



Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

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Employee of the Month

Finance's Susan Lowe Demonstrates Dedication to Job

SUSAN LOWE, an Administrative Services Manager 2 for the Finance Division, has been selected as the department's **Employee of the Month** for June.

A 26-year employee of state government, Susan serves as the project manager and primary contact for the WVFIMS Ad Hoc reporting function on a statewide basis.

In addition, she develops procedures and reports in

order to facilitate the department's billing and financial reporting functions.

According to one of Susan's co-workers, "Susan is always prompt and accurate, even when asked to perform under major time restraints."

Another co-worker added, "She is always up to the job. You never have trouble finding her because she is at her desk working."

In her spare time, Susan enjoys gardening, playing cards, and crocheting for charity. More importantly, she cherishes the time she spends with her fiancé, Bob, and her cat, Louie.

Please join Susan's friends and co-workers at a special ceremony in her honor on Friday, June 2, at 10 a.m. on the second floor of Building 17.



SUSAN LOWE
June Employee
of the Month

Prosecuting Attorneys Institute Provides Training to State Prosecutors and Law Enforcement Officers



The WV Prosecuting Attorneys Institute provides annual training to area prosecutors and law enforcement which is coordinated by Executive Director Philip Morrison (l) and Traffic Safety Resource Program Coordinator Mark Neil (r).

Because every single court case has to be proven *beyond reasonable doubt*, the Prosecuting Attorneys Institute (WVPAL) strives to make prosecutors and law enforcement officers' jobs easier through education.

By statute, the WVPAL is required to provide training for state prosecutors and law enforcement officers. "We have two different areas in which we train -- prosecutors and litigators; and investigators and law enforcement, all on behalf of the government," said Philip Morrison, WVPAL Executive Director.

Each year, eight hours of in-service training is required, with an additional eight hours for supervisory personnel on a semi-annual basis. Prosecutors are required to

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Sneak Peek INSIDE...

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- ◆ Legislation Passes to Expand WCHIP
- ◆ Credible Risk Management Programs Reduce Agency Premiums
- ◆ Ethics Outlines Limits on Retirement Gifts
- ◆ People Talk



Legislation Passed During '06 Regular Session Affecting our Department

Editor's Note: Page 4 of this issue offers a brief summary of how a bill becomes a law.

Another successful legislative session ...Several major issues were addressed, including afford-

able health care, mine safety, purchasing reform, consolidation of information technology to save money and eliminate duplication, and to reorganize areas of government to make it run more efficiently.

Some of the bills which passed that affect the Department of Administration or may be of interest to our employees are as follows:

Senate Bills

SB125: Budget Bill

SB126: Increases the amount that can be kept in the Revenue Shortfall Reserve Fund (Rainy Day Fund) from 5% to 10% of the general revenue budget.

SB127: Caps the funding for regional education service agencies to its current funding levels.

SB173: Relates to PERS pre-retirement death benefits. For employees hired on or after July 1, 2006, removes the ability of a member to choose a beneficiary who has an insurable interest, other than his or her spouse or disabled dependent child, to receive an annuity and allows a member or former member to choose to have the pre-retirement death benefit paid in a lump sum amount to any beneficiary or beneficiaries he or she chooses.

SB174: Relating to State Police death, disability and retirement benefits. Clarifies benefit termination for disability retirants terminated for economic causes and reapplication by disability retirants terminated for economic causes. It also adds a new section to permit the board to terminate benefits for a retirant who obtained his or her benefits fraudulently and allows for an administrative appeal of the termination.

SB213: Continues the Consolidated Public Retirement Board.

SB218: Continues the Capitol Building Commission.

SB362: Requires the Tax Commissioner to disclose information to CPRB in order to more easily review retirement disability recipients income status.

SB538: Moves the administration of the state employees' deferred compensation plan from the Consolidated Public Retirement Board to the Treasurer's office.

SB554: Clarifies that monies in the forensic medical examination fund can be used for certain nurses' training.

SB558: Provides salary adjustments for certain appointed state officers.

SB576: Changes calculation of prejudgment and post judgment interest.

SB598: Relating to Teachers' Retirement System (TRS) qualified plan status. Brings the provisions of TRS into compliance with new require-

ments of the Economic Growth and Tax Relief Reconciliation Act of 2001 (EGTRRA) relating to automatic rollovers for mandatory distributions in excess of one thousand dollars, thus maintaining the System's qualified plan status under the Internal Revenue Code.

SB603: Renames day after Thanksgiving as Lincoln's Day.

SB653: Relating to duties of the Chief Technology Officer. Clarifies the duties of the chief technology officer and adds duties relating to the security of government information and to the management of technology projects.

SB693: Removes certain Court of Claims review procedures

SB791: Clarifies offenses and penalties relating to ephedrine, pseudoephedrine and phenylpropanolamine.

House Bills

HB2328: Gives precedential application to written advisory opinions by Ethic's Commission.

HB4031: Purchasing reform. Streamlines the bid process, eliminates the dual bid receipt with the Auditor, increases the vendor registration fee, increases the amount for sealed bids to \$25,000, allows submission of bids by electronic transmission, allows sole source procurement, and prohibits stringing of contracts.

HB4172: Authorizes the Department of Administration to promulgate rules.

Continued on Page 6

A total of 2,301 bills were introduced during the regular session, 1,506 in the House and 795 in the Senate. The Legislature passed 266 bills (135 House; 131 Senate). Gov. Joe Manchin III vetoed nine bills. The Legislature amended and again passed two bills that were vetoed.

State Job Postings

The department is actively recruiting qualified applicants with the help of the local news media. A weekly summary of selected state job openings available in state government is offered to radio and television stations for airing.

For job opportunities, contact the Division of Personnel at 558-3950, ext. 503, or visit its website at www.state.wv.us/admin/personnel/jobs/wvneo.htm.

Legislation Passes to Expand CHIP

During the 2006 legislative session, the West Virginia Legislature passed a bill to expand the West Virginia Children's Health Insurance Program (CHIP), therefore, allowing more uninsured children to gain access to health care coverage. Since Gov. Joe Manchin III signed the bill into law, plans are underway to develop a cost-sharing and premium structure.

While the WVCHIP expansion will be a major step in covering children in West Virginia who remain uninsured, it will likely not cover all remaining uninsured children in the state. Some remaining uninsured children could qualify for Medicaid or may be in transition to

employer-based health insurance coverage. In addition, certain families may be resistant to government programs or would not want premium participation due to budget priorities to their household.

Steps need to take place before the WVCHIP expansion program may be implemented, said WVCHIP Executive Director Sharon Carte. The WVCHIP Board of Directors will oversee and review the design of the expansion program. In addition, a state plan amendment is to be drafted, after which WVCHIP will submit the amendment to the Centers of Medicaid and Medicare Services for federal approval. Administrative changes needed for premium collection will occur after approval by the federal government.

"At the next meeting, the WVCHIP board is expected to approve the level of cost-sharing for this income group of families," said Carte. The WVCHIP Board of Directors will review and approve the premium structure during the design phase of the expansion program. The premium could be set up as a monthly or quarterly payment process.

The program expects to begin enrolling new applicants on January 1, 2007, with an average enrollment estimated at 1,013 children for the first six months.



While the WVCHIP Expansion will be a major step in covering children in West Virginia who remain uninsured, it will likely not cover all remaining uninsured children in the state.

WVPAI Training

Continued from Page 1

complete 24 hours of training semi-annually, with a minimum of three hours of ethics or office management training.

This continuing education is coordinated through WVPAI's Traffic Safety Resource Program Coordinator Mark Neil and is performed at a variety of conferences throughout the state.

Supreme Court and legislative updates as well as other issues relating to this targeted audience are provided during the training. Last fall, the Institute conducted a *Train the Trainer* program, which taught prosecutors how to train others in various skills. This provides Morrison with a cadre of prosecutors who can assist with future training sessions.

Upcoming topics at the June

meeting include forensic issues, effective multidisciplinary team functioning in child abuse cases, improving the Victim/Witness Assistance Program, recruiting volunteers, domestic violence/sexual assault, reluctant witnesses, and dealing with non-intuitive victim responses.

Expert speakers in specific fields are recruited in-state as well as throughout the United States. "We have on the agenda a speaker who is considered one of the foremost authorities on cybercrime," said Morrison. "To the best of my knowledge, this is the first time this topic will be addressed."

Morrison stressed the importance of prosecutors having a vast degree of expertise. This training allows them to be highly specialized. "You can't get this kind of education for less than a \$400 to \$500 tuition fee," he said. WVPAI's training is currently offered free to prosecutors and law enforcement officers.

Morrison and Neil generally dedicate approximately 12 hours per conference, which equates to about a day and a half of education per training. While the State Police are the biggest provider of law enforcement training, WVPAI provides officers with about 56 hours of classroom instruction, in addition to the annual in-service they are required to provide. Topics include court systems, laws of arrest, search and seizure, evidence, confessions and trial testimony, as well as conducting mock courts for the police officers.

For additional information, contact Philip Morrison at (304) 558-3348 or via e-mail at pmorrison@state.wv.us.

Quotes, Notes & Anecdotes

is published by the West Virginia Department of Administration

Joe Manchin III

Governor

Robert W. Ferguson Jr.

Cabinet Secretary

Diane Holley

Communication Director/Editor

Special Thanks

Betsy Chapman
Debbie Harrison
Donna Lipscomb
Kaye Parks
Sandy Singleton



Being Proactive Rather than Reactive Pays Off...

Credible Risk Management Programs Help Reduce Agency Premiums

The West Virginia Board of Risk and Insurance Management (BRIM) developed a groundbreaking initiative called the Standards of Participation Program, which aims at reducing potential claims through proactive efforts.

Last October, BRIM distributed Loss Control Questionnaires to their participating agencies to measure the insured's efforts with the Standards. The results are

currently being compiled. Those entities which comply may be entitled to a *discount* in their premiums.

On the other hand, entities that demonstrate a lack of a credible risk management program in place will be subject to a potential premium *surcharge*. In addition, these entities may receive a possible visit from BRIM officials in attempt to encourage and make positive recommendations relative to the development of the requirements addressed in

the Standards of Participation.

BRIM officials state that if each of their customers does their part in developing and implementing into practice appropriate loss control recommendations, premiums for all customers will inevitably reduce.

For questions concerning the Standards of Participation Program, please contact Jeremy Wolfe, M.S., BRIM's Loss Control Manager, at (304) 766-2646 or via electronic mail at **jwolfe@wvadmin.gov**.

To request copies of the West Virginia State Legislature's "A Bill Becomes Law" brochure, please contact Charlene Glagola at (304) 347-4836 or via email at **cglagola@mail.wvnet.edu**

Government 101: How a Bill Becomes a Law

A bill is an idea for a new law, or an idea to modify an existing law. Hundreds of bills enter the legislative process in West Virginia each year. Two groups of elected citizens, 34 senators and 100 delegates, study, discuss and vote on bills, acting in the capacity of the people of West Virginia. Bills enter the legislative process either through the House of Delegates or the Senate, but to become a law, the bill must pass both chambers and avoid a governor's veto.

A bill is introduced by a member of the House or Senate.

It is then referred to a committee by the House Speaker or Senate President. The committee considers the bill, reports to the members of the House or Senate. The bill is read a first time, amended, and then read a second time. After the third reading, members debate and vote on the bill.

If passed, the bill is sent to the second chamber where the process repeats with the Speaker or President, the committee, and action by the House or Senate. If passed, the bill is recommended by the preceding chamber, and signed into law or vetoed by the Governor.

The Legislature may vote to override any vetoes and the bills become law without the Governor's approval.

For more information, visit the State Legislature's website at **www.legis.state.wv.us**.



Governor Joe Manchin's "Open for Business" Report Shows Progress

For additional information on the "Open for Business" initiatives, visit the Governor's Office website at:

www.wv.gov/ofbReports.cfm

Gov. Joe Manchin's "Open for Business" report for May 2006 reflects progress in the state's economic development efforts, with projects and related announcements contributing to the creation of more than 257 new jobs and the preservation of many existing jobs.

According to the Energy

Information Administration, West Virginia had the third lowest industrial electricity rates in the nation during 2005.

The state's industrial rates were only 69 percent of the national average, 3.86 cents per kilowatt-hour for West Virginia compared to the national average of 5.56 cents.

Max Farley Retires



After 40 years of state government service, Max Farley, who recently served as acting director of the Division of Personnel, retired.

Although he worked in the department for 32 years, after graduating from West Virginia University in 1966 with a bachelor of arts degree in political science, Farley began his career as a social worker in the Department of Welfare (now Department of Health and Human Resources). He served in various capacities, but his interest in the field of personnel began after he took a class in Personnel Psychology, which eventually led him to obtain a masters degree in public administration.

In 1974, he accepted a job with the Civil Service System (now the Division of Personnel) as a personnel specialist. In 1979, he was promoted to assistant director and, in October of 2003, was selected as acting director of the Division of Personnel until his retirement on April 30, 2006.

The department extends its gratitude to Farley for his hard work and dedication throughout the years and wishes him the best in his retirement years.

State Ethics Commission Sets Guidelines for Retirement Gifts

Upon unanimous vote, the State Ethics Commission recently approved guidelines established to address retirement gifts and parties. Highlights of the guidelines include:

- No retirement gift may have a fair market value of more than \$1,000, although gifts in the form of donations to a charitable organization in the retiree's name may be more than that amount.
- Requests from co-workers for contributions to offset the costs of retirement gifts and parties must be in the form of a general announcement to all employees, and must clarify that participation is strictly voluntary.
- Supervisors cannot solicit subordinates for contributions.
- Lobbyists, vendors and "interested parties" may not make a contribution or provide a gift worth more than \$25, the same limit as in the Ethics Law. Anonymous gifts cannot be accepted by public employees under any circumstance.
- Retirement ceremonies may be held during an agency's normal working hours, so long as events are limited in duration and held preferably during scheduled lunch or break times. No alcohol may be served on state premises.
- Rental fees and related costs for off-site parties, including costs for meals and beverages, cannot be paid from public funds, except in rare instances when the agency has specific legislative authority to spend public dollars on such events.



Getting Ahead by Staying Sharp

Resting the brain is more important than resting the body. More than 70 percent of American adults and 85 percent of teens do not get enough sleep to be sharp the next day, according to scientists at Harvard Medical School. They say part of the problem is workers are so used to being sleep deprived that we have become adept at coping with the condition.

Individuals do not realize that the purpose of sleep may be more to rest the mind than to rest the body. Sleep helps consolidate memory, improve judgment, promote learning and concentration, boost mood, speed reaction time, and sharpen problem solving and accuracy.

To receive more sleep, researchers suggest getting to bed half an hour earlier. If one can arrange a brief nap in the afternoon, it can help. In addition, researchers advise against sleeping late on weekends because these extra hours of sleep could disrupt your circadian rhythm, making it harder later to get a full night's rest.

The American Time Use survey shows the main reason for lost sleep is work. But when you lose sleep, you could be 12 percent less productive the next day. If mental sharpness is important to you, get a good night's sleep.



Feeling sluggish at work? Try going to bed earlier. Experts say that when you lose sleep, you may be 12 percent less productive the following day.

'06 Legislative Update

Continued from Page 2

HB4283: Provides preference for veterans in awarding of state contracts in competitive bid process.

4296: Provides employer immunity from liability for disclosing job-related information concerning an employee or former employee to a prospective employer

4310: Continues the Board of Risk and Insurance Management

4379: Relates to insurance coverage for mammograms, pap smears and human papillomavirus.

4654: Establishes a trust fund to address other post employment benefits as addressed in Governmental Accounting Standards Board Statement No. 43 and related standards. Also provides a supplemental appropriation to reduce the PEIA premium increases on employees.

4846: Provides a 3% supplement to retirees of PERS and TRS who are age 70 or older and have been retired for five years or more as of June 9, 2006.

4857: Makes supplemental appropriation to the Children's Health Insurance Program.

For more details on these bills, visit the State Legislature's website at <http://www.legis.state.wv.us>.

West Virginia Day...

June 20, 2006

Celebrate our State's Heritage!

Please note this is an official holiday for state employees.

Welcome!...to the employees who recently joined our department: **Jill Farrar** and **Charles Warner** (BRIM), **Michele Null** (Technology), **Priscilla Burford** (PEIA), **Carolyn Hager** (General Services), **Ashlee Hunt** (CRPB) and **Brian Hilmon** (Aviation).

Best Wishes...to those employees who resigned from our department: **Jonathon Kinder** (CPRB), **Jean-Paul Moreau** (Personnel), **Chester Dean** (Technology), **Matt Kirk** (Finance), **Virginia Fitzwater** (Personnel), **Diane Cole** (CPRB) and **Michael Davis** (General Services).

Congrats!...to Tonya Devontenno of CPRB who was promoted from an office assistant I to an accounting technician II.

Follow-up "Meet the Secretary" Gathering...Each quarter, Cabinet Secretary Rob Ferguson meets with the department employees to provide an update on events, projects and changes and to encourage employees to offer questions and comments. The next meeting will be in August. Additional details will be forthcoming.

PEOPLE TALK

More Graduate News...Judie Barnes' (Technology) son, Daniel, a recipient of the 2006 Red Hartman Award, graduated from George Washington High School and will be attending Emory and Henry College in Virginia...Natalie Faulkner's (Technology) daughter, Devin, graduated cum laude from WV Wesleyan College with a bachelor in psychology. She is attending Radford University, pursuing her masters in industrial and organizational psychology.

Group Support...BRIM employees, Steve Schumacker, Barbara Houchins, Chuck Jones, Bob Miller, June Butterfield and Mischa Difilippo, participated in the March of Dimes walk on May 14.

Creativity...Purchasing's Catherine DeMarco and Betsy Chapman's mother, Gerry, have quilts and wall hangings on display in the Great Hall at the Cultural Center for the 2006 Juried Exhibition.

HAPPY BIRTHDAY...in June

- | | |
|---|--|
| 1 Mark Elkins Technology
Anthony Thaxton Gen. Svcs.
Bill Thaxton Gen. Svcs. | 14 Pam Jarrell Purchasing |
| 2 Violet Burns Gen. Svcs.
Robert Miller BRIM | 16 Michael Gray Personnel
Ken Huffman Gen. Svcs.
Chester Popham Purchasing |
| 3 Tammy Erwin PEIA
Joe Hermsdorfer Technology
Bill Hicks Sec. Office
Mary Youngblood Personnel | 17 Dan Shriver Technology |
| 4 Amy Leslie Pros. Atty. Inst.
Amy Newman Technology
Pat Quinlan Personnel | 18 Susan Estep CPRB
Carolyn Wiesen PEIA |
| 6 Joshua King Gen. Svcs. | 19 Wendelyn Campbell Grievance
Louis Pishner Gen. Svcs. |
| 7 Ellen Akers CPRB
John Carter Gen. Svcs.
Susan Evans Personnel
Marjorie Wilson Public Defender | 20 Syble Atkins Technology
Freda Cogar Gen. Svcs.
JoAnn Edwards-Lucas ... CPRB |
| 8 Jennings Ashby Gen. Svcs.
Moses Gant Gen. Svcs.
Kim Patrick Technology
Yolonda Tyler PEIA | 21 Lara Carder Personnel |
| 10 Sherri Brown Technology
Judy King CPRB
Mark Neil Pros. Atty. Inst.
Marie Thomasson Personnel | 22 Joyce Jones Sec. Office
Deanna Karlen Technology
Alice Thibodeaux Purchasing |
| 11 Ralph Nottingham Gen. Svcs. | 24 Demeire Gist Technology |
| 12 Charles Britt Gen. Svcs.
Victoria Ross CPRB | 25 Mart Denison Technology |
| | 26 Angela Long CPRB
Dennis Stewart Gen. Svcs. |
| | 27 Eric Dye Technology
Richard Harris Gen. Svcs. |
| | 28 Robert Jenkins Technology |
| | 29 Roger Haynes Gen. Svcs. |
| | 30 Samantha Anderson CPRB
Twila Ruggieri PEIA
Linda Snell Gen. Svcs. |

