



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
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Employee of the Month

Brittany Smith Shines Every Day in Work at CPRB

BRITTANY SMITH, an Office Assistant II for the Consolidated Public Retirement Board (CPRB), has been selected as the Department of Administration's *Employee of the Month* for January.

A state government employee for nearly three years, Smith's primary duties include processing time sheets, maintaining leave slips and purchasing offices supplies. Smith also fills in, when needed, as a receptionist

and mail runner, and assists the executive assistant with CPRB board meeting duties.

"Brittany is just an overall wonderful employee. She is hard working and dedicated to her job. She is always willing to take on extra duties and never complains about it," said one co-worker. "I could spend a lot of time talking about how good of an employee she is."

Another co-worker added, "She has proven herself over

and over again with respect to the quality of her work. She is an outstanding employee and an outstanding person."

In her spare time, Smith likes to spend time with her family and attend auctions.

She will be joined by her friends and co-workers at a special ceremony presented by Cabinet Secretary Robert Ferguson on Friday, January 8, at 1 p.m. at the CPRB office in Kanawha City.



BRITTANY SMITH
January Employee of the Month



Finance Division's Lora Reese Named Employee of the Year

LORA REESE, an Administrative Secretary for the Finance Division, was named the 2009 Department of Administration's *Employee of the Year* at a special ceremony in the upper Rotunda area at the Capitol on December 10th.

Reese was the *Employee of the Month* in March and joined the 11 other *Employee of the Month* recipients at the ceremony. Cabinet Secretary Robert Ferguson recognized each monthly winner and pre-

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Lora Reese of the Finance Division was named the 2009 Department of Administration Employee of the Year. She is joined at the awards ceremony by (l-r) Finance Division Director Ross Taylor and Cabinet Secretary Robert Ferguson.

SNEAK PEEK

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Capitol Traffic Becomes a Challenge When Regular Session of the Legislature Begins

The start of the 2010 Regular Session of the Legislature begins January 13 and with it brings an increase in vehicle traffic around campus. State employees who work at the Capitol are reminded of the following policies and procedures for parking as outlined in *Code of State Rule 148 CSR 6*.

Parking placards must be displayed immediately behind the vehicle's rear-view mirror. No substitutions, such as copies or notes placed on dashboards, will be accepted. Employees may purchase one additional placard for \$20 for a second vehicle.

Individuals who believe that a meter is not working correctly must report the malfunctioning meter on the same day the meter is used to the Piedmont Avenue guardhouse at 304-558-0248. The malfunction must be verified by the Department of Administration for a ticket to be voided. Employees who have their parking places occupied or blocked should call the guardhouse or the Department of Administration parking office at 304-558-3062. According to parking office officials, Allied Barton is the security firm for the 2010 Legislative Session. Any questions or concerns regarding the uniformed staff need to be directed to 304-768-1064.

The Department of Administration will not void tickets for unauthorized parking in handicapped areas, including the parking spaces and the access aisles. Parking fines, which are not to be paid with cash, are to be submitted within 10 days of the time the ticket was issued. Fines not paid within 10 days are subject to double ad-

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The new hybrid fuel buses, which transport state employees and visitors to and from the Capitol from the Laidley Field parking area, have a new look and enhanced accommodations for passengers. The 2010 Regular Session of the Legislature begins January 13 and commuters are advised to review parking policies and shuttle schedules as Capitol traffic greatly increases during the session.

2010 Legislative Calendar

- **January 13, 2010** – The 2010 Regular Session of the Legislature convenes. Gov. Joe Manchin delivers his State of the State Address.
- **February 1, 2010** – Submission of Legislative Rule-Making Review bills due.
- **February 22, 2010** – Last day to introduce bills in the Senate and the House. Does not apply to originating or supplementary appropriation bills. Does not apply to Senate or House resolutions or concurrent resolutions.
- **February 28, 2010** – Bills due out of committees in house of origin to ensure three full days for readings.
- **March 3, 2010** – Last day to consider bill on third reading in house of origin. Does not include budget or supplementary appropriation bills.
- **March 13, 2010** – Adjournment at midnight.

Real Estate Works with Agencies to Help Prison Overcrowding

The Real Estate Division will be working with other state agencies to help renovate a state facility while also saving money and helping alleviate jail overcrowding. The Real Estate Division, along with the Department of Health and Human Resources (DHHR) and the Department of Military Affairs and Public Safety's Division of Corrections are working together to renovate the Jackie Withrow Hospital, formerly

known as Pinecrest State Hospital, in Beckley. The end result will accommodate additional individuals in the Division of Correction's Work Release Program.

The project will secure the fourth floor of the hospital, allowing the Work Release Program to double its current occupants from 70 to 140. Currently the Work Release Program is located at the Beckley Correctional Center, adja-

cent to Jackie Withrow Hospital. Less space will be needed at the regional jail for non-violent inmates who require minimum security monitoring.

Real Estate Executive Director Charles Lawrence said the move takes advantage of underutilized space already owned by the state. Jackie Withrow Hospital is currently used as a long-

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Today's Challenges Provide Opportunities to Create Legacy for Future West Virginians

By Cabinet Secretary of Administration
Robert W. Ferguson, Jr.

As your cabinet secretary, I am proud to serve with you during these challenging economic times and in this changing social landscape. While we face many tough decisions in the coming year, I encourage you to view this time as one of great opportunity – an opportunity to continue shaping the Department of Administration with a culture of service and accountability. Together, we can seize the opportunity today to create a lasting legacy for tomorrow and the next generations of West Virginians.

This year, my planning guidance to directors, senior staff, managers and employees is in a more concise form to complement Gov. Joe Manchin's strategic plan for our state and where Gov. Manchin envisions the state in 2012. Our vision and mission must support and mirror the goals and objectives of

the governor.

The primary goals of the Department of Administration are outlined in seven objectives which encompass all of our agencies. These objectives support the governor's strategic plan and need to be at the center of our organization's activities and daily work.

Summarily, my objectives for the Department of Administration are as follows:

Objective 1: Create Division-Level Operational Plans

Each division and agency will create its own operational plan that includes specific goals to achieve the objectives of the planning guidance document, and those of the governor's statewide strategic plan.

Accompanying the goals must be



quantifiable performance metrics to gauge agency progress during the year.

Objective 2: Implement an Enterprise Resource Planning (ERP) System

In the last 20 years, state government has created islands of automation – various business systems operate and manage a multitude of disparate business processes.

processes.

Once implemented by the necessary stakeholders, an ERP system will standardize and reduce the versions of software necessary for organizations to operate.

The more effective ERP system will meet the state's operating needs while providing quality, efficient technical support and increase the state's trans-

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Personnel to Modernize Job Classifications and Compensation Scale

The Division of Personnel has begun a major initiative designed to update the state's job classification plan and to modernize its compensation plan for classified and classified-exempt employees in the Executive Branch. This is the first update of state job classifications since 1994.



Much of the information needed to make the initiative succeed is input from state employees. Between January 11 and February 19, the approximate 20,000 classified and classified-exempt Executive Branch employees will be asked to complete a Job Content Questionnaire (JCQ). The information from JCQs will be the basis for the project. All jobs will be evaluated against a common set of factors: know how, problem solving, and accountability.

Employees need to provide information about core job and essential func-

tions. These include duties which must be performed as a part of your job and normally make up about 80 percent of your job. Employees who have regular e-mail and Internet access at work will

complete their individual JCQs online or they may be able to participate in group JCQs for jobs with significant numbers of employees performing the same duties. Agencies will let employees know if a group JCQ is an option available to you.

Employees who do not have regular e-mail and Internet access at work will complete an individual paper JCQ, or may participate in a group JCQ, or may have computer/internet access provided by their agencies so they can complete an individual JCQ online.

No employees' salaries will be reduced as a result of this project and any

salary adjustments will be primarily dependent on the availability of funds. No jobs will be eliminated as an evaluation of agencies' staffing levels is not part of this project.

Most of the work for the majority of employees will be completed this winter and early spring. Full implementation is scheduled for late 2010.

The Division of Personnel is collaborating on this project with the Hay Group, a global management consulting firm specializing in human resource consulting services.

The key objectives are to ensure that the classification plan accurately organizes and describes the jobs in state government and that the compensation plan is internally fair and externally competitive.

The Division of Personnel has a Web site dedicated to this project, www.plans.wv.gov, which includes examples of completed JCQs. Questions can be e-mailed to DOP.PLANS@wv.gov or call 304-558-3950, extension 57239.

Aviation Division Conducts Annual Safety Day

The Aviation Division's annual Aviation Safety Day came under colder-than-usual conditions this year, forcing activities into the division's hangar facility at Yeager Airport, but it also gave the division an opportunity to say farewell to a retiring member. Helicopter pilot Howard Mehringer retired on Aviation Safety Day following 29 years with state government.

Aviation Safety Day marked its 17th year this year, said Keith Wood, director of the Aviation Division. The annual event gives the division an opportunity to review safety procedures and offer classes, including aviation safety and training videos; first aid and CPR instruction; engine, propeller and rotor system reviews; in-flight emergency scenarios; and security familiarization with the aircrafts.

"Every day, we focus on safety, but Aviation Safety Day lets us truly focus on the details of safety," Wood said. "Our primary mission is always to get individuals from one place to another safely." No flights were scheduled for the day, and division personnel and security detail turned their attention to safety. This year, however, also gave the division the chance to celebrate Mehringer's retirement.

In his 29 years with the division, Mehringer had completed more than 9,200 accident-free flight hours. Administration Secretary Robert Ferguson



Members of the Governor's security detail and of the Aviation Division discuss issues during the division's annual Aviation Safety Day.

presented Mehringer with a certificate from Gov. Joe Manchin naming Mehringer a "Distinguished Mountaineer." Mehringer was also presented with several tokens of appreciation from Aviation Division personnel.

In addition, Wood noted, 2009 marked the 80th anniversary of the Aviation Division. The Aviation Division operates two planes and two helicopters from its hangar facility at Yeager Airport, as well as a helicopter based in Elkins.

PEIA Finance Board Approves its Plan for Fiscal Year 2011

The Public Employees Insurance Agency (PEIA) Finance Board approved Dec. 16 the fiscal year 2011 (FY2011) plan for medical and prescription benefits for active and retired employees covered by PEIA, which will go into effect July 1, 2010.

Due to escalating health care costs throughout the nation, one of the changes approved was a 4 percent premium increase for all active and retired employees.

Additionally, changes affecting the benefit structure were approved, including increases to the *family* out-of-pocket maximum to one and half times the *single* maximum, which is common in other health care plans. The proposed plan which was discussed during the public hearings included an increase out-of-pocket *family* maximum of two times the *single* maximum; however, due to an ad-



ditional \$3.5 million proposed increase in FY2011 Executive Budget by Gov. Joe Manchin III, to be approved by the State Legislature, this benefit change was reduced. An additional \$27 million is being used from the PEIA reserve fund to address the FY2011 plan.

PEIA expanded the lifetime maximum benefit from \$1 million to \$1.5 million per member, due to the increasing costs of medical services to ensure that members could receive necessary services.

Other changes approved relating to active PEIA members included moving Plan B to an IRS High Deductible Plan which offers a voluntary Health Savings Account for active employees and the transition to Express Scripts High Performance Formulary with several drugs moving to different tiers. This prescription change is expected to save money while continuing

to provide generous prescription benefits.

With regard to the active PEIA members, the finance board did not approve a proposed increase of \$25 in the annual deductible for participants in Plan A or the creation of a West Virginia Only plan (Plan C). For retired employees, the new plan includes an increase of \$25 in their medical deductible and the implementation of the Express Scripts High Performance Formulary.

The finance board passed two of three proposed program options for FY2011, including an incentive for members to have a living will addressing their end of life care wishes and a wellness program incentive that ensures members are aware of their modifiable risk factors, including blood pressure and cholesterol. A proposal to assess \$50 per month for policyholders whose spouses have medical coverage available through their employers, but elect to take coverage through PEIA instead, did not pass.

LEGACY

Continued from Page 3

parency and ability to strategically plan.

Objective 3: Re-engineer Division of Personnel Processes

By June 30, 2010, the Division of Personnel will sign service level agreements with customers that establish turn-around times for services; create and implement a strategic workforce plan; and publish a revised classification and compensation system.

Objective 4: Implement an E-Procurement System

State government will be serviced by an e-procurement system that connects state purchasing spending units and allow bids to be posted, responded to, and rewarded electronically. The e-procurement initiative will provide ease of doing business with the state in addition to streamlining the procurement process by utilizing today's technology. It will replace the current purchasing system which was partially implemented in 1991 and will make the procurement process more efficient and transparent.

Objective 5: Begin Implementation of a Statewide Records Management System

All Department of Administration divisions and agencies will draft and implement an agency-specific records retention policy and schedule which must meet all legal requirements set forth in *W.Va. Code* 5A-8. The implementation at the agency level is a first step as the state progresses toward the implementation of a statewide comprehensive records management program that meets statutory requirements to reduce the use of paper and physical storage space.

Objective 6: Finalize the Department's Continuity of Operations Plan (COOP)

By June 30, 2010, the Department of Administration will be prepared to act on a tested and revised department-wide Continuity of Operations Plan (COOP). The department and its agencies' COOP plans will also support the executive branch's Continuity of Government (COG) and COOP plans.

The COG and COOP plans set the terms and conditions necessary for the resumption of normal government operations in the event extraordinary circumstances, whether natural or man-made, disrupt state employees, facilities, and/or system infrastructure.

Objective 7: Consolidate Facilities Management Within and Better Manage the Fixed Assets of the Executive Branch

The Real Estate Division will continue to consolidate all facilities management functions for buildings owned by the Executive Branch, the General Services Division, with other stakeholders, will prioritize the recommendations of the Capitol master plan and the Purchasing Division will implement a new fixed asset management system to provide greater oversight of fixed assets from their inception through disposition.

I look forward to the many opportunities that we will embrace and to the many challenges we will overcome as we work together throughout 2010.

SESSION

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ditional fine not to exceed \$20.

A vehicle is subject to removal from a designated state parking spot if its owner has more than 10 unpaid violations. A vehicle owner who has been assigned a state issued parking space and owes more than 10 unpaid violations may have the parking space revoked. A vehicle owner is responsible for payment of fines, penalties or costs assessed regardless if the owner was operating the motor vehicle at the time of the violation. Metered parking around the State Capitol campus is monitored from 8 a.m. – 5 p.m., Monday through Friday, except holidays. Single vehicles at a single parking meter may be ticketed four times a day.

During the Legislative session, the Capitol shuttle service will run Monday through Friday, every 10 to 15 minutes, starting at 7 a.m. at Laidley Field and making its last run to Laidley Field at 5:30 p.m. The shuttle will not run daily between 11 - 11:20 a.m. nor on Saturdays, Sundays and state holidays.

CPRB to Administer Newly Created Retirement Plan

The Consolidated Public Retirement Board (CPRB) will begin managing a new retirement plan this month for city police officers and firefighters, as the result of legislation passed during a special session held in November.

The West Virginia Municipal Police Officers and Firefighters Retirement System was created by the Legislature and signed into law by Gov. Joe Manchin III.

The law gives municipalities the option of closing their existing retirement plans to new hires and placing them into this retirement plan, which offers the same benefits given to emergency medical service personnel. The latter plan is also administered by CPRB. Cities are eligible to enroll members in the new plan, beginning January 1.

CPRB Executive Director Anne Lambright said the new retirement system has been assigned to the Uniform Services Section, which is managed by Deana Gose. Lambright said any mu-

nicipality that chooses to enroll in the new plan will close its existing plans to new membership while current members in the existing city police and fire plans remain members of those closed plans.

Lambright said the state is an administrator only of the new retirement plan and does not assume any financial obligation to the cities.

The law was created due to the growing burden of underfunded pension plans by some of the state's largest cities. The law allows cities to refinance their pension plans and while these existing plans will still be administered by local boards, a state oversight board has been created to ensure appropriate investments and disability awards.

Lambright said the CPRB staff looks forward to welcoming enrollees into the new retirement plan. For more information, visit the Consolidated Public Retirement Board's Web site at: www.wvretirement.com

YEAR

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sented each with a special gift before announcing Reese as this year's recipient, presenting her with additional gifts which included a monetary award. Reese was selected by her fellow department employees and celebrated her honor with her husband and Finance Division colleagues. A catered luncheon followed the ceremony for all department employees.

Reese has been a state government employee for 20 years. She serves as the Finance Division office manager, collecting and preparing reports for the division director. Reese also assists in special projects while planning, scheduling and assisting in the work of the other Finance employees.

Congratulations to all our department employees honored in 2009!

PRISON

Continued from Page 2

term health care facility operated by DHHR, in addition to a tuberculosis treatment center, Hospice patient care, and housing various DHHR offices.

The efforts comes following a July report by the Governor's Commission on Prison Overcrowding that recommended expanding programs, such as work release as part of a multifaceted approach to alleviating the overcrowding problem.

Lawrence said the Real Estate Division expects to have the facility ready within four to six months.



Welcome! ... to the Department of Administration to our new employees: **Mary Schafer** (Prosecuting Attorney's Institute) and **Ronald Bolin** and **Michelle Perry** (both of the Office of Technology).

Time to Relax ... After many years of hard work, **James Hyde** and **Velma Totten** of the Consolidated Public Retirement Board are now ready to kick back and relax. Happy retirement!

Best Wishes ... to our employees who recently resigned from our department: **Crystal Cunningham** (PEIA); and **Thomas Berry** (Office of Technology).

Got News? ... Let us know what's going on with you and your family. Contact Diane Holley-Brown, Editor, at (304) 558-0661 or at Diane.M.Holley@wv.gov with information to share with the department's employees.

On Growth

"The most difficult thing is the decision to act; the rest is sheer tenacity. The fears are paper tigtets. You can do anything you decide to do. You can act to change and control your life; and the procedure, the process is its own reward."

HAPPY BIRTHDAY ... in January

- | | |
|------------------------------------|-------------------------------------|
| 1 Brian Hatcher Technology | 17 Steven Hutton Technology |
| Bob Withrow Gen. Svcs. | 18 Jean Brown Personnel |
| 2 Leonard Spencer Gen. Svcs. | Dirk Hyre Purchasing |
| 3 Christine Magby BRIM | 19 Earl Curnutte Gen. Svcs. |
| 4 Lisa Collins Personnel | Beverly Myers Technology |
| Vickie Hoover Grievance | 20 David Lawrence Gen. Svcs. |
| Donald Jarrell Gen. Svcs. | Tonya Pugh BRIM |
| Baxter Parsons Gen. Svcs. | Janice Shelton Technology |
| David Lee Shingleton Technology | John Smolder Finance |
| 5 David Bailey Real Estate | 21 Bernadette Curry PEIA |
| Bill Dolin Gen. Svcs. | Barbara Houchins BRIM |
| Virginia Goff CPRB | Buffy Payne Finance |
| Barry Gunnoe Purchasing | 22 Edward Dolly Technology |
| Joe Perks Technology | Kaye Parks Finance |
| 7 Jewl Hammack PEIA | 23 George Arthur Gen. Svcs. |
| Ralph McKinney Pub. Def. | Garry Shively CPRB |
| 8 Sharon Smith CPRB | 24 Ronald Bolin Technology |
| 9 Ronnie Phipps Purchasing | Susannah Carpenter Finance |
| 12 Pamela Keatley Technology | Betsy Chapman Pub. Def. |
| Bill Lawson Gen. Svcs. | Tami Reed CPRB |
| Rufus Wingo Technology | 25 Eric Stringer CPRB |
| 13 Lawrence Copley Aviation | 26 Brian Hively Technology |
| Bill Rheinlander PEIA | 27 David Fitzwater Technology |
| 14 June Butterfield BRIM | 28 David Douglas Technology |
| Lisa Maurer Technology | 29 Tina Bishop Technology |
| Patricia Wehrle Technology | Gino Saget Technology |
| 15 Charles Nelson BRIM | Lucy Suchy Ethics |
| Patricia Ann Perez PEIA | 30 Jose Molinar Technology |
| James Perkins Aviation | 31 Gregory Carrier Gen. Svcs. |
| 16 Deana Gose CPRB | Scott Joslin Personnel |
| Richard Layne Technology | Matt Williams Purchasing |

Administrative Notes

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