



Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

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Employee of the Month

Finance's Paula Lowe Provides Accountability on the Job

PAULA LOWE, an Accounting Technician III for the Accounting Section of the Division of Finance, has been selected as the Department of Administration's **Employee of the Month** for March.

A four-year employee of state government, Paula serves as the accounts payable clerk for several agencies within the department, including the Purchasing Division, the Division of Personnel, and Aviation.

She handles the accounts payable for other departmental entities and licensing boards and serves as the Purchasing Cardholder for the General Services Division and other agencies.

According to one of her co-workers, "Paula never turns down a request to do additional work and can be counted on to engage those tasks with enthusiasm and vigor."

Another co-worker added, "She's a proactive problem

solver, though her intuition and knowledge of many jobs within the office generally prevents problems before they arise."

In her spare time, Paula enjoys spending time with her two granddaughters and her grandDOG. She also likes to knit, sew, fish and spend time outdoors.

Please join Paula at a special ceremony in her honor at 1:30 p.m. on Thursday, March 15, 2007, in the State Capitol Rotunda.



PAULA LOWE
March Employee
of the Month

State Aviation Resources Used to Rescue Siblings in Monongalia National Forest

Last month, the State Aviation Division assisted in the rescue of two teenage siblings, who were reported missing in the Monongalia National Forest in Webster County.

At approximately 6:00 a.m. on February 12, the State Police Section of the Aviation Division received a request to assist in the search for the missing teens, ages 17 and 19 of Upper Glade, West Virginia. The teenagers, who were reported missing at midnight on February 11, 2007 to the Webster County Sheriff's Department, had abandoned their vehicle on Williams River Road to travel on

foot since their vehicle became trapped in the snow. A search attempt with vehicles occurred; however, due to poor road conditions and lack of accessibility, the State Aviation Division was contacted to assist.

Sgt. Shawn Colbert and Sgt. Shawn Coleman, helicopter pilots from the State Police Section, flew the state Bell 407 helicopter and located the missing persons. The Division of Natural Resources patrolled the Scenic Highway,

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Pictured above is the state helicopter that was used by our State Aviation Division in the rescue of two teenage siblings last month.

Sneak Peek INSIDE...

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- ♦ Mandatory Ethics Training Begins
- ♦ Temporary Capitol Cafeteria Showcases a Taste of History
- ♦ Dramatic Increases in Percentage Funded for Retirement Plans
- ♦ People Talk

Study Results Reveal Video Game Provides Health Benefits to Children of West Virginia



By David Bailey
Public Employees Insurance Agency

The Public Employees Insurance Agency (PEIA) and West Virginia University (WVU) recently announced the results of their groundbreaking research project, West Virginia Games for Health - Dance Dance Revolution (DDR).

DDR is a home-based project involving primarily children of the PEIA to address the

alarming epidemic of childhood obesity. Essentially, the game uses a dance pad and requires players to move their feet to operate the game. They found that kids responded to the game with its captivating graphics and catchy songs and were being active and having fun.

The 24-week at-home clinical study required participants to play the game five days per week for at least 30 minutes and to record their activity while WVU monitored several health indicators over the course of the study including: weight, blood pressure, body mass index, arterial function, fitness levels and attitudes towards exercise.

"Unfortunately, West Virginia's children do not currently have sufficient opportunities for healthful eating and regular physical activity," remarked Nidia Henderson, PEIA's Health Promotions Director. "Dance Dance Revolution provides an appealing solution to part of the problem as a high tech, easily accessible game that can be played virtually anywhere."

Early reports regarding this innovative use of DDR received the attention and ultimate support of the game's manufacturer, Konami Digital Entertainment, Inc. (NYSE: KNM), which joined the West Virginia partnership in an effort to place DDR in all public schools in the state.

The PEIA sponsored research was conducted by Dr. Linda Carson, WVU's Ware Distinguished Professor of the School of Physical Education and Emily Murphy, pediatric exercise physiologist with WVU School of Medicine, Department of Pediatrics. They found that the subjects, all above the 85th percentile for body mass index according to gender, age, improved their general health and reduced their risks for lifestyle related diseases.

The researchers found that although not all of the children lost weight, the majority did not gain weight while experiencing improvements in their aerobic capacity, blood vessel function and overall fitness level. Just as significantly, their attitudes towards exercise improved as did their self esteem. Murphy pointed out that, "Most of our subjects had historically felt awkward about participating in gym and physical activity at

school. After the program, they demonstrated a new sense of confidence and desire to maintain their new found skills."

"One of the earliest indicators of cardiovascular risk is decreased arterial function. The walls of the arteries are lined with endothelial cells which are important in allowing your blood vessels to expand properly in response to an increase in blood flow, such as during exercise," Murphy said. "This Institutional Review Board approved study has now provided evidence that consistent playing of DDR improves arterial function in overweight children."

Carson added the answer is clearly more exercise, but the challenge is finding something that appeals to this generation of technologically sophisticated children. "DDR combines the appeal of screen time within a physical activity format. We are excited that we can now demonstrate that it is a valuable health tool and something kids enjoy," she said.

The Governor's Office, the West Virginia Department of Education, the Benedum Foundation, Acordia National, and Mountain State Blue Cross Blue Shield are providing financial support for the project to provide DDR equipment, train teachers, and promote DDR clubs in all West Virginia public schools.

News of this study reached national and international attention ranging from the three major broadcast networks to Saturday Night Live.

DDR uses a dance pad and requires players to move their feet to operate the game. The home-based project involved primarily children of PEIA employees to address the alarming epidemic of childhood obesity.

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
David Bailey
Debbie Harrison
Kaye Parks
Jacqueline Proctor
Jeremy Wolfe

Ethics Commission Begins Mandatory Training as Required by Governor Manchin's Executive Order

Effective January 24, 2007, the Ethics Commission began a series of new ethics classes for officials in the executive branch of state government, in accordance with an Executive Order (8-06) issued by Gov. Joe Manchin.

The first class, offered at the Department of Environmental Protection in Kanawha City, was attended by cabinet secretaries, deputy secretaries, general counsel, and key members of the Governor's Office staff. Governor Manchin stressed the importance of ethical conduct in the daily operation of state government.

He emphasized that public service involves conducting the state's business to benefit the public, *not the individual public servant*. In addition, he stressed that ethics training helps public servants understand the rules which they are expected to follow while serving the state of West Virginia.

Mandatory training is one of several changes to the Ethics Act that resulted from a special session of the Legislature in January 2005. Lobbyists are now required to complete ethics training annually. Members of the Legislature elected or appointed after July 1, 2005, must receive ethics training. This same training will also be required for constitutional officers initially elected to office, beginning in 2008.

Another provision in the new Ethics Act calls for the governor to designate posi-

tions in the executive branch of state government whose incumbents should attend ethics training. In addition to all cabinet secretaries and the general counsel to each department, the Order requires the director, executive director, commissioner or other chief officer of all boards, divisions, commissions, authorities, or other agencies within the cabinet departments to receive ethics training.

Other key positions in the Order, including the executive director or director of the Public Energy Authority, Jobs Investment Trust Board, School Building Authority, Water Development Authority, West Virginia Infrastructure and Jobs Development Council, and the West Virginia Housing Development Fund.

In addition, the state superintendent of schools, chancellor of the West Virginia Higher Education Policy Commission and the chancellor of the West

Virginia Council for Community and Technical College Education are designated to attend the training.

The initial training session was conducted by Ethics Executive Director Lewis Brewer, and Theresa Kirk, the Commission's legal counsel. The training will continue on a monthly basis, working closely with designated contact persons in each department to identify and schedule those persons required to receive the training to attend a particular class.

"The one-hour class is intended to provide an overview of the standards of conduct established in the Act, allowing public servants to know what conduct is prohibited, as well as recognize situations which may call for obtaining consultation and guidance on the proper course to follow," according to Brewer. He added that the Commission is working on plans to make a similar training program available to all state employees through an Internet-based program.



"The one-hour class is intended to provide an overview of the standards of conduct established in the Act, allowing public servants to know what conduct is prohibited, as well as recognize situations which may call for obtaining consultation and guidance on the proper course to follow," according to Brewer.

Lewis Brewer
Executive Director
Ethics Commission

Important PEIA News...

Online Enrollment: On April 2, 2007, Open Enrollment for members will begin. The Public Employees Insurance Agency (PEIA) has simplified the online enrollment process by not requiring pre-registration to use the system. To use the online system, visit www.wvpeia.com and click on *Online Open Enrollment*. After a one-time registration process, you may begin accessing your eligibility information.

Medical Home for PPB Members: Beginning January 1, 2007, a new voluntary program, called Medical Home, is being offered to members. Your *medical home* will be your first point of contact for health concerns; however, no referrals are needed from your medical home to visit specialists. The benefits of selecting a medical home include a central location for your medical information; a physician who knows you and your history; and, a \$10 copay for office visits and \$20 copay for specialists. An enrollment form and a list of participating providers can be found at www.wvpeia.com.

The Temporary Capitol Cafeteria Showcases a Taste of History

By Jacqueline Proctor
Division of Culture and History

The Division of Culture and History of the West Virginia Department of Education and the Arts is hosting a rotating exhibit of historic photographs entitled Legislative Districts.

Located at the entrance to the temporary cafeteria in the basement of the Cultural Center, the exhibit will be available for viewing throughout the current legislative session. It is comprised of historic photographs from the West Virginia State Archives chosen according to legislative districts across the state.

Thus far, the following districts have been showcased as part of this exhibit: Senate Districts 6-9 and 17 and House Districts 17-24, 27, and 30-32. Beginning March 5, the exhibit will present Senate District 5 and House Districts 15 and 16.

The exhibit is accessible to the public from 7:00 a.m. to 3:00 p.m., Monday through Friday.

In addition to this exhibit, a preview of the new West Virginia State Museum is on display, featuring selected artifacts that will be showcased in the new museum. A model of the museum as well as the design layout will also be on view. This preview will provide guests at the Cultural Center with a taste of the visual experience and content that the new museum will offer the citizens of West Virginia as well as visitors to the state.

The Division of Culture and History brings together the state's past, present and future through programs and services in the areas of archives and history, the arts, historic preservation and museums. The Cultural Center is West Virginia's official show-

case for the arts.

The agency also operates a network of museums and historic sites across the state.

For additional information about the programs and services offered by the Division of Culture and History, please visit its website at www.wvculture.org or call (304) 558-0220.



A couple of spectators stop to view one of the displays set up at the entrance to the temporary cafeteria.



Outside the entrance to the Temporary Capitol Cafeteria, the Division of Culture and History is hosting a rotating exhibit of historic photographs entitled Legislative Districts. The exhibits are open to the public 7:00 a.m. - 3:00 p.m. Monday - Friday.

Cafeteria Frequent Diner Card

Frequent customers of the Temporary Capitol Cafeteria may benefit from their visits. Ask for a Frequent Diner's Card at the register.

After purchasing 10 meals of a \$5 dollar value, the cardholder may use this card to receive the 11th meal free.

Please note that the cafeteria now offers wireless Internet. Check out this week's menu at www.state.wv.us/admin/menu/menu.pdf.

Safety Committees Vital in Employer Programs

Safety committees can be a vital part of an employer's workplace program; however, unless properly implemented, also have the potential to be an enormous waste of time and a source of frustration for management.

It is not unusual for an organization to establish a safety committee only to have it "die" after a period of time

due to lack of interest, hostility, and failure of support. But this does not have to happen!

Loss Control Manager Jeremy Wolfe of the Board of Risk and Insurance Management offers some valuable tips to help employers provide a safer workplace environment for the employees.

Wolfe said that forming a safety committee is a great

first step toward achieving the goal of providing a workplace environment that is safe for employees and the public.

How do you create a safety committee? Generally, membership should be voluntary. The committee should represent a mixture of sections and not solely

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Dramatic Increases Revealed in Percentage Funded for the State Retirement Plans

The Consolidated Public Retirement Board (CPRB) recently announced that all of the state retirement ben-

efit plans for which it administers have shown dramatic increases in percentage funded since 2002. The percent amounts for which the plans administered by CPRB have been funded are listed below:

Plan Name	Percentage Funded 2002	Percentage Funded 2006
PERS	75.4%	86.8%
TRS	19.2%	31.6%
Public Safety (Plan A)	21.9%	89.3%
State Police (Plan B)	84.9%	91.6%
Judges	51.6%	93.6%
Deputy Sheriff	61.0%	75.2%
TDC*	N/A	N/A

*TDC is a defined contribution, not a benefit plan, and is 100% funded.

As reported in last month's issue of **Quotes, Notes & Anecdotes**, CPRB unanimously passed a formal resolution in December of 2006 commending Gov.

Joe Manchin and the members of the 77th State Legislature for demonstrating fiscal responsibility in addressing and protecting the retirement plans administered by the CPRB. During the 2006 calendar year, approximately one billion dollars was appropriated to financially support the various state retirement plans.



The Board felt strongly that commendations were in order to both the Legislature and the Governor for their fiscal responsibility in contributing nearly one billion dollars in excess of the actuarially required contributions to the state retirement systems.

**David Wyant, Chairman
Consolidated Public
Retirement Board**

Workplace Safety Continued from Page 4

comprised of management. If all levels of employees participate, there is a greater likelihood that the committee will be accepted by the organization as a whole.

The committee should have a chairperson, usually a safety director or coordinator.

Some general goals that Wolfe says are prominent of a safety committee are to involve employees in safety programs; lower the frequency and severity of accidents and injuries; and maintain a safe environment for employees and visitors.

To achieve goals, a safety committee should do the following:

- Develop a safety program

and effectively train all employees on the program.

- Serve as a safety review board for all incidents, and recommend safety measures to help prevent similar occurrences in the future.
- Establish a procedure for reporting hazardous conditions or activities.
- Conduct facility and/or premises inspections to identify and correct unsafe conditions before problems arise.
- Coordinate and assure that evacuation and shelter-in-place drills are conducted.
- Assure that first aid kits and personal protective equipment needs are met.
- Develop and conduct safety



orientation training for new employees.

It is recommended that safety committees meet monthly at an established time with a set agenda. This allows members to plan in advance for the meeting as it will become a part of their normal routine.

In conclusion, by forming a safety committee that is diverse with set goals, functions and duties and meets routinely, an organization can expect to have a successful safety committee and, as a result, a safer workplace environment for the employees and the general public.

In Case of Emergency



A movement is underway to turn cellular telephones into a source of information for paramedics and other emergency personnel responding to accidents, crimes and disasters.

Cellular users are being asked to add an entry into their cell phone book called ICE, "in case of emergency." This acronym would offer the name and telephone numbers of the persons who should be called if something has happened to the owner of the telephone. It would show in your contact list on your phone as ICE1, ICE2, etc.



Employee of the Month Program

The Department of Administration is fortunate to offer a valuable program, honoring several of our outstanding employees.

The **Employee of the Month** program recognizes one of our employees each month who goes beyond the call of duty. Nominations may be made by co-workers, supervisors, subordinates or customers from within or outside of state government. In addition to signed certificates and a nameplate, a monetary award is offered in the sum of \$600.

At the end of each year, the twelve employees recognized as the **Employees of the Month** are eligible for our **Employee of the Year**. A monetary award of \$2,500 is offered to the recipient.

For more information on the program criteria or for a nomination form, visit the program's website at <http://www.state.wv.us/scripts/admin/eom/eomProgram.cfm>.

Aviation Division Rescue Continued from Page 1

State Route 150, in an attempt to locate the brother and sister. Neither of the teenagers appeared to have any serious injuries.

The state of West Virginia is one of 48 other states that own and operate state aircraft. Its purpose is to enhance the efficiency and effectiveness of state government by providing safe, secure, reliable and professional air transportation using both fixed and rotary wing aircraft.

Welcome!...to our new employees: **Christopher Chapman, Sam Payton, and John Dunlap** (all from Office of Technology); **Don Johnson** (Purchasing); **Janese Sexton and Candace Vance** (both of PEIA); **Jennifer Tucker** (Personnel); **Brittany Smith, Sean Sydnor, Jeff Fleck, and Mark Allison** (all of CPRB).

Time to Relax...The Department of Administration extends its best wishes to **Mary Arvon** of CPRB who retired from state government.

Departmental Changes...Congratulations to **Barbara Haddad** who transferred from the Office of Technology to CPRB, and to **Rebecca Keathley** of Personnel who was promoted from an Office Assistant I to a Secretary II.

Best Wishes...to Purchasing's **Amy Null** who recently resigned from our department.

PEOPLE TALK

National Representation...The National Association of Prosecutor Coordinators has named Mark Neil as prosecutor fellow. Neil is the Traffic Safety Resource Prosecutor at the Prosecuting Attorneys Institute. This fellowship is designed to strengthen ties between the National Highway Traffic Safety Administration and prosecutors.

Community Service...State Personnel Board Member Beth Walker recently received a recognition award from the Kanawha Pastoral Counseling Center for her dedication to the center and its mission.

Baby News...Purchasing Division's Sharon Thompson is the proud grandmother of Miah Rochelle Hunley, who was born on January 29th. Miah weighed 6 lbs. 7 oz. and is 19 inches long.

Our Condolences...In sadness, we express our sincere condolences to the families of Wanda Vaden of the Office of Technology, who passed on February 2, and Rex Crites of PEIA (son of Carol Crites of the Cabinet Secretary's Office), who passed on February 19.

HAPPY BIRTHDAY ... in March

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|---|--|
| <ul style="list-style-type: none"> 1 Tom Harper PEIA 2 Gloria Long PEIA 3 Mischa Difilippo BRIM Brenda Greene Technology 4 Eric Holstein Technology Gene Young Purchasing 5 Valerie Brown Purchasing 6 Robert Seabolt Finance Jeremy Wolfe BRIM 7 Chris Chapman Technology 8 Catherine DeMarco Purchasing Tim Hyatt Technology Chris Sforza Finance Doris Walton Technology Tom Williams Personnel 9 Joan Adkins Purchasing Tari Crouse Personnel Jack Hickok Public Defender Rachel Perry CPRB 10 Pam DuKate Gen. Svcs. Rob Ferrel Gen. Svcs. 13 Angela Riley Technology 14 Marvin Barker Technology Brian Pape Technology 15 Tim Basford Personnel | <ul style="list-style-type: none"> 15 Lori Cottrill CPRB Charlene Good Technology Charles Stark Technology 16 Darlene Fletcher Personnel Jason Haught PEIA 17 Michael Adkins PEIA Charles McMinn Technology 20 Tammie Means Technology 21 Tim Hall Gen. Svcs. 23 Clyde Arline Pros. Atty. Inst. Lydia Garcelon Technology George Muncey Technology Rob Worlledge Finance 24 Tom Bailey Gen. Svcs. Tanya Cyrus PEIA 25 John Dunlap Technology Gloria Brown Personnel 26 Natalie Faulkner Technology Robert Hovatter Gen. Svcs. Anne Lambright CPRB Jennifer Sharp Personnel Marilyn Summers Technology 28 Gary Warner Technology 29 Sheila Chapman Technology Phil Morrison Pros. Atty. Inst. 31 Omar Younis Technology |
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