

Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

January 2000 • Vol. 8, Issue 1

Congratulations!...to IS&C's Wilma Garbett for Being Selected the Department's 1999 Employee of the Year

The Department of Administration's 1999 **Employee of the Year** is Wilma Garbett of the Information Services and Communications Division.

The announcement was made on December 16 at a ceremony held at the State Capitol Rotunda. The **Employee of the Month** recipients were eligible for this coveted award. "All totaled, the twelve individuals represented have contributed more than 200 years, two centuries of hard work and dedication to the state of West Virginia," stated Cabinet Secretary Joseph Markus.

All department employees were invited to attend the ceremony. A reception followed the presentation.

Wilma serves as a Database Administrator for IS&C's Software Development Section. When presenting her with this award, Cabinet Secretary Markus explained that her colleagues often refer to her as the *iron woman* due to her ability to master highly complex data projects.

Congratulations to Wilma!

Turn to page 5 for more pictures of the Employee of the Year reception!



IS&C's Wilma Garbett is pictured with Cabinet Secretary Joseph Markus and IS&C Director Mike Slater at the special ceremony announcing her as the Department's 1999 Employee of the Year.

Employee of the Month

Personnel's Sharon Horn Handles Workplace Stress with Ease

Sharon Horn, a Personnel Specialist for the Division of Personnel, has been selected as the Department's **Employee of the Month** for January.

A 13-year veteran of state government, Sharon began working at Personnel as a paralegal, and in 1996 was promoted to her current position. Her responsibilities include conducting legal research, drafting correspondence for supervisors, and monitoring grievances. She also assists other Senior Personnel Specialists in developing personnel policies and interpretive bulletins.



SHARON HORN
January Employee of the Month

Continued on Page 3

Sneak Peek INSIDE...

- ♦ Have You Made Your Millennium Resolutions?
- ♦ Capitol Shuttle Changes its Schedule
- ♦ Department Achieves Financial Recognition
- ♦ Department Officials Join Governor During a Recent Northern Panhandle Visit

WELCOME TO YEAR 2000!



Millenium Resolutions

What are Your Goals for Year 2000?



NEW YEAR

In the New Year, may your right hand always be stretched out in friendship, but never in want.

Irish Toast

TALKBACK

What are your New Year's Resolutions? Below are some responses from our GroupWise survey:

To extend my attention span and become a better listener.

I've made the same resolution for the past three years: to not make any resolution that requires more than one day to complete.

To just keep living each day to its fullest, day by day.

...I don't make resolutions because I can't keep them.

To do more volunteer work and help those less fortunate than I.

To try and cope with stress a little better, take a good vacation, and spend as much time as possible with my new grandsons.

The year 2000 has finally arrived...although you are another year older and wiser, there are many things you may wish you could change in your life.

Take heart. While your plight is not uncommon, good habits can be formed. Common resolutions include saving money, managing time, and losing weight. Here are some tips to help you accomplish these millennium goals:

Saving money: Decide on a goal, such as a new car, a summer vacation, or college for the kids. Put your spare change in a certain place each night. By the end of the year, you could save up to \$1,000.

Managing time: It is a matter of priorities. Focus on projects that have big pay-offs. Decide what your goals are and how much time you need to devote to them each day. Be specific about how you want to spend your time.

Losing weight: First target one aspect of your diet. Cut down or eliminate obvious fat sources. Instead of ice cream, start enjoying pop-sicles. Instead of frying, try

broiling. Shop for what you want to eat this week rather than just eating what is in the refrigerator.

Get the idea? It is perfectly fine to make big resolutions, but to achieve those goals, you have to take small steps in the beginning. What's even better is that you can begin to improve any time of the year, not just January 1.

This philosophy is shared by many of our Department employees who indicated that they do not make resolutions for the New Year, mainly because they are too hard to keep, according to a GroupWise electronic survey. Others focused on resolving to become a 'better person' rather than making major changes in their personal or financial lives.

For example, some of the

resolutions included focusing on things that *really* matter, such as family and friends. Others state they want to become more patient, better parents, more appreciative, more accommodating, better listeners and to treat others as they would want to be treated. Some employees also expressed educational goals they wish to pursue.

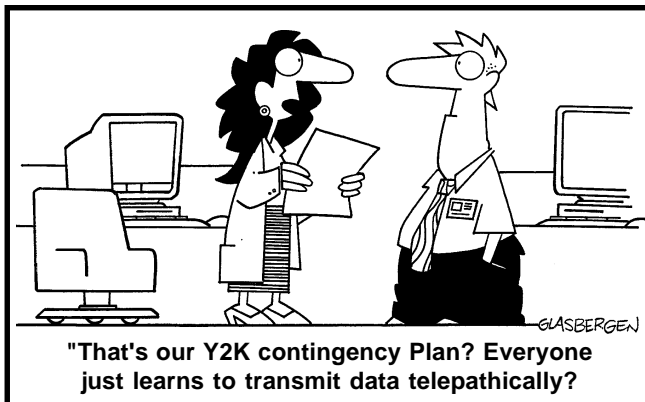
Whether you chose to make resolutions, the new year will most likely bring about some interesting changes. As one employee quoted John Lennon, "Life is what happens to us while we are making other plans."

It's That Time....

Verifying Personnel Data

Each January, state employees should take a moment to reflect on changes that may have occurred in their lives which could affect their employment records. The new year is a good time to take stock of these changes and keep your employment record accurate. For example:

- ♦ Have you moved or changed your telephone number?
- ♦ Does your W-4 form need the number of dependents adjusted?
- ♦ Do you need additional dollars withdrawn from your check for federal or state income taxes?
- ♦ Would you like to have more or less money taken out for the Credit Union?
- ♦ Has your beneficiary changed for your life insurance?
- ♦ Are the dependents on your health coverage current?



Capitol Shuttle Schedule Changes During the Legislative Session

All-day shuttle service has resumed between the State Capitol and the Laidley Field parking area effective December 13, 1999. This service will continue through the 2000 Regular Legislative Session and conclude on Friday, March 31, 2000.

Service begins at 7:00 a.m. and ends at 6:00 p.m., Monday through Friday, when the shuttle leaves the Division of Highways' Building (Building 6) for its final daily run.

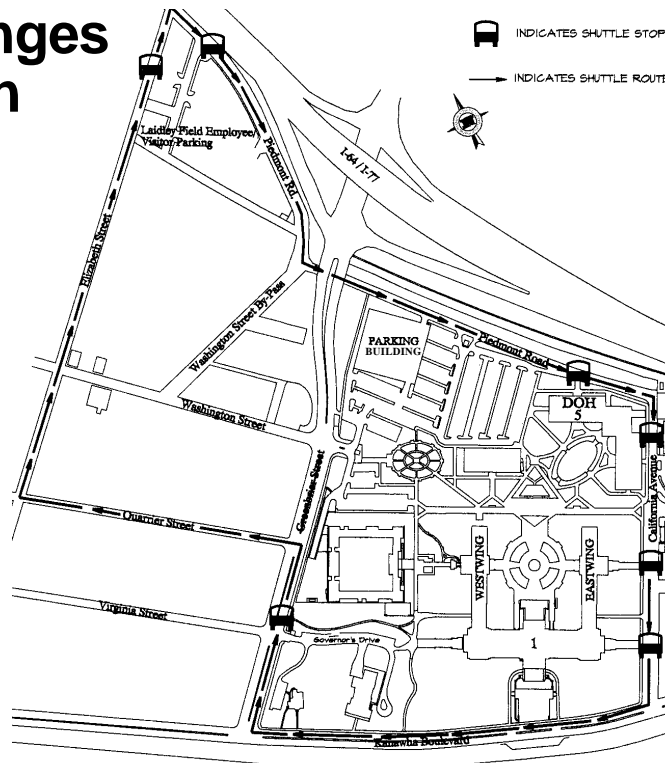
The shuttle stops are listed below:

- ☞ State Capitol - East Wing Entrance (California Avenue);
- ☞ State Capitol - Main Building Entrance (California Avenue);
- ☞ Governor's Driveway (Greenbrier Street).

Each stop is served approximately every ten (10) minutes. The shuttle does not operate from 11:00 a.m. to 11:30 a.m. or on any state holiday.

A shuttle that is easily accessible to the physically disadvantaged (including a wheelchair lift) is being utilized. Visitors are urged to use the Laidley Field parking area during the Legislative Session. The shuttle service is provided free of charge.

- ☞ Department of Highways (Building 5 - Piedmont Road);
- ☞ Building 6 (California Avenue);



Finance's Debbie Pierson Displays Holiday Spirit

Finance Division employees on the second floor of Building 15 got into the holiday spirit by having an office decorating contest.

Although all of the contestants did a wonderful job, Debbie Pierson of the Accounting Section won first place.

Her office included many festive decorations and even some tasteful treats for her guests.



Sharon Horn Continued from Page 1

According to one of her co-workers, "Sharon is one of the nicest and kindest individuals anyone would ever want to work with." Another co-worker adds, "Her natural ability to cope with workplace stress is contagious and enables others to focus on the task at hand without letting deadlines and obstacles become overwhelming."

In her spare time, Sharon enjoys reading, participating in church activities and spending time with her grandchildren.

Please join Cabinet Secretary Joseph Markus at a special **Employee of the Month** presentation at 11:30 a.m. on Tuesday, January 4, at the 2nd floor conference center in Building 7.

Quotes, Notes & Anecdotes

is Published by the Department of Administration

Cecil H. Underwood
Governor

Joseph Markus
Cabinet Secretary

Diane Holley
Public Information Officer/Editor

Special Thanks
Lee Ann Carnahan
Carolyn Coiner
Kaye Parks

State Agencies Achieve Financial Awards the Hard Way...They Earn It!



Financial Accounting & Reporting Section



WV Board of Risk & Insurance Management



Public Employees Insurance Agency



State Budget Office

Governor Cecil H. Underwood presented national financial reporting awards in November to four state agencies under the Department of Administration.

The honored guests included representatives from the Financial Accounting and Reporting Section (FARS), the West Virginia Board of Risk and Insurance Management (BRIM), the Public Employees Insurance Agency (PEIA), and the State Budget Office.

For the fourth consecutive year, FARS and BRIM received the *Certificate of Achievement for Excellence in Financial Reporting* from the Government Finance Officers Association of the United States and Canada (GFOA). This recognition is for their comprehensive annual financial report for the year ended June 30, 1998. FARS prepares the CAFR on behalf of the state of West Virginia.

For the first time, PEIA joins the list of agencies within the Department to earn the *Certificate of Achievement* for its comprehensive annual financial report.

In making this prestigious national award, GFOA recognizes conformance with the highest standard for preparation of state and local government financial reports. According to GFOA, the *Certificate of Achievement* is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

To be awarded the *Certificate*, a government agency must publish an easily readable and efficiently organized CAFR. An impartial panel judges the CAFR's in order to meet the high standards of the program, including demonstrating a constructive "spirit of full disclosure" to clearly

communicate the entity's financial story and motivate potential users and user groups to read the CAFR.

The State Budget Office received the *Distinguished Budget Presentation Award* from GFOA. This award is the highest form of recognition in governmental budgeting.

In addition to receiving this award, the state's Executive Budget Document received a unanimous rating of 'outstanding' as a communications device by this national association. This marks the fourth year the state's Budget Office has received this recognition.

"I am very proud of the financial accomplishments which our Department has achieved over the past year," according to Cabinet Secretary Joseph Markus. "This exemplary status does not come easy. It takes a great deal of hard work and dedication from the employees of these respective state agencies."

Congratulations to the employees of BRIM, FARS, PEIA and the state Budget Office for this prestigious display of professionalism!

WEST VIRGINIA

TRIVIA

Let's learn more about our fine state!...Each month, we'll include a little trivia about West Virginia!

☪☪☪

What was the first name of what we know today as West Virginia University?

Turn to page 6 for the answer!

The Celebration Continues through 2000



By LeeAnn Carnahan
Grievance Board

As part of Governor Cecil H. Underwood's **West Virginia Celebration 2000**, a legislative event scheduled for January 11th will celebrate our state's achievements.

This reception, set the day before the 2000 Legislative Session begins, is one of over 370 events associated with Celebration 2000 throughout the year, recognizing groups and volunteers in the community.

Scott Padon, Executive Director of West Virginia Celebration 2000, describes

the event as "a highlight of what the Legislature has accomplished to bring the State to the new millennium."

The program will include a videography prepared by Division of Culture and History's Archives and History section. Past and present members of the Legislature will provide commentary on the high and low times the state has experienced. Padon portrays this event as a "snapshot of the Legislature." Attendants will also enjoy special music performances.

Another Legislative gathering which will be held later

in the year will reunite past and present lawmakers to celebrate the Legislature's accomplishments up to the new millennium. More than 500 people are expected to attend this reunion.

More Photos of the Employee of the Year Reception!



IS&C's Wilma Garbett receives a plaque noting her as the Department's **Employee of the Year**.

Department Reps Join Governor During Northern Panhandle Visit

On the road again... Governor Cecil H. Underwood joined members of his cabinet and administration in early December on a three-day trip to the Northern Panhandle to meet with citizens and officials.

Governor Underwood indicated that the goal of this visit was to listen to the people of that region and provide them with information regarding state government.

"We want to gain a more thorough understanding of the issues and opportunities in the state's four northernmost counties," he said.

Each agency scheduled individual meetings and forums with business and government representatives and the public in the following counties: Brooke, Ohio,

Hancock and Marshall.

Governor Underwood and his cabinet met at Independence Hall in Wheeling with members of the county commissions of the four counties, officials of municipalities in the area and the region's legislative delegation.

The Department of Administration sent representatives of CPRB, Personnel and the Purchasing Division to join Deputy Secretary Jack Buckalew during the visit.

"I firmly believe that we can best serve the people of West Virginia by working together on the state and local levels. I am determined to make state government more accessible and responsive to the people of the Northern Panhandle," Governor Underwood stated.

A reception on the second floor Rotunda of the State Capitol followed the **Employee of the Year** ceremony. This event provided an opportunity for Department employees to socialize with others which they may not often see when conducting normal business.



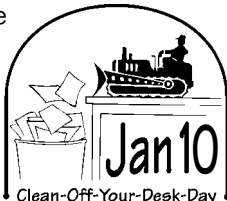
BUSINESS

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First Name Greeting

More companies are using first name greetings on the telephone and in voice mail messages. According to Manpower, Inc., casualness eases stress in the tense working world. They expect the trend to continue.

January's Full of Holidays...Some Not So Well-Known

We may celebrate New Year's Day on January 1 and Martin Luther King's birthday on January 17, but January has so much more to offer. (Note that the following are *real* holidays; however, we are unsure as to how many individuals actually celebrate them!) 

January 10...National Clean-Off-Your-Desk Day encourages every worker to see the top of the desk and prepare for the following year's paperwork.

January 12...National Handwriting Day is on John Hancock's birthday to encourage more legible handwriting.

January 16...National Nothing Day provides Americans with one national day when they can just sit without celebrating, observing or honoring anything.

January 18...Pooh Day honors the birth of A.A. Milne's Winnie the Pooh.

January 21...National Hugging Day encourages people to hug anybody who will accept one.

January 23-29...National Creative Frugality Week lets you have fun as you experiment with frugality and resourcefulness.

January 26...National Compliment Day challenges all of us to offer compliments to at least five people. It is easy and rewarding to both the sender and receiver.

Trivia Answer from Page 4

Answer: West Virginia University was established on February 7, 1867 under the name of "Agricultural College of West Virginia."

Welcome...to our new employees: **John Beane** (IS&C); **Rebecca Mann** and (FARS); **Penny Stafford** and **Anna Stevens** (Secretary's Office).

Congratulations!...to **Tara Facemire** (Personnel) who was recently promoted from an Office Assistant I to an Office Assistant II. Also, **Carolyn Coiner** (Secretary's Office) accepted a position with General Services as an Administrative Services Assistant I.

Best Wishes...to **Douglas Keeney** (General Services) who resigned from state government.

PEOPLE TALK

Baby News!...Best wishes to CPRB's Melissa King who gave birth to her first child, Michael Stuart King, weighing 8 lbs. 4 oz. Congratulations to mother and son!

Boot Scootin' Employee...CPRB's J.J. Jarrett and her husband Dave formed a small country-western dance team that grew and later became known as the "Circle J Dancers." This group is now the premier team in the Charleston area, and is rapidly becoming one of the best and most popular in West Virginia. Two years ago, the team appeared on national television and performed a 'spotlight' dance on Wildhorse Saloon, telecast on The Nashville Network (TNN) with over 200 million people watching! "Country-western dancing has not only been a lot of fun, but it has also been great exercise, and we've made dozens of friends as a result of our dancing, travels and various engagements," J.J. said.



HAPPY BIRTHDAY...in January

- | | |
|--|---|
| 1 Brian Hatcher IS&C | 18 Jean Brown Personnel |
| Robert Withrow General Services | Sheri Reveal Ethics |
| 3 Melissa Preston BRIM | 19 Earl Curnutte General Services |
| Beverly Thomas IS&C | Larry Danberry Purchasing |
| 4 John Beane IS&C | 20 Michelle Blaney Finance |
| Lisa Collins Personnel | Clinton Hoffman Personnel |
| Danny Layton Purchasing | David Lawrence General Services |
| 5 Bill Dolin General Services | Carla Savage BRIM |
| Joe Perks IS&C | John Smolder Finance |
| Helen Wilson IS&C | 21 Karen Crouser Personnel |
| 6 Sandy Bryan Personnel | Bernadette Curry PEIA |
| Jane Patterson IS&C | 22 Kaye Parks Finance |
| 8 Virgil Jones General Services | 23 Garry Shivley CPRB |
| 9 Ronnie Phipps Purchasing | 24 Tami Keiffer Reed IS&C |
| 11 Mike Armes General Services | Jack Sells Personnel |
| 12 Bill Lawson General Services | 25 Jennifer Harvey Personnel |
| 13 Terry Harless Finance | Irene Jones Personnel |
| 14 June Butterfield BRIM | Eric Stringer CPRB |
| Jody Canterbury General Services | 26 Roger Smith Finance |
| Joyce Jarrett CPRB | Larry Swiney IS&C |
| Patricia Wehrle IS&C | 29 Bill Charnock Pros. Atty. Institute |
| 16 James Hudson Purchasing | Lucy Suchy Ethics |
| | 31 Scott Joslin Personnel |

