



Quotes, Notes & Anecdotes

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Employee of the Month

Skill and Kind Demeanor Serve Layne Well in His Job

LARRY LAYNE, a Trades Specialist for the General Services Division, has been selected as the Department of Administration's *Employee of the Month* for July.

A state government employee for two years, Layne performs carpentry, construction and other related maintenance duties for all the state buildings on the Capitol campus.

"Larry exhibits and personi-

fies what an employee of the state should be. He has excellent carpentry skills that add to the historical preservation of the Capitol," said one co-worker. "His kind demeanor and dedication to going above and beyond what is asked of him serves him well."

Said another co-worker, "Larry is a wonderful worker. His work is always close to perfect as possible. Larry is always

smiling and friendly. If he says he will complete a job by a certain time, you can depend on his word."

In his spare time, Layne loves to ride motorcycles, do wood-working and gardening. He will be joined by his friends and co-workers at a special ceremony presented by Cabinet Secretary Rob Ferguson on Thursday, July 1 at 11:15 a.m. at the Lower Rotunda in the Capitol.



LARRY LAYNE
July Employee of the Month



The annual Capitol Market at the State Capital kicks off at 11 a.m. July 14. The event features homegrown West Virginia products.

Capitol Market at the State Capitol Returns this Month

The Capitol Market at the State Capitol returns later this month when it kicks off its 2010 season at 11 a.m. on July 14 near the fountain behind Building One on the north side of the campus.

The annual event, which features homegrown West Virginia products, continues to increase in sales every year, supporting the state farmers who sell their products through the Capitol Market. For the opening event, food samples will be given away in addition to the sales.

On July 14, First Lady Gayle Manchin is scheduled to officially open the Capitol Market at the Capitol and Agriculture Commissioner Gus Douglass is scheduled to make remarks.

The First Lady's involvement in the Capitol Market at the Capi-

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SNEAK PEEK

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The Capitol campus has benefitted from a series of restoration and repair jobs spearheaded by the General Services Division. The work is part of a five-year facilities master plan initiated in 2007 to make long-term improvements throughout the campus. Above left shows the East Wing of Building One before an extensive cleaning project; above right shows off the results.

General Services Division Continues with Repairs and Restoration Throughout the Capitol Campus

More check marks are being placed next to items on the General Services Division's "to-do" list and the Capitol campus is shining brighter as a result.

Since initiating a five-year facilities master plan in 2007, the General Services Division has completed a series of major projects and continues to commence additional ones. The ongoing work underlines the division's goals to make long-term improvements to the Capitol, not short-term fixes.

"We have been very fortunate to have the support of the Governor and the Legislature to do these projects, some of which are long overdue," said David Oliverio, General Services Division director. "We are taking the steps to ensure the Capitol is upgraded to meet modern building standards while keeping the look and feel of the Capitol as close as possible to the vision of Cass Gilbert."

Some of the completed projects include:

- Cleaning and tuckpointing of exterior limestone walls; restoring existing metal windows and exterior light fixtures to the main Capitol building;
- Removal of the fountain between Buildings 5, 6 and 7 which had fallen into disrepair and to in-

tegrate those buildings with the campus and provide green space;

- Renovation of the 10th floor of Building 5 for its new occupants, the Office of Technology, which included significant infrastructure upgrades to comply with fire and life safety codes;
- Replacement of the main electrical switch gear in the Capitol basement and Buildings 5, 6 and 7 for new, up-to-date electrical equipment;
- Structural repairs to the Capitol Parking Building;
- Exterior restoration of Holly Grove Mansion.

Oliverio said some of the larger projects currently underway include:

- Continued cleaning and restoration of light fixtures in the Capitol. To date, more than 200 fixtures have been restored;
- Replace roofs on Buildings 5, 6 and 7 and remove the old cooling tower from the top floor of Building 5;
- Replace the electrical switch gear in the Capitol's east and west wings for new, up-to-date equipment;
- Cleaning and tuckpointing of exterior limestone walls; restoring

existing metal windows and exterior light fixtures to the Capitol's east and west wings.

Several large projects have not been initiated but will begin soon, Oliverio said. They include:

- Major renovation of Building 3, which includes complete remodeling of interior finishes, including new HVAC system, electrical and plumbing work. Exterior work includes cleaning and restoration of exterior shell, construction of new loading dock facility and adjacent landscaping;
- Replacement of the 40-year old air conditioning equipment on the first and second floors of the Capitol main building with new heating, ventilation and air conditioning system which conforms to current codes, design standards and indoor air requirements;
- Replacement of all windows in Buildings 5, 6, and 7 with new energy efficient units.

"Members of our staff hear daily from in-state and out-of-state visitors who say that we have one of the most attractive capitols in the country, which makes us extremely proud," Oliverio said. "It is our intent to keep it that way."

Following Simple Steps Can Help Improve Gas Mileage and Lower Fuel Consumption

By Carl Baldwin
*Safety & Loss Control Specialist,
West Virginia Board of Risk and
Insurance Management*

Today's economy is tough and a penny saved is a penny earned. High fuel prices and excessive fuel consumption is not only costly from an agency operational standpoint, but from an individual consumer standpoint as well.

When we consider necessary costs, such as gasoline, we should do what we can to improve the value and decrease the consumption. We can not directly change the high price of fuel, so how about proactively managing our vehicle maintenance and fuel consumption in order to gain a bigger bang for our buck? With that said here are some simple ways you can improve gas mileage and reduce

fuel consumption:

- Regularly check your tire pressure. When needed, adjust the air to bring tires to their recommended pressure.
- Periodically check your vehicle's air filter and replace it when it is dirty or old.
- Whenever possible, avoid using your vehicle's air conditioner.

- Take your time and drive smoothly to avoid unnecessary acceleration and braking.
- Make it a point to plan more efficient routes. Attempt to avoid driving in traffic.
- Keep up with your vehicle's maintenance schedule and tune it up when recommended and needed
- Ask a mechanic to check the gap on your spark plugs and have them adjusted or replaced as necessary.
- Ask a mechanic to look for fouled fuel injectors and replace them as necessary.
- Seek other ways to lower fuel consumption, such as walking or riding a bicycle. These alternatives are also a good way to benefit your health.
- Form a carpool.
- Utilize good time



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PEIA Announces Upcoming Changes for the 2011 Plan Year



With the July 1 start of the 2011 plan year for the West Virginia Public Employees Insurance Agency (PEIA) comes changes that all PEIA members should be aware of. The biggest changes include elimination of the pre-existing conditions limitation, tightening of eligibility rules, preferred drug list changes, the new PPB Plan C, an increase in some out-of-pocket maximums and an increase in the lifetime maximum.

In another change unrelated to the PPB plans, Carelink will no longer offer its managed care plan to PEIA members



in Plan Year 2011.

A list of PPB changes includes:

Pre-Existing Conditions Limitations, Dependent Eligibility Rules

Governor Joe Manchin recently signed legislation that removes the pre-existing condition limitation from all PPB plans.

The bill also tightens PEIA's eligibility rules to:

- Allow existing plan members and retirees to add dependents to their coverage only during the open enrollment period each spring or when they have a qualifying event;

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PEIA

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- Allow employees without health coverage to enroll in the plan only during open enrollment or at the time of a qualifying event. Currently, PEIA PPB members may enroll and add dependents at any time by completing a change in status form, but pre-existing condition limitations did apply.

Preferred Drug List Changes

PEIA made changes to the Preferred Drug List or formulary for all PPB Plans. This affects active employees and non-Medicare retirees only.

PPB Plan C

PEIA introduced a high-deductible health insurance plan which members may pair with a health savings account (HSA) or a health reimbursement arrangement (HRA). PEIA does not administer HSA and HRA accounts.

The deductible for Plan C, which has lower monthly premiums, is \$1,200 for employee-only coverage and \$2,400 for employee and child(ren), family, or family with employee spouse coverage, which means members must pay for services entirely until the deductible is met. Like PPB Plans A and B, some services under plan

For more information on PEIA plan changes, please visit <http://www.wvpeia.com> or consult your 2011 Plan Year Shopper's Guide.

C are not subject to the deductible.

The following services are covered in full and not subject to a member's deductible (\$1,200 for employee-only coverage and \$2,400 for employee and child(ren), family, or family with employee spouse coverage):

- Routine prenatal care (physician services)
- Well child exams and immunizations as recommended by the American Academy of Pediatrics
- High risk birth score program
- Annual screening mammogram
- Annual Pap smear
- Colorectal cancer screening age 50 + above
- Prostate cancer screening age 50 + above
- Adult Immunizations as recommended by the American Academy of Family Physicians

Lifetime Maximum Increase

PEIA members enrolled in a PPB Plan will see a 50 percent increase in the amount of benefits the plan will pay over their lifetime. The lifetime maximum increases from \$1 million to \$1.5 million because of the increasing cost of medical services.

Out-of-Pocket Maximum Increase

Some PPB Plan A members will see an increase in their annual out-of-pocket maximum. If a member has employee and child(ren), family or family with employee spouse coverage, the out-of-pocket maximum will increase to one and one half times the individual maximum.

For example, the current out-of-pocket maximum is \$1,250 for a member making \$30,000 with one of the above coverages. For Plan Year 2011, it will be \$1,875.

More detail on all changes can be found in the PEIA Summary Plan Description (SPD) or online at www.wvpeia.com under "Forms & Downloads," "Members" and "Summary Plan Descriptions."

GAS

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management and planning by consolidating several stops into one trip versus making several unnecessary trips.

Tips & Considerations

- Depending on your vehicle's make and model, driving with the windows rolled down instead of using the air conditioner may cause increased drag, which could be less efficient than using the air conditioner.
- If your gas mileage suddenly plummets, see a mechanic. Your vehicle may be in need of serious maintenance.
- Always travel the speed limit or below.
- Fill up during the coldest part of the day. Gas becomes denser when it gets colder, so you get more for the same volume and same price.

These suggestions can lower the operational expense of your agency and decrease the burden on your own personal budget. Utilizing this information will not only improve gas mileage and lower fuel consumption; it will help improve your



vehicle's longevity and efficiency. It's also a green approach and supports environmentally friendly initiatives.

Issues of *Quotes, Notes and Anecdotes* can be found at <http://www.administration.wv.gov/newsletters/Pages/default.aspx.htm>.

Why Not Consider Camping in West Virginia? Offers a True Getaway for Family and Friends

Summer time weather brings dreams of vacations, but budget constrictions in a tough economy has many trading lavish trips for scenic camping trips.

Camping is not only an affordable option for families, but it also provides a break from the normal fast-paced, technology-centered work environment.

Luckily, West Virginia offers residents plenty of state parks to spend a relaxing and affordable vacation this season. Twenty-eight of the state's 48 parks, forests and wildlife management areas offer camping of some variety. West Virginia State Parks District Administrator Brad Reed says the state offers prime camping locations.

"West Virginia is where nature and people meet. It provides scenic nature areas for people who love being outdoors. There are many opportunities," he says.

State parks provide a variety of camping opportunities for the beginner through advanced camper. Some parks offer deluxe campgrounds, complete with outdoor grill, bathhouses and laundry facilities. Reed recommends Watoga State Park and Audra State Park for great beginning campsites with a variety of easy-to-explore trails and rivers. Tomlinson Run, located in the Northern Panhandle, offers "Yurt Rentals," complete with elevated tent, cooler, propane stove and cookware.



West Virginia offers a variety of opportunities for camping during the summer months. Twenty-eight of the state's 48 parks, forests and wildlife management areas offer camping of some sort.

Some state wildlife management areas offer primitive camping in undeveloped areas, usually without water or sanitation facilities. These campsites may draw experienced campers looking to enjoy nature and demanding trails without modern conveniences. Handley Park (Pocahontas County) and Conaway Run Lake (Tyler County) offer primitive, rustic camping environments.

A variety of entertainment and educational sessions will be offered at vari-

ous state parks throughout the summer. This includes the Birds of Prey Education Program by Three Rivers Avian Center, traditional Appalachian and line-dance instruction by award-winning Lou Maiuri, and Irish Road Bowling competitions. For locations and information on other programs, visit www.wvstateparks.com/summerpef.

For a list of state parks and wildlife management areas, as well as information on all campgrounds in West Virginia, visit www.wvstateparks.com.

MARKET

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tol, with its sales of fruits and vegetables, assists the efforts of the Governor's Healthy Lifestyles Coalition, which she chairs, in its mission to promote healthy eating habits.

Department of Health and Human Resources (DHHR) officials coordinate the annual event, now in its sixth year, with assistance of the wellness coordinators of the Development Office and Department of Education. The Department of Administration sets up the

tables on market days. Department of Agriculture and Capitol Market employees operate the event while Capitol Market vendors provide the produce.

Capitol Market at the State Capitol will sell fruits and vegetables every Wednesday through August 11. Fruits only will be sold on three consecutive Fridays beginning July 16. Fall Festival Day is scheduled for September 15 when mums and pumpkins will be available. Market times for all dates are

11:30 a.m. to 1 p.m., except on July 14 when the Market opens at 11 a.m. and concludes at 1 p.m.

The wellness coordinators involved in this venture believe the market to be one of the highlights for employees and visitors at the Capitol. Providing access to fresh fruits and vegetables promotes employee health, supports West Virginia farmers, and allows state employees the opportunity and convenience of shopping during the workday.

Tell Us About Your Summer Vacation!

Do you have a unique vacation planned this summer? Share a photograph and a brief description of your vacation with your Department of Administration co-workers.

Stories and photographs may be sent to Chad Williamson at Chad.B.Williamson@wv.gov and may be published in an upcoming issue of *Quotes, Notes & Anecdotes*.

A Few Small Steps Can Reduce Stress

Stress is unavoidable. That does not mean you should have to pretend it does not exist.

You can learn to keep everything stress under control by focusing on your mind, and your body.

- **Mindfulness.** You can take yourself out of the pressures of daily life for a temporary break by slowing down. Pay attention to the present moment, without worrying about the future, what is fair, what is good or bad, and so on. Walk a little more slowly to work, listening to your body for signs of tension. Focus on what your body is telling you, and you will be able to manage its responses to pressure more effectively instead of allowing stress to control you.

- **Physical exercise.** Activity focuses your energy outward. Exercise also strengthens your immune system. A vigorous walk at lunch can do wonders for your stress levels. A regular workout -- swimming, bike riding, weight training -- can help you manage stress over the long term. Don't forget low-impact techniques such as yoga and tai chi that emphasize stretching and relaxing.

Welcome! ... to the Department of Administration our new employees: **Derek Bailey**, **Michelle Sooy** and **Paige Strickland** (CPRB); **Christopher Barr** and **Michael Evans** (General Services); **Karen Hall** and **Patricia Redman** (PEIA); and **Regina Reynolds** (Real Estate).

Best Wishes ... to our employees who recently resigned from our department: **Debra Hughart** (CPRB); and **Marvin Crawford**, **Beverly Myers** and **Patricia Wehrle** (Technology).

Baby Talk ... **David Scruggs** (Purchasing) is proud to announce the birth of his son, Jordan Isaiah. Jordan was born to Scruggs and Deanna Smailes on June 22. He weighed 8 pounds, 11 ounces, and was 21 inches long.

Day Care Openings ... The Public Employees Day Care Center is accepting enrollment for children between the ages of 12 months to five years old. The center is located at 302 Jefferson Street, Charleston. For more information, please call 304-720-0839.

HAPPY BIRTHDAY ... in July

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

Administrative Notes

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