

Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

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Employee of the Month

Hard Work Pays Off for General Services' Greg Carrier

GREG CARRIER, a Building Maintenance Mechanic for the Operations and Maintenance Section of the General Services Division, has been selected as the department's *Employee of the Month* for June.

A three-year veteran of state government, Greg is responsible for many facets of maintenance at the State Capitol, including plumbing and heating/cooling. He also checks the boiler systems, lights and ballasts.

According to one of his co-workers, "Greg began with the state as a temporary worker, as many do. In the short time he has been here, he has moved from a temporary position to a building maintenance mechanic." Another co-worker adds, "He puts forth extra effort, going above the call of duty and working extra hard."

In his spare time, Greg enjoys hunting and camping.

Greg will be honored during a special ceremony at 11:30 a.m. on Tuesday, June 3, in the lower rotunda of the State Capitol.



GREG CARRIER
June Employee
of the Month

"Employee of the Month" Nominations Welcome!

Visit the department's website at www.state.wv.us/scripts/admin/index.cfm to nominate one of your co-workers. Click the "news" drop down menu and select "Employee of the Month." An electronic version of the form may be completed!

Organizational Changes in Department Affect Budget and Accounting Functions

As one of the first steps to transform state government, Governor Bob Wise announced the move of the budget and accounting functions from the Department of Administration to the Department of Tax and Revenue. This change is expected to provide a more efficient and effective operation.

"Our state faces major challenges as we move forward during this uncertain national economy. In order to better project our budget, we

must coordinate the revenue and expense functions of state government," said Governor Wise. Tax and Revenue Cabinet Secretary Brian Kastick is the point person on state budget issues.

Public Employees Insurance Agency Director Tom Susman will continue to serve as acting cabinet secretary for the Department of Administration. "It is our desire to reduce the number of upper management people in state government," he added. "Tom has the ability to serve in both positions as we streamline and transform."

A Memorandum of Understanding is being executed between the two departments to accomplish this move. The agreement also will lead to a combination of several internal accounting functions throughout state government.



Sneak Peek INSIDE...

- ◆ Governor Wise Dedicates the New Huntington State Office Building
- ◆ Division of Personnel Offers Regional Training in State
- ◆ Flowers are in Bloom at the State Capitol
- ◆ Tax Holiday Set for August
- ◆ Administrative Notes

New State Office Building in Huntington Opens its Doors



Photograph courtesy of Kelly Estep (BBL Carlton)

Occupants of the new Huntington state office building began moving into their office in March.

We are delighted with the beautiful facility that has been tailored for our staff in line with their duties to serve their customers.

**Sharon Winkler
Community Service
Manager for DHHR**

Once upon a time, state government was in need of a location for a new office building. It searched far and wide and, after great effort, finally found the ideal place for such a building in the city of Huntington.

The story of the new Huntington state office building is far from a fairy tale. At the ribbon-cutting ceremony recently, the vision of this new facility became

a reality for six state departments and agencies that will be occupying the space.

In March of 1999, the Department of Administration began searching for an existing facility or property for construction of a new facility. A few months later, seven possible sites were targeted; the Huntington site was selected. BBL Carlton was chosen through competitive bidding in August of 2001 to be the prime contractor for the new building. In March of 2003, state employees began moving into the space. This project was the Department of Administration's first Design-Build project, a best value purchasing method of selecting a vendor to design and build a construction project.

The agencies located in this facility include the Department of Health and Human Resources (DHHR), Department of Tax and Revenue, Bureau of Employment Programs (BEP), Division of Rehabilitative Services, the Board of Architects and the Workforce Investment Board.

According to State Leasing Manager Tammy King, the entire project was coordinated through a joint effort between the Leasing Section and the General Services Division of the Department of Administration, with a great deal of input

and feedback from the agencies located in this building.

"We are delighted with the beautiful facility that has been tailored for our staff in line with their duties to serve their customers," said Sharon Winkler, Community Service Manager for DHHR. John Boles, DHHR Facilities Director, agreed with Winkler's satisfaction and expanded on the ability to serve their customers. "Once we found out we were moving in, it took about 20 months of planning. We started moving in on March 1, 2003 and were up and running by March 17. We have so much more room and are much more serviceable," he said.

Rocky McCoy, BEP Office Manager for Job Service, adds, "There is more parking for customers. With all of the agencies in one building, it is more convenient for our customers in the Huntington area. The waiting area offers a space to fill out forms and the Resource Room offers an area for people to do online job service and complete resumes."

BUSINESS

RIFES

Try Some Short Reports

Do you have a boss or team leader who doesn't have time to filter through pages of information you have collected?

Here is a plan for creating good short reports:

- Prepare a single statement telling what the report is about.
- Identify two or three main points.
- Highlight each main point, use statistics, brief examples or a one-sentence explanation.

If the information interests the reader, additional questions or requests for more details will be requested.



Photograph courtesy of Steven Rotsch

Gov. Bob Wise was on hand during the ribbon-cutting ceremony for the new Huntington state office building. Currently, six state agencies, including DHHR, Tax and BEP, are utilizing this facility.

Division of Personnel Brings Training to YOU!

Division of Personnel Develops Regional Training Opportunities to Managers and Supervisors

The Division of Personnel is trying something new this year in response to the state's budget deficit. The Organization and Human Resource Development (OHRD) section will offer a Center for Quality Government 2003 Regional Management Conference.

"We will offer this conference at four locations throughout the state," said Evelyn Davis, OHRD Director. These locations are tentatively set for Charleston, Pipestem State Park, Morgantown and Blackwater Falls State Park. The training will be offered during the months of August, September, October and November.

"State employees have asked us to have a greater presence in the regions around the state and to bring training to

them," added Senior Development Consultant Mark Isabella. "We plan to bring all of our trainers and some adjunct presenters and offer many classes within a week's time." Isabella estimates that there will be 15 to 20 classes offered each week during these regional conferences.

Most of the classes offered will focus on the requirements of the Supervisor/Manager Training Program. In addition, electives will be provided to allow managers in the regions to get their 12 hours of continuing education if the first components of the policy have been completed.

The response thus far from state agencies in the various regions has been overwhelmingly positive. "We feel good that we are able to meet our

customers' needs in different regions of the state in a way we have never been able to before," Davis said.

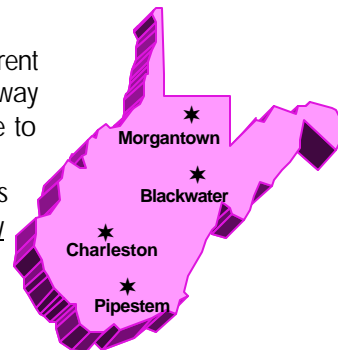
The following programs will be available at every region:

- * Discipline and Documentation
- * Managing and the Law
- * Preventing Sexual Harassment: *A Shared Responsibility*
- * The Drug-Free Workplace
- * Understanding the Grievance Procedure

The following programs also will be offered at various regions to help managers and supervisors attain their continuing education hours:

- * Conflict Management
- * Diversity: *The Inclusion Factor*
- * Employee Performance Appraisal II
- * EPA Prep: *An Employee's Guide*
- * High Performance Work Teams
- * Interpersonal Communication
- * Leadership at the Movies
- * Listening: *More than Hearing*
- * Running Effective Meetings
- * Writing Effectively

More details on dates, locations, times and classes will be posted on Personnel's website at www.state.wv.us/admin/personnel/classes. To maximize cost savings, participants must attend the conference nearest to their work location.



You must learn from the mistakes of others. You cannot possibly live long enough to make them all yourself.

Sam Levenson



It's West Virginia's Turn to Design its State Quarter!

Governor Wise will soon reveal the five finalists of West Virginia's design of its quarter on the most appropriate day, West Virginia Day (June 20). Citizens were asked to submit ideas to the Governor's Office by May 23. The contest was open to any current resident or native West Virginian.

A panel of artistically talented young West Virginians judged all entries and chose the top five. The final designs will be reviewed and approved by the United States Secretary of Treasury before the "winner" is chosen.

The 50 State Quarters program is a 10-year initiative commemorating and honoring each state with a quarter dollar design. Twenty-two state quarters have been produced to date; West Virginia's commemorative coin will be produced in 2005.

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

Bob Wise
Governor

Tom Susman
Acting Cabinet Secretary

Diane Holley
Public Information Officer/Editor

Special Thanks

Debbie Harrison
Tammy King
Kaye Parks
Sandy Singleton



Charlie and Sue McMinn, both of whom are Department of Administration employees, proved that love is more than just words.

Someone recently teased me that I gave Charlie my heart when I was 14 years old, so why not give him a kidney now.

Sue McMinn

For the past 36 years, Sue and Charlie McMinn have shared almost everything. During the time they have been married, they raised two sons and a daughter, and enjoy the smiles of their two grandchildren, while both working in the Department of Administration.

Sue has worked as an office assistant for the Board of Risk and Insurance Management for the past 15 years and Charlie is employed as a programmer/analyst at the Information Services and Communications Division. They also recently experienced yet another important event in their lives. **Let us share their story.**

Three years ago, Charlie underwent heart bypass surgery. Shortly after his surgery, doctors informed him that his kidneys were failing, and he was put on dialysis. After waiting nearly a year on a transplant list, Sue did something without Charlie knowing... she was tested to become a donor.

"I wanted a better quality of life for the love of my life," Sue said. "Someone recently teased me that I gave Charlie my heart when I was

The McMinn's Story: A Tale of Giving and Getting More in Return

14 years old, so why not give him a kidney now."

On February 14, *appropriately Valentine's Day*, Charlie received the best gift ever from his sweetheart; Sue gave him one of her kidneys. On March 25, Charlie was back on the job. Because recovery is longer for the "living" donor, Sue returned to work on April 7. Charlie's doctor gave him a clean bill of health at his last checkup. "The doctor listened to his kidney and told us it should last a lifetime," Sue explains.

In addition to family, friends and church members, who helped the McMinn's during their hospital stay and recovery period, Charlie says his co-workers were extremely

supportive. "I have been blessed with a wonderful support group. The people at IS&C really care," he said. "Before my surgery, I told them that I could not wait to come back to work. They were making it hard to leave. They tease me now, telling me that they notice I've suddenly got a liking to the color of pink."

Sue hopes their story will encourage others to consider becoming a living donor. "Many people die waiting on the donor kidney list," she said. "I also would caution young people to watch their eating habits. Often when people are young, they tend to think that nothing like this will ever happen to them."

Purchasing Conference Received Two Thumbs Up from Participants



The Purchasing Division conducted its 2003 Agency and Vendor Purchasing Conference at Lakeview Resort in April, with nearly 400 agency purchasers and business representatives in attendance. As part of this conference, which was full of informational workshops and one-on-one consultation sessions, the agenda included a Product Exposition (see *photograph above*). This event allowed participating vendors to display their products and services to hundreds of interested agency purchasers.

Flowers Kept in Bloom at the State Capitol Complex

Have you visited the State Capitol recently? If not, you don't know what you're missing!

The General Services staff has been busy this spring planting over 5,000 tulips and 10,000 daffodils. "We have made a concentrated effort to make things more coordinated, resulting in a prettier and more cost-effective landscape," said General Services Director David Pentz.

Grounds Manager Kenny Young oversees this project, actually nurturing some of the flowers from seedlings. With his experience as director of public grounds for the city of Charleston, Young explains

that he just has 'an eye for it,' but uses drawings to assist in the planning process.

Young explains that some of the bulbs have been in the ground for more than two years. "We will leave some of the daffodils, but will replace some of the tulips. It's much better if you remove the bulbs and replant every year. You get a more consistent look."

A small nursery has been started in Building 5 on the 11th floor. When the General Services employees dig up this year's bulbs, they will store them in the nursery or start some flowers from seed. "It is our hope that in the future we will be able to have a full greenhouse on campus," Young adds.

The major problem experienced by the division relating



General Services staff is pictured (l-r): David Pentz, Kenny Young, Carlos Farley, Ken Smith, John Carter (with flowers), Roger Paxton II and Joshua Cowart.

to the floral upkeep is the squirrels. "They often dig up the plants," Young said. "The insects we can deal with, but we cannot do anything about the squirrels."

The flowers are at their peak now, before the dry, hot weather sets in. With the various activities offered at the Capitol, venture out of your office and reap the beauty of the work done by the General Services Division employees, which is demonstrated on campus.

Statues of the Capitol



This statue of Booker T. Washington is located on the West Wing of the State Capitol, across from the Division of Motor Vehicles building. He was a famous educator, author, lecturer and advocate of the doctrine of interracial cooperation. The wording on the statue states that in 1856, he was born a lowly slave and died in 1915 as a great American.

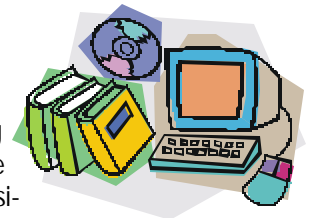
Sales Tax Holiday Assists with Back to School Shopping

Last year's tax-free weekend before school started was a big hit to both customers and retailers. Due to its success, the State Legislature passed a law to repeat this offering to our state residents, providing much-needed financial relief to families for three days before children go back to school.

The Sales Tax Holiday begins at 12:01 a.m. on Friday, August 1 and ends at midnight on Sunday, August 3. "I know a lot of West Virginia families are struggling to make ends meet," Wise said. "Every year, families across the state go on back-to-school shopping trips. Trust me, I know about back-to-school shopping trips and know how much they cost — every penny counts."

Sales of exempt items for the weekend of the Sales Tax Holiday last year were \$28.3 million, which results in a savings of \$1.7 million for our taxpayers. This year's holiday is expected to save taxpayers roughly \$2.2 million.

"This expanded Sales Tax Holiday will allow families to shop without paying the state's 6 percent sales tax during this weekend," Governor Wise added. Articles of clothing or footwear and general school supplies up to \$100 are eligible. Shoppers also can purchase computers up to \$750 and accessories up to \$100 after credit for a manufacturer's rebate.



Trust me, I know about back-to-school shopping trips and know how much they cost — every penny counts.

Gov. Bob Wise

Celebrating West Virginia Day this Month



This month on June 20, the state of West Virginia turns 140 years old. She's looking good for her age, don't you think?

People from other areas of the United States and abroad certainly agree that West Virginia is the *best kept secret*. The Division of Tourism shared some interesting statistics with us:

- ◆ About 250,000 whitewater rafting enthusiasts raft West Virginia waters each year. More than 750,000 skiers ventured down our slopes in the 1998-1999 season.
- ◆ More than 4 million travelers visited West Virginia's Welcome Centers in 1999.
- ◆ The West Virginia Division of Tourism's fulfillment center mailed more than 1 million brochures in 1999.
- ◆ In 1999, travel counselors handled more than 509,000 calls on the state's toll-free tourism hotline 1-800-CALL WVA.
- ◆ More than 45 percent of the U.S. population lives within a 500 mile radius of West Virginia.
- ◆ Many of North America's largest metropolitan centers lie within a 500-mile radius of Charleston, the state capital.
- ◆ West Virginia is host to more than 200 fairs and festivals annually.



Welcome!...to the employees who recently joined our department: **Fred Gigenbach** (Prosecuting Attorneys Institute), **Elizabeth Perdue** (Finance); **Danny Scalise** and **Susan Steele** (both of Personnel); and **Karen Bradford** (CPRB).

Congratulations...to CPRB's **Paula Van Horn** for her promotion from an Administrative Services Assistant I to an Administrative Services Manager I.

Best Wishes...to **Chris Branham** who transferred from General Services Division to the Finance Division. We also wish the best to those employees who recently resigned: **Patricia Bostic** (Personnel), **Lisa Summers** (Grievance Board) and **Kevin Henson** (IS&C).

PEOPLE TALK

Congratulations!...to Public Defender Services' Director Jack Rogers and Elizabeth Scharman, who exchanged wedding vows on May 24. Best wishes to the happy couple!

Baby News...Congratulations to Grandma Joselyn Casto of the Finance Division, who welcomed her granddaughter, Shanon Nichole Armes. She arrived on April 30 and weighed 6 lbs., 9 oz. and was 20 inches long. Best wishes to the parents, Joselyn's daughter, Amber, and Jerry.

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.

HAPPY BIRTHDAY ... in June

- | | |
|---|---|
| 1 Anthony Thaxton . Gen. Svcs.
Bill Thaxton Gen. Svcs. | 16 Michael Gray Personnel
Ken Huffman Gen. Svcs.
Chester Popham .Purchasing |
| 2 Violet Burns Gen. Svcs.
Robert Miller BRIM | 17 Judy Kessler Personnel
ChrisLeslie IS&C
Joan Mullins Finance
Dan Shriver IS&C |
| 3 Joe Hermsdorfer IS&C
Gerald Roueche PEIA | 18 Susan Estep CPRB
Carolyn Wiesen PEIA |
| 4 Amy Leslie Pros. Atty. Inst.
LeeAnn Neccuzi IS&C
Amy Newman IS&C
Pat Quinlan Personnel | 19 Louis Pshner Gen. Svcs. |
| 7 Ellen Akers CPRB
John Carter Gen. Svcs.
Marjorie Wilson...Pub. Defender | 20 Karen Bradford CPRB
JoAnn Edwards CPRB |
| 8 Jennings Ashby ... Gen. Svcs.
Moses Gant Gen. Svcs.
David Patrick IS&C
Yolonda Tyler PEIA | 21 Justin McCoy CPRB |
| 9 Diana Schwab Finance | 22 Deanna Karlen IS&C
Robin Perdue Sec. Office
Alice Thibodeaux ... Purchasing |
| 10 Judy King CPRB
Marie Thomasson ... Personnel | 24 Ken Morris Gen. Svcs. |
| 11 Ralph Nottingham ... Gen. Svcs. | 25 Mart Denison..... IS&C |
| 12 Charles Britt Gen. Svcs.
Victoria Ross CPRB | 26 Angela Long CPRB
Dennis Stewart .. Gen. Svcs. |
| 13 Darla Blackmon .. Gen. Svcs.
Betty Lanham Sec. Office | 27 Eric Dye IS&C
Richard Harris .. Gen. Svcs. |
| 14 Camma Pennington..... BRIM
Pam Rader Purchasing | 29 Roger Haynes ... Gen. Svcs. |
| | 30 Samantha Chance CPRB
Twila Ruggieri PEIA
Linda Snell Gen. Svcs. |

