



Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

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Purchasing's Barry Gunnoe Honored as Department's 2005 Employee of the Year

"And the Employee of the Year is ... Barry Gunnoe from Purchasing," said Secretary Rob Ferguson in a special ceremony on December 14.

Based on ballots submitted by our employees, **BARRY GUNNOE** was selected from the twelve Employees of the Month for 2005 as the recipient of this year's most prestigious award. An Administrative Services Assistant 1, Gunnoe has worked for the Department of Administration for 30 years.

Gunnoe's children were confident he would be selected. Prior to the ceremony, his daughter Amber told Gunnoe's supervisor, Janice Boggs, "I just know he is going to get it." The night before the ceremony, his son Kenny asked his dad to take him to see King Kong, but Gunnoe told him he had to wait until pay day. Kenny replied, "What do you mean, you're gonna get paid tomorrow!" The Employee of the Year recipient receives a \$2,500 bonus.

Although many accolades were expressed about Gunnoe, the most common targeted his positive attitude and his willingness to help others. "Barry is a true public servant," said Dave Tincher, Director of Purchasing. "He, literally, jumps at the chance to help people. Needless to say, we're all very proud of him."

Gunnoe was honored with the recognition. "This has been a great day for me and my family," he said. "I just can't believe that, from this caliber of people, I was the one chosen."



Secretary Robert Ferguson congratulates Barry Gunnoe of the Purchasing Division, who was selected as the department's 2005 Employee of the Year.

Employee of the Month

IS&C's Rob Sayre Handles a Variety of Projects

ROB SAYRE, a Programmer Analyst 2 for the Office of Technology, has been selected as the department's **Employee of the Month** for January.



ROB SAYRE
January Employee
of the Month

A nine-year employee of state government, Rob is responsible for supporting multiple applications and websites, including the Volunteer WV System. He also serves as the technical lead on the Financial Management System for the Division of Rehabilitation Services.

One of his co-workers said, "Rob has a great work ethic and will do whatever it takes to get the job done correctly." A customer added, "He's always

friendly, helpful and ALWAYS exceeds my expectations."

In Rob's spare time, he enjoys spending time with his sons, especially helping coach their Little League Baseball team. He also is responsible for the media department at his church and enjoys playing basketball and baseball.

Please join Rob's friends and co-workers at a special ceremony in his honor at 11:30 a.m. on Wednesday, January 4 in the third floor conference room at One Davis Square.

Sneak Peek INSIDE...

- ◆ Sec. Ferguson Meets with Employees
- ◆ Meet the Legal Eagles of the Department
- ◆ New Parking System Saves Money and Increases Efficiency
- ◆ Purchasing Reform Outlined
- ◆ Administrative Notes



Secretary Ferguson addresses the staff on important issues in a Meet the Secretary assembly at the Cultural Center.

Without you, those of us in leadership positions cannot do what we do. I don't take your efforts lightly. I truly appreciate you and take every opportunity to share that with the governor.

**Robert W. Ferguson, Jr.
Cabinet Secretary
Department of
Administration**

"We should all be outraged whenever someone commits an unethical act," said Cabinet Secretary Rob Ferguson during a "Meet the Secretary" assembly held last month at the Cultural Center for Department of Administration on-campus employees.

One of many such gatherings to be held on a quarterly basis, the purpose of these meetings is to enable the staff to get together and interact, ask questions, and to meet other individuals who are a part of the Department of Administration team. Similar meetings also will be scheduled for all off-site employees, such as the Board of Risk and Insurance Management, Office of Technology, Aviation Services, and the Prosecuting Attorneys Institute and others, in the near future.

Secretary Ferguson spoke on issues of importance to all employees, such as ethics and parking. Government efficiency, purchasing reform, future projects at the Capitol Complex and his appreciation of the staff were also matters he addressed during his introduction.

He focused much attention on what he indicates as an issue he cannot talk enough about...the importance of ethics. He explained that dur-

Department Employees Discuss Variety of Issues with Secretary Ferguson

ing his weekly meetings with all division directors, he continuously reminds them of their responsibility in maintaining an ethical environment for all employees.

Citing an illustration, Secretary Ferguson said, "If you put a frog in a kettle of hot water, it will immediately jump out. But, if you put that frog in a kettle of cold water, set it on a burner then slowly turn the heat up, he'll stay in it. The same holds true of our acceptance of unethical acts," he said. "No matter how blatant or subtle they may be, we should never get use to them. Committing such acts ruins people's lives."

Another issue that is gaining great attention is purchasing reform, which is expected to be addressed during the 2006 Regular Legislative Session. He explained that tackling this reform will be a major step in demonstrating Governor Joe Manchin's desire for a responsible government. Because many of our purchasing laws were written more than 50 years ago, Secretary Ferguson said it was time to make improvements in how we purchase products and services on behalf of state agencies.

Before fielding questions from the employees, Secretary Ferguson expressed his gratitude for all of the department employees. "Without you, those of us in leadership positions cannot do what we do. I don't take your efforts lightly," he said. "I

truly appreciate you and take every opportunity to share that with the governor."

In closing, Secretary Ferguson stated the need for a more efficient state government and challenged each employee to try to think of cost-saving initiatives.

As employees began to raise questions, some concerns were mentioned of which the Secretary was unaware. Some of those concerns, such as the lack of lighting and snow removal on the top level of the parking garage, have subsequently been addressed by General Services. The more complex topics expressed were noted and will be researched.

The intent of these quarterly meetings is for the employees to have an opportunity to interact with Secretary Ferguson as well as one another. Notice will be disseminated prior to the spring meeting in order to provide ample time for employees to prepare any questions or concerns which they may wish to raise.



New Parking Ticket System Expected to Save \$50,000

A new parking ticket system has recently been implemented, which provides more accuracy, efficiency and, an added plus, cost-savings. Although issuing parking violations is only one aspect of a parking guard's responsibility at the State Capitol, it is a necessary evil.

"We've got about \$82,000 of uncollected parking violations to collect," said Leasing Director Tammy King, who became responsible for the parking guards and ticketing process last September. "We're hoping with this new system we can improve the way we collect fines, while better utilizing our parking guards."

Initially, King and her assistant, Shelia Gray, researched other parking systems in the state, such as Marshall University, West Virginia University and the City of Charleston. After competitively bidding the system, a contract was issued to Clancy Systems. King said she expects the new system to save the state about \$50,000 annually.

The savings will result from changing how the ticket and payments are processed. Previously, the guards would inspect all parking lots and manually ticket illegally parked vehicles. The tickets would go through a tedious posting process in the Finance Division, which was time-consuming.

The guards now have PDAs (personal digital assistant devices), in which they enter necessary information and

instantly print out a ticket to be placed on the vehicle's windshield. At the end of the day, the guards bring their PDAs to Gray, who downloads the information onto her computer. "It is so easy with the click of a button to find out information. I can search by date, citation number or by license number. It's all done in this office with no extra personnel needed," Gray said.

The previous system required one ticket to be processed by up to four different individuals. Since all of the information is accessible to Gray, she no longer needs to rely on another agency should questions arise.

Since all of the information is entered into the PDA, there is more accuracy in the data collected. "Handwriting tickets in the winter or on rainy days would often make the tickets illegible. This new system eliminates that factor," King adds.

Another new aspect to the guard's process is taking photographs of illegally parked vehicles on questionable circumstances. King said the most challenged tickets are high dollar violations.

The Leasing Office is currently in the process of actively collecting those unpaid parking violations. "There are some misconceptions, one being that we can only go back so far, which is not true. Another



Pictured is Freda Cogar, one of the parking guards working for the General Services Division.

misconception is that we cannot collect late fees in Magistrate Court and that is also not true," King explains.

"It is just not fair to those of us who pay for parking to let violators off the hook," she adds. Individuals who owe \$1,000 or more in parking fine will pay no less than \$100 a month.

This arrangement will expedite the closure of these violations, should the individual not be able to pay the fines off in one payment.

Thus far, the new system has proven to be successful in generating savings. The system costs about \$300 a month, including the PDAs, maintenance and technical support.

"Before, just the meter runs (formerly performed by employees of the Finance Division) ran us about \$2,700 a month. Now, the guards will have time to make those runs themselves," King said.

The Department of Administration continues to look at ways to perform tasks more efficiently and cost-effectively.

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Joe Manchin III
Governor

Robert W. Ferguson Jr.
Cabinet Secretary

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Special Thanks

Betsy Chapman
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Sandy Singleton



Ross Taylor Settles into His New Role as the Director of Finance

Ross Taylor continues to evaluate the processes in place to determine possible improvements.

Prior to being named director of the Finance Division, Ross Taylor dealt more with the daily operations of the division, overseeing the budgets for various agencies.

Working as deputy director of the Finance Division since March, 2002, Taylor expressed his excitement for this new venture in his career. "I'm thrilled and honored that Secretary Ferguson and the Governor's staff have shown such confidence in me and my abilities. I plan on doing everything within my power to make my appointment a successful one."

Now in his new role, he said he wants to become more involved in the Financial Accounting Reporting Section (FARS) of the division. FARS' main responsibility is to prepare the state's comprehensive annual financial report (CAFR). "It isn't like they are in need of a tremendous amount of guidance," said Taylor. "They just received their tenth consecutive Certificate of Achievement for Excellence in Financial Reporting."

Although he does not anticipate any drastic changes, Taylor does want his staff to better understand how their work affects others in the department. "I believe once this happens, we should see an increase in the overall efficiency in our division," he said. Taylor will continue evaluating the process and says he will not hesitate to make changes if he feels they will result in improved

efficiency or a cost savings.

Born and raised in Jackson County, Taylor graduated from West Virginia State University where he received his bachelor degree in Accounting. He continued his education to receive a masters degree in business administration (MBA) from West Virginia Graduate College.

Taylor said he plans to follow Secretary Ferguson's lead in making certain that his employees are doing the right thing, in the right way, for the right reasons.

"Gov. Manchin and Secretary Ferguson are very conscientious when it comes to saving the state money. It is definitely their goal to run a more efficient government," he said.

New Legal Team Formed for Department of Administration



Meet the Department Legal Eagles... Assistant General Counsel Bill Hicks, General Counsel James Kirby, and Legal Secretary Joyce Jones.

The Cabinet Secretary's Office has formed its new legal team, which will tackle issues ranging from legislation to personnel. General Counsel Jim Kirby is pleased to introduce the two newest members of his staff: Bill Hicks and Joyce Jones.

A native of Weirton, Bill Hicks serves as assistant general counsel. A magna cum laude graduate of West Virginia University (WVU) School of Medicine in 1996, he attained a bachelor of science degree in exercise physiology and continued his education to receive his Juris Doctor from the WVU College of Law. "I am truly honored to be given this opportunity to serve the people of my home state. I'm excited to undertake the wide variety of challenges that the Department of Administration handles every day. I am also proud to be a part of helping to make the right things happen for the state under the forward-thinking leadership of Governor Manchin and Cabinet Secretary Ferguson."

Jones is a paralegal, who joins the department with more than 26 years experience in the legal profession. Born in Pennsylvania and formerly residing in New York, Jones moved to West Virginia in 1977. She attended Erie Community College

(New York) and Huntington Business College. "Working for the department has provided me with the opportunity to expand my horizons and to work in new areas of law, to learn more about state government and to meet new people," she said.

Kirby emphasized the credentials of Hicks and Jones. "They bring so much to the table," he said. "Joyce has over 12 years experience as a paralegal in a private law practice and ... Bill's practice has been very diverse including mass torts, insurance defense, finance, and mergers and acquisitions."

Please join us in welcoming the legal eagles of our department!

Purchasing Reform

A Positive Change for More Efficient and Effective Government

If the purchasing reform efforts need a tagline, the most likely one would be, "A Positive Change for a More Efficient and Effective Government."

With the current purchasing statute written more than 50 years ago, there is little doubt that updates are needed to the purchasing process ...and the Purchasing Division couldn't agree more. The 2006 Regular Session of the West Virginia State Legislature begins this month, with purchasing reform expected to top the list of issues to be addressed.

To ensure that the recommendations offered for discussion encompass the views of all parties affected by this initiative, the Purchasing Division staff, along with the Department of Administration officials, opened the lines of communication to all.

At the Agency Purchasing Conference in October, agency procurement officers shared their viewpoints and suggestions including changes necessary to the West Virginia Code and Legislative Rules as well as the process.

Secretary Rob Ferguson took time to explain that while changes to the State Code are imminent, they are only a part of the reform process. Changes to processes and procedures are key to providing speed and flexibility, while maintaining proper safeguards.

Several meetings have taken place since then to solicit feedback on purchasing reform. A public hearing was held at the Cultural Center in

October. Vendor and agency focus groups also met on a regular basis as did an internal committee within the Department of Administration.

In addition to the participation within the state, a private consulting group, *Public Works*, has been contracted to conduct a government performance review of the process. Their recommendations will be considered and included during the upcoming session.

Some of the issues raised thus far include multi-state contracting, eliminating the dual bid receipt, increasing the use of statewide contracts, codifying sole source purchases, and adequately funding the Purchasing Division with buyers, inspectors, and a contract manager.

There are millions of dollars in potential savings expected from this reform as a result of leveraging the buying power of the state and elimi-



nating non-essential tasks that result in loss of productivity and time.

"It is my hope that this change will encourage the flexibility that is needed in procurement, while ensuring integrity in the process through safeguards and internal controls," said Purchasing Director Dave Tincher. He added that these changes will affect each and every one in state Purchasing, from the agency purchaser to the Purchasing Division buyer, to the supplier.

Purchasing reform meetings have been conducted both on and offsite with vendors and agency representatives sharing their viewpoints and suggestions.

A Program Change Announced

WVCHIP Pharmacy Benefit Changes on Jan. 1

The WV Children's Health Insurance Agency approved changes to the pharmacy benefit available to participating members of the program, effective January 1, 2006. Currently, non-preferred medications that have generic alternatives require the member to cover the cost of a co-pay and the difference between the cost of the non-preferred brand name drug and the generic alternative. With this change, there will no longer be any coverage for non-listed drugs; they will be at 100% cost to the program participant.

In addition to this change, the revised Preferred Drug List will cover only over-the-counter Claritin in the non-sedating antihistamines class and only over-the-counter Prilosec OTC in the Proton Pump Inhibitor drug class. Additional step therapy programs in which generic therapeutic equivalents are used prior to authorizing more expensive brands will be added for antivirals, topical immunomodulators, and topical corticosteroids.



Beware of the Dangers of the Winter Season

Most people are aware of the winter dangers related to icy roads, but what else should we worry about during the season? Plenty, according to the Harvard Medical School.

■ Heart problems and strokes.

A well-documented rise occurs in heart problems and strokes during the winter, often up to 70 percent, say researchers in Canada.

■ **Flu.** Viruses spread easily when people are inside and in close contact. Experts believe the cooler air and less daylight are also involved. Flu shots help to avoid flu, and may decrease heart problems and strokes by half. January is not too late to get a flu shot.

■ **Snow shoveling.** Two minutes of shoveling brings the heart rate to the upper limit for safe aerobic exercise. If you are not in good shape, get a snow blower.

■ **Seasonal affective disorder (SAD).** For up to two percent of Americans, winter *blahs* become clinical depression.

■ **Hypothermia.** When the body temperature falls below 95, the heart beats irregularly and kidneys begin to fail. Brain function slows, so people may not realize the danger. Hypothermia requires immediate medical attention.

■ **Frostbite.** Cold temperatures constrict blood vessels near the skin. Your hands, feet, ears, and nose become more vulnerable to frostbite. Frost nip is when the skin becomes red and swollen. With frostbite, ice crystals may form in and between cells.

■ **Carbon monoxide (CO) poisoning.** With a greater danger in the winter, about 500 Americans die from unintentional carbon monoxide poisoning each year. To avoid CO poisoning, keep your furnace maintained and buy a carbon monoxide detector.

Welcome!...to the employees who recently joined our department: **Diedre Addington** (Division of Personnel) and **Kelly Dean** (Consolidated Public Retirement Board).

Congratulations...to **Jim Hudson** of the Surplus Property Unit of the Purchasing Division and **Anthony Maddox** of the Board of Risk and Insurance Management, who recently retired from state government.

Best Wishes...to **Linda Curry** of the Public Employees Insurance Agency who recently resigned from the department.

Brickstreet Transition...With the privatization of the state Workers Compensation, the following employees will be transferring to the private company, effective January 1, 2006: **Ralph Booher, Karen Burks, Briseis Carpenter, Bill Cook, Ken Cross, Sandra Deel, Stewart Ebeling, Jonathan Edwards, Bill Faber, Nancy Fowler, Jyotshna Gaganam, Garry Gunnoe, Patrick Hanna, Jessica Lambert, Oscar Lewis, Therman Mullins, Jonathan Nida, Mark Null, Brian Ooten, Lester Slamons, Don Smith, Tom Vaughan, David Wheeler, Basil White, John Wimmer, Rita Workman and John Wrightsman.**

PEIA FY07 Plan Approved...PEIA's Finance Board approved a plan for the fiscal year 2007, which will increase the public employees' premium by 22 percent. This increase does not include a separate 7 percent premium increase which goes into effect January 1, 2006. This places the state in accordance with the 80-20 law, passed by the State Legislature, which required employees to pay 20 percent of total premium costs as of July 1, 2006.

HAPPY BIRTHDAY ...in January

| | | | |
|----|--|----|--|
| 1 | Karen Burks Technology Brian Hatcher Technology Robert Withrow Gen. Svcs. | 18 | Jean Brown Personnel |
| 3 | Christine Magby BRIM | 19 | Ken Cross Technology Earl Curnutte Gen. Svcs. Amber Stansbury CPRB |
| 4 | Lisa Collins Personnel Donald Jarrell Gen. Svcs. Danny Layton Purchasing David Shingleton Technology | 20 | Ron Brotherton Technology David Lawrence Gen. Svcs. Tonya Pugh BRIM Carla Savage BRIM John Smolder Finance |
| 5 | David Bailey PEIA Bill Dolin Gen. Svcs. Barry Gunnoe Purchasing Joe Perks Technology Helen Wilson Technology | 21 | Briseis Carpenter Technology Barbara Houchins BRIM Bernadette Curry PEIA |
| 6 | Sandy Bryan Personnel Jane Patterson Finance | 22 | Kaye Parks Finance |
| 7 | Jewl Hammack PEIA Ralph McKinney Public Defender | 23 | Cedric Greene Sec. Office Garry Shivley CPRB |
| 9 | Ronnie Phipps Purchasing | 24 | Ella Bowman Gen. Svcs. Susannah Carpenter Finance Betsy Chapman Purchasing |
| 11 | Mary Beth Dill Technology | 25 | Eric Stringer CPRB |
| 12 | Bill Lawson Gen. Svcs. Wingo, Warren Technology | 26 | Brian Hively Technology Mary McLaughlin Personnel |
| 14 | June Butterfield BRIM Joyce Jarrett CPRB Pat Wehrle Technology | 28 | Ralph Holbrook CPRB |
| 15 | Patricia Perez PEIA | 29 | Lucy Suchy Ethics Erika Vance Purchasing |
| 16 | Deana Gose CPRB Jim Hudson Purchasing | 30 | Angela Lowe CPRB |
| 17 | Georgia LeMasters Technology | 31 | Greg Carrier Gen. Svcs. Scott Joslin Personnel |

