



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
JULY 2009 - Volume 16, Issue 7

Employee of the Month

Technology's Tom Allen Earns Accolades for Dedication



TOM ALLEN
July Employee
of the Month

TOM ALLEN, a Programmer Analyst II for the Office of Technology, has been selected as the Department of Administration's *Employee of the Month* for July.

A state government employee for more than eight years, Allen's primary duties include main frame maintenance, which includes JCL, CICS and DB2. Allen has worked with several Administration agencies with their

main frame systems and applications.

"Tom is a dedicated employee who is always ready to assist other programmer analysts. He is always willing to take on new projects and is willing to learn new technical ways of performing his work," according to one of Allen's co-workers.

Said another co-worker, "Tom seldom misses work for any reason and is always willing to put in extra time to see

project through. His attitude and work ethic is always top notch and professional."

In his spare time, Allen enjoys competing in archery and pistol shooting competitions. Allen will be joined by his friends and co-workers at a special ceremony presented by Cabinet Secretary Robert Ferguson on July 9 at 11 a.m. at the Office of Technology office at One Davis Square in downtown Charleston.

Purchasing Division's 2nd Annual OPEN HOUSE a Success

Even though she has years of experience in procurement, an event such as the Purchasing Division's 2nd Annual gives Alberta Kincaid, procurement officer with the State Treasurer's Office, a chance to reconnect with the division.

"It is a wonderful opportunity to talk one-on-one with your buyers, to talk with other agency participants and to re-new acquaintances within Purchasing," she said. Kincaid was one of more than 60 state agency personnel who attended the four-hour event, held June 2 at the Purchasing Division's offices at 2019 Washington Street East.



Please see OPEN HOUSE, Page 3

Purchasing Division Senior Buyer John Abbott talks to Alberta Kincaid, procurement officer for the State Treasurer's Office, during the Purchasing Division's OPEN HOUSE.

SNEAK PEEK



- Regular and Special Legislative Sessions Yield 242 Passed Bills / **Page 2**
- General Services Performs Work Throughout Capitol Campus / **Page 3**
- PEIA Conducting Statewide Hearings on Retiree Issues / **Page 5**

2009 Regular and Special Legislative Sessions Yield 242 Passed Bills into Law



Gov. Joe Manchin signs Senate Bill 244 into law. This bill relates to public employees' re-employment into public service after retirement. Also pictured is Donna Lipscomb of our department, right, and Sarah Smith of the Governor's Office.

A total of 2,113 bills were introduced in the two houses during the 2009 Regular Session of the Legislature. The House introduced 1,340 bills and the Senate introduced 773 bills. The Legislature passed 227. During the first Extraordinary Session of 2009, a total of 15 bills were passed.

Information about the two sessions with links to all bills introduced and passed can be found at <http://www.legis.state.wv.us/index.cfm>.

Some of the bills which passed that affect the Department of Administration or may be of interest to our employees are the following:

SENATE BILLS

SB 172: Authorizing the Department of Administration to promulgate legislative rules for several agencies.

SB 244: Relating to public employees' re-employment after retirement.

SB 258: Clarifying that local fiscal bodies cannot be held liable for deficits as a result of other post employment benefits.

SB 318: Expanding the Division of Protective Services' law-enforcement authority over state property under certain circumstances.

SB 326: Mandating certain dental anesthesia insurance coverage.

SB 382: Adjusting the State Rail Authority's contract authority from \$100,000 to \$500,000.

SB 414: Creating the Governor's Office of Health Enhancement and Lifestyle Planning.

SB 431: Moving the requirement to send notices of small group health benefit plan from PEIA to the Health Care Authority.

SB 464: Authorizing PEIA to charge a fee for paper transactions.

SB 473: Clarifying civil service job posting provisions.

SB 481: Requiring employers provide documentation to PEIA.

SB 487: Adjusting the requirements for the Division of Personnel Director's qualification.

SB 492: Clarifying that dependents must live with the employee and by prohibiting public employees hired on or after July 1, 2009, from applying credit for years of teaching service toward premiums of the Public Employees Insurance Agency

Please see **BILLS**, Page 6

Web Filtering Software Designed to Keep Systems Safe

Rob Dixon admitted that the term "Web filtering" could have a negative connotation. "The first perception is often that 'Big Brother' is watching you," said Dixon, the Forensic Services Team Lead with the Office of Technology, citing the omnipresent overseer in George Orwell's novel "1984."

The Web filtering process utilizes computer software to limit what content is available to computer users on the World Wide Web. Dixon said Web filtering has been used at different State agencies since 1999. At that time, the state was moving to network-connected computer systems, Dixon said. Filtering was used to combat internal personnel issues.

Today, the Office of Technology offers Web filtering services to all state agencies. But, instead of viewing the process as an impediment, Dixon said

Web filtering is another tool in Internet safety and employee productivity.

The Web filtering software is updated regularly with listings of known "bad sites." Dixon explained that "if you click on one, it will lead to sites with malicious code." This could result in possible viruses in the network. However, the filtering software blocks users from opening those sites, and preventing viruses.

While there is a list of forbidden Web site categories, such as criminal skills, gambling, hate speech, or pornography, other sites may also be filtered at the request of the agency. "As Office of Technology Security Officers, we are here to support the agency's needs and not to dictate what is or isn't work related," Dixon explained. "Agencies know their business and their needs better than anyone."

And, even while categories may be blocked, pages within the category may

be opened, Dixon said. The security information page that appears when attempting to load an unauthorized site offers instructions on how to request access a work-related page or site.

Dixon added that the software's data mining capabilities – the method of discovering where bandwidth is being spent – makes it a powerful diagnostic tool. He used the example of an agency reporting bandwidth issues slowing down the network. By discovering which non-work-related sites are causing the problem and blocking them, the issue was resolved.

"The system is available to all state agencies, and is scalable for many users, with the initial goal of being mandatory for all consolidated Executive Domain state agencies," Dixon said. "The service is available to any State agency on the Statewide Unified Network."

Quotes, Notes and Anecdotes

General Services Division Performs Extensive Work throughout the State Capitol Campus

State employees have been receiving frequent messages in recent weeks stating, "The General Services Division would like to remind state employees about the following scheduled maintenance ..."

Whereas the messages are straight forward, the importance behind them mean much more.

The interruption of utility services is the result of the General Services Division's mission to repair and restore projects for the long term.

"Our priority comes down to one basic philosophy. We are going to fix things right the first time, even if it takes longer than what it would take if we were to opt for a quicker solution," said David Oliverio, Director of the General Services Division. "And on those occasions when the project has historic features, we are restoring as close as possible to its original design."

Oliverio added that nearly all projects being completed, which require power outages and/

or redirection of vehicular and pedestrian traffic, are done after normal business hours.

"We want to minimize the amount of disruption associated with many of these projects. Although we send out frequent mass e-mails which may seem to be a bit annoying, I am fortunate to have a dedicated staff willing to work after hours and during the week-ends to see these important projects through," Oliverio said. "I do think our efforts of the past few years are showing themselves very favorably, both in appearance and functionality."

The General Services Division unveiled its five-year facilities master plan in March of 2007 to address the restoration and upgrading the numerous state facilities.

Earlier this year, the General Services Division announced the beginning of a master plan project to address the long-term layout of the Capitol complex. The plan is expected to be completed by late summer.



Building 3 will be completely renovated once all existing agencies are moved to other locations. DNR recently moved to its new South Charleston location.

Plans to Renovate, Restore Building 3 Moving Forward

The renovation project of Building 3 continues to move forward as another agency on the State Capitol Campus has been transferred to its new home in recent weeks.

The Charleston offices of the West Virginia Division of Natural Resources (WVDNR) began its move on June 10 from the top three floors of Building 3 to the Plaza IV building on Fourth Avenue in South Charleston, near the South Charleston library. All WVDNR telephone numbers, fax numbers, and e-mail addresses will remain the same.

Division of Motor Vehicles (DMV) employees in Building 3 are closer to their move to a newly reconfigured office, which is being built at the Kanawha Mall. DMV employees are expected to move into their new offices by the end of

Please see PLANS, Page 5

OPEN HOUSE

Continued from Page 1

State agency procurement officers and staff were invited to the Purchasing Division to meet with staff and discuss issues related to contracts or topics specific to their agency.

Available during the event were buyers and inspectors, as well as representatives of the Surplus Property, Fleet Management and Travel Management programs. There was also a presentation of the Purchasing Division's online training programs and Web site.

"The response was overwhelming to last year's OPEN HOUSE, so Quotes, Notes and Anecdotes

we wanted to continue this success," said Purchasing Division Director Dave Tinchler. "Maintaining a high standard of customer service is vital for the Purchasing Division, and an event such as this continues to build on the lines of communication already established."

Kincaid praised the Purchasing Division's buyers and their openness to sitting down to talk through procurement process and issues. "The buyers are very accessible. They are willing to work with us and assist with issues

when they arise," she said.

Deanna Sortino, a procurement officer with the Division of Banking, said she attended the event with a specific question in mind. She had the chance to talk to her Purchasing Division buyer, Shelly Murray, and Technical Services Manager Dan Miller. "They were very helpful and were able to follow up on my question," she said.

Following the event's success this year, planning is already underway for the Purchasing Division's 3rd Annual OPEN HOUSE next year.

A Welcoming Addition



The Consolidated Public Retirement Board has a new awning to greet its customers at its Kanawha City location. The blue cover, which proudly states the agency's name, was installed in May.

Finance Division Posts FY08 CAFR Online

The 2008 Comprehensive Annual Financial Report (CAFR), which presents the financial condition of the State on a fiscal year basis from July 1 through June 30 of each year, is now posted online at www.wvfinance.state.wv.us/CAFRGAP.HTM.

This document contains three sections: an introductory section, a financial section and a statistical section.

The introductory section includes a transmittal letter with narrative commentary on matters of interest to the reader, the state's organizational chart, and a list of principal officers.

The financial section includes the general purpose financial statements, combine financial statements by fund type and schedules for account groups. The statistical section includes selected financial, economic and demographic data for the state on a multi-year basis.

The CAFR is submitted to the Government Finance Officers Association (GFOA) for consideration in

the Certificate of Achievement for Excellence in Financial Reporting program.

The Financial Accounting and Reporting Section of the Finance Division, the agency responsible for submitting the state's CAFR each year, has received the GFOA recognition since the GFOA began bestowing such distinction in 1995.

"I'm very proud of my staff and they are deserving of such recognition. They work hard and put in many long hours," said Ross Taylor, Finance Division Director/State Comptroller. "I was disappointed that we, the state, were unable to issue the CAFR on its intended deadline of December 31, 2008, due mainly to some accounting software conversion problems; however, we did meet the extended deadline of March 31, 2009. Hopefully, in the next few years, we will implement a brand new state-wide accounting which will simply and expedite the preparation and submission of the CAFR."

Green Driving Results in Safe Driving for our State Employees

*By Jennifer Schiefer
Safety & Loss Control Specialist II, BRIM*

What if we all did a little something to make the world a better place? If driving a little greener made toxic emissions into the atmosphere a little leaner, would you do your part?

We rely on our vehicles as our primary means of transportation for all of our daily activities from business to personal use. At the same time, we are conscious of the importance of preserving our environment, conserving energy and improving air quality. With recent advancements in vehicle manufacturing and fuel technology, improvements in air quality have been made. This, combined with the modifications drivers can make to their daily driving habits to protect the environment, gives us the green light for green and safe driving.

Studies have shown that you can reduce fuel consumption by 20 percent or more by modifying your driving habits. These modifications are simple in nature and only require repetitive routine practice to make this a success, not only from a fleet standpoint, but in our personal vehicle usage as well.

Here is how driving green works:

- **Keep vehicles well-tuned**

A well maintained vehicle improves fuel consumption and emits fewer pollutants.

- **Check tires for proper inflation**

Maintaining recommended air pressure conserves fuel and reduces tire tread wear.

- **Be a proactive driver**

Bypassing congested routes leads to less idling and decreases the amount of stop-and-go traffic.

- **Drive better**

Accelerating smoothly and stopping slowly reduces fuel consumption and toxic emissions.

- **Drive speed limit**

It's the law! Additionally, obeying the posted speed limit saves fuel and lowers the risk of accidents.

- **Maintain a steady speed**

Keeping a steady pace reduces gas pedal activity, which helps to reduce toxic emissions.

Not only do agencies see significantly lower fuel costs with their fleet management as a result of green driving, but they are also supporting environmentally friendly initiatives. At the same time, green driving encourages safe driving – helping to reduce accident rates, as well as stress for employees driving on today's busy roads – things we all value.

Just a Little Off the Top Please



A Davey Tree Company worker trims one of the State Capitol campus trees as part of a grounds maintenance project by the General Services Division.

Dead Branches Removed from Capitol Campus Trees

The Capitol campus trees are a bit thinner these days, which is by design.

Bill Shanklin, Grounds Manager for the General Services Division, said the extensive tree trimming involved cutting dead wood from the large trees, such as the pin oaks, to protect not only the trees from possible disease and insects, but to also ensure that there is no danger to pedestrians and vehicles from falling branches as safety was part of the equation as well.

“We have had a lot of intense storms lately and what falls to the ground during those storms is dead branches. It was making for a great deal of clean up,” Shanklin said. “This is a dead-wooding project. This is not a pruning project. We are

removing large dead branches. We have identified 90 trees on campus that need dead wood removed, mostly on the oaks, and we have taken care of the first 50. We will get to the remaining trees in July.”

To assist in the massive project, the Davey Tree Company was contracted to work on the project, with workers using an articulating boom lift to get to the trouble spots.

The trimming of the small ornamental trees, including the dogwood and crabapple trees, was to shape them and to protect them from growing too tall.

“When the crabapples get

**Please See
TREES, Page 6**

PLANS

Continued from Page 3

summer. Building 3, designed by Cass Gilbert Jr. and built in 1950, will become completely vacant when Department of Health and Human Resources offices are moved to One Davis Square by the end of this year.

All state agencies currently housed in Building 3 are to be relocated so the nearly 60-year old building may be completely rehabilitated through contractual services coordinated by the Department of Administration. “Relocating the existing tenants of Building 3 to other locales has been an intricate process,” said Chuck Lawrence, executive director of the Real Estate Division. “The many pieces of the puzzle are coming together nicely now.”

General Services Director David Oliverio said the interior of Building 3 will differ from its current interior design. “We plan to open up the floor plan to enhance ventilation and air flow as well as lighting. The HVAC and electrical systems will be replaced as well as other infrastructure upgrades to support the new

building systems,” he said. “We also plan to restore the first floor of the building to capture some of the original design elements of the past, with the marble, attractive open space the original design of the past, with the marble and attractive open space. Everyone will have greater access to daylight in the building.”

Additionally, Oliverio said, measures will be taken to establish the appropriate features to achieve a ‘green building’ certification, offering an environmentally friendly structure.

“We are being very mindful of all the important elements needed for this building. Our goal is to keep the original characteristics of this building by restoring the exterior and maintaining the marble interior walls,” Oliverio said. “On the inside, we are designing to the needs of today’s office space environment. Proper wiring and electronic networks will be crucial. It goes without saying, there is no comparison to the technology needs of today compared to those of 1950.”

PEIA Conducting Statewide Hearings on Retiree Issues

The Public Employees Insurance Agency (PEIA) continues its statewide public hearings throughout the state this month, the result of a motion passed during a special PEIA Finance Board meeting held in June.

At this meeting, the PEIA Finance Board voted to conduct statewide public hearings to explain and solicit public feedback on two issues the board had previously addressed. These issues related to the proposed plans for the Medicare-eligible retiree transition and the elimina-

tion of the retiree subsidy for public employees hired on or after January 1, 2010.

The public hearings provide the public an opportunity to voice their opinions on these motions.

To date, public hearings have been conducted in Beckley, Martinsburg, Charleston and Wheeling. Meetings this month are scheduled for Morgantown on July 6 and Huntington on July 7.

The PEIA Finance Board will meet again July 30 to vote on these motions.

BILLS

Continued from Page 2

upon retirement.

SB 695: Modifying the payment for certain state employees' who can be paid for their unused sick leave.

HOUSE BILLS

HB 2567: Relating to filing rules with the Secretary of State under the Administrative Procedures Act.

HB 2734: Relating to minimum guarantees provided to members who elected to transfer from Teachers Defined Contribution System to the Teachers' Retirement System.

HB 2863: Relating to construction of state utility projects.

HB 2870: Extending the deadline of the buyback provision provided under the Teachers' Defined Contribution Retirement System to the State Teachers Retirement System.

HB 2916: Relating to the Emergency Medical Services Act.

HB 3047: Clarifying that PEIA is authorized to enter into capitated provider arrangements for provision of primary health care services.

HB 3066: Clarifying the supervision requirements for elevator apprentices under elevator safety.

HB 3189: Adding members to the Capitol Building Commission.

TREES

Continued from Page 5

too leggy, they get diseased and also have a tendency to split or fall. They and the dogwoods were thinned out and shaped so this does not occur," Shanklin said.

Shanklin added it is the General Services Division's goal to maintain the beauty and healthy condition of the trees on campus. He said June is the best time to identify the dead wood from the live wood when the leaves come into full bloom.

Welcome! ... to our new employees: **Roger Chapman** and **Charles Fish** (Office of Technology) and **Kathleen Dempsey** (Personnel).

Time to Relax ... After many years of hard work, **Karen Byrd** of the Purchasing Division is now ready to kick back and relax. Happy retirement, Karen!

Best Wishes ... to our employees who recently resigned from our department: **Delilah Bracken** and **Quentin Johnston** (Office of Technology) and **Max Aldredge** (Personnel).

Wedding News ... **Ann Mollohan** (Purchasing) is proud to announce her son Sean's marriage to the former Patricia Redwine on June 18. *Congratulations!*

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

HAPPY BIRTHDAY ... in July

1 Jeff Bird Technology	Stan Stewart Gen. Svcs.
Patty Johns Finance	Jacqueline West Ethics
Mike Riggs Technology	18 Sue Lore Technology
Don Sanders Gen. Svcs.	Katherine Martin Technology
2 Jamie Cartwright Technology	19 Bryant Cramer Technology
Teddy Thompson Technology	20 Thomas Riddell Technology
3 Nathan Merritt Technology	21 Heather Atkins.....Public Defender
David Oliverio Gen. Svcs.	Lee Ann Halstead PEIA
April Taylor PEIA	Dawn Mahan CPRB
5 Lora Reese Finance	Thadd Robinson Technology
Kristi Short Technology	Stacey Shamblin CHIP
Paula Van Horn CPRB	22 Earl Guthrie Gen. Svcs.
Roger Williams Technology	23 John Gibson Technology
6 Debbie Anderson Personnel	Mike Michaelson Gen. Svcs.
Tony Easley Gen. Svcs.	Crickett Powell Grievance
7 Donald Wheeler PEIA	Brian Pratt Technology
8 Tim Abraham Sec. Office	24 Lori Bailey BRIM
Carl Baldwin BRIM	Toney Broyles Technology
Robert Norvell Technology	Yvonne Wilhelm Personnel
9 Eric Evans Technology	25 Ray Jordan Gen. Svcs.
Berneice Moore Technology	26 J.C. Erby Gen. Svcs.
Malechra Pannell CPRB	Delores Huffman Personnel
10 Theresa King CPRB	Kim Long PEIA
11 Crystal Cunningham PEIA	27 Lessie Chapman Technology
Penney Hall Sec. Office	Kelli Doyle Technology
Kevin Kinder Technology	Sue McMinn BRIM
Candy Moore CPRB	Denise Russe Technology
Kim Painter Real Estate	Mario Torres Finance
James Weathersbee . Technology	Emily Washington Technology
12 Bertina Holmes Technology	28 Tom Marchio PEIA
Jack Pullen Technology	Barbara Randolph PEIA
Ken Smith Gen. Svcs.	Ray Richardson Technology
Nicholas Smith Technology	Rob West Technology
14 Donna Lee Amos Technology	29 Krista Ferrell Purchasing
Brent Smith Technology	Tammy Haynes Technology
15 Mable Jones Finance	Theresa Kline CPRB
16 Jean Chapman Technology	Mick Olah Technology
Suzanne Lopez Technology	Shaun Pierce Technology
Terasa Miller CPRB	Danny Sizemore Gen. Svcs.
Margo Perkins PEIA	Barry Williams Gen. Svcs.
17 Romona Allen CHIP	31 David Mason BRIM
Bob Kilpatrick Gen. Svcs.	Shaun Neidlinger Technology
17 Philip Skeen Technology	

Administrative Notes

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

Joe Manchin III
Governor

Robert W. Ferguson, Jr.
Cabinet Secretary

Diane Holley
Communication Director/Editor

Production
Tony O'Leary
Chad Williamson

Special Thanks
Kaye Parks