

Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

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Department Honors PEIA's Tom Harper as its 2003 Employee of the Year

TOM HARPER, an office assistant 1 for the Public Employees Insurance Agency (PEIA), was honored by Acting Cabinet Secretary Tom Susman as the department's **Employee of the Year** for 2003 during a special ceremony on December 17.

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

A 21-year veteran of state government, Tom maintains the electronic inventory of PEIA's assets by overseeing storage locations and retiring obsolete furniture and equipment to Surplus Property. He also serves as his agency's recycling representative and is responsible for the delivery of deposits, debit memos and FIMS payments to various locations.

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, Tom!

For details on this program, visit its website at www.state.wv.us/scripts/admin/eom/eomProgram.cfm.



PEIA's Tom Harper (l) received a \$2,500 check for being selected as our Employee of the Year from Acting Cabinet Secretary Tom Susman (r).

Employee of the Month

Mike Michaelson Serves as "Go-To" Man, Trouble-Shooting Problems for General Services Division



MIKE MICHAELSON
January Employee of the Month

Mike Michaelson, a Building Maintenance Supervisor II for the General Services Division, has been selected as the department's **Employee of the Month** for January.

A 13-year employee of state government, Mike serves as shift supervisor and oversees a variety of special projects for the Maintenance and Operations Section. He is responsible for the maintenance and preventive maintenance of facilities on or near the State Capitol Complex.

According to one of his co-workers, "Mike's performance is nothing short of amazing...I honestly do not know how he manages to accomplish what he does." Another co-worker adds, "He is the *go-to* man. No matter what the problem, being electrical, plumbing, heating, etc., he is there to make sure the job is done on time and correctly the first time."

In his spare time, Mike enjoys fishing and hunting, especially rabbit hunting.

Mike will be honored at a special ceremony at 11 a.m. on Wednesday, January 7, in the Rotunda at the State Capitol.

Sneak Peek INSIDE...

- ◆ Tips to Become a Better Employee
- ◆ Avoiding those Unwanted Added Pounds During Winter
- ◆ PEIA Addresses Bariatric Surgery for Members
- ◆ 2004 Agency and Vendor Purchasing Conference Set for April
- ◆ People Talk



Want to Excel at Work? Personnel Experts Share Tips on How to Be a Better Employee

Just showing up for work every day doesn't make you an outstanding employee. What does it take?

The best place to go to answer this question is our Division of Personnel. Its staff strives to assist employees in many facets of the workplace, including professional development.

Mark Isabella, Personnel's Senior Development Consultant, offers some advice to those employees who are wanting to enhance their performance.

1. Take the initiative and show leadership. Show extra effort, see projects through to the end and help teammates accomplish goals.
2. Deliver effective customer service. Make service to internal and external customers a priority.
3. Demonstrate effective communication, conflict management and team skills. Remember that results depend on relationships. Technical skills are not enough in today's workplace. You also must be able to work effectively with others.
4. Take responsibility for managing your own performance. Participate in goal setting, manage your projects well, ask for feedback and assess your own work.

5. Be open to change. Place an emphasis on personal development. Take advantage of opportunities to learn new skills and accept new assignments.
6. Brief your boss. Meet regularly with your boss to update him or her on your own work.
7. Manage your time, your energy and your moods. Recognize that it is your responsibility to be at your best.

If you are interested in learning new skills and strategies for improving your job performance, register for the Division of Personnel's training programs. The new program schedule will be available in February 2004.

Superiority

The truth is that there is nothing noble in being superior to somebody else. The only real nobility is in being superior to your former self.

**Whitney Young
(1921-1971)
Civil rights leader**

Changes to the Department's Legal Section Brings Back Familiarity



Heather Connolly

The Legal Services Office of the Department of Administration has made recent changes in personnel. However, you may notice that one of the faces is quite familiar.

Heather Connolly, who had served as assistant counsel for the department in the past, has returned to the department in the same capacity.

A 1997 graduate of West Virginia University College of Law, Heather served five years of active duty in the U.S. Army Medical Corps.

She assists the general counsel in day-to-day legal work, including brief writing, legal advice, contract review, grievance representation

and agency litigation. She previously worked in the litigation section of a private law firm, as well as for the Division of Corrections and the Attorney General's Office.

Stephanie King joins the legal section as a legal assistant. A 2000 graduate of Marshall University with an associate degree in applied science, Stephanie plans to pursue her education in the field of criminal justice. Prior to this position, she worked in a residential group home for at-risk adolescents and served as a victim's advocate.

Heather and Stephanie replaced Amy Haynie and Betty Lanham, who accepted positions with Workers' Compensation.



Stephanie King

Super Bowl Trivia



For all of those football fanatics, let's see how much you know about the Super Bowl!

- A. What Super Bowl had the most touchdowns in a game?
- B. Which Super Bowl had the least touchdowns in a game?
- C. Who performed the National Anthem at last year's game?

*Answers: (A) 8 - San Francisco vs. Dallas, VI; (C) Dixie Chicks
Denver, XXIV; (B) 0 - Miami vs. Dal-*

And It Came Tumbling Down...

State Capitol Complex Modifies its Campus

The State Capitol recently changed its appearance with the demolition of the Building 2 Parking Garage on California Avenue and the Regional Jail Building on Jefferson Street.

According to a General Services official, the cost of the repairs exceeded the value of the buildings.

Dennis Stewart, manager of the Asbestos and Special Projects for the General Services Division, indicated that for the past six months, the parking garage has been vacated.

"Everyone who parked in that building was sent to the Smith Street lot. It was no big secret that we had to do something to avoid vehicles receiving serious damage," Stewart said.

There are plans to build additional office space and a parking structure on campus; however, no definite timeline has been established nor funding allocated to date, he explained.

Stewart said that the biggest drawback of a project of this nature is the inconvenience of parking. "When you have to have someone vacate their parking space for any length of time, it is an inconvenience," he said.

Stewart explains that the contractor basically *chews up* the parking garage and cuts it into block size pieces of concrete, separating the rebar which is sent to the salvage yard.

The grounds will be filled with concrete and gravel laid to surface a parking lot. The number of parking spaces at



The process of demolishing the Building 2 parking building took approximately two weeks to complete, with about 30 days to fill the land with concrete and to surface to be used for parking at the Capitol. Renovating the parking garage would have cost the state up to \$1.3 million, adding only an additional life cycle of 10 to 20 years.

that location is speculated to be between 80 and 100, Stewart said.

To renovate the parking garage would have cost the state up to \$1.3 million, adding only an additional life cycle of 10 to 20 years. Weighing out these factors, the cost to surface a parking lot for \$300,000 seemed more practical, Stewart said.

The parking building was erected in the mid-1950s. "When it was first built, to be able to park at this location or underneath the Capitol Building in the Governor's portico was considered *premier parking*."

Central Services Director Stephen Zoeller adds that this demolition is part of a bigger plan to keep the State Capitol in the best shape possible. The plan he inferred to includes dealing

with structures no longer *up to par*, where safety is questioned, along with major energy-saving infrastructure projects, installation of new lighting and boilers, and repair or replacement of a number of elevators and roofs.

"In the past few years, the Legislature has made money available to be able to do some projects at the Capitol, which has been a huge help," Zoeller added.

Another upcoming project is to upgrade the east wing of the State Capitol to Americans with Disabilities Act (ADA) access standards, he stated.

A similar project has been completed on the west wing. The elevation is about two feet higher on the east wing, which Zoeller states will make this project more extensive.

To renovate the parking garage would have cost the state up to \$1.3 million, adding only an additional life cycle of 10 to 20 years. Weighing out these factors, the cost to surface a parking lot for \$300,000 seemed more practical.

Dennis Stewart
Manager, Asbestos
and Special Projects
General Services
Division

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

Bob Wise
Governor

Tom Susman
Acting Cabinet
Secretary

Diane Holley
Public Information
Officer/Editor

Special Thanks
Debbie Harrison
Kaye Parks
Sandy Singleton



Seeing state employees walking inside the State Capitol is quite common. Pictured above are (front, l-r) Sherrie Bias, Linda Cruickshank, (back, l-r) Pat Huffman and Cathy Hart Price.

Bad Weather Definitely Not a Deterrent for Avid Walkers at the State Capitol

The weather outside is frightful, but the stairs and hallways are so delightful...The snow may be falling outside, amidst the cold air, but that is no excuse to not get the exercise you need, according to several state employees who are not only dedicated to their job, but equally committed to keeping in shape.

The Public Employees Insurance Agency (PEIA) is promoting *taking the steps* in its new campaign stressing the importance of exercising ... walking and taking the stairs, in particular.

The U.S. Surgeon General recommends that Americans accumulate 30 minutes of activity on most days for better health. That figure equates to about a 3,000 - 4,000 step increase in your walking. PEIA recommends two ways to a better lifestyle: adding an extra 2,000 steps during your day and reducing calorie intake by 100.

Here are some tips to increase those steps and to lead you to a healthier routine:

- ♦ Take several 10-minute walks throughout the day.
- ♦ If you are not ambulatory, use a timer and spend 30 minutes a day on upper body exercise.
- ♦ Walk, don't drive for trips less than a mile.
- ♦ Use the stairs, not the elevator.
- ♦ Walk during your lunch break.
- ♦ Walk while using your speakerphone.

- ♦ Take 5-minute walking breaks from your computer.
- ♦ Avoid drive-through restaurants, get out of your car and walk inside.
- ♦ Return your grocery cart to the designated storage area.
- ♦ Plan active family vacations.
- ♦ Walk your dog or your neighbor's dog.
- ♦ Move at least once every half hour.
- ♦ Walk to the television to change the channel.

Charleston's New User Fee Goes into Effect Jan. 1

Effective January 1, 2004, employers who maintain a place of business within the city of Charleston are required to deduct one dollar (\$1) per week from each employee who physically reports to work in the city.

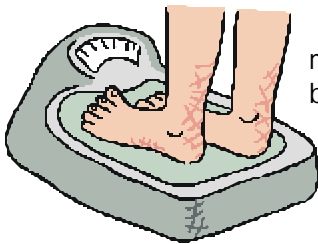
The city of Charleston provides certain services to all individuals within its borders, whether they are residents employed within the city or individuals living outside the city who work within its corporate boundaries. These services include police protection, traffic and street maintenance associated with the police and public works departments.

Therefore, the city determined it is reasonable to derive a portion of the cost of providing and maintaining those services from everyone who works within the city.

State employees working in Charleston will realize the deduction (\$2.16), beginning with their January 16 pay check.

New Year's Resolution?

How to Avoid Adding on Winter Weight



Go ahead and do the math — people are bundled up in winter, meaning their bodies are camouflaged. Cakes, pies and candy are everywhere you go.

In addition, it gets dark earlier in winter. People get bored and tend to nibble more. Perhaps winter was why *comfort food* was invented. Here are some tips for healthier winter eating habits:

- ♦ Get enough vitamin D, which comes from the sun and dairy products.

- ♦ Sample, but don't gorge. Take small portions and pass up items on the buffet that you can get at home.
- ♦ Walk after every meal, but dress appropriately.
- ♦ Drink plenty of liquids.
- ♦ Don't drink coffee or alcohol and "lubricate" from the inside out by indulging in salmon and other fatty fish/
- ♦ Eat warm, filling soups, instead of meat. Remember those substantial root vegetables in the winter too!

Stressing the Need to Weigh the Surgery's Risks and Benefits

PEIA Reports an Increase in Bariatric Surgery Since 2000

The medical terms for bariatric or weight loss surgery — gastric banding, gastro-intestinal bypass, gastroplasty or gastric stapling — have become almost commonplace. More often, bariatric surgery is being recommended for and performed on the severely overweight.

Bariatric treatment centers are being developed to coordinate the process. Since 2000, the Public Employees Insurance Agency (PEIA) has seen an increase of more than 500 percent in the number of bariatric surgeries performed on its members.

The basic theory of bariatric surgery is to restrict food intake by decreasing the size of the stomach and, in some operations, interrupt the digestive process.

Severe obesity is defined as having a body mass index (BMI) above 40, plus being 100 pounds or more over the ideal body weight. The morbidly obese and persons with a BMI of 35 to 40, with life-threatening disease or conditions, are increasingly being considered as candidates for weight loss surgery.

Patients considering gastric surgery should be evaluated

The well-informed patient, in partnership with the physician, must seriously think through all aspects of pre-operative issues, surgical risks and short- and long-term personal definitions of success...Simply put, patients should ask themselves, "Are the risks worth the benefits?"

for not only physical and weight-related appropriateness, but also for psychological, social and family issues.

Bariatric surgery is not without risk. The surgery or post-operative complications can be fatal. Current literature reflects a U.S. mortality rate of 0.5 - 1.5 percent during surgery or the immediate post-operative period from such problems as blood clots, disturbances of heart rhythm, respiratory failure, infection of the surgical incisions or internal bleeding.

Patients should approach the option of bariatric surgery seriously with adequate time for research and consideration of the multiple factors involved. The National Institutes of Health's (NIH) website on bariatric surgery, <http://www.niddk.nih.gov/health/nutrit/pubs/gastric/gastricsurgery.htm>, and the American Society for Bariatric Surgery's website, <http://www.asbs.org>, offer valuable information.

The morbidly obese or severely overweight patient must give careful and thorough consideration to weight reduction surgery as an option for weight control. Bariatric surgical procedures are not cosmetic or minor surgeries.

The well-informed patient, in partnership with the physician, must seriously think through all aspects of pre-operative issues, surgical risks and short- and long-term personal definitions of success.

Severely overweight patients must consider these factors



as if their lives depend upon it. Simply put, patients should ask themselves, "Are the risks worth the benefits?"

[Excerpt from the November 2003 issue of PEIA News. For the complete article, visit PEIA's website at <http://www.wvpeia.com/member%20resources/resourceindex.htm>. Used with permission]

Bariatric surgery has increased more than 500% since 2000 for members of the Public Employees Insurance Agency.

What's Going On?...

An Update on Our Retirees

Whether it has been a month or many years since retiring from the Department of Administration, we want to know what our retirees are doing now that they don't have to punch the time clock every day.

State employees who retire from the Department of Administration continue to receive a complimentary copy of **Quotes, Notes & Anecdotes** each month to keep them up-to-date on the programs, services and people working in our organization.

But, what about our friends who have retired ... let's hear from you! Send us a letter or an e-mail to let us know the news from your 'office'. Send your information to: Diane Holley, Editor; WV Department of Administration; 2019 Washington, Street, East; Charleston, WV 25305 or via e-mail at dholley@gwmail.state.wv.us.

2004 Agency and Vendor Purchasing Conference Set

The Purchasing Division has confirmed its plans for the 2004 Agency and Vendor Purchasing Conference & Product Expo.

After the success of last year's conference, which combined state agency purchasers and business representatives, the concept of bringing together buyers and sellers within state government continues.

The conference is set for April 19-23 at the Mountaineer Race Track and Gaming Center in Chester, W.Va. This facility will accommodate the individual workshop sessions, group meetings and the product exposition all under one roof.

Registration materials will be available by early February. At that time, interested participants may check the Purchasing Division's website at www.state.wv.us/admin/purchase for additional information or contact the conference coordinators:

Diane Holley
dholley@ gmail.state.wv.us
 558-0661

Debbie Watkins
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 558-3568



State of the State Address

Gov. Bob Wise will address all West Virginians during the televised **State of the State Address** at 7 p.m., on Wednesday, Jan. 14.

Welcome!... to the employees who recently joined our department: **Jennifer Byrd** and **Rita Withrow** (Purchasing); **Larry Chancy** (PEIA); **Kim Brown** and **Candace Moore** (CPRB); **Tonya Pugh** (BRIM); and **Cecil Johnson** (General Services).

Hats Off!... to those employees who were recently promoted: **Vicky Sutton** of CPRB from an Administrative Services Assistant III to an Administrative Services Manager I; **Phillip Powers** of CPRB from an Office Assistant II to a Retirement Advisor; and **Ken Lucas** of General Services from a Facility Equipment Maintenance Technician to a Maintenance Supervisor II.

Best Wishes... to Matt Hill of Personnel who recently resigned from the department.

PEOPLE TALK

Martin Luther King's Birthday... State offices will be closed on Monday, January 19, in observance of Dr. Martin Luther King, Jr. Dr. King's work strengthened our country and brought the nation back to the values by which it was founded: "All men are created equal."

Baby News?... Deepesh and Pauravi Randeri (both of IS&C) welcomed their first child, Sauniya, on November 21. She weighed 6 lbs., 3 ounces. *Congratulations to the new parents!*

Mid-Year Budget Cuts... Due to the state's \$20 million budget shortfall, Gov. Bob Wise ordered a mid-year 2.9 percent across-the-board reduction in December for most state government agencies, with 10 exemptions and one modification. The Children's Health Insurance Program and Public Defender Services were two of the exemptions which affected our department. The reduction was effective immediately.

HAPPY BIRTHDAY...in January

- | | |
|------------------------------------|--|
| 1 Karen Burks IS&C | 15 Patricia Perez PEIA |
| Brian Hatcher IS&C | 16 Deana Gose CPRB |
| Robert Withrow Gen. Svcs. | Jim Hudson Purchasing |
| 4 John Beane CPRB | 17 Georjanna Lemasters IS&C |
| Lisa Collins Personnel | 18 Jean Brown Personnel |
| Kyong Drain IS&C | 19 Ken Cross IS&C |
| Don Jarrell Gen. Svcs. | Earl Curnutte Gen. Svcs. |
| Danny Layton Purchasing | Larry Danberry Purchasing |
| David Shingleton IS&C | 20 Ron Brotherton IS&C |
| 5 David Bailey PEIA | David Lawrence ... Gen. Svcs. |
| William Dolin Gen. Svcs. | Carla Savage BRIM |
| Barry Gunnoe Purchasing | John Smolder Finance |
| Joe Perks IS&C | 21 Briseis Carpenter IS&C |
| Helen Wilson IS&C | Bernadette Curry PEIA |
| 6 Sandra Bryan Personnel | 22 Kaye Parks Finance |
| Jane Patterson Finance | 23 Paul Evans PEIA |
| 7 Jewl Hammack PEIA | Sally Pierson Personnel |
| Ralph McKinney .Public Defender | Garry Shivley CPRB |
| 8 Toni Nelson Personnel | 24 Ella May Bowman..Gen. Svcs. |
| 9 Leetta Brillhart IS&C | Suzannah Carpenter . Finance |
| Ronnie Phipps Purchasing | Betsy Chapman ... Sec. Office |
| 12 William Lawson Gen. Svcs. | Brian Hively IS&C |
| Rufus Wingo IS&C | MaryMcLaughlin Personnel |
| 13 Terry Harless CHIP | Roger Smith Budget |
| 14 June Butterfield BRIM | 29 Bill Charnock Pros. Atty. Inst. |
| Joyce Jarrett CPRB | Lucy Suchy Ethics |
| Craig Kinder Gen. Svcs. | 30 Angela Lowe CPRB |
| Lloyd Lawson Gen. Svcs. | 31 Greg Carrier Gen. Svcs. |
| Patricia Wehrle..... IS&C | Scott Joslin Personnel |

