



Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

April 2007 • Vol. 14, Issue 4

Employee of the Month

General Services' Danny Sizemore Takes Pride in His Work

DANNY SIZEMORE, a Grounds Keeper for the Grounds Section of the General Services Division, has been selected as the Department of Administration's **Employee of the Month** for April.

A 20-year employee of state government, Danny is responsible for year-round grounds maintenance, including grass cutting, foliage trimming, planting and maintenance of the flower beds, leaf and snow

removal, and seasonal decorations. With the Grounds Section performing some of the most difficult and visible work on the Capitol campus, Danny has been an integral part of this team.

According to one of his co-workers, "Danny strives to do his work in a truly professional manner, while being a role model to his peers."

Another co-worker added, "He has set a standard which all of us could likely stand to gain from. Danny is a very

dependable employee who works hard, without complaints. He loves his job of beautifying the Capitol campus for visitors and his fellow state employees to enjoy."

In his spare time, Danny enjoys spending time hunting and fishing.

Please join Danny at a special ceremony in his honor at 11 a.m. on Thursday, April 5, 2007, in the General Services' Grounds Crew lunchroom.



DANNY SIZEMORE
April Employee of the Month

PEIA Offers its Open Enrollment ONLINE!



State employees are encouraged to take advantage of the new Online Open Enrollment being made available April 1. Simply visit www.wvpeia.com

to complete the Open Enrollment process. PEIA officials are encouraging state employees to take advantage of the new Online Open Enrollment option, which will save time and resources by eliminating the need to print and mail a paper version of the

The Public Employees Insurance Agency's (PEIA) Open Enrollment for health insurance is scheduled to begin April 1. State employees will be making their choices for a health insurance plan for them and their families for the upcoming Plan Year, effective July 1, 2007.

PEIA has created a new, time-saving way to

Open Enrollment form and Tobacco Affidavit.

State employees may register to use the site at any time through the end of April. Employees will only need to complete one form, either online or the printed form received in the mail.

To register online, visit www.wvpeia.com and click on the "Online Open Enrollment" link located at the top of the home page. Once registered with the new system, the employees' registration will be valid until they revoke it in writing.

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Sneak Peek INSIDE...

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- ◆ Coventry Health Care Selected as Partner for Medicare Eligible Members
- ◆ **Gardening Tips:** Just Ask Our Expert!
- ◆ Governor's Internship Program Kicks Off for 2007
- ◆ Administrative Notes



New Helicopter Adds Invaluable Resource to the State Aviation

On December 27, 2006, the State of West Virginia took delivery of one of the most recognized and technologically advanced helicopters in the world, the Bell 407. It is a four bladed, single pilot, single turbine engine helicopter that seats the pilot and six passengers.

One might be inclined to wonder how

West Virginia could possibly use such a sophisticated aircraft. Direct that question to any one of the State Police pilots assigned to the Aviation Section, who will tell you the possibilities are endless.

Thus far, planned uses for this helicopter include law enforcement, search and rescue, aerial photography, oversight of surface mining operations, transport and aerial surveys.

Along with its three GPS systems that operate separately from each other, this magnificent machine has more maneuverability than the traditional two-bladed system as well as superior hover performance. It provides smooth, quiet rides for its passengers even at its top speed of 140 knots (159 mph).

Combine these amenities and the fact that it provides expanded safety as well as a reduction in operating costs, the Bell 407 is in a class far above the other two state helicopters.

Sergeant Sean Colbert of the West Virginia State Police Aviation Section said, "In times of flooding, we are always called for assistance. With the other two helicopters, we are limited to picking up only four people at a time, but with the Bell 407, we can pick up as many as six. That alone makes this helicopter invaluable."

The Chelton Multi-functional Display (MFD) flight system informs the pilot how fast he is going, how high the aircraft is, its altitude, if the aircraft needs to turn to the left or right, or if its nose is too high or too low.

The Garmin 430 provides XM weather as well as an additional GPS. The Moving Map system reveals the terrain as well as draws a map directly to the destination.

Equipped with an infrared FLIR camera (Forward Looking Infrared) which sits under the nose of the helicopter and is gyroscopically stabilized so that the movement of the helicopter doesn't make the camera shake, it has three different lenses and is used to search for people or vehicles. "It detects a person's body heat and is invaluable when searching for missing persons, bank robber suspects or abducted children," said Sergeant Shawn Coleman. "When pursuing a suspect, we can record the incident on DVD and hand it to a police officer once we land."

Along with the communications and the different GPS systems, the aircraft has what is called high visibility doors in the front as well as the back. The rear doors can slide back, much like those on a mini van, to allow greater visibility for criminal

pursuits or search and rescue missions.

The SX16 Night Sun search light recently aided State Police in finding a stolen vehicle whose thieves were getting ready to torch their booty. The light has a 30 million candle power capable of melting the paint off of the helicopter if not used properly.

The Bell 407 recently proved itself, again, in the search and rescue of the teenage brother and sister on foot and lost in the snow in Webster County. It only took 30 minutes to get to the Scenic Highway as opposed to 45 minutes with either of the other two helicopters. Under those conditions, every minute counts. The Moving Map system also came through since the terrain was snow covered. It allowed the State Police to find their starting point and begin their search.

"To think that West Virginia has one of the most advanced helicopters in the world right here," said Coleman, "To do crime prevention and surveillance or search for someone lost or running from the law. The resources this aircraft provides are invaluable. Depending on where you are going, we can get anywhere in the state 15-20 minutes faster with the Bell 407 than we can with either of our other two helicopters. That's 40 minutes round trip and in emergency situations, any extra time is priceless. This helicopter is an effective and efficient tool to maximize productivity, improve law enforcement and save lives."

(Pictured L-R) First Sergeant S.K. Knotts and Sergeants Shawn Coleman, Scott Cruickshank and Shawn Colbert are all State Police pilots assigned to the Aviation Section. They have been trained to fly the new Bell 407 helicopter (background), which offers a infrared FLIR camera and a SX16 Night Sun search light.

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

Joe Manchin III
Governor

Robert W. Ferguson Jr.
Cabinet Secretary

Diane Holley
Communication Director/Editor

Special Thanks

Betsy Chapman
David Bailey
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Kaye Parks

Coventry Health Care Selected as the Partner for Medicare Eligible Members

The Public Employees Insurance Agency officials (PEIA) announced that Coventry Health Care, Inc. has been selected as the state's Medicare Advantage Prescription Drug Plan (MAPD) to provide health insurance for its 35,000 retirees, effective July 1, 2007.

To offset the state's liability in terms of the Government Accounting Standard Board (GASB) 43 and 45 reporting requirements, in December 2006, the PEIA Finance Board approved a measure to transfer all Medicare primary retirees to an MAPD. This action will allow PEIA to take advantage of the premiums that the Center for Medicare and Medicaid Services will pay to plans who offer primary coverage to Medicare participants.

"Our goal is to take care of our retirees who have taken care of the state over the years, and with Coventry's health plan and their national presence, we can do just that," said Ted Cheatham, PEIA executive director. "Not only does this help us preserve the level of benefits for our retirees, but it helps the state slow the growth of future liabilities in funding retiree benefits. It's a win for our retirees, our state and our taxpayers."

Under the customized retiree benefit plan, designed by PEIA, both medical and prescription drug coverage will be provided. This plan provides the freedom for members to choose any provider who accepts Medicare. Other benefits include ac-

cess to a 24-hour nurse line, enhanced clinical programs (voluntary disease and case management programs), and fitness programs. The retiree benefit plan also offers free health risk assessments, social workers support and targeted support for those with serious medical needs.

"We are extremely pleased to expand our relationship with PEIA," said Fran Soistman, Jr., executive vice president of Coventry Health Care. "Coventry Health Care and its Charleston-based Carelink plan have a long standing relationship with PEIA's active employees, so we look forward to also serving its retirees and spouses."

In addition to the PEIA, Coventry serves close to 80,000 other West Virginians through its commercial, Medicare Advantage and Medicaid programs. Coventry Health Care is a national leader in senior health care, serving more than 850,000 Medicare beneficiaries, with its various Medicare programs. Aside from the MAPD plan, PEIA has implemented other cost-effective initiatives to improve overall wellness and quality of life. These initiatives help to manage long-term medical trends and work to stabilize long-term and premium increases. Some of the recent programs that combined should save more than \$5 million include:

- **Pill Splitting Program:** This program, which provides members with pills that must be split in accordance with their physicians' orders, generates benefits for certain prescriptions and savings to both recipients and PEIA.

- **Sleep Study Program:** Wells Fargo Third Party Administrators (formerly Acordia National), PEIA's third party health care administrator, contracted with Sleep Solutions, effective February 1, to manage and track compliance of sleep studies and durable medical equipment supplies related to such disorders. These services have trend at more than 25% over the last 12 months. Through professional management, Sleep Solutions plans to provide more timely, quality services and cost savings.

- **Drug Step Therapy:** In January of 2007, PEIA began five drug-step therapy programs to slow high pharmacy trends. Through this program, recipients will start drug treatments using the drugs at the lowest co-pay levels. This can result in a long-term savings for both PEIA and the member weight management successes.

- **Weight Management Program:** Initial reports substantiate the success of the weight management programs around the state. In addition to losing over 14,000 pounds, collectively, recipients in this program have lowered their overall medical costs by more than five percent.

"PEIA is committed to providing high quality cost effective health care for our insured population," Cheatham said. "Through new quality and wellness initiative and long-term partnerships with first class industry leaders, such as Coventry, we can accomplish that goal."



State EEO Office Sets 2007 Conference

The annual State Equal Employment Opportunity Office (EEO) training conference has been scheduled for September 24-26, 2007 at the Lakeview Resort in Morgantown, West Virginia.

Registration will be \$200 and can be done online in June. Hotel room rates are \$75.

Registration packets will be distributed in May. For additional information, please contact the State EEO Office at 558-0400.

Gardening Tips ...

State Employees Get a Chance to Ask Our 'Expert'



With spring arriving, the Capitol campus is blooming! Warmer temperatures beckon state employees to venture outside to view the beautiful array of colors on display, made possible by General Services Division's Grounds Manager Kenny Young and his hard working crew.

While many of us long to have Young's *green thumb*, failed attempts at gardening can be both discouraging and expensive. We asked our readers if they had any questions for our in-house expert. Below are some questions, followed by Young's response. Look for more questions and answers in next month's issue:

Q: I have a lilac bush (the original kind), which is about three years old, beside my driveway. Last year, the leaves began to collect mildew. This is the first time I've had this to happen. On the other side of the driveway, I have a Tinker Bell Lilac with no problems.

Patricia Perez - PEIA

A: Powdery mildew is a common plant disease caused by a fungus that thrives in both humid and dry weather. When lilacs show the first sign of mildew, spray with a fungicide containing triforine. Be sure to cover both surfaces of each leaf thoroughly. Repeat the treatment at intervals of seven to ten days until mildew disappears.

Q: If you have tulips that have stopped blooming regularly, do you need to replace the bulbs or is there something one can do to "jumpstart" them to begin blooming again?

Pat Wehrle - Office of Technology

Tulips that have stopped blooming should be replaced. Many tulips tend to decline over a few years. Some people treat them like annuals. But, if you should decide to leave tulips in the ground, remove seed pods after flowers fade and allow foliage to turn yellow before removing it. After tulip flowers, the remaining foliage continues using sunlight to manufacture food for next year's flowers.

Q: If you didn't get bulbs in the ground in the fall, can you plant them and other bulbs now and still have flowers come up this year?

*Erin Akers
Public Defender Services*

A: Unfortunately, tulips need to be planted in the fall. But, there are other bulbs that can be planted now. There are many varieties of lilies and gladiolus that can be planted in the spring.

Q: What were the big leafed plants that poured over the edge and onto the walks in the planters last summer?

Susan Evans - Division of Personnel

A: Ornamental Sweet Potatoes

Q: I have a pink dogwood in my yard that has spots on it that look like mold. Can you tell me what it needs?

Sue McMinn - BRIM

A: I think what you are seeing is lichen. Lichen will not harm your tree, but, may be unsightly. Control lichen by pruning away surrounding vegetation to increase light and air flow.



Q: There's differing opinions on whether the top of a tree should be cut when trimming. Will cutting the top prevent the tree from further growth or even kill the tree? Will new growth from further down on the trunk enable the tree to continue adding height? Does it matter what type of tree it is?

*Mike Sheets
Purchasing Division*

A: Tree topping is the most harmful tree pruning practice. Tree topping causes decay, creates hazards and makes trees ugly. There are alternatives to topping. If you are not knowledgeable of proper tree trimming practices, I suggest you hire an arborist. If you are maintaining a tree, such as a hemlock in a hedge form, this answer does change dependent upon the tree type.



Second Annual Easter Egg Hunt at Capitol

Gov. Joe Manchin III and First Lady Gayle Manchin encourage children to plan to attend the second annual easter egg hunt at the State Capitol grounds on Saturday, April 7, from 1 p.m. to 3 p.m.

Tickets are limited to the first 750 children. Call (304) 558-3588 for tickets in advance or pick up your tickets at the Cultural Center Tour Desk between 9 a.m. and 1 p.m. the day of the event. The event will take place...rain or shine.

Governor's Internship Program Offers College Students Valuable Work Experiences

The Governor's Internship Program (WVGIP) is designed to place college students in internships by matching their interests with the needs of private businesses, state agencies or non-profit organizations.

Since its inception in 1989, more than 1,300 talented students have participated in rewarding internship experiences in West Virginia. Private businesses, non-profit organizations and government agencies may all host interns. Internships generally last nine to thirteen weeks.

"This is a dynamic program that is designed for outstanding college students," said Program Director Ray Sanders. "It affords them an opportunity to pursue careers in state government and encourages them to stay in the state and build a greater West Virginia through outstanding minds, outstanding students, and outstanding opportunities."

The program, which is offered from May through early August, begins with tea at the Governor's Mansion. Bi-weekly meetings are scheduled with such topics as *Networking in the Job Market*, *Resume Writing*, *Etiquette in the Job Market*, *Funds Available for Schooling* and other various motivational topics.

Great training and vocational opportunities are offered, in addition to the opportunity for students to obtain important references that will assist them in evaluating future career choices.

For employers, the benefits

are endless in hiring an intern. It can be an extremely rewarding experience providing short-term solutions by meeting the needs for extra assistance.

A picnic at the end of the program is offered on the Capitol grounds, offering live, local entertainment from the Governor's School of the Arts or other local entertainers.

The requirements for participation in the program includes that applicants must:

...be a student in a West Virginia college or university, or a West Virginia resident attending an accredited college/university out-of-state.

...have completed at least one academic year of study at an accredited college/university by June of the same year the applicant applies; and, ...have a cumulative college/university GPA of 3.0 or greater.

The selection of interns is competitive. Participating state agencies, private businesses and organizations have access to the entire student database.

Upon submission of the In-



tern Request Information Sheet, a password will be assigned to query the online student database in order to select candidates to interview.

The deadline for this year's application process, which is to be completed online at www.wvgip.org, is April 30, 2007. State agencies are encouraged to participate.

For more information on the Governor's Internship Program, visit www.wvgip.org or contact:

Ray Sanders, Director
Department of Education
and the Arts
1900 Kanawha Blvd. E.
Building 5, Room 205
Charleston, WV 25305
558-2440

Since its inception in 1989, more than 1,300 talented students have participated in rewarding internship experiences through the WV Governor's Internship Program. Private businesses, non-profit organizations and government agencies may host interns through this program.

Change in Department's Fleet Retirement Policy

A new policy has taken effect regarding the Department of Administration's Fleet Retirement/Replacement Policy.

The new policy for vehicle retirement/replacement is now four years and 100,000 miles as opposed to the previous vehicle retirement/replacement policy that was five years and 125,000 miles. The previous policy required state agencies to drive and maintain their fleet vehicles beyond the most economical point of replacement. By extending the life of these fleet vehicles, additional maintenance costs have escalated, downtime has increased resulting in loss of productivity, and the resale value has been severely diminished. This policy change only affects agencies which are statutorily required to lease vehicles through the Department of Administration's Fleet Management Program, administered by the Purchasing Division.

Should you have any questions regarding this policy change, please contact Fleet Manager Janice Boggs at 558-0086 or via email at jboggs@wvadmin.gov.

Show Support for YOUR Temporary Capitol Cafeteria

To provide food service for our state employees and visitors at the State Capitol Complex, a temporary cafeteria was organized in the basement of the Cultural Center during the renovation of the permanent cafeteria.

To enhance the patronage from the employees located on campus, the hours of operation for the cafeteria are 8 a.m. to 1:30 p.m. and a new summer menu is now available.

With the arrival of spring and warm temperatures, state employees are encouraged to walk the short distance to the Cultural Center. **To ensure the continuation of this temporary facility, show your support and visit today!**

[Online Open Enrollment Continued from Page 1](#)

PEIA will host a series of Benefit Fairs across the state to help state employees with Open Enrollment questions. Representatives from PEIA, Carelink and the Health Plan will be on available to assist in explaining the various plans and options.

Charleston Benefit Fairs

April 4: Charleston (3:00-7:00)
Charleston Civic Center
200 Civic Center Drive

April 17: Charleston (9:00-2:00)
State Capitol Complex
Main Capitol, Lower Rotunda

April 19: Charleston (9:00-2:00)
State Capitol Complex
Building 7, Conf. Ctr. Corridor

For a complete list of benefit fairs throughout West Virginia, please visit www.wvpeia.com and click on Open Enrollment Benefit Fairs.

Welcome!...to our new employees: **Mark Miller** (Consolidated Public Retirement Board); **Gary Goble** (Division of Personnel); **Steven Phillips** and **Daryl Smith** (both of the General Services Division); and **Jeffrey Perkins** (Finance Division).

Time to Relax...The Department of Administration extends its best wishes to **Betty Francisco** of the Purchasing Division and **Ralph Nottingham** of the General Services Division, who retired from state government.

Best Wishes...to **Tim Lee** and **Bill Preston**, both of the General Services Division, who recently resigned from our department.

PEOPLE TALK

Proud Parents...Krysta R. Clark, daughter of CPRB's Susan and PEIA's Joe Estep, was chosen for inclusion in the Lynbrook, NY-based National Honor Roll. Krysta is scheduled to be dismissed early from Riverside High School in January 2008 to begin college and plans to become a Nurse Anesthetist. She is also a recipient of the National Honor Roll.

IRS Tax Deadline...The deadline is approaching for the Internal Revenue tax deadline. Mark April 16, 2007 on your calendar to be sure to get your personal income tax forms in by the deadline.



Do you have a child or grandchild graduating from high school or college this spring?...As in the past, **Quotes, Notes & Anecdotes** would like to list all of our graduates this year. Please email Diane Holley at dholley@wvadmin.gov with the name, school and future plans of your special graduate.

HAPPY BIRTHDAY ... in April

- | | |
|---|--|
| 1 Harry Mandel CPRB
Janie Taylor Purchasing
Deanne Turley BRIM | 15 Sarah Hunter CPRB
Torrence Smith CPRB |
| 3 LeAnn Arthur Technology
Bill Rainey PEIA | 16 Jeanne Barnhart Purchasing
Michael Cheeks Technology |
| 5 JoAnn Adkins Purchasing
Mark Isabella Personnel | 17 Ronna Null Technology
George Tanner Gen. Svcs. |
| 6 Donna Lipscomb Sec. Office | 19 Nidia Henderson PEIA
Howard Mehringer Aviation |
| 7 Benton Hall Technology | 20 Keith Burdette Gen. Svcs.
Kelly Dean CPRB
Andrew Guz Gen. Svcs.
Velma Totten CPRB |
| 8 Debbie Harrison Purchasing
Jim Hyde CPRB
Stefanie Youngblood CPRB | 21 Evelyn Davis Personnel |
| 9 Pauravi Randeri Technology | 22 Lori Cage Technology
Anne Crabtree Technology
Greg Hubbard Gen. Svcs.
Gary Reed PEIA
Elaine Riner Technology |
| 11 Anita Brewster CPRB
Byron Lusher Technology
Jane Shinn Finance | 23 Don Johnson Purchasing
Carlos Neccuzi Technology |
| 12 Monica Hanson PEIA
Tim Moore CPRB
Greg Rinehart Technology
Matt Short Technology
Tim Summers Technology | 25 Natalie McGill Technology |
| 13 Shelley Burford CPRB
Jeff Harbour Gen. Svcs.
Jim Richards Technology | 26 Robin Perdue Sec. Office |
| 14 Bernard Huffman PEIA
David Ingraham Technology | 28 Cynthia Cunningham CPRB
Tina Murdock CPRB |
| | 29 Carles Farley Gen. Svcs. |
| | 30 Lethie Purkey Technology |

