



Quotes, Notes & Anecdotes

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

Personnel's Teresa Martin Displays Excellent Work Results

TERESA MARTIN, a Secretary II for the Employee Relations Section of the Division of Personnel, has been selected as the Department of Administration's *Employee of the Month* for May.

A state government employee for more than 12 years, Martin maintains the Employee Relations Section's grievance database; obtains, circulates and archives professional and legal research information; processes criminal records checks; and

coordinates travel and leave administration.

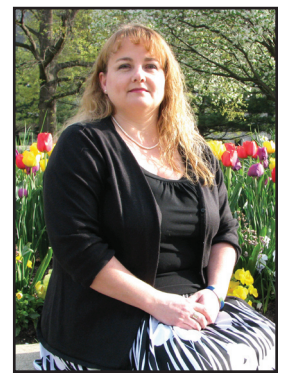
"Teresa creates a sense of camaraderie not only within her own section, but also at the agency level. She routinely organizes impromptu social events for the section and the agency," said one co-worker. "Teresa is always very courteous and helpful to co-workers and clients. She willingly accepts assignments and produces excellent results."

Said another co-worker, "Teresa is knowledgeable, depend-

able, highly-organized and proficient with a variety of software used in her section and has a work ethic beyond reproach."

In her spare time, Martin enjoys hiking, horseback riding, reading and is a full-time student at West Virginia State University.

She will be joined by her friends and co-workers at a special ceremony presented by Cabinet Secretary Rob Ferguson on Friday, May 7, at 11:15 a.m. on the second floor of Building 7 near the training center.



TERESA MARTIN
May Employee of the Month

State Employees Get a Close Look at Renovated Training Center



The April 6th Open House for the newly-renovated West Virginia State Training Center (Gaston Caperton Training Center), located on the 2nd floor of Building 7, offered state employees an opportunity to take a closer look at both the updated technology and the new learning environment that are now available.

The Open House was a cooperative effort between the Division of Personnel and the Office of Technology (OT). Cindy Smith, project manager for OT, said the response was overwhelmingly positive.

"We estimate that approximately 100 people attended the

Please see LOOK, Page 5

The Open House for the West Virginia State Training Center gave state employees an opportunity to check out the center's recent series of renovations.

SNEAK PEEK

- Time for Garden Enthusiasts to Spring Clean / Page 2



- Legislature Passes 218 Bills During Regular Session / Page 3

- Fallen Miners Remembered in Series of Capitol Events / Page 5

New Voice Feature Just a Mouse Click Away for Employees



The West Virginia Office of Technology (OT) has begun to add a new voice feature to state employees' Office Communicator application which will give users many new options for a variety of communications.

Some of the features include using one's computer as a telephone; the ability to have access to one's e-mail by telephone and having the e-mails read back to the user; receiving an e-mail when a telephone call is missed and clicking on a link in the e-mail field which will play back the voice mail message; and hosting conference calls through the computer without having participants first call a central telephone line to participate.

The application, Office Communicator 2007, can also be installed on state-issued laptops that the user can take out of the office, connect to the Internet, and receive calls to the user's office telephone number via the laptop.

"Office Communicator 2007 will allow state employees to have their office virtually anywhere," said Rob West, Configuration Management Team Leader with OT.

Kathy Moore, director of Client Services Delivery for OT, said the installation of the Office Communicator application began in late April and will continue through May and June for the initial group of participating agencies.

The application will be installed remotely during overnight hours with service technicians providing follow-up service to ensure the new program works properly. Moore said OT will be in contact with agencies in advance to notify of the change to ensure technicians are scheduled for any trouble-shooting issues once the new application is installed.

Please see **CLICK**, Page 4



The Capitol campus continues to be awash in spring colors. The Grounds Unit of the General Services Division planted 40,000 tulip bulbs and 8,900 pansies last fall, which sprouted throughout April. At the end of last month, another 5,600 annuals and 1,200 perennials were planted to keep our complex colorful throughout late spring and summer.

Now is the Time for Garden Enthusiasts to Spring Clean

Spring has sprung and the window for garden enthusiasts to prep their flower beds and vegetable remains open but not for much longer. Soon, the cool nights and warm days will be replaced by warm nights and hot days. Bill Shanklin, grounds manager for the General Services Division, recommends the following for a well-cultivated flower and vegetable garden.

"Now is the time to clean the garden of dead material and debris which has fallen throughout the winter. This will let the new growth of perennials to start to emerge. Now is when you want to take flowers that got too big for their spaces and split them and spread them out into new areas," he said. "Weeds need to be cultivated because now is the time they start to bloom and their seedlings spread out and re-sprout all over again."

Shanklin recommends adding fresh compost and/or lime to areas where new plants, especially annuals, will be placed, to balance the pH in the soil

which allows the proper nutrients to feed the plants. He does not recommend high potency fertilizer commonly found in stores, as these types promote quick lush growth for flowers and vegetables but do not promote good root growth. "With vegetables, you will produce; more foliage than produce and if you go slow with flowers and let their roots take better hold, they will do a better job over time," Shanklin said.

It is important to keep plants moist. Shanklin recommends watering perennial plants every two to three days and new plants every day.

"It is the moisture that makes the seedlings produce sprouts, but you do not want to over water them. When you water, it needs to soak into the ground, but you do not want a lake to form around the plants," he said. "The best way to check if water is needed is to poke your finger at least an inch or so below

Please see **GARDEN**, Page 5

218 Bills Passed During 2010 Legislative Session

During the 2010 Regular Session of the State Legislature, a total of 2,079 bills were introduced in the two houses. The House introduced 1,378 bills and the Senate introduced 701 bills. The Legislature passed a total of 218 bills.

Of those bills passed, 98 were House bills and 120 were Senate bills. Information regarding the Regular Session with links to all bills introduced and passed can be found at <http://www.legis.state.wv.us/index.cfm>.

Some of the bills passed affecting the Department of Administration or those of interest to our employees are as follows:

SENATE BILLS

SB 219: Consolidating all state passenger vehicles under the management of the Department of Administration.

SB 238: Allowing the Public Land Corporation to enter into leases and contracts regarding mineral rights on behalf of other state agencies, institutions and departments to benefit their operations.

SB 240: Authorizing the Department of Administration to promulgate legislative rules relating to the Consolidated Public Retirement Board, Division of Personnel and State-Owned Vehicles.

SB 442: Clarifying PEIA Finance Board which may offset certain annual retiree premium increases.

SB 448: Clarifying deceased public employees' survivors participate in comprehensive group health insurance plans only.

SB 464: Clarifying the Division of Personnel's functions.

SB 553: Extending the time to purchase full service credit in Teachers' Defined Contribution Retirement System.

SB 583: Updating references to the Information Services and Communications Division.

SB 596: Exempting Adjutant General and National Guard from certain leasing and accounting requirements.

HOUSE OF DELEGATES BILLS

HB 4182: Making technical changes to the Emergency Medical Services Retirement Act.

HB 4299: Requiring non-state retired employees who have worked for their last non-state employer for less than five years responsible for their entire premium cost.

Please see **BILLS**, Page 5



Governor Joe Manchin reviews bills passed during the 2010 Regular Session of the State Legislature.

Continuity of Operations Plan Nearing Completion

It is 8:30 a.m. on a Monday morning and an automobile has inexplicably run atop a Capitol campus sidewalk, onto the grass and crashed into Building 5, severing several external gas pipes located next to the building. A great deal of damage has occurred and a great deal of confusion ensues.

While emergency officials are dealing with the immediate crisis situation, Department of Administration command staff, comprised of division directors and designated agency contacts are establishing the priorities needed to secure the well-being of the many individuals and properties affected by the crisis. In addition, they are addressing the steps needed to ensure essential state government services continue to be provided.

Such scenario was put forth in two separate table-top exercises recently for the selected Department of Administration command staff, as a part of the department's on-going Continuity of Operations (COOP) planning process. The COOP plan is close to being published, as the mock exercises are one of the final pieces to test its readiness.

“We have been paid a compliment for those efforts as the Governor’s Office has asked the Department of Administration to assemble a COOP plan for its office.”

Penney Hall, Department of Administration’s COOP Coordinator

“The table top exercises went very well. There were some situations that came up that we did not think about. However, this was the precise reason for the exercises, to see what issues still need to be addressed in the Department of Administration’s COOP,” said Penney Hall, the Department of Administration’s COOP Coordinator.

On Friday, May 7, additional table-top exercises will be conducted for division directors who did not participate in the first round of exercises and for each of the agencies COOP points-of-contact. Hall anticipates that each Administration agency will have a COOP plan by late spring. The Department of Administration COOP plan will

be given to the Governor’s Office and the Department of Military Affairs and Public Safety for their review.

“The task force team has been very pleased with the progress we have made in completing the COOP. Many people from all the Administration agencies have put in a great deal of time and effort for this,” Hall said. “And we have been paid a compliment for those efforts, as the Governor’s Office has asked the Department of Administration to assemble a COOP plan for its office.”

State Employees Encouraged to Continue Their Work on Job Content Questionnaire

Executive Branch state employees are encouraged to continue work on their Job Content Questionnaire (JCQ), which is being administered by the West Virginia Division of Personnel.

The JCQ is the primary component of a major initiative by Personnel to update the state's job classification plan and to modernize the compensa-

tion plan for classified and classified-exempt employees in the Executive Branch.

Information taken from the JCQs will be the basis for the project.

State employees may write details of their current job duties through a JCQ Word document or pdf provided on the Web site, <http://www.plans.wv.gov>, and save the information until the Web site is ready to receive electronic submissions of the JCQs.

The Web site has extensive information about this project, which includes examples of completed JCQs. Questions can be e-mailed to DOP.PLANS@wv.gov or call 304-558-3950, extension 57239.

CLICK

Continued from Page 2

"Employees will also have opportunities for live and web-based training so they can learn how to use their new communication tool," she said.

"The use of Office Communicator in lieu of the traditional telephone will allow greater flexibility for our employees at a significant cost savings," added Kyle Schafer, WVOT Chief Technology Officer.

Another element of this change is switching state employees from Microsoft Exchange 2003 to Exchange 2007. Important features of Exchange 2007 will be space limits on the amount of e-mails which can be stored in a user's Inbox and time limits on how long e-mails can be stored in a user's Inbox before the e-mails are automatically deleted.

Users will be advised to set up separate mailbox folders to store e-mails needed for an extended period of time. The WVOT will be in communication with each agency prior to this implementation.



Getting Ready for Moving Day

The West Virginia Office of Technology (OT) is scheduled to move into its new offices on the 10th floor of Building 5 on the Capitol campus later this month. The OT is currently located at One Davis Square in downtown Charleston. The 10th floor has undergone an extensive renovation to prepare the office space and meeting rooms for OT. Look for information about the WVOT move to its new home in the next issue of Quotes, Notes and Anecdotes.

Vandalia Gathering A Celebration of State's Rich Culture

West Virginia culture, both present and past, comes alive this year as the 34th Vandalia Gathering arrives at the Culture Center and the State Capitol grounds. Scheduled for May 28-30, the annual event is a celebration of traditional arts, music, dance, stories, craft and food.

Since the first event in 1976, the Van-

dalia Gathering offers those in attendance the opportunity to sample and enjoy numerous aspect of state culture. For music fans, a special jam tent will be set up on the grounds and manned with musicians from 11 a.m. to 4 p.m. on Saturday and noon to 5 p.m. on Sunday. In addition, numerous musicians are scheduled to perform throughout the

event, as well as musical competitions.

Vandalia also gives attendees a chance to view the wares of more than 50 West Virginia craftspeople, with everything from candles and wall hangings to salsa and salad dressings for sale.

For more information on the Vandalia Gather, please visit: <http://www.wvculture.org/vandalia>.

Remembering Our Fallen Miners



[Above] First Lady Gayle Manchin speaks to the family members of the miners killed and injured in a Raleigh County mine explosion during a wreath-laying ceremony at the Coal Miner Memorial statue on the Capitol Grounds on April 12. Part of the commemoration was Governor Joe Manchin's call for a national moment of silence that day. Twenty-nine miners were killed and two injured in the April 5th tragedy.



Governor Joe Manchin is joined by local Boys Scouts and elementary school children in planting an elm tree on the Capitol grounds for Earth Day on April 22. A memorial plaque dedicated to the coal miners who perished in a Raleigh County mine explosion in April is placed next to the elm tree.

LOOK

Continued from Page 1

Open House," Smith said. "Everyone seemed to have nothing but good things to say about the renovations."

The renovation work was split between the General Services Division (GSD) and OT, with GSD handling room renovations ranging from building out the walls to elevating floors, and OT installing new technology, including new wall-mounted projectors and videoconferencing equipment.

Those who attended the Open House were able to stroll through each of the four renovated classrooms. Smith said she believes the changes will positively affect the training center's future.

"We are looking for many of those in attendance to utilize the new room space," she said.

For information about reserving space in the West Virginia State Training Center, please visit: <http://www.personnel.wv.gov/ohrd/Pages/WVSTCReservationRequestForm.aspx>

GARDEN

Continued from Page 2

the ground where the plant is to see if the ground is moist or dry. Plants send roots to where the moisture is."

The best time to water plants, Shanklin said, is early in the morning or early in the evening. It is important check flower and vegetable gardens daily, but Shanklin cautions against doing too much and not allowing the plants to grow at its intended pace.

"There is no such thing as a maintenance-free garden, but you do not need to perform heart surgery on it every day," he said.

BILLS

Continued from Page 3

HB 4373: Eliminating the twelve-month look-back period for certain children who have had employer sponsored insurance.

HB 4577: Relating to elevator inspections and classifications of licensure.

HB 4582: Creating reciprocity for West Virginia small, women and minority-owned businesses who receive preferences in other states.

HB 4623: Adding six additional members to the Equal Pay Commission.

Tell Us About Your Graduate

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, please e-mail Chad Williamson at chad.b.williamson@wv.gov with the name, school and future plans of your special graduate.



Lambright Steps Down as CPRB Executive Director

Anne Werum Lambright has stepped down as executive director of the Consolidated Public Retirement Board (CPRB), as of April 30, 2010.

Lambright has been with the agency since 2004, serving as the agency's general legal counsel, and named to oversee the agency in 2006.

A native of Columbus, Ohio, Lambright is a graduate of Rollins College in Florida and the West Virginia University College of Law. She presently splits her time between Charleston and Williamson, where her husband has a law practice.

She said her plans are to rest during the summer and eventually catch up with her volunteer activities. She serves on numerous volunteer boards in the area, including the Williamson Redevelopment Authority, the Williamson Memorial Hospital Board of Trustees, and she is the Mingo and McDowell County representative on the West Virginia State Bar Board of Governors.

The Department wishes Lambright the best and expresses its gratitude for the accomplishments she has made during her tenure with CPRB.

CPRB has not announced her replacement at this time.

Best Wishes ... to our employees who recently resigned from our department: **Lillian Branham** (Finance), **John Bowyer** and **Tammy Lambert** (Personnel); and **Rebecca Mott** (Secretary's Office).

Baby Talk ... **Ada Kennedy** (Personnel) is proud to announce the birth of her daughter, Katherine Marie. Ada, her husband Roger and son Evan welcome Katherine Marie home. Katherine was born on March 25 at 9:48 a.m. She weighed 8 pounds, 12 ounces, and was 20 inches long ... **Chuck Mozingo** (BRIM) and wife Martha are the proud grandparents of Mary Johanna "Johie" Stover, born March 19, to Sarah Stover. She was 10 pounds, 14 ounces ... **Chuck Jones** (BRIM) and his wife, Minnie, are the proud grandparents of Kiley Rae Jones, born March 28, to Kaci and Kerry Jones. Kiley was 8 pounds, 2 ounces.

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 Hard Work

"Don't judge each day by the harvest you reap but by the seeds that you plant."

— **Robert Louis Stevenson**

HAPPY BIRTHDAY ... in May

- | | |
|-------------------------------------|--|
| 1 Jerry Digman Technology | Mandy Carpenter Technology |
| Ted Payne Gen. Svcs. | 16 Amanda Allison PEIA |
| Susan Samples Personnel | Martha Mohammad ... Personnel |
| Roger Wines Gen. Svcs. | 17 Carol Lyn Thornton Finance |
| 2 Lewis Withrow Gen. Svcs. | 18 Ryan Jett Technology |
| 3 Elias Majdalani Technology | Kelley McClanahan Personnel |
| Larry Stover PEIA | Charles Warner Gen. Svcs. |
| 4 Jeffrey Bartlett Technology | 19 Andrea Darr Pros. Atty. Inst. |
| Carolyn Hager Gen. Svcs. | 20 Junior Blount Purchasing |
| 5 Alan Nease Technology | Heather Carnexix Personnel |
| Andrew Zicafoose Technology | 21 Chuck Bowman Purchasing |
| 6 Caroline Brady CPRB | Ellen Fleet CPRB |
| Cindi Cvechko Technology | Diana White Gen. Svcs. |
| 7 Thomas Lucas Gen. Svcs. | 22 Elizabeth Williams Personnel |
| 8 Anthony Cooper Purchasing | 23 Mary McFarland.Public Defender |
| Phillip Hart Technology | 24 Nicole Michaelis Personnel |
| Danny Holt Gen. Svcs. | Susan Young Technology |
| Larry Lerose Gen. Svcs. | 25 Brett Clutters Technology |
| Laurie Lewis Technology | Diane Fletcher Technology |
| 9 Don Clark Technology | Brenda Jones CHIP |
| 10 Cynthia Boyd CPRB | Shannon Looney PEIA |
| 11 Sam Ratliff Finance | 26 Brian Lanham Pros. Atty. Inst. |
| 12 Bill McCallister Jr. CPRB | Mark Totten Purchasing |
| Carolyn Saul Technology | 27 Janice Hartman Purchasing |
| Kyle Schafer Technology | Carolyn Thomas Real Estate |
| Roberta Wagner Purchasing | 28 Shawn Farley Technology |
| 13 Ken Lucas Gen. Svcs. | Kelly Williams Finance |
| Tim Nicols Gen. Svcs. | 29 Rob Dixon Technology |
| Ann Wilmoth PEIA | Sara Poe CPRB |
| 14 Paula Atkinson CHIP | Robin Roberts Technology |
| Sherra Barker PEIA | Gene Walters Technology |
| James Easley Technology | 30 Susan Lockard-Hammock Personnel |
| Ed Trader Technology | David Mullins Finance |
| Burley Williams PEIA | 31 Jeff Swisher Gen. Svcs. |
| 15 Debra Asbury CPRB | |

Administrative Notes

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

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Special
Thanks
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