

Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

January 2002 • Vol. 9, Issue 1

2001 Employee of the Year

General Services' Chris Branham Honored for Outstanding Work

The spotlight was on Chris Branham, a purchasing assistant for the General Services Division, during a special ceremony on December 18, when Cabinet Secretary Greg Burton announced her as the department's **Employee of the Year** for 2001.

Aside from the prestigious honor of being recognized by her peers, Chris received a *Certificate of Appreciation* and was given a \$2,500 check for her hard work and dedication

to the department.

A 17-year veteran of state government, Chris is responsible for the procurement of products and services used in maintaining and renovating the buildings, equipment and grounds of the State Capitol Complex. She solicits contracts and agreements for professional services to attain this goal.

The employees who were selected as **Employees of the Month** throughout the year were the nominees for this annual award (see page 2 for photograph). Ballots were distributed to department employees and a committee of representatives from the various divisions and agencies selected the recipient based on the ballots received. Congratulations to Chris for this award honoring the valuable work she performs for state government.



Cabinet Secretary Greg Burton recognizes Chris Branham of the General Services Division with the department's highest employee service honor.

Employee of the Month

Finance's Angela Long Eager to Learn and Serve



ANGELA LONG
January Employee of the Month

Angela Long, an Accounting Technician 2 for the Accounting Section of the Finance Division, has been selected as the department's **Employee of the Month** for January.

Working in the department for two years, Angela handles account payables for the Consolidated Public Retirement Board, Aviation Services and the Division of Personnel. She also maintains the parking fine database and supports the expenditure files. In addition, Angela is cross-trained to

customer service skills." Another co-worker adds, "She has a great aptitude for problem resolution and a cheerful energy that positively affects everyone who works with her."

In her spare time, Angela enjoys four-wheeling, gardening and spending time with her family and friends.

Please join Cabinet Secretary Greg Burton at Angela's **Employee of the Month** presentation at 11:30 a.m. on Thursday, January 3, on the second floor of Building 15.

assist the Payroll Unit.

According to one of her co-workers, "Angela is always willing to learn, increase her responsibilities and has excellent

Sneak Peek INSIDE...

- ◆ BRIM to Offer Malpractice Insurance
- ◆ Drop-Off Area at Day Care Center Ensures Safety
- ◆ IS&C's User Conference Offers Variety of Information
- ◆ Department Prepares EEO/Affirmative Action Plan

Malpractice Insurance Plan Created by State Legislature



During a special session, the State Legislature recently created the West Virginia Healthcare Provider Professional Liability Insurance Act to assure that all healthcare providers in the state have access to medical liability insurance.

Strongly supported by Governor Bob Wise, this Act offers coverage through the Board of Risk and Insurance Management, with technical assistance provided by the state Insurance Commission.

Effective January 1, 2002, physicians may purchase up to \$2 million per claim in coverage, with a \$4 million annual limit. Hospitals can be covered up to \$3 million per claim, with punitive damage coverage excluded.

Coverage is available to healthcare providers who cannot obtain coverage at approved rates from commercial carriers. To be eligible, providers must accept PEIA, CHIP, Medicaid and West Virginia Workers' Compensation patients.

This Act assures that patients and healthcare providers in West Virginia are treated fairly in disputes arising out of medical procedures. Effective with cases filed on or after March 1, 2002, a screening certificate from a medical expert will be required before cases are filed with a West Virginia court.

Steps are being taken to ensure that the administration of the state's medical liability insurance program is efficient and effective. The

Board of Risk and Insurance Management increased to five members, with one member being the vice chancellor of health sciences of the West Virginia Higher Education Policy Commission.

This law creates a seven-member advisory panel, including three healthcare providers, a hospital administrator, a consumer representative, an insurance underwriter and an experienced insurance company manager. The board provides the public and the Legislature certified financial reports and five-year plans to monitor the financial soundness of its operation.

As a result of this legislation, a legal structure was created for a physicians' mutual, a medical liability insurance plan owned, operated and controlled by participating healthcare providers.

Credit Union Changes Name ...Not Service

Effective January 1, 2002, the West Virginia Public Employees Credit Union will change its name to **The State Credit Union**. It is a change in name only, assures credit union officials.

"We are the same credit union and members do not have to worry about anything changing," according to Executive Director Steven Kirk. "Checks will still process, cards will continue to work, Internet banking will remain the same. We just wanted a shorter name that would better reflect our field of membership."

For more information on the services provided by The State Credit Union, visit its website at www.wvpecu.org.

EOM Committee Announced

Do you know your agency representative on the Employee of the Month committee? Questions regarding this program may be directed to your representative:

Melody Duke
BRIM/Combined Agencies

Sharon Gill
PEIA

Mary Bonham
CPRB

Joan Chapman
Finance

Pat Wehrle
IS&C

Debbie Watkins
Purchasing

Debbie Anderson
Personnel

Pam DuKate
General Services

Karen Copeland
Recording Secretary

Cathie Fowlkes
Chairperson

Employee of the Month Recipients Honored for their Valuable Asset to the Department of Administration



At the **Employee of the Year** ceremony, the **Employee of the Month** recipients were recognized for their contributions. Pictured (l-r) are Mel Ashbrook, Mary Bonham, Yvonne Gunnoe, Melody Duke, Bev Thomas, Jack Sells, Eric Wagner, Sue Lore, David Lawrence, Chris Branham and Cabinet Secretary Greg Burton.

Ethics Reminder

Private Gain Prohibited

Individuals in public service should use their positions for public benefit and not for their own private gain or the private gain of another, according to the Ethics Act.

Some examples of this provision of the Act are as follows:

- You may not use your agency's supplies or equipment for personal projects or activities;
- Public employees and full-time appointed officials may not work on personal projects or activities during work hours for which they are paid by their employer;
- You may not use subordinates to work on your personal projects or activities during work hours or compel them to do so on their own time.

For more information on the Ethics Act or for an opinion, please contact the Ethics Commission at (304) 558-0664.

General Services Staff Gets the Job Done

More Drop Off Spaces Added to Day Care Center to Provide Safety and Convenience

To ensure children's safety and enhance convenience for parents, four additional parking spaces were recently added at the State Employees Day Care Center near the Capitol.

"The General Services Division staff coordinated the addition of four spaces next to the Day Care Center for parents to safely drop off or pick up their children," said Jim Burgess, deputy director of the General Services Division.

The additional spaces have been welcomed by the parents who have children attending the day care center, according to Debbie Fletcher, assistant director of the facility. "The parents are very pleased with the additional spaces. We have more than 100 children attending the day care center and had only nine spaces on one side of the building. These four additional spaces on the other side will provide more access to



the center," she said. Spaces are now available on Jefferson Street and Michigan Avenue.

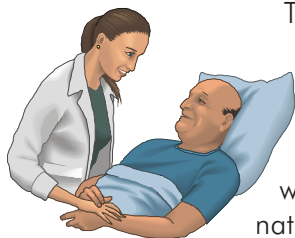
Prior to the additional spaces, a possible safety problem was a concern. "With the number of children we have being dropped off in the morning, parents often had to park in the street, blocking traffic on Washington Street," she added.

The new spaces will better accommodate the arrival of the youngsters at the State Employees Day Care Center.

Four additional drop-off spaces were added to the Michigan Avenue side of the Public Employees Day Care Center.



Leave Donation Program Satisfies Year-Round Need



The Leave Donation Program allows employees to voluntarily donate accrued annual leave to a designated employee who is suffering a medical emergency. Most of us wait until the end of the year to donate leave, when we realize we may

have extra days to spare. However, medical emergencies occur year-round with employees needing donated time.

After a medical practitioner certifies an employee's need for absence and that the employee will be off work a minimum of 10 consecutive, full working days after all paid leave is used, a notification is given within their agency that leave donations may be accepted. This need also may be shared with other agencies, at the discretion of the agency director where the person is employed.

To donate leave, an employee must have a balance of 80 hours of total leave after making the donation. Donated leave is used at its dollar value. For example, if an employee who makes \$8 an hour donates 80 hours of annual leave, the leave is worth \$640 of paid leave to the employee who receives it.

Review your leave balance throughout the year and consider those employees who are in need of additional medical leave time.

Quotes, Notes & Anecdotes

is published by the Department of Administration

Bob Wise
Governor

Gregory A. Burton
Cabinet Secretary

Diane Holley
Public Information Officer/Editor

Special Thanks

Kristy James
Kaye Parks
Donna Prunty
Carla Savage
Sandy Singleton

IS&C to Host a Users Conference to Discuss Services and Programs Offered to Customers



Darkness cannot drive out darkness; only light can do that. Hate cannot drive out hate; only love can do that.

Dr. Martin Luther King, Jr.

[The United States will celebrate the work of Dr. King on January 20, the anniversary of the assassination of this civil rights leader and Nobel Peace Prize recipient.]

The Information Services and Communications Division (IS&C) is preparing for its User's Conference scheduled for January 29 and 30 at the Charleston Civic Center.

One-hour informational sessions will be offered on various topics including:

- Rates and Billing
- Telephone Billing
- Statewide Technology Contracts
- Mail Room and Security Changes
- Virus Protection Update
- Application Development Process

- Telephone System Features
- Networking Services
- IS&C Services Panel
- WVFIMS Update
- Website Accessibility for the Visually Impaired
- Technology Learning Center (Mini Application Training Sessions)

In addition to the informational sessions, the conference will offer one-on-one sessions that will allow users to schedule brief sessions with the conference presenters and other key staff members.

The conference will begin at 8 a.m. on January 29. Breaks will be provided each day, and lunch will be included on the first day.

To register or for more details, visit IS&C's website at www.state.wv.us/admin/isc/userConference/.

Educational Opportunities Available

State employees wanting to further their education have several available options, including classes offered by the Division of Personnel and IS&C.

The state also offers a tuition reimbursement policy for employees taking courses from colleges, universities and vocational/trade schools.

For more details on this policy, visit the Division of Personnel at <http://www.state.wv.us/admin/personnel/emprel/POLICIES/Policies.htm>.

Going NUTS!...

State Citizens Join Together to Assist the Squirrels at Capitol



A group, called the Nutritional Upbringing for The Squirrels (NUTS), has formed at the State Capitol to assist the squirrels who have found a home on the campus.

The goal of this group is to alleviate some of the hardship these creatures find during the winter months, according to organizer Beth Campbell.

Food, feeders and shelter will be provided by this group. State veterinarians also have shown an interest in getting involved, she added. For more details, e-mail Campbell at bethc@intelos.net.

New State Government Directory Now Available

The **2001-2002 West Virginia State Government Directory** is now available for state agencies



to purchase through the West Virginia Correctional Industries' print shop.

This valuable resource offers a variety of information relating to state government, including agency addresses, telephone numbers and electronic mail addresses. Information is categorized in tabbed sections and a "Quick Reference Guide" is available in the beginning of the directory for ease in finding needed information at your fingertips.

State agencies may purchase the new directories using the State Purchasing Card through the Quick Copy Center. The directories are available in spiral bound for \$9.00 each and three-hole punched, loose-leaf (shrink-wrapped) for \$7.50 each. You may realize that this cost is reduced from the previous directory due to utilizing a more efficient, cost-savings method provided by Correctional Industries.

For more information or to order your copies, please contact the Quick Copy Center in Charleston at (304) 558-2136 or 558-2137.

Department of Administration Reaffirms its Commitment to Equal Opportunity Employment

By Donna Prunty
EEO Coordinator

The Department of Administration's Affirmative Action Plan for fiscal year 2002 was recently submitted to Governor Bob Wise. The plan reaffirms the department's commitment that no person will be discriminated against in any personnel decision or transaction based on race, religion, national origin, sex, age, or disability.

The plan reveals many improvements that have been made in the areas of equal employment and affirmative action under the direction of Cabinet Secretary Gregory Burton. Each division within the Department of Administration has an EEO counselor that employees may voice concerns or complaints. Donna Prunty, the department's EEO coordinator, also may be contacted at 558-3392 to discuss problems or concerns.

An updated Personnel Handbook has been developed, which will assist all employees in gaining knowledge on policies and procedures. The handbook, which will be available online with links to specific policies and procedures, will be distributed within the next few months.

Community outreach is being maintained by the EEO coordinator's participation in civic and community programs and attendance in monthly task force meetings.

The department is part-

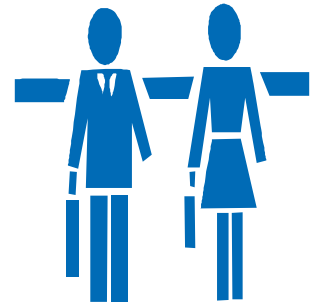
nering with the state EEO office on developing a cultural diversity plan that will focus on integrating diversity throughout every process and procedure within the department. This implementation will affect all state agencies.

The department's policy of nondiscrimination shall prevail throughout every aspect of the employment spectrum and personnel management, including recruitment, selection, promotions, transfers, benefits, leave, training, salary administration, and the hiring process. All personnel policies and practices are based on job

requirements, performance and other job related criteria. Assuring equal employment opportunity as well as actively pursuing affirmative action is a fundamental and direct responsibility of all levels of management.

The Affirmative Action Plan is submitted annually and is used to monitor minority and female participation levels throughout the department.

The department encourages all employees to support and maintain the policies and objectives of Equal Employment Opportunity and the Affirmative Action Plan.



MILESTONES

Honoring our Employees' Service Years

Our department values its employees and the knowledge and dedication they share in their agencies.

Congratulations to those employees who are celebrating their service year anniversaries this month:

5 YEARS

Robert Fisher
(BRIM)

Bob Kilpatrick
(General Services)

Charles Stark
(IS&C)

Bill Tincher
(General Services)

10 YEARS

Robin Chambers
(IS&C)

Steve Meester
(Finance)

15 YEARS

Sharon Horn
(Personnel)

David Keith
(IS&C)

Sue Lore
(IS&C)

Laughing in the Face of Tough Times

A simple, effective way to keep workers motivated is laughter. It is possible to make work fun, even in hard times, if you keep these principles of humor in mind:



People are more accepting of humor than you think.

Many people welcome the levity of humor, especially when it becomes a sanctioned part of the office's culture.

There's room for humor during tough times.

There are times when "fun" is definitely inappropriate; however, humor can help workers ride out tough times.

Fun can be part of the routine.

Inject a little fun into the drudgery of routine tasks.

Fun can be spontaneous.

Just be sure to pick the right time and place.

Fun needs to come from the bosses.

Laugh at yourself and you'll find that employees will find you more approachable and realize that having a good time is acceptable.

A Message From... Cabinet Secretary Greg Burton

Diversity in the Workplace

The idea that diversity in the workplace is good for business has gained wide acceptance in today's business world. Its premise is that different kinds of people generate different kinds of ideas and bring a more diverse mix of skills to the workplace.

Diversity is especially important in state government and the vital services which we provide to the public.

Within state government, the Equal Employment Opportunity (EEO) Office was created to serve under the Governor's Office. Each department has assigned an individual to serve in the capacity of EEO coordinator. Donna Prunty has taken on that role for our department.

Each division and agency has designated an individual to serve as its counselor. On page 5 of this issue of **Quotes, Notes & Anecdotes**, detailed information relating to the department's EEO/Affirmative Action Plan is offered.

In October, all EEO counselors attended a mandatory meeting at Pipestem State Park to discuss various EEO issues. This training assisted our counselors in learning how to address employee problems and concerns.

If you have suggestions or comments regarding the department's EEO role, please contact your agency counselor or Donna Prunty at 558-3392.



Welcome to the Department!...*Judie Barnes* (IS&C); *Harry Mandel* (CPRB), and *Jean-Paul Moreau* (Personnel).

Congratulations!...to our employees who were recently promoted: **Keith Burdette** (General Services) from a Custodian to a Maintenance Worker and **Donald Jordan** (General Services) from a Groundskeeper to a Maintenance Worker. *Great job!*

Good Luck!...to **Bernard Cobb** (General Services) who recently re-fired from state government. Also, our best wishes go out to **Heather Connolly** (Secretary's Office) and **Vivian Roberts** (PEIA) who recently resigned.

Mark Your Calendar for January 14...This day is designated as National Clean Off Your Desk Day, to act on a common resolution to get organized at work.

Martin Luther King Jr. Day...State offices will be closed Monday, January 21 in observance of this civil rights leader.

PEOPLE TALK

Thank You!...to our department employees who contributed to the Toys for Tots program. Many children had a happier holiday due to your consideration.

Congratulations!...to Diana Schwab of the Finance Division who was recently chosen as Division Governor of the Year for "outstanding service and exceptional leadership" from District 40 Toastmasters. Toastmasters is an international organization whose members are dedicated to learning communication and leadership skills.

ADMINISTRATIVE NOTES

HAPPY BIRTHDAY...in January

- | | |
|---|---|
| 1 Brian Hatcher IS&C
Robert Withrow General Svcs. | 14 Pat Wehrle IS&C |
| 3 Bev Thomas IS&C | 15 Pat Perez PEIA |
| 4 John Beane CPRB
Lisa Collins Personnel
Don Jarrell General Svcs.
Danny Layton Purchasing
David Shingleton IS&C | 16 Deana Gose CPRB
Jim Hudson Purchasing |
| 5 David Bailey PEIA
Bill Dolin General Svcs.
Barry Gunnoe Purchasing
Joe Perks IS&C
Helen Wilson IS&C | 18 Jean Brown Personnel |
| 6 Sandra Bryan Personnel
Jane Patterson IS&C | 19 Earl Curnutte General Svcs.
Larry Danberry Purchasing |
| 7 Ralph McKinney Public Defender | 20 David Lawrence . General Svcs.
Carla Savage BRIM
John Smolder Finance |
| 8 Virgil Jones General Svcs. | 21 Bernadette Curry PEIA |
| 9 Ronnie Phipps Purchasing | 22 Kaye Parks Finance |
| 12 Bill Lawson General Svcs. | 23 Marjorie Martorella .. Pros. Atty. Inst.
Garry Shivley CPRB |
| 13 Terry Harless Finance | 24 Ella Bowman General Svcs.
Jack Sells Personnel |
| 14 June Butterfield BRIM
Jody Canterbury General Svcs.
Joyce Jarrett CPRB
Lloyd Lawson General Svcs. | 26 Roger Smith Finance |
| | 29 Bill Charnock Pros. Atty. Inst.
Lucy Suchy .. Ethics Commission |
| | 30 Angela Lowe CPRB |
| | 31 Gregory Carrier General Svcs.
Scott Joslin Personnel |

