

Quotes, Notes & Anecdotes

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

CPRB's Diana Davis Makes Customers Feel at Ease

DIANA DAVIS, an Accounting Technician III for the Benefits Section of the Consolidated Public Retirement Board, has been selected as the department's **Employee of the Month** for December.

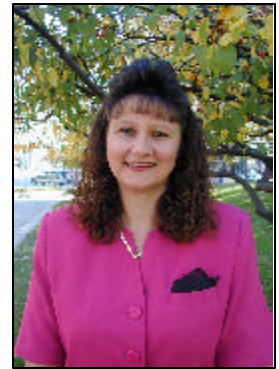
A 17-year employee of state government, she oversees the payroll functions for the Retired Judges, Public Safety Plan A and B, and Deputy Sheriff's Retirement Plans. She

also handles direct deposits for all retirement plans and processes weekly supplemental checks, stop-payments for state dated checks, returned retirement checks and income verification.

One of Diana's co-workers said, "Diana is pleasant and responsive, even when given short notice. She makes me feel she is doing ME a favor rather than the other way around." Another co-worker added, "She is such a sweet-tempered and kind lady, easy to approach with a problem or request."

Diana's hobbies include traveling the world with her husband, Tony. She also enjoys collecting Mickey Mouse memorabilia.

Diana will be honored during a special ceremony at 11:00 a.m. on Monday, December 1, 2003, at CPRB's reception area in Building 5, Room 1000.



DIANA DAVIS
December Employee
of the Month

And the Winner is...

Employee of the Year Announced at Ceremony

Join your friends and co-workers at the **Employee of the Year** ceremony at 2:30 p.m. on December 17, 2003, at the Cultural Center's Great Hall. A holiday party will follow the ceremony.

Department employees are invited to attend this special occasion and to share in the holiday spirit. The **Employee of the Year** recipient will be announced at this ceremony.

Department Excels in Financial and Budgetary Reporting

The Government Finance Officers Association of the United States and Canada (GFOA), a non-profit professional organization serving more than 13,000 government finance professionals, is quite familiar with the financial reporting within West Virginia state government. The association has recognized these outstanding efforts consecutively in recent years.

The state of West Virginia has received the **Certificate of Achievement for Excellence in Financial Reporting** from GFOA for its comprehensive annual financial report (CAFR) for the year ended June 30, 2001. This award, which signifies the highest form of recognition in the area of governmental accounting and financial report, marks the seventh year the state has attained this honor. The Financial Accounting and Reporting Section (FARS) of the Finance Division prepares the CAFR on behalf of the state.

The State Budget Office received the **Distinguished Budget**



Sneak Peek INSIDE...

- ◆ ID Badges Offer Many Incentives
- ◆ Public Defender Services Strive for Excellence in Serving West Virginia
- ◆ Department Employees Praise the PROMISE Scholarship
- ◆ Administrative Notes

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Employee of the Year Chosen from our Department's "Shining Stars" Honored Throughout the Year

Nominees for the 2003 Department Employee of the Year



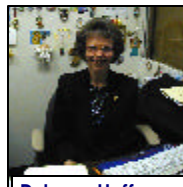
Paul Griffith
January 2003



Deborah Fernatt
February 2003



Karen Copeland
March 2003



Delores Huffman
April 2003



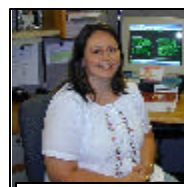
Bill Miller
May 2003



Greg Carrier
June 2003



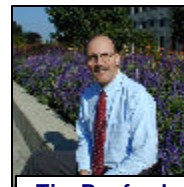
Michael Belcher
July 2003



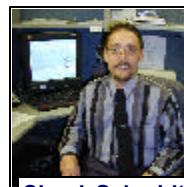
Chrystal Lackey
August 2003



Tom Harper
September 2003



Tim Basford
October 2003



Chuck Schmidt
November 2003



Diana Davis
December 2003

At 2:30 p.m. on December 17, 2003, at a ceremony at the Great Hall in the Cultural Center, the name of the 2003 *Employee of the Year* will be read aloud... applause will quickly follow... flashes from cameras will light the room. A holiday party will be held immediately following for our employees.

Last month, our employees placed their ballots for the recipient of this year's most prestigious award, *2003 Employee of the Year*. Of the 12 *Employee of the Month* recipients this year, unfortunately only one person can walk away with the top honor.

The nominees for the *Employee of the Year* are...

PAUL GRIFFITH, our January *Employee of the Month*, is a facility equipment maintenance technician for the General Services Division.

DEBORAH FERNATT, our February *Employee of the Month*, is a service representative for the Claims Section of the Board of Risk and Insurance Management.

KAREN COPELAND, our March *Employee of the Month*, is an administrative services manager for the Benefits Section of the Consolidated Public Retirement Board.

DELORES HUFFMAN, our April *Employee of the Month*, is a senior personnel specialist for the Staffing Services Section of the Division of Personnel.

BILL MILLER, our May *Employee of the Month*, is a

mail processing operator II for the Data Center at the Information Services and Communications Division.

GREG CARRIER, our June *Employee of the Month*, is a building maintenance mechanic for the Operations and Maintenance Section of the General Services Division.

MICHAEL BELCHER, our July *Employee of the Month*, is an information systems specialist III for the Infrastructure Section of the Information Services and Communications Division.

CHRISTAL LACKEY, our August *Employee of the Month*, is an office assistant III for the Eligibility Unit of the Public Employees Insurance Agency.

TOM HARPER, our September *Employee of the Month*, is an office assistant I for the Public Employees Insurance Agency.

TIM BASFORD, our October *Employee of the Month*, is an administrative services manager III for the Classification and Compensation Section of the Division of Personnel.

CHUCK SCHMIDT, our November *Employee of the Month*, is a programmer analyst for the Information Services and Communications Division.

DIANA DAVIS, our December *Employee of the Month*, is an accounting technician for the Benefits Section of the Consolidated Public Retirement Board.

Photo ID Badges Offer Many Purposes Beyond Security

In accordance with the Division of Personnel's Workplace Security Policy (DOP-P15), effective July 1, 2002, each state employee who works in the Capitol Complex shall prominently display his or her state-issued ID badge at all times while inside a Capitol Complex building.

"Since the issuance of photo ID badges, employees have shown commendable responsibility in wearing their badges," said Jay Smithers, Deputy Director of the Office of Protective Services. He added that the badges allow his office to better secure the facilities on campus. To date, nearly 24,500 badges have been issued to state employ-

ees, according to Lacy Morgan, Director of Information Services for the Division of Motor Vehicles.

Another purpose of the employee IDs is to enhance customer service. If employees have their photo ID displayed, visitors, who may be lost, will notice the identification and ask for assistance, Smithers added.

Smithers strongly encourages state employees to pay close attention to individuals in their buildings who are not wearing an ID badge. "If an individual is there properly, then you can provide needed service," he said. "However, if they aren't, you will realize it and should calmly get to a

telephone and contact Protective Services."

Another positive aspect of the ID badges is for verification of your state position or status. "What better way to identify you than with your photo ID," Smithers said. "The photograph on the ID badge matches the person's face. It is a higher degree of certainty that you are who you say you are," he added.

Another functional point of the badges is valid information as to an employee's location. If a situation would occur, Protective Services can provide data in a matter of minutes on who is at work that day in a particular building. "It could actually save your life," he said.

Smithers has received a few negative comments, but overall he views the badges as a necessity. "It is a matter of policy; there is no option. If you are an employee, you have a state ID," he said.

Some helpful advice that Smithers shares is to know the people with whom you work and challenge yourself to make sure that the people you pass in the hallways are properly identified, **without exception**. Smithers predicts that within a short time, wearing the ID badge will become habit.

From looking at incidences occurring throughout the nation, Smithers says planning and learning from the past is the key. "The swipe card system will eventually assist in upgrading fire safety measures," he said. "We're satisfied with the system we've installed to protect our state employees."

What better way to identify you than with your photo ID. The photograph on the ID badge matches the person's face. It is a higher degree of certainty that you are who you say you are.

Jay Smithers
Deputy Director
Protective Services

Sharing our Halloween Spirit



Who are these people? New employees of our department? Not at all! They are the staff of the Finance Division's Accounting Section who were having some fun on Halloween day. Transformed as witches, a fisherwoman, indian, alien and little critters, they enjoyed the chance to dress up for the occasion. "It was a fun way to boost office morale as well as bring out the kids in us," said Janie Belcher. Lisa Worlledge added, "It lets you be someone else for a day and provides us with an opportunity to be creative." Pictured (l-r) are: top row – Linda Lyter, Louise Miller, Lora Gray, Waltt Vest, Lisa Worlledge; bottom row – Matt Kirk, Janie Belcher and Paula Lowe.

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

Bob Wise
Governor

Tom Susman
Acting Cabinet Secretary

Diane Holley
Public Information Officer/Editor

Special Thanks

Pam Gunter
Debbie Harrison
Kaye Parks
Sandy Singleton
Kitty Wilson



The voucher processing staff strives for perfection. Pictured are the recent recipients of the State Auditor's Award of Excellence: (l-r) Teresa Siders, Sheila Coughlin, Kitty Wilson and Heather Atkins

Public Defender Services Strive for Excellence in Serving West Virginia

The Public Defender Services' staff is not interested in just processing transactions ...they want to make sure they get it right!

As a result, at this year's State Processing Payment Seminar, the State Auditor's Office awarded the Public Defender Services Office with the *Award of Excellence*. With

a transaction accuracy of 99.46 percent, only 31 transmittals were returned out of the 5,715 processed.

"This award was a great morale booster for our staff to receive positive feedback, especially in times of budget constraints," said Kitty Wilson, Director of Accounting and Budget Processing.

Wilson explains that if you are accused of committing a crime and cannot afford counsel, the state must appoint legal counsel. Since cases are appointed at the county level, her office does not receive information until completed. By

statute, the Public Defender's Office is required to keep track of statistical data on all claims (vouchers) submitted. The Information Services and Communications Division, along with Public Defender Services, help maintain ACCTS (Appointed Counsel Case Tracking System). "This system allows us to catch duplicates and ineligible claims," she said. "IS&C assisted us this year by upgrading our ACCTS, which allowed us to utilize computer equipment with higher processing speeds."

Striving for excellence is not a new 'trend' for the Public Defender Services. Three years ago, it received the same award from the Auditor's Office, with an accuracy rate of 99.4 percent. "The great thing about receiving this year's award is that we maintained our rating. In fact, we had a slight increase, even though we lost one person who had been with us for quite some time," Wilson said.

Jack Rogers, Executive Director of the Public Defender's Office, is proud of the high level of work processed by his staff. "For more than 10 years, under the leadership of Kitty Wilson, our voucher processing staff has been among the hardest working and most efficient of state employees. The cost savings generated by their careful scrutiny of vouchers have resulted in savings that more than offset the cost of the entire section," Rogers said.

He stated that during the review period, this section processed nearly 25,000 vouchers, checking for legal compliance, completeness, errors, etc. "The accuracy rate for these transactions was 99.46 percent, a remarkable achievement by any standard," he added.

PEIA Encourages People to "Take the Steps" During the Winter Months for Exercise



In 2002, the Public Employees Insurance Agency (PEIA) spent \$78 million in treatment for people with obesity-related diseases. "Unless we make lifestyle changes, that figure is expected to increase," said PEIA Nurse Analyst Tanya Cyrus. Sensible nutrition and an active lifestyle can prevent many of these diseases.

PEIA is targeting obesity in children. "As adults, we should set an example for our children," she added. "One way to do that is to use the stairs instead of the elevator, whenever possible."

PEIA Wellness Coordinator Nidia Henderson agrees. "A perfect piece of exercise equipment is the stairs! And they're free!" she said. "They're great for building up the legs and

are good for the cardiovascular. When the weather is bad, they're also a convenient alternative to outdoor walking."

In 1999, West Virginia had slightly under 7,000 deaths resulting from heart disease. Of that amount, up to 30 percent could have been prevented through healthy eating and physical activity, according to PEIA statistics.

Encouraging people to take the stairs is part of a campaign initiated by PEIA, which includes billboard and radio advertisements, stressing "simple steps to better health."

For more information on better health, please visit PEIA's websites at www.wvportions.com and www.peiapathways.com.

PROMISE Scholarship Eases Financial Debt of Department Employees and Provides Incentive for Students to Succeed

Many of our department employees are relying on the PROMISE Scholarship to assist with the financial burden of putting their children through college.

Approved by the Legislature in 1999, the PROMISE Scholarship Program offers West Virginia high school graduates a full tuition scholarship to a state college or university or an equivalent dollar scholarship to an in-state private college. The catch is that they must complete school in West Virginia with a 3.0 grade point average in the core and overall coursework as well as a composite ACT score of at least 21, or a combined SAT score of 1000 (with certain stipulations).

Based on the student's achievements rather than on parent's financial resources, the scholarship program deemed 4,300 students eligible for 2003, with recipients awarded in every West Virginia county.

Several of our department employees have benefited from this program. Finance's Jackie Cox's son, Ryan, is a Herbert Hoover High School graduate who is currently studying biometric systems/engineering at West Virginia University. "Ryan had completed his sophomore year of high school before the PROMISE program was announced. He has always been a good student and the possibility of receiving this scholarship encouraged him to continue to work hard in high school," she said.

Personnel's Tim Basford's

daughter Laurie attended Capital High School and is studying secondary education at Marshall University. "The PROMISE scholarship is one of the best things the Wise administration has done because it provided something real and tangible to many citizens and in an area – higher education – that is very important to both parents and students," he said.

IS&C's Pat Wehrle, CPRB's Toni Justice and CPRB's Bob Nichols, all of whom have children in college and are utilizing the PROMISE, stated that they are pleased with the program and the incentives placed on continuing education.

Effective July 1, 2004, a minimum composite score of 21 and a sub score of 20 will be required of all ACT test-takers on a single test date or a minimum score of 1000 on the SAT and a minimum score of 490 on the verbal section and a 480 on the math section of the SAT on any single test date.

Gov. Bob Wise recently announced that more than 77 percent of the 2002 PROMISE recipients met the renewal requirements. "West Virginia's best and brightest students are not only choosing to remain in West Virginia, but are excelling in their post-secondary curriculum and keeping their PROMISE scholarship," he said. For more information on application and renewal stipulations, visit www.promisescholarships.org.



Governor Bob Wise is pictured honoring the recipients of the PROMISE Scholarship, a program he initiated during his administration.

Joyful Night Celebration Set

The State Capitol once again will be the scene of a beautiful and joyous Christmas celebration. Gov. Bob Wise will host the annual program, **Joyful Night**, on Thursday, December 4 from 6:00 p.m. – 6:30 p.m., followed by a tour of the grounds and Governor's Mansion from 6:30 – 8:00 p.m.

Beginning with music from local school bands and choral groups, the program will include the official lighting of the trees and remarks from the Governor. The evening will conclude with refreshments served at the Cultural Center and a tour of the grounds and Governor's Mansion.

General Services has the responsibility of getting the trees to decorate for the Capitol grounds. "We're putting those trees up now," said David Pentz, Director of General Services. "The tree in front of the Lincoln Plaza was donated by John Shackelford of Charleston. It is a 30-foot Norway spruce which he's kept in magnificent shape." In the fountain area, another tree was donated by Chesapeake resident Joyce Robinson Moore.

Plan to bring your family and join with many others during this special evening at the State Capitol.



Gov. Bob Wise greets children during last year's Joyful Night celebration at the State Capitol.

Financial Reporting
Continued from Page 1

Presentation Award from GFOA, which is the highest form of recognition in government budgeting. According to Budget Director Roger Smith, his office has received this award for the past eight years.

Finance Director Andrew Fizer expands on these accomplishments. "The Finance Division is extremely proud of the FARS and Budget staff," he said. "The CAFR and Budget Document are prime examples of the governor's unwavering belief in and commitment to the state's financial accountability, as well as the Legislature and its leadership for attaining a sound budget."

In addition, the West Virginia Board of Risk and Insurance Management (BRIM) has received the **Certificate of Achievement for Excellence in Financial Reporting** for its CAFR for the past seven years. "It has been said that the mark of a good leader is one who surrounds himself with people of good integrity, whose main goal is to get the job done correctly," said BRIM Director Chuck Jones. "Our agency is honored and humbled by this award."

For the fifth year, the Public Employees Insurance Agency joins the list of agencies within the department to earn the *Certificate* for its CAFR, according to PEIA's Chief Financial Officer Jason Haught.

"This international recognition for our state's financial and budgeting efforts may be attributed to the hard work and dedication of our employees," said Cabinet Secretary Tom Susman. "These complex documents are the result of labored research and tireless hours of statistical gathering. I applaud our employees who were recognized for their accomplishments."

Welcome!...to the employees who recently joined our department: **Leetta Brillhart** (IS&C); **Jennifer Byrd** (Purchasing); **Stephanie King** (Secretary's Office); and **Amber Stansbury** (CPRB).

Best Wishes...to those employees who recently resigned: **Destiny Higginbotham** and **Brenda Brooks** (both of Personnel); **Pam Griffith** (IS&C); and **Brenda Gould** (Grievance Board).

Time to Enjoy Life!...Congratulations to those employees who recently retired from state government: **Randall Bentley** and **Robert Lewis** (both of General Services); **Joanna Smith** (PEIA); and **Larry Morris** (IS&C).

PEOPLE TALK

An Extra Day Off...Governor Bob Wise recently declared an additional day off on Friday, December 26. All state offices will remain open one-half day on Christmas Eve.

Got News?...Let us know what's going on with you and your family. Contact Diane Holley, Editor, at (304) 558-0661 with information to share with the department's employees.

Fulfillment

I don't think there is any one definition for success. To one person, it may have to do with providing for a family, to another person success may be working in a country club. Our society looks at a checkbook to measure success. But really, success is personal fulfillment, whatever that means to that individual.

**Lloyd Tarbutton, Founder
EconoLodge International, Inc.**

HAPPY BIRTHDAY...in December

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|---|--|
| <ul style="list-style-type: none"> 1 Ralph Booher IS&C Tim Lee Gen. Svcs. 3 Ann Mollohan Purchasing Ron Price Purchasing 4 Betty Francisco Purchasing Crystal McLaughlin CPRB 5 Felice Joseph PEIA JanLong PEIA Paul Marteney Grievance Bd. 8 Wilma Garbett IS&C Iona Keller Grievance Bd. Louise Miller Finance 9 Cynthia Booth IS&C Catherine Fowlkes Finance Mary Jo Swartz Grievance Bd. Keith Wood Aviation 10 Julie Blosser Grievance Bd. Steve Forsythe Personnel Erik Hawkins IS&C 11 Robert Vaughan IS&C 12 Marcus Soulsby IS&C Darrell Utt Gen. Svcs. 14 Joseph Estep PEIA Max Farley Personnel Darlene Held IS&C Greg Keene IS&C | <ul style="list-style-type: none"> 15 Cynthia Burr..Pros.Atty. Institute Bill Cook IS&C 16 Sandra Singleton ... Purchasing 17 Cecil Hill CPRB Sandra Joyce Purchasing Charles McDowell Aviation Kara Tully IS&C 18 Johnny Fernatt BRIM Dan Miller Purchasing 21 Sylvia Brown Gen. Svcs. Robert Bush CPRB 22 Pam Clark Public Defender David Lester IS&C 24 Billy Miller IS&C Paul Stone Public Defender 26 Chester Dean IS&C Deepesh Randeri IS&C 27 Matt Carr IS&C Jeff Long Personnel 28 Rick Alker Ethics Linda Lyter Finance Cliff Myers PEIA 29 Charles Black Gen. Svcs. Jim Burgess Gen. Svcs. 30 Teresa Morgan Personnel 31 Chuck Jones BRIM |
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