WORTH

Success is measured not necessarily by what others see, but by what they don't see personal selfworth. Success is accomplishing what you most wish for yourself.

Lillian Vernon Mail-order Businesswoman

In late November, Department employees had the opportunity to vote for who they would like to see as the 1999 **Employee of the Year**.

The announcement of their selection will be made by Secretary Joseph Markus on December 16 at an 11:30 a.m. ceremony at the lower Rotunda in Building 1. Employees may observe the ceremony from the upper Rotunda, where refreshments will be served until 1:00 p.m. following the presentation. The following 1999 *Employees of the Month* are eligible for this award:

January

Harold Loy, custodian for the General Services Division.

February

Karen Balsimo, programmer/ analyst for IS&C Division.

March

Dee Thompson, information systems specialist for IS&C Division.

April

Diane Connelly, accounting technician for the Accounting Section (Finance Division).

May

Barbara Jarrell, personnel senior specialist for the Division of Personnel.

June

Erline Davis, office assistant for the Consolidated Public Retirement Board.

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Wilma Garbett, database administrator for the Software Development Section of IS&C Division.

August

Sandi Meadows, purchasing assistant for the Rates and Revenue Section of IS&C Division.

September

Bonnie Walker, secretary for the Division of Personnel.

October

Patricia Roush, secretary for the Classification and Compensation Section of the Division of Personnel.

November

Donnie O'Brien, building maintenance supervisor for the General Services Division.

December

Diane Holley, executive assistant to the Purchasing Director and Department's public information officer.

Nominate Your Co-Worker with the Online Form

The **Employee of the Month** nomination form is now available online at the Department of Administration's website for quick and easy downloading.

Several employees had indicated they would like to have the nomination forms available on the Internet for easy access. Ask and you shall receive!

How can you download the form? Type in the following web address: www.state.wv.us/admin/eotm.

Please note that you must have Adobe Acrobat Reader installed in order to view or print this nomination form. If you do not have Adobe Acrobat, a link to download this <u>free</u> software is available at this site.

Why Do People Want to Leave Their Jobs?

Why do employees leave their jobs? Take a look at the most common reasons workers have for moving on, according to national polls:

Limited advancement opportunities (41 percent)
Lack of recognition* (25 percent)

Low salary/bene-

fits (15 percent)

 Remember the Employee of the Month program.

CPRB Employees Add to the Handcrafted Contributions



A couple of months ago, **Quotes, Notes & Anecdotes** reported that Becky Jones of the Consolidated Public Retirement Board had volunteered to make draperies for the agency's reception area. Recently, another handcrafted contribution was offered by Monta Boggs (right) and Sharon Waggy (center), pictured with CPRB Executive Secretary Betty Ireland (left). The lovely wall hanging was made by scratch from these employees!

WV State Employees Combined Campaign

State Employees Assist Community Agencies

Each year, state workers dig deep into their pockets to assist the community through the WV State Employees Combined Campaign. This annual event, which ran from November 2 through November 19, provides state employees an opportunity to contribute to local charitable or-



ganizations of their choice.

"This campaign enables us to give back to the community," according to Gov. Cecil H. Underwood. "We can assist community programs that teach our children and help those of all ages to maintain a healthier style of life. Your charitable contributions make meaningful differences."

The campaign goal for this year was \$100,000. (Final contribution figures are not available at this time). In the past, the campaign has met its goals (1998: \$88,000 and 1999: \$93,000). Employees had the option of making a one-time contribution or contributing through payroll deduction.

"This campaign helps people in real need and it provides an opportunity for



The key organizers of this year's campaign include (pictured 1-r) Trudy Oliver, Jack Buckalew, Gov. Cecil Underwood, Diana McGinnis and Chris Gow.

us to assist those individuals," according to Jack Buckalew, chairman of this year's campaign effort.

Several incentives were offered this year, including awards for the highest percentage of departmental participation and for the most money raised by a department.

The campaign assists 37 different local United Way agencies, including the American Red Cross, West Virginia Special Olympics and the Salvation Army.

This campaign helps people in real need and it provides an opportunity for us to assist those individuals.

Jack Buckalew Chairperson State Employees Combined Campaign

Seasonal Message ... from Cabinet Secretary Joseph Markus

During this special time of the year, I am pleased to wish a happy holiday season to you and your family.

Throughout the year, we are often so busy that we fail to take the time necessary to reflect on the important impact others have on our lives.

I would like to personally thank each of you for the contributions you have made to the Depart-

ment. During this Administration, numerous accomplishments have been realized, none of which could have been achieved by the effort of one single person. As we all know, it takes teamwork. Maybe one of the best things the holiday season offers is a reminder of the spirit and good will that should be present all year round.

Have a Special Holiday Season!

IS&C's Lois Strode Says Goodbye to Department

Lois Strode worked for IS&C for many years and was well known throughout the Department. At her recent retirement party, IS&C Director Mike Slater (pictured) extended his appreciation on behalf of the entire department for her hard work and dedication during her tenure.



Department Employees Share Ideas on How to Spend the Holiday Season

Giving is a secret of a healthy life. Not necessarily money, but whatever a man has of encouragement and sympathy and understanding.

John D. Rockefeller, Jr.



Below are survey responses from employees about the real meaning of the holiday season:

It takes so little to be helpful to others and it makes me feel warm inside.

Regardless of the price of the gift, I think there is still special meaning to the thought that someone thinks enough of us to remember.

This time of year is about family. If you keep your family in your heart, then it does not matter what the gift is or how expensive it is.

I send letters to family members to reminisce, to update them on my immediate family, and tell them how much they mean to me and how I appreciate them.

By LeeAnn Carnahan Grievance Board

Quickly looking over your "Things to Do" list, you frantically finish wrapping presents and making food baskets for the needy, and then run to the store to buy a gift for someone who unexpectedly bought you something...

With all of the hustle and bustle, do you ever sit back and wonder what the holiday season really means to you? A GroupWise electronic poll of our Department employees shows that most of us experience personal reflection this time of the year. Actually, many employees said that they do try to slow down and enjoy the simple, more important aspects of the season, such as spending time with family and friends.

Acknowledging that the holiday season has become commercialized, the "price tag" stigma still prevails. Our employees have found alternative ways to celebrate the season by practicing traditions that they enjoy, including various re-



One, lay out parts. Two, take enclosed sedative. Three...

ligious activities and family gatherings.

How do we celebrate the season without focusing on its commercialism? Our employees offer such ideas as giving homemade gifts or participating in a particular volunteer program for those in need.

Although we may understand that the season should be spent showing love and compassion to others, we unfortunately often get caught up in those other expected tasks: We feel obligated to <u>buy</u> gifts as opposed to <u>making</u> them. We experience <u>stress</u> over all of the hustle and bustle. This year, let's try taking a new approach: Remember our traditions and "the reason for the season."



Barbara White "Voice of the State Capitol"

When you call the State Capitol operator, you hear a friendly, helpful voice...This is the voice of Barbara White, an employee of IS&C's Communication Center.

After nearly 10 years of answering the telephone, Barbara is now going to let it ring for someone else to answer. November 30 was her last day before she began her retirement.

Fortunately, she agreed to



share a few humorous stories with us. "Some people would call and ask for just a first name," Barbara said. "They would say that they want to talk to Mary. I would ask what agency she works for and they would reply, 'This is the state government, right? She works for you all'."

Barbara also said that a caller once asked if she could go to the elevator and relay a message to the lady standing there. When she asked what elevator he was talking about, he said, 'The one at the State Capitol'."

While Barbara was offering these stories, she was interrupted three times to answer the phone. With an average of nearly 200 calls a day, do you think she will miss the telephone ringing? "I don't think so. I don't even talk on the phone at home anymore," White said with a laugh.

Did You Get My Email? GroupWise Used to Communicate

One by one, agencies are jumping on the bandwagon to use the centralized e-mail system, GroupWise. For many, it has become a vital part of how they conduct business.

Currently, 11 agencies in the Department use Group-Wise, which makes for easy transfer of data and communication.

There are several new features to the system, according to IS&C's Kevin Kinder:

- GroupWise Webserver, which allows users to access their mailboxes from anywhere via the Internet.
- Improved sorting, searching and filing capabilities for users.
- A universal address book which allows quick lookup/sending to any GroupWise user.
- Ability to create resource items, such as a conference room that can be reserved, or a piece of equipment that can be checked in and out.

By having many of the Department's employees on the same e-mail system, even Quotes, Notes & Anecdotes has benefited by conducting electronic surveys to help research topics for feature articles.

Questions regarding the capabilities of GroupWise should be directed to your local LAN/System administrator. Agencies interested in being part of the GroupWise system or needing more information can contact Kevin at 558-8844.

Legislation Requires Selective Service Check in Hiring Process

By LeeAnn Carnahan **Grievance Board**

To ensure compliance with the Military Selective Service Act, the 1999 State Legislature passed Senate Bill 524 which went into effect June 10, 1999. As a result, all males between the ages of 18 and 25 must be registered with the Selective Service System before educational and employment opportunities can be received from the state.

If a male is not registered with Selective Service, he may not enroll in a statesupported higher education institution; cannot receive a loan, grant, or scholarship for higher education funded by the state, including Federal funds accepted by the state; and is not eligible for employment with the state or a political subdivision, including all boards, commissions, departments, agencies and institutions.

The leaislation includes a subsection requiring that all officials in charge of hiring assure that applicants to whom the requirements apply are in compliance with the Selective Service Act.

The Division of Personnel has provided information and instructions on the new requirement to all state agencies and on how to verify newly hired or reinstated males.

For more details on this requirement, please contact the Division of Personnel at 558-3950, ext. 509.

We're Open!

Visitors and State Workers Begin Using the New Parking Building



Lindena Brace (I) and Dolly Perrodin (r) are welcoming visitors to the new State Parking Building and assisting with the new pay-by-space machines for collecting parking fees.

Quotes, Notes & Anecdotes

is Published by the Department of Administration

Cecil H. Underwood

Governor

Joseph Markus

Cabinet Secretary

Diane Holley

Public Information Officer/Editor

Special Thanks

Lee Ann Carnahan Carolyn Coiner Kaye Parks

ADMINISTRATIVE NOTES

Extra Annual Leave?

Donate Leave Time to Assist Others

The end of the calendar year is here again...how much annual leave do you have left? At this time of giving, many of our employees have demonstrated the gift of giving time to their fellow state employees through the Leave Donation Program.

It's easy to do! The program provides state employees the opportunity to voluntarily donate their annual leave hours to an eligible state employee who needs additional paid sick leave. Both the recipient and the donor of the leave must apply for participation in the program.

The Division of Personnel has information on its website regarding the procedures and forms to use. Visit this site at http://www.state.wv.us/admin/personel/empcom/cover.htm.

Although many people consider donating annual leave at the end of the year, it is important to remember this program throughout the year. Many state employees are in need of donated time during all 12 months.

For additional information on either donating or applying to receive donated leave through this program, please contact Lisa Sword of the Payroll Office at 558-3467.

Future PEIA Issues

Continued from Page 1

Huntington and Wheeling. Written testimony and comments were also accepted.

The PEIA finance board is scheduled to meet on December 15 to vote on the plan that will be presented to the Governor and Legislature. The plan will go into effect July 1, 2000.

Welcome...to our new employees: Michael Belcher and David Shingleton (IS&C); Claudia White and Ann Lester (CPRB); and, Mark Sizer and Nidia Henderson (PEIA).

Congratulations!...to **Greg Hutchinson** (IS&C) who was recently promoted from an Accounting Technician 3 to an Administrative Services Assistant 2. Way to go!

Thinking of You...We wish **Lois Strode** and **Dennis Cottrill**, both of IS&C, the very best as they welcome their retirement.

Moving Around...David Wolfe of the Purchasing Division recently transferred from CPF to Surplus Property.

Best Wishes... to **Robert Vaughan** and **Janice Morgan** (both of IS&C) who recently resigned from the Department. Best of luck!

Personnel Classes Offered.. The Division of Personnel announces classes scheduled for December: [December 3] Running Effective Meetings and [December 8-9] Conflict Management. For more information or to register, please contact the Division of Personnel at 558-3950, ext. 508.

PEOPLE TALK

Got News?...Let us know what's going on with you and your family. Contact Diane Holley, Editor, at (304) 558-0661 with information to share with the Department's employees.

Baby Long... Congratulations to BRIM's Sarah Long who along with her husband, Jimmy, welcomed their first baby, Carolyn (Carrie) McClain Long, who was born on November 2.

Wedding Bells Ringin'...BRIM's John Fernatt exchanged wedding vows with Debbie Helmick on September 9. Congratulations to the happy couple!

HAPPY BIRTHDAY...in December

ı	Tim Lee General Services
2	Betty Ireland CPRB
3	Ron PricePurchasing
5	Felice Joseph PEIA Jan Long PEIA
8	Wilma GarbettIS&C lona Keller Grievance Board Louise Miller Finance
9	Cathie Fowlkes Finance Mary Jo Swartz Grievance Keith Wood Aviation Services
10	Kim Covert PEIA Steve Forsythe Personnel
ш	Robert VaughanIS&C
12	Darrell Utt General Services
14	Joseph Estep
15	Cynthia Burr Pros. Atty. Institue Shan Ferrell Finance
17	Cecil HillCPRB

17	Sandra Joyce Purchasing Andrrew Maier Grievance Charles McDowell Purchasing Kara Tully IS&C
18	Johnny Fernatt BRIM Dan Miller Purchasing
20	Robert Laughlin Purchasing
21	Sylvia Thomas General Services
22	David LesterIS&C
23	Jane Johnson Purchasing Sue Smith Purchasing
24	Billy MillerIS&C
26	Deepesh Randeri IS&C
27	Jeff Long Personnel
28	Rick Alker Ethics Linda Lyter Finance Chip Myers PEIA
29	Charles Black General Services
30	Teresa Bowles Personnel
31	Chuck Jones BRIM

