

Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

December 2004 · Vol. 11, Issue 12

Employee of the Month

IS&C's Larry Meninger Processes our Mail at the Capitol

LARRY MENINGER, a mail processing operator II for the Data Center of the Information Services and Communications (IS&C) Division, has been selected as the department's *Employee of the Month* for December.

A 23-year employee of state government, Larry is

responsible for operating the Pitney Bowes high-speed mail inserter machine during the day shift in the mail room. He performs these processing tasks for various agencies at the State Capitol Complex.

One of his co-workers said, "Larry is a hard worker, who is always courteous and cheerful."

Another co-worker added, "He is helpful to his co-workers and customers. He

does what he can to get the mail out on time, even when the deadlines are nearly impossible."

In Larry's spare time, he enjoys camping, golfing, fishing and other outdoor activities.

Please join Larry's friend and co-workers at a special ceremony in his honor at 10 a.m. on Wednesday, December 1 in the lobby of Building 6.



LARRY MENINGER
December Employee of the Month

Governor-Elect Joe Manchin To Take Office on Jan. 17



On November 2, Joe Manchin was elected as West Virginia's new governor. "We're going to run this state as a business. We have 44,000 employees, a \$10.83 billion cash flow

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Prescription Drug Cost Still on a Rise Throughout the Nation

With prescription drug costs on the rise all across the nation, the Public Employees Insurance Agency (PEIA) Finance Board is facing the dilemma of raising premiums.

The board adopted a plan and conducted public hearings last month to solicit input on the plan for fiscal year 2006. The board also offered face-to-face customer service sessions to give members a chance to ask questions of customer service specialists.

Single-source brand-name

drugs are being blamed for the increase. Those are the highly advertised drugs under patent by a single manufacturer. Even though those prescriptions only account for 48 percent of the prescriptions filled by PEIA members, they represent 87 percent of the prescription drug costs of the plan.

Fifty-two percent of the prescriptions filled by PEIA members are generic drugs; however, they account for only 13 percent of the plan costs.

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Sneak Peek INSIDE...

- ◆ **Departmental Salute...**to our 2004 Employees of the Month
- ◆ What's Up with the Capitol Dome?
- ◆ IS&C Offers New Classes in Upcoming Months
- ◆ Employees of the Month Recognized for Performance
- ◆ Administrative Notes

A DEPARTMENTAL SALUTE!...

to our Employees of the Month During 2004

Nominees for the 2004 Department Employee of the Year



Mike Michaelson
January 2004



John Johnston
July 2004



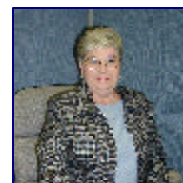
Ron Price
February 2004



Ricky Morris
August 2004



Linda Dexter
March 2004



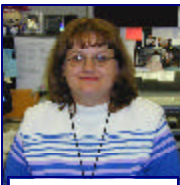
Carol Jarrett
September 2004



Maria Yoakum
April 2004



Marie Terry
October 2004



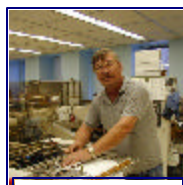
Arlene Furby
May 2004



Monroe Gillespie
November 2004



Lee Ann Halstead
June 2004



Larry Meninger
December 2004

The announcement of the 2004 *Employee of the Year* for the Department of Administration will take place at 2 p.m. on Thursday, December 16, 2004, in Conference Room C in Building 7.

Last month, our employees placed their ballots for the recipient of this year's most prestigious award. 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 2004 *Employee of the Year* are...

MIKE MICHAELSON, our January *Employee of the Month*, is a Building Maintenance Supervisor II for the General Services Division.

RON PRICE, our February *Employee of the Month*, is a Buyer Supervisor for the Acquisitions and Contract Administration Section of the Purchasing Division.

LINDA DEXTER, our March *Employee of the Month*, is a Secretary II for the Administration Section of the Board of Risk and Insurance Management.

MARIA YOAKUM, our April *Employee of the Month*, is a Data Warehouse Specialist II for the Development Center of the Information Services and Communications Division (IS&C).

ARLENE FURBY, our May *Employee of the Month*, is a Personnel Specialist for the Employee Information/Payroll Section of the Division of Personnel.

LEE ANN HALSTEAD, our June *Employee of the Month*, is an Insurance Assistant for the Health Professionals and Member Services Section of the Public Employees Insurance Agency (PEIA).

JOHN JOHNSTON, our July *Employee of the Month*, is a Senior Buyer for the Acquisitions and Contract Administration Section of the Purchasing Division.

RICKY MORRIS, our August *Employee of the Month*, is a custodian for the Custodial Services Section of the General Services Division.

CAROL JARRETT, our September *Employee of the Month*, is an Administrative Services Assistant I for the Acquisition and Contract Administration Section of the Purchasing Division.

MARIE TERRY, our October *Employee of the Month*, is a Supervisor II for the Training and Outreach Section of PEIA. *Marie has retired and is ineligible for this annual award.*

MONROE GILLESPIE, our November *Employee of the Month*, is a Program Analyst IV for the Development Center of IS&C.

LARRY MENINGER, our December *Employee of the Month*, is a Mail Program Analyst IV for the Development Center of IS&C.

Congratulations to all of our honored *Employees of the Month* for this year!

Quilting Serves as a Labor of Love

We all have our own way of relaxing outside of the office. Travel Manager Catherine DeMarco of the Purchasing Division unwinds by picking up the quilt she's been working, finding a comfortable chair and getting lost in her labor of love...one stitch at a time.

In the past year, DeMarco has had more excitement in her life than most people do in a lifetime. In February of 2003, water got in the cross base of her home completely wiping out the furnace. Four months later, the dam broke to the Indian Creek Lake flooding their house with five feet of water, mud and debris. Five months later, another inch of water came in the sunken family room completely ruining the newly laid wooden floor.

Quilting has proven to be her key to relaxation. "It's what I like to do," said DeMarco. "There's a peace that comes over me when I'm quilting, and I don't have to sit there for hours for it to come. I can't say that quilting is for everyone but for me it's like therapy."

DeMarco first got hooked on quilting in the mid-1980s. She started with some small pieces and finished her first quilt in 1989.

The last four years, DeMarco has entered quilts in the West Virginia Division of Culture and History Juried Quilt and Wall Hanging Exhibition. Her "Log Cabin" quilt placed third and her "Watercolor" quilt received *People's Choice*. She says it was her husband, Corky, who first suggested she enter the competition.

In addition to the Culture and History awards, DeMarco's quilts have placed in the West Virginia Quilter's Guild as well as the West Virginia Arts and Crafts Show in Ripley.

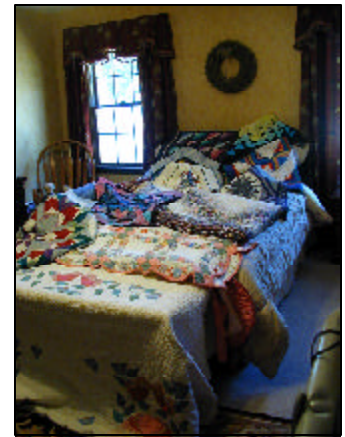
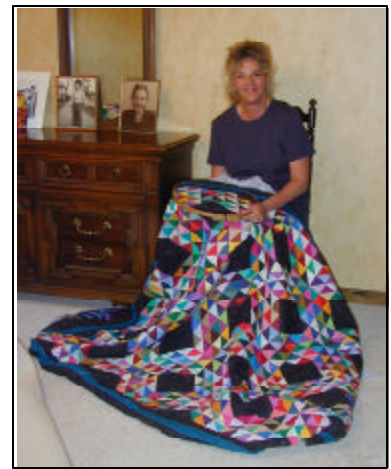
DeMarco estimates she has completed about 20 quilts and wall hangings, with nearly \$200 in fabric, batting and backing per quilt. "I purchase nothing but the best and always use 100 percent cotton as well as the best thread," she said. She added that she averages one large quilt per year. Most of her quilts have been given to relatives while the remaining are either displayed around the house, on beds or rolled up and put away. Her most recent quilting project, which has beautifully bright colors, is an Amish pattern called "Ocean Waves".

The art of quilting was not handed down to her. She said she always loved working with her hands by needlepointing or crocheting. While DeMarco enjoys other hobbies like reading and gardening, quilting is one of her favorites.

For a beginning quilter, DeMarco recommends participating in a class offered by local quilt shops. She also said she purchases many items from the Internet. She added that there is even software that shows you what your quilt is going to look like before you piece it together.

When asked if her husband ever feels slighted by the amount of time she gives her quilts, she responded by saying, "Heavens, no. In fact, he encourages me. It's just such good therapy and helps me unwind after a stressful day. I wish everyone would have a hobby."

Some of us may never take up the art of quilting, but we can certainly appreciate the artistry displayed in May each year at the Cultural Center during the Quilts and Wall Hangings Juried Exhibition.



(Far Top) Catherine DeMarco proudly displays her colorful Amish quilt called "Ocean Waves."

(Above) These are just a few of the many quilts DeMarco has made since the mid-1980s when she first took up quilting. She has given most of her quilts to family and friends.

**Happy Holidays...
to our
Department
Employees
and their
Families**

A festive holiday graphic featuring a green Christmas tree with yellow and red ornaments, a yellow star on top, and several wrapped gifts in red and green. The background is a mix of yellow and black.

Share Your Story
We would like to hear about a special hobby or story about YOU! If you would like to share your story with us, e-mail Editor Diane Holley at dholley@wvadmin.gov or call 558-0661.



What's Up with the Capitol Dome?

Have you been wondering what is going on with the State Capitol dome? It appears it is *under construction*, but what work is being done?

The current project involves structural repairs, along with repair of decorative elements and re-gilding. The structural part of the project involves replacing rust-damaged steel at the upper (lantern) level. Decorative sheet metal elements, (flowers, etc.) are to be repaired or replaced, with the final part of the project consisting of the entire dome being gilded (gold leafed).

The general contractor is Wiseman Construction of Charleston, the same vendor who painted the interior of the dome several

years ago.

A separate vendor, John Canning Gilding Studio of Connecticut, has been contracted to provide the gilding to the dome.

Scaffolding, as shown to the left, was erected completely around the dome in preparation of the work. It is covered with fabric to ensure the inside environment is temperature- and humidity-controlled, making year-round work feasible. This project is expected to be completed in two years at a cost of \$4.6 million.

Scaffolding surrounds the Capitol dome in preparation of structural and decorative repairs to be made. This project consists of gilding the entire dome.

Prescription Drugs Continued from Page 1

Despite the fact that Plan Year 2006 is projected to have a surplus of about 22 percent, PEIA is required by statute to maintain a reserve, as do private insurance companies. In order to avoid rising plan costs consuming that surplus, premiums will have to be adjusted.

"Even with the surplus, PEIA still has a mandate from the Legislature to get to an 80-20 premium split by Plan Year 2007," said PEIA General Counsel and Acting Director Keith Huffman.

To be in compliance with the law, it will be necessary for the board to raise insurance premiums by either increasing premiums in 2006 and 2007, or skipping 2006 but requiring a very large increase in 2007.

PEIA will inform its members as developments unfold.

Boy Scouts Learn About Aviation and Aeronautics



Fifty boy scouts, along with their parents, arrived at the State Aviation hangar at Yeager Airport to learn about aviation and aeronautics. Responding to a request from Scout Master Chris Legg, Director of Aviation Keith Wood and Chief Pilot Charles (Chip) McDowell offered a two-hour hands-on presentation of both airplanes and helicopters.

This class covered the basics of aeronautics as well as the qualifications needed to be a pilot. A tour of the hangar followed, with the opportunity to be photographed inside both the state's King Air 350 airplane and Bell 206L helicopter.

"I'm always glad to promote aviation and aeronautics as a career choice," Wood said. "It was especially nice to see both scouts and their parents equally excited about aviation. Today's scout is tomorrow's commercial/military pilot or astronaut."

In the past, the Aviation Division hosted numerous school and civic tours of the hangar; however, since the 9/11 tragedy, requests have been sharply curtailed. The division provides safe reliable air transportation to the Governor and his staff. In addition, it maintains and operates the 15,000 sq. ft. hangar facility.

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

Bob Wise
Governor

John Poffenbarger
Acting Cabinet Secretary

Diane Holley
Public Information Officer/Editor

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Debbie Harrison
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Kaye Parks
Valerie Rist
Sandy Singleton
Sarah Tignor

Professional Development Opportunities

New Classes Now Offered at IS&C's Technology Learning Center

The Technology Learning Center of the Information Services and Communications Division (IS&C) is offering a series of new classes and workshops in the upcoming months.

Beginning in December...

Microsoft Word 2003 Level 1 – The basics of working with Microsoft's latest Word Processing program.

Microsoft Word 2003 Level 2 – Intermediate features of word processing.

Excel 2003 Level 1 – The basics of working with Microsoft's spreadsheet program.

Access 2003 Level 1 – The basics of working with Microsoft's database program.

PowerPoint 2003 Level 1 – The basics of working with Microsoft's business graphics program.

Workshop Wednesdays

On selected Wednesdays each month, Microsoft users of Office 2000 or 2002 (XP) interested in learning only the new features of Microsoft Office 2003 can attend **Workshop Wednesday** sessions covering the changes in the latest Office release. Topics covered in the individual sessions include:

Excel 2003 New Features:

- Watching a formula
- Drawing a border
- Creating a list
- Using the Insert Row
- Creating a Total Row

Word 2003 New Features:

- View a document in the Reading Layout View
- Apply formatting using a Task Pane

- Comparing side by side documents
- Opening the protect document Task Pane
- Restricting document editing
- Creating restriction exceptions
- Using the research Task Pane

PowerPoint 2003 New Features:

- New Pens
- Research Pane
- Thesaurus
- New Slide Show Navigation Features
- Ink Annotations
- Using the Office Picture Manager

Beginning in January...

Access 2003 Level 2 – form techniques in database work

PowerPoint 2003 Level 2 –

intermediate features and using graphics in Microsoft's business graphics program

Microsoft Publisher 2002 – how to tackle desktop publishing with Microsoft's fun and easy to use publishing program

WordPerfect 12 Features – users upgrading to WordPerfect 12 from previous versions can spend the day exploring the new features offered in the current release of WordPerfect.

Beginning in February..

Crystal Level 2 – Intermediate features of Crystal's powerful database reporting tool.

Access 2003 Level 3 – Query work in the database.



To register for any of these training opportunities, please contact the Technology Learning Center at 558-6384 or visit its website at www.WVTLCCCLASSES.com for class calendars and other software tips and tricks.

Procedural Changes Made to the Education and State Employees Grievance Board

The Grievance Board recently amended its Procedural Rules in response to changes in the law and suggestions from customers. The amendments are intended to improve the grievance process and make the laws more uniform.

Rule 3.3 allows Level Three grievance evaluators in grievances by state employees to subpoena relevant documents, including documents in possession of the Division of Personnel. The rule also requires redactions of confidential information within the documents before disclosure.

Rule 3.5 allows state and higher education employees to intervene and become a party in a grievance proceeding, when their rights or property may be substantially, adversely affected by the decision in a pending grievance, and their rights may not be adequately represented by the existing parties.

Rule 4.6 allows administrative law judges to issue subpoenas for Level Three hearings upon written request.

Rule 4.6.1 requires the exchange of a witness list.

Rule 4.15 allows grievances to be consolidated at the lower levels of the procedure. This will permit grievances to be processed more efficiently.

For additional information on these recent procedural changes, please visit the website of the Education and State Employees Grievance Board at www.state.wv.us/admin/grievanc/grievanc.htm or call 558-3361.

Educational Tuition Reimbursement Policy Available

Were you aware of a program that may reimburse state employees for employment-related educational expenses and/or grant education leaves with pay? The Educational Expense Reimbursement/Leave Program is available, pursuant to terms and conditions as stated in the policy, taking into consideration if sufficient funds are available.

The education must be directly related to maintaining or improving the employee's performance ~~of his or her~~ existing job responsibilities except as provided in Section III D of the policy.

For more information, visit the Division of Personnel's website at www.state.wv.us/admin/personnel/emprel/POLICIES/Policies.htm and select the Educational Expense Reimbursement/Leave Program. This site also contains the appropriate forms necessary to apply.

Joe Manchin

Continued from Page 1

and 1.8 million stockholders," he said.

Manchin appointed seven transition teams to evaluate where state government presently stands on various concerns, including education, health care and economic development and tourism. "We've got to fix the company, and that means finding out how we are doing in each department – how things are working in each department," he added.

The Fairmont native will be sworn in on Monday, January 17, 2005. He stated he anticipates a good working relationship with the Legislature, which will convene on Wednesday, February 9, 2005.

Welcome!...to the employees who recently joined our department: **Michael Harmon** (PEIA) and **Lisa Rogers** (IS&C).

Best Wishes...to **Pamela Williamson** of the Board of Risk and Insurance Management, who recently resigned from the Department of Administration.

Retirement News!...Congratulations to our two employees who recently retired: **Marie Terry** of the Public Employees Insurance Agency and **Judith Johnston** of the Information Services and Communications Division. *Best wishes to both of these ladies!*

Parking Meters at Laidley Lot...Effective November 22, 2004, the meters are the visitor parking lot at Laidley Field have been converted to 10 hour meters that will take **quarters only**.

PEOPLE TALK

Special Days in December...Aside from the holidays that are most commonly known, there are a few that perhaps have escaped being listed on your calendar: Bill of Rights Day (Dec. 15), Humbug Day (Dec. 21), First day of Winter (Dec. 21), and National Whiners Day (Dec. 26).



Baby News...Personnel's Ginny Fitzwater recently became a grandma. Her daughter Valerie Long and husband Jeremy welcomed Jillian Elizabeth on November 10. She weighed 8 lbs., 15 oz. and was 20½ inches long.

HAPPY BIRTHDAY ...in December

- | | | | |
|----|--|----|-----------------------------------|
| 1 | Ralph Booher IS&C | 16 | Sandy Singleton Purchasing |
| | Tim Lee Gen. Svcs. | 17 | Cecil Hill CPRB |
| 3 | Ann Mollohan Purchasing | | Sandy Joyce Purchasing |
| | Ron Price Purchasing | | Chip McDowell Aviation |
| 4 | Betty Francisco Purchasing | | Kara Tully IS&C |
| 5 | Felice Joseph PEIA | 18 | Johnny Fernatt BRIM |
| | Jan Long PEIA | | Dan Miller Purchasing |
| | Paul Marteny Grievance Bd. | 21 | Sylvia Brown Gen. Svcs. |
| 8 | Wilma Garbett IS&C | | Robert Bush CPRB |
| | Iona Keller Grievance Bd. | | Bill Dodson Gen. Svcs. |
| | Ada Miller Finance | 22 | Pam Clark Public Defender |
| 9 | Cynthia Booth IS&C | | David Lester IS&C |
| | Keith Wood Aviation | 24 | Billy Miller IS&C |
| 10 | Julie Blosser Grievance Bd. | 26 | Chester Dean IS&C |
| | Steve Forsythe Personnel | | Deepesh Randeri IS&C |
| | Erik Hawkins IS&C | | Bobbie Seyedmonir Personnel |
| 11 | Robert Vaughan IS&C | 27 | Matt Carr IS&C |
| 12 | Marcus Soulsby IS&C | | Jeff Long Personnel |
| | Darrell Utt Gen. Svcs. | 28 | Derrick Cannon IS&C |
| 13 | Theresa Kirk Ethics | | Linda Lyter Finance |
| 14 | Joe Estep PEIA | | Chip Myers PEIA |
| | Max Farley Personnel | 29 | Charles Black Gen. Svcs. |
| | Greg Keene IS&C | | Jim Burgess Gen. Svcs. |
| 15 | Cynthia Burr Pros. Atty. Institute | | Barbara Ray Gen. Svcs. |
| | Bill Cook IS&C | 30 | Teresa Morgan Personnel |
| | | 31 | Chuck Jones BRIM |

