



Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

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Employee of the Month

Purchasing's Rita Withrow Always Lends a Helping Hand

RITA WITHROW, a Purchasing Assistant for the Acquisition and Contract Administration Section of the Purchasing Division, has been selected as the Department of Administration's **Employee of the Month** for June.

A three-year employee of state government, Rita provides direct support and assistance to the senior buyer who manages all statewide contracts. She performs work on technical and complex solicitations for commodities and services for all state agencies and political sub-

divisions, through the competitive bidding process. She reviews requisitions, purchase orders and change orders for accuracy and completeness.

According to one of her co-workers, "Rita is to be commended for her exemplary work standards. Regardless of her work load, she remains calm and cool."

Another co-worker added, "She has a grateful attitude and is always willing to lend a helping hand to others. She respects and cares about her co-workers and, in return, her co-workers have

a great respect for her."

In her spare time, Rita enjoys spending time with her son, Justin, a senior at Herbert Hoover High School, and staying active with the school's band boosters.

Rita also enjoys spending her time quilting, sewing and exploring her artistic side.

Please join Rita's friends and co-workers at a special ceremony in her honor at 11 a.m. on Monday, June 4, 2007, in the Purchasing Division's conference room.



RITA WITHROW
June Employee
of the Month

Governors' Portraits at the State Capitol Get a Face-lift

Walking down the main corridor of the State Capitol can be a little eerie at times...with the eyes of many former West Virginia governors peering down upon all passersby.

At least that was the case until about nine months ago. That's when the General Services Division was first contacted to move select portraits from the State Capitol to the Cultural Center, where they were to be packed and shipped for refurbishing by Page Conservation Inc. of Washington, D.C.

The paintings had a variety of problems, such as blanching, fallen spacers, plexi pushed back into the paintings, discoloration, crack lines and darkening. Some portraits were in need of proper conservation for previously-damaged spot repairs.

Thirty paintings are scheduled to be refurbished. Twenty

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General Services employees strategically hang a governors' portrait, which was recently refurbished by Page Conservation Inc. of Washington D.C.

Sneak Peek INSIDE...

- ◆ Restoration of the Capitol Chandeliers is Underway
- ◆ Executive Director Selected for New Real Estate Division
- ◆ "Food and Friends" Helps Relieve Stress at the Purchasing Division
- ◆ Administrative Notes



Disassembling the chandeliers for transportation was quite tedious in that about 100,000 pieces had to be marked and logged, a task that took three days.

The 77-year old Czechoslovakian hand-cut crystal chandelier hanging in the Capitol rotunda is one of the most beautiful in the world. Until now, it has never been professionally cleaned; that responsibility fell on the shoulders of the General Services Division.

In 2002, after some support cables snapped on the rotunda chandelier, it was decided that experts should be contracted to inspect and possibly refurbish the chandeliers in the Capitol.

Acu-Bright, a New Hampshire-based company, known for cleaning and restoring more than 200 chandeliers in the nation's Capitol and Oval Office, has now been given that responsibility.

Specializing in crystal replacement, Acu-Bright has even patented a cleaning process called Aquasonics, which eliminates the use of chemicals. Instead, pure water, sound waves and vessels are used in an ultrasonic method to help remove the dust and nicotine accumulated over the years.

"Due to the heat and their usage, chandeliers are supposed to be updated a minimum of every 30 years," said Acu-Bright President Keith

Restoration of the Capitol Chandeliers is Underway

Campbell. "These chandeliers have most of their original wiring dating back to the 1930s. Any wiring that has been replaced is substandard." Further inspection revealed some of the pieces had fallen or were ready to fall.

The House and Senate chandeliers each weigh approximately 1,500 pounds and are worth about \$1 million each. The Rotunda chandelier weighs more than 3,000 pounds. Campbell was hesitant to give an approximate value, stating he prefers to wait until after it is refurbished.

Disassembling the chandeliers for transportation was a tedious task in that about 100,000 pieces had to be marked and logged, taking three days to complete. The pieces were shipped to a customized shop built especially for restoration of chandeliers. Upon arrival, each piece was again documented.

In addition to age, another problem that lead to deteriorating conditions was the use of chemicals, such as ammonia and Windex. Even soap and water, thought to be safe, damaged the filaments attached to the prisms. Unfortunately, no one knew these chemicals would break down and corrode the metal and wirings.

"I don't know if there is any chandelier similar to these (at our Capitol) in the United States," Campbell said. "They just don't make lead crystal like this anymore. The lead content is too high...they don't even allow it. They're beautiful and are going to look like they did originally. They will be spectacular when we're done. Everybody is just gonna be in awe!"

Campbell said he expects to be completed with the restoration of the chandeliers in approximately three to six months.

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

Production
Debbie Harrison
Tony O'Leary

Special Thanks
Betsy Chapman
Kaye Parks



Acu-Bright President/Founder Keith Campbell shows one section of Czechoslovakian hand-cut lead crystal from the main chandelier in the rotunda. His company has repaired some of the country's most distinctive chandeliers, including more than 200 in the nation's Capitol and Oval Office.

Proud Department Employees Recognize their Graduates

This the season to celebrate the academic achievements of our children and grandchildren, who are graduating from high school and college. Below are some of our proud employees:

◆ **Carol Crites** (Secretary's Office): Granddaughter, Breana, graduates from Capital High School with plans to attend West Virginia Wesleyan College to pursue a degree in business administration.

◆ **Robin Rose** (PEIA): Daughter, Mary, graduates from Winfield High School with plans to attend West Virginia University (WVU) to pursue a degree in nursing.

◆ **Mario Torres** (Finance): Daughter, Jessica, graduates from Buffalo High School as Valedictorian, with plans to attend the WVU School of Pharmacy.

◆ **Wilma Garbett** (Office of Technology): Daughter, Jennifer, graduates from Capital High School, with plans to attend Kenyon College in Gambier, Ohio to pursue a degree in neuroscience.

◆ **Natalie Faulkner** (Office of Technology): Son, Shae, graduates from Hurricane High School with plans to attend Fairmont State College to major in business.

◆ **Richard Wickert** (Office of Technology): Son, Matthew, graduates from West Virginia State University with a bachelor of science degree in communications.

◆ **Barbara Haddad** (Consolidated Public Retirement Board): Daughter, Erin Christine, graduates from WVU with a bachelor's degree in exercise physiology, with plans to continue her education in the 18-month accelerated Nursing Program at WVU.

◆ **Barbara Jarrell** (Personnel): Son, Brent, graduates from WVU with a bachelor's degree in Civil and Environmental Engineering.

◆ **Rick Pickens** (Office of Technology): Son, Tom, graduates from South Charleston High School with plans to attend Marshall University.

◆ **Cindy Booth** (Office of Technology): Daughter, Michelle Lilly, graduates from Ohio State University with a doctorate in Pharmacy.

◆ **Joyce Jarrett** (Consolidated Public Retirement Board): Grandson, Travis Kyle, graduates from Riverside High School with plans to go to college or a trade school.



Governor's Portraits Continued from Page 1

portraits have been sent to Page Conservation, with nine recently returned and re-hung by General Services employees.

The remaining 10 portraits will be sent to the vendor when the others return. The refurbishment process takes approximately eight months, depending upon the portrait's condition.

The value of the portraits are priceless. "They are irreplaceable historical artifacts. Several factors, such as the artist, the quality of the painting, age and the rarity of the image, are used to determine their value," according to

Culture and History Director of Collections and Exhibitions Charles Morris.

With each painting weighing between 60 to 80 pounds, it took four General Services employees to hang each portrait. The oldest portrait is of Henry Drury Hatfield, completed by J.J. Owens in 1916. Several paintings were destroyed when the State Capitol caught fire in 1921; however, those portraits have since been repainted.

Morris applauded the General Services employees for their helpfulness throughout the restoration process. The General Services Division was responsible for carefully moving the paintings from the State Capitol and delivering the portraits to the Cultural Center for proper packing and shipment to Page Conservation. They also unloaded the art from the transporter truck and, upon the portraits' return from restoration, General Services employees re-hung the paintings on the Capitol walls for exhibition.



Culture and History Museum Curator Jim Mitchell carefully unwraps one of the governors' portraits recently returned from refurbishing. General Services employees (l) Lewis Withrow and (r) Roger Paxton assisted him.



Executive Director Selected for New Real Estate Division

Charles Lawrence recently joined the Department of Administration as executive director of the newly created Real Estate Division.

The agency, created with the passage of Senate Bill 582, will provide real estate, leasing and appraisal services to state spending units, effective July 1, 2007.

Charles Lawrence is the executive director of the newly created Real Estate Division, which came into effect with the passage of Senate Bill 582. Lawrence says he intends on building an organization that is viewed as a significant resource by all agencies to save the state money and to remove the burden of real estate activities from agencies so they can focus on their mission.

Mr. Lawrence brings a wealth of knowledge and more than 15 years of management experience in all facets of real estate. His experience ranges from lease administration and property management to facility operations.

His real estate career began in 1978 as the director of administration for the Federal Home Loan Bank in Cincinnati, a \$12 billion organization with operations in Ohio, Kentucky and Tennessee. Following eight years of significant growth, he left to become administrative director for an international high tech engineering company. His position required international travel to negotiate real estate transactions in 18 different countries.

Following the company's sale to Electronic Data Systems in Dallas, Lawrence accepted a position with the Staubach Company, a commercial real estate firm established by former Dallas Cowboy quarterback Roger Staubach.

"I've been involved with real estate for a long time, but the interesting part is that I not only did corporate real estate, representing my company, but also commercial real estate, repre-

senting building owners and tenants looking for space," he said. "I've negotiated leases, built buildings, renovated space, moved people, and disposed of facilities on a worldwide basis. I've handled many different transaction types and have found myself in many different situations, some of which were very unique. Most real estate people don't get the opportunity to do what I've done."

A graduate of Xavier University, Lawrence has a bachelor's degree in finance and a master's degree in business administration. He is also a decorated veteran of the United States Army.

He stated he intends to build an organization that is viewed as a significant resource by all agencies, to save the state money, and to remove the burden of real estate activities from agencies so they may focus on their mission.



PEIA Names Dr. Shelda Martin as Medical Director

Dr. Shelda Martin is the new medical director for the Public Employees Insurance Agency (PEIA). She will provide the medical and technical expertise PEIA needs to set the policies for wellness, disease management and chronic care management.

Martin graduated from West Virginia University's medical technology program and worked as a laboratory technician for 10 years when she decided to become a physician. Graduating from WVU Medical School in 1996, she worked at the Charleston Area Medical Center as well as served as an associate professor of medicine at WVU.

In 2001, she became the director of Out-Patient Clinic at CAMC Memorial Division for Internal Medicine, which dealt mostly in treating adults with chronic problems. Dr. Martin also assisted in securing Ryan White Title III funding for Early Intervention Services to provide primary care for patients with HIV.

"Shelda is a highly qualified physician, who can commu-

nicate to the community of physicians at large," said PEIA Executive Director Ted Cheatham. "She will add an extreme amount of knowledge and experience to PEIA as we move forward to the next set of projects."

Dr. Martin said she hopes to improve the education of PEIA members on how to improve their health and, thus, live healthier. She also is wanting to work toward enhanced communication among the doctors, patients and PEIA.

Dr. Shelda Martin, the new medical director for PEIA, will provide medical and technical expertise to assist PEIA in setting the policies to move forward in wellness, disease management and chronic care management.

"Food and Friends" Puts the Brakes on Stress as Purchasing Employees Laugh Their Cares Away

Constant deadlines... Heavy workloads... Controversial issues... Telling others what they may not want to hear.

The Purchasing Division staff is often dealing with these stressful matters. Such demands can make for a taxing environment and offer little opportunity for the employees to get to know each other. But, thanks to the cooperation of Purchasing Director Dave Tincher, this matter is being addressed but in a somewhat different manner — specifically, with a sense of humor.

Consider this, according to the American Institute of Stress, job-related stress costs American businesses about \$150 billion a year. It is a major contributor, directly or indirectly, to coronary heart disease, cancer and lung ailments to name a few.

The pamphlet "How to Put the Brakes on Stress," distributed by the Public Employees Insurance Agency, offers tips on how to cope with on-the-job stress. Surprisingly, humor is one of them. Did you know that when you laugh, your body produces natural painkillers and secretes protective enzymes that coat the stomach?

Laughter also strengthens the immune system as well as increases the circulation of blood and oxygen to all major organs, including the brain. The result: clearer thinking, improved decision-making, and an improved ability to resolve conflicts. One minute of laughing gives you the same abdominal exercise as 25 sit-ups.

"Our staff works very hard under abnormally stressful conditions," said Tincher. "So, in 2004, when an employee suggested this unique approach, I was impressed somebody cared enough to want to make a difference." Hence, the birth of "Food and Friends" and why Tincher heartily endorses it.

Each quarter, the Purchasing staff voluntarily comes together for a luncheon called "Food and Friends" at a minimal cost to each employee. While the food is scrumptious, it is not the attraction, moreso, the laughter and the opportunity to get to know coworkers.

"Food and Friends" begins with two employees being selected and interviewed on their likes, dislikes, family, first jobs, schools they attended, etc. Weeks leading up to the luncheon, coworkers talk to the featured employees in an effort to learn as much about the two employees as possible.

At the luncheon, questionnaires are distributed to the staff pertaining to the two featured employees with multiple choice answers. Included in those answers are some bizarre choices which may or may not be the correct answers. (The featured employees approve the questionnaires prior to distribution so there are no surprises to them.)

In the end, the employee with the most correct answers relating to the featured employees wins \$25, which is donated by Tincher and the three assistant directors.

"We have a good time trying to figure out how well we know each other," said Buyer



Supervisor Ron Price. "Coworkers may have petty differences prior to, but 'Food and Friends' allows us to put those aside and come together and have a good time laughing." Other Purchasing employees agree. Some of their comments include:

♦ "We don't have time to walk around and learn a lot about each other, but this gives us an opportunity to do that in a short length of time and in a fun way. It has given us a sense of connection and has produced camaraderie."

**Administrative Secretary
Debbie Watkins**

♦ "One of our coworkers just found out his wife has cancer. I know, first hand, the stress that adds to your work. It did my heart good at the last 'Food and Friends' to see him be able to laugh and laugh hard."

**Fleet Manager
Janice Boggs**

Shown above (back row l-r) are just a few Food and Friends participants: Junior Blount, Shane Hall, Chester Popham, Barry Gunnoe, Catherine DeMarco, Debbie Harrison, (front row l-r) Susan King, Ann Mollohan and Betsy Chapman. Everyone agrees that the laughter and an opportunity to get to know their coworkers is the reason they participate. A chance to win \$25 is just 'Icing on the Cake.'

Continued on Page 6

◆ "Food and Friends' builds relationships among the employees which, I believe, is also building a stronger Purchasing Division as a whole. I always walk away with a smile on my face and usually smeared make-up from wiping away my tears of laughter. The lightened mood helps improve my attitude and increases my ability to give better customer service to agency personnel and vendors."

Senior Buyer Krista Ferrell

◆ "As a new employee, 'Food and Friends' has given me a chance to get to know people I wouldn't normally talk to on a daily basis. Laughter makes me feel better and there is plenty of that."

Inspector Shane Hall

◆ "Food and Friends' gives you a better sense of knowing the folks you work with. There's a lot of laughing and joking. It's just a great stress reliever and good therapy."

Assistant Director Karen Byrd

◆ "Every time we have a 'Food and Friends,' I'm reminded that the directors contribute the prize money which makes me feel appreciated. It's nice to know they care about us."

**Administrative Secretary
Betsy Chapman**

If your agency is interested in starting a similar program, contact Debbie Harrison of the Purchasing Division at (304) 558-2315 or via e-mail at dharriso@wvadmin.gov.



Welcome!...to our new employees: **Shaun Neidlinger, Gary Burns, Phillip Debruyne, Carla Hoyman, Brian Jeffrey, Shaun Pierce,** and **Becky Whyte** (Office of Technology); **Tony O'Leary** (Purchasing); **Jamie Hardman** (CPRB); and **Glenn Briscoe, John Smith,** and **David Williams** (General Services).

Best Wishes...to the following employees who recently resigned from our department: **Priscilla Burford** (PEIA); **Philip Adams, Maria Yoakum, Brett Horton, Stacey Hager** and **Joe Hermsdorfer** (all of the Office of Technology); **Paul Marteney** (Grievance Board); **Kevin Lawhon** (Personnel); and **Chester Popham** and **Matt Hackworth** (both of Purchasing).

PEOPLE TALK

Bell Ringing Ceremony Honors VA Tech Victims...On April 20, individuals convened at the Liberty Bell on the northside of the State Capitol to honor those killed in the Virginia Tech tragedy.



Virginia Governor Tim Kaine encouraged states and communities across the nation to join simultaneous ceremonies and prayer services with the ringing of the bells at noon. First Lady Gayle Manchin and the Reverend Dennis Sparks of the WV Council of Churches spoke at the commemoration.

Baby News...Congratulations to Jim Kirby, General Counsel in the Cabinet Secretary's Office, and his wife Joanne on the birth of their first child, daughter Aurelia Danielle, on May 2. Aurelia weighed 8 lbs and was 20.5 inches.

HAPPY BIRTHDAY ... in June

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|---|---|
| <p>1 Linda Chaty Technology
Mark Elkins Technology
Anthony Thaxton Gen. Svcs.
Bill Thaxton Gen. Svcs.</p> <p>2 Jeff Fleck CPRB
Robert Miller BRIM
James Watts Technology</p> <p>3 Bill Hicks Sec. Office
Houston Woodson CHIP</p> <p>4 Amy Leslie Pros. Atty. Institute
Amy Newman Technology
Pat Quinlan Personnel</p> <p>5 Gary Riffle CPRB</p> <p>6 Joshua King Gen. Svcs.</p> <p>7 Ellen Akers CPRB
John Carter Gen. Svcs.
Susan Evans Personnel
Kitty Wilson Public Defender</p> <p>8 Jennings Ashby Gen. Svcs.
Moses Gant Gen. Svcs.
Jennifer Hanshaw Technology
Kim Patrick Technology
Yolonda Tyler PEIA</p> <p>9 Jeff Perkins Finance</p> <p>10 Judy King CPRB
Mark Neil Pros. Atty. Institute
Marie Thomasson Personnel</p> <p>12 Charles Britt Gen. Svcs.
Victoria Ross CPRB</p> <p>14 Pam Jarrell Purchasing</p> <p>15 Dianna Gertz Technology</p> | <p>16 Michael Gray Personnel
Ken Huffman Gen. Svcs.</p> <p>17 Dan Shriver Technology</p> <p>18 Susan Estep CPRB
Carolyn Wiesen PEIA</p> <p>19 Wendelyn Campbell Grievance
Louis Pishner Gen. Svcs.
Jason Ratliff Technology
Shannon Workman Technology</p> <p>20 Syble Atkins Technology
Freda Cogar Gen. Svcs.
Joann Edwards-Lucas CPRB
Kelli McNemar Personnel</p> <p>22 Joyce Jones Sec. Office
Alice Thibodeaux Purchasing
Deanna Karlen Technology</p> <p>24 Demiere Gist Technology</p> <p>25 Mart Denison Technology</p> <p>26 Angela Long CPRB
Dennis Stewart Gen. Svcs.</p> <p>27 Raquel Baker Personnel
Eric Dye Technology
Richard Harris Gen. Svcs.</p> <p>28 Robert Jenkins Technology</p> <p>29 Roger Haynes Gen. Svcs.</p> <p>30 Samantha Anderson CPRB
Twila Neil PEIA
Linda Snell Gen. Svcs.
Joshua Tinnel Technology</p> |
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