



# Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

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## IS&C's Tammy Haynes Honored as Department's Employee of the Year

**Tammy Haynes**, a programmer analyst III for the Information Services and Communications Division, received the prestigious title of *Employee of the Year* for 2002 during a special ceremony on December 17. Cabinet Secretary Greg Burton made the announcement with nearly 100 department employees present.

Aside from being recognized by her peers, Tammy received a *Certificate of Appreciation* and was given a \$2,500 check for her hard work and dedication to the department.

A 19-year veteran of state government, Tammy oversees PEIA's EIAS application and provides systems administration and operations support for PEIA's AS400 computer sys-

tem. She also is one of the leaders in software development of the Children's Health Insurance Program's system.

The employees who were selected as *Employees of the Month* throughout the year were the nominees for this annual award. 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 Tammy for this well-deserving award.



**Our 2002 Employee of the Year Tammy Haynes of IS&C is pictured with Governor Bob Wise and Cabinet Secretary Greg Burton.**

### Employee of the Month



**PAUL GRIFFITH**  
January Employee of the Month

## General Services' Paul Griffith Puts Customers First

**Paul Griffith**, a facility equipment maintenance technician for the General Services Division, has been selected as the department's *Employee of the Month* for January.

A five-year employee of state government, Paul is responsible for the maintenance of the state office building in Fairmont. He oversees the grounds, plumbing, electricity, heating and cooling and elevators.

According to one of his co-workers, "Paul responds above and beyond the call, often coming to work when scheduled for vacation or coming in at night and on weekends to ensure that customer comfort is maintained." Another co-worker adds, "He is one of the best state employees I have ever had the privilege to work with."

In his spare time, Paul enjoys hunting, fishing and spending time with his family.

Paul will be honored at a special ceremony at 11:30 a.m. on Thursday, January 9, in Room MB69 at the State Capitol.

### 10 Years and Going Strong

In 1993, department officials saw the need to enhance communication with its employees. Thus, *Quotes, Notes & Anecdotes* was born. This publication strives to inform, educate and entertain our employees. Thank you for your continued support and cooperation.

### Sneak Peek INSIDE...

- ◆ Governor Outlines State's Financial Situation
- ◆ PEIA Tackles Eating Habits of West Virginians
- ◆ Employees Share their New Year's Resolutions
- ◆ The General Services Staff Prepares for the Snowy Season

# BUDGET NEWS

The National Governors Association reported that 37 states were forced to reduce their enacted budgets by \$12.8 billion in fiscal year 2002, and all states across the nation are dealing with what is being called the worst financial situation since World War II.

Governor Bob Wise

## Shivering Signs of Coldness

Winter has set in, which means we will do more shivering from the cold.

What is this involuntary reaction to the temperature? It's the body's way of keeping you warm.

When you move around, your working muscles create heat. When you stop, your body loses heat.

That is when your muscles decide it is time to move to warm up again, causing your muscles to shake on their own.

-Adapted from  
Gannett News Service

## An Update on the State's Financial Situation Governor Wise Plans to Reduce Spending

Gov. Bob Wise spent most of December focusing on West Virginia's financial situation and announced several directives to reduce state spending. "We are dealing with serious issues that require immediate attention," Wise said. "We need to make some changes quickly."

On December 10, 2002, utilizing technology, Wise spoke one-on-one with state employees to ask for their help during a State Employee Town Hall meeting, which was broadcast simultaneously in 14 sites across the state.

"We are all in this together," Wise said. "I am meeting with our state workers, those who are on the front lines, to talk about our financial situation and ask for suggestions to make state government better and more efficient."

West Virginia is expected to face up to a \$250 million budget gap for 2004. Revenue estimates for 2003 are coming in lower than expected, and the state must find an extra \$30 million to balance the budget for next year to protect the basic responsibilities of the state.

Wise said he called upon each department in state government to implement cuts in ways that have the least possible impact on the services to citizens. "Although we do not anticipate layoffs this year as a result of these actions, we do not know what the future will hold. However, we do know that we have more than 2,000 unfilled jobs and at least another

2,500 that may come open through attrition," he said.

Some of the directives which Governor Wise declared included the following:

- ◆ All agencies, except public education K-12, to reduce spending by an additional 3.4

percent this year;

- ◆ Cabinet secretaries were charged to limit their employees to essential travel only;
- ◆ Agencies were directed to impose hiring restrictions

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## Employee of the Month Committee Experiences Change in Members



Pictured (l-r) seated, Pat Wehrle (IS&C), Donna Prunty (new chairperson), Cathie Fowlkes (previous chairperson), Debbie Watkins (Purchasing), Lynn Schillings (Personnel); standing, Sharon Gill (PEIA), Melody Duke (BRIM/Small Agencies), Mary Bonham (CPRB), Jennifer Ayers (IS&C), Joan Chapman (Finance), Chris Rush (General Services), Scott Padon (Purchasing) and Betty Lanham (new Recording Secretary).

The *Employee of the Month* committee recently experienced a bittersweet change. The terms for Cathie Fowlkes, who served as chairperson, and Karen Copeland, recording secretary, have expired. Their hard work and dedication to this worthwhile program are greatly appreciated.

To replace these individuals, Cabinet Secretary Greg Burton selected Donna Prunty as chairperson and Betty Lanham as recording secretary. "They are enthusiastic about their roles and the continued success of this pro-

gram," Burton said.

Each agency has a representative on this committee to promote the program and to answer questions from its employees.

Donna Prunty reminds our employees of the importance of taking the time to nominate deserving individuals in your agency or in other divisions within the department.

Nomination forms may be prepared electronically by visiting the program's website at [www.state.wv.us/admin/eom](http://www.state.wv.us/admin/eom) or by contacting your agency representative (see picture above).

## Time for its Annual Cleaning



(l-r) General Services Director David Pentz, Deputy Director Jim Burgess and Assistant Director Bill Thaxton with the chandelier during the cleaning process.

Do you hate the chore of cleaning the lights in your house? Just imagine having to clean the chandelier which hangs from the peak of the dome that has 10,080 pieces of Czechoslovakian crystal.

Each year during the holiday season, the chandelier is lowered and cleaned to prepare for the tree that is on display in the rotunda of the State Capitol. It also is lowered and cleaned prior to each inauguration. The chandelier hangs on a 54-foot brass and bronze chain, suspended 180 feet from the floor. Weighing 4,000 pounds, the chandelier is eight feet in diameter and is illuminated by 96 light bulbs.

According to Deputy Director Jim Burgess of the General Services Division, two division workers are assigned to perform the cleaning. Scaffolding has been erected to provide accessibility. Burgess added that the original wiring in the cable of the chandelier that was installed in 1930 will be replaced and more efficient and longer lasting bulbs will be used.

## State Employee Email List Created

The need for an accurate directory of employees for use in emergency situations and for statewide notices resulted in the Information Services and Communications Division (IS&C) working closely with agency representatives in updating employee information.

According to IS&C Director Helen Wilson, the online Capitol Telephone Directory will be used for this purpose. A recent memorandum from Wilson to state agency contact persons for the Capitol Directory informed

them of this project and the need to update employee email information quickly.

"The central issue is that email addresses were not complete in the database," Wilson said. "There are 32,326 employees in the telephone directory; however, 14,632 were without email addresses."

Once updated, this database will allow IS&C to use the employees email addresses to contact employees within a particular agency, building or certain floor of a building.

## Java Jive... Coffee Fanatics

In the office, what item could you not live without? Many of our employees would simply point at their coffee pot. The appearance of a coffee mug is a common, if not necessary, prop on employees' desks.

People have been eating and drinking caffeine containing foods and beverages for nearly 5,000 years. A naturally occurring substance in more than 60 plant species, caffeine is commonly found in coffee beans, cocoa beans, tea leaves and some seeds and fruits.

Although numerous studies have questioned the health issues surrounding the intake of caffeine, a.k.a. coffee, the key is moderation.

Most experts agree that a moderate intake of 300 mg per day of caffeine [meaning about three cups of coffee] is safe. Caffeine sensitivity differs among individuals, influenced by body weight, metabolism and physical condition.



Change is inevitable, except from a vending machine.

Unknown

## 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:*

### State Holidays

As a state employee, the number of paid holidays you enjoy each year is above the national average for both public and private sector employees. West Virginia observes seven additional holidays every year, as well as national and state elections. When a holiday occurs on Saturday, it is observed on the preceding Friday. Holidays occurring on Sunday are observed on the following Monday.



## Portion Control is the Key

# PEIA Encourages West Virginians to Focus on Lifestyle Changes Rather than Dieting

Our primary concern is disease control, not only for the state employees who are members of PEIA but for anyone that these billboards reach. They are definitely getting attention, and I think they convey the message that we need to start learning portion control."

**Nidia Henderson**  
Wellness Program  
Director

The Public Employees Insurance Agency (PEIA)'s Wellness Program focuses more on lifestyle changes rather than diet, according to Nidia Henderson, PEIA's wellness program manager. Lifestyle changes include portion control, healthier foods and physical activity.

An advertising campaign has recently been introduced utilizing nearly 80 billboard signs on display throughout West Virginia. The two designs depict concerns of 'super-sizing' fast food *value meals*. Although these meals

may be a better 'deal,' they could be detrimental in terms of fat intake and calories.

One billboard shows a cheeseburger on one half of the sign and the profile of an overweight man on the other side. The caption reads: **Super Size Food = A Super Size You**. The other billboard shows an order of french fries and sumo wrestlers. The caption reads: **Biggie Fries = Biggie Thighs**.

"No one is saying not to eat fast food," Henderson said. "We just want people to be smart and healthy consumers,

meaning we should not super-size an already high-calorie, high-fat meal."

PEIA's portion control program encourages people to consider the amount of food they eat, especially when eating on the run as many of us do to keep up with our busy schedules. Fast food restaurants promote bigger size as a bargain and serves more food than one person should eat in one sitting.

"West Virginia has an obesity epidemic, not to mention heart disease, cardiopulmonary disease, diabetes and other health problems that are directly related to our eating patterns," she said. "Our primary concern is disease control, not only for the state employees who are members of PEIA but for anyone that these billboards reach. They are definitely getting attention, and I think they convey the message that we need to start learning portion control."

Funded by the Pathway to Wellness Program, this campaign is to encourage the restaurant industry to become part of the solution by offering reduced prices on smaller meals as they do with the larger ones, Henderson explains. "The billboards are trying to convey the message that while eating less may not be as big of a bargain for your wallet, it is definitely a bargain for your health."

For additional information on how to live a healthier lifestyle, visit [www.peiapathways.com](http://www.peiapathways.com) or [www.wvportions.com](http://www.wvportions.com).

**A new federal government report that used actual body measurements say one in three Americans in obese. A 2000 survey that relied on people's own assessments put the figure at one in five. The major culprit worldwide is the combination of high-calorie diets and lifestyle changes.**

## New Year's Resolutions...

### Make Them and Break Them?



At the end of each year, most people tend to reflect of the triumphs and failures of the previous 12 months and to look forward to the future. January brings an opportunity to improve aspects of our lives in hope of bringing positive change.

In a recent electronic email survey to our employees, we asked what New Year resolutions they have made for 2003. The results showed that 22 percent of our employees have decided to stop making resolutions. "Better not to vow than to vow and not keep it," says Ron Null of IS&C. "I never make New Year's resolutions." PEIA's Marie Terry agrees. "If I don't make a resolution, then I won't feel defeated when I break it," she said.

For those individuals who still have faith in making resolutions, personal growth (39%) topped their list. "My New Year's resolution will be to take better care of ME, physically, emotionally and spiritually," said IS&C's Stephanie Davis.

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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**  
Kaye Parks  
Sandy Singleton

## General Services Grounds Crew Juggles Variety of Work in Maintaining the State Capitol

After spending 16 hours preparing for the Annual Tree Lighting Ceremony, the General Services Division's grounds crew began early the following day removing the snow that fell during the night. With an early 4 a.m. call, the six employees of this section were back at work to get the job done.

"We are similar to a small city. With about 50 acres of area, we have our own roadways, the sidewalks and parking areas that need to be cleaned after a snowfall before people arrive at 7 a.m.," said General Services Director David Pentz. "We prioritize our snow removal."

The job of the grounds crew is never mundane, according to supervisor Carlos Farley. "It's a challenge. You have to be ready on a moment's notice," he said.

### New Year Resolutions Continued from Page 4

Carla Kennedy also has resolved to focus on herself by try to stop smoking.

The all-time favorite resolution that many of us make, and unfortunately break, is to lose weight. According to our survey, 22 percent of our employees are making that attempt once again this year.

Getting better organized also is a goal of many of our employees. "I plan to organize my life better so

Aside from snow removal, their responsibilities include mulching leaves, tree trimming, designing flower beds and picking up debris. "We are always trying to stay one season ahead. Even though you see snow removal going on, outside our offices we are planning for spring flowers and trimming trees to ensure that the grounds will be attractive for the next season."

Groundskeeper John Carter explains how quickly the focus can change regarding his work. "I'm shoveling snow today, but two days ago I was mulching leaves," he said.

The key is being prepared, according to grounds manager Kenny Young. General Services has on hand about 680 – 50 pound bags of salt for

I can stick to a productive exercise routine," says CHIP's Pam Gunter.

Education was another resolution for which our employees hope to pursue. PEIA's Jewl Hammack said, "I hope to further my education and career so I can be better equipped financially to ensure my children's future."

The Department of Administration wishes each and every one of our employees a happy and healthy New Year. Best of luck with those resolutions!



**Pictured above with General Services Director David Pentz (far left) are (l-r) John Carter, Greg Hubbard, Carlos Farley, Roger Paxton Jr., Kenny Young and Drew Mitchell (kneeling). Danny Sizemore is not pictured.**

this winter. As Pentz explains, the division prepares for moderate snow. "Should an emergency snow fall in excessive amounts, necessary adjustments would be made by either acquiring more salt or by contracting snow removal assistance. We have the manpower and equipment to get the job done," he added.

Pentz applauds the hard work and dedication of these six men. "They are a good bunch of guys. There are very few people who can go 16 hours and be told to be on call and up at 4 a.m. and don't blink an eye," he said. "Snow removal is the hardest physical job that can be done, and every one of these men will be here getting the campus ready for the rest of state government."

**Below: As snow falls on the Capitol Complex, the grounds crew arrives early in the morning to ensure clear sidewalks for state employees.**



## A Message From... Cabinet Secretary Greg Burton

### Working More Efficiently

Today, more than ever, we must continue to look at ways to do our jobs and offer our services more efficiently. With rising costs, thinking outside the box is not an innovative methodology but a necessity.

We must actively voice our concerns and express our ideas to determine the best way to get the job done. Just because we did things a certain way for years is not justification for continuing those practices *if* there are more cost-effective alternatives.

I encourage our employees to share your ideas with your supervisors for positive change.

### Budget Cuts Continued from Page 2

across state government;

♦ Holiday gatherings at the Governor's Mansion were cancelled, with the exception of the public holiday tree lighting ceremony.

"This is not just about balancing the budget for this year or next year," Wise said. "This is a chance to rebuild state government to what we want it to be, not what it has simply evolved to be."

He added that as state employees, we have a responsibility to make difficult choices that determine the future prosperity of the citizens we service. "We will face these challenges. We will make the tough choices. We will build a stronger West Virginia," Wise said.

A new website, the West Virginia Employee Communication Network, was established at [www.wv.gov.org/wvecn](http://www.wv.gov.org/wvecn) for state employees to voice their opinions on restructuring state government.

**Martin Luther King's Birthday...**On January 20, the nation will celebrate the 74th birth anniversary of Martin Luther King, Jr. This day is declared an official state holiday.



**Welcome to the Department!...**Theresa Kline joins the Consolidated Public Retirement Board.

**Congratulations!...**to **Melissa Hapney** of the Public Employees Insurance Agency who was recently promoted from an Announcing Technician II to an Accounting Technician III; and to **Tammy White** of the Consolidated Public Retirement Board who was promoted from an Announcing Technician III to a Retirement Advisor.

**Retirement News...**Best wishes to two employees from the Information Services and Communications Division who recently retired from state government: **Gary Buzzard** and **Beverly Thomas**.

**Good Luck!...**to our employees who resigned from our department: **Sharon Lester** (CPRB) and **Dot Yeager** (Secretary's Office).

**Get Ready for Tax Time...**On January 31, the Payroll Office will distribute W-2 statements to our department employees for income tax purposes. **After this date**, if you have any questions, please contact your supervisor.



## HAPPY BIRTHDAY ... in January

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

