

Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

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Employee of the Month

BRIM's Linda Dexter Shares Her Positive Attitude at Work

LINDA DEXTER, a Secretary II for the Administration Section of the Board of Risk and Insurance Management (BRIM), has been selected as the department's *Employee of the Month* for March.

A two-year employee of state government, Linda serves as one of two secretaries providing clerical support to BRIM's executive director.

She performs various duties including scheduling and composing required admini-

strative reports; maintaining administrative schedules; and recording and maintaining meeting minutes.

One of her co-workers said, "Linda has a wealth of knowledge and skills. Her attitude and willingness to do whatever is asked of her have been inspiring." Another co-worker added, "She offers to assist others whenever her job allows and serves the agency in whatever capacity it needs, whether it is answering the telephone, data entry, photocopying, or transcribing board minutes. Linda makes our jobs easier and our office a better place to work."

Linda's hobbies include spending time with her grandchildren and occasionally playing bingo.

Please join Linda's co-workers and friends at a special ceremony at which she will be honored at 2 p.m. on Tuesday, March 2, 2004, at the Board of Risk and Insurance Management's conference room in South Charleston.



LINDA DEXTER
March Employee
of the Month

Ethics Commission's Rick Alker Plans to Focus on his Family and Learning During Retirement



Ethics Executive Director Rick Alker with long-time employee Lucy Suchy.

Since its inception in 1989, the Ethics Commission has been administered under the leadership of Executive Director Rick Alker. After 15 years at the reign, he recently retired from state government.

Although he indicated he has made no specific plans for his retirement, he does have a few ideas. "I am looking forward to spending more time with my wife, seeing more of my grandchildren and studying. There is an awful lot I want to learn. Depending on where we may ultimately relocate, if I were close enough to a college, I probably would return for additional education," said Alker.

In his role as executive director, Alker managed the four-person staff that assists the 12-member Ethics Commission. The commission is appointed by the

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Sneak Peek INSIDE...

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- ◆ General Services Division Keeps our Capitol Blooming
- ◆ How Does a Bill Become a Law?
- ◆ Colorectal Cancer Ranked Third Among Common Forms of Cancer
- ◆ Administrative Notes

IS&C Division Keeps the Print and Mail Operations Up with Today's Technology



IS&C's Computer Operations Manager Cathy McClung is pictured beside the new equipment used to print forms.

Three years ago, Cathy McClung, Computer Operations Manager for the Information Services and Communications Division, was on a mission.

McClung was in search for enhanced technology for the computer room and the state's mailroom, areas in which she oversees for the division. "Our old printers were more than 25 years old and were constantly breaking down. We were literally using rubber bands, pieces of wadded paper between certain areas...just to keep them going," she said.

Her first plan was to replace the existing two printers with new duplex printers; however,

once the bids came back, she realized that today's technology can run two printers side-by-side to make a duplex printer...exactly what they needed. "We were initially trying to go after too much equipment on the first bid," she said.

Just as they decided to re-bid the equipment, an individual who was teaching a class for IS&C on how to print forms mentioned that they needed to change to roll paper. This would alleviate having to load a box of paper every 15 minutes, the speed at which the printers were going through a box of paper.

McClung said they traveled to Columbus to look at facilities using this technology. "We were awe struck that these rolls of paper would run for six hours without intervention," she said. "Plus the fact that if we could use this new software we had that would allow us to make the forms, we wouldn't have to put special forms in the printer. We were going to gain so much in productivity."

In addition, McClung said

the paper is much cheaper when purchased by the roll and there is less manpower necessary. An added benefit is that the work space of the print area is more ergonomically suitable for its workers. Each roll weighs about 600 pounds and is transported by a dolly.

After the two Infoprint 4000 printers were installed, McClung said a noticeable increase in efficiency was experienced in every aspect of the job from printing to mailing. "The biggest gain was the elimination of operator intervention," she said. The jobs do not have to be manually separated because the separate/fold system electronically reads the marks that the operators were using to manually separate the job.

In short, what used to take one job 25 hours to print, now takes 17 hours with the new equipment printing 210 pages per minute.

When asked if IS&C's customers have noticed a difference, McClung said, "I'm sure they have because it has improved our efficiency, but I am not sure they were aware of the hoops we had to jump through to get the job done."

Our Benefits... What's in it for YOU?

State employees receive a variety of benefits as part of their employment package. Periodically, we will take a brief look at these valuable incentives.

Benefits After Employment Termination

If an employee with five or more years of contributing service terminates employment prior to retirement, there are two options concerning the contributions: he may leave his contribution in the system and continue to be a non-active member in the retirement plan until he qualifies for retirement benefits, **or** to withdraw his contributions.

If the contributing member chooses to withdraw his contributions, the employee forfeits any future right to retirement benefits. An employee may withdraw only contributions **he** or **she** made, not those made by the employer on his or her behalf.



IS&C's previous printers were costly and outdated.

Pruning Dollars and Trees Help Beautify State Capitol Grounds

No one can ever accuse General Services' Grounds Manager Kenny Young of not being frugal with the state's money. He and the grounds crew are responsible for the design, maintenance and beautification of the State Capitol grounds.

Last year, the zinnias that we enjoyed were started from his neighbor's flower garden, Richard and Anita Matheny. Not surprisingly, Young plans to use them

again this year to decorate the grounds.

"I salvage what flowers I can from the previous year. I then consider the cost of new flowers as well as their availability," Young said. General Services Division received many positive comments about the elephant ears, cannas and zinnias planted last year, most of which the division plans to use for the spring bedding, according to Young.



Early signs of spring appear on the Capitol Complex.

Article on Capitol Grounds Continues on Page 5

Surplus Sealed Bid Process Offers Bargains to the Public

In addition to public auctions, state surplus property may be acquired by the public through a weekly sealed bid process. Surplus Property Manager Ken Frye invites prospective bidders, including state employees, to visit the state warehouse and 'showroom' to see the hidden treasures that await them.

"Individuals may visit and

place a bid on any state property," he said. "Those bids are collected and opened each Monday at 9 a.m." Minimum prices are posted on each item.

Frye explains that there are two requirements to the sealed bid process: the bid must be at least the minimum price posted; and the award must be offered to the highest bidder.

"This process has become one of the most popular ways for the public to acquire state property," he said. "They get the first chance at getting the property before it goes to public auction." He added that state employees, excluding Purchasing Division's staff, are encouraged to participate.

Although the selection changes weekly, the types of items available include office furniture, vehicles, farm/lawn equipment, hand tools and computers, which are

excellent for students.

"It gives individuals a chance to come down and purchase items at the same prices as dealers, who purchase for resale," according to Frye.

Aside from the 'usual' items, Frye said Surplus Property occasionally receives unique items, such as a baby grand piano, Harley Davidson motorcycles, and Mercedes and Porche vehicles.

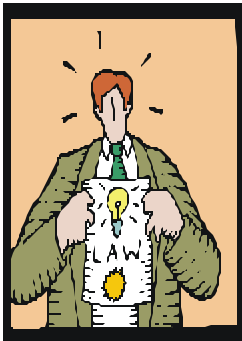
"We go out of our way to make our customers feel comfortable," he said. "Our staff is anxious to answer any questions that may arise."

(Pictured below) Another happy sealed bid customer drives away from the West Virginia State Agency for Surplus Property in Dunbar. Please note that a listing of state vehicles available are posted and updated on Surplus' website at www.state.wv.us/admin/purchase/surplus.



Desks are just some of the property available by sealed bid at the West Virginia State Agency for Surplus Property.





76th State Legislative Session Winds Down

Although some of us may remember the episode on *The Electric Company* that educated us on how a bill becomes a law, others may need a little refresher's course.

With the final pound of the 2004 legislative gavel to take place at midnight on Saturday, March 10, let's review how this legislative process works. It all begins with...

An Idea

A law starts out as an idea. If someone has an idea for a law, he or she should speak with his or her legislator.

Draft of the Proposal

After speaking with the citizen about his or her idea, the legislator would then instruct a legislative staff attorney to draft the proposal in the proper bill form. A bill may add, change or even repeal a law.

File with the Clerk's Office

Once drafted, the legislator files the bill with the clerk's office. The clerk numbers the bill and places it on the next day's calendar for introduction. Once it is introduced, the Speaker of the House or President of the Senate refers it to its proper committee. If the bill is about crime, it will probably be studied by the Judiciary Committee; if it is about a financial issue, it would be referred to the Finance Committee.

Study at the Committee

The committee to which

the bill is referred will study and may amend or change the bill in some manner. Once it has gained the approval, the chair submits the committee's report and recommendations to the full body.

First Reading

After the report is read by the clerk, it is placed on the next day's calendar for first reading. According to the *West Virginia State Constitution*, a bill must be read on three different days before voting.

Second Reading

After it is read for the first time, it is then advanced to second reading. Second reading also is known as the amendment stage. During the second reading stage, any member of the House or Senate may offer amendments. Once all amendments are offered and either adopted or rejected, it is then engrossed and advanced to third reading.

Third Reading

The third reading stage is the voting stage. Members may vote by voice vote or electronic roll call vote. After the bill receives approval from one body, the same process is repeated in the other body.

Bill Enrollment

If the bill is approved by the other body, it is considered enrolled. The enrolled version is the final version the Speaker, President, Clerks, and the Governor sign, and is the way it will appear on the books or in the *West Virginia*

Code. The laws of the state are printed in the Code.

The Governor's Veto Power

When in session, the governor has five days to approve or veto a bill he receives. After the Legislature adjourns, the governor has 15 days to act on most bills before him. However, the budget bill and supplemental appropriations bills must be acted on by the governor within five days, regardless of when he receives them. If the governor does not act within these time limits, the bill automatically becomes law.

Effective Dates

If the governor vetoes a bill, the Legislature can override the veto with a majority vote of both houses. The exceptions to this exist with the budget bill or a supplemental appropriations bill. A two-thirds vote of both houses is needed to override a governor's veto in these instances. A bill does not become law as soon as it is signed by the governor. Effective dates are placed on the bill. For instance, a bill may become effective from passage, 90 days from passage or on a date specified by the Legislature.

An Act

After a bill becomes law, it is then known as an Act and is assigned a chapter.

Public Hearings

All meetings are open to the public who are encouraged to attend as well as observe the floor sessions in chamber galleries. Citizens also may participate in the process via public hearings scheduled by committees. Not all bills require public hearings, but if citizens would like their views noted on the committee's record, then a public hearing may be requested.

It's Coming
Soon!
A Legislative
UPDATE

In an upcoming issue of *Quotes, Notes & Anecdotes*, an overview will be included of bills passed during the 2004 Legislative Session which affect the Department of Administration.
Stay tuned!

Colorectal Cancer Ranked Third Most Common Cancer in the United States

The American Cancer Society projected more than 140,000 new cases of colorectal cancer and more than 56,000 deaths in 2003.

West Virginia is second in the nation in deaths from colorectal cancer. We lose around 500 lives a year to the disease.

This cancer occurs most often in people 50 years of age or older. It also occurs often in people who have: a family history of colorectal cancer; a prior experience of cancer; a history of chronic

digestive disease (inflammatory bowel disease, Crohn's disease, ulcerative colitis); or the presence of certain gene markers for colorectal cancer or other predisposing factors. Such individuals are classed as being high risk for colorectal cancer.

Nine out of 10 cases of colorectal cancer can be successfully treated when it is diagnosed in its early stages. Since the disease generally doesn't present symptoms in its early stages, it is vital that

people who are over age 50 or are classified as high risk be periodically screened for colorectal cancer.

PEIA provides 100 percent coverage of the following colorectal cancer screenings to patients age 50 and over:

- ◆ an annual fecal occult blood test, which detects blood not visible in a stool sample;
- ◆ a flexible sigmoidoscopy exam every four years, the physician uses a flexible, hollow tube to visually inspect the interior walls of the rectum and part of the colon;
- ◆ a colonoscopy once every 10 years—similar to the flexible sigmoidoscopy, but the entire colon is checked; and,
- ◆ a double contrast barium enema test every four years, which consists of a series of x-rays.

For patients who are at high risk, PEIA offers both the barium enema and the colonoscopy every 24 months, in addition to the annual fecal occult blood test and the flexible sigmoidoscopy every four years.

If you have passed the age of 50 without being screened, or if you are considered at high risk, ask your physician to schedule your colorectal cancer screening.

Remember, colorectal cancer is successfully treated in nine out of ten cases when detected early.



Capitol Grounds Continued from Page 3

The grounds crew dug and stored the elephant ears and collected seeds from the zinnias that were started last year to be used again this year. While tulips grow better if replaced every year, Young said he decided that, due to budget constraints, after this year's season, the tulips will be left in the ground for next spring.

In the near future, he said they will be selecting additional plants to complement the existing perennials and shrubs. Tulips and pansies were planted last fall for this year's early spring color.

In addition to his responsibilities of designing and planting flowers on campus, Young enjoys decorating the grounds with specific themes to match the various seasons. General Services Director David Pentz said he marvels

at Young's creativity and energy.

He said the trees and shrubs demand a tremendous amount of his time, but a watchful eye and attentive pruning and shaping are necessary to keep the display both beautiful and hearty. Needless to say, Young and his small grounds crew of eight are kept busy.

Young came to the Department of Administration two years ago from the city of Charleston where he served for 21 years as its public grounds director. Prior to his employment with the state, the campus design services was subcontracted; therefore, his expertise in this area has saved the state nearly \$20,000.

"We work hard to make the grounds as aesthetically pleasing as possible," Young said. "It is our sincere wish that everyone enjoys them as much as possible."

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Rick Alker Retires
Continued from Page 1

governor to implement the *Code of Conduct* noted in the West Virginia Governmental Ethics Act, passed in 1989.

Alker acknowledges that it takes good people to make an operation work efficiently. "Finding good people to assist the commission and working with them has been my greatest accomplishment. Fifteen years ago, I had little personal experience with public service. During that time, I never ceased to enjoy the caliber of people I have encountered. People generally want to do a good job and this Act, and our implementation of it, in some small way, allows them to do a better job."

The *Code of Conduct* can be compared to a "road map" to the Act. The Act is rather detailed; however, he and his staff have reduced the information into a brochure with the important points in layman terms. This brochure has been the major tool in distributing valuable information to thousands of people affected by the Act.

Every individual working in government service in West Virginia – including state, county and municipal personnel – whether elected, appointed or employed, whether serving full time or part time, or whether in the executive, legislative or judicial branch, fall under this Act. "The passage of the Act was a remarkable thing," Alker said. "I think it is important the Code be protected and those who implement it be preserved in their ability to do their job."

On February 5, the Ethics Commission honored Alker with a Resolution in his honor and a plaque of appreciation. Lewis Brewer, who served as the commission's legal counsel, has been appointed to replace Alker as executive director.

Welcome!...to the employees who recently joined our department: **Mike Sheets** (Purchasing); **Eva Hamilton** (Consolidated Public Retirement Board); and **Autumn Cox** (Personnel).

Hats Off!...to **Jerry Gladwell** of the Board of Risk and Insurance Management who was promoted from an Insurance Underwriter to an Insurance Manager.

Best Wishes...to **Rick Alker** of the Ethics Commission who recently retired. **See page 1 for related article.** Also, our best wishes go to those individuals who have resigned from the department: **Debbie Tincher** (Finance) and **Mary Swartz** (Grievance Board).

PEOPLE TALK

Baby News!...Congratulations to Susannah Carpenter of the Finance Division on the birth of her baby, Emma Catherine Carpenter. She arrived on February 4, weighing 7 pounds, 15 ounces. **Also...**Finance's Cindy Dillon is a grandma to a baby girl, Jessica. She was born on February 16, weighing 7 pounds, 11 ounces.

Merit of Honor...CPRB's Toni Justice recently returned from a six-week active duty tour with the U.S. Navy in Norfolk, VA. For her meritorious service, she was awarded the Navy and Marine Corps Commendation Medal, which is rarely awarded to a reservist called for a short tour of active duty. Thank you, Toni, for your service!

Generic Drugs...In an effort to encourage PEIA members to use generic drugs, Gov. Bob Wise directed PEIA to once again waive the co-pay for certain generic antibiotics for members of its PPB Plan through the month of March. For every one percent of brand-name drug usage that moves to generic, PEIA saves at least \$1 million.

HAPPY BIRTHDAY ... in March

- | | |
|---|---|
| <p>1 Tom Harper PEIA
Therman Mullins IS&C</p> <p>2 Gloria Long PEIA
Steve Meester Finance</p> <p>3 Brenda Greene..... IS&C</p> <p>4 Gene Young Purchasing</p> <p>5 Valerie Brown Purchasing
Gail Butler BRIM
Susan Jenkins IS&C</p> <p>8 Catherine DeMarco .. Purchasing
Christine Sforza Finance
Tom Williams Personnel</p> <p>9 Joan Adkins Purchasing
Tari Crouse Personnel
Jack Hickok Public Defender</p> <p>10 Pam DuKate..... Gen. Svcs.</p> <p>13 Angela Peck IS&C</p> <p>14 Marvin Barker IS&C
Burley William PEIA</p> <p>15 Tim Basford Personnel</p> | <p>15 Lori Cottrill CPRB
Charlene Good IS&C
Charles Stark IS&C</p> <p>16 Darlene FletcherPersonnel
Raymond Hackney Gen. Svcs.
Jason Haught PEIA</p> <p>17 J. Michael Adkins PEIA
Charles McMinn IS&C
Pam Williamson BRIM</p> <p>18 Judith Johnston IS&C</p> <p>19 Michael Davis Gen. Svcs.</p> <p>23 Clyde Arline.Pros. Atty. Institute
Lydia Garcelon IS&C
George Muncy IS&C
Rob Worlledge Finance</p> <p>24 Tom Bailey Gen. Svcs.
Tanya Cyrus PEIA</p> <p>25 Gloria BrownPersonnel</p> <p>26 Natalie Faulkner IS&C</p> <p>28 Don Smith IS&C</p> <p>29 Laura Brotherton ... Purchasing</p> |
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