

Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

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Employee of the Month

Personnel's Jim Wells Promotes Strong Ethical Values

JIM WELLS, IPMA-CP, Assistant Director of the Employee Relations Section of the Division of Personnel, has been selected as the department's *Employee of the Month* for May.

A 30-year employee of state government, Jim has statewide responsibility for advising state agency officials and employees, as well as the general public, on areas such as disciplinary actions; grievance resolution; human resource laws, rules and

policies; and human resource problem resolution.

He also represents the Division of Personnel through public speaking engagements, training, grievance hearings and other events.

One of his co-workers said, "Jim always keeps in mind he is representing himself, his staff, his division and the state of West Virginia in every action he takes." Another co-worker added, "He goes well beyond what is required of him in providing quality service to

employers and employees. Jim's ethical values and strong morals are what sets him apart from most."

In Jim's spare time, he enjoys watching baseball, studying Civil War history and touring battlefields, and being actively involved in the Boy Scouts of America programs as an adult leader.

Jim will be honored during a special ceremony at 11 a.m. on Monday, May 9, 2005, in the conference room (6A) in Building 6 (sixth floor).



JIM WELLS
May Employee
of the Month

A Preview of What's To Come...

April Showers Bring May Flowers at the State Capitol

Our hard-working General Services employees have done it again...offering us an eye-catching display of flowers at the State Capitol Complex. This is just a preview of what the summer will showcase.



The multi-colored tulips this spring greeted visitors entering the Cultural Center. Traveling on Kanawha Boulevard, it was impossible to miss the beautiful array of flowers planted in front of the Capitol Building.

Even more impressive were the brightly colored tulips embracing the half-staff flags that honored Corporal Brian James Richardson of Summersville, who was



killed in action while conducting combat operations at Al Anbar Province, Iraq on February 25, 2005.

We anxiously await what Grounds Manager Kenny Young and his staff have in store for us this summer!

Sneak Peek INSIDE...

- ♦ Video Game Offers Alternative to Sedentary Lifestyle
- ♦ Governor's Internship Program Assists Students and Employers
- ♦ Cost-Saving Initiatives Announced
- ♦ Grievance Board Enhances its Website
- ♦ Administrative Notes



[Above] The video screen requires steps that provide challenging physical exercise.

[Inset to right] The user stands on the dance platform to play the game.

Obesity among children in our state is at epidemic proportions and in the past the approach of health professionals in relation to physical activity has been to discourage children from screen time. While that is one reasonable strategy, we think this is even a more promising strategy that appeals to today's children. And today's kids are tomorrow's members.

Nidia Henderson
 Director of Health Promotions
 PEIA

Video Game Offers an Alternative to Children's Sedentary Lifestyle

While the rise in obesity is becoming more of a problem in the United States, it has reached epidemic proportions among the children in West Virginia.

Nearly 43 percent of children screened in the Coronary Artery Risk Detection in an Appalachian Communities project were considered overweight and more than 25 percent were obese. Consequently, West Virginia University and the Public Employees Insurance Agency (PEIA) have teamed together to develop a plan that gives kids a workout without them even being aware of it.

A nine-month study spearheaded by Linda Carson, the Ware Distinguished Professor in the School of Physical Education, involves researching the health benefits of playing a popular arcade game called Dance Dance Revolution (DDR). The study will consist of 85 children ages seven through twelve who are either overweight or at a high risk of becoming obese. The West Virginia Public Employees Insurance Agency is funding the study and participants will be restricted to only those children whose parents are enrolled in the PEIA PBB primary health plans.

Dance Dance Revolution is a fast-paced game in which participants perform dance moves as instructed on a video or television screen. Players dance on a mat with sensors that record their every move and earn or lose points based on how well they perform the dance instructions.

Half of the children will receive a home version of the game along with envelopes used to mail their progress of the game. At the end of twelve weeks, the other half of the children will receive the game at which time they will report their progress and be monitored. The progress of the first group will no longer be monitored. Physical examinations will be performed at the beginning of the program on all the children and later at three and six months. These three-month interval exams will allow researchers to determine both the health benefits of DDR and whether children are continuing to play the game.

"In my whole career, I've not seen something that appeals to as wide of an age range and sustains interest in physical activity the way this does," Carson said. Not only is DDR popular at arcades, but it is also available as a home video game for anyone with Xbox or PlayStation2 consoles. "Many health experts have said screen time has been part of the problem with childhood obesity. What makes this game unique is it is played with your feet instead of your thumbs, so you become more active. What we've done is take what children relate to and consider that it could be part of the solution."

Nidia Henderson, director of Health Promotions for PEIA,

expressed concern regarding the state's obesity rate for children. "Obesity among children in our state is at epidemic proportions and in the past the approach of health professionals in relation to physical activity has been to discourage children from screen time," said Henderson.

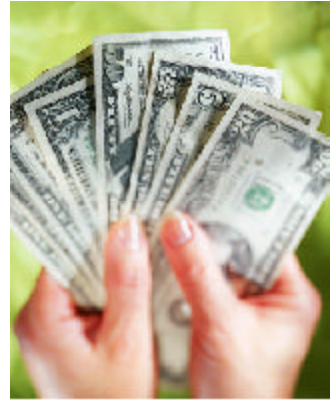
"While that is one reasonable strategy, we think this is even a more promising strategy that appeals to today's children. And today's kids are tomorrow's members."

PEIA covers 215,000 public employees, teachers and their dependents and believes it is the first insurance provider to use the game to save money. It has spent about \$10,000 on the pilot project with the State Department of Education to put the game in 20 schools for use in physical education and health classes.

Afterthoughts...

- Obesity claims last year cost the Public Employees Insurance Agency (PEIA) nearly \$77 million.
- About 43 percent of West Virginia children screened in the Coronary Artery Risk Detection in Appalachian Communities project were considered overweight and more than 25 percent were obese. The project looked at 5,887 children in 27 rural counties during the 1999-2002 school years.
- PEIA believes it is the first insurance provider to use the game to cut costs.

Department of Administration Joins Gov. Manchin's Drive to Seek Cost-Saving Initiatives



If you have a cost-saving idea for your agency, talk to your supervisor about the feasibility of its success.

Since taking office, Governor Joe Manchin has challenged state employees to seek more cost-effective ways to administer the services necessary in more customer-oriented approaches. This is all part of the "Open for Business" philosophy.

With only four months into the administration, the Department of Administration has taken this initiative seriously by implementing many suggestions from our employees.

The department had been energized by these initiatives. By sharing them with you, it may ignite even more creative thinking. You know your job better than anyone. What are some changes in your job that you think could help you serve the public more efficiently? Is there any idea that could result in a savings for the state - regardless of how small?

A concern that many of us may have is thinking our idea must be of astronomical proportion or be great and unique in concept. Remember Pamela Jones the most recent winner of the Employee Suggestion Award?

Her saving initiative evolved simply out of a personal desire to do her job well. She was quoted as saying, "I'm the type that if my name is going on something I have to know from A-Z what's going on. I was new and couldn't tell from the phone bill what the services included."

In her pursuit, she took a little extra effort because she wanted to put "her stamp of approval" on the job to assure it was done right. Her

idea has resulted, thus far, in a savings to the state of over \$250,000 and is still climbing.

Listed below are just a few of the saving initiatives the department has implemented in the first 100 days of Governor Manchin's administration:

The Purchasing Division recently completed a project where they now scan state-wide contracts making them available on the division's website rather than printing and mailing hard copies to all state agencies and participating political subdivisions. This not only results in a savings of nearly \$30,000 annually, but is proving to be a much more efficient and convenient method of distribution for the end user. "We are pleased to be able to offer this feature to our website for the convenience of our agency purchasers as well as political subdivisions," said Purchasing Director Dave Tincher. "Many of the political subdivisions within our state have expressed great enthusiasm with being able to utilize the contracts without any fee."

Additionally, the Purchasing Division made the decision to discontinue printed copies of the **Purchasing Bulletin** which saved the state printing and mailing costs amounting to an annual savings of \$114,400. Only vendors paying the annual subscription fee will have access to this electronic version. However, some printed copies will

be available at the division's reception area for review. Tincher said, "We continuously seek ways to improve our services to our customers in a cost-efficient manner." A review of other publications produced by the division resulted in the elimination and/or consolidation for an annual savings of nearly \$8,000.

The **Leasing Section**, recently coordinated the Bureau of Employment Programs (BEP) move to a facility shared by other agencies for the purpose of partnering together to provide county operations, like adult basic education, whereby they teach and train citizens how to get back into the workforce.

"While the building was actually designed for BEP, they've not been able to make the move until now," said Leasing Director Tammy King. "When Secretary Ferguson came on board, he made the decision to allow us to approve their move into that facility. This decision will result in a \$32,000 annual savings for BEP."

The **General Services Division** has been looking at replacing the heating system throughout the Capitol campus. Before doing so, they have to prepare the specification for a new energy contract. This past winter, a boiler

**Cost-Saving Initiatives
Continued on Page 6**

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

Joe Manchin III
Governor

Robert W. Ferguson Jr.
Cabinet Secretary

Diane Holley
Public Information Officer/Editor

Special Thanks

David Bailey
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Kaye Parks
Sandy Singleton
Ron Wright

Appearance of Walkers at Capitol Indicate Sign of Spring



State employees at the Capitol often spend their lunch breaks hitting the pavement.

Walking helps me maintain my weight, my health and it's a great way to relieve stress.

Delores Huffman
Division of
Personnel

As spring arrives, walkers at the State Capitol have been reappearing after a long winter. Some walk alone, other in groups...some walk briskly, while others leisurely...some walk in the morning, others at lunch or after work. No matter what method they choose, consensus is they are pleased to be hitting the pavement again.

Studies comparing exercise, physical fitness and mental health consistently have found that regular exercise increases a person's overall health, resulting in a longer life.

Why do some people exercise and others not? Public Employees Insurance Agency officials say perhaps the answer lies in how people perceive exercise. Beneficial exercise does not need to involve a painful, boring one-hour workout.

Based on an electronic survey of department employees, there are many reasons why people choose to walk as their form of exercise:

Public Defender Services' Jack Hickok said he enjoys walking at the Capitol, in his neighborhood and along the Kanawha River. He indicated walking helps him relieve stress plus it gives him an opportunity to think, while staying healthy.

CPRB's Diana Davis said she spends much of her work day on the telephone. "It helps to take a break and enjoy the outdoors with all the flowers that are starting to bloom," she said. "I walk with my co-workers. We're like the mailman. We walk in all types of weather."

IS&C's Pat Wehrle prefers an evening stroll around her neighborhood with her husband. "We get a romantic walk with no kids, no stress and exercise all at the same time," she said. "Walking is a great time to think through things and get away from stress."

There are many walkers who know they need to exercise,

but find it difficult to make the time, like Finance's Elizabeth Perdue. Since welcoming her newborn, she said it is hard to find time to exercise, but can usually squeeze in a quick walk during lunch which helps her mentally. "I have more energy to do my job when I walk," she said.

IS&C's Ralph Booher said he first began walking a couple years ago to help reduce his cholesterol. Not only did his numbers come down, he lost 35 pounds. "Walking has made a big

difference in my overall health and provide an enjoyable form of exercise.

Purchasing's Sandy Singleton said she walks for health and companionship, but also feels better after she walks. "Mentally, I feel refreshed and ready to get back to work."

PEIA's Pricilla Bickley began walking about 20 years ago out of boredom because she had to give up aerobics. "I started with three miles and had no idea, at that time, it would be as beneficial as it turned out to be. In less than three months, I walked off 20 pounds without even changing my eating habits."

Personnel's Delores Huffman arrives early each morning and walks laps on the first floor of Building 5 and 6 for at least 20 minutes and also during lunch. "Walking helps me maintain my weight, my health and it's a great way to relieve stress," she said.

Purchasing's Scott Padon began walking in 1993 when he was 70 pounds overweight and in poor health. Walking was a simple way to add exercise to his day.

Walking proves to be a successful alternative to lose weight and reduce stress. These testimonials show that a good workout does not have to be a chore. The American Heart Association suggests walking at a vigorous intensity for 30 to 60 minutes three or four times a week, but even low to moderate-intensity walking can have both short- and long-term benefits.

As with any lifestyle change, it just takes making that initial step. So... what are **YOU** waiting for?

BUSINESS

R I E F S

Workers are More Positive

A recent survey developed by Accountemps shows that American workers are more upbeat about their futures than they were a year ago. When asked about their own career prospects, 57 percent reported being more hopeful now than they were last year.

Sixty-four percent of men expressed optimism about job growth and the economy, compared with 53 percent of women.

Workers 18 to 34 years of age were the most hopeful about their own prospects, with 62 percent saying they are more optimistic than one year ago.

Governor's Internship Program Offers Benefits to Students and Employers

The Governor's Internship Program offers eligible college students the opportunity to work in paid internships during the summer months.

The program strives to place students in internships by matching their interests with the needs of private businesses, state agencies, or non-profit organizations seeking to host interns.

An ideal match would be for the student to be placed in a position where he/she would receive experience in the chosen academic field and have the flexibility as an intern to learn and be supervised by a professional in that field.

The Governor's Internship Program sponsors bi-weekly academic seminars for the interns to enhance their educational experience. Topics include resume writing, interviewing and graduate scholarship programs.

The benefits of hiring an intern can be an extremely rewarding experience for private businesses, non-profit organizations and government agencies. Providing internship opportunities allows these entities to contribute to the West Virginia community in a positive manner. Interns can be short-term solutions, meeting needs for extra assistance by an employer. Employers may also consider interns as possible future employees for entry-level positions.

Sponsoring an intern requires a few planning considerations. The following elements are essential when considering whether to host an intern: (1) The availability

of meaningful projects and assignments; (2) The availability of staff support; and (3) The availability of office space and financial resources.

Employers will have the responsibility of interviewing and selecting the intern which best fits the requirements of the position. Upon submission of the Intern Request Information Sheet, a password will be assigned to query the online student database in order to select candidates to interview who have the educational and/or experience required of the employer.

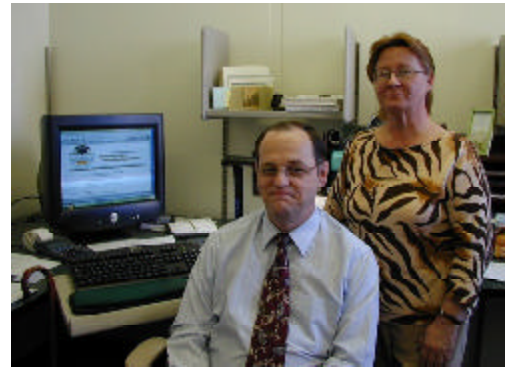
Eligibility requirements for students include: (a) being a student in a West Virginia college or university, or a West Virginia resident attending an accredited college or university elsewhere. (2) completing at least one year of study at an accredited college or university by June, 2005. (3) having a cumulative college/university G.P.A. of 3.0 or greater.

The selection of interns is competitive. Participating state agencies, private business and organizations will have access to the entire student database. A candidate's application materials, including transcripts and letters of recommendations, are reviewed by the agency, business or organization which will interview and, ultimately, select the summer intern that best suits its needs for the position available. The number of students applying usually exceeds the number of positions available; therefore, not all candidates submitting an application will be interviewed or selected to participate in the program.

The application and selection process is electronic, which expedites the program. "Last year, we placed about 70 students with the majority of the positions being in Charleston. However, the interns are scattered throughout the state, ranging from Morgantown to Huntington, Phillipi and Newell," Intern Program Coordinator Frank Chambers said.

"We began working on the program prior to Christmas last year and the deadline for applications ended on April 30," said Assistant Coordinator Sherlene Jones. At the end of the summer, the students are asked to complete a survey on their opinions of their summer internship. "We encourage the employers not to just give them menial work, but rather projects that might pertain to the student's major. Projects should be planned in advance and designed in a manner that allows the intern to gain enhanced appreciation of the importance of teamwork, organizational culture, communication and organization skills, as well as the rewards and frustrations of working. We've had great feedback from all those who participate," Chambers added.

If interested in the internship program, you are encouraged to access the West Virginia Governor's Internship Program's website at www.wvgip.org or contact Frank Chambers of the Division of Personnel at 558-3950 ext. 260.



Pictured are Frank Chambers, Program Coordinator, and Assistant Coordinator Sherlene Jones of the Governor's Internship Program.

Projects should be planned in advance and designed in a manner that allows the intern to gain enhanced appreciation of the importance of teamwork, organizational culture, communication and organizational skills, as well as the rewards and frustrations of working

Frank Chambers
Program Coordinator
Governor's Internship Program

Cost-Saving Initiatives
Continued from Page 3

went out in Building 3, and costs to repair it were astronomical. General Services was faced with a tough decision. Jim Burgess, Deputy Director of General Services, said, "Instead of fixing it, we chose to put in a temporary system to get us through the winter. That allowed time for the energy contract to go through so we can get what we really need. This decision saved the state hundreds of thousands of dollars."

Other cost-saving initiatives within the department include:

- \$ \$15 million savings when the department refunds road bonds for the Division of Highways.
- \$ \$10,000 savings by the Finance Division reducing the number of printed copies of the Comprehensive Annual Financial Report, but making it available on their website.

These suggestions are a small sample of the cost-savings that have been realized within the department. Hopefully, these savings have sparked enthusiasm in each of us.

As new ideas are implemented, we will be sharing them with our readers. If you have an idea that could allow your agency to operate more efficiently, share it with your supervisor to discuss the feasibility of its success.

To continue to improve the services offered by the Department of Administration, YOUR ideas are important and could possibly save the state thousands of dollars or enhance our service to the customers.

Remembering Our Fallen American Soldiers...
Memorial Day
May 30, 2005

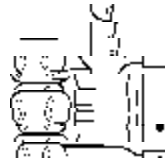
Welcome!... to the employees who recently joined our department: **Tim Hall** and **Joshua King** (General Services Division); **Stefaney Williams** (Grievance Board); **Deanne Turley** (BRIM); and **Robert Maxwell** (Personnel).

Wishing You Well... to Alfred Hugar of the Finance Division who recently retired from state government. Happy Retirement, Al!

Best Wishes... to the following employees who recently resigned from the department: **Paul Evans** and **Gerald Roueche** (PEIA), **Monica Matthews** (Purchasing) and **Greg Hutchinson** (IS&C).

PEOPLE TALK

Kudos!... IS&C's Development Center recently wrote the new volunteer matching system for the



'THUMBS UP' AWARD
Great Job!

West Virginia Commission for National and Community Service. The programmers working on the project were invited to the Governor's Reception Room on April 19 for the launching of the website.

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.

The happiest conversation is that of which nothing is distinctly remembered but a general effect of pleasing memories...

Samuel Johnson

HAPPY BIRTHDAY ...in May

<p>1 Susie Samples Personnel</p> <p>2 Jean-Paul Moreau Personnel</p> <p>3 Mark Erb Aviation Christy Romeo Personnel Larry Stover PEIA</p> <p>4 Larry Thaxton Purchasing</p> <p>5 Patrick Hanna IS&C</p> <p>6 Caroline Brady CPRB</p> <p>7 Jane Bracken IS&C</p> <p>8 Anthony Cooper Purchasing</p> <p>10 Cynthia Boyd CPRB</p> <p>12 Gary Bryant Gen. Svcs. Carolyn Saul IS&C</p> <p>13 Kenneth Lucas Gen. Svcs</p> <p>14 Paula Atkinson CHIP Sherra Barker PEIA Ed Trader IS&C Burley Williams PEIA</p> <p>16 Martha Bostic Personnel Liz Martin Finance</p> <p>18 Louie Davitian IS&C Robert Nichols CPRB</p> <p>19 Andrea Darr Pros. Atty. Inst.</p>	<p>19 Toni Justice CPRB</p> <p>21 Chuck Bowman Purchasing</p> <p>22 Elizabeth Williams Personnel</p> <p>23 Jim Bumpus Gen. Svcs. Mary McFarland Sec. Office</p> <p>24 Jennifer Lovejoy Purchasing Lisa Rogers IS&C Chester Wright Grievance Bd. Maria Yoakum IS&C</p> <p>25 Brett Clutters IS&C Brenda Jones CHIP</p> <p>27 Janice Boggs Purchasing Matt Hackworth Purchasing Carolyn Thomas Gen. Svcs. Regina Tucker PEIA Kenny Young Gen. Svcs.</p> <p>28 Kelly Williams Finance</p> <p>29 Robert Dixon IS&C Robin Roberts IS&C Gene Walters IS&C</p> <p>30 David Mullins Finance Danny Scalise Personnel</p> <p>31 Jeff Swisher Gen. Svcs.</p>
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ADMINISTRATIVE NOTES