

# Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

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## Employee of the Month

### Positive Attitude is Driving Force for PEIA's Lee Ann Halstead

**LEE ANN HALSTEAD**, an Insurance Assistant for the Health Professionals and Member Services Section of the Public Employees Insurance Agency, has been selected as the department's *Employee of the Month* for June.

A nine-year employee of state government, Lee Ann provides administrative support to the Deputy Director of Insurance and Program Services. She is respon-

sible for data entry of medical claims and customer service information, tracks letters from PEIA members, and distributes the fee schedules to physicians and hospitals.

One of her co-workers said, "Lee Ann goes above and beyond the call of duty to do whatever is needed."

Another co-worker added, "She is always outgoing, friendly and helpful to us all. She maintains a positive attitude in all situations."

In Lee Ann's spare time, she enjoys training horses and horseback riding, fishing, swimming, gardening, outdoor activities and taking care of her farm animals.

Please join Lee Ann Halstead and her friends and co-workers at a special ceremony when she will be honored at 11 a.m. on Tuesday, June 1, 2004, in the Lower Rotunda of the State Capitol.



**Lee Ann Halstead**  
June Employee  
of the Month

### Gov. Bob Wise Names John Poffenbarger Acting Secretary of the Department of Administration



**John Poffenbarger**  
Acting Secretary

Gov. Bob Wise has announced that John T. Poffenbarger will serve as the Acting Secretary of the Department of Administration, effective June 16, 2004. Poffenbarger will be replacing Tom Susman, who will be returning to the private sector. Susman has held the post since April of 2003.

Poffenbarger currently serves in the capacity of general counsel for the Department of Administration and has a prestigious record of public service. A former state senator from Kanawha County, city attorney for the City of Dunbar and a member of the West Virginia Board of Investments, Poffenbarger was humbled by the Governor's announcement. "I am honored to have the opportunity to serve Governor Wise and the people of West Virginia," he said. A graduate of the Virginia Military Institute and the West Virginia College of Law, Poffenbarger is the father of four and grandfather of six. He lives in Dunbar with his wife, Susan.

Keith Huffman, general counsel; Gloria Long, deputy director; and Jason Haight, chief financial officer, will take responsibility for the daily operations of PEIA.

## Sneak Peek INSIDE...

- ◆ Teamwork Plays Vital Role in DOE Testing
- ◆ It's that "Fiscal" Time of the Year!
- ◆ Camping: The Vacation of Choice for Many
- ◆ Resign from the "Clean Plate" Club
- ◆ Celebrate WV Day on June 20th
- ◆ People Talk



Users should be cautious of four general types of e-mail: viruses, spam (junk mail), e-mail scams and hoaxes.



In general, e-mail is neither secure nor guaranteed. It can be intercepted, read, changed and passed on without the knowledge of the sender or recipient. Therefore, **NEVER** send confidential or personal information at work using this method of communication.

Ed Trader  
IS&C

## E-Mail: How Can You Tell If It's Safe?

Ever wonder which e-mails are safe to open? According to Ed Trader of Information Services and Communications Division (IS&C), the best advice is to become educated on e-mail threats, be cautious and use your best judgment.

"There are four general types of e-mail that users should be aware of," Trader said. "These are viruses, spam (junk mail), e-mail scams and hoaxes."

Trader offers an explanation of each of these types to assist users in detecting potential problems:

### VIRUSES

The vast majority of viruses or "worms" now prey on e-mail to spread over the Internet. The two best weapons to protect against e-mail worms are up-to-date virus scanning software and caution on the part of the user. New e-mail worms are found almost daily, making it essential to update anti-virus software at least daily. In deciding which e-mails are safe to open, please note the following points:

- ♦ The primary risk for viruses/worms is in e-mail attachments. Generally, the e-mail message is safe to open and read, particularly if your e-mail client does not automatically open html-formatted mail and if your e-mail software is up-to-date. But, **NEVER** open any file attached to an e-mail message unless you are absolutely certain that it is from a trusted source.
- ♦ The 'from' address shown in the e-mail message is typically faked or 'spoofed' in a worm infected message, so you cannot assume that a message is from a friend, relative or co-worker because their name or address appears as the sender.
- ♦ Only trust an attachment if you are expecting it, or if you contact the sender to confirm its authenticity.
- ♦ A wise move is to always save the file to your computer's hard drive and scan it for viruses before opening.

### SPAM

Spam or 'junk' mail is generally a solicitation to buy a product or service. It is generally not dangerous, but often annoying and may include offensive content. It does, however, increase the load on mail servers and networks, and can cut into employees' productivity in sorting this mail out of their mailboxes.

IS&C began filtering spam e-mail in the department's Groupwise mail system. As of May 17, the incoming mail which had been labeled as "spam" during the testing phase was deleted and will no longer be delivered.

For personal computers, there are Internet mail providers who offer spam filtering services and third-party anti-spam software. Services also are available for home use. **NEVER** respond to spam, even to 'unsubscribe' at an address or link.

### EMAIL SCAMS

Various e-mail scams are becoming more prevalent, particularly using a technique known as 'phishing'. Phishing is the practice of imitating a legitimate company or organization in an attempt to entice people to share personal information,

such as passwords, bank account or credit card numbers.

The e-mail might even provide a link to a webpage that appears to be legitimate, but is actually the phisher's page. At this site, personal information may be collected from those who fall for the scam.

You can avoid phishing by never providing personal/confidential information via e-mail. No legitimate, responsible company will ask this of you; however, if in doubt that an e-mail is from a company or organization with whom you do business, contact the company by telephone or through its website by typing the URL into your browser. **NEVER** trust a link provided within an e-mail message.

There are many other types of e-mail scams – from get-rich-quick schemes to phony e-commerce companies. Generally, trust your instincts.

### HOAXES

These e-mails generally warn of a new, dangerous computer virus, but are actually just intended to create massive amount of e-mail traffic. They typically contain language similar to: 'This is a new virus and antivirus programs will not detect it yet' or 'Send this warning to everyone in your address book'.

Be suspicious of virus warnings to do anything other than update your antivirus software. **NEVER** circulate these warnings without first checking their authenticity. If in doubt, forward a copy of the message to the IS&C help desk or by accessing websites, such as [hoaxbusters.ciac.org](http://hoaxbusters.ciac.org) and [www.sarc.com/avcenter/hoax.shtml](http://www.sarc.com/avcenter/hoax.shtml).

## Surplus Property Saves the Day!

# Teamwork Plays Vital Role in DOE Student Testing

Nothing is more stressful than to be in a difficult situation only for matters to get worse. That is what happened to Cathy McClung, Operations Manager for the IS&C Data Center.

With IS&C's antiquated impact printer in poor condition, McClung had been working on trying to replace it. The problem was that particular printer was no longer being made. Acquiring a different printer would require every job to be thoroughly tested and every feature to be checked to ensure the least amount of impact on the user as possible.

Jim Hill of Storage Tech Corporation informed her of two printers identical to IS&C's that were being surplused at the FBI Center in Clarksburg. McClung contacted Ken Frye, Surplus Property Manager regarding their availability; however, they were not yet being offered through the Federal Surplus Property Program. Frye's staff continued to monitor their availability and once the opportunity arose, applied for them.

In the meantime, the unthinkable happened...IS&C's printer broke down right before a three-day holiday weekend. With a crucial job of printing student testing forms for the Department of Education, the technician worked several days with no end in sight. "There is a small window the department has to test the students, so there was an urgency for these forms," McClung said.

After calling Surplus Property to check on the status of the FBI printers, McClung was assured by Federal Warehouse Supervisor Danny Layton the printers were now available. "They made all the arrangements to have the printers picked up and delivered that same day. It was incredible," McClung said. "It was practically a miracle. Two drivers left for Clarksburg that evening, got security clearance to get into the FBI Center, and then they loaded the printers and rushed back here by 10 p.m. that same day."

General Services' staff were standing by to help with the unloading, with Hill ready to



quickly put them into production. "All these government employees gave up a three-day weekend to help us. A General Services employee was even expecting his first grandchild that day. It was amazing," said McClung.

Compared to their old printer with 2.5 billion lines on it, the FBI surplus printers had only 14 million lines on one and 400 million on the other. "Surplus Property is the best. Customer service is definitely its specialty," she said.

Expressions of gratitude came pouring in regarding the teamwork within the department. Beth Judy with Education's Office of Student Assessment stated, "I want to commend IS&C, Surplus Property and General Services on a job well-done. The work they performed in getting the writing assessment materials scanned was completed in record time under a tremendous deadline. It would not have been possible without this collaborative effort."

Mart Denison, IS&C's Data Center Manager, expressed his appreciation to the Surplus Property employees for clearing the way and for repeatedly monitoring the work in progress.

Teamwork does pay off...in a big way in our department!

**Jim Hill of Storage Tech Corporation and Cathy McClung, Operations Manager for IS&C's Data Center, is pictured with the printer that 'saved the day.' It was acquired through the Federal Surplus Property Program.**

I want to commend IS&C, Surplus Property and General Services on a job well done. The work they performed in getting the writing assessment materials scanned was completed in record time under a tremendous deadline. It would not have been possible without this collaborative effort.

**Beth Judy  
Office of Student  
Assesment -  
Department of  
Education**

## SUMMER VACATION STORIES

# WANTED

### *The Good, the Bad, and the Ugly*

Share your summer vacation stories with us! Send information to Diane Holley, Public Information Officer, c/o 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305 (telephone: 558-0661; FAX: 558-6026; email: dholley@wvadmin.gov).

# It's That "Fiscal" Time of the Year Again ... July 1st Kicks it Off



**Budget Director Roger Smith is pictured in his office, preparing for the end of the fiscal year.**

June 30<sup>th</sup> marks the end of the fiscal year. Contrary to what you may think, the end of the year actually begins when the Legislature is still in town finalizing the budget.

"The language can have an effect on where we go at the end of the year and what we have to do at the beginning of the new year, particularly, if they put new language in the Budget Bill," says Budget Director Roger Smith.

Once the Legislature passes the Budget, Smith's staff compares its budget line-by-line to the Budget the Governor's Office releases in January. Changes are reported to the governor who may veto, to some degree, dollars and language.

Once completed, the Budget Bill is set by statute. The Budget Office prepares the expenditure schedule instruction booklet based on the language of the Budget Bill. This language guides agencies on what they have to do to meet their needs at the beginning of the year. The expenditure schedule details the budget, with each agency advised of its quarterly allotments to ensure proper spending.

The Budget Office monitors the allotments and makes changes, according to Smith.

Once the agencies have prepared and submitted the schedules and Personal Services listings to the Budget

Office, analysts review the schedules to ensure all appropriations are in accordance with the Budget Bill and guidelines. All schedules must be entered into the WVFIMS system and balanced on a quarterly and monthly basis.

With the assistance of the Tax Division, monthly and quarterly estimates are offered by such items as personal income tax, sales and other taxes for the year. There is an estimated amount of revenue for each particular day, which fluctuates greatly. In addition, daily revenue and disbursement estimates are completed for the year by July 1.

During the session, the Legislature passes bills that allow supplemental appropriations or the transfer of expiring funds from one account to another. The Budget Office works closely with the Finance Division, the State Auditor's Office and IS&C to set up new or make changes with accounts. "There is much work on the nitty gritty level just on the accounting aspect," Smith said.

A budgetary change occurred this year as a result of a bill creating university status for several colleges and universities and breaking out the community and technical colleges. "It's a real big issue for Budget because new accounts have to be created for these entities," Smith said.

With a state budget of about \$10 billion, what can agencies do to ease the budget process? "Read the instruction booklet," he advises. "We receive calls every day from people who tell us they don't have time to read the instruction booklet and ask for our help. We are here to help state agencies, but it makes it easier if they could familiarize themselves with the instructions."

## Camping! A Big Winner in West Virginia



**Beech Fork Park is one of several state facilities offering camping sites.**

Charleston, 63; Morgantown, 60! These figures are the *percentage* of people attending hunting and fishing shows this spring that indicated they camp at West Virginia State Parks. In short, West Virginians like to camp!

Camping has long been a family activity. From tents to RVs, people view camping as a way to get away from it all. Campgrounds in W.Va.'s parks, forests, and wildlife management

areas are now open for the season. While Pipestem, Beech Fork and Canaan Valley encourage camping year-round, other areas operate during spring, summer and fall.

Each area is unique and offers diversity in programming, hiking and privacy. Detailed information about the 28 areas that offer camping is available at the state park website: [www.wvstateparks.com](http://www.wvstateparks.com). Need an incentive to camp this summer? Visit [www.greenbriersf.com](http://www.greenbriersf.com) to download a camping discount promotion or e-mail [ssummers@mail.dnr.state.wv.us](mailto:ssummers@mail.dnr.state.wv.us) and request a free night camping coupon at Twin Falls Resort.

## Resign from the Clean Plate Club

For decades, parents have told their children, "Clean your plate." The idea is now ingrained in our society.

In a recent survey conducted by the American Institute for Cancer Research (AICR), seven out of 10 Americans said they finish their restaurant entrees all or most of the time, regardless of the entree size. At home, 30 percent said they eat the amount they are served.

As a result, many Americans are subconsciously eating many more calories than they need. The compulsion to clean the plate is contributing to the nation's expanding waistline. If people knew when to stop eating, the supersized portions served in restaurants and the bigger amounts found at home would not lead to a health problem.

But the "Clean Plate Club" IS a problem. Did you know that 64% of the population is overweight? Being overweight increases many health risks,

including heart disease, stroke, diabetes and cancer.

The idea of the Clean Plate Club originated in World War I. President Woodrow Wilson firmly believed that "food will win the war." To help conserve food, he created the U.S. Food Administration, which lasted until the end of World War I.

Many campaigns were devised to decrease the nation's food consumption. One of the most successful campaigns encouraged Americans to sign pledge cards. One card read, "At table I'll not leave a scrap of food upon my plate. And I'll not eat between meals, but for supertime I'll wait."

A "Clean Plate" became the patriotic ideal for the nation to follow. After World War II, the idea came to prominence again. To help rebuild a war-ravaged Europe, President Harry Truman called upon Americans to eat less to save food for starving Europeans.

In response to his appeal,



Clean Plate Clubs formed in many of the nation's schools.

Since the 1970s, portion sizes in restaurants and at home have ballooned. But "Clean your Plate" still sticks in the minds of Americans, resulting in overeating. Yet the real message behind the wartime and rebuilding policy was: Eat only what you need. That message is now more important than ever.

To keep a healthy weight, it is necessary to shake off passive eating habits. There are two good ways to return proportion to your portion sizes. First, when dining out, ask for small or half sizes or share an entree. Choosing a regular hamburger instead of the quarter-pound saves about 160 calories. At a table-service restaurant, ask your server to put half of your meal in a container to take home before serving you. You can have another full meal later for the price of one.

Secondly, refresh your perspective on portion size. By calling the AICR at 1-800-843-8114, ext. 110, you can order a free serving size wheel. Compare the USDA standard serving sizes on the wheel to your usual serving. If your usual serving provides more energy than your body needs, cut back gradually.

**The compulsion to clean the plate is contributing to the nation's expanding waistline.**

Source: American Institute of Cancer Research, Ever Green, Ever Healthy (February 2004)

## State Capitol Campus All in Bloom



**The General Services Division staff prepares months ahead for the spring season. As a result of their efforts, the State Capitol is a beautiful sight for state employees and visitors.**

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

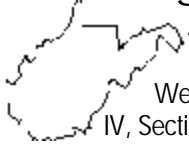
**Bob Wise**  
Governor

**Tom Susman**  
Acting Cabinet Secretary

**Diane Holley**  
Public Information Officer/Editor

**Special Thanks**  
Debbie Harrison  
Kaye Parks  
Bill Rainey  
Sandy Singleton  
Sissy Summers  
Ed Trader

**West Virginia Day!  
June 20th**



West Virginia, Article IV, Section 3 of the United States Constitution declares "no new state shall be formed or erected within the Jurisdiction of another state." Had this been enforced, West Virginia would not exist today.

The state was a product of the American Civil War crisis. When, in 1861, Virginia voted to secede from the Union, delegates from the northwestern counties rebelled and set up their own restored government of Virginia. This arrangement lasted until Congress voted to admit West Virginia into the Union as the 35<sup>th</sup> state on June 20, 1863.

While the American Civil War provided the occasion for WV's separation from Virginia, it was not the only cause. The northwestern counties of Virginia had long been neglected by the government in Richmond, seeing few internal governments. These counties were not part of the plantation economy of the South and were home to few slaveholders. In fact, the area was geographically and economically linked to PA, OH and MD. These unresolved grievances led to the separation that the American Civil War made possible. The first European settlements in what is now West Virginia were founded by Germans along the Potomac River.

Known as the Mountain State, West Virginia is rich in natural resources, ranking second in the nation in coal and natural gas production. It leads the nation in coal exports, providing more than 40 percent of the coal exported by the U.S. Rich in natural gas wells, the state is the only net exporter of natural gas east of the Mississippi. These abundant natural resources keep energy rates among the lowest in the nation, contributing to business and industrial profitability.

**Welcome!...**to the employees who recently joined our department: **Ralph Holbrook** (CPRB) and **Stanley Stewart** (General Services Division).

**Best Wishes...**to **Carolyn Strobel** of IS&C who recently retired from state government. Enjoy your retirement, Carolyn!

**Good Luck...**to **Toni Nelson** of Personnel who recently resigned from the Department of Administration. Best wishes on your career pursuits!

**Personnel's OHRD Website...**For additional information on classes offered by Personnel's Organization and Human Resource Development Section, visit its website at [www.state.wv.us/admin/personnel/OHRD/index.htm](http://www.state.wv.us/admin/personnel/OHRD/index.htm).

**Correction...**In last month's issue of **Quotes, Notes & Anecdotes**, the article relating to IS&C's move to Davis Square incorrectly reported that parking tickets for individuals attending training classes would be validated by IS&C. Please note that IS&C will not be validating parking tickets for students.

**PEOPLE TALK**

**Caps and Gowns...**Congratulations to Jeremy Harper, son of Finance's Cindy Dillon, who graduated May 1 from Davis & Elkins College with a bachelors degree in computer science.

**Happy Father's Day...**On Sunday, June 20, 2004, let's celebrate the role that our fathers play in our day-to-day lives. Be sure to show your father how much you care for him!

**HAPPY BIRTHDAY ... in June**

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| <ul style="list-style-type: none"> <li>1 Mark Elkins ..... IS&amp;C</li> <li>Anthony Thaxton ..... Gen. Svcs.</li> <li>Bill Thaxton ..... Gen. Svcs.</li> <li>2 Violet Burns ..... Gen. Svcs.</li> <li>Robert Miller ..... BRIM</li> <li>3 Joe Hermsdorfer ..... IS&amp;C</li> <li>Gerald Roueche ..... PEIA</li> <li>Mary Youngbood ..... Personnel</li> <li>4 Amy Leslie ..... Pros. Atty. Institue</li> <li>LeAnn Necuzzi ..... Finance</li> <li>Amy Newman ..... IS&amp;C</li> <li>Pat Quinlan ..... Personnel</li> <li>5 Jonathon Nida ..... IS&amp;C</li> <li>7 Ellen Akers ..... CPRB</li> <li>John Carter ..... Gen. Svcs.</li> <li>Susan Evans ..... Personnel</li> <li>Larry McNair ..... IS&amp;C</li> <li>Marjorie Wilson..Public Defender</li> <li>8 Jennings Ashby ..... Gen. Svcs.</li> <li>Moses Gant ..... Gen. Svcs.</li> <li>Kim Patrick ..... IS&amp;C</li> <li>Yolanda Tyler ..... PEIA</li> <li>10 Sherri Brown ..... IS&amp;C</li> <li>Judith King ..... CPRB</li> <li>Mark Neil ..... Pros. Atty. Institute</li> <li>Marie Thomasson..... Personnel</li> <li>11 Ralph Nottingham... Gen. Svcs.</li> <li>12 Charles Britt ..... Gen. Svcs.</li> <li>Victoria Ross ..... CPRB</li> </ul> | <ul style="list-style-type: none"> <li>13 Darla Blackmon .... Gen. Svcs.</li> <li>John Wrightsman ..... IS&amp;C</li> <li>14 Gary Gunnoe ..... IS&amp;C</li> <li>Pam Jarrell ..... Purchasing</li> <li>Ed Kornish . Pros. Atty. Institute</li> <li>Camma Pennington ..... BRIM</li> <li>16 Michael Gray ..... Personnel</li> <li>Ken Huffman ..... Gen. Svcs.</li> <li>Chester Popham .... Purchasing</li> <li>17 James Leslie ..... IS&amp;C</li> <li>Joan Mullins ..... Finance</li> <li>Dan Shriver ..... IS&amp;C</li> <li>18 Susan Estep ..... CPRB</li> <li>Carolyn Wiesen ..... PEIA</li> <li>19 Louis Pishner ..... Gen. Svcs.</li> <li>20 JoAnn Edwards ..... CPRB</li> <li>21 Justin McCoy ..... CPRB</li> <li>22 Deanna Karlen ..... IS&amp;C</li> <li>Alice Thibodeaux ...Purchasing</li> <li>24 Demeire Gist ..... IS&amp;C</li> <li>25 Mart Denison ..... IS&amp;C</li> <li>26 Angela Long ..... CPRB</li> <li>Dennis Stewart ..... Gen. Svcs.</li> <li>27 Eric Dye ..... IS&amp;C</li> <li>Richard Harris ..... Gen. Svcs.</li> <li>28 Robert Jenkins ..... IS&amp;C</li> <li>29 Roger Haynes ..... Gen. Svcs.</li> <li>30 Samantha Anderson ..... CPRB</li> <li>Twila Ruggieri ..... PEIA</li> <li>Linda Snell ..... Gen. Svcs.</li> </ul> |
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