



Quotes, Notes & Anecdotes

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

Johnson Demonstrates Excellent Work Ethic at BRIM



CHRISTINE JOHNSON
May Employee of the Month

CHRISTINE JOHNSON, an Office Assistant 2 with the Board of Risk and Insurance Management (BRIM), has been selected as the Department of Administration's *Employee of the Month* for May.

A state government employee for eight years, Johnson provides support, organization and assistance to the agency's Loss Control Department. Several of Johnson's duties include data entry, technical report preparation, providing activity reports and updating tracking

logs for numerous inspections. "Christine has always treated all BRIM-insured clients, our staff and the general public with respect and kindness. Her job knowledge and skills allow the Loss Control Department to stay on task," said one co-worker. "Her responsibilities are vital towards ensuring the day-to-day operations run smoothly."

Another co-worker said, "Her willingness to accept and perform well with new and varied tasks, provide above av-

erage customer service, strong work ethic and a desire to provide an excellent final work product are the reasons for this nomination."

In her spare time, Johnson likes to spend time reading, walking, bowling and working with her church youth group. She will be joined by friends and co-workers at a special ceremony presented by Acting Cabinet Secretary Ross Taylor on Thursday, May 3 at 11:15 a.m. at the BRIM office in South Charleston.

Statewide CPRB Seminars Focus on Retirement Options

The Consolidated Public Retirement Board (CPRB) is sponsoring its annual regional Retirement Planning Seminars for members of the West Virginia Public Employees Retirement System (PERS).

These seminars will include an overview of retirement plan provisions and annuity benefit options. There will also be a question and answer portion of the presentation in which members will have an opportunity to ask questions of PERS managers. Spouses, family members or designated beneficiaries are also welcome. Seminars are open to PERS members at all levels in their career. Registration is not necessary to attend.

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The Consolidated Public Retirement Board seminars offer a chance to look at your retirement options.



SNEAK PEEK

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More Than Dollar Signs...Payroll Office Staff Sees Value in the State Employees They Serve

Even though it could just be seen about money, it is really about the people. That is how the members of the Department of Administration's payroll office under the Finance Division view their work, administering payroll and other functions for our department and 26 different boards.

"With some accounting jobs, you do not have to have people skills," said Kaye Parks, an Accountant/Auditor III. "Here, it is more one-on-one. If you are here, you learn that each employee has his or her own unique personality."

"We are here to help the employees and ensure they are taken care of," said Diane Hudnall, an Accounting Technician III. Hudnall, along with Parks and Lisa Worlledge, manage the payroll for more than 800 employees, including more than 700 in the Department of Administration alone.

But it is not just a simple matter of making sure everyone gets a paycheck. Among their other responsibilities are maintenance of personnel files, worker's compensation injury claims, unemployment compensation checks, increment pay and tenure reporting for Public Service Recognition Week conducted each November. It is a lengthy and exhaustive list that they each take with a great sense of conscientiousness.

Among Worlledge's duties is overseeing the donated leave program, which allows employees to donate sick time to employees on extended medical leave so that they may remain on the state payroll and not be forced to pay the employee share of insurance costs.

"It is a really remarkable program, and it shows the generosity of state



Diane Hudnall, Kaye Parks and Lisa Worlledge (l-r) make up our Payroll Office for the Department of Administration. They all agree that the people are what matter most in their jobs.

employees," Worlledge, an Accounting Technician III, said. "In fact, we have one employee who, whenever I send out the e-mail for donated leave, that employee is always the first one to send me a form back, every time."

And while their responsibilities may be big, each woman handles her job with humor and a relaxed, almost sister-like nature around one another. Hudnall chalks it up to respecting each other.

"We all know when the other is having a bad day," she said. "But if one of us needs the other one, they know we will be right there."

That even extended to this past December when Hudnall was named the

2011 Department of Administration **Employee of the Year**. Since the payroll office ensures the cash award is deposited into the winner's account, it took no small amount of stealth to make sure Hudnall did not find out she had won before the award presentation.

"I was absolutely honored and touched by that," she said, "but Kaye kept it all very hushed. She was very sneaky."

At the end of the day, however, each of them agrees that, despite the strict deadlines and the chance that every day will be different, the job is satisfying.

"It can be very challenging and rewarding, but at the end of the day you know that you have helped someone," Parks said.

Important Reminders for State Employees with Primary Election

The gubernatorial Primary Election is May 8 and the Division of Personnel provides direction regarding the political activities permitted and prohibited for classified employees within agencies of the state or political subdivisions affiliated with the Division of Personnel. Political activities of employees classified under the Division of Personnel's civil service system are explained in *West Virginia Code* §29-6-20 and Section 16 of the Division of Personnel's Administrative Rule.

Specific questions regarding this issue should be directed to the Division of Personnel, Employee Relations Section at (304) 558-3950, extension 57209. For a detailed summary, visit <http://www.state.wv.us/admin/personnel/emprel/policies/polactact.pdf>.



Department Employees Recognize Our Graduates!

This is the season to celebrate the academic achievements of our children and grandchildren of the employees within the Department of Administration, who are graduating from high school and college.

Below are some of our proud employees:

Anita Allen (Secretary's Office): Daughter, Nikki Allen, graduates from West Virginia State University with a degree in nursing and will start work at CAMC Hospital in Teays Valley.

Mary Jane M. Ayoob (Personnel): Son, Zachery, graduates from Charleston Catholic High School and is looking to attend the University of Southern California and major in biochemistry.

Jeff Bartlett (Technology): Daughter, Kelsey Jo, graduates from Philip Barbour High School with plans to attend the Clarksburg Beauty Academy to pursue a career in cosmetology; and daughter, Kayla, graduates with a bachelor's degree in biology from West Virginia Wesleyan and has been accepted into the physician's assistant program at Marietta College.

Connie Byrne (Finance): Daughter, Natalie, graduates from Capital High School with plans to attend West Virginia University and pursue a degree in nursing.

Pam Clark (Public Defenders): Daughter, Deja, graduates from Capital High School with plans to attend Fairmont State University and study nursing.

Anne Crabtree (Technology): Daughter, Amanda Dent, graduates in August with a master's degree in nutrition from West Virginia University with plans to begin a dietetic intern-



ship at the University of Virginia Medical Center.

P. Mark DeBruyn (Technology): Son, Brad, graduates with a degree in economics from West Virginia University, and daughter, Lori, graduates from Fairmont State University with a degree in graphic arts.

Linda Dexter (BRIM): Grandson, Corey Lovejoy, graduates from St. Albans High School and plans to attend college.

Kelli Doyle (Technology): Daughter, Kathleen Wilson, graduates from the University of Charleston with a bachelor's degree in interior design. She currently works for Chapman Technical Group and hopes to work

in start-to-finish residential design planning.

Michael and Patricia Ebert (Technology): Daughter, Ashley, graduates from West Virginia University with a bachelor's degree in chemistry and minors in biology and Italian studies with plans to attend medical school.

Jeffrey Fleck (CPRB): Daughter, Madison, graduates from George Washington High school with honors and will attend West Virginia University in the fall, majoring in journalism and minoring in political science.

Carolyn Hager (General Services): Son, Scott, graduated in December with an associate's degree in information systems and is working toward a bachelor's degree in information systems. Carolyn graduates with a bachelor's degree

Please see GRADUATES, Page 5

Annual Vandalia Gathering Shows Off Facets of State Culture

Friends, food and West Virginia culture all take front stage during this year's 37th Vandalia Gathering, the state's annual celebration of the traditional arts, music, dance, stories, crafts and food.

Scheduled for Memorial Day weekend (May 25-27), the event fills the Culture Center and State Capitol grounds with the sights and sounds of traditional West Virginia culture. Music buffs can here the finest the state has to offer in the special jam tent set up on the grounds that will be manned with musicians playing 11 a.m.-4 p.m. Saturday and noon-5 p.m. Sunday. Additionally, numerous musicians are scheduled to perform throughout the event, and the event promises a number musician competitions ranging from fiddle to banjo, and spanning the age groups.

Vandalia also offers visitors an opportunity to sample wares by more than 50 West Virginia craftspeople. For sale will be everything from candles, wall hangings and wind chimes to salad dressings, salsa and gourmet coffee. For those with a more immediate hunger, a variety of traditional and ethnic foods will be for sale, including favorites like funnel cakes, roasted corn, cobblers and German sausages.

Visitors may also see the annual Quilts and Wall Hangings exhibition on display in the Great Hall of the Culture Center. For those wishing to take a piece of Vandalia home with them, a variety of souvenirs will be for sale in the festival sales tent.

For more information on the Vandalia Gathering, please go to <http://www.wvculture.org/vandalia/>.

Progress Continues to Move Forward on PLANS

The Classification and Compensation (PLANS) project continues to move forward, said Division of Personnel Assistant Director of Classification and Compensation Barbara Jarrell, with the next step to be putting together the new classification structure. “The information provided last year on the Job Content Questionnaires (JCQs) that were completed by approximately 17,000 employees is the foundation on which the new structure will be built,” said Jarrell.

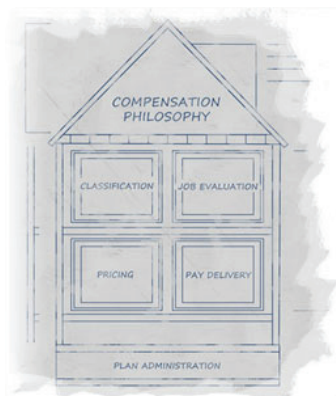
Jarrell said a job matrix has been developed by the Hay Group, a global management consulting firm specializing in human resource consulting services contracted to work with the PLANS project. The resulting matrix will serve as the structure’s framework. They also worked with Subject Matter Experts (SMEs) from agencies to define job families.

“From here, we’ll be coordinating with State agencies to allocate positions into the new classification structure,” Jarrell said. “This means that we’ll also be writing new classification speci-

fications for the jobs identified by the collected JCQs.”

Then comes the “Pricing, the Value of Work” phase. A salary survey will be conducted by the Hay Group using the competitive market. No employees’ salaries will be reduced as a result of this project. Any salary adjustments will be primarily dependent on the availability of funds.

As work continues on the project, updates will be placed on the PLANS website (www.plans.wv.gov). Also, the PLANS phone line (304-558-3950 ext. 57239) and e-mail address (dop.plans@wv.gov) remain open for questions and inqui-



Busy 2012 Legislative Session Results in the Passage of Variety of Bills Affecting Department of Administration

The 2012 Regular Session of the State Legislature proved to be very successful under the leadership of Gov. Earl Ray Tomblin. Some of the Governor’s legislation that passed include: creating traffic offense for texting or using handheld wireless communication device while driving; helping control substance abuse; reducing the state’s other post employment benefits (OPEB) liability; repealing the telecommunications tax; establishing a phased-in process for evaluating professional personnel; improving coal mine safety; and bringing our tax system into conformity with the Internal Revenue Service Code.

During this legislative session, 2,029 bills were introduced – 1,351 by the House of Delegates and 678 by the Senate. Of those, 214 bills completed legislation, 101 the bills were introduced in the House and 113 were in the Senate. Nine bills were vetoed by the Governor.

Some of the bills which passed that affect the Department of Administration or may be of interest to our employees are as follows:

SENATE BILLS

SB36: Requires the disclosure of sub-

contractors within one business day of the opening of bids for certain public construction contracts by the apparent low bidder when any subcontractor is providing over \$25,000 of services on the project

SB76: Requires new building construction projects of public agencies and projects receiving state funds to be designed and constructed complying with the ICC International Energy Conservation Codes

SB110: Increases the membership of the Broadband Deployment Council from seven to nine members and gives additional duties

SB185: Increases the maximum amount that can be given by the Employee Suggestion Award Board from \$10,000 to \$16,000; allows the governor to give a secondary award if savings are realized in additional agencies; and requires a report to the Joint Committee on Government and Finance

SB365: Increases the membership of Public Employees Insurance Agency Finance Board by two. One member to represent a non-state participating employer and the other member is an additional member at large so there is

equal representation

SB369: Permits deputy sheriff retirement system restraints to modify their benefit options upon divorce

SB385: Expands the definition of “computer” when used in certain crimes

SB469: Reduces the PEIA OPEB liability

SB500: Allows the Office of Technology (OT) to hold invoices under \$75 and be reimbursed by the agencies near the end of the year

SB563: Requires OT to clean confidential data off computers and then authorizes OT to dispose/distribute as needed, exempting computers from retirement through the state Agency for Surplus Property

SB564: Creates the Fleet Management Office Fund and Aviation Fund and repeals the old Travel Management Office Fund

SB575: Repeals the code related to prior disability in the Emergency Medical Services (EMS) retirement system

SB659: Requires background checks for vendors who come on state property on

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CPRB

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For further details regarding driving directions, parking and meeting accommodations, please access www.wvretirement.com and click the 2012 PERS Retirement Planning Seminars link under the News column on the home page. You may also contact the CPRB Communications office at (304) 558-3570.

CPRB's Statewide Seminar Schedule

The CPRB Retirement Seminar schedule is listed below:

- **Tuesday, May 1** (5 – 7 p.m.)
Consolidated Public Retirement Board Offices
Charleston
- **Wednesday, May 2** (1 – 3 p.m.)
Tamarack Conference Center
Beckley
- **Monday, May 7** (5 – 7 p.m.)
Bridgeport Conference Center
Bridgeport
- **Tuesday, May 8** (5 – 7 p.m.)
Holiday Inn Martinsburg
Martinsburg
- **Wednesday, May 9** (5 – 7 p.m.)
Oglebay Resort & Conference Center
Wheeling
- **Thursday, May 10** (1 – 3 p.m.)
Grand Pointe Conference and Reception Center
Vienna
- **Monday, May 14** (1 – 3 p.m.)
Holiday Inn Hotel & Suites
Barboursville
- **Tuesday, May 15** (5 – 7 p.m.)
Consolidated Public Retirement Board Offices
Charleston
- **Wednesday, May 16** (1 – 3 p.m.)
State Fair Event Center

National Report Shows West Virginia Retirees Valuable Contributors to State Economy

A new national economic analysis shows that West Virginia retirees and beneficiaries contribute approximately \$1 billion to the state's total economic output, which supports jobs and stimulates and stabilizes West Virginia's economy.

The National Institute on Retirement Security (NIRS) made the findings known in its report, "Pensionomics 2012: Measuring the Economic Impact of Definite Benefit Pension Expenditures" that was released in March.

The report states that expenditures made from public pension benefits in 2009:

- Had large multiplier effects. Each taxpayer dollar invested in West Virginia's public pensions support \$2.11 in total economic activity, while each dollar paid out in benefits supported \$1.24 in economic activity;
- 8,143 jobs were supported by pen-

sion expenditures that paid \$310.5 million in income and it represents one percent in the state labor force; and,

- These expenditures also supported \$131.4 million in tax revenue at the local, state and federal levels.

"There are more than 54,000 people receiving retirement benefits from the State of West Virginia," said Jeffrey Fleck, Executive Director of the Consolidated Public Retirement Board. "Our retirees are major contributors to the economies of the communities in which they live. They invest the money they receive back into the economy of those communities, which means financial stability for the retirees and economic growth for West Virginia."

A detailed economic impact fact sheet, and the full economic impact study, is available at www.nirsonline.org.

GRADUATES

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in business administration with an emphasis on acquisition and contract management with the plans of pursuing a master's degree.

Linda Harper (Technology): Daughter, Shannon Chaty, graduates from Capital High School and will attend McMurry University in Abilene, Texas, in the fall.

Jim Hawley (General Services): Granddaughter, Kayla Farmer, graduates from Clay County High School with plans to attend Marshall University and major in nursing.

Jann Hoke (EEO): Daughter, Molly, graduates from Lincoln County High School with plans to attend George Mason University to major in communications.

Mary McFarland (Public Defenders): Grandson, Dylan Good, graduates from Poca High School with plans to continue technical training in construction at the Putnam Career Technical Center in Eleanor.

Sheryl McGinnis (Personnel): Graduates with a Regent's Bachelor of Arts degree with concentrations in labor relations and business. The members of her Personnel family wish her well.

Tim Pauley (Technology): Daughter, Caitlin, graduates from Nitro High School with plans to attend West Virginia Junior College to study nursing.

Cricket Reynolds (Grievance): Stepson, Brenden, graduates from Ripley High School.

Bill Rheinlander (PEIA): Stepson, Zach Posey, graduates from Winfield High School with plans to attend Concord University.

Tami Keiffer Reed (CPRB): Son, Keiffer, graduates from Charleston Catholic High School with plans to attend Slippery Rock University in Pennsylvania, studying physical therapy.

Congratulations to all of our employees and their children!

BILLS

Continued from Page 4

a regular basis. It was amended to require all new employees must submit to an employment eligibility check through e-verify

HOUSE OF DELEGATES BILLS

HB4142: Authorizes the Department of Administration to promulgate legislative rules, which included several rule changes for the Consolidated Public Retirement Board (CPRB), the Purchasing Division and the Division of Personnel

HB4260: Clarifies coverage for autism spectrum disorders

HB4263: Modified to establish a task force to study the use of American-made construction materials and goods. A report must be filed with the Joint Committee of Government and Finance by December 2012

HB4327: Requires PEIA and the Children's Health Insurance Program (CHIP) to pay pulse oximetry testing for newborns

HB4332: Permits transfer from the Public Employees Retirement System into the EMS retirement system for those EMS directors who have or obtain EMT certification within one year of the passage of this legislation

HB4486: Requires disclosure of insurance coverage for liability claims in certain circumstances

HB4652: Makes supplemental appropriations, including \$10 million for CHIP

HB4654: Requires CPRB to send out mailings on behalf of retiree organizations

HB4657: Increases spending authority, including \$32.7 million for the Employee Pension and Health Care Benefit fund

Welcome! ... to the Department of Administration our new employees: **Jon Hauge** (Personnel); **Evelyn Melton** and **Crystal Rink** (Purchasing); and **Kevin Crump**, **Derrick Day** and **Jack Toler** (Technology).

Best Wishes ... to our employees who recently resigned from our department: **Shannon Looney** (CHIP); **Randall Bolt** (General Services); **Tony Atkins** (PEIA); **Ann Mollohan** (Purchasing); and **Joey Gore** (Technology).

Time to Relax ... After years of hard work, congratulations to **Theresa King** of the Consolidated Public Retirement Board, who can now kick back and relax. Happy retirement!

Continuity of Operations Tip of the Month ... Cross-train as many people in your office as possible. Adaptability in a crisis is essential and cross-training can be an integral part of your agency's Continuity of Operations Plan. For more about this topic and other COOP tips, contact John Fernatt or Chuck Mozingo of Board of Risk and Insurance Management at (304) 766-2646.

Got News? ... Contact **Diane Holley-Brown**, editor, at (304) 558-0661 or at Diane.M.Holley@wv.gov with information that you would like to share with the department's employees.

HAPPY BIRTHDAY ... in May

1 Jerry Digman Technology	15 Debra Asbury CPRB
Ted Payne Gen. Svcs.	16 Martha Mohammad ... Personnel
Susan Samples Personnel	Robert Sheff CPRB
Roger Wines Gen. Svcs.	18 Ryan Jett Technology
3 Elias Majdalani Technology	Kelley McClanahan Personnel
Christy Romeo Personnel	19 Andrea Darr Pros. Atty. Inst.
Larry Stover PEIA	Lon Vannoy Technology
4 Jeffrey Bartlett Technology	20 Junior Blount Purchasing
Carolyn Hager Gen. Svcs.	Kaye Walden Finance
5 Alan Nease Technology	21 Ellen Fleet CPRB
6 Caroline Brady CPRB	Betsy Frame Finance
Cindi Cvechko Technology	Diana White Gen. Svcs.
Bethany Sharp Personnel	23 James Ferris Technology
7 Thomas Lucas Gen. Svcs.	Mary McFarland Pub. Def.
8 Anthony Cooper Purchasing	24 Nicole Michaelis Personnel
Phillip Hart Technology	25 Brett Clutters Real Estate
Danny Holt Gen. Svcs.	Diane Fletcher Technology
Larry Lerose Gen. Svcs.	Brenda Jones CHIP
Laurie Lewis Technology	26 Brian Lanham Pros. Atty. Inst.
Dawn Webster Finance	Mark Totten Purchasing
9 Don Clark Technology	27 Michael Evans Gen. Svcs.
10 Cynthia Boyd CPRB	Janice Hartman Fleet
11 Ariana Kincaid Pros. Atty. Inst.	Carolyn Thomas Real Estate
12 Bill McCallister Jr. CPRB	28 Judith Jarrell CPRB
Roberta Wagner Purchasing	Kelly Williams Finance
13 Ken Lucas Gen. Svcs.	Belinda Saunders CPRB
Tim Nichols Gen. Svcs.	29 Louis Blair Technology
Ann Wilmoth PEIA	Sara Poe CPRB
14 Paula Atkinson CHIP	Robin Roberts Technology
Sherra Barker PEIA	Gene Walters Technology
James Easley Technology	30 David Mullins Finance
James Meadows Purchasing	31 Clay Chandler Fleet
Luis Ortiz Technology	Candice Kimble Finance
Ed Trader Technology	Jeff Swisher Gen. Svcs.
Burley Williams PEIA	

Administrative Notes

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