



Quotes, Notes & Anecdotes

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

CPRB's Caroline Brady Honored for Her Dedication

CAROLINE BRADY, an Assistant Manager of the Public Employees Retirement System for the Consolidated Public Retirement Board (CPRB), has been selected as the Department of Administration's Employee of the Month for February.

A 10-year veteran of state government, Caroline's responsibilities include serving as CPRB's lead retirement advisor, completing estimates for

retirement benefits and performing final calculations for retirees with whom she also counsels.

"Caroline is an exceptional worker," said one co-worker. "She is extremely knowledgeable of both the Public Employees Retirement System and the Teachers Retirement System. She is always willing and ready to help any of the other retirement advisors."

Another co-worker added,

"Caroline is always organized, cheerful and thoughtful. She is a pleasure to work with."

In her spare time, Caroline enjoys the outdoors, gardening and spending time with her family. She will be joined by her friends and co-workers at a special ceremony presented by Cabinet Secretary Robert Ferguson on Tuesday, February 3, at 1 p.m. at the CPRB offices in Kanawha City.



CAROLINE BRADY
February Employee of the Month

Efforts Begun to Formulate the Master Plan for the State Capitol Campus

More than 30 people representing state agencies and engineering and architectural firms met in January to chart a long-term course for the layout of the state Capitol campus. It was the first of several scheduled meetings to provide valuable feedback to the engineering consulting firm Michael Baker and Associates, which has been hired to write a comprehensive master plan for the state Capitol campus.

Four key issues to be addressed in the master plan include where new buildings should be constructed on campus; how parking will be configured to



The engineering firm Michael Baker and Associates has been contracted to prepare a comprehensive master plan for the Capitol campus. The plan will give direction of all future new projects on the campus, taking into account the needs of all Capitol agencies located on the grounds.

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Updates and New Features Highlight Division of Personnel's Training Schedule for 2009

Training programs offered by the Division of Personnel's Organization and Human Resource Development (OHRD) section are well underway, and state employees can expect unique class offerings, a newly designed Web site; and an upgraded West Virginia State Training Center (WVSTC) in the coming year.

Otis G. Cox, director of the Division of Personnel, predicts that 2009 will be a year of substantial progress for OHRD.

"One of the biggest improvements will be a new OHRD Web site, which is currently under development," he said. "The new design will allow for easier customer access, improved navigation, and enhanced functionality. We expect to launch the new site in February."

Renovations and upgrades to the WVSTC will also be completed this year. "Those improvements will result in an environment that is both comfortable

and learner-friendly," he added.

While the Web site and training center upgrades are continuing in February and March, OHRD will provide programs throughout those months.

Evie Davis, assistant personnel director for OHRD, credits other state agencies for assisting OHRD in a time of transition.

"We will continue offering our programs while our infrastructure projects are underway.

We thank our generous partners for hosting these programs at their locations. Our schedule has been distributed to agency human resource representatives to pass along to their employees. We will be accepting faxed enrollments for these programs on a first-come-first served basis."



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Organization and Human Resource Development Classes for February

All classes are 9 a.m. – 4 p.m.

- **February 10:** Rewards and Recognition in the Public Sector / Public Service Commission
- **February 11:** Managing and the Law / The Charleston Army National Guard Armory
- **February 12:** Discipline and Documentation / Department of Environmental Protection
- **February 13:** Employee Performance Appraisal I: Policy and Forms / DOH District 1
- **February 17:** Energy Management / Division of Culture and History
- **February 19:** Workplace Safety: Your Responsibility / The Charleston Army National Guard Armory
- **February 20:** Attendance Management / Public Service Commission
- **February 24-26:** Supervising for Success: Fundamentals of Supervision / The Charleston Army National Guard Armory

Purchasing Division Introduces In-House Training Sessions

The Purchasing Division is offering a series of in-house training sessions throughout 2009 designed to keep agency procurement officers and their staff apprised of the most recent laws, rules and procedures pertaining to the purchasing process.

The Purchasing Division has offered an annual conference for decades, which incorporates three days of workshops pertinent to purchasing issues. However, these training sessions are a new initiative of the Purchasing Division

Procurement officers have been sent e-mails and will receive reminder e-mails about the workshops in the coming weeks. The

sessions are free and open to those involved with the state procurement process. Registration will be on a first-come, first-serve basis so register early!

"These in-house training classes will allow us to more readily train procurement officers who are hired throughout the year and for those who are unable to attend our annual conference," said Purchasing Director Dave Tincher. "The in-house training programs will also allow our staff to have more face-to-face interaction with the people they deal with daily. These sessions will

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Surplus Property Manager Ken Frye was among the presenters at the 2008 Agency Purchasing Conference. The Purchasing Division has begun offering a series of in-house trainings for procurement officers.

Kickoff of Legislative Session Offers Chance To Remind Employees of Parking Policies

State employees working at the Capitol are reminded of the following policies and procedures for parking and ticketing as outlined in **Code of State Rule 148 CSR 6**, particularly with the West Virginia Legislature to convene its Regular Session on Feb. 11.

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 believe that a meter is not working correctly must report the malfunctioning meter on the same day the meter is used to the Piedmont Avenue guardhouse at 558-0248. The malfunction must be verified by the Department of Administration for a ticket to be voided. Employees who have their parking places occupied or blocked should call the guardhouse or the Department of Administration parking office at 558-3062.

According to parking office officials, Allied Barton is the security firm for the

2009 Legislative Session. Any questions or concerns regarding the blue uniformed staff need to be directed to Rick Taylor at 768-1064.

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.

During the Legislative session, the Capitol Shuttle Service will run Monday through Friday, every 10 to 15 minutes, starting at 7 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 Saturday, Sunday and state holidays.

2009 Legislative Calendar

- **February 11, 2009** – The 2009 Regular Session of the Legislature convenes. Gov. Joe Manchin delivers State of the State Address.
 - **March 2, 2009** – Submission of Legislative Rule-Making Review bills due.
 - **March 23, 2009** – Last day to introduce bills in the Senate and the House. Does not apply to originating or supplementary appropriation bills. Does not apply to Senate or House resolutions or concurrent resolutions.
 - **March 29, 2009** – Bills due out of committees in house of origin to ensure three full days for readings.
 - **April 1, 2009** – Last day to consider bill on third reading in house of origin. Does not include budget or supplementary appropriation bills.
 - **April 11, 2009** – Adjournment at midnight.
-



Public Defender Services Pleased With New Location

For most, moving can be traumatic. For Jack Rogers, executive director of the West Virginia Public Defender Services, moving from Building 3 on the Capitol campus to the division's new location on One Players Club Drive in Charleston was the right move at the right time.

"I am a happy camper," Rogers said. "The director of the Real Estate Divi-

sion, Chuck Lawrence, found us a marvelous new space."

The September, 2008 move to a new location was brought on as renovations have begun to take place in Building 3, updating the building's facilities. Other agencies, such as the Banking Division, have also moved out of Building 3.

Rogers said the new office space was

in a building already rented by the state. The Public Defender Services moved 15 employees into the location.

He said that overall morale and attitude has improved with the new space. "I think the move has re-inspired the work on those in the division," he said. "I would anticipate we will be here for an extended period of time."

General Services Division Kept Busy in Days Leading to the Gubernatorial Inauguration

The work of government does not just begin with the swearing-in of a governor on Inauguration Day. Rather, it is the weeks and months of planning beforehand that contribute to the seemingly-seamless transfer and the festive atmosphere that surrounds the day.

If you doubt that, ask Dennis Stewart, the events coordinator for the General Services Division. As days ticked down to hours toward the Jan. 19 inauguration of Gov. Joe Manchin into his second term as governor, Stewart and his crew from the General Services Division were busy with preparations.

Those preparations included erecting the scaffolding for the swearing-in ceremony at the Capitol, setting up seating, and decorating the area. Stewart said various cost-saving measures were introduced to this year's ceremony, in an effort to keep step with budget-tightening times across the nation. Those steps includes reusing the ceremonial rug in the Capitol rotunda and curtains from the Cultural Center; reusing banners from the 2005 ceremony; borrowing



Gov. Joe Manchin took the Oath of Office from Supreme Court Chief Justice Brent Benjamin. However, the work upto the inauguration was long in the planning, and kept the General Services Division busy.

equipment from other state agencies, including the Division of Culture and History, and the Division of Highways; and not bringing in portable bathroom facilities. Stewart said instead attendees to the event were directed to the bathrooms within the Capitol.

With the ability to restore, repair and reuse, Stewart said the General Servic-

es Division was successful in its preparations. "We are still under budget from what we spent four years ago," he said.

Stewart said his division had also worked to ease access throughout the inauguration area. Also, with temperatures predicted in the low 30s, Stewart said he also had installed a special heating into the lectern for Gov. Manchin's speech to provide warmth to the governor during his speech.

Of course, the inauguration is not just the swearing-in ceremony; rather, it is a series of events leading up to and beyond the ceremony. Stewart said the General Services Division had remained busy throughout the planning and preparation process. "There is a multitude of facets to conduct an inauguration," he said.

He said the inauguration committee, which was broken up into smaller committees covering different aspects of the inauguration, kept the General Services Division busy. "We try to accommodate the needs and wishes of every committee," he said. "It is our responsibility because it is a governmental function."

Office of Technology Administers Online Training Program

All Department of Administration full-time employees have received an e-mail notice to participate in an online State of West Virginia Employee Information Security training course, sponsored by the Office of Technology



(OT). This course was created by the Multi State Information Sharing Analysis Center (MS-ISAC) and provided to state governments free of charge, according to Jim Weathersbee, information security officer with the Office of Technology.

This training is mandatory, but employees do not need to complete it all at one time. When the need arises to suspend training, click the "exit" button, and your place will be bookmarked so you can return to the module at

the point where the program was suspended. The program will record the modules already completed. Weathersbee noted that each module has a quiz and the user is required to pass before moving ahead. Upon completion of all modules a Certificate of Comple-

tion may be printed. Weathersbee said the Office of Information Security and Controls plans to develop similar refresher training course in the future as a means to increase user awareness of security issues.

Employees are expected to complete the training by mid-March, approximately 60 days after the link to the Security Training Course was e-mailed. Employees are encouraged to log on to get a feel for this training environment and begin the course as soon as possible. This course is narrated, with optional subtitles that can be turned on or off depending on one's preference.

Please contact OT's Jim Weathersbee at jim.e.weathersbee@wv.gov for any questions with the program.

Increase in Minimum Pay Grades Passed by Personnel Board, Takes Effect Feb. 1

A raise in minimums for classified and classified exempt employees in pay grades 2 through 26 passed the West Virginia Personnel Board on Jan. 15. The revision to the Division of Personnel Schedule of Salary Grades would replace the current minimum, market and maximum pay rates for those pay grades.

The amendment was signed by Gov. Joe Manchin on Jan. 20 and will take effect Feb. 1.

The amendment raises the minimum monthly salary for grade two employees — the lowest paid employees in state government — from \$938 to \$1,334. The maximum monthly rate for grade two employees will go up roughly \$700, from \$1,734 to \$2,468. Similar increases will occur among the remaining 24 pay grades in state government. Hourly wages for workers in the state Department of Transportation will go up as well. The pay grade schedule represents the most significant change in the schedule since 2002. A major reason for the increase is to keep up with increases in the minimum wage.

Otis Cox, director for the Division of Personnel, said the five-member board passed the amendment unanimously.



The West Virginia Personnel Board took public comments on the proposed raise in minimums for classified employees in pay grades 2 through 26. The amendment passed.

Cox called the increase “a step in the right direction” toward drawing in new employees as well as retention of current employees.

With the proposed Plan of Implementation, an incumbent employee whose salary falls below the minimum rate of the new range would have his or her salary adjusted to the new minimum. An incumbent employee whose salary falls within the new range would maintain his or her current salary. An

incumbent whose salary falls above the maximum rate of the new range would maintain his or her current salary.

Department of Administration Secretary Robert Ferguson said that raising the minimums was a “first step” toward changes.

For additional information about this amendment, you may visit the Division of Personnel Web site at:

<http://www.state.wv.us/admin/personnel/default.htm>

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The 2009 Program Schedule will contain several new classes as well as enhancements to popular programs from the past [see sidebar on Page 2 for the February class schedule].

The new programs include “Back on Track: Minimizing Time Wasters.” This class will help participants recognize workplace distractions and implement strategies to reduce wasted work time. Informal Learning will help managers and supervisors take advantage of opportunities to facilitate learning in the workplace on a day-to-day basis. OHRD will also present its first program on strategic workforce planning.

“In addition, nearly all of our existing programs will be updated,” Davis said. “Some will undergo minor revisions; others will be comprehensively

redesigned to reflect new approaches and strategies suggested by research.”

One thing that will not change will be OHRD’s commitment to making training active and engaging.

“We will continue to present programs using methods that have their basis in adult learning theory and are consistent with neuroscientific research on how people learn,” she said. “What that means to participants is that we will strive to create an environment that is simultaneously relaxed and stimulating. We will focus on relevant, actionable content and avoid long lectures and other forms of passive learning.”

For more information about OHRD’s programs and services, call 558-3950, ext. 57204. To sign up for a class, fax an enrollment request to 558-3327.

PURCHASING

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be as beneficial to our staff as it will be to our procurement colleagues.”

The classes this month are Evaluation and Award Process on Feb. 4 and Statewide Contracts on Feb. 18. Both are from 10 a.m. to noon and will be held in the Regents Room in Building 7 (West Virginia State Training Center).

For a complete list of classes offered throughout the year with dates, times and course description, or to register for a class, visit:

www.state.wv.us/admin/purchase/training/inhouse.htm

You may also contact the Purchasing Division’s Staff Development Specialist Brian Holmes at 304-558-7022 or by e-mail at Brian.J.Holmes@wv.gov.

PLAN

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accommodate employees and visitors; enhancing pedestrian access to the campus; and security issues.

"We have not had a unified plan to address the many needs of the campus for many years," said David Oliverio, director of the General Services Division. "This project will give us the direction we need to address the operation and maintenance of the entire campus facilities for many years to come. It is crucial that we seek out and receive input from representatives of various agencies before this master plan is written."

Additional meetings are planned through the end of summer to gather input from the Capitol's various state agencies and user groups. Once Michael Baker and Associates and its five subcontractors complete its fact-gathering objectives, the team will provide its own feedback and submit a final report based on its meetings in August. The master plan will then be written and is scheduled to be completed by May 2010.

In recent years, the repairs and renovations done on the Capitol campus have been completed in a manner that reflects the original intent of Cass Gilbert, the famed architect who designed the state Capitol's main building.

Bob Krause, General Services Division's architect and engineer said the aesthetic aspects of the master plan will be important to address as well as the physical adjustments which are made.

"Our perception of the campus will have to be dealt with as well. What Cass Gilbert envisioned for the state Capitol campus is much different than what people are used to who grew up seeing the Capitol on a frequent basis," he said.

Welcome! ... to our new employees: **Chrissy Courtney** and **William McCallister (CPRB)**; **Buffy Payne** and **Samuel Ratliff (Finance)**; **James DeBolt**, **Philip Kingrey** and **Bruce Long (General Services)**; **Caitlin Bailey** and **Vickie Hoover (Grievance Board)**; **April Taylor** and **Donald Wheeler (PEIA)**; **Max Aldredge** and **Mary Ayooob (Personnel)**; and **Jean Chapman** and **Patricia Ebert (Technology)**.

Time to Relax ... After years of hard work, the following employees are now ready to kick back and relax. Those employees who recently retired from our department include: **Danny Layton (Purchasing)** and **Mihaly Olah (Technology)**.

Best Wishes ... to our employees who recently resigned from our department: **Angela Rogers (Public Defender)**; and **Michelle Perry** and **Ryan Miller (Technology)**.

People Talk

Kudos to our Kids! ... Madison Cottrill, a fifth grader at Poca Elementary School, won the school's spelling bee and then competed in the Putnam County Spelling Bee. She is the daughter of **Lori Cottrill (PEIA)** ... **Erin Fink (Public Defender)** gave birth to Bailey Fink on Dec. 30. She weighed 7 lbs, 6 oz. and was 20 inches long ... Chris Samples and Jason Samples fought in the 2009 Rough and Rowdy Brawl at the Charleston Civic Center in January. Chris won in the heavyweight division and Jason won runner-up in the middleweight division. Both are the sons of **Susan Samples (Personnel)**.

Thanks! ... Larry Layne (**General Services**) returned to work on Jan. 15 after being off due to medical issues since Oct. 25. He would like to offer his thanks for all of those who donated leave time to him.

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

HAPPY BIRTHDAY ... in February

2 Michael Ebert Technology	18 Billy Tincer Gen. Svcs.
Jill Farrar-Brown BRIM	Lisa West Real Estate
Diane Holley Purchasing	19 Rick Counts Gen. Svcs.
Alicia Legg CPRB	Gary Goble Jr. Personnel
3 Willadean Fisher Purchasing	Teresa Martin Personnel
4 Chris Del Checcolo .. Technology	20 Tracy Ketter Personnel
5 Debbie Watkins Purchasing	Harold Loy Gen. Svcs.
7 Marsha Casto Personnel	David Nearhoof Technology
Diana Lunsford CPRB	21 Thomas Booth Pub. Def.
8 Ken Frye Purchasing	22 Richard Pickens Technology
11 James Workman Gen. Svcs.	23 Angela Maynard Personnel
12 Paul Dixon PEIA	24 Chrissy Courtney CPRB
14 Landon Brown Grievance	Ryan Miller Technology
John Patton Gen. Svcs.	26 Norma Cross Technology
16 Matt Fenney Technology	27 Barbara Haddad CPRB
17 James Bateman Personnel	Tim Phillips Technology
Kenneth Jackson Gen. Svcs.	Greg Welch Gen. Svcs.
Victoria Sutton CPRB	28 Richard Corcovilos Gen. Svcs.
18 Mary Jo Lewis CPRB	

Administrative Notes

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Joe Manchin III
Governor

Robert W. Ferguson, Jr.
Cabinet Secretary

Diane Holley
Communication Director/Editor

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Tony O'Leary
Chad Williamson

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