

# Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

December 2001 • Vol. 9, Issue 12

## Employee of the Month

### CPRB's Mary Bonham Exemplifies Dedication and Cooperation

**Mary Bonham**, an Accounting Technician 3 for the Consolidated Public Retirement Board, has been selected as the Department's **Employee of the Month** for December.

A 27-year employee of state government, Mary is responsible for verifying the accuracy of non-state agencies' retirement reports and contributions. She also deposits all Public Employees Retirement System (PERS) reinstatement pay-

ments, prepares a weekly "late list" for all non-state delinquent accounts, sets up new agencies electing to join PERS, and educates members on the PERS laws and rules.

According to one of her co-workers, "Mary has demonstrated accuracy, neatness and great organizational skills and has always been a cooperative employee." Another co-worker adds, "She takes the time to explain to payroll clerks what is required by them to make CPRB run on a highly efficient level."

In her spare time, Mary enjoys bicycling, traveling West Virginia and spending time with her daughter, Courtney.

Please join Cabinet Secretary Greg Burton at Mary's **Employee of the Month** presentation at 11:30 a.m. on Tuesday, December 4 at the State Capitol Rotunda.



**MARY BONHAM**  
December Employee  
of the Month

## You've Got Mail!

### IS&C's Central Mailroom Takes Precautionary Steps As a Result of Recent National Events



Mike Kincaid of the IS&C's Central Mailroom is pictured operating a Paragon Mail Processor at the Capitol Complex facility.

With recent attention placed on the safety of handling mail throughout the United States, West Virginia state government has reviewed its existing procedures and made precautionary changes to alleviate potential problems.

State employees are to be cautious of the mail they receive. Some typical characteristics of suspicious letters or packages include a powdery substance on the outside; un-

**IS&C MAIL SERVICES**  
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## Sneak Peek INSIDE...

- ◆ Learning Made Fun at Purchasing!
- ◆ A Cooperative Effort Made to Train Employees
- ◆ Nominees Announced for the 2001 Employee of the Year
- ◆ Watch Out for Computer Viruses!
- ◆ People Talk

## Purchasing Division Makes Learning Fun through Game Show



At the recent Agency Purchasing Conference held at Canaan Valley State Resort in October, the Purchasing Division offered yet another game show workshop as

they have done in the past five years. This year's offering was "Purchasing Squares," based on the popular television game show "Hollywood Squares."

The purpose of the workshop was to offer agency purchasers information on purchasing policies and procedures in a fun, informal environment. Purchasing Director Dave Tincher (pictured) asked volunteer contestants, such as DNR's Eddie Henderson and PEIA's Chip Myers (pictured l-r), to agree or disagree with answers offered by the celebrity 'squares'.

Purchasing Division staff and agency representatives served as the celebrities for the game show. Questions asked related to such topics as purchasing procedures, fixed assets, fleet management, state travel, surplus property, and encumbrance.

The Purchasing Division is no stranger to offering this type of format during its conferences. In the past, the division has offered *Purchasing Jeopardy*, *Agency Feud*, and *Who Wants to Be a Millionaire*. Tincher said that the feedback from the participants continues to be overwhelmingly positive.

### MILESTONES

#### Honoring our Employees' Service Years

Our Department values its employees and the knowledge and dedication they share in their agencies.

Congratulations to our employees who are celebrating their service year anniversaries this month:

#### **5 YEARS**

**Eric Dye**  
(IS&C)

#### **15 YEARS**

**Mike Kincaid**  
(IS&C)

**Paul Prendergast**  
(General Services)

**Marvin Vititoe**  
(Aviation Services)

#### **20 YEARS**

**John Beane**  
(CPRB)

#### **30 YEARS**

**John Johnston**  
(Purchasing)

### IS&C MAIL SERVICES

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expected or from an unfamiliar source; excessive postage; handwritten or poorly typed address; incorrect titles or titles with no names or misspellings of common words; addressed to someone no longer with your organization or otherwise outdated; no return address or one that cannot be verified as legitimate; unusual weight; marked with restrictive endorsements, such as "personal" or "confidential"; or containing a strange odor or stain.

A major awareness effort has been implemented to educate employees. In a recent memorandum from Cabinet Secretary Greg Burton, state employees were encouraged to do their part to protect homeland security by staying alert, taking note of anything sus-

picious or out of the ordinary, and reporting such incidents. "We have a responsibility to take safety precautions to protect ourselves and co-workers from unnecessary hazards of health and safety," he stated.

State employees are instructed to not use their work address for personal mail. Use of the state's incoming mail delivery system for personal items or items not related to state business is prohibited, including ABC Distributing and LTD Limited.

X-ray equipment has been installed to view the contents of certain packages, according to Cathy McClung, Manager of the Central Mail Office. She explains that policies have been put into place addressing the scanning of mail and that suspicious mail of any size will be refused.

McClung added that scanning does not replace pre-

cautions recommended for opening mail that could be tainted with dangerous substances.

If you should receive tainted mail with dangerous substances, McClung suggests that you do not handle the piece of mail and make sure that the mail is isolated. Those in contact should wash their hands with soap and water and immediately notify local law enforcement authorities.

Taking these precautions ensures that our mail remains safe, according to Carol Hudnall of the United States Postal Service. "People should not stop using the mail because of these isolated incidents. Paying attention to incoming mail will go a long way in keeping it safe and viable," she added. For more information, visit the Postal Service's official website at [www.USPS.com](http://www.USPS.com).

# Computer Viruses On the Rise ... Are You Prepared?

By Preston Clark  
IS&C

Malware is the general name for viruses, worms, trojan horses and other hazards that can affect your computer. When malware strikes, it can cause the user a great deal of grief!

**What can it do?** It can destroy data and system files, but also can record keystrokes (including passwords) and send them to the malware writer. This turns your computer into a 'zombie' that can attack government or business sites without your knowledge.

Much harder to remove than earlier infections, it often requires special software tools and hours of work. Even if everything possible is done, your personal computer may have to be wiped out and everything reloaded.

**What should you look for?** Be aware of e-mail that

has strange-sounding or misspelled messages, with attachments you may be tempted to open. If your computer is set not to show file extensions, turn them on. This will make you aware of attachments that have double extensions, such as **youneedthis.txt.exe**. If you get e-mail with an attachment, even if it seems to be from someone you know, call them up and ask if they sent it and what it is.

**What should you do?** Continue to scan your computer daily with the most recent virus definitions available. The antivirus program needs to be updated every two months.

**What should you not do?** You may get warnings urging you to 'pass this message along to everyone in your address book.' Do not comply because most warnings are just hoaxes.

Many e-mail programs

(including Groupwise and the State's mail server at **mail.state.wv.us**) are blocking attachments with extensions, such as **.exe .pif** and **.vbs**, which often turn out to be hazardous. If you need to send or receive an attachment with these extensions, contact the IS&C Help Desk at 558-1257.



## Aviation Safety Day Offers On-site Training



The State Aviation Division held its 5th Annual Aviation Safety Day at the State Hangar on November 1.

This event devotes one day from the organization's hectic flight schedule to discuss and perform various forms of safety training. This year's agenda included in-house pilot training and a "hands-on" class to the Governor's Security personnel on in-flight emergency procedures (see picture above with Dr. Victor S. Lombardo of the International Center for the Study of Treatment of Delinquent and Criminal Behavior at the Marshall University Graduate College) and possible duties and responsibilities pertaining to various in-flight scenarios.

## Division of Personnel *Listens* to Employees to Find Solutions

The Division of Personnel began offering *Listening Tours* for state agency personnel to provide an opportunity to share challenges and experiences regarding Personnel's Administrative Rule and its policies.

Personnel Director Nichelle Perkins and assistant directors in her agency are traveling to five locations throughout the state to listen to what managers and employees have to say about personnel-related challenges, concerns and issues.

"I believe that these sessions will be a significant initial step in strengthening the relationship between Personnel and the agencies and employees they serves," said Cabinet Secretary Greg Burton.

The December schedule for the *Listening Tours* is listed below:

**December 6** Martinsburg  
James Rumsey Vocational Center

**December 17** Huntington  
Marshall University

**December 18** Sutton  
DHHR Office

### Quotes, Notes & Anecdotes

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Administration

**Bob Wise**  
Governor

**Gregory A. Burton**  
Cabinet Secretary

**Diane Holley**  
Public Information  
Officer/Editor

### Special Thanks

Preston Clark  
Kristy James  
Cathy McClung  
Diana McGinnis  
Kaye Parks  
Sandy Singleton

# Department's Employee of the Year to Be Announced ... Here are Our Nominees!

The highest reward for a man's toil is not what he gets for it, but what he becomes by it.

*John Ruskin*

The 2001 *Employee of the Year* will be announced on December 18 in Conference Room C at the State Training Center (Building 7) at 11:30 a.m. at a special ceremony. Recipients of the *Employee of the Month* program are eligible for this award.

**FRANK UNGER**, our January *Employee of the Month*, is a Drafter for the General Services Division. (No longer with state government).

**ERIC WAGNER**, our February *Employee of the Month*, is a Budget Analyst for the Budget Section of the Finance Division.

**DAVID LAWRENCE**, our March *Employee of the Month*, is a Painter for the Crafts Crew Section of the General Services Division.

**SUE LORE**, our April *Employee of the Month*, is an Information Systems Specialist 2 for Information Services and Communications Division.

**GENELEA PAULEY**, our May *Employee of the Month*, is a Retirement Advisor for the Benefits Section of the Consolidated Public Retirement Board. (No longer with state government).

**JACK SELLS**, our June *Employee of the Month*, is a

Senior Personnel Specialist for the Employee Relations Section of the Division of Personnel.

**CHRIS BRANHAM**, our July *Employee of the Month*, is a Purchasing Assistant for the General Services Division.

**BEV THOMAS**, our August *Employee of the Month*, is a Program Analyst 1 for the Development Center of the Information Services and Communications Division.

**MELODY DUKE**, our September *Employee of the Month*, is a Financial Reporting Specialist 1 for the Board of Risk and Insurance Management.

**YVONNE GUNNOE**, our October *Employee of the Month*, is a Secretary for the Accounting Section of the Finance Division.

**MEL ASHBROOK**, our November *Employee of the Month*, is a Senior Pilot for the State Aviation Division.

**MARY BONHAM**, our December *Employee of the Month*, is an Accounting Technician 3 for the Consolidated Public Retirement Board.

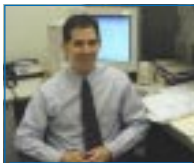
## Nominees for the 2001 Employee of the Year



**Frank Unger**  
January 2001



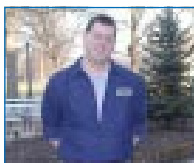
**Chris Branham**  
July 2001



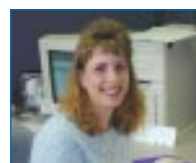
**Eric Wagner**  
February 2001



**Bev Thomas**  
August 2001



**David Lawrence**  
March 2001



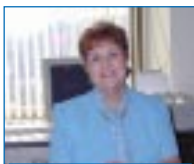
**Melody Duke**  
September 2001



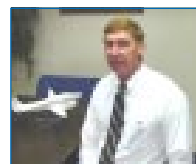
**Sue Lore**  
April 2001



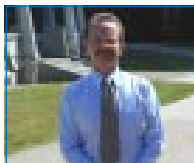
**Yvonne Gunnoe**  
October 2001



**Genelea Pauley**  
May 2001



**Mel Ashbrook**  
November 2001



**Jack Pauley**  
June 2001



**Mary Bonham**  
December 2001

## Maintaining Family Traditions During the Holiday Season

During the holiday season, many of our Department employees have family traditions which have continued throughout the years. These traditions most often focus around family, friends, decorations and food.

As a result of a recent electronic survey, our employees have shared ideas that you may wish to start with your family:

- ❖ Purchasing an ornament each year and putting your child's name, age and the year it was purchased on the bottom. If the child is old enough, he or she can pick out their own... **Laura Brotherton, Purchasing.**
- ❖ Putting up outdoor lights the week of Thanksgiving... **Heather McCune, Public Defender Services.**
- ❖ Making an assortment of cookies and delivering them to

**FAMILY TRADITIONS**  
Continued on Page 5

# Collaborative Effort Results in Training on Bomb Threats

On October 11 and 18, the state of West Virginia offered eight sessions of *Bomb Threat Response Training* in Charleston for state employees at the Cultural Center Theater. With over 1,000 employees in attendance, the training was sponsored by the West Virginia State Police, the Division of Protective Services, and the Division of Personnel's Organization and Human Resource Development (OHRD) Section.

The hour-long training featured First Sergeant Bob McComas, an expert in workplace security and bomb threat response. Attendees received information on methods for dealing with threatening phone calls and suspicious packages. Chuck Starcher, Protective Services Director, and Deputy Director Jay Smithers responded to participant's questions.

Cabinet Secretary Greg Burton emphasized the importance and timeliness of

the training. "The best antidote to fear is solid, factual information. We believe, in these uncertain times, that employees need information on how to better protect themselves and their customers. The Divisions of Personnel and Protective Services have taken a significant step toward accomplishing that goal," he said.

Personnel Director Nichelle Perkins praised the cooperative effort of the agencies involved in the training. "These sessions would not have been possible without the efforts of Chuck Starcher and Jay Smithers (both of Protective Services), Julie Brown of the Division of Personnel, and Anna Kozak of the Division of Culture and History. Their collaboration made it possible for us to organize the training quickly and effectively," she said.

The program is the first in a series of training sessions to be presented on the topics of workshop security and safety.



The Division of Personnel, State Police and the Division of Protective Services (DPS) worked together to offer Bomb Threat Response Training for state employees. Pictured are (front row, l-r) Personnel staff Lora Gray, Mark Isabella, Julie Brown and Evelyn Davis; (back row, l-r) DPS's Pat Epperhart, Jay Smithers and Randy Mayhew.

## IS&C Staff Cooks Up Good Chili for an Excellent Cause

The staff of the Information Services and Communications (IS&C) Division recently cooked up some good chili for a wonderful cause, the American Red Cross.

This cook-off is held annually with donations in the past going toward their Corporate Cup participation; however, this year they wanted to do their part to help those affected by recent terrorist attacks in New York and Washington D.C. More than \$200 was raised for this cause.

Several IS&C employees used their special recipes in hope of grasping the honor of first place. Others brought cornbread and many delicious desserts.

For a small contribution of \$4, individuals could taste each of the entries and vote

for the best offering.

The winners of the cook-off in the chili, cornbread and dessert categories are listed below:

### Chili

- 1st place: Cathy McClung
- 2nd place: Nancy Stark
- 3rd place: Erik Hawkins

### Cornbread

- 1st place: Kristy James
- 2nd place: LeAnne Neccuzi
- 3rd place: Mary Cummings

### Desserts

- 1st place: Ed Nelson
- 2nd place: LeAnne Neccuzi
- 3rd place: Mary Cummings

Congratulations to everyone who participated and those who contributed to the American Red Cross!



For a small contribution of \$4, individuals could help themselves to a serving of all entries in the IS&C Chili Cook-off!

## FAMILY TRADITIONS Continued from Page 4

family members' homes...  
**Joyce Larrabee, IS&C.**

- ❖ Fixing holiday dinners the day before when people aren't as busy and can unwind before the 'big day'... **Waltt Vest, Finance.**
- ❖ Going to the movies with friends and family on Christmas evening after all the dishes are done ... **Barbara Haddad, IS&C.**

Whatever your tradition may be, have a wonderful holiday season!

## A Message From...

Cabinet Secretary  
Greg Burton

### Offering a Helping Hand

Our Department employees have shown their true colors during the West Virginia State Employees Combined Campaign (WVSECC). As of November 6, our employees contributed a total of \$5,238.

The campaign continues through mid-December if employees wish to voluntarily participate. Questions may be directed to our Department Coordinator Diana McGinnis at 558-4489 or via email at [dmcginnis@gwmail.state.wv.us](mailto:dmcginnis@gwmail.state.wv.us).

Employees may refer to the WVSECC United Way brochure and select an organization to target. Donations may be made by cash or check, or may be deducted from payroll. Your generosity is greatly appreciated.

### Staff from PEIA and CRPB Staff Show Off American Pride



Consolidated Public Retirement Board and the Public Employees Insurance Agency employees joined together to post flags (pictured above with CPRB's Jo Ann Edwards) in their windows. Travelers on I-77 South can view American Pride at the State Capitol. The flags were donated from a local radio station.

**Welcome to the Department!...Hugh Warner** (IS&C); **William Thaxton** (General Services); and **Sharon Sommerville** (Finance).

**Congratulations!...**to our employees who were recently promoted: **Pat Wehrle** (IS&C) from an Information Systems Consultants II to an Information Systems Consultant III and to **Bonnie Walker** (Personnel) from a Secretary II to a Personnel Specialist. *Great job!*

**Good Luck!...**to our employees who recently resigned: **Mary Vanoy** (Finance); **Clem Pemberton, Jr.** and **Stephanie Turner** (both of IS&C).

### PEOPLE TALK

**Academic Achievement...**Personnel's Tim Basford's daughter, Laura, a student at Capitol High School, achieved the prestigious academic distinction of National Merit Scholar Semifinalist. Students must score in the top one-half of one percent of students taking the P.S.A.T as a junior in the entire state. This qualifies her to be considered for higher academic distinction after she takes the S.A.T.

**NASA Scholarship...**Angela Lowe, an Accounting Technician for CPRB, was awarded a NASA scholarship to continue her pursuit of an Associates' degree in Computer Science. In addition to \$1,000 per semester to be used towards tuition and fees, she will receive a laptop computer to use while attending West Virginia College part-time as she continues to work at CPRB.



**The Sound of Poetry...**Purchasing's Amy Fairchild was recognized for a poem she wrote as part of a new poetry collection, **The Sound of Poetry**. Her poem, "Amy & Scott's Miracle," will be included in this collection. Her inspiration for this poem is her son, Marcus.

**Toys for Tots...**State employees are encouraged to get involved by dropping a new, unwrapped toy for newborns to teens at designated locations at the State Capitol or in their neighborhood. The Department's locations are the Cabinet Secretary's Office (Capitol Building), Finance Division (Building 15) and the Division of Personnel (Building 6). All toys will go to children in local communities.

### HAPPY BIRTHDAY...in December

- |    |                    |                       |    |                  |                 |
|----|--------------------|-----------------------|----|------------------|-----------------|
| 1  | Tim Lee            | Gen. Services         | 16 | Sandra Singleton | Purchasing      |
| 2  | Betty Ireland      | CPRB                  | 17 | Cecil Hill       | CPRB            |
| 3  | Ron Price          | Purchasing            |    | Sandra Joyce     | Purchasing      |
| 4  | Crystal McLaughlin | CPRB                  |    | Charles McDowell | Purchasing      |
| 5  | Felice Joseph      | PEIA                  |    | Kara Tully       | IS&C            |
|    | Jan Long           | PEIA                  | 18 | Johnny Fernatt   | BRIM            |
|    | Paul Marteney      | Grievance Bd.         |    | Dan Miller       | Purchasing      |
| 8  | Wilma Garbett      | IS&C                  | 21 | Sylvia Brown     | Gen. Services   |
|    | Iona Keller        | Grievance Bd.         | 22 | Pam Clark        | Public Defender |
|    | Louise Miller      | Finance               |    | David Lester     | IS&C            |
| 9  | Cathie Fowlkes     | Finance               | 23 | Sue Smith        | Purchasing      |
|    | Mary Jo Swartz     | Grievance Bd.         | 24 | Billy Miller     | IS&C            |
|    | Keith Wood         | Aviation              |    | Paul Stone       | Public Defender |
| 10 | Julie Blosser      | Grievance Bd.         | 26 | Deepesh Randeri  | IS&C            |
|    | Charles Forsythe   | Personnel             | 27 | Jeff Long        | Personnel       |
|    | Erik Hawkins       | IS&C                  | 28 | Richard Alker    | Ethics          |
| 12 | Brenda Brooks      | Personnel             |    | Linda Lyter      | Finance         |
|    | Darrell Utt        | Gen. Services         |    | Chip Myers       | PEIA            |
| 14 | Joseph Estep       | PEIA                  | 29 | Charles Black    | Gen. Services   |
|    | Max Farley         | Personnel             | 30 | Amy Fairchild    | Purchasing      |
|    | Darlene Held       | IS&C                  |    | Teresa Morgan    | Personnel       |
| 15 | Cynthia Burr       | Pros. Atty. Institute | 31 | Stephanie Isner  | CHIP            |
|    | Shan Ferrell       | Finance               |    | Chuck Jones      | BRIM            |

