



# Quotes, Notes & Anecdotes

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

### Williams Dedicated to Her Job in Finance Division



**KELLY WILLIAMS**  
September Employee  
of the Month

**KELLY WILLIAMS**, an Administrative Services Assistant I with the Finance Division, has been selected as the Department of Administration's *Employee of the Month* for September.

A state government employee for more than 22 years, Williams handles invoices for state agencies and serves as the initial contact for billing inquiries. She also serves as the back-up

supervisor for accounting.

"Kelly is a very hard worker and is dedicated to her job. She is always cheerful and respectful to customers and her fellow workers," said one co-worker. "She provides excellent customer service on a day-to-day basis and always handles her workload in a positive manner."

Said another co-worker, "She does her job to the best of her ability and her work ethic

is one of a kind. I think the Finance Division is fortunate to have her as part of the team."

In her spare time, Williams likes to spend time with her grandchildren and likes to ride motorcycles. She will be joined by her friends and co-workers at a special ceremony presented by Cabinet Secretary Rob Ferguson on Thursday, September 1, at 11:15 a.m. at the Finance Division office in Building 17.

## General Services Eyeing Future and Past with HVAC Project

The General Services Division is undertaking one of its latest monumental projects with an eye on the future ... and the past as well.

A new heating, ventilation and air conditioning (HVAC) system is being installed in the State Capitol to provide a more efficient and consistent level of comfort throughout the Capitol. The project entails more than replacing an outdated, less-efficient system. Other project goals include bringing back original features of the Capitol as intended by architect Cass Gilbert and to put in measures to make future maintenance



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**This crane atop the State Capitol is one of several resourceful ways contractors are installing a new HVAC system throughout Building 1.**

## SNEAK PEEK

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# New Hire Meetings Allow Employees to ‘See and Be Seen’ by Cabinet Secretary Ferguson



**Cabinet Secretary Rob Ferguson speaks to a group of recently hired Department of Administration employees. Ferguson meets with new employees each month as part of his belief of “see and be seen” as a trait of leadership.**

One key element of leadership for Cabinet Secretary Rob Ferguson is “to see and to be seen.”

This belief is at the core of Secretary Ferguson’s initiative to meet the newly-hired employees in Department of Administration agencies on a monthly basis. Such routine was put in place shortly after Secretary Ferguson was appointed to the position in 2005.

During one such recent meeting with new hires, Secretary Ferguson recalled receiving a thank-you note from a

Department employee he stopped at and chatted at the employee’s cubicle not long after he was hired. He told the new hires, he later received a letter of gratitude from that employee.

“The note said the employee had been working for the state for 25 years and I was the first cabinet secretary she had ever met,” he said. “That is how these new hire meetings got started. It allows me to meet with you at least one time and to share my expectations of you and to hear your expectations of

the state.”

Secretary Ferguson divided his expectations of an effective employee into two categories: being a “follower” and a “leader.”

“Everyone is a follower,” he told the new hires, adding the importance of being a follower as well as a leader.

To be a good follower, Secretary Ferguson notes that an employee should never put a problem in the boss’ inbox

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## CPRB to Host Seminars for Members of Teachers’ Retirement Plans

The Consolidated Public Retirement Board (CPRB) is hosting retirement planning seminars for members of the West Virginia Teachers’ Retirement System (TRS) and the West Virginia Teachers’ Defined Contribution Retirement System (TDC). The seminars – similar to the Public Employees Retirement System seminars

held in the spring for state employees – will take place in September and October.

CPRB conducts such seminars annually to provide outreach to all public employees who participate in these retirement systems as a means to better serve member and participating employers who cannot readily travel to

Charleston to interact with staff.

For details regarding driving directions and meeting rooms, please visit [www.wvretirement.com](http://www.wvretirement.com) and click the “TRS & TDC Retirement Planning Seminars” link under the “News” column on the home page. You may also contact the CPRB Public Information office at (304) 558-3570.

## State Privacy Tip of the Month

The State Privacy Office of the West Virginia Health Care Authority shares a Privacy Tip each month with our department employees. Please take note of this valuable information which may protect you and your family.

### What's Your Question?

*Help! I'm tired of receiving e-mail from companies trying to sell things to me. I receive e-mail from restaurants, hotels, merchants, etc. Any suggestions on how can I get this stopped?*

### Here's the Answer!

Here are some steps you can take to reduce the amount of unsolicited commercial e-mail that you receive:

- **Don't give your e-mail address out to everyone who asks for it!** People often provide their e-mail address and other personally identifiable information (PII) without really considering the consequences. When you drop your business card into the fishbowl at a restaurant or trade show, you may win a free lunch or a gadget. You will certainly have your e-mail address added to the company's marketing list! Sometimes these lists are sold to or shared with other companies, and suddenly you are receiving e-mail from companies that you don't even know.

- **Read the privacy statement.** Before giving a company your e-mail address, ask for a privacy notice. Websites generally have a link to a privacy notice online, and this notice will tell you how to opt-out of receiving e-mails. This notice should also tell you if the company shares your information with other parties. If so, ask if you can opt-out of this sharing. If you can't, do business with another company!

- **Read the registration form.** When you register at a website, look for ways to set your e-mail and data sharing preferences. The choices may be confusing, however. By carefully reading the text, you'll know whether you need to check the box to opt-out of e-mail and data sharing.

- **Check your privacy settings.** If you use social networking sites or a smart phone, make sure you understand how to use the privacy controls to protect your e-mail address. Don't install an application without understanding the privacy practices of the developer.

- **Opt-out.** If you are getting unwanted e-mails from a company, opt-out. Every commercial e-mail is required by law to include a clear and conspicuous opt-out mechanism. The company has 10 days to process your request. If the company doesn't honor your request, you can complain to the Federal Trade Commission.

- **Use a filter.** Your e-mail service should provide you with filters that move known or suspected spam to a junk e-mail folder. Check your settings to see if you can classify messages as spam or even block senders that you don't want to hear from.

- **Have a separate e-mail address.** You can sign up for a free e-mail account with hotmail, Gmail or a similar service and use that address for website registrations, contests and the like. This will help contain your spam in a separate account.



## What is That?

This burglar alarm box sits on the connector wall between the Capitol main building and East Wing.

According to the Division of Culture and History, in the original specifications for the East Wing of the State Capitol, there is a brief mention in the special specifications for the Treasurer's vault to have an alarm bell at the south end of the building to be connected by conduit back to the vault.

Though no official documents detail why it was moved to the east connector wall, it is possible it was still wired to the nearby treasurer's vault. Fortunately, many technological-based security updates have long replaced a single alarm to protect the valuables stored inside the State Capitol. *Let us know if you see something that you want to learn more about on the State Capitol campus.*



## Public Service Recognition Week Set for Sept. 12-16

This year's Public Service Recognition Week (PSRW) is scheduled for the week of September 12-16. This annual event recognizes state employees for their dedicated careers to public service.

On Wednesday, September 14, Gov. Earl Ray Tomblin is scheduled to host the PSRW Governor's Awards Ceremony at 1:30 p.m. in the Culture Center Theater for employees who have achieved 30 or more years of service.

In addition, Cabinet Secretary Rob Ferguson will recognize our Department of Administration employees with 20, 25, 30 and 35 years service as well as those with superior attendance at a special invitation-only ceremony on Friday, September 16 at 10:30 a.m. in the Upper Rotunda of the Capitol building.

For questions concerning PSRW, contact Jane Fouty at (304) 558-3950, ext. 57215 or by e-mail at [Jane.S.Fouty@wv.gov](mailto:Jane.S.Fouty@wv.gov).

# Training Sessions Designed to Re-energize Life

Do you feel tired even after a restful weekend? Is it difficult for you to find the motivation to do the activities you enjoy? Are you unfocused, unengaged, and worn-out but looking for ways to re-energize? If so, the upcoming *Energy Management* "Lunch and Learn" training sessions sponsored by the Division of Personnel (DOP) can help.

These programs cover methods for conserving, building, and strengthening physical, emotional, mental, and spiritual energy. The 45-minute, practical sessions will be offered for Department of Administration employees in the Capitol Room of the West Virginia State Training Center (Building 7) from 11:30 a.m.-12:15p.m. on the following dates:

- **September 27**  
"Physical Energy Management"
- **October 13**  
"Emotional Energy Management"
- **November 10**  
"Mental Energy Management"
- **December 14**  
"Spiritual Energy Management"

These research-based programs will be led by the Organization and Human Resource Development (OHRD) section of DOP. Personnel Director Sara Walker said the training demonstrates DOP's commitment to productivity



Division of Personnel staff understands that an important part of promoting wellness is living the message. On July 30, seven DOP staff members and the team's mascot, Jasper, participated in the Family Counseling Connection's 2nd Annual 5K Race/Walk Against Rape. All division race/walk participants successfully completed the 5K, which was held in Kanawha State Forest.

and employee well-being. "We value our employees and realize job satisfaction and productivity start with being healthy and happy," she said. "The 'Energy Management' programs allow staff to enjoy time as a community while learning skills that improve their quality of life."

The programs are being offered as part of the *Working Well with the Division of Personnel* wellness initiative.

*Working Well* encourages participation in PEIA's Annual Health Screenings, Improve Your Score insurance discounts, the Fitness Discount Program, and lifestyle change programs. For more information on these programs please visit [www.peiapathways.com](http://www.peiapathways.com). For more information on the *Energy Management* "Lunch and Learn" programs or other classes offered by OHRD, please visit [www.personnel.wv.gov/ohrd](http://www.personnel.wv.gov/ohrd).

## HVAC

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nance less complicated.

Currently, the project's contractor, Wiseman Construction, is relying on a series of innovative and noticeable ways to move the necessary equipment into place, evident by the site of cranes and lifts on the grounds and roof of Building 1. Equipment is also being moved into place by going through windows and temporary ceiling openings. Greg Harman, mechanical engineer with the General Services Division and project coordinator, notes the painstaking efforts now will pay dividends later.

"Everybody in the State Capitol has been exceptionally patient with us. It is a real challenge to do a renovation project of this magnitude while people are still working in the building," he said of the multi-year project that began less than a year ago. "Add in the historical



**Contactors installing the new HVAC system throughout the Capitol are replacing worn, corroded pipes such as these.**

preservation steps we are taking and the need to operate state government during this project, and everyone involved deserves credit for their incredible un-

derstanding."

Harman said the new HVAC system entails the latest technology available to improve the quality of heated and cooled air circulated through the Capitol in a more cost-efficient manner. To reduce the need for intrusive ways to access the new HVAC system, catwalks have been built, which will not only help support the system but allow easier access for maintenance in the future. Another component of this project is to replace fluorescent lights from suspended ceilings and replace them with reproductions of the original light globes, tying the project to two different eras.

"We are going forward with the technology regarding the HVAC system," Harman said, "and going backwards with the décor."

### Excursion Trains Offer Unique View of State Wilderness

Before the turn of the 20<sup>th</sup> century, the state's coal, timber, oil and natural gas were nearly inaccessible. Railroad construction allowed access to these valuable resources and it was these materials that drove the nation's Industrial Age.

Today, the railroads continue to provide reliable transportation for goods and materials to and from West Virginia. Even better for those who love the outdoors, several rail lines have been converted to carry excursion trains, giving tourists a chance to see parts of the state not easily reached by other modes of transportation.

The state's excursion trains provide some of the best seats to West Virginia's scenic outdoors, and now is a great time to plan as the state's fall foliage begins to emerge in the state's higher elevations later this month.

Cass Scenic Railroad State Park in Pocahontas County offers excursions that transport you back in time to relive an era when steam-driven locomotives were an essential part of everyday life. Cass is filled with rich histories of the past as the town remains relatively unchanged.

The restored company houses are now rented as vacation cottages and the company store and museum offer more first-hand glimpses of the past. The train offers unparalleled views of a vast wilderness area and close-up encounters with the sights and



sounds of original steam-driven locomotives. To learn more about Cass, visit [www.cassrailroad.com](http://www.cassrailroad.com).

Other excursion trains offering scenic trips to the state's wilderness areas include the Potomac Eagle Scenic Railroad in Romney; the New Tygart Flyer and Cheat Mountain Salamander, which both originate in Elkins and the Durbin Rocket in Durbin.

For more information, visit [wvcommerce.org/travel/thingstodo/history/trainsthenandnow.aspx](http://wvcommerce.org/travel/thingstodo/history/trainsthenandnow.aspx) or call 1-800-CALL-WVA.

**The Cass Scenic Railroad State Park in Pocahontas County is among various excursion trains throughout the state that allow passengers to enjoy and appreciate the rich and vibrant colors of fall.**

#### FERGUSON

Continued from Page 2

unless you already have a proposed solution; never talk bad about a peer to the boss unless that person is standing right there; and given the intent, learn to develop the how to see the intent through.

The elements Secretary Ferguson offers to be a good leader is to see and be seen by one's employees; inspect what you expect; and, lead from a position from where you can best control the action and it is not always out front.

Every new hire receives a follow-up letter from Secretary Ferguson asking four questions: "What are we doing right; what are we doing wrong; what can I do to help improve morale in the organization; and what can we do together to make sure we are saving taxpayers' money?"

He emphasized the value of employee feedback to assist him in managing the Department of Administration, which often plays the role of the service provider of state government.

Quotes, Notes and Anecdotes

### State Ethics Commission Posts Latest Newsletter to Website

The latest edition of the 2011 **Ethics Review Newsletter**, published by the West Virginia Ethics Commission, is now posted online at [www.ethics.wv.gov](http://www.ethics.wv.gov).

The primary purpose of the Ethics Review Newsletter is to inform public servants of developments regarding the state's ethics and open meetings laws. The current issue addresses changes made to the State Ethics Act by the West Virginia Legislature during the 2011 Regular Session and signed into law.

These changes include updated stipulations for financial disclosure by certain public servants and a new one-year waiting period before certain public servants can register as a lobbyist, better known as the "revolving door" provision. The current issue also addresses the circumstances when elected officials need to recuse themselves on matters involving relatives, employers and those with whom the official has a business relationship, among other circumstances.

## Conserve Water to Help the Planet and Your Wallet

Water conservation is critical to help meet the future needs of communities, and to lessen the strain on our fragile ecosystems. A little water conservation at home can also save you some cash. Here are several tips to reduce water consumption, as recommended by [SmartIrrigation.org](http://SmartIrrigation.org):

- Do not let the water run when rinsing your dishes. Fill one sink with wash water and one sink with rinse water.
- Run your washing machine only when it is full. This can save up to 1,000 gallons of water per month.
- Use your garbage disposal sparingly. Compost instead.
- Wash fruits and vegetables in a pan of water instead of under running tap water.
- Use organic mulch around plants to retain moisture.
- Use a broom instead of a hose to clean your driveway.
- Put food coloring in your toilet tank. If you see it seep into the bowl without flushing, you have a leak. Fix it and you can save up to 1,000 gallons of water per month.

## State Mileage Reimbursement Rate Increases

The state mileage reimbursement rate increased from 42.5 cents per mile to 47.0 cents per mile on July 20, 2011. The 4.5 percent increase correlates with the projected increase in fuel costs in West Virginia since the January 2011 mileage reimbursement rate adjustment.

This state rate will be in effect until further notice or after the next review occurs in January 2012.

**Welcome!** ... to the Department of Administration our new employees **John Darden Green** and **Shovik Sengupta** (CPRB); **Jessica Wiseman** (Finance); **Randall Bolt** (General Services); and **Matthew Thomas** (PEIA).

**Best Wishes** ... to our employees who recently resigned from our department: **Justin Buckner** (Real Estate); **Jeffrey A. Wilson** (CPRB); **Jean Jones** and **Lisa Taylor** (Purchasing); and **Janine Ganoë**, **Cynthia Good** and **Brian Hively** (Technology).

**Baby Talk** ... **Catherine DeMarco** (Purchasing) is the proud grandmother of Arjun Justin Milano, born August 25 to Jason and Sho Milano of Hoboken, N.J. Arjun weighed 8 pounds, 5 ounces, and was 22 inches long. Congratulations!

**COOP Tip of the Month** ... Does your work unit ever conduct a “tabletop exercise” to explore how your work unit would react if critical systems or services were suddenly unavailable? For more about this topic and other COOP tips, contact John Fernatt or Chuck Mazingo 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](mailto:Diane.M.Holley@wv.gov) with information to share with the department’s employees.

## HAPPY BIRTHDAY ... in September

2 Connie Byrne ..... Finance	22 Edward Dailey ..... Gen. Svcs.
Ada Kennedy ..... Personnel	23 Teresa Asbury ..... Pub. Def.
3 Ricky Howerton ..... Gen. Svcs.	Ali Dabiri ..... Technology
5 Lu Anne Cottrell ..... Purchasing	James Huffman ..... Gen. Svcs.
Jane Fouty ..... Personnel	Barbara Jarrell ..... Personnel
6 Diane Hudnall ..... Finance	Rachel Means ..... Personnel
7 Randall Arbogast ..... Technology	Terry Parsons ..... Gen Svcs.
8 Kevin Chapman ..... Aviation	Tammy White ..... CPRB
9 Chuck Walker ..... Technology	24 Shawn Carper ..... Finance
10 Barry Baker ..... Gen. Svcs.	Patricia Ebert ..... Technology
11 Ted Cheatham ..... PEIA	James Farmer ..... Purchasing
Diana Davis ..... CPRB	Amber Harper ..... PEIA
John Doub ..... CPRB	Dan Morris ..... CPRB
Sherry Fewell ..... Purchasing	Daniel Pauley ..... Technology
Scotty Pauley ..... Gen. Svcs.	Deidre Rainwater ..... Technology
13 Robert Desmond ..... Gen. Svcs.	25 Kevin Kerns ..... CPRB
15 Erin Fink ..... Public Defender	Virginia May ..... CPRB
16 Mark Smith ..... Technology	Thompson Midkiff ..... Aviation
Kathy Thomas ..... Technology	Albert Tinsley ..... Technology
17 Richard Lorensen ..... Pub. Def.	26 Adewale Adelaja ..... Technology
Wesley Moats ..... Technology	27 Helena Templeton ... Technology
Paul Reynolds ..... Purchasing	28 Stanley Chambers ..... Personnel
18 Steven Richardson ... Technology	Joan Chapman ..... Finance
Brittani Stowers ..... CPRB	Adena Harvey ..... Technology
19 Cathy McClung ..... Technology	Cathy Kushner ..... Technology
20 Tammy Bailey ..... Technology	29 Thomas Allen ..... Technology
Jessica Blankenship ..... PEIA	Jerry Gladwell ..... BRIM
Matt Cordie ..... Gen. Svcs.	30 Barbara Moss ..... CPRB
Bill McClanahan ..... Technology	Paige Strickland ..... CPRB
21 Stephen Kolar ..... Technology	

# Administrative Notes

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