Employee of the Month

Purchasing's Beverly Toler Displays Exemplary Work Ethic

BEVERLY TOLER, an Office Assistant III for the Communication and Technical Services Section of the Purchasing Division, has been selected as the Department of Administration’s Employee of the Month for November.

A seven-year employee of state government, Beverly is responsible for reviewing purchase orders, preparing transmittal sheets and comparing TEAM purchase orders against WVFIMS documents for encumbrance purposes.

She also assists with imaging and records management operations as well as with vendor registration.

According to one of Beverly’s co-workers, “Her work ethic is an example to all of us. She truly is committed to being the very best at her job.”

Another co-worker said, “The quality of Beverly’s work is constant. She is helpful and cooperative.”

Among her hobbies, Beverly enjoys helping her sons with various projects, playing with her two granddaughters and visiting with friends.

Please join Beverly's friends and co-workers at a special ceremony presented by Cabinet Secretary Rob Ferguson in Beverly's honor at 3:00 p.m. on November 19th in the Purchasing Division’s conference room in Building 15.

The Consolidated Public Retirement Board (CPRB) is relocating from its State Capitol and South Charleston offices to Kanawha City. The move is scheduled for November 9 and 10, with CPRB expecting to open its doors at the new location on Tuesday, November 13, the day after Veterans Day.

Approximately 75 CPRB employees from the agency’s three existing offices in Buildings 5 and 6 at the Capitol Complex and South Charleston will be relocated in this facility.

The move will allow CPRB to better serve its constituents in a variety of ways. “The new office is handicap-accessible and should offer many more conveniences for our members.

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A Good Excuse to Quit: The Great American Smokeout

For those who smoke, consider November 15 as a time to “butt out” for one day. The “Great American Smokeout” is a national event sponsored by the American Cancer Society, which encourages smokers to give up smoking for 24 hours. Even if smokers do not quit permanently, this event is to help smokers realize that they can quit for a day and that many others are also taking this step.

State employees wanting to quit smoking have the Public Employee Insurance Agency’s (PEIA) Quit for Life program as a resource, administered by Free and Clear. Once participants enroll, they are given a quit coach, who will develop a personalized quit plan for each participant.

State Office of Technology and Marshall University Offer CIO Certification Program

The West Virginia Office of Technology has joined with the Marshall University Graduate College in creating a chief information officer (CIO) certification program geared for state government information technology (IT) professionals.

The CIO certification program is designed to teach IT personnel skills not commonly associated with their rigorous computer science background. Developed by the Office of Technology and the Marshall University Graduate College, this program provides training in areas of communications, finance, risk and change management.

Kyle Schafer, the state’s Chief Technology Officer and Director of the Office of Technology, said the program has begun its second year’s class, during which participants will meet monthly from September to June. Eleven state IT employees graduated from the inaugural 2006 class.

“For upper level IT jobs, there is not a clear succession training plan. This program is to help people prepare and move into those upper level IT management positions,” Schafer said. “Things change so rapidly in the IT field that we are constantly training people in the day-to-day operations, but we’re not giving our managers and supervisors the higher-level training they need to study trends and see where things are going from an overall perspective.”

The enrollees attend classes one day a month at Marshall University Graduate College in South Charleston. Upon completion, the attendees receive CIO certification and three credit hours toward a bachelor’s or master’s degree at Marshall University.

To learn more about the program, contact Schafer at 304-558-8100 or Dr. John Biros at Marshall University Graduate College at 304-746-1941.

The quit coaches will also determine whether nicotine patches, gum or prescription medication will be helpful during the quitting process.

Participants will receive a series of self-paced guides to implement their personal plan with guidance from the quit coach and the program’s interactive web site. In addition to the scheduled calls, a toll-free support line is available as well as where one may speak with a quit coach for extra support.

For more information, visit www.freeclear.com/Webenroll/wvpeia or call 1-866-QUIT 4 LIFE (1-866-784-8454).

Snack Bar Locations on Campus

The Capitol Snack Bar has recently relocated from the east wing of the State Capitol (Building 1) to Room WB3 in the west wing.

The Capitol Snack Bar serves Buildings 1, 3 and 9 (Cultural Center) on the Capitol Complex and offers delivery services to employees in those buildings.

For state employees working in other buildings on the Capitol Complex, the Vendeteria is located in the lower level of Building 7 and a snack bar is located in the first floor entrance area of Building 4.
State Government Plays Part in Reuniting WV soldiers Abroad with Families at Home

The West Virginia Office of Technology (WVOT) is helping ease the separation between West Virginia soldiers serving in Iraq and their loved ones in the Mountain State.

Per an initiative from Governor Joe Manchin’s office, the WVOT is teaming with the Freedom Calls Foundation to arrange video teleconference calls between West Virginia military personnel and their families by providing the stateside technical assistance needed to make a connection.

Marc Coleman, WVOT Director of Telecommunications, contacted Freedom Calls Foundation to offer assistance to the organization in this endeavor.

“It was a fairly easy task of contacting Freedom Calls Foundation and getting the word out to their camp and base administrators in Iraq as to who to contact at the West Virginia Office of Technology to make a video teleconference happen,” said Coleman. “Our Network Engineering and Client Services departments combined resources to find local access for the families who would want to utilize this free service. A West Virginia soldier in Iraq saw that we were involved with Freedom Calls and that’s how we got involved with putting together a video teleconference call.”

A northern West Virginia family was reunited once already via video teleconference call and will do so again in the near future when the soldier’s daughter celebrates her next birthday. The West Virginia family used a state Department of Health and Human Resource’s facility in Clarksburg for the call. “It went flawlessly,” he said.

According to Coleman, the state has more than 100 video teleconference locations available around the state and like those in uniform, WVOT remains ready to serve.

“The West Virginia Office of Technology is ready to assist any of our West Virginia troops in Iraq who would want to communicate with their families using the Freedom Calls Foundation,” notes Coleman.

Freedom Calls Foundation is a non-profit organization dedicated to using today’s technology to connect soldiers and families free of charge. Coleman said there is no cost to the state as well, thanks to the agency’s existing infrastructure.

In fact, connecting a soldier with family is nearly a routine procedure, according to Coleman.

“The Office of Technology communicates with its overseas counterparts via e-mail. To initiate the process, a soldier contacts one of the Freedom Calls site administrators in Iraq or Freedom Calls directly,” Coleman said.

“The base administrator and Freedom Calls personnel arrange the site and time in Iraq. They then contact us to coordinate the technical aspects of a teleconference call. Our office will identify the most suitable and convenient location for the soldier’s family and we will facilitate the scheduling of the video conference,” he added.

Currently, teleconferencing is limited to four bases in Iraq: Camp Victory in Baghdad, Camp Fallejah, Camp Taqaddum, and Al-Asad Air Base.

For additional information or how to participate in this program, visit Freedom Calls Foundation’s website at www.freedomcalls.org.
An ongoing initiative in state government is to streamline government operations to provide more effective administration of programs and services.

One of the areas being evaluated is the statewide accounting as well as other related systems. Ross Taylor, the State Comptroller and Director of the Finance Division, is spearheading an effort to explore the feasibility of the state acquiring an Enterprise Resource Planning system (ERP), which would unify different state-wide operating programs into one centralized system.

“The state currently finds itself with many software applications that do not communicate with each other and do not effectively interface,” Taylor said. “An ERP system should alleviate this problem by increasing the efficiency of operations within state government and eliminating paper processes and duplications of effort.”

An ERP system would combine several previously unlinked systems, including the West Virginia Financial Information Management System (WVFIMS), the Human Resource Information System (HRIS), and the TEAM automated purchasing system. West Virginia is one of four states that maintains a legacy system instead of an ERP system, according to Taylor.

“Enterprise Resource Planning systems integrate all data and processes of an organization into a unified system,” Taylor added. “They provide an efficient way of accounting for various transactions and managing different processes. The end result is an integrated set of modules that would provide the state with industry ‘best practices.’”

The Department of Administration sent questionnaires to all state agencies. Taylor said he has received approximately 50 responses about systems currently in use. “What we are trying to do is determine the best course of action. We know an ERP has a very high price tag. What we have to determine is that even if we do not replace these systems and merge them into one, what will state agencies be spending to repair and update their current systems,” he said. “Both these processes have a dollar amount and we need to determine what they are and what would be the best course of action for the state.”

According to Taylor, once the responses to the questionnaire are compiled, Cabinet Secretary Rob Ferguson and Chief Technology Officer Kyle Schafer will lead a team to determine the next steps in this project. If given approval to acquire an ERP system, Taylor estimates it would take more than three years for all phases of an ERP to be implemented.

“Hopefully, the agencies, including State Auditor and Treasurer’s Office, with the exception of Higher Education, would utilize the ERP if that is the path we choose,” he said. “I know there at least five different timekeeping/leave systems being utilized throughout state government and at least four accounting systems. In addition, numerous systems currently track accounts receivables and inventory. I believe an ERP would be very beneficial for the state.”

More details will be reported in this publication as this project evolves.

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**10th Annual Capitol Pumpkin Drop**

The State Capitol was the testing ground for the 10th annual Capital City Pumpkin Drop. Students representing 40 schools from 11 counties dropped 158 pumpkins from the Capitol in a wide variety of containers. Only 18 pumpkins survived the fall.
### Veterans Day Honors Individuals Serving our Country to Protect our Freedom

Veterans Day recognizes individuals who served with honor in the military, be they living or deceased or whether they served during peacetime or in war.

The date of November 11 was chosen because toward the end of World War I, an armistice between the Allied nations and Germany went into effect at the eleventh hour of the eleventh day of the eleventh month.

Some say that Veterans Day has lost its importance as surviving troops of World War II have dwindled. But with so many of our men and women fighting to preserve our precious freedom, it is time to restore Veterans Day to its former glory. Take a moment on this special day to reflect on our heroes.
Welcome!...to our new employees: Mary Bolton (Personnel); Janine Gano, Donna Meadows, and Alan Nease (all of Technology). David Johnson, Scotty Pauley and Don Sanders (all of General Services); John Stover (CPRB); and Ann Wilmoth (PEIA).

Hats Off...to the following employees who were promoted: Diane Fletcher (Technology) from an Information Systems Specialist II to III; Benton Hall (Technology) from an Information Systems Specialist II to III; Jamie Cartwright (Technology) from an Information Systems Coordinator II to an Information Systems Specialist III; Wesley Moats (Technology) from an Information Systems Coordinator III to an Information Systems Specialist III; Beverly Myers (Technology) from an Information Systems Coordinator III to an Information Systems Specialist III; and Donald Patterson (Technology) from an Information Systems Coordinator III to an Information Systems Specialist III.

Best Wishes...to the following employees who have resigned from state government: Michael Brown and Omar Younis (both of the Office of Technology); Stefaney Williams (Grievance Board); Preston Shomo (General Services); and Michael Loggains (CPRB).

**PEOPLE TALK**

Taking Over...Richard Wickert (Office of Technology) has begun his term as president of the eastern region of the National Association of State Technology Directors (NASTD). This region comprises of 13 states from Virginia to Maine.

**HAPPY BIRTHDAY ... in November**

1  Bill Ferguson .......... Technology  
   Steve McCloud .......... Technology  
   Yvonne McCormick ...... Personnel  
2  Sam Payton .......... Technology  
3  Beverly Fox .......... Personnel  
   Shane Hall ........... Purchasing  
   Michael Harman .......... PEIA  
   Carla Hoyman .......... Technology  
   Anna Jarrett-Jones ...... Personnel  
4  Paula Lowe .......... Finance  
   Terry Young .......... Technology  
5  Kathy Moore .......... Technology  
   Nancy Sturm .......... Technology  
6  Melody Dye .......... CPRB  
   Molly Mullins .......... Technology  
9  Diane Connelly .......... PEIA  
   Melissa Hopney .......... PEIA  
   Theresa Jones .......... Real Estate  
   Chuck Lawrence .......... Real Estate  
   Eric Saidi .......... Technology  
   Jane Winton .......... Personnel  
10 Tierra Gable .......... Personnel  
   Michael Slaughter ...... Technology  
11 John Abbott .......... Purchasing  
   Bill Judy .......... Technology  
13 Janese Sexton .......... PEIA  
14 Marvin Crawford .......... Technology  
   Jennifer Tucker .......... Personnel  
15 Cammie Parker .......... Ethics  
16 Jennifer McCarty .......... Technology  
17 Chris Avis .......... Technology  
   Rob Ferguson .......... Sec. Office  
   Debra Pendlebury .......... Technology  
   Bill Ward .......... Technology  
18 Sarah Tignor .......... Aviation  
   Lisa Worledge .......... Finance  
19 Hugh Chambers .......... Personnel  
   Laura Johnson .......... Technology  
20 Karen Byrd .......... Purchasing  
   James Peters .......... Finance  
21 Carol Jarrett .......... Purchasing  
   Jennifer Schiefer .......... BRIM  
   Mark Sizer .......... PEIA  
   Walt Vest .......... Finance  
22 Chuck Mazinga .......... BRIM  
23 Richard Gilbert .......... Technology  
24 Matthew Barger .......... Technology  
   Terry Friend .......... Technology  
   Susan Lowe .......... Finance  
   Carleen Wilson .......... Personnel  
26 Barbara Bowe .......... Personnel  
   Tim Pauley .......... Finance  
28 Chris Bronham .......... Finance  
29 Robin Rose .......... PEIA  
30 Stan Mass .......... Technology  

and retirees,” said CPRB Executive Director Anne Lambright.

“There will be four customer service rooms for private meetings with retirement advisors. Our physically challenged customers will be able to travel from their car to the lobby and to the customer room in just a few steps.” This will be a pleasant change from CPRB’s current headquarters on the 10th floor of Building 5.

The new office, located at 4101 MacCorkle Avenue, SE, is on the bus route for customers and employees who use the public transportation system. In addition, there will be more free parking available for CPRB customers than what was available at the agency’s previous locations.

Retirement officials have been communicating the move to its members and retirees through its agency newsletter (Pension Press), state employee newsletters, notifications to payroll clerks for employers in CPRB plans, messages on the agency web site, e-mail notifications and printed posters at the elevators and security check-in locations in Building 7.

“CPRB is using this move to improve upon its organizational structure, particularly now that all of our employees will be under the same roof,” said Lambright. “The move will also permit us to enhance our information technology communications with our customers, as the building has been extensively wired for the previous occupants.”

The agency’s main telephone number will remain the same: 304-558-3570.