Technology’s Tom Allen Earns Accolades for Dedication

TOM ALLEN, a Programmer Analyst II for the Office of Technology, has been selected as the Department of Administration’s Employee of the Month for July.

A state government employee for more than eight years, Allen’s primary duties include main frame maintenance, which includes JCL, CICS and DB2. Allen has worked with several Administration agencies with their main frame systems and applications.

“Tom is a dedicated employee who is always ready to assist other programmer analysts. He is always willing to take on new projects and is willing to learn new technical ways of performing his work,” according to one of Allen’s co-workers.

Said another co-worker, “Tom seldom misses work for any reason and is always willing to put in extra time to see project through. His attitude and work ethic is always top notch and professional.”

In his spare time, Allen enjoys competing in archery and pistol shooting competitions. Allen will be joined by his friends and co-workers at a special ceremony presented by Cabinet Secretary Robert Ferguson on July 9 at 11 a.m. at the Office of Technology office at One Davis Square in downtown Charleston.

Purchasing Division’s 2nd Annual OPEN HOUSE a Success

Even though she has years of experience in procurement, an event such at the Purchasing Division’s 2nd Annual gives Alberta Kincaid, procurement officer with the State Treasurer’s Office, a chance to reconnect with the division.

“It is a wonderful opportunity to talk one-on-one with your buyers, to talk with other agency participants and to renew acquaintances within Purchasing,” she said. Kincaid was one of more than 60 state agency personnel who attended the four-hour event, held June 2 at the Purchasing Division’s offices at 2019 Washington Street East.

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Purchasing Division Senior Buyer John Abbott talks to Alberta Kincaid, procurement officer for the State Treasurer’s Office, during the Purchasing Division’s OPEN HOUSE.
A total of 2,113 bills were introduced in the two houses during the 2009 Regular Session of the Legislature. The House introduced 1,340 bills and the Senate introduced 773 bills. The Legislature passed 227. During the first Extraordinary Session of 2009, a total of 15 bills were passed.

Information about the two sessions with links to all bills introduced and passed can be found at https://www.legis.state.wv.us/index.cfm.

Some of the bills which passed that affect the Department of Administration or may be of interest to our employees are the following:

**SENATE BILLS**
- SB 172: Authorizing the Department of Administration to promulgate legislative rules for several agencies.
- SB 244: Relating to public employees’ re-employment after retirement.
- SB 258: Clarifying that local fiscal bodies cannot be held liable for deficits as a result of other post employment benefits.
- SB 318: Expanding the Division of Protective Services’ law-enforcement authority over state property under certain circumstances.

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**WEB FILTERING SOFTWARE**

Web filtering is another tool in Internet safety and employee productivity.

The Web filtering software is updated regularly with listings of known “bad sites.” Dixon explained that “if you click on one, it will lead to sites with malicious code.” This could result in possible viruses in the network. However, the filtering software blocks users from opening those sites, and preventing viruses.

While there is a list of forbidden Web site categories, such as criminal skills, gambling, hate speech, or pornography, other sites may also be filtered at the request of the agency. “As Office of Technology Security Officers, we are here to support the agency’s needs and not to dictate what is or isn’t work related,” Dixon explained.

“Agencies know their business and their needs better than anyone.”

And, even while categories may be blocked, pages within the category may be opened, Dixon said. The security information page that appears when attempting to load an unauthorized site offers instructions on how to request access a work-related page or site.

Dixon added that the software’s data mining capabilities – the method of discovering where bandwidth is being spent – makes it a powerful diagnostic tool. He used the example of an agency reporting bandwidth issues slowing down the network. By discovering which non-work-related sites are causing the problem and blocking them, the issue was resolved.

“The system is available to all state agencies, and is scalable for many users, with the initial goal of being mandatory for all consolidated Executive Domain state agencies,” Dixon said. “The service is available to any State agency on the Statewide Unified Network.”
State employees have been receiving frequent messages in recent weeks stating, “The General Services Division would like to remind state employees about the following scheduled maintenance …”

Whereas the messages are straightforward, the importance behind them mean much more.

The interruption of utility services is the result of the General Services Division’s mission to repair and restore projects for the long term.

“Our priority comes down to one basic philosophy. We are going to fix things right the first time, even if it takes longer than what it would take if we were to opt for a quicker solution,” said David Oliverio, Director of the General Services Division. “And on those occasions when the project has historic features, we are restoring as close as possible to its original design.”

Oliverio added that nearly all projects being completed, which require power outages and/or redirection of vehicular and pedestrian traffic, are done after normal business hours.

“We want to minimize the amount of disruption associated with many of these projects. Although we send out frequent mass e-mails which may seem to be a bit annoying, I am fortunate to have a dedicated staff willing to work after hours and during the weekends to see these important projects through,” Oliverio said. “I do think our efforts of the past few years are showing themselves very favorably, both in appearance and functionality.”

The General Services Division unveiled its five-year facilities master plan in March of 2007 to address the restoration and upgrading the numerous state facilities.

Earlier this year, the General Services Division announced the beginning of a master plan project to address the long-term layout of the Capitol complex. The plan is expected to be completed by late summer.

Building 3 will be completely renovated once all existing agencies are moved to other locations. DNR recently moved to its new South Charleston location.

Plans to Renovate, Restore Building 3 Moving Forward

The renovation project of Building 3 continues to move forward as another agency on the State Capitol Campus has been transferred to its new home in recent weeks.

The Charleston offices of the West Virginia Division of Natural Resources (WVDNR) began its move on June 10 from the top three floors of Building 3 to the Plaza IV building on Fourth Avenue in South Charleston, near the South Charleston library. All WVDNR telephone numbers, fax numbers, and e-mail addresses will remain the same.

Division of Motor Vehicles (DMV) employees in Building 3 are closer to their move to a newly reconfigured office, which is being built at the Kanawha Mall. DMV employees are expected to move into their new offices by the end of summer.

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What if we all did a little something to make the world a better place? If driving a little greener made toxic emissions into the atmosphere a little leaner, would you do your part?

We rely on our vehicles as our primary means of transportation for all of our daily activities from business to personal use. At the same time, we are conscious of the importance of preserving our environment, conserving energy and improving air quality. With recent advancements in vehicle manufacturing and fuel technology, improvements in air quality have been made. This, combined with the modifications drivers can make to their daily driving habits to protect the environment, gives us the green light for green and safe driving.

Studies have shown that you can reduce fuel consumption by 20 percent or more by modifying your driving habits. These modifications are simple in nature and only require repetitive routine practice to make this a success, not only from a fleet standpoint, but in our personal vehicle usage as well.

Here is how driving green works:

• Keep vehicles well-tuned
  A well maintained vehicle improves fuel consumption and emits fewer pollutants.

• Check tires for proper inflation
  Maintaining recommended air pressure conserves fuel and reduces tire tread wear.

• Be a proactive driver
  Bypassing congested routes leads to less idling and decreases the amount of stop-and-go traffic.

• Drive better
  Accelerating smoothly and stopping slowly reduces fuel consumption and toxic emissions.

• Drive speed limit
  It’s the law! Additionally, obeying the posted speed limit saves fuel and lowers the risk of accidents.

• Maintain a steady speed
  Keeping a steady pace reduces gas pedal activity, which helps to reduce toxic emissions.

Not only do agencies see significantly lower fuel costs with their fleet management as a result of green driving, but they are also supporting environmentally friendly initiatives. At the same time, green driving encourages safe driving – helping to reduce accident rates, as well as stress for employees driving on today’s busy roads – things we all value.
Dead Branches Removed from Capitol Campus Trees

The Capitol campus trees are a bit thinner these days, which is by design. Bill Shanklin, Grounds Manager for the General Services Division, said the extensive tree trimming involved cutting dead wood from the large trees, such as the pin oaks, to protect not only the trees from possible disease and insects, but to also ensure that there is no danger to pedestrians and vehicles from falling branches as safety was part of the equation as well.

“We have had a lot of intense storms lately and what falls to the ground during those storms is dead branches. It was making for a great deal of clean up,” Shanklin said. “This is a dead-wooding project. This is not a pruning project. We are removing large dead branches. We have identified 90 trees on campus that need dead wood removed, mostly on the oaks, and we have taken care of the first 50. We will get to the remaining trees in July.”

To assist in the massive project, the Davey Tree Company was contracted to work on the project, with workers using an articulating boom lift to get to the trouble spots.

The trimming of the small ornamental trees, including the dogwood and crabapple trees, was to shape them and to protect them from growing too tall.

“When the crabapples get out of hand, they can be very large trees,” Shanklin said. “We are not a pruning project. We are a dead-wooding project. This is by design.”

The trimming of the small ornamental trees, including the dogwood and crabapple trees, was to shape them and to protect them from growing too tall.

PLANS
Continued from Page 3

Just a Little Off the Top Please

summer. Building 3, designed by Cass Gilbert Jr. and built in 1950, will become completely vacant when Department of Health and Human Resources offices are moved to One Davis Square by the end of this year.

All state agencies currently housed in Building 3 are to be relocated so the nearly 60-year old building may be completely rehabilitated through contractual services coordinated by the Department of Administration. “Relocating the existing tenants of Building 3 to other locales has been an intricate process,” said Chuck Lawrence, executive director of the Real Estate Division. “The many pieces of the puzzle are coming together nicely now.”

General Services Director David Oliverio said the interior of Building 3 will differ from its current interior design. “We plan to open up the floor plan to enhance ventilation and air flow as well as lighting. The HVAC and electrical systems will be replaced as well as other infrastructure upgrades to support the new building systems,” he said. “We also plan to restore the first floor of the building to capture some of the original design elements of the past, with the marble, attractive open space as the original design of the past, with the marble and attractive open space. Everyone will have greater access to daylight in the building.”

Additionally, Oliverio said, measures will be taken to establish the appropriate features to achieve a ‘green building’ certification, offering an environmentally friendly structure.

“We are being very mindful of all the important elements needed for this building. Our goal is to keep the original characteristics of this building by restoring the exterior and maintaining the marble interior walls,” Oliverio said. “On the inside, we are designing to the needs of today’s office space environment. Proper wiring and electronic networks will be crucial. It goes without saying, there is no comparison to the technology needs of today compared to those of 1950.”

A Davey Tree Company worker trims one of the State Capitol campus trees as part of a grounds maintenance project by the General Services Division.

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PEIA Conducting Statewide Hearings on Retiree Issues

The Public Employees Insurance Agency (PEIA) continues its statewide public hearings throughout the state this month, the result of a motion passed during a special PEIA Finance Board meeting held in June.

At this meeting, the PEIA Finance Board voted to conduct statewide public hearings to explain and solicit public feedback on two issues the board had previously addressed. These issues related to the proposed plans for the Medicare-eligible retiree transition and the elimination of the retiree subsidy for public employees hired on or after January 1, 2010.

The public hearings provide the public an opportunity to voice their opinions on these motions.

To date, public hearings have been conducted in Beckley, Martinsburg, Charleston and Wheeling. Meetings this month are scheduled for Morgantown on July 6 and Huntington on July 7.

The PEIA Finance Board will meet again July 30 to vote on these motions.
Welcome! ... to our new employees: Roger Chapman and Charles Fish (Office of Technology) and Kathleen Dempsey (Personnel).

Time to Relax ... After many years of hard work, Karen Byrd of the Purchasing Division is now ready to kick back and relax. Happy retirement, Karen!

Best Wishes ... to our employees who recently resigned from our department: Delilah Bracken and Quentin Johnston (Office of Technology) and Max Aldredge (Personnel).

**Quotes, Notes & Anecdotes**

**HAPPY BIRTHDAY ... in July**

1. Jeff Bird ........................ Technology
2. Patricia J ohnson ............. Finance
3. Mike Pigg ........................ Technology
5. Jamie Cartwright ............... Technology
6. Tedd Thompson ................. Technology
7. Nathan Mennit ................. Technology
9. April Taylor ......................... PEIA
10. Lorri Reese ........................... Finance
11. Kristi Short ............................ Technology
12. Paula Van Hom ..................... CPRB
13. Roger Williams ..................... Technology
14. Debbie Anderson ................. Personnel
16. Donald Wheeler ..................... PEIA
17. Tim Abraham ....................... Sec. Office
18. Carl Baldwin ....................... BRIM
19. Robert Norvell ...................... Technology
20. Eric Evans ........................ Technology
21. Bemeice Moore ...................... Technology
22. Malecha Pannell ................... CPRB
23. Theresa King ....................... CPRB
24. Crystal Cunningham .............. PEIA
25. Penney Hall ......................... Sec. Office
26. Kevin Kinder ....................... Technology
27. Candy Moore ......................... CPRB
28. Kim Painter ......................... Real Estate
29. James Weatherbee .................... Technology
30. Bertha Holmes ..................... Technology
31. Jack Pullen ........................ Technology
33. Nicholas Smith .................... Technology
34. Donna Lee Amos .................... Technology
35. Brent Smith ........................ Technology
36. Mable Jones ........................ Finance
37. Jean Chapman ....................... Technology
38. Suzanne Lopez ...................... Technology
39. Teresa Miller ....................... CPRB
40. Margo Perkins ....................... PEIA
41. Romona Allen ..................... CHIP
42. Bob Kilpatrick ....................... Gen. Svcs.
43. Philip Skeen ....................... Technology
44. Stan Stewart ....................... Gen. Svcs.
45. Jacqueline West .................. Ethics
46. Sue Lore ........................ Technology
47. Katherine Martin ................... Technology
48. Bryant Cramer .................... Technology
49. Thomas Riddell ................... Technology
50. Heather Atkins ...................... Public Defender
51. Lee Ann Halstead .................. PEIA
52. Dawn Mahan ....................... CPRB
53. Thad Robinson .................... Technology
54. Stacey Shambolin .................. CHIP
56. John Gibson ....................... Technology
57. Mike Michaelson ............... Gen. Svcs.
58. Crickett Powell ............... Grievance
59. Brian Pratt ........................... Technology
60. Lori Bailey ........................... BRIM
61. Toney Broyles ...................... Technology
62. Yvonne Wilhelm ..................... Personnel
64. J.C. Erby ....................... Gen. Svcs.
65. Delores Huffman ................... Personnel
66. Kim Long ................................. PEIA
67. Leslee Chapman .................... Technology
68. Kelli Doyle ........................ Technology
69. Sue McMinn ....................... BRIM
70. Denise Russe ....................... Technology
71. Mario Torres ........................ Finance
72. Emily Washington .................. Technology
73. Tom Marchio ....................... PEIA
74. Barbara Randolph ............... PEIA
75. Ray Richardson .................... Technology
76. Rob West ......................... Technology
77. Krista Ferrell ....................... Purchasing
78. Tammy Haynes ..................... Technology
79. Theresa Kline ....................... CPRB
80. Mick Olah ........................ Technology
81. Shaun Pierce ....................... Technology
84. David Mason ....................... BRIM
85. Shaun Neidlinger .................. Technology

**Happy Retirement, Karen!**

Karen Byrd joined the Department of Administration in 1980 as an Entry Level Technician. She and her family have lived in//upon retirement.

**SB 695:** Modifying the payment for certain state employees’ who can be paid for their unused sick leave.

**HOUSE BILLS**

HB 2567: Relating to filing rules with the Secretary of State under the Administrative Procedures Act.

HB 2734: Relating to minimum guarantees provided to members who elected to transfer from Teachers Defined Contribution System to the Teachers’ Retirement System.

HB 2863: Relating to construction of state utility projects.

HB 2916: Extending the deadline of the buyback provision provided under the Teachers’ Defined Contribution Retirement System to the Teachers’ Retirement System.

HB 2917: Relating to the Emergency Medical Services Act.

HB 3047: Clarifying that PEIA is authorized to enter into capitiated provider arrangements for provision of primary health care services.

HB 3066: Clarifying the supervision requirements for elevator apprentices under elevator safety.

HB 3189: Adding members to the Capitol Building Commission.

**TREES**

Continued from Page 5

too leggy, they get diseased and also have a tendency to split or fall. They and the dogwoods were thinned out and shaped so this does not occur,” Shanklin said.

Shanklin added it is the General Services Division’s goal to maintain the beauty and healthy condition of the trees on campus. He said June is the best time to identify the dead wood from the live wood when the leaves come into full bloom.