

Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

June 2000 • Vol. 8, Issue 6

Employee of the Month

IS&C's Jim Bone Displays His Enthusiasm in Every Task

Jim Bone, an Information Systems Specialist II for the Development Center of the Information Services and Communications Division, is the Department's **Employee of the Month** for June.

An 11-year veteran of state government, Jim is responsible for system administration and support of an IBM AS400 computer system. He works primarily with the PEIA team, supporting its EIAS application. He

also works with the "Data Warehousing" team assisting with the design and implementation of agency data warehouses.

According to one of his co-workers, "Jim throws himself into every assignment with energy and enthusiasm, from Corporate Cup to major statewide projects." Another co-worker adds, "He is very thoughtful and patient in dealing with both clients and co-workers. Jim's a great asset to IS&C and is the ultimate team player."

In his spare time, Jim enjoys spending time with his wife, Valerie, and daughters Lauren and Megan. He teaches adult Sunday School and coaches youth basketball and soccer.

Please join Cabinet Secretary Jack Buckalew at the **Employee of the Month** presentation at 11:30 a.m. on Thursday, June 1 at IS&C's Kanawha City office.



Jim Bone
June Employee of the Month

Jack Buckalew to Succeed as Cabinet Secretary

Joseph Markus Resigns to Take Position in Florida



Joseph Markus has accepted a position of Chief Financial Officer for a B2B international software company in Florida. His last day as cabinet secretary was May 26.

Secretary Markus indicated his enthusiasm in pursuing this "once-in-a-lifetime" opportunity; but expressed the difficult decision he had to make to leave such a dynamic department within state government.

"It has been an absolute pleasure to be afforded the opportunity to serve with all of you," Markus said. "I wish you the best of luck in the future."

Markus was appointed Cabinet Secretary by Governor Cecil Underwood in 1997. Prior to his appointment, he served as president of Sturm Engineering Products in Barboursville. He also held executive positions with several other companies nationwide.

Effective May 27, Jack Buckalew, who has been serving as Deputy Secretary of the Department, will succeed Markus as cabinet secretary.

Sneak Peek INSIDE...

- ♦ Building 6 Evacuation Team Prepares for Emergencies
- ♦ Purchasing Division Offers Conference to State Vendors
- ♦ Status of HRIS Explained
- ♦ Let's Brush Up on Our Knowledge of West Virginia
- ♦ Administrative Notes
- ♦ People Talk

Public Service Recognition Week was filled with a variety of activities. Turn to Pages 4 and 5 for a glimpse from this year's celebration of public service!

Building Evacuation Team Prepares Plan for Emergency Situations



The evacuation team for Building 6 consists of representatives from several agencies located in that building.

Happy Father's Day

Dad's Vital Role in Life

"He opened the jar of pickles when no one else could. He was the only one in the house who wasn't afraid to go into the basement by himself. He cut himself shaving, but no one kissed it or got excited about it. It was understood when it rained, he got the car and brought it around to the door. When anyone was sick, he went out to get the prescription filled. He took lots of pictures...but he was never in them."

Erma Bombeck
Humorist

At any time, an unexpected emergency can arise at the workplace. Whether it is a fire, gas leak or other unforeseen crisis, the key to employee safety is their quick and orderly evacuation.

It is therefore vital to have plan of action in place for any emergency. Agency representatives from Building 6 are ready to react, according to Leann Arthur of Information Services and Communications Division, who serves as the Building 6 evacuation team coordinator.

"We recently reorganized our evacuation team for Building 6 due to changes on the team and in the building that have occurred in the last several months," she said. The team structure changed when Arthur assumed the coordinator responsibilities when Clinton Hoffman of the Division of Personnel retired.

The relocation of several offices within the Department of Health and Human Resources to the former Diamond Building, and other offices being established in those vacated, was also a major reason for reorganiza-

tion of the evacuation team.

Agencies participating on the Building 6 evacuation team include Education, IS&C, Personnel, DHHR, the State Development Office and the Governor's Work Force Investment Office.

"The evacuation team meets regularly to test the telecommunications equipment and to practice its duties as an emergency response team to ensure that an evacuation will be conducted safely and orderly," Arthur said. She added that the building no longer refers to the alarms as *fire drills*. "We want every alarm taken seriously by the building occupants."

According to Arthur, each floor has a *floor captain* who will ensure that the alarms are

set in the case of an emergency and that all employees are vacated from office areas and bathrooms by using the stairways, *not the elevators*. Radios have been issued to allow communication between the floor captains and the building coordinator during an emergency.

There is an emergency response coordinator located on each floor to assist those individuals with special needs. Paul Prendergast of the General Services Division oversees the evacuation teams throughout the Capitol Complex.

"We are taking the responsibility of providing a safe evacuation plan for other state employees should an actual emergency occur," Arthur said. "The more prepared we are, the better our response will be to an emergency."

Vendor Purchasing Conference Targets West Virginia Businesses

Targeting West Virginia businesses, the Purchasing Division conducted its 2nd Annual Vendor Purchasing Conference on May 15-17 at Canaan Valley State Resort and Conference Center.

The conference, "**The ABC's of Doing Business with the State of West Virginia**," strived to educate and inform state business representatives on the variety of opportunities available in state government. Agency procurement officers joined the Purchasing staff by serving as presenters and panelists.

"The idea of offering information in a conference format to state vendors became a reality last year," according to Purchasing Director Dave Tincher. "After receiving so much positive feedback from our conference evaluation, there was really no choice but to offer this training on an annual basis for state vendors who are currently doing business with state government or are contemplating the possibility of marketing to state agencies."



THE ABC'S OF DOING BUSINESS WITH
THE STATE OF
WEST VIRGINIA

■ ACQUISITION ■ BEST VALUE ■ COMPETITION

Human Resource Information System Offers Consolidation of Personnel Data for Reporting

By Lee Ann Carnahan
Grievance Board

Editor's Note: This information is condensed from an article by Karen Balsimo of Information Services and Communications Division, which originally appeared in IS&C's monthly publication, **Shared Logic**.

A new system development effort is under way in IS&C's Application Development Center.

The system is being referred to as "HRIS 2000," and its design is the result of a collective effort by human resource representatives from the following agencies: Division of Personnel, State Budget Office, Division of Environmental Protection, Division of Natural Resources, Department of Tax and Revenue, Bureau of Employment Programs, Department of Health and Human Resources, and the Department

of Transportation, as well as members of the IS&C staff.

The new system brings many benefits to the human resource process throughout the state, including:

- Reduced processing time
- Data accuracy
- Improved reporting
- Increased productivity
- Flexibility

HRIS 2000 will be a mainframe-based application and will provide a single access point to the current PIMS Position Inquiry, WV-11 Entry, Job Vacancy, and Job Register systems and the new human resource database.

The new system will offer many standard reports, as well as a technically advanced data warehouse feature which will enable agencies to access their own information for custom reporting.

Since duplicate data entry will be virtually eliminated along with many (if not all) of

the associated data entry errors, significant productivity improvements should be realized by every agency.

Phase I of the project consolidated access to all related screens under a single HRIS screen and is in the process of being rolled out to several agencies.

Phase II, targeted for this summer, will offer single point entry to the related applications and the unified database; electronic approval processes; data warehouse functionality, and new reporting features.

Enhancements under consideration for subsequent phases include EPICS leave and payroll interfaces, graphical user interface technology, and other functionality as requirements develop.



In life, change
is inevitable.
In business,
change is vital.

Warren G. Bennis
Business Writer

The Historic Holly Grove Stone Wall Restored

The historic stone wall at the base of the lawn at Holly Grove mansion along Kanawha Boulevard was recently restored. The replacement wall includes the original stone and matching stone from the old Weston State Hospital.

The original stone walkway has also been reset.



BUSINESS

R-I-E-T-S

Getting Things Done

Setting short- and long-term goals each day can create a road map for your life. In his book **Napoleon Hill's Keys to Positive Thinking**, co-author Michale Ritt Jr. says using **D-E-S-I-R-E** as a guideline is helpful. Here's how it works:

Determine what you want. Be exact. Say what you want rather than what you don't want.

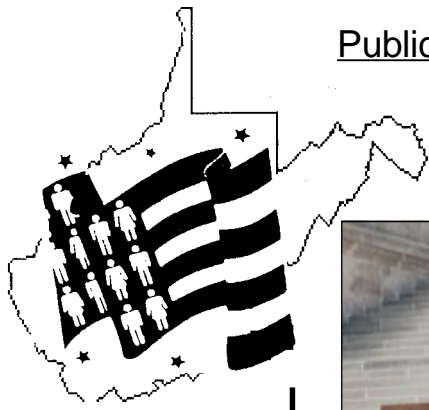
Evaluate what you are willing to give in return. How much time and effort can you put into your plan of action?

Set a date for your goal. Allow enough time to complete it without postponing it more than once.

Identify a step-by-step plan. Detail immediate, small steps to get started.

Repeat your plan in writing.

Every day, read your plan out loud and picture yourself as having achieved the goal.



Public Service Recognition Week

Governor Emphasizes the "We Can" Attitude Necessary in Public Service

On behalf of all West Virginians, I thank all of our state employees for their commitment to deliver the best possible government services to our citizens. We all have an obligation to work smartly and efficiently...I believe that public service requires a 'we can' attitude.

Cecil H. Underwood
Governor,
West Virginia



Governor Cecil Underwood kicked off Public Service Recognition Week, which celebrated the contributions made by state employees.

"We all have an obligation to work smartly and efficiently on behalf of our citizens," Governor Cecil Underwood said to a crowd at the kick-off of Public Service Recognition Week on May 1. "I believe that public service requires a 'we can' attitude. Your efforts, each and every day, exemplify what we can accomplish working together with the people of West Virginia."

With a variety of local activities, this national celebration was held from May 1 through May 5. In this issue of **Quotes, Notes & Anecdotes**, some pictures of the highlights are being shared with our readers.



Governor Cecil Underwood joined his office staff during Public Service Recognition Week to offer morning refreshments to state workers.



The weather certainly cooperated with the activities during this year's Public Service Recognition Week.



Prior to the Department's Awards Ceremony, a presentation was conducted honoring Anthony Thaxton as the May Employee of the Month. The amateur songwriter sang his acceptance speech with a song he wrote called, "Get a Job." This humorous tale of his 22 years of state government work received a standing ovation. Cabinet Secretary Joseph Markus jokingly stated that he could use Anthony as his "opening act" for all of his presentations.



At the Department's Awards Ceremony, employees who did not take any sick leave during 1999 were recognized for their superior attendance.

Quotes, Notes & Anecdotes

is published by the Department of Administration

Cecil H. Underwood
Governor

Joseph F. Markus
Cabinet Secretary

Diane Holley
Public Information Officer/Editor

Special Thanks

Lee Ann Arthur
Lee Ann Carnahan
Kelli Doyle
Janie Fouty
Kaye Parks

Department Employees Recognized for Tenured Service to the State

The foundation of Public Service Recognition Week is to recognize the work of public servants. With this mindset, Governor Cecil Underwood honored all state employees with tenured service of at least 30 years during a special ceremony on May 4.

The Department of Administration also honored employees at a recognition celebration on May 5. Department employees with 20, 25 and 30 years of service were recognized by **Cabinet Secretary Joseph Markus**. Those individuals honored are listed below:



20 Years of Service

Mark Erb, Aviation
 Mary Jane Arvon, CPRB
 Jo Ann Edwards, CPRB
 Diana Lunsford, CPRB
 Irene Jones, Personnel
 Mary Murphy, Personnel
 Susan Lowe, Finance
 Randall Bentley, Gen. Svc.
 John Carter, Gen. Svc.
 Ken Lucas, Gen. Svc.
 Ricky Morris, Gen. Svc.
 Roger Paxton, Gen. Svc.
 Brian Pratt, IS&C
 Sharon Gill, PEIA
 Veta Russe, PEIA
 Yolonda Tyler, PEIA
 Ken Frye, Purchasing
 David Wolfe, Purchasing



Department employees with 20 years of service

25 Years of Service

Lynn Dotson, CPRB
 Cecil Hill, CPRB
 James Wells, Personnel
 Valerie Rist, Grievance Bd.
 Mable Jones, Finance
 Roger Haynes, Gen. Svc.
 Annie Anderson, IS&C
 Gary Buzzard, IS&C
 Marta Dean, IS&C
 Terry Tallman, IS&C
 Kathy Thomas, IS&C
 Ron Price, Purchasing



Department employees with 25 years of service

30 Years of Service

Elaine Hudson, Aviation
 Robert Nichols, CPRB
 Genelea Pauley, CPRB
 Velma Totten, CPRB
 Perry Dotson, Personnel
 Marie Edwards, Personnel
 Louise Miller, Finance
 Barbara Haddad, IS&C
 Joyce Larrabee, IS&C
 Larry Swiney, IS&C
 Regina Tallman, IS&C



Department employees with 30 years of service

Who's Here? You Can Bet These People are Present!

The following employees were recognized for superior attendance during 1999. They did not take any sick leave days during the year. See page 4 for a picture of the honorees.

Personnel

Debbie Anderson
 Frank Chambers

Prosecuting Atty. Institute

Clyde Arline
 Stephen Dolly
 Amy Leslie
 Mendy Moore

Aviation

Melvin Ashbrook
 Mark Erb
 Marvin Vitioe

General Services

Lillian Branham
 Harold Matthews
 Donald O'Brien
 Louis Pishner
 Raymond Prozzillo

IS&C

Matt Brown
 Preston Clark
 Marta Dean
 Mart Denison
 John Gibson
 Joyce Kinder
 Bill Miller
 David Nearhoof
 Denise Russe
 Larry Swiney

Purchasing

Randy Hughes
 David Wolfe

Office of Secretary

John Poffenbarger

Finance

Roger Smith
 John Smolder

PEIA

Larry Stover

West Virginia Day Celebrating our State's History

On June 20, 1863, West Virginia officially became a state. Each year, state residents recognize June 20 as **West Virginia Day**, an official state holiday.



How much do you know about our state? Let's test your knowledge:

- A. When was the state seal adopted?**
- B. What are the two state symbols on our flag?**
- C. What is the state flower?**
- D. What is our state bird?**
- E. What is our state animal and how was it selected?**
- F. What is our state tree?**
- G. What are West Virginia's official colors?**
- H. What is our state fruit?**
- I. What is our state fish?**
- J. What are the official state songs of West Virginia?**

ANSWERS

- A. September 26, 1863
- B. The coat of arms (state seal) and the rhododendron
- C. The rhododendron
- D. Cardinal
- E. The black bear was selected from a poll of students, teachers and sportsmen, conducted by the Division of Natural Resources
- F. Maple tree
- G. Blue and gold
- H. Apple
- I. Brook trout
- J. "The West Virginia Hills," "This is My West Virginia," and "West Virginia My Home Sweet Home"

Welcome...to **Carla Bright** and **Arthur Hendricks** (IS&C); **Angela O'Neal** (Personnel).

Best Wishes...to **Bill Ballard** (General Services), **Jennifer Harvey** (Personnel), **Sherri Goodman** (Ethics Commission) and **Tami Reed** (IS&C) who recently resigned, and to **Rita Selvaraj** (BRIM), who retired from the Department of Administration.

Congratulations!...to **Katherine Blizzard** (Personnel) who was promoted from a Telephone Operator to an Office Assistant 2, and to **Lee Ann Neccuzi** (IS&CI) who was promoted from an Accounting Technician 2 to an Accounting Technician 3.

Savings Bond Correction!...The article in last month's **Quotes, Notes & Anecdotes** incorrectly stated that when cashed, federal and state taxes are payable only on the accumulated interest. This is in error. West Virginians do not have to pay state taxes on the interest from U.S. Savings Bonds, only federal taxes.

PEOPLE TALK

Aunt Jerri's Proud...Angie (Jones) Shears, sister of Finance's Jerri Rucker, welcomed her baby girl, Brennan Grace, on April 14. Angie formerly worked at both CRPB and BRIM.

Wedding Bells are Ringin'...Purchasing's Curt Curtiss exchanged wedding vows with Patti Carpenter on May 19. Best wishes to the happy couple!

Way to Go!...IS&C's Susan Jenkins was recently certified as a Certified Technical Trainer (CTT) through the Chauncey Group International Ltd. There are only 4,000 CTT trainers worldwide. This program was developed to define and establish professional standards throughout the technical training industry.

ADMINISTRATIVE NOTES

HAPPY BIRTHDAY... in June!

- | | |
|---|--|
| <ul style="list-style-type: none"> 1 Anthony Thaxton ... Gen. Svcs. 2 Violet Burns Gen. Svcs. 3 Joseph Hermsdorfer IS&C 4 Amy Leslie Pros. Atty. Inst.
James Leslie IS&C
Leann Neccuzi IS&C
Amy Newman IS&C
Pat Quinlan Personnel 7 John Carter Gen. Svcs.
Kitty Wilson ... Public Defenders 8 Jennings Ashby Gen. Svcs.
Moses Gant Gen. Svcs.
Kim Patrick IS&C
Yolonda Tyler PEIA 9 Gary Buzzard IS&C
Diana Schwab Finance 10 Judy King CPRB
Marie Thomasson Personnel 11 Ralph Nottingham . Gen. Svcs. 12 Charles Britt Gen. Svcs.
Victoria Ross CPRB
James Swiney Purchasing
Dot Yeager .. Secretary's Office 13 Darla Blackmon ... Gen. Svcs. | <ul style="list-style-type: none"> 14 Steve Compton Pros. Atty. Inst.
Camma Pennington BRIM 16 Ken Huffman Gen. Svcs. 17 Judy Kessler Personnel
Joan Multin Finance
Dan Shriver IS&C 18 Susan Estep CPRB 20 JoAnn Edwards CPRB
Melanie Miller Personnel 21 Justin McCoy CPRB 22 Deanna Karlen IS&C
Alice Thibodeaux .. Purchasing 24 Ken Morris Gen. Svcs.
Linda Walker Personnel 25 Mart Denison IS&C 26 Angela Long Finance
Dennis Stewart Gen. Svcs. 27 Eric Dye IS&C
Richard Harris Gen. Svcs.
Patricia Tribble Personnel 29 Roger Haynes Gen. Svcs. 30 Samantha Chance CPRB
Twila Ruggieri PEIA
Linda Snell Gen. Svcs. |
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