

Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

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Employee of the Month

Personnel's Jack Sells Utilizes Experience and People Skills

Jack Sells, a Senior Personnel Specialist for the Employee Relations Section of the Division of Personnel, has been selected as the Department's **Employee of the Month** for June.

A 23-year employee of state government, Jack is responsible for developing a variety of personnel policies and guidelines. He responds to oral and written inquiries to interpret and clarify Administrative

Rule. He also develops and proposes revisions to Rule and statute for legislative approval or change.

According to one of his co-workers, "Jack's experience and people skills make him a valuable asset to the Division of Personnel." Another co-worker adds, "His helpful and cooperative attitude, no matter how difficult the situation, quickly gains the customer's trust and respect."

In his spare time, Jack enjoys lawn and gardening activities and fishing.

Please join Cabinet Secretary Greg Burton and Jack's friends and co-workers at his **Employee of the Month** presentation at 11:30 a.m. on Friday, June 1st at the Division of Personnel (Building 6, Room 425).



JACK SELLS
June Employee
of the Month

2001 Legislative Session Results in Changes to Various Programs within the Department



By Donna Prunty
Secretary's Office

A total of 2,006 bills were introduced during the 2001 Legislative Session. Gov. Bob Wise signed 341 bills into law. Below are several bills which affect the Department of Administration:

HB 101- Budget: Allows appropriations of public money from the treasury in accordance with the Constitution.

HB 102- Gray Machines: Relating to video lottery games, this bill limits the number of gray machines to 9,000 and requires the machines to be located in adult-only establishments. Approximately \$113 million is expected to be generated in revenue.

HB 2080- Service Credit: Allows active PERS and TRS members to apply up to two years of CETA employment for retire-

ment service credit if they moved from CETA to permanent employee within six months.

HB 2209- Sick Leave: Prohibits the conversion of accrued annual and sick leave for extended PEIA health care coverage upon retirement for public employees hired after June 30, 2001; sick and annual leave may still be used to convert for increased retirement service credit.

2001 Legislative Update
Continued on Page 4

Sneak Peek INSIDE...

- ♦ Andrew Fizer Serves as Deputy Finance Director
- ♦ After-Hours Courses Offered to State Employees
- ♦ Flowers Planted at State Capitol
- ♦ Employee of the Month Committee Recognizes Performance
- ♦ Administrative Notes



Deputy Director of Finance

Andrew Fizer Stresses Importance of Ownership in an Organization

What makes a difference in an organization? Andrew Fizer, the new Deputy Director of Finance, believes the key is 'ownership' within an organization, which comes from involving employees in the change process.

"One of the biggest challenges we will have is change, in general, in the way we do things," Fizer said. "Basically, we need to step back and see if there is an easier or better way. This will give the employees ownership of the process. No matter where I have worked, I have always found that to succeed, people need to have a sense of ownership."

However, Fizer is the first to admit that change can be scary, but even more so, it can be very exciting. "Every time there is a problem, there's an opportunity," he said. "This position is very challenging. It is a real exciting time to be in state government. Our new governor is excited and is making some changes, doing things a little differently."

Fizer also commented that he looks forward to working with Cabinet Secretary Greg Burton, who he described as very motivated, and Deputy Secretary Dot Yeager. Fizer complimented Yeager by saying that she set the standards high with her impressive work.

How does Fizer describe his managerial style? "I like to be hands-on initially and direct the flow of the work, but then back off. I don't like to look over people's shoulders," he said. "The way to succeed is to surround yourself with good people."

He added that "if you direct employees all of the way, they will not have ownership, and you have not done a good job as a manager."

A self-proclaimed "West Virginia boy," Fizer says he is pleased to become part of the Department of Administration's family. "It is a good time to come in and make a difference," he said.

No matter where I have worked, I have always found that to succeed, people need to have a sense of ownership.

**Andrew Fizer
Deputy Director
of Finance**

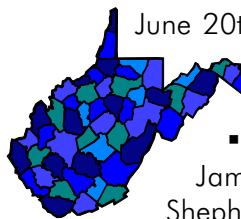
Department Employees "Race for the Cure" for Breast Cancer



Several of our employees participated in the "Race for the Cure" walk for breast cancer research, sponsored by the Susan G. Komen Foundation on May 5. Over 2,000 individuals demonstrated their support for this cause in this 3.1 mile walk. Pictured above are (back row) Janice Boggs, Carolyn Thomas, Tammy Goad, Becky Mann, Sheilia Gray and Glay Gray; (front row) Alysen Latorre, Davenia Smith, Hannah Belcher, Janie Belcher and Belinda Gray.

West Virginia Day: June 20, 2001

Fun Trivial Facts About our State



June 20th marks the 138th birthday of West Virginia! How much do you know about the Mountain State? **Did you know...**

- The first steamboat was launched by James Rumsey in the Potomac River near Shepherdstown on December 3, 1787.
- A variety of the yellow apple, the Golden Delicious, originated in Clay County.
- One of the first suspension bridges in the world was completed in Wheeling in 1849.
- Outdoor advertising had its origin in Wheeling about 1908 when the Block Brothers Tobacco Company painted bridges and barns with the words, "Treat Yourself to the Best, Chew Mail Pouch."
- Moundsville is the site of the continent's largest cone-shaped prehistoric burial mound.
- The 1500 block of Charleston's Virginia Street is considered the longest city block in the world.
- Mother's Day was first observed in Grafton on May 10, 1908.
- The world's first brick street was laid in Charleston in 1870.
- The state's last public hanging was in Jackson County in 1897.

(Source: WV Division of Tourism)

You Are Never Too Old to Learn!...

Have You Considered Learning "After Hours" at the Employee Development Center?

Interested in learning new skills? How about learning for free? For over ten years, the **Employee Development Center's After Hours Program** has offered free personal and professional development to state employees and their immediate family members (parent, spouse or child of a state employee), according to Program Coordinator Mark Moore.

Classes are conducted after normal working hours, from 4:00 p.m. to 8:00 p.m., Monday through Thursday. The Development Center is located on the main floor of Building 7, adjacent to the snack area. To date, over 2,500 students have been trained in such topics as word processing, spreadsheets, presentation software, the Internet, web page design, introduction to computers, Microsoft Windows, computer file management and Windows Tips and Tricks.

A partnership has been formed with West Virginia State College, which allows state employees to take college level classes, *with full credit*, at the Capitol Complex. While there is a tuition for these college classes, many times it can be less than one half of the normal cost of the class. (Cost per

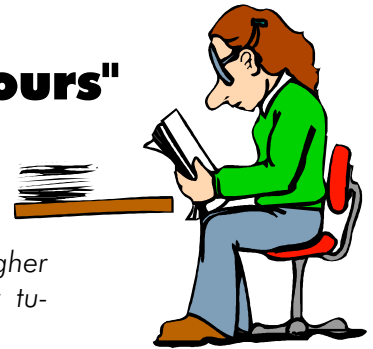
class is determined by enrollment, meaning higher enrollment equals lower tuition.)

Each state agency handles tuition reimbursement differently. State employees are encouraged to check with their supervisors about tuition reimbursement for college classes.

Moore encourages state employees to visit its website at www.state.wv.us/edc for more information. At this site, your name can be added to an email list for notification of upcoming classes.

"Our biggest challenge is dealing with *no-shows*, those state employees who register for a class, confirm their registration and yet still fail to attend the class," Moore said. "This leaves an empty seat and a long list of people who wanted to take the class, but were told that it was full." Moore encourages people to stop by on the first night of class. If there are empty seats, the individual may be able to take the class.

Occasionally classes may be cancelled due to low enrollment. "When this happens, we do a quick turn around and offer another class in its place. This means that we cannot plan an entire year in advance," he said. Classes are generally scheduled one month in advance. "Don't worry if you did not make it into a class you wanted, we repeat all of our classes several times each year," he adds.



Department Employees Receive Information Technology Award

Shawn Carper of the Financial Accounting and Reporting Section (Finance Division) and Chuck Walker of Information Services and Communications Division were recently honored at the 2001 Governor's Information Technology Awards Program in the *Administration Applications* category.

Carper and Walker joined Tim Harvey of the Bureau of Employment Programs (BEP) at a recognition luncheon in May for their work on the **West Virginia Financial Information Management System Cost Allocation Project**. This project enabled BEP to better utilize the WVFIMS accounting system by designing, coding, testing

and implementing a Cost Allocation Module within this system. Previously, BEP was required to use an internal accounting system to perform cost allocation required by the US Department of Labor.

By completing this project, BEP is using WVFIMS exclusively, avoiding redundant entry and additional resources from maintaining two accounting systems.

"The work performed by these two professionals in our Department is to be commended," said Cabinet Secretary Greg Burton. "It is my hope that each of us continue to look at ways in which we can make state government operate more efficiently."

Four Ways to Ensure Better Results in Learning Skills

What can **YOU** do to enhance your chances to succeed in learning at your next training session?

Always arrive on time. Being late indicates you are unorganized or lazy about learning.

Ask questions. Use this time to ensure that you understand the material and can apply the information to your job.

Talk to your classmates. Discuss ideas and tips to get the most out of your training.

Create a rapport with the instructor. This relationship can prove beneficial with future projects which you may need guidance.

WVPECU Offers Competitive Loan Rates

The West Virginia Public Employees Credit Union announces various loan rates:

New 60 month vehicle rate: 7.50% A.P.R.

Used vehicle rates start at 8.25% A.P.R.

Home equity loans for 15 years: 8.00% A.P.R. (Max. loan amount: \$50,000)

Vacation loan specials are now available and run to August 31, 2001.

For more details, visit the WVPECU website at www.wvpecu.org or call (304) 558-0566.

Don't forget about WVPECU on WEB ...Learn more by calling today!

None of us has gotten where we are solely by pulling ourselves up from our own bootstraps. We got here because somebody bent down and helped us.

Thurgood Marshall

2001 Legislative Update Continued from Page 1

HB 2216- Patients' Bill of Rights: Puts medical decisions into the hands of patients and their providers.

HB 2516- Military Service Credit: Gives military service credit for public employees toward retirement.

HB 2774-Alternate Payee: Allows the immediate distribution to the alternate payee named in a domestic relations order.

HB 2958- Special Prosecutors: Eliminates the need for additional oaths for special prosecuting attorneys who have taken an oath to serve in another county.

HB 3237- Spending Units: Requires a spending unit to obtain authorization to deposit funds in an account outside the treasury and requires the return of fund upon revocation of authorization.

SB 124- Steel Preference: Creates preferences for use of domestic steel products in state-supported projects.

SB 127- Prescription Drugs: Establishes a prescription Drug Cost Management Act which provides for review and approval of contracts by the PEIA finance board; authorizes the PEIA director to execute certain prescription drug purchasing agreements and exempts the agreements and contracts from certain purchasing requirements.

SB 128- Creates New Office. Creates the Governor's Office of Fiscal Risk Analysis and Management within the Governor's Office.

SB 391- Selling and Leasing of property: Authorizes county commissions, municipalities, building commissions and development authorities to sell or lease property to both state and federal governments.

SB 476- Technology Access: Establishes information technology access for the blind or visually impaired; provides access to information technology for visually impaired individuals through the procurement of compatible technology; and requires nonvisual access requirements in all future state contracts for information technology purchases.

SB 552- Retirement Supplement: Provides a one-time supplement to retirement benefit of certain annuitants. Gives PERS retirees 65 years old for five years, a 5% increase; 70 years old for five years, a 10% increase; and 65 years old and retired under the "early incentive plan", a 3% increase.

SB 559- Beneficiary designee: Permits a member of the public employees retirement system who has been a member for 10 years to designate the pre-retirement death benefit to a beneficiary other than surviving spouse, if a spouse waiver is in place.

SB 692- Bonds: Increases the allocation of state ceiling for certain private activity bonds.

Spring Flowers Add to the Beauty of the State Capitol Complex



It's planting season again at the State Capitol Complex! ...General Services employees who are pictured above were responsible for planting a variety of flowers throughout the State Capitol Complex.

The flowers arrived in three shipments, two days apart, to provide sufficient time for the employees to plant the flowers throughout the complex. According to Assistant Director Jim Bumpus, a specific color scheme was selected to enhance the beauty of the Capitol Complex.

A big "thank you" goes out to our General Services employees for the hard work they demonstrate on a daily basis in maintaining our State Capitol!

MILESTONES

Honoring our Employees' Service Years

The Department of Administration values our employees and the knowledge and dedication they share with their respective agencies and divisions. Congratulations to our employees who are celebrating their service year anniversaries during the month of June:

5 YEARS

Philip Adams

Brett Clutters

Monroe Gillespie

(IS&C)

Charles Curry

Virgil Jones

(General Services)

10 YEARS

Bernadette Curry

(PEIA)

Chuck Walker

(IS&C)

25 YEARS

Cathy Kushner

(IS&C)

Alice Thibodeaux

(Purchasing)

35 YEARS

Max Farley

(Personnel)



Isn't it time to do something special for that co-worker who has helped you out more times than you can remember?

Recognition is the best way to express your gratitude and the **Employee of the Month** program is the resource to use. Not only will employees be recognized for their hard work and dedication, but they will also receive a monetary reward of \$600 (before taxes).

A committee of Department employees meet monthly to select a recipient, based on a criteria listed below:

- ◆ Producing work-related service above and beyond the norm.
- ◆ Promoting harmony with co-workers.
- ◆ Promoting a positive image of the Department/Section/Unit.
- ◆ Maintaining exemplary work standards.
- ◆ Presenting a helpful/co-operative attitude.
- ◆ Demonstrating exemplary use of time (includes work time and leave use).
- ◆ Service to the community.

Since the program began in March, 1992, 112 De-

Employee of the Month Program Continues to Grow in Popularity



partment employees have been recognized through this program. There are many more individuals that meet the selection criteria and are a nomination form away from being selected...so, what are you waiting for?

To nominate an employee for this recognition, simply contact your agency representative or visit the Department website at www.state.wv.us/admin to print a copy of the nomination form. All forms are to be submitted to the Cabinet Secretary's Office.

The committee representatives (see picture above) include:

Debbie Pierson Finance
558-0168

Bob Kilpatrick General Services
558-1279

Pat Wehrle IS&C
558-8893

Debbie Anderson Personnel
558-3950 ext. 218

Debbie Watkins Purchasing
558-3568

Erline Davis CPRB
558-3570

Marie Terry PEIA
558-6244 ext.224

Kellie Carper 558-3905
Ethics, BRIM, Public Defenders,
WV CHIP, Grievance Board,
Prosecuting Attorneys Institute.

The Employee of the Month committee takes time each month to review the nomination forms submitted and to select the worthy recipient, based on a preset criteria. Cathie Fowlkes serves as program chairperson and Karen Copeland is the recording secretary.

Quotes, Notes & Anecdotes

is published by the Department of Administration

Bob Wise
Governor

Gregory A. Burton
Cabinet Secretary

Diane Holley
Public Information Officer/Editor

Special Thanks

Mark Moore
Kaye Parks

Happy Father's Day: June 17

I watched a small man with thick calluses on both hands work 15 and 16 hours a day. I saw him once literally bleed from the bottoms of his feet, a man who came here uneducated, alone, unable to speak the language, who taught me all I needed to know about faith and hard work by the simple eloquence of his example.



Mario Cuomo

A Message From... Cabinet Secretary Greg Burton

Life After the Legislative Session

Shortly after joining the Department of Administration as its cabinet secretary, the 2001 Regular Legislative Session began.

The orientation to this position was quick due to the numerous tasks required of the session. My gratitude is extended to our Department employees who assisted in gathering research, writing fiscal notes and performing other duties during this extremely busy time.

Now that the Legislative Session is over, it is time to begin focusing on areas in our respective agencies that need addressed and possibly improved. We need to continue to seek better ways to serve our customers.

This evaluation is not solely set aside for the managers and supervisors. What are the steps to a process? How efficiently is it working? What are the outcomes to specific actions? These are questions that need to be answered by those individuals responsible for those tasks.

The process of determining alternative solutions and recommendations will take each and everyone from our Department. Many of our new directors who have been highlighted in this publication recently have referred to *change*, its purpose and how it effects people.

It is not our intent to quickly change things that are working productively, but to evaluate all possible resources, ideas and consequences to create solutions to specific problem areas. Our goal is to create a better working environment and improve services offered by the Department of Administration.

Welcome to the Department! ... Don Jarrell (General Services), **Sarah Hunter** (CPRB), **Sheryl Thomas-Walker** and **Deepesh Randeri** (IS&C), **Walter Hammack** (Purchasing) and **Thomas Marchio** and **Jason Haught** (PEIA).

A Job Well Done!... Congratulations to **Tammy Williams** of CPRB who was recently promoted from an Accounting Technician 2 to an Accounting Technician 3.

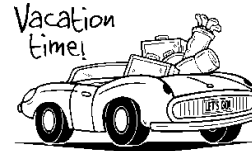
Best Wishes... to **Robin Hendricks** (CPRB) who resigned from the Department.

PEOPLE TALK

Just Married!... Congratulations to Teresa (Bowles) Morgan of the Division of Personnel who recently got married on April 17 to Aubrey Morgan. Best wishes to the happy couple!

Baby News!... Shan Farrell (FARS) and his wife, Becky, are proud to announce the birth of their daughter, Sydnee Rose, on May 20. The baby weighed 8 lbs., 1 oz. and was 19½ inches long.

What are YOUR Vacation Plans?... Would you like to share stories this summer from your vacation? Where did you go? Anything exciting happen? Simply call or e-mail Editor Diane Holley at (304) 558-0661 (dholley@gwmail.state.wv.us).



Advice is what we ask for when we already know the answer but wish we didn't...

Erica Jong

HAPPY BIRTHDAY ... in June

- | | |
|---|--|
| 1 Anthony Thaxton General Svcs. | 14 Steve Compton . Pros. Atty. Inst. Camma Pennington ... BRIM |
| 2 Violet Burns General Svcs. Robert Miller BRIM | 16 Michael Gray Personnel Ken Huffman General Svcs. |
| 3 Joe Hermsdorfer IS&C | 17 Judy Kessler Personnel Joan Mullins Finance Dan Shriver IS&C |
| 4 Amy Leslie .. Pros. Atty. Institute James Leslie IS&C Leann Neccuzi IS&C Amy Newman IS&C Pat Quinlan Personnel | 18 Susan Estep CPRB |
| 7 Ellen Akers PEIA John Carter General Svcs. Marjorie Wilson.. Public Defenders | 20 Jo Ann Edwards CPRB |
| 8 Jennings Ashby ... Public Defenders Moses Gant General Svcs. Kim Patrick IS&C Yolanda Tyler PEIA | 21 Justin McCoy CPRB |
| 9 Gary Buzzard IS&C Diana Schwab Finance | 22 Deanna Karlen IS&C Robin Perdue . Secretary's Office Alice Thibodeaux Purchasing |
| 10 Judy King CPRB Marie Thomasson Personnel | 24 Ken Morris... General Svcs. Linda Walker Personnel |
| 11 Ralph Nottingham .. General Svcs. | 25 Mart Denison IS&C |
| 12 Charles Britt.. General Services Victoria Ross CPRB Dot Yeager Secretary's Office | 26 Angela Long Finance Dennis Stewart ... General Svcs. |
| 13 Darla Blackmon.. General Svcs. Betty Lanham Secretary's Office | 27 Eric Dye IS&C Richard Harris General Svcs. Pat Tribble Personnel |
| | 29 Roger Haynes General Svcs. Ron Robinette General Svcs. |
| | 30 Samatha Chance CPRB Twila Ruggieri PEIA Linda Snell... General Svcs. |

