



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
APRIL 2013 - Volume 20, Issue 4

Employee of the Month

Service with a Smile is Fewell's Trademark at Surplus Property



SHERRY FEWELL
April Employee
of the Month

Sherry Fewell, an Office Assistant II with the West Virginia State Agency for Surplus Property, an agency under the Purchasing Division, has been selected as the Department of Administration's Employee of the Month for April.

A state government employee for more than 13 years, Fewell is the agency's receptionist and handles all the online auctions. When Surplus Property conducts its onsite auctions, Fewell operates the cash register. She also assists with the re-

tirement of the fixed assets that are processed by the agency.

"Sherry does an excellent job with our online sales. She speaks with numerous individuals and gathers many assets to be sold through our online sales programs from all over the country. She deals with many customers and does so with a very high degree of professionalism," said one co-worker. "She is always willing to assist a co-worker."

Said another co-worker, "Sherry is an outstanding employee and very dependable.

She greets all customers who come into our administration building with a smile and makes them feel welcome. Sherry will volunteer for additional duties when she sees that there is a job to be done."

In her spare time, Fewell likes to read and watch cooking shows. She will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Ross Taylor on Thursday, April 4, at 11:15 a.m. at the Surplus Property office in Dunbar.

Office of Technology Site Assisted Students in Texas

The West Virginia Office of Technology (OT) found a resources page on its website being used to help students many miles away. The page, created by OT to offer educational resources and assistance for parents and teachers, was found by students at Jean Massieu Academy in Grand Prairie, Texas.

Please see OT, Page 6

Jim Richards, Director of Information Technology for the Office of Technology (OT), said he was pleased to learn that students at Jean Massieu Academy in Grand Prairie, Texas, were utilizing resources from the OT website to create their own website.



SNEAK PEEK

- Finance Division Continues Streak of Excellence / **Page 2**



- Ethics Commission's Joan Parker Keeps Her Life in Tune / **Page 3**

- Always Practice Caution When Driving in Foggy Weather / **Page 3**



Keeping a close eye on the state's financial picture are members of the Finance Division's Financial Reporting Specialists. They are, from left, Jordan Clay, Betsy Frame, Kay Walden, Jane Shinn, Connie Byrne and Jeff Perkins.

Finance Division Continues its Long Streak of Excellence in the State's Financial Reporting

Outstanding performances are always worth recognizing, particularly when they occur in consecutive terms. The state Finance Division has its own noteworthy streak though it does not readily garner big newspaper headlines.

For every fiscal year since 1995, the Finance Division has been awarded a Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of the United States and Canada. This prestigious national award recognizes the Finance Division's work for its annual required Comprehensive Annual

Financial Report (CAFR) and the Certificate of Achievement recognizes conformance with the highest standards for preparation of state and local government financial reports.

"Fiscal assurances within state government provide the accountability and transparency that is necessary to ensure public trust," said Cabinet Secretary Ross Taylor. "We celebrate our 17th consecutive year of receiving this national

Please see FINANCE, Page 5

LOOKING AT ADMINISTRATION: Finance Division

Statutory Authority: West Virginia Code §5A-1-4, et seq.

Mission statement: The Finance Division provides improved financial management of the resources of the State through: implementation of improved financial and budgetary accounting information systems; preparation of a Comprehensive Annual Financial Report (CAFR); requirement of an annual independent audit of the State's financial records to more effectively utilize the financial resources of the State.

Number of full-time employees: 29

Website: <http://www.wvfinance.state.wv.us>

Telephone number: (304) 558-6181

Physical address: 2101 Washington Street East, Bldg. 17, Charleston, WV 25305

Ethics Commission Director C. Joan Parker Finds Ways to Help Keep Her Life in Tune

It has been an interesting journey for C. Joan Parker, from her family farm in Roane County to becoming the director of the West Virginia Ethics Commission. Growing up as the youngest of 12 children, with six brothers and five sisters, Parker said she was inspired by her oldest sister, who was the first member of her family to attend college. "She opened the door for the rest of her siblings," Parker said.

Parker initially thought she wanted to go into politics, even though her family was not heavily political. "It really grew out of a love of history," she said. "So with that in mind, I decided to go to law school. I was told by Sen. Robert C. Byrd that even if I never practiced law, it was good to have the background," she said. After high school, she went to Davis and Elkins College, where she majored in history and political science and minored in music.

The move from her family farm to Elkins was dramatic. "I went from Amma to Elkins, from a farm and a small community, to where the stores had escalators and revolving doors," she said. The shift was even greater when Parker began law school at Georgetown University in Washington, D.C. "In my senior year at Davis and Elkins, I did a semester program where I studied in Washington, and I fell in love with the city. It did not mean that I was not a fish out of water, though. It was a huge school, and it was culture shock," she



The career of Ethics Commission Director C. Joan Parker has taken her from her family farm in Roane County to the law school at Georgetown University in Washington, D.C., to Connecticut and back to West Virginia.

said. "It was three of the hardest years of my life."

That difficulty was compounded in her final year with the death of her brother. Parker said she contemplated quitting and coming home before finishing her degree. "However, Bob Wise, who was a congressman at the time, said to me, 'Your brother would have wanted you to finish,' so I did, though I will admit that those were the hardest

grades I ever fought for."

Graduating from Georgetown did not mean she did not eventually find herself again back on her family farm, however, as she worked on the farm during the day and studied for the bar exam at night. Her first job was as the first female executive director for the Roane County Economic Development

Please see PARKER, Page 5

Always Practice Caution When Driving in Foggy Weather

By Carl Baldwin

*Deputy Loss Control Manager,
West Virginia Board of Risk and Insurance Management*

Sometimes weather can create adverse driving conditions. One specific type of adverse condition is fog. Fog is created by tiny water droplets suspended in the air at ground level creating a misty cloud condition. Obviously, when this happens visibility can become a problem. With reduced visibility comes a need to properly adjust driving techniques to handle the situation. If at all possible, it is always best to avoid driving in this condition. However, if driving in this condition cannot be avoided, follow these tips:

- Make sure you are driving with your headlights on low beam. Headlights on high beam will only be reflected back off the fog creating greater impaired visibility.
- Reduce your speed and keep an eye on your speedometer. Fog has a way of creating a visual illusion of slow motion when you may actually be speeding.
- Listen for vehicles you cannot see. Crack your window a little to hear easier.
- For improved visibility use your windshield wipers and defroster as necessary.
- For guidance, use the right edge of the road or painted

Please see FOG, Page 4

PEIA Open Enrollment for Plan Year 2014 Begins April 1

The Public Employees Insurance Agency's (PEIA) Open Enrollment for Plan Year 2014 runs April 1 through April 30. During Open Enrollment, policy holders do not need a qualifying event to add dependents to or remove dependents from coverage but must provide documentation substantiating the dependent (birth certificate, marriage license, guardianship papers, etc.) before coverage can become effective. Changes made take effect July 1, 2013.

This year, during April, all active employees and non-Medicare retiree policyholders must report their tobacco-status to qualify for tobacco-free premium discounts. To report tobacco status, go to PEIA's website, www.wv-peia.com, and click on the green Manage My Benefits button at the top of the page. You can also report your status by



calling PEIA's Open Enrollment Helpline at 1-877-676-5573 and following the instructions.

For more information or questions about the various PEIA plans and what changes will be implemented July 1, 2013, consult the PEIA Shopper's Guide which is mailed to your home and available on the PEIA website at www.wvpeia.com or call the PEIA Open Enrollment Helpline at 1 (877) 676-5573.

Members may update their accounts online by clicking on the Manage My Benefits button on the PEIA website. Members are also encouraged to attend PEIA Benefit Fairs, which will be conducted throughout the state this month. The fair hours will be from 3-7 p.m. at each location except where noted.

The PEIA Benefit Fair schedule is listed below:

- **April 8 / Martinsburg**
Holiday Inn on Foxcroft Avenue
- **April 9 / Parkersburg-Mineral Wells**
Comfort Suites
- **April 10 / Charleston**
Civic Center, Parlor A (3 to 6 p.m.)
- **April 11 / Morgantown**
Ramada Inn off I-68, Exit 1
- **April 15 / Wheeling**
Northern Community College
- **April 16 / Beckley**
Tamarack Conference Room
- **April 18 / Huntington**
Big Sandy Superstore Arena

FOG

Continued from Page 3

road markers.

- Be willing to take your time and avoid passing traffic in front of you.
- Increase following distance to ensure enough reaction time and stopping distance.
- Do not use your cruise control.
- If visibility becomes too impaired, pull completely off the road, preferably at a rest area, truck stop or gas station.

Driving in fog can be stressful. Having a game plan in place to deal with the condition can lower the stress level. It is always a good idea to have a plan in place to deal with unexpected or unavoidable conditions. Knowing what to do will increase your confidence and allow you to better manage the situation.

Forgot Your Password? No Problem! OT Offers Password Reset Service

We all have multiple passwords for access to various online accounts. Trying to keep them straight often presents a challenge. To eliminate any issues resulting from forgotten passwords, the Office of Technology (OT) offers an online tool that allows state employees to unlock their state accounts or reset their passwords personally instead of calling the OT Service Desk.

The service is called AD Selfservice Plus. To enroll in the service, users must go to pw.wv.gov and establish their identity and identity questions. Then, when Monday arrives and the password cannot be remembered, users can click on the Reset

Password link on the login screen to be immediately taken to the Self Service reset tool. Answering the identity questions allows users to reset their password. All of this can be accomplished in a minute or less.

Take a minute today to enroll in AD Selfservice Plus. Your work week will start much easier the next time you go to log into the computer and cannot recall your password. For additional questions, please contact the Service Desk at (304) 558-9966.



Interested in reading past issues of Quotes, Notes & Anecdotes?
Visit <http://www.administration.wv.gov/newsletters/Pages>.

FINANCE

Continued from Page 2

recognition that applauds our fiscal representation of our state government. The Finance Division staff is to be commended for its commitment and dedication in showcasing financial reporting excellence.”

“The completion of the CAFR, Single Audit and Statewide Cost Allocation Plan do have ramifications to the state,” said Acting Director Dave Mullins. “Bond rating agencies, like Moody’s, review the CAFR to decide what the state’s bond rating should be. If the state has a good bond rating, then the State pays less interest on bonds that we issue. The Single Audit is reviewed by all the federal agencies that give the state grants. If the money is not spent correctly or proper records are not kept, the federal government may demand the return of the money.”

Public employees wishing to learn more about the Finance Division may visit the agency website or contact its office listed in the information box on page 2.

Finance Information

The five sections of the Finance Division and their primary duties are:

Administration Accounting

- Accounts receivable and payable
- Procurement and billing for various agencies under Department of Administration
- Provides accounts payable for several miscellaneous boards and commissions.

Managerial Accounting

- Oversees the budgeting, accounting and reporting for several agencies in the Department.
- Responsible for the oversight and preparation of financial statements, budgetary appropriations, expenditure schedules, amendments, allotments and anticipations.
- Review budgetary forms for all Department agencies prior to submission to the State Budget Office.
- Prepare year-end closing book forms for several DOA agencies for submission to the Comprehensive Annual Financial Report (CAFR).
- Analyzes, researches, reviews and prepares various ad hoc reports requested by the Cabinet Secretary, state agency directors, state Budget Office, outside auditors, and others.

Payroll

- Administering payroll, insurance and benefits for more than 700 employees and 26 boards
- Processes federal and state tax reporting
- Maintenance of personnel files, workers compensation injury claims, unemployment compensation checks, increment pay and tenure reporting for Public Service Recognition week
- Overseeing the donated leave program and employee leave system
- State and federal audits
- Tax Levies

- Assistance with employee retirement
- Balancing and submitting W-2s
- Statewide unused sick leave payments
- Personal services budgetary worksheets

1099 Section

- The WVFIMS 1099 Module was created for the production of the Internal Revenue Service forms 1099.
- Extracts information needed for the 1099s from the WVFIMS accounting system for all agencies that elect to participate in the 1099 program.
- Provides guidelines for reporting, prints 1099 forms, distributes 1099 forms to recipients, files electronic returns to the IRS, makes corrections for issued 1099 forms, and files corrections with the IRS.

Financial Account and Reporting

This section is responsible for assembling the following three reports.

- CAFR: Prepares West Virginia’s financial statements and works with all state agencies to collect the information which is combined into the Comprehensive Annual Financial Report.
- Single Audit: The Single Audit section verifies that all of the federal money received by the state has been allocated and spent in accordance with the spending restrictions and rules which were attached to it.
- SWCAP: The state is required by the United States Office of Management and Budget to prepare an annual central services allocation plan and indirect cost rate proposal. This is done through the Statewide Cost Allocation Plan (SWCAP). This plan is used by state agencies that receive federal grants in order to pursue indirect cost reimbursement which is essential to maximize federal recoveries.

PARKER

Continued from Page 3

Authority. Parker said this became a learning experience for her, where she discovered she did not want to work in politics but did want to find ways to help people.

“Neither of my parents had gone to college, or even graduated high school, but by their words and their deeds we were always inspired to excel,” she said. “So I became determined to put this incredibly expensive law degree to the best use possible.”

Parker found herself working for the Appalachian Research and Defense Fund in McDowell County, focused on impact litigation, and special education and domestic violence law. She moved to Charleston and worked for the Supreme Court’s magistrate office in training and education. She later moved to Pennsylvania to work for the Pennsylvania Coalition Against Family Violence.

Her career eventually took her to work in Connecticut, where she married and worked on a variety of social causes before eventually moving back to West Virginia, when she saw the Ethics Commission advertising for a part-time lawyer. She began working for the commission in January, 2006. “The position continually changed, growing from part-time, until when Theresa Kirk, who was the full-time lawyer, became the director and I became the full-time legal counsel.” Following Kirk’s resignation in January, Parker was named director effective March 11, 2013.

And that can come with a sense of fun. Parker, who is also a second soprano with the West Virginia Symphony Orchestra Chorus, enjoys incorporating music into presentations and trainings.

“Typically the songs are variations from popular songs, like ‘These Rules Ain’t Made for Breakin’,” which is a take on Nancy Sinatra’s ‘These Boots are Made for Walkin’,” she said. “I do not believe this position is above singing to the crowd.”

Tell Us About Your Graduate!

As in the past, *Quotes, Notes & Anecdotes* will be recognizing all of our graduates for this year. If you have a child or grandchild graduating from high school or college, we want to share this wonderful news!



Please e-mail Public Information Specialist Chad Williamson at chad.b.williamson@wv.gov no later than April 16 with the name, school and future plans of your special graduate.

OT

Continued from Page 1

"My students were working on a project and we happened to find the OT page. It was such a wonderful resource," said Alyssa Britton, a library educator at the school. Her students were researching Internet safety for children and teens to create a website on the subject. Britton said in looking for resources for the project, her students came across the page and used the available information.

"My students thought the resources were so helpful, and they really just loved the site," Britton said. Using the information from the OT site, the students created the website <http://world.okoto.com/web-site-safety-for-kids-teens/>.

"We always work to emphasize the importance of being safe on the Internet," said Jim Richards, the Director of Information Technology for OT. "We created our resource page as a chance to expand on our offerings outside of security events and other online trainings, so to find out the resources were used by a school was wonderful."

To view the OT resources page, visit <http://www.technology.wv.gov/security/awareness/Pages/Resources.aspx>.

Welcome! ... The Department of Administration is pleased to welcome our new employees, **Kenneth Casto** and **Steven Martin**, both with the Office of Technology.

Best Wishes ... to **Theresa Kirk** (Ethics); **Regina Dayfield** (Personnel); and **Eric Dye**, **Wilma Garbett**, **Sue Lipinski**, **Richard Pickens**, **Denise Russe** and **Charles Stark** (Technology), who recently resigned from our department.

Happy Retirement! ... After years of hard work, congratulations to **Bill Shanklin** of General Services Division, who can now kick back and relax.

Public Employee Golf Tournament ... The 22nd Annual Public Employees Golf Tournament is scheduled for Monday, May 20, at Twin Falls State Park with a shotgun start at 10 a.m. Entry deadline is May 6th and limited to the first 108 players to register. For more information, call Brian Wetzal at Twins Falls at (304) 294-4044.

Earth Day ... An annual event since 1970, Earth Day is meant to encourage people around the Earth to take one day a year and act toward improving the global environment. Participants can work to promote environmental education, clean up neighborhoods, or just plant a tree. To find out more, please go to www.earthday.org.

HAPPY BIRTHDAY ... in April

1 Samantha Knapp Purchasing	14 Keith Huffman PEIA
Harry Mandel CPRB	15 Sarah Hunter CPRB
Deanne Turley BRIM	Torrie Williams CPRB
3 Chad Williamson Purchasing	16 Jeanne Barnhart Purchasing
Brenda Gould Grievance	Michael Cheeks Technology
5 Mark Isabella Personnel	David Williams Gen. Svs.
Andrea Smith Technology	17 George Tanner Gen. Svs.
6 Craig Bosworth Finance	19 Nidia Henderson PEIA
Donna Lipscomb Sec. Office	Justin Sharp Gen. Svs.
Perry Rawlings Gen. Svs.	20 Keith Burdette Gen. Svs.
Rebecca Whetzel Technology	Kelly Dean CPRB
7 Benton Hall Technology	Andrew Guz Gen. Svs.
Jeremy Summers Technology	21 Jeremy Walker Personnel
Roger Townsend CHIP	22 Anne Crabtree Technology
8 Rebecca Farmer Purchasing	Greg Hubbard Gen. Svs.
Michael Lee Purchasing	Gary Reed PEIA
Stefanie Youngblood CPRB	23 Thomas Hackney Gen. Svs.
9 Pauravi Randeri Technology	Jeffrey Lawrentz Pub. Def.
Mary Schafer Pros. Atty.	Carlos Neccuzi Technology
10 Kenneth Bowles Technology	25 Nathaniel Sizemore .. Technology
John Dotson Gen. Svs.	26 Jim Hawley Gen. Svs.
11 Byron Lusher Technology	Richard Miller Gen. Svs.
Tony O'Leary Purchasing	Robin Perdue Grievance
Melissa Pettrey Purchasing	28 Cynthia Adkins CPRB
Jane Shinn Finance	Tina Murdock CPRB
12 Matt Short Technology	Jeff Wilson Technology
13 Jeff Harbour Gen. Svs.	29 Carles Farley Gen. Svs.
Jim Richards Technology	30 Edward Thaxton Gen. Svs.
14 Ed Coleman CPRB	Kim Weber Ethics

Administrative Notes

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

Earl Ray
Tomblin
Governor

Ross Taylor
Cabinet
Secretary

Diane Holley
-Brown
Communication
Director / Editor

Production
Tony O'Leary
Chad
Williamson

Special
Thanks
Kaye Parks