



Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

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Employee of the Month

Tech's Debbie Pendleberry Projects a Cooperative Spirit

DEBBIE PENDLEBERRY, a Microsoft Office Master Instructor for the Technology Learning Center of the Office of Technology, has been selected as the department's **Employee of the Month** for July.

An eight-year employee of state government, Debbie instructs classes at the Technology Learning Center. She provides instruction in various applications at all

levels, such as Office Suite, Adobe, Novell GroupWise and Exchange/Outlook.

According to one of Debbie's co-workers, "She is always cheerful and a pleasure to work with."

Another co-worker added, "Debbie has a great attitude and is always willing and ready to help out."

In her spare time, Debbie enjoys working on her small farm in Jackson County. She

loves to garden, spend time with her dogs and driving (harness/cart) ponies. Debbie's also an avid antique shopper!

Please join Debbie's friends and co-workers at a special ceremony in her honor on Friday, July 7, at 11 a.m. at the Office of Technology's Davis Square office building in downtown Charleston.



DEBBIE PENDLEBERRY
July Employee of the Month

Our Summer Interns Offer an Excellent Return on the Department's Investment

Since 1989, the Governor's Internship Program has been placing eligible college students in summer internships.

The program runs through the summer lasting nine to 13 weeks with the internships matching the student's interests with the needs of private businesses, state agencies, and nonprofit organizations. This summer, our department hired seven interns to work in various divisions.

Tim Abraham returns from last year to work in the Cabinet Secretary's Office. A senior with a double major in political science and multi-disciplinary studies at West Virginia University, Abraham performs a variety of tasks, ranging from research, responding to inquiries, writing documents and letters, handling special projects and job-shadowing Secretary Rob Ferguson. "I enjoy being part of a team that is really trying to run state government the right way and in the most efficient way for West Virginia.," said Abraham. After graduation, he plans to attend law school and attain a joint J.D./M.P.A



degree. "Tim joined our office last year and, fortunately, is back with us again this year," said Cabinet Secretary Rob Ferguson. "With his ability to tackle projects with speed and accuracy, Tim is a true professional and will be successful in any path he chooses to take."

Ryan Cox is another intern from last year returning to the Purchasing Division.

Due to his high level perfor-



Continued on Page 3

Sneak Peek INSIDE...

- ◆ Building 7 Snack Bar Gets Facelift / Adds Healthy Choices to Menu
- ◆ Learn More About our Summer Interns
- ◆ Personnel Division Offers its First DVD to Employees
- ◆ Emergency Evaluation Plan Modernized
- ◆ New Employee Award Introduced



Executive Assistant Cedric Greene works with Capitol Business Interiors representative Gary Myers on the layout and design of Building Seven's snack bar.

Building 7 Snack Bar Gets Facelift and Adds Healthy Choices to Menu

In hopes of providing a nicer atmosphere for employees and to better utilize its space, the Cabinet Secretary's office has organized a facelift for Building 7's snack bar. "We want to create a pleasant atmosphere for employees to come eat. So, we're sprucing up the place, bringing in some additional choices of healthier foods and adding a couple of TVs and more appropriate furniture," Executive Assistant Cedric Greene said.

To help make all this hap-

pen, Greene has been working in conjunction with Virgie Underwood, the owner/manager of Virgie's Tasty Treats in Building 7, and Nidia Henderson with the Public Employees Insurance Agency on the choice of healthier snacks.

Capitol Business Interiors was brought in to offer their expertise in design and decor. Greene said Senior Account Executive and Designer Gary Myers has been great to work with. He also expressed relief at how easy it is to go to the statewide vendor list, choose a vendor and get started. "That's the great thing about having a state-

wide contract. We didn't have to spend much time getting things started," he said.

Plans indicate the floor will be in black and white with yellow-painted walls. Red chairs have been ordered to add a crisp accent against new yellow table tops. Other exciting features that have been added are two television sets that will be hung from the ceiling offering 24-hour news coverage as well as weather updates.

Greene stressed the fact that there will be no remote controls available. No plans have been made to perform

Continued on Page 5

Aviation's Debbie Rayburn Wins Songwriters' Contest



Debbie Rayburn, a secretary for the Aviation Division, proudly displays a CD she recorded which includes her winning song entitled, "It Could Have Been Me."

Debbie Rayburn, a secretary at the Aviation Division, could hardly believe her ears as her name was called as the winner of the Dottie Rambo Songwriters' contest. After all, it was the first song she had ever written and there were many seasoned songwriters participating.

The contest, sponsored by Dignity Hospice, a 501(c) nonprofit organization, invited individuals to submit a song and attend a songwriters' seminar taught by legendary gospel singer/songwriter Dottie Rambo. Rambo's songs have been sung by such artists as Elvis Presley, Dolly

Parton, Barbara Mandrell, Johnny Cash, Whitney Houston, Vince Gill, Dottie West, Pat Boone, and countless others.

"I submitted a CD of me singing my song, then went to the seminar," said Rayburn. "Rambo gave participants pointers on how to write songs and how to get their song out to someone that may be interested in recording it."

After Rayburn's song, "It Could Have Been Me," was chosen, she and her group, *Justified*, were allowed to open for Rambo the following night at the Coalfield Jamboree in front of 700 people. As winner, Rayburn will also be given an opportunity to pitch her song to Daywind Records in Nashville.

"I'm not an avid songwriter, but I saw a guy on TV who was down on his luck. It was his birthday and he had been living a

hard life due to the choices he had made that weren't pleasing to his family," she said. "He was living in a homeless shelter celebrating his birthday with complete strangers and longed to be with his family."

She said she awoke in the middle of the night with him on her mind. "I kept thinking how that could have been me. All it would have taken was one wrong choice, to be involved with the wrong people, and down the wrong path," she added.

Rayburn said some people look down upon those who are less fortunate. She said she hopes her song will encourage people to think more compassionately. Money raised during these events were donated to Hospice services for residents of Logan, Mingo, Lincoln, Boone and Wayne counties.

Summer Interns

Continued from Page 1

mance, he was requested to return to assist with the technical services initiatives of the division. Cox is a senior at West Virginia University, majoring in biometrics and electrical engineering. "When it comes to interns, we have gotten a good return on our investment with Ryan," said his supervisor, Technical Services Manager Dan Miller. "He retained everything we trained him to do last summer. Now he is handling even more complicated tasks--things you would never expect an intern to be able to do. He's proof that training can be a good investment." Ryan is from the Big Chimney area and says he has been very pleased with his summer experience.

Joey Griffith is originally from Huntington and is working on his Masters degree in Health Care Administration at the Marshall University Graduate School. His summer internship is spent working with the Public Employees Insurance Agency (PEIA).



One of his duties involves performing a preliminary assessment of PEIA's information privacy practices. Griffith's assignment will help PEIA get an outsider's perspective of its providers and assisting in preparing for an audit. He said his summer internship has been interesting and he is learning a great deal. He plans to graduate next May after which he hopes to work in the hospital industry. "There is so much to absorb during the short time Joey will be here," said his su-

ervisor Compliance Officer Michael Harmon. "Hopefully, by the time he leaves, he will be able to take some real world experience back to the classroom, which will be beneficial to him and his classmates."

Daniel Kanner of Charleston has also returned to work for the Finance Division. He is a junior majoring in Economics at West Virginia University. Kanner has been assigned to work on the document imaging project for the 1099 Unit which includes filing and preparing documentation of the imaged records for archive. He also acts as their mail runner and receptionist as needed. "Daniel is wonderful," said his supervisor Joan Chapman. "He is very pleasant to work with and has a great work ethic." Kanner said he has enjoyed his summer work experience. While he is not sure of his plans after graduation, he said he would like to remain here locally and work in his field of economics.



Raymie White, the "new kid on the block" so to speak, has never interned with the state, but, has already received his undergraduate degree in Political Science from Marshall University. He is currently attending West Virginia University College of Law and says he is still open to the type of law he wants to practice after graduation. White is spending his summer internship with the Ethics Commission working on two long-term research projects, both of which should result in improving the information available on the Commission's website. As issues arise on a daily basis, White will also be working on some short-term research projects for the Commission's attorneys. "This will give him a *real world* experience in helping to solve legal problems while improving our ability to respond to each inquiry in a timely manner," said Executive Director Lew Brewer. White comes to us from Clendenin.



The Office of Technology has hired two interns: **Luke Steadman** and **Brian Dunbar**. Since they began their internship in late June, their pictures and biographical data could not be included in this article.

For the past 16 years, over 1,200 talented students have participated in rewarding internship experiences. Eligibility requirements for the Program include: (1) being a student in a West Virginia college or university or a West Virginia resident attending an accredited college or university elsewhere; (2) completing at least one year of study at an accredited college or university by June of the year they want to intern; and (3) having a cumulative college-university GPA of 3.0 or greater.

If you know of an organization or a student who may be interested in participating in this program next year, direct them to the West Virginia Governor's Internship Program's website at www.wvqip.org.

Department Hosts Exchange Students from UK



Graham Spencer
United Kingdom

The Cabinet Secretary's Office recently welcomed students from the United Kingdom, Janet Hammond and Graham Spencer.

Hammond was interested in learning about accessible housing as well as disability issues. She has been working toward gaining accessible housing in her community in England. Hammond was assigned to ADA Coordinator Penny Hall. "I was pleased to learn that England has a law similar to the ADA we passed just five years ago. I enjoyed the experience," she said.

Graham Spencer expressed interest in how public services are managed in our state as well as the general work of local government officers. Assigned to Executive Assistant Cedric Greene, he visited a local office within the Department of Health and Human Services and the Bureau of Senior Services.

"We had a great day and walked away smarter about how we provide services to infants, children, adults and senior adults," said Greene.

Division of Personnel's Employee Relations Section Offers its First DVD Training to State Employees



Former Division of Personnel Drug and Alcohol-Free Workplace Coordinator Jean-Paul Moreau (r) and Assistant Director of Employee Relations Jim Wells (l) discuss the new DVD digital training entitled, "A Drug and Alcohol-Free Workplace for new managers and supervisors."

As training needs for state employees become more diverse, anxiety levels regarding training requirements are increasing. As a result, the Division of Personnel's Employee Relations Section, in partnership with the Treasurer's Office, pioneered *A Drug and Alcohol-Free Workplace* digital training program for new managers and supervisors for all state agencies.

With employees stationed in remote locations throughout the state, technology is a key step toward letting the state's 30,000 staffers coordinate their own training in a bid to quickly and efficiently gain compliance with Division of Personnel (DOP-P18) requirements.

The Employee Relations Section realized a need for all state agencies to get information to their managers and supervisors quickly and with the lowest investment, says Jean-Paul Moreau, who served as Employee Relations' Drug and Alcohol-Free Workplace Coordinator until he recently accepted a training position with the United Nations. He led a team from the Treasurer's Office IT Department in the development of this new initiative. "Virtually every major organization in America is considering or has implemented some kind of employee-directed self-paced online or digital training tool for its employees learning needs," he said.

The DVD, hosted and designed by Moreau, is produced like a fast paced television news program. It integrates a variety of different adult learning methodologies like video narration along with full screen PowerPoint text, role playing using real life scenarios and interactive exercises to test worker understanding of the material. Along with a participant workbook, this technology is expected to be deployed statewide and allows "just in time" training to operate while DOP is in the process of developing online or web-blended technologies for all its employees.

The DVD also ensures that all state agencies remain policy-

compliant. Completion rates will be archived by DOP staff. As an extra precaution, a facilitator makes sure the information is given should an audit be initiated.

The interface of the DVD training video is simple to use with an opening screen that gives the viewer the option to see two modules and a review accessible by using a standard remote control. Selecting the "View Program" option from the opening screen takes the user where the desired type of subtitle is selected. Under facilitator control, selecting the subtitle then takes viewers to a screen where groups of sub-chapters are selectable from a list.

DOP's former Acting Division Director Max Farley said he believed this digital approach is a move toward creating a strong training presence for the agency statewide, while waiting for their system to develop secure performance monitoring capabilities for its e-learning.

Assistant Director of Employee Relations Jim Wells explained, "The DVD is actually more than what was being done in the classroom. Rather than testing policy paragraph by paragraph, it's more situational testing. We intend to mass produce this DVD to make it available for small groups with a facilitator or individuals, as needed, to work through this program."

For more information on this DVD course, contact Jim Wells at 558-3950, ext. 253.

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Joe Manchin III
Governor

Robert W. Ferguson Jr.
Cabinet Secretary

Diane Holley
Communication Director/Editor

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Betsy Chapman
Debbie Harrison
Kaye Parks
Sandy Singleton

Accessible Employee Information

Questions relating to employee information can be answered quickly on the Department's website under, "Department of Administration Employee Information" on the left panel of our main page. After accessing this page, you will find information on employee news, a current organizational chart, a letter of intent and expectations to employees from Cabinet Secretary Rob Ferguson, the "Man/Woman in the Arena Award," as well as the Employee Handbook. The direct link is <http://www.state.wv.us/scripts/admin/dspDOAEmployeeInfo.cfm>. Check it out!

Emergency Evacuation Plan Modernized

The Department of Administration, in conjunction with the Division of Protective Services, has been modernizing an evacuation plan for the Capitol Complex in case of an emergency.

Executive Assistant Cedric Green, along with Protective Services Acting Director Jay Smithers and Lt. Mike Mace, first began devising the plan collectively this past April. Unit Floor Captains have been chosen by their respective divisions who will be responsible for:

- ♦ the safe, orderly and supervised evacuation of employees whenever emergency evacuation becomes necessary;
- ♦ ensuring that all occupants of respective floors are aware of evacuation procedures as

well as their responsibilities;

- ♦ instructing new employees/occupants of evacuation procedures;

- ♦ ensuring that all individuals needing assistance in evacuating the building assemble in a designated location. It is the responsibility of a person requiring assistance to immediately notify the fire captain on the floor on which they work of such a need;
- ♦ maintaining a current listing of all occupants of their respective floor, as well as a list of individuals who need assistance in evacuating;
- ♦ recruiting individuals to assist in performing duties as the situation dictates;
- ♦ coordinating activities with floor captains, assistants and Emergency Responsible Coordinator as needed; and,

- ♦ notifying the proper authorities once their floor has been cleared.

The plan, which is expected to be operational by late summer, will be maintained by the General Services Division.

"This modernized plan will work in conjunction with the design and installation of a campus-wide intercom emergency notification and fire alarm upgrade system which will be migrated into the current campus-wide electronic doorlock system. It will be monitored 24/7 through the Division of Protective Services Command Center," Smithers said.

More information will be made available within the upcoming months and shared with our employees.



Snack Bar

Continued from Page 2

any renovations behind the counter, just the area where employees or visitors congregate.

The snack bar itself has been owned and operated under Virgie's Tasty Treats since July 1, 2004. "I am very pleased with the changes they're making," said Underwood. "This place has needed it for a long time and I am looking forward to giving my customers better service." Some of the newer selections to be offered include peanuts/cashews, low fat pudding, jello and lean pockets.

"PEIA has done several wellness campaigns designed to help our members make better decisions about

what they eat," said PEIA's Public Information Officer David Bailey. "We looked around our offices and saw there weren't enough good choices to be had on the Capitol Complex. We have been very pleased with the teamwork of those who have pitched in to help revamp the vendateria. We think that the new look and the new vending options will help in making the right food choice easier for state employees."

In addition to enhancing this area for the employees, Greene stressed the importance of correcting a safety issue surrounding a solid wood door that leads to the Department of Education in the snack bar area. A person entering the area is unaware of the activity on the other side of the door. He explained that plans are underway to replace the wooden door with glass and have it open from the inside.

The project is to be fully complete before the end of the summer.



Pictured beside the new high-end machines is Virgie Underwood, owner/manager of Vergie's Tasty Treats in Building 7. The machines will enable Underwood to offer a wider selection of healthy snacks.

A New Employee Award Announced



■ The Man/Woman in the Arena

Cabinet Secretary Rob Ferguson is pleased to introduce a new semi-annual recognition called "The Man/Woman in the Arena" award, targeting employees who demonstrate the following characteristics:

Bold and Daring Leadership:

This employee demonstrates leadership which extends beyond the call of duty; who has achieved unique positive benefits for the betterment of the department and the state of West Virginia. Status quo is not in the vocabulary of this individual, for he/she continues to seek innovative ways to improve the services to our taxpayers.

Extraordinary Moral Courage:

This employee strives to make a difference by firmly standing for his/her beliefs. His/her philosophy on the job is to do the right thing in the right way, for the right reasons. To accomplish this mission, this individual takes risks of failing or having others not quickly conform with the ideas. It is their perseverance to their belief that makes this individual stand out among their peers.

President Theodore Roosevelt first offered his "Man in the Arena" speech in 1910, stating "It is not the critic who counts, not the man who points out how the strongman stumbled, or where the doer of deeds could have done better. This credit belongs to the man who is actually in the arena...."

Recipients will be announced twice each year, in July and January, based on the established criteria and information available at www.state.wv.us/scripts/admin/arena.pdf. Nominations are strongly encouraged for this award.

Welcome!...to the employees who recently joined our department: **Raquel Baker, Julia Bullard** and **Jennifer Sharp** (all of Personnel); **Gary Riffle** and **Torrence Smith** (both of CPRB); and **Lewis Withrow** (General Services).

Best Wishes...to those employees who resigned from our department: **Tenicia Butler** (BRIM); **Ashlee Hunt** and **Phillip Powers** (both of CPRB); and **Charles Schmidt** (Office of Technology).

Congrats!...to **Lisa Trump** of CPRB, who was promoted from a Retirement Advisor to an Administrative Services Manager I.

PEOPLE TALK

Got News?...Let us know what's going on with you and your family. Contact Diane Holley, Editor, at (304) 558-0661 with information to share with the department's employees.

Independence Day...Celebrate our country's independence on July 4. This day is an official holiday for state employees.

Vacation Plans?...If you have experienced or are planning a unique vacation this summer and would like to share with us the details, email Debbie Harrison at dharriso@wvadmin.gov.

In Sadness...The department regrettably announces the unexpected passing of Mark Erb, a pilot of the Aviation Division. Our thoughts are extended to his family and his numerous friends of state government who will miss him.

HAPPY BIRTHDAY...in July

- | | |
|---|---|
| 1 Jeff Bird Technology | 17 Jacqueline West Ethics |
| James Bridges Gen. Svcs. | 18 Sue Lore Technology |
| Patty Johns Finance | Mary Jane Arvon CPRB |
| Mike Riggs Technology | 19 Donovan Hendricks ... Finance |
| 3 David Oliverio Gen. Svcs. | 21 Heather Atkins Public Defender |
| Kathy Young CPRB | Lee Ann Halstead PEIA |
| 5 Priscilla Bickley PEIA | Dawn Mahan CPRB |
| Lora Reese Finance | Stacey Shamblyn CHIP |
| Kristi Short Technology | 22 Earl Guthrie Gen. Svcs. |
| Paula Van Horn CPRB | Rita Withrow Purchasing |
| Roger Williams Technology | 23 Judie Barnes Technology |
| Debbie Anderson Personnel | John Gibson Technology |
| Tony Easley Gen. Svcs. | Mike Michaelson ... Gen. Svcs. |
| 8 Michael Belcher Technology | Cricket Powell Grievance Board |
| Robert Norvell Technology | Brian Pratt Technology |
| 9 Martha Belcher Finance | 24 Lori Bailey BRIM |
| Joseph Savors Technology | Lori Byus Technology |
| 10 Theresa King CPRB | Yvonne Wilhelm Personnel |
| 11 Crystal Cunningham PEIA | 26 Jesse Erby Gen. Svcs. |
| Penney Hall Sec. Office | Delores Huffman ... Personnel |
| Kevin Kinder Technology | Kim Long PEIA |
| Candy Moore CPRB | 27 Joyce Kinder Technology |
| Bryan Ramsdell Technology | Sue McMinn BRIM |
| Larry Ward Aviation | Denise Russe Technology |
| 12 Roger Bailey Gen. Svcs. | Mario Torres Finance |
| Jim Fisher Gen. Svcs. | Emily Washington . Technology |
| Tina Holmes Technology | 28 Tom Marchio PEIA |
| John Johnston Purchasing | Barbara Randolph PEIA |
| Jack Pullen Technology | Ray Richardson Technology |
| Ken Smith Gen. Svcs. | 29 Krista Ferrell Purchasing |
| 15 Mable Jones Finance | Tammy Haynes Technology |
| 16 Tonya DeVonteno CPRB | Theresa Kline CPRB |
| Teresa Miller CPRB | Mick Olah Technology |
| Margo Perkins PEIA | Danny Sizemore Gen. Svcs. |
| 17 Romona Allen CHIP | Roberta Wagner Purchasing |
| Bob Kilpatrick Finance | Barry Williams Gen. Svcs. |
| Philip Skeen PEIA | 30 Denise Spatafore ... Grievance |
| Stanley Stewart Gen. Svcs. | 31 David Mason BRIM |

