



Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

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Employee of the Month

BRIM's Stephen Schumacher Shows Positive Work Ethic

Stephen Schumacher, the Chief Financial Officer for the Board of Risk and Insurance Management (BRIM), has been selected as the Department of Administration's **Employee of the Month** for June.

A nine-year employee of state government, Schumacher is responsible for the establishment and operation of accounting and internal auditing systems. He also oversees the work of accountants and auditors in preparing financial documents.

"Steve has been with BRIM for nearly two years and during this time, he has assisted with negotiating several critical contacts and agreements," said one co-worker. "Because of his vast knowledge and experience in the accounting and auditing fields, BRIM can more adequately fund claims reserves as well as enhance investment incomes."

Another co-worker added, "Steve possesses a great professional attitude and work ethic. He is very pleasant and works well with

clients and colleagues. His contributions are greatly appreciated by the staff."

In his spare time, Steve plays guitar and sings with a local band. He also likes golfing and participates in numerous fundraisers throughout the year.

Schumacher will be joined by his co-workers at a special ceremony presented by Cabinet Secretary Rob Ferguson at 11 a.m. on June 2 at the BRIM office in South Charleston.



STEPHEN SCHUMACHER
June Employee of the Month

Capitol Exterior to be Cleaned and Restored



Work crews keep busy around the Capitol's main building as they are in the midst of a major cleaning and restoration process of the building's exterior, using special techniques and treatments to restore the Indiana limestone.

When the official West Virginia quarter was unveiled during a festive ceremony on the Capitol steps in 2005, Governor Joe Manchin promised the large crowd assembled that day that the main building was to receive a much-needed cleaning.

That promise has come to fruition. Crews have been busy with the first phase of a comprehensive exterior restoration campaign of the Capitol's main building, which will eventually include the east and west wings. The main building's project will consist of

Sneak Peek INSIDE...

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- ◆ CAFR Vital in Painting State's Financial Picture
- ◆ Share Your Vacation Photographs with Us!
- ◆ Purchasing Division Offers Open House

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State Offers Guidance in Saving Energy and Fuel Costs for Business Operations

With gas prices wavering close to \$4 a gallon, coupled with concerns about energy use and global warming, state officials are looking at the best way to cut both costs and negative environmental effects through efficient usage.

A series of energy conservation and vehicle guidance policies has been implemented to all state departments and agencies.

The polices suggest the following:

Heating and Cooling Temperatures

- Winter heating range: 72 degrees average space temperature +/- 2 degrees.
- Summer cooling range: 76 degrees average space temperature +/- 2 degrees.
- Setbacks for after-hours and on weekend or holiday occupancy should be approximately 62 degrees during the heating season and 78 degrees during the cooling season depending on the individual building equipment recovery time.

Ancillary Appliances or Devices

- Limit the use of individual printers and copiers by utilizing network equipment.
- Limit individual use of refrigerators, microwaves, break areas.
- Turn off all nonessential office equipment at the end of the business day including copiers, computers, monitors, printers, calculators, etc.
- Space heaters, candle warmers, etc. are prohibited for energy conservation in ad-

dition to safety reasons.

Lighting

- Office lighting should be turned off at the end of the business day.
- Emergency lighting systems, as defined by the National Fire Protection Association (NFPA), will not be affected by such limits or restrictions.

The following vehicle guidance policies have been adopted:

Privately-Owned Vehicles (POVs)

- Should be used only when agency-owned or leased vehicles are not available and employees' travel requirements are infrequent.
- The approved state mileage reimbursement rate will be reviewed each January and July and then communicated to state agencies.
- Should not be used when reimbursements costs are expected to exceed \$50 per day, unless an agency approves use because of the following: 1) An agency vehicle is not available, and; 2) The cost of mileage reimbursement for a POV is less than the cost of commercial responsibilities require travel in excess of 12,000 miles per year.

Agency-Owned / Leased vehicles

- May be used when assigned permanently to one employee or in a motor pool.
- Motor pool: A car or group of cars is shared among

agencies for collective use.

- Each department will determine if a motor pool concept is supportable.
- Should be driven a minimum of 12,000 miles per years.
- Total lease or ownership cost should be less than the potential mileage reimbursement to employees (if POVs were driven) or the cost of rental cars.

Agency Vehicle Rental from Statewide Contracts

- Should be used only when a temporary need arises, state vehicles are not available, and when the cost of the rental car will be cheaper than POV employee reimbursement.

Cabinet secretaries have been urged to consider alternatives to past practices involving the fleet, including an increased use of motor pools for groups of agencies and the increased use of teleconferencing.

For additional information regarding these policies, contact your supervisor.



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

Joe Manchin III
Governor

Robert W. Ferguson Jr.
Cabinet Secretary

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Special Thanks
Kaye Parks

State's Comprehensive Annual Financial Report a "Good Read"

The Comprehensive Annual Financial Report (CAFR) may never make the best seller's list, but it is certainly read carefully by a select, important crowd.

The CAFR is produced by the Finance Division and presents the financial condition of state government finances for each fiscal year.

"The CAFR shows what happened during the year with state expenditures versus the state's budgeted projection. All of the financial information from all state agencies are rolled into one financial statement," said Ross Taylor, Finance Division Director/State Comptroller.

"The information contained in the CAFR has a direct effect on our bond rating. Those who most often read our CAFR are bond rating companies and investors. These individuals want to make sure the state of West Virginia is a good credit risk and that we manage our debt properly," he said.

The CAFR is also examined by federal authorities to determine whether federal dollars are being properly managed and used for their intended purpose.

"Last year, the state received and disbursed approximately \$3.8 billion in federal dollars," Taylor said.

With so much vital information to disseminate,

Taylor is pleased to note that West Virginia's CAFR – which is required of all states – remains a good read.

"We have had some good years of late and hope to have many more in the years to come," Taylor said. "We are fortunate. Many other states are going through some tough times, which means reductions and cut backs in state agencies and services. We are holding true to our projections and are in a good financial situation because of it."

The CAFR is prepared in accordance with Generally Accepted Accounting Principles and is audited by independent Certified Public Accountants each fiscal year, Taylor said. Every year since 1995, when the state CAFR was first submitted for review to the Government Finance Officers' Association (GFOA) for consideration in the Certificate of Achievement for Excellence in Financial Reporting program, West Virginia has received the prestigious **Certificate of Achievement for Excellence in Financial Reporting** award.

The CAFR may be viewed at www.wvfinance.state.wv.us.



Division of Finance staff instrumental in gathering data and writing the state's Comprehensive Annual Financial Report are pictured: (seated from left) Robert Seabolt, Jane Shinn and Shelia Straley; (standing from left): Susannah Carpenter, Connie Byrne, Jeff Perkins and Angela Leshon. Not pictured is Chris Sforza.

Share YOUR Vacation Plans and Photographs with Us!

Do you have a unique vacation planned this summer? Share a photograph of your vacation with your Department of Administration co-workers.

Stories and photographs may be sent to Chad Williamson at Chad.B.Williamson@wv.gov and may be published in an upcoming issue of **Quotes, Notes & Anecdotes**.

To start off our series of department employee vacation photographs, Tony O'Leary of the Purchasing Division shares a picture of his recent vacation in Orlando, Florida, when he spent time swimming with dolphins at Sea World.



Share your vacation pictures from this summer with us!

Agency Procurement Officers Welcomed by Staff

Purchasing Division Invites Agency Procurement Officers to Open House



Purchasing Division Senior Buyer John Abbott, right, discusses the particulars of a current contract with Bruce Blackhurst, procurement officer at Division of Juvenile Services.

The Purchasing Division's first-ever Open House on May 6th was a success.

State agency procurement officers and their staff were invited to attend this informal affair to meet with the Purchasing Division staff and discuss issues related to their agency's contracts or purchasing laws and rules. More than 90 state agency personnel attended during the four-hour occasion to visit with Purchasing Division Director Dave Tincher and his staff, particularly with buyers and inspectors as well as representatives of the Surplus Property, Fleet Management and Travel

Management programs.

There was also a presentation of the Purchasing Division's new online vendor registration training program. "The Open House was everything we hoped it would be. We had an excellent turnout of agency procurement officers and it allowed our staff to build upon the positive lines of communication we have developed," said Tincher. "There

is nothing more effective than face-to-face communication," he said.

Those agency procurement officers who were in attendance were pleased with the event. "As we all realize, it is so easy and convenient to use e-mail to communicate and we can lose sight of the 'personal' touch of communication and customer service. This Open House reaffirmed the Purchasing Division's commitment to a winning combination of both professional and 'personal' customer service," said Nancy Swecker, an agency procurement officer with Division of Corrections.

As a result of the success, Tincher stated that he anticipates the Open House becoming an annual event.

2008 Agency Purchasing Conference

The 2008 Agency Purchasing Conference is scheduled for October 14 – 17 at Canaan Valley Resort in Davis.

This annual training conference targets state agency procurement officers and their staff with information on the latest in purchasing laws and procedures.

For details, contact Brian Holmes at 558-7022 or brian.j.holmes@wv.gov

Capitol Cleaning Continued from Page 1

masonry cleaning and repairs, window restoration, bronze door restoration and architectural lighting restoration, including the colonnade lighting, said Elizabeth Moss with Swanke Hayden Connell Architects, the project contractor.

Moss said what was originally a conventional cleaning job evolved into a much more detailed project. Close inspections revealed deterioration to the building's limestone facades and other concealed deficiencies beyond what was to be originally cleaned. Adding to the complications was an inappropriate application of

a waterproof coating, purportedly performed 25 years ago.

In order to bring back the original Indiana limestone color per Cass Gilbert's specifications, Moss said it is necessary to remove this coating.

To use conventional sand blasting or high-pressure water spraying would be ineffective and potentially harmful. Instead, Moss said, the work crews are using a low-pressure micro-abrasive cleaning technology which combines air, water and an inert micro-fine mineral powder to clean surfaces without damage to the material.

Moss said it will be impossible to remove 100

percent of the waterproof coating that has penetrated into the limestone's pore structure without causing irreparable damage, but enough will be done to return the Capitol to its overall design intent.

In addition to the masonry cleaning and repairs, all of the original bronze windows are being restored to their original appearance while making the windows operable and weather-tight.

The east and west wings will undergo similar cleaning and restoration after the main building is complete. The contract for the main unit of the Capitol states that the exterior cleaning and restoration is to be completed by November of this year.

General Services' Kenny Young Heads to 'Greener' Pastures after Retirement

The man who has been responsible for the care of the Capitol grounds is not worried about dirt or flowers, and likely does not even have earth beneath his feet right now.

Kenny Young, the General Services Grounds Manager for more than five years, retired May 30, and left the following day for New York with his wife Pam for a fishing trip.

It may be a fitting way to mark retirement for Young, 55, who has spent most of the past quarter-century with his hands toiling the soil.

A native of the Charleston/Sissonville area and a graduate of Sissonville High School, Young joined the Marines following high school and returned home to a variety of jobs ranging from a laborer for the city of Charleston to driving a tractor-trailer.

A job as a coal miner for U.S. Steel was the one Young said he thought he would have for the rest of his working life, but tough economic times struck and left Young jobless. He found himself working again as a laborer for the city of Charleston.

"Jobs were hard to come by," Young said. As part of the city grounds crew, Young found himself maintaining the landscape and grounds for the city golf course, playgrounds and other public facilities.

Though he had no real

gardening or landscaping experience, he found he liked the work but also that he did not want to just be a laborer.

"I knew if I wanted to advance, I had to educate myself," he said. So that meant, in the pre-Internet age, Young hit the library, devouring volumes on gardening, landscaping, flowers, plant material, and anything else he felt would expand his knowledge.

The work paid off as Young rose through the city ranks, from horticulturist to director of Public Grounds for the city over a course of 20 years. It meant continued work for Young as he attended horticulture classes at Virginia Tech and West Virginia University, among other places. But his seemingly natural ease with blooming plants certainly seemed to help.

"I just enjoy watching stuff grow," he said. "Things seem to grow well for me."

That particular gift brought him to the General Service Division when the grounds manager position became available almost six years ago. It put him in charge of grounds for all Department of Administration facilities, including buildings across the state, from Beckley and Fairmont to Kanawha City and the Capitol itself.

The position encompasses everything from selecting plant material to



pressure washing the buildings and maintaining waste receptacles. It has kept Young busy, balancing the aesthetic beauty of the grounds with more practical concerns, like keeping sidewalks and parking lots cleared during snowstorms.

However, it has been the plants, the products of the earth, which have most drawn the attention of Young. He admits the favorite part of his job was the selection of plant material, a seeking for something unusual or different ...like banana trees. Young, a fan of tropical plants, opted many years ago to try banana trees on the Capitol grounds. The results were surprisingly successful for a climate not typically given to growing bananas, with fruits growing two or three inches long before frosts took them out.

The department extends our best wishes to Young, who has given the thousands of tourists visiting the Capitol campus each year quite an impressive memory.

Kenny Young has kept the Capitol campus looking green and colorful as the grounds manager for General Services. Young retired at the end of May after more than two decades as a landscaper in the public sector.

Capitol Food Court Web Ordering

Don't have time for a long lunch? Guest Services, Inc. has a suggestion ... Order your lunch in advance and just pick it up at the Capitol Food Court.

To order electronically, visit www.capitolfoodcourt.com, pay securely with a credit or debit card and your lunch will be waiting for you at the food court!

For the daily menu and specials, call 558-1086.

State Legislature Approves Ethics Reform



Ethics reform, which passed during the 2008 Regular Session of the State Legislature, was viewed as vital improvements to the current practices. Among some of the changes made were the following:

- Limit solicitations by law enforcement associations and officers to include provisions to generally prohibit officers from soliciting contributions while in uniform or to disclose rank and title in telephone solicitations.
- Clarify the \$25 limit of the value of gifts public officials could accept from lobbyists to the total value of all gifts received in a year, and not a per-gift limit.
- Include the “revolving door” prohibition that prevents public officials and employees from accepting employment with a regulated business was expanded to include employment with vendors and contractors who have been awarded state contracts.
- Expand the grounds when public officials may not vote on matters to include any matter that involved any businesses where any immediate family member is employed or associated. Public officials were required to recuse themselves previously only if they had a direct financial interest in the public contract.
- Prevent public officials from voting on any personnel matters involving an immediate family member.

For additional information, visit the Ethics Web site at: www.wvethicscommission.org.

Welcome! ... to our new employees: **Richard Corcovilos** and **Diana White** (both of General Services), and **Mark Totten** (Purchasing).

Best Wishes ... to our employees who recently resigned from our department: **Susan Pauley** (CPRB); **Warren Stearns** (Personnel); **Monica Hanson** (PEIA); and **Thomas Lambert** (General Services).

National Representation ... **Richard Wickert**, an information systems specialist with the Office of Technology, completed his 2008 term in April as the Eastern Region president of the National Association of State Technology Directors.

Father's Day ... Let us not forget our department employees who will be celebrating Father's Day on June 15th. Enjoy the day to all of you dads!

Rising to the Occasion... General Services Division employees Tim Nichols and Jim Workman provide the reach needed by the Department of Health and Human Resource staff to replace the American flag at the DHHR building on Capitol Street.



HAPPY BIRTHDAY ... in June

1 Linda Chaty Technology	15 Dianna Gertz Technology
Karen Gray PEIA	16 Michael Gray Personnel
Anthony Thaxton Gen. Svcs.	Ken Huffman Gen. Svcs.
Bill Thaxton Gen. Svcs.	17 Dan Shriver Technology
2 Jeff Fleck CPRB	18 Susan Estep CPRB
Robert Miller BRIM	Carolyn Wiesen PEIA
3 Bill Hicks Sec. Office	19 Michael Green Technology
Houston Woodson CHIP	Jason Ratliff Technology
Mary Youngblood Personnel	Shannon Workman Technology
4 Amy Leslie Pros. Atty. Inst.	20 Syble Atkins Technology
Amy Newman Technology	Freda Cogar Gen. Svcs.
Pat Quinlan Personnel	JoAnn Edwards-Lucas . CPRB
5 Tracy Batman CPRB	22 Joyce Jones Sec. Office
Audrey Hunter Gen. Svcs.	Deanna Karlen Technology
Gary Riffle CPRB	Alice Thibodeaux .. Purchasing
6 Josh King Gen. Svcs.	23 Ron Reece Grievance
7 John Carter Gen. Svcs.	24 Demeire Gist Technology
Kitty Wilson Public Defender	25 Mart Denison Technology
8 Jennings Ashby Gen. Svcs.	26 Angela Long CPRB
Jennifer Handshaw ... Technology	Dennis Stewart Gen. Svcs.
Kim Patrick Technology	27 Raquel Baker Personnel
Yolonda Tyler PEIA	Eric Dye Technology
9 Jeff Perkins Finance	Richard Harris Gen. Svcs.
10 Judy King CPRB	Frank Whittaker Purchasing
Marie Thomasson Personnel	29 Roger Haynes Gen. Svcs.
12 Vickie Ross CPRB	30 Samantha Anderson CPRB
13 James Amos Technology	Twila Neil PEIA
Tina Eddy CPRB	Joshua Tinnel Technology
14 Pam Jarrell Purchasing	

