CPRB’s Pat Powers Promotes Harmony with Customers

Pat Powers, Accounting Technician II for the Contributions Section of the Consolidated Public Retirement Board, is the Department’s Employee of the Month for November.

A 27-year veteran of state government, Pat is responsible for processing all refunds upon request of contributors to the Public Employees Retirement System.

According to one of her co-workers, “Pat goes above and beyond her job duties to be helpful and courteous to the people with whom she has contact.” Another co-worker adds, “She has a helpful, cooperative attitude and promotes harmony with her co-workers and customers.”

In her spare time, Pat actively serves as the pianist for her church and enjoys volunteering her time for various fundraising activities.

Please join Cabinet Secretary Jack Buckalew at the Employee of the Month presentation at 11:30 a.m. on Wednesday, November 1 at CPRB’s conference room in Building 5, Room 1000.

Campaign Activity Limits

Division of Personnel Offers Guidance to State Employees on Campaigns

Prior to May’s primary election, an article was included in Quotes, Notes & Anecdotes as to the extent state employees may legally get involved in the campaign process.

Rather than reiterate the list of what state employees can and cannot do during political campaigns, individuals who would like additional information on actions legally allowed can quickly access the Division of Personnel’s website at http://www.state.wv.us/admin/personel/emprel/political_act.htm.

Mandates for classified employees covered under §29-6-20 of the West Virginia Code are listed at this site, including issues relating to voluntarily campaigning for candidates, attending political events, serving on campaign committees, running as a candidate, and offering monetary contributions to a political party or candidate.

To ensure compliance, it is essential that state employees become familiar with these guidelines.
The West Virginia Children's Health Insurance Program has recently been granted federal governmental approval to expand its services.

Effective October 1, 2000, the federal government approved a plan which combined all WV CHIP eligible children ages 1 through 18 into one health care plan. "By incorporating Phase I and II, WV CHIP can provide a greater consistency in delivering benefits to eligible children," according to Dot Yeager, deputy secretary of the Department of Administration. This action was taken pursuant to § 9-4A-2 of the West Virginia Code, which was amended during the 2000 legislative session.

There's more good news for the WV CHIP program with the federal government approval to increase the income eligibility requirement to 200% of the Federal Poverty Level for WV CHIP eligible children from birth through age 18, effective October 16, 2000. This is positive news for approximately 14,000 children who will become eligible to receive health care as a result of this expansion.

WV CHIP’s enrollment progress during the 12 months ended Dec. 31, 1999, was ranked number two in the nation, according to a report by the Kaiser Commission on Medicaid and the Uninsured.

More than 80 percent federally funded, this program was placed under the jurisdiction of the Department of Administration during the 2000 legislative session.

Program expenditures for the state’s fiscal year ending June 30, 2000, totaled nearly $10 million, of which approximately $8,881,000 represents direct health care expenditures for children.

The response from the parents was very enthusiastic, with several individuals requesting future sessions on this subject to be extended for role-playing to put theory into practice.

In speaking on "Sensitivitity in the Workplace," an EEO counselor from one of the state colleges stated that individuals need to get beyond teaching tolerance. "I don't want to be just tolerated," he said. "I want to be accepted."

Questions relating to EEO issues should be directed to the Department's EEO counselor Trudy Oliver at (304) 558-3392 or via electronic mail at toliver@gwmail.state.wv.us. If you have an issue which you would like to see addressed in this publication, please convey this request to Trudy.

The Department of Administration is an E.E.O./Affirmative Action Employer.
Program Provides Instant Recognition to Employees

Do you work with individuals who have the skill to do it all, just at the time you need it? You need help ... and they are the ones willing and able to provide it?

As a result of an employee satisfaction survey which was conducted a few years ago, the Finance Division formed individual committees to address concerns expressed by its employees. One concern related to the issue of recognition. As with most organizations, management strives to determine how best to demonstrate appreciation to those employees who go beyond the call of duty.

Finance's recognition committee worked together to design and produce a magnet in the shape of the state of West Virginia with the logo: **Administration, Finance Division, A Team Member You Can Count On!**

"These magnets are given to employees by employees, supervisors and directors for going the extra mile," according to Finance Director Bryan Michaels. "This is just a small way of saying thank you to these dedicated employees."

This program was developed to provide instant recognition for performing good deeds. It was not intended to honor long-term performance, as with the **Employee of the Month** program.

"Recognition, no matter how great or small, is an important element in the workplace," FARS's Terry Harless said. "It can range from something as simple as a hello to an action as considerable as a promotion. The magnets provide a warm and fuzzy feeling to the recipients when it counts."

Are You Ready for Retirement?...
Deferred Compensation Plan Offers Option for Future Savings

The Consolidated Public Retirement Board is making saving for retirement a little easier.

Employees of the state of West Virginia are able to save additional dollars for retirement through a Deferred Compensation Plan (Section 457).

This plan was created by the state in accordance with Internal Revenue Code, Section 457. It is available to all state employees and allows state employees to voluntarily defer a portion of their paycheck each period.

Currently, an employee may save 25% of his or her salary, up to $8,000 annually, in the Deferred Compensation Plan. Contributions are made on a pre-tax basis, whereby the employee does not have to pay any taxes on these funds until they are withdrawn.

The West Virginia Consolidated Public Retirement Board has chosen Copeland and Aetna to offer this plan to state employees through payroll deduction.

As of June 30, 2000, 3,898 West Virginia accounts have been established, with a total of over $31,000,000 in savings in about 50 different investment options.

Whether you plan to retire in five years or 25 years, the Deferred Compensation Plan may be the savings program that would best fit your needs. For more details on these accounts, please contact Aetna at 800-377-6210 and/or Copeland at 888-808-7252, or Jim Sims, Deferred Contribution System Manager for CPRB, at (304) 558-2407 or (800) 654-4406.

Champions aren't made in gyms. They are made from something they have deep inside them: a desire, a dream, a vision. They have to have the skill and the will. But the will must be stronger than the skill.

Muhammad Ali
Secretary Buckalew Visits Work Sites to Meet State Employees

Cabinet Secretary Jack Buckalew has been busy scheduling visits to various work sites throughout the Department of Administration.

"Going to each work site to meet the employees of the Department has been extremely enjoyable to me," Buckalew said.

"We often tend to get caught up in the day-to-day tasks of operating our programs and services and don't take the time to get to know each other. These visits allow me to meet face-to-face with the individuals who are keeping our Department operating smoothly and efficiently."

MILESTONES...
Honoring our Employees' Service Years

The Department of Administration is pleased to begin including in each issue of Quotes, Notes & Anecdotes "milestone" anniversary dates for our tenured employees.

Each month, we will list in five-year increments the employees who are celebrating their years of service with the state of West Virginia. We value our employees and the knowledge and dedication which they share with their respective agencies and divisions.

Congratulations to our employees who are celebrating their service year anniversaries during the month of November:

5 Years
Kara Tully (Information Services & Communications Division)

10 Years
Brenda Jones (Consolidated Public Retirement Board)

15 Years
Margo Perkins (Public Employees Insurance Agency)

20 Years
Mary Arvon (Consolidated Public Retirement Board)
James Hyde (Consolidated Public Retirement Board)

25 Years
Billy Miller (Information Services & Communications Division)

30 Years
Dennis Stewart (General Services Division)

Welcome New Employees...
How to Ease Them into the Job

Each month in the “Administrative Notes” section of Quotes, Notes & Anecdotes, our new employees are welcomed to the Department of Administration. However, on the job, what can we do to make these newcomers adjust quickly and efficiently?

Few organizations today have the luxury of conducting extensive orientation sessions and offering the time to slowly orient new employees. In most cases, the new employee jumps in feet first to the job at hand, but here are some do’s and don’t’s in orienting new employees:

DON’T overload them with information. Initially cover only information that directly affects their current job. Skip the interesting, but unnecessary, history of the organization.

DO find out what they know. If they already know how to perform certain functions of the job, don’t waste time with that part of the orientation.

New Employees
Continued on Page 5

Let Me Count the Ways...

In celebration of the Thanksgiving season, let’s take a look at the five most popular ways to serve leftover Thanksgiving turkey:

1. Sandwich
2. Soup or stew
3. Salad
4. Casserole
5. Stir-fry
Mock Disaster Helps Ensure Recovery Plan is Complete

The Information Services and Communications Division (IS&C) performed a surprise recovery test in September for the Data Center mainframe computer.

This test involved declaring a mock disaster for Building 6 of the Capitol Complex at 4:00 a.m. and sending a recovery team on the state aircraft to Gaithersburg, Maryland.

IBM maintains a disaster recovery center in Gaithersburg. This center has been designated as the location at which the State’s mainframe processing would be transferred in the event of a real disaster and possible loss of the computer facilities which are permanently located in Building 6.

The recovery team followed the procedures established by IS&C, which includes restoring the backup of the mainframe operating system on IBM facilities in Gaithersburg. (This backup is always maintained in IS&C’s Kanawha City location.)

The test exercise concluded at 4:00 p.m. and the recovery team returned to Charleston approximately two hours later.

"The purpose of this testing phase is to better prepare us to respond to a real disaster, should one occur. The test was a success," according to Mike Slater, IS&C Director. "It proved the viability of using the state airplane to get to Gaithersburg quickly, plus identified some weaknesses in our written Disaster Recovery Plan which will now be improved."

IS&C staff, with assistance from outside resources, created a Disaster Recovery Plan which addresses actual recovery tasks and procedures, backup procedures, relocation plan, team contacts and call lists, and supporting information.

More Bad News About Holiday Weight Gain

The weight you gain during the holidays may stay with you the rest of your life, according to a study from the National Institute of Child Health and Human Development.

However, there’s good news: While most people think they will gain five to 10 pounds from holiday partying, they will really gain only one pound.

The problem is that you probably won’t lose that extra pound.

New Employees

Continued on Page 5

DO put one person in charge of each new employee. Try not to hand them from one supervisor to another. In the May 2000 issue of Quotes, Notes & Anecdotes (check it out online at www.state.wv.us/admin/qna), the importance of mentoring and selecting the appropriate mentor was discussed.

DON’T forget to recognize their accomplishments. New hires want to know what they need to do, why they need to do it, and whether they are doing it correctly. Answering these questions requires an ongoing dialogue about what constitutes satisfactory performance. Each improvement, no matter how small, should be recognized to build confidence.
Message from Cabinet Secretary Buckalew

Maintaining our Capitol’s Beauty

Last month’s issue of Quotes, Notes & Anecdotes included an article on the installation of an access system to our Capitol dome. This system will aid in maintaining the beauty of our State Capitol.

Few people are fortunate enough to work at a location with such beauty and history as our State Capitol. Take a few minutes on your way to work to capture this beauty. During lunch, walk on the campus to see what others travel miles to absorb. Visit the Cultural Center and examine the history of our state. Attend special events which take place at the Capitol and on its grounds.

For state employees located at the Capitol, the walk to work can be an enjoyable tour of our state’s history.

OFFİCETİPS

Have you discovered a shortcut in performing an office task? Do you have advice in getting a job done quicker and more efficiently? Tell us about it!

Voice Mail

On your voice mail, keep your message current. It should indicate if you are out of the office and when you will return. Also include whom to contact in your absence. When you leave a voice mail message, specify the purpose of the call rather than just requesting a return call. Most important, return all calls promptly.

HAPPY BIRTHDAY...in November

1 Joyce Christenson .... Personnel
   Steve McCloud ..............IS&C
   Yvonne McCormick ... Personnel
3 Anna Jarrett-Jones ... Personnel
   Regina Tallman .............IS&C
4 Perry Dotson .......... Personnel
6 Michael Kincaid ..........IS&C
7 Paul Prendergast General Services
8 Robert Lewis .. General Services
9 Diane Connelly.......... Finance
   Ricky Morris ... General Services
10 Susanna Hall .......... Finance
   Randy Hughes .......... Purchasing
11 Jack Buckalew ....Secretary's Office
   Stephen Dolly ... Pros. Aty. Inst.
   Bill Judy ............ IS&C
   Billy Tinchers ... General Services
14 Vivian Roberts ......... PEIA
15 David Groves .. General Services
17 Henry Hickman ... General Services
   Bernard McClanahan .................General Services
17 Debra Pendleberry ......IS&C
   Bill Ward ................. IS&C
18 Lisa Sward .......... Finance
   Sara Tignor .......... Aviation
19 Laura Bentley .......... IS&C
   Hugh Chambers . Personnel
   Charles Schmidt ...... IS&C
   Annagayle Stevens ...... Secretary's Office
   Charles Strickland .......... General Services
21 Carol Jarrett ...... Purchasing
   Mark Sizer .......... PEIA
   Walt Vest .......... Finance
22 Lorena Dotson .. CPRB
   Charles Mozingo .... BRIM
24 Luretta Evans ...... Personnel
   Susan Lowe .......... Finance
25 Charles Hager . General Services
26 Barbara Bowe ...... Personnel
28 Lillian Branham . General Services
30 Diane Gandee .... Personnel
   Stan Moss .......... IS&C
   Ron Robinson .... General Services

Welcome to the Department! ... Deana Gose (PEIA); Jack Hickok, Mary McCoy, Margaret Rash, Jacqueline Williamson and Heather McCune (Public Defender Services), Thomas Williams (Personnel), Romona Allen, Paula Atkinson and Stephanie Isner (WV CHIP).

Best Wishes...to Vanessa Cox (Purchasing) and Emily Cramer (IS&C) who recently resigned from the Department of Administration.

Great Job!...to the following employees who were recently promoted: Robin Hendricks (CPRB) from an Accounting Technician III to an Accounting Technician IV and to Dan Shriver (IS&C) from a Business Recovery Specialist I to a Data Warehouse Specialist I.

PEOPLE TALK

A Big ‘Thank You’...from Leasing’s Carolyn Thomas who recently underwent back surgery. She wanted to extend her gratitude for the donations of leave time, and for the thoughts and prayers which her co-workers offered during her recovery.

“Celebrate Women”... Do you know a special woman or girl who serves as a role model for other West Virginians? Here’s your opportunity to recognize them in one of a dozen categories, including the arts, business, education, government, sports, science, labor, public service, professions, and volunteer services. For more information or for nomination forms, please contact the Women’s Commission at (304) 558-0070.

Got News?...Let us know what’s going on with you and your family. Contact Diane Holley, Editor, at (304) 558-0661 (e-mail: dholley@gwmail.state.wv.us) with information to share with the Department’s employees.