

Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

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Employee of the Month

IS&C's Michael Belcher Makes Technology User-Friendly

MICHAEL BELCHER, an Information Systems Specialist III for the Infrastructure Section of the Information Services and Communications Division, has been selected as the department's *Employee of the Month* for July.

A four-year veteran of state government, Michael is responsible for the installation and configuration of networking equipment, personal computers, servers and network systems. He diagnoses and resolves all server and PC-re-

lated hardware and software issues. Other areas on which he focuses include network administration, Windows NT 4.0 and Windows 2000 server setup and support, basic Novell support, wide and local area networking support, and project management and implementation.

According to one of his customers, "Michael is the backbone of our networking systems. He is always cheerful and explains our problems in terms we can understand." His co-worker adds, "He has such an upbeat outlook on his work and is always willing to go that extra mile in helping customers."

In his spare time, Michael enjoys spending time with his family as well as golfing and other outdoor activities.

Michael will be honored during a special ceremony at 11:30 a.m. on Tuesday, July 1, at IS&C's conference room in Kanawha City.



MICHAEL BELCHER
July Employee
of the Month

Need a Break?

West Virginia's Vacation Spots

Whether you are on a tight or flexible budget, West Virginia has much to offer.

With help from the Division of Tourism, vacation ideas are offered in this and the next two issues of *Quotes, Notes & Anecdotes*. For more information on our state parks, please visit the Division of Tourism's website at www.callwv.com.

Put on Your Walking Shoes...

Let's Celebrate Good Health!



As part of National Employee Health and Fitness Day, the Public Employees Insurance Agency promoted the 2003 Wellness Walkout in late May.

The walkout encouraged state employees to get outside and exercise during their lunch break.

Administered annually by the National Association of Health

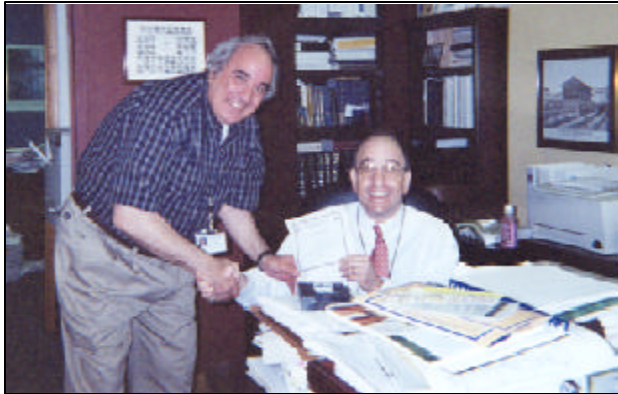
and Fitness, this special day is designated to urge everyone to walk for 20 to 30 minutes a day.

"We had hoped that this day would encourage people to get out and walk. You don't need to run a marathon or be an athlete," said Nidia Henderson, PEIA's Wellness Director.

Sneak Peek INSIDE...

- ◆ Law Ensures Privacy to Your Medical Information
- ◆ Planning for Your Retirement?
- ◆ Surplus Property Assists a Variety of Organizations
- ◆ Finance Division Offers Help with Crystal Reporting
- ◆ People Talk
- ◆ Administrative Notes

PEIA Conducts Training on New Federal Privacy Regulations as Part of HIPAA



Acting Cabinet Secretary Tom Susman is pictured giving Tom Marchio of PEIA a certificate of completion for the HIPAA training.

As a result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Public Employees Insurance Agency (PEIA) recently conducted training for all of its staff as well as key employees of the Board of Risk and Insurance Management, Children's Health Insurance Agency, Consolidated Public Retirement Board and the Information Services and Communications Division.

According to Keith Huffman, PEIA's General Coun-

sel and Privacy Officer, the administrative simplification provisions of this Act relate to the privacy of people's medical information. These provisions had required covered entities under HIPAA, such as PEIA, to train their employees by April 14. A "covered entity" is categorized as either a health plan for which PEIA is considered, a clearinghouse of medical terms or claims data or a medical provider, including physicians and hospitals. Any entity as categorized above must be in compliance of this federal law.

"We are not doing anything different from what we have done in the past," said Jerry Roueche', a PEIA Privacy Officer. "PEIA has always protected people's privacy. This is more of a formaliza-

tion of the process we have been carrying out for many years."

Huffman said that this training was very beneficial. "It creates more of a culture of privacy, so our employees are more thoughtful of protecting employees' medical records and information," he said.

Should an employee experience a problem with privacy issues, he or she is encouraged to contact Keith Huffman or Jerry Roueche', privacy officers for PEIA. "We are very conscientious of protecting our members' confidentiality," Huffman added.

PEIA has always protected people's privacy. This is more of a formalization of the process we have been carrying out for many years.

Jerry Roueche'
PEIA Privacy Officer

State Credit Union Offers HOT New Auto Rates this Summer

The State Credit Union is waiting to help you finance that new car you have been wanting! Assistance with values, calculations and payroll deducted payments is just a telephone call away.



The new vehicle rates are as follows:

| | |
|------------------|---------------------------|
| 36 months | as low as 4.00 APR |
| 48 months | as low as 4.00 APR |
| 60 months | as low as 5.00 APR |
| 72 months | as low as 6.00 APR |

The credit union warns state employees of the advertising of local dealerships for "0% financing." Many times, a member that has financing with the State Credit Union will benefit more by taking the rebate and applying those funds to the price of the car.

For more details, call the State Credit Union at 558-0566 or visit its website at www.wvpecu.org.

BUSINESS

R-I-E-F-S

Be Open to Feedback

The best feedback is constructive, not confrontational. Even if it's not pleasant, your outlook is the most important part. Before becoming defensive, let the point be made without interrupting. Listen carefully.

Ask questions and ask for clarification, so you can understand the situation from the other person's perspective.

What if you don't get feedback? Ask questions about projects or situations that may be affecting you and your job.

West Virginia Summer Fun and Getaways for All Budgets

[This is the first part of a three-part series relating to travel ideas in West Virginia. This information was prepared by Matt Turner of the Division of Tourism]

Looking for a vacation getaway this summer? Try staying close to home in West Virginia. It may seem like familiar territory, but getting away from it all might be a lot closer than you think.

West Virginia State Parks offer a variety of activities, scenery and natural splendor that will leave you wondering why you hadn't before thought of a Mountain State vacation.

Beginning with this issue, **Quotes, Notes & Anecdotes** will highlight a few suggestions for summer park vacations for all budgets. The state parks are popular and frequently fill up, so if you're planning a vacation, call ahead to make your reservations. Rates may change and individual costs vary by taste and activity.

West Virginia's Newest State Park Resort for a Complete Vacation

The newest addition to the West Virginia State Park system is the fabulous Stonewall Resort in the north-central part of the state, near Weston. While this is a state park, it is managed privately by Benchmark Hospitality in a unique public-private partnership.

Stonewall is an upscale state park resort, so expect more luxurious lodging and atmosphere for the resort

prices. A family of four has the option of staying in the new lodge or the lakeside cottages. A two-bedroom cottage with one queen bed and two twin beds is \$1,495 for a Sunday to Sunday week-long rental. Due to demand, Stonewall's and other state park cabins rent on a weekly basis during the summer season.

Stonewall offers breakfast, golf, spa and, honeymoon packages for its deluxe rooms, which make enjoying the park and its resort facilities affordable and easy. Room rates range from about \$99 to \$159 per night, depending on the season, type of room and number of guests. Guests may choose to stay at the deluxe Briarwood campground for \$28 per night.

There's plenty of acreage and activities to keep you entertained while staying at Stonewall. Stonewall features the Arnold Palmer Signature Golf Course, one of the top 10 best new golf courses in America, the full-service Mountain Laurel Spa, plus houseboat and fishing boat rentals on the 2,650-acre Stonewall Jackson Lake, one of West Virginia's most prized fishing impoundments. Fine dining is available at Stillwaters Restaurant, while great food and fun are the standard at T.J. Muskies Pub.

Special packages (some including spa and golf coupons) and additional information are available by visiting the Stonewall Resort website at www.stonewallresort.com.



Photograph Courtesy of Steve Shaluta

The next part of this series will focus on accommodations in the eastern panhandle of West Virginia.

Statues of the Capitol



This sculpture of Abraham Lincoln was completed by West Virginia native Fred Martin Torrey (1884-1967). Dedicated on June 20, 1974, this statue is located on the front steps of the State Capitol.

It is named "Abraham Walks at Midnight" from a poem of the same name by Vachel Lindsay. Funds for this statue were contributed by School Children of West Virginia and the Other Interested Citizens Committee.

Stonewall Resort and Conference Center is the newest state park constructed in West Virginia. This park is located at 940 Resort Drive in Walkersville, W.Va. Call (888) 278-8150 for more information.

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

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Special Thanks

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Planning to Retire?...



CPRB Advises State Employees on Steps to Take Prior to Retirement

For state employees who are considering retiring, Acting Executive Director Terasa Robertson of the Consolidated Public Retirement Board (CPRB), suggests planning early.

With nearly 35,000 active members of the Public Employees Retirement System (PERS), the CPRB staff has their hands full managing and advising potential retirees. Robertson explains that all employees, regardless of age, should review their annual CPRB statement carefully for accuracy, not only for the contribution amount, but also for service amount. "Because many people get close to retirement and realize their service they may have withdrawn has not been reinstated," she said.

A PERS member's retire-

ment is based on years of service and final average salary, using the three highest paid years of the last 10 years of service.

If you are considering retirement, Robertson recommends completing a *Request for Estimate* form six months prior to retiring. "We will perform an estimate based on when you tell us you plan to retire and by the three annuity options available to PERS members," she added. "Employees are encouraged to get an estimate so they may make a wise financial decision."

During the 2003 Legislative Session, a law was passed that allows for the purchase of out-of-state service credit. This means if you worked for a public entity, including a school system, in another state, you can now purchase those service years through PERS. "The more service you accumulate and the higher your

salary, the better your retirement check will be," she said.

Beginning July 1, 2003, the contribution rate for employers will increase from 9½ percent to 10½ percent.

Robertson also encourages employees to participate in the 457 Deferred Compensation Plan, which allows eligible state employees to save extra money for retirement on a tax-deferred basis as a supplement to your primary retirement plan. "We encourage employees to defer their annual increment pay into this plan," she said. "It's an easy way to invest, since it is money you normally don't have coming in." [Quotes, Notes & Anecdotes will provide more details on the 457 Deferred Compensation Plan in next month's issue.]

Where can you get more information on retirement? Robertson suggests visiting CPRB's website at www.state.wv.us/admin/cprb [This site offers a benefit calculator for employees of all ages to project their future retirement]; attending "Heading into Retirement" seminars offered by CRPB; and contacting CPRB's retirement advisors at the Capitol Complex or its outreach officer Monta Boggs to set up an appointment for counseling.

CPRB administers eight retirement systems, six of which are defined benefit plans such as PERS, the old State Teachers' Retirement System, as well as the systems for state troopers, deputy sheriffs and judges.

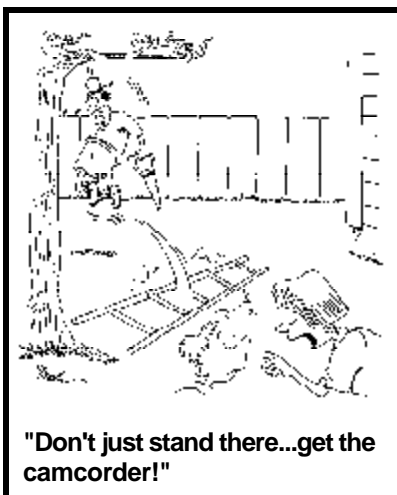
In addition, it administers the Teachers Defined Contribution Plan, which was created in 1991, and the 457 Deferred Compensation Plan.

The more service you can accumulate and the higher your salary will raise, the better off your retirement check will be.

Terasa Robertson
Acting Exec. Director
Consolidated Public
Retirement Board

Ready for Some Summer Fun?

Put Safety First on Your Checklist



Summer is a time to venture outside and enjoy many different activities, including swimming, boating, camping and firework demonstrations.

Because of the potential dangers surrounding every activity, it is important to remember safety first. If you plan to participate in any outdoor fun, be sure to wear the protective gear that is suited for that activity, such as lifesaving jackets or helmets.

July 4th celebrations usually include fireworks. Remember that any firework can be dangerous if misused. Only use fireworks that are legal in the state. If you have children, make sure that there is an adult supervising the handling of fireworks.

Aside from the safety aspect, enjoy the summer months while they last!

Surplus Property Program Described as a "Gold Mine" by its Eligible Customers

Looking for a bargain?

The Surplus Property Unit under the Purchasing Division is the place to go to find the best deals in town!

Public agencies, municipalities, county commissions, boards of education, volunteer fire departments, public service districts and many non-profit organizations are eligible to participate in the Surplus Property Program. And, savings can be found easily.

Just ask Artie Barkley, Shop Foreman at Cass Scenic Railroad, who has acquired numerous items, including a tie tamper which maintains the track at this state landmark. "This piece of equipment is used when you remove old ties and put new ones in," Barkley said. "We used to do this by hand, which would take three



Shop Foreman Artie Barkley of Cass Scenic Railroad has been workin' on the railroad for many years. He previously served as an engineer at the railroad. He is shown with the tie tamper acquired through the Surplus Property Program.

times as long as it takes this machine to do the same job."

Tim Lowry, Maintenance Supervisor at Cedar Lakes Conference Center, also agrees that for quality, service and selection, Surplus Property is the place to go. "Surplus Property is a gold mine," he said. "Everything we have gotten there has benefited us."

You can ask nearly any eligible organization that participates in the Surplus Property Program and the accolades will echo on the savings experienced by those who purchase surplus property. With today's all public agencies and non-profit organizations are looking at ways to save their limited dollars.

In addition to eligible organizations being able to utilize good, usable equipment and vehicles no longer needed by the state and federal government, the public, **including state employees**, may benefit through the auction and sealed bid process.

On May 31, 2003, the Surplus Property Unit coordinated Gov. Bob Wise's Vehicle Reduction Auction at its location in Dunbar. Nearly 200 vehicles were sold to the highest bidder, generating more than \$500,000 in revenue.

The state is expected to save more than \$2.2 million each year by eliminating the expense of



fuel, maintenance and insurance for these vehicles. There were 833 individuals who registered as potential bidders for this sale.

For additional information, property availability or eligibility requirements for the Surplus Property Program, visit its website at www.state.wv.us/admin/purchase/surplus.htm or call 766-2626 (toll-free: 800-576-7587).

[Above] Larry Fields of Cedar Lakes Conference Center demonstrates a Uniweld cutting torch acquired through Surplus Property. He claims this torch is the "best money can buy." By purchasing it at Surplus Property, he didn't have to spend much money.

Surplus Property is a gold mine. Everything we have gotten there has benefited us.

**Tim Lowry
Maintenance Supervisor
Cedar Lakes
Conference Center**

[Below] More than 830 individuals registered as potential bidders at Governor Wise's Fleet Reduction Sale on May 31. This sale was part of the Governor's plan to reduce the state's fleet by 555 vehicles.



Finance Division Offers Agencies Reporting Services

The Finance Division is offering state agencies a service that is in big demand. Many state agencies utilize the Ad Hoc Reporting software, Crystal Reports, when using various computer systems, such as the West Virginia Financial Information Management System (WVFIMS).

Whether the agency is in need of a customized report or is having problems creating or modifying a Crystal report, the Finance Division can help.

"By using the Ad Hoc Reporting software, Crystal Reports, we can customize a report to fit your individual requirements," said Susan Lowe of Finance's MIS and Reporting Unit. "A well-designed report can be extremely useful by eliminating the need for re-working the standard FIMS, Purchasing Card or EPICS reports."

Crystal Reports software is designed to query FIMS data, then manipulate and format the resulting data into a useful report. For situations when the standard FIMS reports do not fit the agency's needs, a Crystal report may be the ticket, Lowe added.

The Finance Division is supporting Version 7 and 8.5 of Crystal Reports and is currently in the process of testing Version 9.

Lowe suggests that state agencies should contact her office by telephone at 558-4083, ext. 216 or e-mail (slowe@gwmail.state.wv.us) when a problem arises. You can e-mail her the report and she can review the data and troubleshoot any potential problems.

Information Services and Communications Division offers basic training on Crystal Reporting. For more details, contact IS&C's Help Desk at 558-1257.

Welcome!...to the employees who recently joined our department: **George Muncey** (IS&C), **Betsy Chapman** (Secretary's Office), **Gary McClanahan** (General Services) and **Tina Brewer** (Grievance Board).

Congratulations...to Purchasing's **Beverly Toler** for her promotion from an Office Assistant II to an Office Assistant III.

Best Wishes...to those employees who recently resigned: **Scott Reynolds** (WV Prosecuting Attorney's Institute), **Lynn Wilson** (Personnel) and **Vivian Feola** (Purchasing).

PEOPLE TALK

Good News!...Finance's Cindy Dillon is pleased to share with our readers the positive news from her doctor. Last year she was diagnosed with cirrhosis of the liver. Today, after her recent knee surgery plus the loss of 50 pounds, she was re-checked and her enzyme liver test is normal. She appreciates the support, prayers and leave time donated by employees within the department.

Wedding Bells...Congratulations to Lisa Sword and Rob Worledge, both of the Finance's Accounting Section on their recent marriage. *Wonder which one will balance the checkbook?*

Baby News...Best wishes to Finance's Bryan Hoffman, who became a daddy on June 3. Bailey Madison arrived, weighing 8 lbs., 12 oz.

Hidden Talent?...Finance's Kaye Park sang the *National Anthem* and *God Bless the USA* during the governor's dedication ceremony of the Huntington State Office Building.

HAPPY BIRTHDAY ... in July

- | | |
|---|---|
| 1 Sharon Pruettt CPRB | 17 Bob Kilpatrick Finance |
| Michael Riggs IS&C | David Pentz Gen. Svcs. |
| 2 Tom Susman Sec. Office | Philip Skeen PEIA |
| 3 Kathy Young CPRB | 18 Mary Jane Arvon CPRB |
| 5 Priscilla Bickley PEIA | Sue Lore IS&C |
| Lora Gray Finance | 19 Don Hendricks IS&C |
| Kristi Shew IS&C | 21 Heather Atkins Public Def. |
| Paula Van Horn CPRB | Lee Ann Halstead PEIA |
| 6 Debbie Anderson Personnel | 23 Judie Barnes IS&C |
| Tony Easley Gen. Svcs. | Dan Eddy Gen. Svcs. |
| Amy Haynie Sec. Office | John Gibson IS&C |
| Roger Williams IS&C | Mike Michaelson Gen. Svcs. |
| 8 Michael Belcher IS&C | Cricket Powell Grievance Bd. |
| 9 Martha Belcher Gen. Svcs. | Brian Pratt IS&C |
| Marie Terry PEIA | 24 Yvonne Wilhelm Personnel |
| 10 Theresa King CPRB | 26 Jesse Erby Gen. Svcs. |
| 11 Penney Hall Personnel | Delores Huffman Personnel |
| Kevin Kinder IS&C | Joyce Jeffery IS&C |
| 12 Roger Bailey Gen. Svcs. | Kim Long PEIA |
| Jim Fisher Gen. Svcs. | 27 Joyce Kinder PEIA |
| Paul Hill Personnel | Sue McMinn BRIM |
| Tina Holmes Sec. Office | Denise Russe IS&C |
| John Johnston Purchasing | 28 Barbara Beane PEIA |
| Jack Pullen IS&C | Thomas Marchio PEIA |
| 13 Destiny Higginbotham Personnel | 29 Tammy Haynes IS&C |
| 15 Mable Jones Finance | Theresa Kline CPRB |
| 16 Margo Perkins PEIA | Mick Olah IS&C |
| Terasa Robertson CPRB | Danny Sizemore Gen. Svcs. |
| 17 Romona Allen CHIP | Barry Williams Gen. Svcs. |
| | 30 Denise Spatafore Grievance Bd. |

