

Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

January 2001 • Vol. 9, Issue 1

Hard Work and Dedication Pay off for the Department's 2000 Employee of the Year Recipient: **Finance Division's Linda Lyter**

The 2000 **Employee of the Year** is ... Linda Lyter of the Finance Division.

This announcement was made on December 13th at the Capitol Rotunda. Governor Cecil Underwood attended and addressed the gathering.

Linda, an Accounting Technician III for the Financial Accounting and Reporting Section of the Finance Division, was selected from among 12

Department employees who had been chosen during the year as **Employee of the Month**.

Linda has worked in state government for five years. She is responsible for processing expenditure transactions in WVFIMS and serves as the payroll administrator for approximately 30 state licensing boards.

She also serves as liaison between the licensing boards and central organizations.

"Linda exemplifies a quality employee whose primary goal is to offer customer satisfaction,"



Employee of the Year
Continued on Page 4

Governor Underwood and Finance Director Bryan Michaels honor Linda Lyter of the Finance Division as the Department's Employee of the Year.

Employee of the Month

General Services' Frank Unger Handles Capitol Renovations with Precise Detail

Frank Unger, a Drafter for the General Services Division, is the Department's **Employee of the Month** for January.

A five-year veteran of state government, Frank updates and organizes state facility drawings and planned renovations. He writes specifications for state construction contracts and provides Auto-CAD drawings of buildings for all state agencies.

He works closely with architects, engineers, contractors

and manufacturers on all building renovations.

According to one of his co-workers, "Frank follows Cass Gilbert's legacy steadfastly in an effort to preserve the historic design, architecture and hardware of the Capitol." Another co-worker adds, "He conscientiously plans projects for Capitol renovations. Frank maintains a good sense of humor at all times. He never grows cynical under the immense pressure of his job."

In Frank's spare time, he enjoys horseback riding and fly fishing. Please join Cabinet Secretary Jack Buckalew at the **Employee of the Month** presentation at 11:30 a.m. on Tuesday, January 2 in front of Room MB60 in the main Capitol Building.

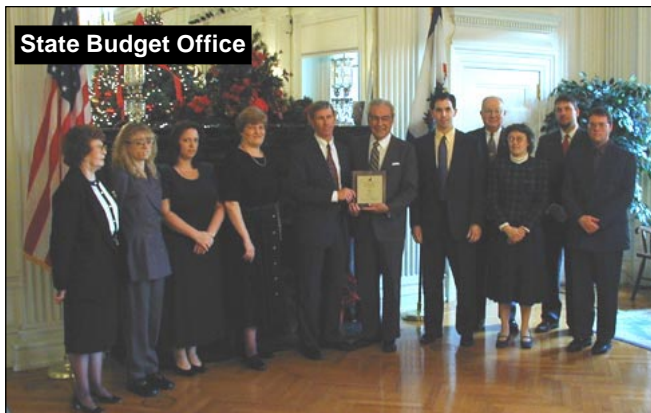


FRANK UNGER
January Employee of the Month

Sneak Peek INSIDE...

- ◆ Four Agencies Recognized for Financial Achievement
- ◆ Department Employees Applauded by Auditor's Office
- ◆ **An Effective Meeting...Can It Be Achieved?**
- ◆ New **Employee of the Month** Committee
- ◆ Administrative Notes

National Organization Honors Agencies for Outstanding Financial Achievement



Governor Cecil Underwood presented national financial reporting awards in December to four state agencies under the Department of Administration in the Governor's Reception Room at the State Capitol. The awards are detailed below:

The **State of West Virginia** has 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 the state's comprehensive annual financial report (CAFR) for the year ended June 30, 1999. 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. The **Financial Accounting & Reporting Section (FARS)** of the Finance Division prepares this report on behalf of the State of West Virginia. This year marks the fifth year the state has achieved this recognition.

The **West Virginia Board of Risk & Insurance Management** has also received the *Certificate of Achievement for Excellence in Financial Reporting* from GFOA for its comprehensive annual financial report. This is also the fifth year this agency has received this recognition.

The comprehensive annual financial reports are judged by an impartial panel 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.

For the second year, the **Public Employees Insurance Agency** joins the list of agencies within the Department to earn the *Certificate of Achievement for Excellence in Financial Reporting* from GFOA for its comprehensive annual financial report.

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 fifth year the state's Budget has received this recognition.

The GFOA is a nonprofit professional association serving 12,625 government finance professionals with offices in Chicago, Illinois, and Washington, D.C.

Members Named for Recognition Committee

The 2001 *Employee of the Month* committee members are listed below:

Cathie Fowlkes 558-5888
Chairperson [Finance]

Karen Copeland 558-6244 x235
Recording Secretary [PEIA]

Marie Terry 558-6244 x224
PEIA

Erline Davis 558-3570
CPRB

Debbie Pierson 558-0168
Finance

Debbie Anderson
558-3950 x218 Personnel

Debbie Watkins 558-3568
Purchasing

Pat Wehrle 558-8893
IS&C

Bob Kilpatrick 558-1279
General Services

Kellie Carper 558-3905
Public Defenders and
Combined Agencies

Taming Your Sweet Tooth



The holiday season is officially over ... and that means no more excuses about over-indulging your sweet tooth. Here are some suggestions to moderate how much sugar you consume:

- Stick to USDA recommendations.**
- Just say 'no' to soda.**
- Watch out when you eat non-fat foods.**
- Stay away from processed foods.**
- Eat smaller dessert portions.**
- Eat more, but smaller meals.**
- Moderate.**

Holiday Decoration Contest

Holiday Spirit Sparkled at the Finance Division

Tradition continued with the Finance Division's 2nd annual holiday office decoration contest. Last year, two employees participated, but this year, there were seven contestants.

The offices were judged in three categories: traditional, creative and tacky. Although



all entries were commendable, the first place winners were Debbie Pierson (traditional), Lisa Sword and Rob Worlledge (creative), and Tammy Goad (tacky).

Cabinet Secretary Jack Buckalew, Public Information Officer Diane Holley and Purchasing's Debbie Watkins had the difficult job of serving as judges.

Other honors were also awarded, including *Grinch* Awards to Liz Martin and Bryan Michaels and *Scrooge* Awards to Kaye Parks and Mabel Jones. The Finance staff and judges enjoyed this fun-filled event.



(Above) Lisa Sword and Rob Worlledge won first place for "most creative" in the office holiday decoration contest. (Left) Debbie Pierson won first place for best "traditional" office.

More Signs of Holiday Spirit

The Budget Office won third place in the State Capitol's Door Decoration Contest. The Secretary of State's Office won first place, with the Department of Education receiving second. Governor Cecil Underwood recognized the winners during a special presentation.



Our Benefits...

What's in it for YOU?

State employees receive a variety of benefits as part of their employment package. Periodically, we will take a brief look at these valuable incentives:

Training and Development Opportunities

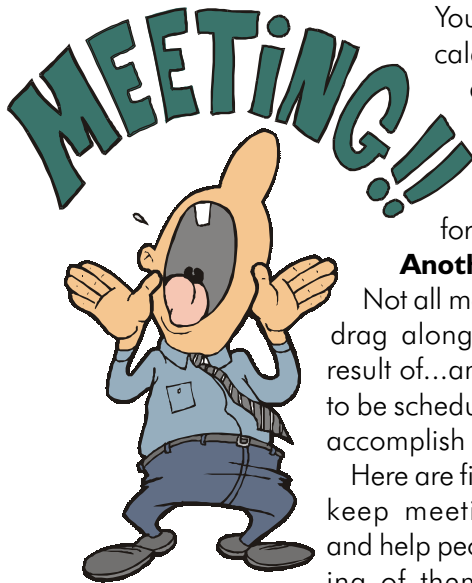
The Division of Personnel is committed to helping all state employees meet their training, education and career development needs.

Approximately 40 regularly-scheduled training programs are offered year-round.

State employees working in most agencies may attend these workshops free of charge. Programs address work-related issues and provide opportunities for personal and professional growth. Talk to your supervisor about programs that will help you build the skills you need to perform your job more effectively.

For more information, call the Division of Personnel at (304) 558-3950.

How to Make Your Meetings More Productive



You look at your calendar and realize that you have yet another meeting scheduled for this afternoon.

Another meeting?

Not all meetings have to drag along, with an end result of...another meeting to be scheduled in order to accomplish your goal.

Here are five tips that can keep meetings effective and help people stop thinking of them as disorganized time-wasters:

Set an agenda. Write it down and give it to participants in advance. This lets everyone know the parameters of the meeting and helps people stick to the point.

Restrict the number of participants. The more people, the more likelihood of chaos. It is better to have two smaller meetings than one large one.

Set a time limit and stick to it. Otherwise, there may be no end to the meeting.

Schedule meetings for late in the day. Almost everyone is anxious to get out of the office at a reasonable time, so scheduling a meeting about an hour before the end of the regular work day cuts down the chances that a meeting will drag on.

Always start on time. Even when some people are running late, start on time. Make it known that you got there on time, and that you expect everyone else to do so.

Why Meetings Should Last Only 29 Minutes and 59 Seconds

Here's an argument for brevity: Never schedule another meeting to last more than a half-hour. Below is why brief meetings work:

- ♦They force preparation. If a meeting is to last a half hour, everyone will have had to do their critical thinking beforehand if they hope to accomplish anything.
- ♦They force focus. There will not be any time to get off target and the clock, not the manager, is the bad guy.
- ♦They force action. In 30 minutes, everyone at the meeting will be back at their workstations doing their jobs. Remember, teams accomplish projects, but individuals do the work of the project.

- Adapted from *Industry Week*

The ability to concentrate and use your time well is everything.

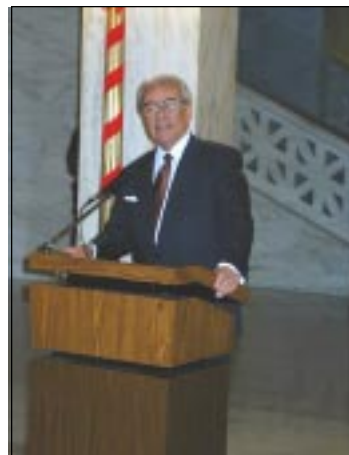
Lee Iacocca

Employee of the Year

Continued from Page 1

according to Cabinet Secretary Jack Buckalew. "Linda provides responsive and efficient service to those she serves. She is a role model for all of us to follow."

At the presentation, Governor Underwood ex-



pressed his appreciation to the employees of the Department of Administration and the commendable work of the **Employee of the Month** committee (see left).

Congratulations to all of the **Employee of the Month** recipients and to Linda Lyter!



HAPPY NEW YEAR!

May 2001 bring you good health and happiness!

MILESTONES

Honoring our Employees' Service Years

The Department of Administration is pleased to begin including in each issue of **Quotes, Notes & Anecdotes** "milestone" anniversary dates for our tenured employees.

Each month, we will list in five-year increments the employees who are celebrating their years of service with the state of West Virginia. We value our employees and the knowledge and dedication they share with their respective agencies and divisions.

Congratulations to our employees who are celebrating their service year anniversaries during the month of January:

5 YEARS

Jennifer Lovejoy

(Purchasing Division)

20 YEARS

Patricia Abbott

(Public Employees Insurance Agency)

Barbara Beane

(Public Employees Insurance Agency)

Cindy Dillon

(Finance Division)

25 YEARS

Michael Tompa

(Consolidated Public Retirement Board)

David Wolfe

(Purchasing Division)

30 YEARS

Sharon Lacey

(Information Services and Communications Division)

State Auditor's Office Salutes Department Employees for Outstanding Performance

At the Payment Processing Seminar conducted by the State Auditor's Office, special awards were announced for superior achievement in the area of accounting.

The Public Defenders Office received the **Transaction Accuracy Award of Excellence**, with an accuracy percentage rating of 99.4 for the numerous transmittals processed.

"Public Defender Services reviews nearly 25,000 attorney billings per year, some of which are as long as 30 pages, with a substantial amount of detail," according to Public Defender Services' Director Jack Rogers. "Since we have only four people to perform this work, including data entry into two different systems, the error rate which we have achieved is a real tribute to the hard work and dedication of everyone in the voucher processing section."

Linda Lyter of the Financial Accounting and Reporting Section (Finance Division) was chosen to receive the **110% Award**, which is presented to one individual

Finance's Linda Lyter



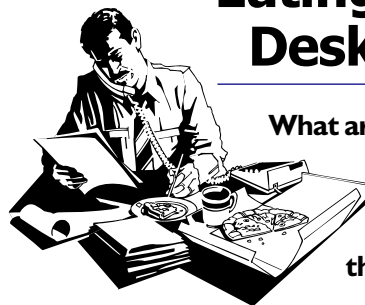
who the State Auditor's Office believes has offered 110 percent in ensuring that agency transactions are processed correctly and efficiently.

"I am very pleased that Linda has been recognized for her efforts," said Finance Director Bryan Michaels. "It doesn't surprise me that she received this award, because of the positive feedback that I have been accustomed to receiving from her customers."

Congratulations to the Public Defenders Office and to Linda for their hard work!

The Public Defender's Office staff was recognized by the State Auditor's Office at its recent conference for their accuracy in processing transmittals. Pictured (l-r) are Beckey Henderson, Teresa Siders, Jackie Williamson, Jack Rogers, Kitty Wilson, Sheila Coughlin

Eating At Your Desk Again?



What are American eating habits at work? You may be surprised to find out the following:

45 percent eat a lunch they packed from home.

32 percent skip lunch.

4 percent buy lunches from vending machines.

- Adapted from Southwest Airlines' *Spirit*.

Message from Cabinet Secretary Buckalew

Department Employees Serve the State Well

January 14 will be my last day serving as your cabinet secretary. During the past few weeks, I have reflected on the



enjoyment which I have experienced in this position and during my many years of public service to the state of West Virginia.

The dedication and conscientiousness of our department employees are commendable. You are a top-notch, first-class group of people. The citizens of our state are in good hands having you as their public servants.

The best part of my job was individually meeting many of our employees, most often at the **Employee of the Month** presentations which were held at various divisions and agencies. This program has so many benefits, with the most important being able to recognize excellence in our department.

Our employees have excelled in many areas. Several were recently honored by a national organization for financial achievement. These accomplishments are extremely meaningful because they recognize the outstanding work that you do.

There are several programs which we have worked hard to see unfold. It is my hope that the goals, objectives and, most importantly, the enthusiasm will continue for many years to come.

In my 40+ years of service in the public and private sectors, I find the employees of the Department of Administration to be second to none. Best wishes to each and every one of you!

Welcome to the Department! ... Elva Floyd and **Paul Stone** (Public Defender Services), and **Amy Balog-Fairchild** (Purchasing).

Best Wishes...to the following employees who recently retired: **Ronald Milam**, **Roselie Price**, and **Regina Tallman** (all of IS&C). Our thoughts are also extended to those employees who have recently resigned from the Department: **Kristy Gladis** (Grievance Board), **Kim Covert** (PEIA), **Kim Farrell** (Personnel), **Raymond Prozillo** (General Services) and to **Mary McCoy** (Public Defender Services) who recently resigned from the Department of Administration.

Have You Had Any Recent Changes in your Life?...If you have recently experienced any changes in your personal life, such as marriage, birth of new children, divorce, please remember to make the appropriate changes to your retirement and life insurance beneficiaries and to your health insurance coverage. Keep your records up-to-date and accurate!

Need to Save Some Money?...Consider looking at the various savings options offered by the West Virginia Public Employees Credit Union. For more details, contact their office at (304) 558-0566.

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.

A mistake is simply another way of doing things...

Katherine Graham

ADMINISTRATIVE NOTES

HAPPY BIRTHDAY...in January

- | | |
|--|--|
| 1 Brian Hatcher IS&C
Robert Withrow General Services | 16 Deana Gose CPRB
Jim Hudson Purchasing |
| 3 Melissa Preston BRIM
Beverly Thomas IS&C
Jacqueline Williamson
..... Public Defenders | 18 Jean Brown Personnel |
| 4 John Beane CPRB
Lisa Collins Personnel
Danny Layton Purchasing
David Shingleton IS&C | 19 Earl Cumutte General Services
Larry Danberry Purchasing |
| 5 Bill Dolin General Services
Joe Perks IS&C
Helen Wilson IS&C | 20 Michelle Blaney Finance
David Lawrence
..... General Services
Carla Savage BRIM
John Smolder Finance |
| 6 Sandy Bryan Personnel
Jane Patterson IS&C | 21 Karen Crouser Personnel
Bernadette Curry PEIA |
| 8 Virgil Jones General Services | 22 Kaye Parks Finance |
| 9 Ronnie Phipps Purchasing | 23 Garry Shivley CPRB |
| 11 George Armes . General Services | 24 Ella May Bowman
..... General Services
Jack Sells Personnel |
| 12 Bill Lawson General Servies | 25 Irene Jones Personnel
Eric Stringer CPRB |
| 13 Terry Harless Finance | 26 Roger Smith Finance
Lalrry Swiney IS&C |
| 14 June Butterfield BRIM
Jody Canterbury General Services
Joyce Jarrett CPRB
Pat Wehrle IS&C | 29 Bill Charnock. Pros. Atty. Inst.
Lucy Suchy Ethics |
| 15 Pat Perez PEIA | 31 Greg Carrier General Services
Scott Joslin Personnel |

