

Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

December 2007 • Vol. 14, Issue 12

Employee of the Month

Technology's Sharon Lacey Offers "Can Do" Attitude

SHARON LACEY, an Information Systems Consultant II for the Office of Technology, has been selected as the Department of Administration's **Employee of the Month** for December.

A 36-year employee of state government, Lacey is responsible for reviewing Information Technology (IT) procurement requests for all state agencies to determine if the requests are technically and economically feasible.

Lacey assists agencies with formulating IT specifications and/or drafting Requests for

Quotations and Requests for Proposals. She works as a liaison between agencies, the Purchasing Division, and other entities to facilitate the process and to ensure that all laws and regulations are followed.

One of Lacey's co-workers stated, "Sharon offers exemplary service to her customers and exhibits the best examples of teamwork and attitude. Her 'can do' attitude manner is infectious, and she inspires those around her to perform at their best at all times."

According to another co-worker, "She can be counted

on to always be there with a smile on her face and a willingness to help with any problem."

Sharon values the time she spends caring for her mother and her grandchildren. She also enjoys participating in the Sisters of Praise Dance Team, attending school and sports events, and reading.

Please join Lacey and her co-workers at a special ceremony presented by Cabinet Secretary Rob Ferguson at 11 a.m. on December 5 at the Office of Technology.



SHARON LACEY
December Employee of the Month

The Liberty Bells Tolls Again at State Capitol



Mark Warner (left) watches as Duane Parsons (middle) and Ken Huffman (right), both of the General Services Division, put the wooden yoke on the Capitol's replica Liberty Bell. Warner, from Tucker County, made and donated the yoke.

Mark Warner made a visit to the State Capitol in August of this year to specifically see the replica Liberty Bell, which is located on the complex. Warner said he was interested in its design for a project he was working on at his Tucker County home.

While surveying the bell which sits in the circle on the north side of the State Capitol between the east and west wings, he noticed the obvious: the current wooden yoke was deteriorating from years of being exposed to the weather.

Warner, a furniture maker of 40 years and wood carving artist, decided then that he would offer to make a replacement yoke.

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Sneak Peek INSIDE...

- ◆ Announcement Set for Dec. 12 for our Employee of the Year
- ◆ Aviation Safety Day Proves Beneficial to Pilots and Staff
- ◆ BRIM's Loss Control Staff Assists State Agencies
- ◆ Administrative Notes

Employee of the Year to be Announced

Official Ceremony Set for Dec. 12

Our 2007 Nominees



CYNTHIA GOOD
January



BOBBY MITTS
July



JOSELYN CASTO
February



CONNIE BYRNE
August



PAULA LOWE
March



JOE THOMAS
September



DANNY SIZEMORE
April



LISA COLLINS
October



DAVE SHINGLETON
May



BEVERLY TOLER
November



RITA WITHROW
June



SHARON LACEY
December

Last month, Department of Administration employees placed their ballots for the **2007 Employee of the Year**. It's almost time to find out who is the recipient of this annual award. This is the 15th year of this program.

Cabinet Secretary Rob Ferguson will make the official announcement of this year's selected honoree at 1:30 p.m. on Wednesday, December 12, in Conference Room C in the Gaston Caperton Training Center (Building 7). A reception will immediately follow the announcement.

The nominees for this honor are the 12 **Employees of the Month** who were selected throughout this year. Unfortunately, only one will receive this prestigious award. The winner of this award receives a certificate of recognition signed by Gov. Joe Manchin and Cabinet Secretary Ferguson, along with a monetary award of \$2,500 (before deductions). The 2007 nominees for the **Employee of the Year** are listed below:

CYNTHIA GOOD, our January Employee of the Month, is an Administrative Services Assistant II for the Operations and Telecommunications Section of the Office of Technology.

JOSELYN CASTO, our February Employee of the Month, is an Accounting Technician III for the Division of Finance.

PAULA LOWE, our March Employee of the Month, is an Accounting Technician III for the Division of Finance.

DANNY SIZEMORE, our April Employee of the Month, is a Grounds Keeper for the Grounds Section of the General Services Division.

DAVE SHINGLETON, our May Employee of the Month, is an Information Systems Consultant III for the Consulting Services Section of the Office of Technology.

RITA WITHROW, our June Employee of the Month, is a Purchasing Assistant for the Acquisition and Contract Administration Section of the Purchasing Division.

BOBBY MITTS, our July Employee of the Month, is an Underwriting Manager for the Board of Risk and Insurance Management (BRIM).

CONNIE BYRNE, our August Employee of the Month, is a Financial Reporting Specialist II for the Financial Accounting and Reporting Section of the Division of Finance.

JOE THOMAS, our September Employee of the Month, is a Senior Personnel Specialist for the Division of Personnel.

LISA COLLINS, our October Employee of the Month, is a Personnel Specialist with the Division of Personnel.

BEVERLY TOLER, our November Employee of the Month, is an Office Assistant III for the Communication and Technical Services Section of the Purchasing Division.

SHARON LACEY, our December Employee of the Month, is an Information Systems Consultant II for the Office of Technology.

All department employees are encouraged to attend the **Employee of the Year** ceremony this month to support our outstanding employees. A special congratulations is extended to our well-deserved **Employees of the Month** for this year!



Aviation Safety Day Keeps Pilots and Staff Up to Speed with Aircraft and Procedures

There are times when being grounded is not such a bad thing, as in the case of when the state Aviation Division recently grounded its fleet of aircraft for an entire day.

For seven straight years, the Aviation Division has conducted an Aviation Safety Day in the state hangar facility at Yeager Airport. This day is devoted to discussing and performing safety training with pilots, administrative personnel, mechanics and Gov. Joe Manchin's security personnel.

"On our safety day, we

do not schedule or perform flights. The day is all about reminding our staff about the importance of aviation safety," said Keith Wood, Director of the Aviation Division. "Our flight and maintenance schedules are hectic, but we always take the time once a year for this day. It is too important to break this tradition."

The classes offered during safety day included aviation safety and training videos; first aid and CPR instruction; engine, propeller, and rotor system reviews; in-flight emergency



Brian Hilmon (right), Chief of Maintenance for the state Aviation Division, discusses particulars of one of the state aircraft engines with state pilot Chip McDowell during the agency's annual Aviation Safety Day.

scenarios; and security familiarization with the aircraft.

"Last year, the State Aviation Division flew more than 1,200 on-time flight hours throughout the United States and Canada without any accidents or incidents," Wood said. "This is a testimony to the professionalism of the administration staff, flight crew, and maintenance personnel."

Joyful Night Celebration...Full of Festivities



General Services Division personnel are pictured setting up one of the many trees in preparation of *Joyful Night* to be held December 4 on the State Capitol Complex. This event is free to the public.

A variety of activities is scheduled for *Joyful Night*, an annual holiday event set for Tuesday, December 4.

Gov. Joe Manchin III and First Lady Gayle Manchin will be the hosts to this celebration, which begins with the Cabell Midland High School marching band playing on the north side Capitol steps at 5:45 p.m. At 6 p.m., the Governor and First Lady will "flip the switch" to light the Christmas tree.

The event will continue when the Manchins move onto the south side of the complex for yet another Christmas tree ceremony. *Joyful Night* continues with caroling in the lower rotunda, followed by the Governor and First Lady reciting "The Night Before Christmas" in the Governor's Reception Room.

The evening concludes with performances at both the Cultural Center and the Governor's Mansion. Ten musical groups are scheduled to perform, including the Marshall University Fife and Drum Corps. The event is free and open to the public.

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

Joe Manchin III
Governor

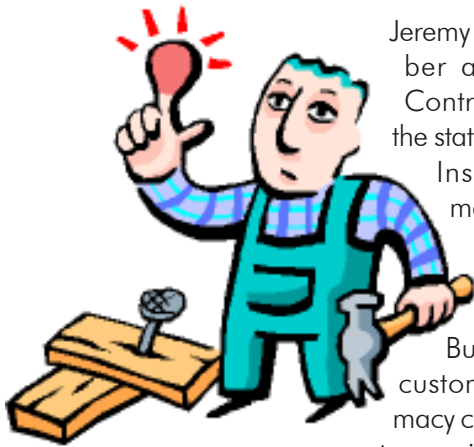
Robert W. Ferguson Jr.
Cabinet Secretary

Diane Holley
Communication Director/Editor

Production
Tony O'Leary

Special Thanks
Betsy Chapman
Kaye Parks

BRIM's Loss Control Specialists Assist Clients in Reducing and Controlling Potential Liabilities



Jeremy Wolfe can remember a time when Loss Control Specialists with the state Board of Risk and Insurance Management (BRIM) were not readily received with open enthusiasm from clients. But a heavy dose of customer-service diplomacy combined with monetary savings proved to be a perfect remedy.

"Initially, people weren't crazy about seeing me come through their door. But our Loss Control team is driven by quality service and to treat each customer as if we were in their shoes," said Wolfe, BRIM's Loss Control Manager who oversees a staff of five. "Now that we have established ourselves, we are getting calls for service instead of us having to make all the calls."

BRIM's Loss Control Department provides its customers with risk management strategies to reduce, control and eliminate insurance claims. In 2004, BRIM adopted a set of loss control standards known as the "Standards of Participation." The adopted set of standards is applicable to all customers insured through BRIM, and it is intended to be the core of a comprehensive approach to insurance loss prevention.

Participation in the program can allow BRIM clients up to a six percent credit on annual insurance premiums.

"I do not focus on the savings as much as I do on the

human aspect. I understand there is a cost benefit side of what we are doing, but the impact of our job is that we are improving workplace safety, which means people go home safely to their loved ones," Wolfe said. "This also reduces the amount of indirect losses for our clients from the loss of man hours with time spent in depositions to time spent replacing lost equipment."

The Loss Control Specialists develop and implement Loss Prevention strategies for BRIM clients at no direct cost to them.

These strategies cover a wide array of insurance loss prevention management techniques and education outreach classes. The visits to clients can last anywhere from several hours to several days depending on the need and size of the group.

Those receiving the training range from custodial positions to upper level management.

Since September, BRIM's Loss Control staff has met face-to-face with 51 clients and conducted seven outreach events. "And we will revisit all of them," Wolfe said. "We're not a 'one plan and you're done' with our clients. We continuously revisit with clients and maintain a positive working relationship to make sure they are proactive in their loss control management."

Wolfe points to a county board of education as an example of his department's on-going objectives.

"Awhile back, I was at a board of education with a horrible loss history. We worked hard to develop a loss prevention plan; and now after three years, the board's loss history has stabilized and they are not having nearly the amount of problems as before," he said, "and their premiums are stabilizing and their work sites are safer."

Wolfe estimates Loss Control Specialists have met with about 600 of BRIM's approximately 1,000 clients and up to 500 have received credits toward their annual insurance premiums for participating in the Standards of Participation program.

BRIM has contractual agreements with Schirmer Engineering Corporation (SEC) and Chubb Group of Insurance Companies (CHUBB) to inspect facilities it insures. SEC inspects insured facilities and premises for property

and general liability risks. CHUBB provides a comprehensive inspection program for high and low pressure boilers, and air conditioning systems of more than 25 tons.

"It's important to remember that we're not a regulatory agency. We inspect for insurance loss prevention reasons," Wolfe said. "We're driven to reduce, control and

"Initially, people weren't crazy about seeing me come through their door. But our Loss Control team is driven by quality service and to treat each customer as if we were in their shoes. Now that we have established ourselves, we are getting calls for service instead of us having to make all the calls."

Jeremy Wolfe
Loss Control Manager
BRIM



Continued on Page 6

State Citizens Vote for the Official Slogan

The votes are in and tabulated...the citizens of West Virginia have determined the official roadway welcome sign slogan.

"Wild, Wonderful" was the clear winner in a poll sponsored by the Governor's Office, besting the two other finalists, "Almost Heaven" and "The Mountain State." More than 41,000 votes were cast during the polling period with the "Wild, Wonderful" slogan garnering 57.5 percent of the vote, according to the Governor's Office.

"I'm delighted we had such a large number of West Virginians who took the opportunity to choose their favorite slogan," said Gov. Joe Manchin III. "I truly want to thank everyone for their participation and for the creative suggestions many provided during the first round of voting. We had a lot of worthy entries, but it is clear that West Virginians love to call this state 'Wild and Wonderful.'"

WV State Employees Combined Campaign

State employees may elect to contribute toward the West Virginia State Employees Combined Campaign (WVSECC) through December 31, 2007.

This is the only state-sanctioned fund raising effort in which state employees can use payroll deductions. For more information, contact your agency WVSECC representative.

Chandelier Restoration Project Continues House of Delegates Chandelier Returns

As reported in the October issue of **Quotes, Notes & Anecdotes**, the General Services Division has facilitated the restoration of the three main chandeliers in the State Capitol.

General Services Division has utilized the expertise of Acu-Bright, a New Hampshire-based company which was successful in being awarded a contract to clean and refurbish the Senate, House, and Rotunda chandeliers. In the past, patchwork repairs were made; however, it was evident that a total restoration was necessary for not only the aesthetic facet of the chandeliers, but more importantly, the safety factor.

In September of this year, the chandelier in the Senate Chamber was restored and installed. Recently, the restoration of the chandelier in the House Chamber was completed and installed. The final chandelier, which is expected to return in January, is to be installed in the Capitol Rotunda. This chandelier, which is the largest of the three chandeliers restored, is approximately twice the size of the crystal ball dropped in Times Square every New Year's Eve.

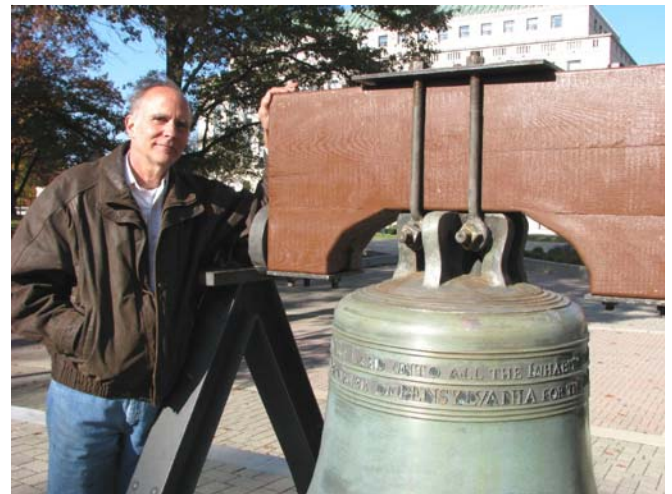


The newly restored chandelier is pictured being installed in the House Chamber.

Liberty Bell Yoke Continued from Page 1

Upon returning home, Warner inquired as to whom he should discuss his idea. He was told to contact the General Services Division to offer making the replacement yoke for the bell at no cost. After a conversation with General Services engineer Scott Mason, he was ready to begin the process.

Warner was given the old yoke to use as a template to design the new one. He used locust wood from his home county to build the 125-pound yoke, which he said will last longer than the untreated red oak used on the previous yoke. The previous yoke was installed approximately 12 years ago.



Warner was able to see his project to completion, standing nearby when the General Services Division personnel installed the yoke last month.

Among those who stopped by to thank Warner for his efforts was Gov. Joe Manchin III.

Mark Warner of Tucker County is pictured next to the yoke he made for the replica Liberty Bell. The previous yoke was replaced after years of exposure to the weather. A wood carving artist, Warner used locust wood to make the yoke.

CPRB Employees Settle into Their New Office Space

The Consolidated Public Retirement Board (CPRB) has completed its move to its new offices in Kanawha City.

The agency's 75 employees are now located at 4101 MacCorkle Avenue SE, which is a bus route for customers and employees who use the public bus system. Other advantages of the new location are free parking and more handicap-accessible parking spaces close to the building's entrance.

Prior to this move, the CPRB employees were located in three separate offices: in Buildings 5 and 6 at the Capitol Complex and in South Charleston. The agency's main telephone number, 558-3570, and its employee e-mail addresses remain the same.

BRIM's Loss Control Continued from Page 4

eliminate negligence for our clients as they maintain their facilities; and when they do, it's a win-win situation for everyone."

Under the leadership of BRIM Executive Director Chuck Jones and Deputy Director Robert Fisher, Wolfe said the Loss Control department is able to succeed in its mission. "They are incredibly supportive of our mission and have helped shape and organize our Loss Control services," Wolfe said of BRIM's management. "It makes it easier for us to do our job when upper level management is so supportive."

To assist its clients, BRIM has provided a sample loss control manual on its web site at www.state.wv.us/brim. The manual was developed to provide sample safety and loss control programs and to assist its customers in developing preventive programs.

Welcome!...to our new employees: **Susan Chapman** (General Services); **Greg Pittman**, **Michael Green**, **Carrie Hoover**, and **Jeff Wilson** (all of Technology); **Tracy Batman** and **Shawna Carson** (CPRB); **Karen Gray** and **Gwendolen Howell** (PEIA); **Brenda Gould** and **Ronald Reece** (Grievance Board); **Elizabeth Perdue** (Purchasing); and **Michael Waldorf** (Real Estate).

Hats Off...to the following employees who were promoted: **Eric Saidi** (Technology) from an Information Systems Coordinator II to an Information Systems Specialist II; and **Amanda Shirey** (PEIA) from an Insurance Assistant to a Lead Insurance Assistant.

Best Wishes...to the following employees who have resigned from our department: **Michael Loggains** and **Melissa Jarvis** (both of CPRB); and **Beverly Fox** (Personnel).

To our Department Employees Who Retired...your knowledge and expertise will be missed. The following employees retired from state government: **Linda Snell** and **Barbara Ray** (both of General Services); **John Johnston** and **Debbie Harrison** (both of Purchasing); **Susan Evans** and **Sharon Horn** (Personnel); **Sharon Gill** (PEIA); **Bobby Mitts** (BRIM); and **Joyce Jarrett** and **Janet Atkins** (both of CPRB).

Happy Holidays...

The Department of Administration wishes all of our employees a wonderful holiday season! Enjoy this special holiday with your family and friends.



HAPPY BIRTHDAY ... in December

- | | |
|--|--|
| <p>2 Glenn Briscoe Gen. Svcs.
Robin Hill Finance
Donna Meadows Technology</p> <p>3 Ann Mollohan Purchasing
Ron Price Purchasing</p> <p>5 Felice Joseph PEIA
Jan Long PEIA</p> <p>7 Bill Holmes Technology</p> <p>8 Wilma Garbett Technology
Iona Keller Grievance
Louise Miller Finance</p> <p>9 Stephen Schumacher BRIM
Keith Wood Aviation</p> <p>10 Steve Forsythe Personnel</p> <p>12 Shelda Martin PEIA
Lynn Sisson Technology</p> <p>13 Theresa Kirk Ethics</p> <p>14 Joe Estep PEIA
Steven Phillips Gen. Svcs.</p> <p>17 Cecil Hill CPRB
Sandra Joyce Purchasing
Chip McDowell Aviation
Nancy Shaver Technology
Kara Tully Technology</p> <p>18 Johnny Fernatt BRIM
Dan Miller Purchasing</p> | <p>21 Sylvia Brown Gen. Svcs.
Robert Bush CPRB
Bill Dodson Gen. Svcs.</p> <p>22 Pam Clark Public Defender
David Lester Technology
Jennifer Perry PEIA</p> <p>23 Carol DuKate Technology</p> <p>24 Billy Miller Technology
David Parsons Gen. Svcs.</p> <p>25 Howard Harris Technology
Robert Hensley Gen. Svcs.</p> <p>27 Matt Carr Technology
Jeff Long Personnel
Lester Thomas Technology</p> <p>28 Derrick Cannon Technology
Chip Myers PEIA</p> <p>29 Charles Black Gen. Svcs.
Charles Endres Gen. Svcs.
Barbara Ray Gen. Svcs.</p> <p>30 Teresa Morgan Personnel
Gary Mullins Technology</p> <p>31 Susan Chapman Gen. Svcs.
Chuck Jones BRIM
Charles Shedd Technology</p> |
|--|--|

