



Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

March 2001 • Vol. 9, Issue 3

Employee of the Month

General Services' David Lawrence Aims to Please

David Lawrence, a Painter for the Crafts Crew Section of the General Services Division, has been selected as the Department's **Employee of the Month** for March.

A 3½-year employee of state government, David performs a variety of work throughout the State Capitol Complex, including exterior and interior painting, staining, installing drop ceilings, refinishing furniture and repairing drywall. He is

often required to use high ladders or scaffolding in completing his projects.

According to one of his co-workers, "David is easy to get along with and always willing to help others. He never asks for anything in return." Another co-worker adds, "He is genuinely concerned with the best interest of the customer. David continues to learn and excel in his knowledge and ability to complete the projects as neat and professional as possible."

In his spare time, David enjoys golfing, playing tennis and spending time on his hobby of restoring cars.

Please join Cabinet Secretary Greg Burton and David's friends and co-workers at his **Employee of the Month** presentation at 11:30 a.m. on Thursday, March 1st in the State Capitol Rotunda.



DAVID LAWRENCE
March Employee of the Month

Department Welcomes Tom Susman as Director of the Public Employees Insurance Agency



Starting a new job is a stressful experience, but when the job is managing the Public Employees Insurance Agency, you can bet that your first day will be a busy one.

Tom Susman was officially sworn in as PEIA director on January 23rd by Supreme Justice Darrell McGraw. Governor Bob Wise attended the ceremony (see picture at left).

How does one prepare to manage a health care system with nearly 211,000 benefi-

ciaries? "When Governor Wise asked me to take this position, I felt extremely overwhelmed and humbled to be chosen," Susman said. "I am very fortunate to have an excellent crew at PEIA."

Along with the excitement comes the realization of the importance of this job. "The Public Employees Insurance Agency is a \$400 million

PEIA's Tom Susman
Continued on Page 3

See Page 2 for More New Faces in the Department

Sneak Peek INSIDE...

- ♦ Introducing New Faces in the Department
- ♦ State Capitol Telephone Supplement Available
- ♦ Frustrated Filling Out Those Tax Forms? Help's Available!
- ♦ Plans Set for Women's Day at the Legislature
- ♦ Administrative Notes

New Faces in our Department...

Introducing Several Key Staff Members of the Department of Administration

The Department of Administration is pleased to introduce several new employees within the Cabinet Secretary's Office and in other divisions and agencies. Please take the time to welcome these individuals to our Department!

Debbie Bradford

Executive Secretary, Cabinet Secretary's Office



With over 26 years of experience, Debbie is a familiar face to state government. Spending the past 12 years serving as Executive Secretary and Office Manager for the Health Care Authority, she maintains that versatility and adaptability are the key ingredients in an executive assistant's role, with writing, computer and management skills as definite assets.

"The Department of Administration is a highly visual and active department," she said. "Its employees are very professional and have been extremely helpful in acclimating me to the various divisions and their duties and responsibilities."

Debbie worked with Cabinet Secretary Greg Burton when he was chairman of the Health Care Authority. For this reason, she stated that her decision to work for the Department was an easy one. "Secretary Burton has wonderful management skills and simply wants to get the job done and...done well. He will incorporate his own skills and management style to the position and I am very pleased to be working with him again."

With her many years in state government, Debbie hopes that her knowledge, on-the-job training and experience will assist in meeting Secretary Burton's and Governor Bob Wise's goals and objectives. "I look forward to the job challenges and will strive to be of service."

Donna Prunty

Executive Coordinator, Cabinet Secretary's Office



Donna brings a variety of work experiences, primarily in the legal field, to the Department which she plans to use in her new position. "I am excited about the new challenges this job will bring," she said. "My legal background should be very beneficial to me in a majority of the duties I will be handling, such as monitoring proposed legislation and keeping Secretary Burton apprised of the status of bills affecting the Department as well as overseeing Equal Employment Opportunity cases."

Early in her career, she worked as an executive secretary and managed trust accounts at a local bank. However, she has worked as a paralegal for the past 20 years and has owned and operated her own paralegal business since 1995. She is also a member of the Charleston City Council, serving the 17th Ward in Kanawha City.

MORE CHANGES, APPOINTMENTS AND NEW FACES

Helen Wilson

Helen Wilson, Manager of the Automation Resource Center, has been designated as Acting Director of the Information Services and Communication Division (IS&C).

Jim Casto

Jim Casto, Director of the Crafts Crew Section, is serving as Acting Director of the General Services Division.

David Pentz



David Pentz is the Deputy Director of the General Services Division. A graduate of West Virginia University, David has spent most of his career working in municipal government, first with the city of South Charleston and later with the city of Charleston. His most recent position was serving as Charleston's Assistant City Manager.

He will be responsible for a variety of projects, with the primary focus on the preservation and upkeep of the Capitol Complex.

"It is an honor and privilege to be working for the people of West Virginia," he said. "We have big challenges, but our staff is up to the task."

Supplement to the State Capitol Telephone Directory Reflects Changes in Government



In the past few months, several changes in leadership have taken place in state government. For this reason, a supplement to the **2000 State Capitol Telephone Directory** has been created and made available through Correctional Industries.

The supplement includes an alphabeticalized listing of state agencies with the central telephone number and page number to acquire more detailed information in

the departmental listing.

This listing offers information on specific divisions and programs administered under the state agency, along with contact persons, locations and telephone/fax numbers. This supplement does not include individual listings of state employees. Correctional Industries has copies of the supplement available at a cost of \$3.50 each.

The **2001 State Capitol**

Telephone Directory is expected to be prepared later this year and will also be available through Correctional Industries. Additional information will be publicized in this publication and to all state agencies.

Suggestions for the complete **2000 State Capitol Telephone Directory** may be directed to Diane Holley at (304) 558-0661 or via electronic mail at dholley@gwmail.state.wv.us.

The 2001 State Capitol Telephone Directory will be available later this year. The supplement includes the departmental listing only, not individual listings.

To order your copy of the Telephone Directory Supplement, contact Correctional Industries at 558-2136.

Tom Susman

Continued from Page 1

program, a pretty significant share of the state budget," he added. "It is important that it is funded and administered correctly."

Susman will use his vast experience in business to address financial concerns and the escalating cost of health care. Prior to this position, he was president of The Susman Group, LLC, a public relations, consulting and governmental affairs company and was a member of the West Virginia House of Delegates, serving as Chair of the Insurance Committee from 1990-1992.

The status of the state's health care program is expected to be stable through next year; however, Susman indicates that as health care costs continue to rise, the state must plan now for its future. "We plan to go through this year's Legislative Session and form groups of individuals to deal with

various issues. It is necessary to gain input from health care practitioners, state employees, and lawmakers and to look at different options that will work for everyone," Susman said. Another major concern is the effect of legislation at the federal level regarding prescription drugs. This outcome will ultimately filter down to the state level.

One thing is definite...planning must begin now. A survey of state lawmakers prior to the 2001 Legislative Session indicated that PEIA was their top priority. With all of the concern of financing this program, Susman reminds its insurers of its many benefits. "PEIA gives us an opportunity to offer health care insurance, which is a valuable benefit. This program also offers us leverage that can have a positive impact on the private side of health care."

PEIA offers many programs with substantial price savings from which employees can benefit, Susman adds. Maintenance drugs, used on a continuous basis, can be purchased at discounted rates by using the Maintenance Prescription Plan (information is available at PEIA's website at www.peia.state.wv.us). Mail ordering prescriptions also enhances savings to those who use long-term medication.

For those individuals wanting to quit smoking, PEIA has implemented a Tobacco Cessation Program with a "Smoking Quit Line" which can be reached at 1-877-966-8784 (877-YNOT-QUIT). These are just two examples of savings and assistance from which PEIA insurers can benefit.

For additional information on benefits offered from the Public Employees Insurance Agency, please visit its website at www.peia.state.wv.us.



Tom Susman
Director of the Public Employees Insurance Agency (PEIA)



Income Tax Assistance

Having Trouble With Those Tax Forms? Help Is Available at Your Fingertips!

April 15, Income Tax Day, is right around the corner... Are you prepared?

For many people, completing the income tax forms for the federal and state governments can not only be timely, but confusing.

For this reason, there are several outlets for assistance and with today's technology, much information and forms can be accessed via the Internet.

Who are **YOU** going to call for help? Below are telephone numbers and website addresses for the State Department of Tax and Revenue and the Internal Revenue Service:

Did You Receive Your Tax Refund Last Year?

Every year, the IRS has to search for tens of thousands of people whose refund checks have been returned as undeliverable. In most cases, people have moved without telling the IRS their new address.

In some cases, taxpayers wrote the wrong address on their return. It's not a small matter. The IRS is hunting for over 90,000 people who have not received \$67.4 million in refunds for year 2000 returns.

If you think you are owed a refund for last year, call the IRS at (800) 829-1040. The IRS suggests one easy way to avoid the problem: Choose direct deposit of tax refunds.

Federal Income Tax HELP

Federal Income Tax Information from IRS:
www.irs.ustreas.gov/prod/forms_pubs/

Live Telephone Assistance:
1-800-829-1040

State Income Tax HELP

To Order Forms:
(304)344-2068 or
1-800-422-2075

General Assistance:
(304) 558-3333 or
1-800-982-8297
(8:30 a.m. - 4:30 p.m.)

Hearing Impaired TDD Service: (800) 282-9833 (1-800-TAXTDD)

Free walk-in assistance is available Monday - Friday, 8:30 a.m - 4:30 p.m. with

the preparation of your paper return at various locations throughout the state. For a complete listing, visit www.state.wv.us/taxrev/deptinfo.htm.

Taxpayers must provide the following information before

assistance can be given:

- A copy of your completed 2000 Federal Income Tax Return;
- W-2's, 1099's and any other documentation indicating withholdings.

'Tis the Season for Taxes

It is that time of the year to start thinking about taxes. Here are some pointers to consider as you ponder the April 15 deadline:

- \$ If you are married, consider filing separately.** Usually it is best to file jointly, but if one person is making significantly more than the other and has many deductions, it may pay to file separately.
- \$ Think retirement.** If you have not contributed the maximum amount of your IRA, you and your employer can still add to it up until April 15.
- \$ Claim your home office.** However, if you sell your home, you are accountable for a capital gain tax on the percentage of the home you claimed as your office.
- \$ Don't pay taxes twice on mutual funds.** When you sell your shares, add past dividends and capital gains that you have already paid taxes on to your original investment. That determines the taxable cost basis.

Some Additional Tips

Get organized! Many of us, however, tend to keep papers that we should discard. Once you have done this year's filing, heed these tips on weeding out documents:

- ✓ **Get the IRS's Recordkeeping for Individuals booklet.** Find it on the IRS website at www.irs.gov/forms_pubs/index.html or order by telephone at 1-800-829-3676.
- ✓ **Keep your returns.** They provide a record of your finances.
- ✓ **Keep the last paycheck stub of the year.** They provide a running summary of pay and deductions.
- ✓ **Keep receipts for major purchases and renovations.** They are useful if you have to file a claim or deal with tax issues.

Source: *The Atlanta Journal-Constitution*

MILESTONES

Honoring our Employees' Service Years

The Department of Administration is pleased to begin including in each issue of **Quotes, Notes & Anecdotes** "milestone" anniversary dates for our tenured employees.

Each month, we will list in five-year increments the employees who are celebrating their years of service with the state of West Virginia. We value our employees and the knowledge and dedication they share with their respective agencies and divisions.

Congratulations to our employees who are celebrating their service year anniversaries during the month of March:

5 YEARS

Clem Pemberton

(Information Services and Communications Division)

15 YEARS

Joyce Christenson

(Division of Personnel)

20 YEARS

Larry Danberry

(Purchasing Division)

Don't let the fear of the time it will take to accomplish something stand in the way of your doing it. The time will pass anyway; we might just as well put that passing time to the best possible use.

Earl Nightingale

'Women's Day at the Legislature' Focuses on How Legislation Affects People's Lives

Each piece of legislation that passes has an effect on someone. In some cases, the effects can be monumental.

On March 13 at the Cultural Center, **Women's Day at the Legislature** will look at how legislation affecting women has changed people's lives, according to Joyce Stover, director of the Women's Commission, who will be sponsoring this event.

According to Stover, the day's agenda includes viewing the legislators in session and being provided an update on current legislation. In addition, participants will hear from women whose lives have been changed because of laws enacted by our State Legislature. Recipients of the West Virginia Children's Health Insurance Program

(WV CHIP) are expected to speak on the benefits of this program and the positive effect it has had on their lives.

Proposed Social Security changes and how they could impact women will also be discussed.

Stover added that a special focus will be directed at the history of the suffragette movement. Women are encouraged to wear purple, a dress, scarf, ribbon, or other purple items in honor of the suffragettes and their efforts to allot women to vote.

Women's Day at the Legislature will conclude with a reception at the Governor's mansion, hosted by First Lady Sandy Wise. For more details, please contact the Women's Commission at 558-0070.



Live in the past, but don't remember too much.

Roger Rosenblatt

It's Time Again...

For the Cleaning of the Chandelier

General Services Division employees recently completed a chore which they perform every four years. This chore is cleaning the chandelier in the State Capitol Rotunda.

What's the big deal about cleaning a chandelier? When a chandelier hangs in the highest point of the State Capitol Building, it makes for a tough job.

The chandelier contains approximately 10,000 pieces of crystal which are removed in sections and cleaned. Over 100 bulbs are also replaced. This lighting device is supported by a large cable with a manual crank which takes over two hours to lower and nearly four hours to raise.



Quotes, Notes & Anecdotes

is published by the Department of Administration

Bob Wise
Governor

Gregory A. Burton
Cabinet Secretary

Diane Holley
Public Information Officer/Editor

Special Thanks

Kaye Parks
Debbie Watkins

A Message From... Cabinet Secretary Greg Burton

Budgeting State Dollars

Similarly to your personal finances, state government must plan for its expenses based on the revenues expected to be collected throughout the fiscal year. This budgeting process is performed within the Department of Administration.

On February 14, while some people were confirming plans for Valentine's Day, our state lawmakers received a special gift from Governor Bob Wise, the Executive Budget Document. This document is prepared by the State Budget Office and submitted to the Governor.

The Executive Budget Document details the financial needs and expectations for each agency and for state government as a whole. It serves as the foundation for many important decisions which will be made by our state lawmakers during the 2001 Regular Legislative Session.

The budgeting process is an example of the many important tasks which are performed by the employees of the Department of Administration. This level of quality work does not come easy. It takes endurance, dedication and ability, all of which are apparent in our employees.

Let's continue to work together in maintaining these high standards which our customers have come to expect.

Nobody grows old merely by living a number of years. We grow old by deserting our ideals. Years may wrinkle the skin, but to give up enthusiasm wrinkles the soul.

Samuel Ullman

Welcome to the Department! ... Diana George (Secretary's Office), **Robin Perdue** (Secretary's Office), **Tamra Berry** (Grievance Board), **Charles Ray** (Division of Personnel), **Philip Shimer** (PEIA), and **Ralph McKinney** (Public Defenders).

Best Wishes...to Mary Murphy of Personnel who recently retired from state government. Also, the best of luck to those employees who resigned from the Department: **Trudy Oliver** (Secretary's Office), **Janet Shelton** (Secretary's Office), **Patricia Roush** (Personnel), **Christy Rothgeb** (CRPB), **Bob Ayers** (PEIA), and **Mike Slater** (IS&C).

Movin' Around...Annagayle Stevens has transferred from the Secretary's Office to the Children's Health Insurance Program.

Bakin' Up Some Good Grub...

As you may remember, the Accounting Section of the Finance Division conducted a holiday decoration contest in December. The staff recently had another contest, a bake-off in February. The first place winner was Yvonne Gunnoe with her prize-winning carrot cake. Becky Mann was awarded second place for her chocolate cherry heart.



PEOPLE TALK

The New Arrival...Congratulations to Purchasing's Amy Balog-Fairchild and her husband Scott, who welcomed their first child, Marcus Jeffery, on January 30. He was 7 lbs., 8 oz. *Best wishes to the Fairchild family!*

HAPPY BIRTHDAY ... in March

- | | |
|--|---|
| 1 Tom Harper PEIA | 15 Tim Basford Personnel
Lori Cottrill CPRB
Charlene Good IS&C |
| 2 Gloria Long PEIA
Steve Meester Finance | 16 Darlene Fletcher Personnel |
| 4 Yvonne Gunnoe Finance
Gene Young Purchasing | 17 Jim Adkins CPRB
Charles McMinn IS&C
Pam Williamson BRIM |
| 5 Valerie Brown Purchasing
Tenicia Butler BRIM
Karen Cormany CPRB
Susan Jenkins IS&C | 19 Randall Bentley.. General Svcs |
| 6 Becky Henderson . Public Defenders
Lisa Summers . Grievance Board | 20 Louis Pishner . General Services |
| 8 Catherine DeMarco..Purchasing
Chris Sforza Finance
Tom Williams Personnel | 23 Clyde Arline.. Pros. Atty. Inst.
Charles Ray Personnel
Rob Worledge Finance |
| 9 Joan Adkins Purchasing
Tari Crouse Personnel
Jack Hicock .. Public Defenders | 24 Tom Bailey General Services
Jennifer Paxton Finance |
| 10 Pam DuKate . General Services | 25 Gloria Brown Personnel |
| 13 Angela Peck IS&C | 26 Natalie Faulkner IS&C |
| | 27 Frank Berry IS&C |
| | 29 Pat Abbott PEIA |

