

# Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

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## Employee of the Month

### Purchasing's Joan Adkins Performs Her Job with a Smile

**Joan Adkins**, an office assistant II for the Administration Unit of the Purchasing Division, has been selected as the department's **Employee of the Month** for March.

A 15-year employee of state government, Joan is responsible for indexing, micro-filing and archiving the official records of the Purchasing Division. These records include bids, contracts and all subsequent correspondence

relating to the purchasing function. She also handles Freedom of Information requests and makes copies of requested documents.

According to one of her co-workers, "Joan's hands touch every page of every document processed by the Purchasing Division. She has a big job to do, but it's the *little things* that make her stand out as an exceptional employee." Another co-worker adds, "She is always helpful, courteous and polite. Joan is always willing to help out in any situation."

In her spare time, Joan enjoys reading, doing embroidery work and spending time with her family.

Please join Joan's friends and co-workers at her **Employee of the Month** presentation at 11:30 a.m. on Friday, March 1 at the Purchasing Division's conference room.



**JOAN ADKINS**  
March Employee of the Month

### Governor Wise's Pledge of Funding Alleviates Increase for PPB Health Plan Members



By **Bill Rainey**  
PEIA

Although a premium increase is set for this year, it could have been much worse. Gov. Bob Wise has pledged \$37 million toward next year's PEIA budget—more money than any governor has ever requested for PEIA. The PEIA Finance Board made \$11 million in spending cuts—leaving \$14.7 million to be made up through employee premium increases.

"Without Gov. Wise's pledge, family premiums would have increased by \$51 per month," said PEIA Director Tom Susman. "We've managed to cut that increase so that the average premium increase for single coverage will be \$6.50 per month, for employee and child(ren) it will be \$13 per month and for family coverage it will be \$26 per month for plan year 2003." Other PPB Plan benefit changes include:

- ◆ An **out-of-pocket maximum on prescription medications**, limiting the amount single plan members might pay in a single

year to \$1,750 and family members to \$3,500.

- ◆ A **reduction in the number of salary tiers**, the categories by which premium payments are determined for state employees, from 26 to 9. The new categories share costs more fairly, says Susman, with those making more money paying a greater share of health care costs. "Employees making between \$18,000 and \$20,000 actually may see a reduction in their premiums," Susman said.

**Continued on Page 5**

## Sneak Peek INSIDE...

- ◆ Department Employees Make a Move to South Charleston
- ◆ Helen Wilson Appointed as IS&C Director
- ◆ Ideas Offered to Alleviate Misdirected Mail
- ◆ PEIA Offers Benefit Fairs
- ◆ People Talk



**Amy Leslie of the Prosecuting Attorneys Institute said she and her co-workers are pleased with their new office space.**

# Several Department Employees Make the Move to South Charleston into the Cambridge Building

*By Sandy Singleton  
Purchasing Division*

The need for additional space prompted the offices of the Board of Risk and Insurance Management (BRIM), Prosecuting Attorneys Institute and the Teachers' Defined Contribution (TDC) and Loan Departments of the Consolidated Public Retirement Board (CPRB) to recently make a move to the second floor of the Cambridge Building in South Charleston. The Division of Tourism occupies the first floor of this facility.

BRIM's Executive Director Chuck Jones said that availability of parking had been of a particular concern for visitors at the board meetings. The new location has a sufficient number of designated spaces for *visitors only* and parking is free.

Jones added that the new office space provides BRIM the room to grow. This agency currently employs 18 people.

The moving process is never easy; however, these agencies experienced an added dilemma during their transition on January 20-22. The elevator was not working,



resulting in the movers manually carrying all of the furniture up the stairs to the second floor.

TDC Manager Jim Sims said he is enjoying the convenience of the new offices to Interstate 64 as well as the parking accommodations. He added that their previous location did not offer parking for visiting members who had concerns regarding their retirement or loans. The building is only minutes from the interstate and a mere 10-minute drive from the State Capitol.

According to CPRB Loan Department Manager Myra Woolwine, the new building is a converted warehouse, completely remodeled into office space for the Department of Administration agencies. The nine CPRB employees indicated that they are pleased with the location and their new office spaces.

The employees of the Prosecuting Attorneys Institute agrees with the others in welcoming the office space. Work areas were shared with two or three employees in its previous office. "All six of our employees are thrilled to have

## **Home Sweet Home... Department employees move their offices to South Charleston.**

their own work space," said Amy Leslie of the Institute.

Telephone and facsimile numbers will remain the same for all of the agencies affected by the move. The address for the new location is 90 MacCorkle Avenue, SW; South Charleston, WV 25303. When mailing letters or other parcels, please specify the appropriate suite number: Prosecuting Attorneys Institute (suite 202); BRIM (suite 203); and the CPRB (suite 204).

**BRIM's Chuck Jones and Carla Savage are pictured in the new conference room at their new location in South Charleston.**



**CPRB's Jim Sims settles into his new office at the Cambridge Building.**

## On-the-Job Experience

# Helen Wilson Appointed to Lead Information Services and Communications (IS&C)

With 31 years of experience at the Information Services and Communications (IS&C) Division, Helen Wilson is now serving as its director.

She has held many positions in this agency, ranging from executive secretary to the director, manager of the technical writers, manager of administrative services and, most recently, manager of the Automation Resource Center.

"In the past, I have had the pleasure of working with some distinguished directors and to be put in the same classification is such an honor," Wilson said.

Wilson considers customer

service as the major objective for IS&C. "As a revolving fund, our customers are our livelihood. At one time, people were required to use our ser-

vice, but now we must compete for the business and earn the right to provide our customers with

the best service," she said.

Other areas which she considers as high priority include ensuring the state's data is secure wherever it resides; providing data recovery to agencies in case of a disaster; and encouraging user agencies to recognize the mainframe as an enterprise server that works in conjunc-

*As a revolving fund, our customers are our livelihood.*

**Helen Wilson**  
IS&C Director



tion with and complements individual agency services on the Web.

With 124 employees, Wilson stated that IS&C has always been more like a *family*. "We have many talented employees who, like anyone else, may sometimes need help and guidance, but also need to be recognized for the good work they do. I want to make sure that we are more vocal in the future in sharing with others the talented pool we have at IS&C," she adds.

**Helen Wilson has worked for the Information Services and Communications Division for 31 years. She has recently been appointed to direct this agency.**

## Governor's Summer Internship Offers Benefits to Students and to Participating State Agencies

Hiring an intern and serving as a mentor to a college student through the Governor's Internship Program can be a rewarding experience for everyone involved. Students gain knowledge of the real world work environment, learn valuable communication and leadership skills, obtain experience and gain references for the future. Interns can be short-term solutions for the employer, meeting needs for extra assistance where full-time employment is not available.

Since its inception in 1989, the Governor's Internship Program has provided internships to more than 1,100 college students. The program is open to state government agencies, private businesses and non-profit organizations.

Employers also should consider interns as possible future employees for entry-level positions. At the close of the 2001 Governor's Internship Program, participating mentors were surveyed to gauge their satisfaction with the program. One respondent commented: "One of the interns performed so



well that she was offered full-time employment by this agency. This was her second year as a governor's intern and her high performance level both years justified the employment offer."

Internships typically last nine to 13 weeks and pay at least minimum wage (currently \$5.15 per hour). The deadline for students to apply for the program and for employers to apply for an intern is March 15, 2002.

Further information can be obtained on the Governor's Internship Program website at [www.wvgip.org](http://www.wvgip.org) or by contacting Program Director Tracy Carr at (304) 558-2440.

### Quotes, Notes & Anecdotes

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**Bob Wise**  
Governor

**Gregory A. Burton**  
Cabinet Secretary

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Stephanie Chafin  
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Carla Savage  
Sandy Singleton

# Proper Addressing of Mail Alleviates Many Misdirected Parcels, *Mail Services Reports*



At the recent User's Conference sponsored by the Information Services and Communications Division (IS&C), participants learned that mail is often misdirected, primarily due to incorrectly addressed mail. Incorrect zip codes also contribute to this problem.

Cathy McClung, manager of the Mail Services Unit, offered helpful guidelines in educating state employees in



Congratulations to **Shan Ferrell** of the Financial Accounting and Reporting Section and **Jennifer Paxton** of the Accounting Section for passing the CPA examination. Hard work DOES pay off!

**Paul Prendergast**, Occupational Health and Safety Manager for the General Services Division, recently received accolades for his masters thesis research on benzene exposure among children. He hopes to assess the level of possible exposure to the toxic chemical to children who live in close proximity to petro-chemical industrial plants. Paul is currently in the design phase of this project and hopes to submit the research by December of 2002.

## Curiosity

If you spend more time asking appropriate questions rather than giving answers or opinions, your listening skills will increase.

*Brian Koslow*

properly addressing mail:

- 1) Always include a return address. If the mail does not reach the intended destination, it can be returned to the sender.
- 2) Always use a complete mailing address.
- 3) If an "attention" line is necessary, make it the first line of the address.
- 4) The main address line should include such data as street address, post office box number, rural route number, or highway contact route number.
- 5) Put the zip code on the last line, to the right of city and state. If you

- know the Zip +4 Code (9-digit), use it.
- 6) Type or print addresses clearly in the middle of a light-colored envelope (preferably white), using black ink. If the vendor provides a pre-printed return envelope, use it – it's thrifty, and correct addressing is assured.

The Mail Services Unit processes incoming mail for 100 state agencies and handles approximately 250,000 pieces of outgoing mail per month. In addition, this office inserts and processes about 750,000 pre-printed mailers monthly.

If you have any questions regarding the Mail Services' requirements, please contact its office at (304) 558-2333.

## Only Time Will Tell... Computer Misconceptions

*(Special thanks to Finance's Cindy Dillon who submitted this information for reprint)*

It's amazing how a few years will change our culture's perspective on technology. Here are some quotations from reknown sources from a few decades ago:

"Computers in the future may weigh no more than 1.5 tons."  
*(Popular Mechanics, forecasting the relentless march of science, 1949)*

"I have traveled the length and breadth of this country and talked with the best people, and I can assure you that data processing is a fad that won't last out the year."  
*(The editor in charge of business books for Prentice Hall, 1975)*

"I think there is a world market for maybe five computers."  
*(Thomas Watson, chairman of IBM, 1943)*

"There is no reason anyone would want a computer in their home."  
*(Ken Olson, president, chairman and founder of Digital Equipment Corporation, 1977)*



Wilson, I'll need you to make high pitched screeching noises until I get this modem working properly.

# PEIA Offers Benefit Fairs to Explain Plans to Employees

The Public Employees Insurance Agency (PEIA) has scheduled benefit fairs throughout the state for this year's open enrollment. State employees are encouraged to attend one of these fairs and ask questions regarding the various health care plans.

## **Monday, April 1, 2002**

Martinsburg (3 pm – 7 pm)  
Comfort Inn

## **Tuesday, April 2, 2002**

Petersburg (3 pm – 7 pm)  
Grant County Library

## **Wednesday, April 3, 2002**

Romney (3 pm – 7 pm)  
Hampshire Co. High School

## **Thursday, April 4, 2002**

Charleston (9 am – 1:30 pm)  
State Capitol Complex  
Logan (3 pm – 7 pm)  
Chief Logan Park Restaurant

## **Monday, April 8, 2002**

Lewisburg (9 am - 1:30 pm)  
WV School of Osteopathic Medicine  
Parkersburg (3 pm – 7 pm)  
Holiday Inn

## **Tuesday, April 9, 2002**

Bluefield (3 pm-7 pm)  
Holiday Inn

## **Wednesday, April 10, 2002**

Fairmont (9 am – 1:30 pm)  
Fairmont State College  
Clarksburg (3 pm – 7 pm)  
Holiday Inn

## **Thursday, April 11, 2002**

Wheeling (9 am – 1:30 pm)  
Northern Community College  
Wheeling (3 pm – 7 pm)  
Ramada Plaza City Center

## **Monday, April 15, 2002**

New Martinsville (3 pm – 7 pm)  
New Martinsville Public Library

## **Tuesday, April 16, 2002**

Weirton (3 pm – 7 pm)  
Holiday Inn

## **Wednesday, April 17, 2002**

Beckley (3 pm-7 pm)  
Tamarack (Gallery)

## **Thursday, April 18, 2002**

Charleston (3 pm – 7 pm)  
Charleston Civic Center

## **Monday, April 22, 2002**

Elkins (3 pm – 7 pm)  
Days Inn

## **Wednesday, April 24, 2002**

Flatwoods (3 pm – 7 pm)  
Days Inn

## **Thursday, April 25, 2002**

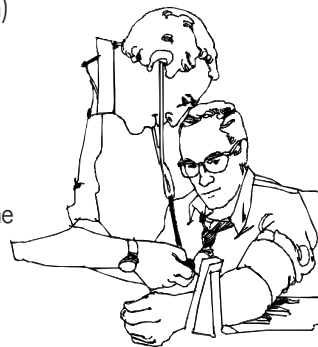
Ripley (3 pm – 7 pm)  
Best Western McCoy's Inn

## **Monday, April 29, 2002**

Morgantown (9 am – 1:30 pm)  
WVU Mountainlair  
The Greenbrier Room  
Morgantown (3 pm – 7 pm)  
Holiday Inn

## **Tuesday, April 30, 2002**

Huntington (9 am - 1:30 pm)  
MU Alumni Lounge  
Huntington (3 pm- 7 pm)  
Civic Arena



# After a Four-Year Absence, IS&C Revives its User Conference

Some ideas are just too good to leave aside! The Information Services and Communications Division (IS&C) realized this when reviving its Users Conference on January 29-30, at the Charleston Civic Center. The last Users Conference was held in 1998.

More than 150 state employees attended this day-and-one-half training event. Individual workshop sessions were offered, including such topics as mail security, PC viruses and the state's network.

IS&C will host another conference in the near future, which will include similar workshops; however, modifications will be made based on comments received from this conference's attendees. IS&C also plans to include vendors who provide statewide contract services in the information technology arena.

IS&C appreciates the attendance of those state employees and their feedback on the evaluation form. As a result of this input, improvements will continually be made to enhance this conference.

Seventy-three percent of the attendees responded to the conference evaluation. Of those received, 96 percent rated the conference either excellent or good.

Below are some comments received from the participants of this conference:

*I enjoyed the conference very much. The information was very helpful; Very worthwhile seminar; Would like to see the conference scheduled on a yearly basis; This type of conference is exactly what the users need; Vendor participation would be great.*

## **PEIA**

Continued from Page 1

- ♦ The **Tobacco-free Premium Differential** will increase in plan year 2003. Current differentials are \$5 for single and \$10 for family coverage each month. In plan year 2003, the differentials will double. Single members who are tobacco-free will pay \$10 less each month than those who use tobacco. Family plan members will receive a \$20 monthly premium differential as long as no enrolled family members use tobacco.

## **MILESTONES**

### Honoring our Employees' Service Years

Our department values its employees and the knowledge and dedication they share in their agencies.

Congratulations to those employees who are celebrating their service year anniversaries this month:

#### **5 YEARS**

**Laura Bentley**  
**Debra Pendleberry**  
(IS&C)

#### **10 YEARS**

**Debbie Pierson**  
(Finance)  
**George Tanner**  
(General Services)

#### **15 YEARS**

**Tom Sylvia**  
(General Services)

#### **25 YEARS**

**Sandra Bryan**  
(Personnel)

#### **30 YEARS**

**Marie Terry**  
(PEIA)

## A Message From... Cabinet Secretary Greg Burton

### Employee of the Month

The Department of Administration recognizes one employee each month as our **Employee of the Month**. This individual is nominated by his or her peers for the work performed and the many other qualities demonstrated.

It is unfortunate that this program cannot honor more than one individual because good deeds are displayed every day by many employees within our department.

I would like to take this opportunity to encourage each and every one of you to nominate co-workers who you feel go beyond the expectations of their job. In addition, I want to express my gratitude in the dedication and work that you provide to the citizens of West Virginia. You are to be commended for a job well-done.

### Beauty Cast in Stone



This statue, "Lincoln Walks at Midnight," can be seen in the front of the State Capitol. It was sculptured by Fred Martin Torry who was born in Fairmont, West Virginia.

**Welcome to the Department!...Richard Wickert** and **Pauravi Randeri** (IS&C); **Charles Gary** (General Services); **Jewl Hammack** and **Chrystal Lackey** (PEIA).

**Good Luck!...**to the following employees who have recently resigned from the department: **Johnnie Booth** (Purchasing); **Kristy James** (IS&C); **Dawna Skaggs** and **Susan Cupit** (Finance) .

### PEOPLE TALK

**Engineer on Duty!...**Chuck Gary has recently been hired to perform a variety of engineering-related duties, including CAD-generated documents and other design-related duties. He is a certified electrical engineer. **Welcome to the department!**



**A Sad Goodbye...**Many of you may remember Sam Snead who served as IS&C's data manager until his retirement in November of 1999. Sam passed away on February 7. We offer his family, especially daughter Sabrina who works for IS&C, our condolences.

**Congratulations to Mama Price...**Best wishes to Purchasing's Nancy Price who recently became a grandmother for the first time with the birth of her granddaughter Emma on January 23, 2002. Emma weighed 8 lbs., 4 oz. Nancy is also proud of her son Eddie who was recently chosen to represent Clay County High School at the State Capitol for "Know Your State Government Day".

## HAPPY BIRTHDAY...in March

- |                                     |   |
|-------------------------------------|---|
| 1 Tom Harper ..... PEIA             | 15 Tim Basford ..... Personnel          |
| 2 Gloria Long ..... PEIA            | Lori Cottrill ..... CPRB                |
| Steve Meester ..... Finance         | Charlene Good ..... IS&C                |
| 3 Nichelle Perkins ..... Personnel  | Charles Stark ..... IS&C                |
| 4 Yvonne Gunnoe ..... Finance       | 16 Darlene Fletcher .... Personnel      |
| Gene Young ..... Purchasing         | Ray Hackney.. General Services          |
| 5 Valerie Brown ..... Purchasing    | Jason Haught ..... PEIA                 |
| Tenicia Butler ..... BRIM           | 17 Jim Adkins ..... CPRB                |
| Karen Cormany ..... CPRB            | Charles McMinn ..... IS&C               |
| Bill Foster ..... BRIM              | Pam Williamson ..... BRIM               |
| Susan Jenkins ..... IS&C            | 19 Randall Bentley . Gen. Services      |
| 6 Becky Henderson..Public Defenders | 23 Clyde Arline...Pros. Atty. Institute |
| Lisa Summers ... Grievance Board    | Robert Worlledge ..... Finance          |
| 8 Catherine DeMarco . Purchasing    | 24 Tom Bailey .. General Services       |
| Chris Sforza ..... Finance          | Jennifer Paxton ..... Finance           |
| Tom Williams ..... Personnel        | 25 Gloria Brown ..... Personnel         |
| 9 Joan Adkins ..... Purchasing      | Tanya Ferguson ..... CPRB               |
| Tari Crouse ..... Personnel         | 26 Natalie Faulkner ..... IS&C          |
| Jack Hickok .... Public Defenders   | 27 Frank Berry ..... IS&C               |
| 10 Pam DuKate .... General Services | 29 Pat Abbott ..... PEIA                |
| 13 Angela Peck ..... IS&C           | Laura Brotherton ... Purchasing         |

