



# Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

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## Employee of the Month

### General Services' Fred Curry Promptly Serves Customers

**FRED CURRY**, a Building Supervisor for the Operations and Maintenance Section of the General Services Division, has been selected as the Department of Administration's **Employee of the Month** for March.

As a Building Supervisor, Curry is responsible for all daily operations and maintenance in the State Capitol (Building 1), the Governor's Mansion and the Holly Grove Mansion. Curry has

been with the General Services Division since 1996.

According to one co-worker, "Fred can always be depended upon to promptly respond to service calls. Once he arrives, he works on the job until completed and then comes back in a few hours or the next day to be sure that there are no further problems."

Another co-worker stated, "Fred is always cheerful and is professional in his conduct

and appearance."

In his spare time, Curry keeps busy by attending his grandchildren's athletic events.

Curry will be joined by his friends and co-workers at a special ceremony presented by Cabinet Secretary Rob Ferguson later this month. Keep watch for the posters at your worksites for time and location!



**FRED CURRY**  
March Employee  
of the Month



## Notable Changes Planned For PEIA's 2008 Open Enrollment

Participants in Public Employee Insurance Agency (PEIA) plans need to be aware of pending changes.

When Open Enrollment begins April 1 and ends April 30, individuals no longer have to complete a tobacco affidavit form. PEIA will still base premiums on one's tobacco status, but individuals do not have to complete an affidavit each year unless their status changes. Thus, for those who signed a tobacco-free affidavit in 2007, no new form has to be submitted if their status is the same.

Because participants are not required to send in tobacco affidavits and because few people change plans from year to year, PEIA officials announced that they will not mail the Tobacco Affidavit/Transfer Form to every member this year, offering substantial savings to the agency in postage costs. If one needs to make a change, there are two ways to do so.

First, individuals can log onto the PEIA web site, [www.wvpeia.com](http://www.wvpeia.com), and click on "Open Enrollment" to manage their account and change plans as desired, whether it is adding, changing or removing dependents or changing tobacco status.

For those who do not have Internet access, contact your agency's benefit coordinator or call PEIA for a form to make desired changes.

All PEIA participants will continue to receive a Shopper's

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## Sneak Peek INSIDE...

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- ♦ Department Prepares for Worse Case Scenarios
- ♦ Administrative Notes

# 'Fit and Trim' Selections Offered at Capitol Food Court



Guest Services, Inc. offers "Fit and Trim" menu selections at the Capitol Food Court. The program's logo is posted at the various food stations to show which items are considered healthy food options.

"Healthy lifestyle" is among those buzz words you cannot seem to escape. The focus on living a better and healthier lifestyle has stretched from the doctor's office to the grocery store to the menu options now available at the Capitol Food Court.

Guest Services, Inc. (GSI), which operates the Capitol Food Court, has introduced its "Fit & Trim" program, a selec-

tion of healthy food options designed to give customers more dining choices. The menu follows with the mission of the West Virginia Healthy Lifestyle Coalition (WVHLC), chaired by First Lady Gayle Manchin.

The goal of the WVHLC is to promote healthy lifestyles in all state residents, particularly children, in an effort to stave off growing epidemics such as obesity, Type II diabetes and heart disease.

"The Capitol Food Court is an excellent eatery for our state employees and visitors, and thus, by promoting healthy food options, we are creating an important awareness to a large group of individuals," said First Lady Manchin. "In turn, these patrons may then pass along healthy eating practices to their children."

The "Fit & Trim" program utilizes state-of-the-art technology to allow culinary staff to bake items more commonly deep fried, such as fried chicken and French fries. The "Fit & Trim" logo on the menu signs at each food station provides information to patrons on food options that are low-fat, fat-free, low sodium and all natural, as well as vegetarian selections.

The Capitol Food Court, located in the basement of the State Capitol, opened on January 10. Hours of operation are 7 - 9:30 a.m. for breakfast; 9:30 - 11 a.m. for morning snack; and 11 a.m. - 2 p.m. for lunch.

Approximately 300 indoor seats are available in the recently renovated establishment.



## State Agencies Encouraged to Participate in 2008 Governor's Internship Program

During the month of March, state agency personnel can sign up to participate as a mentor in the 2008 Governor's Internship Program. Entering its 12th year, this program gives agencies a pool of college students to interview for potential summer interns.

"It takes just minutes for a state employee to fill out the required information to participate in the Governor's Internship Program," said Program Director Ray Sanders of the Department of Education and the Arts. "This program is an outstanding way for an agency to get a bright, young student to

come and help with those extra projects needing to be completed."

Agencies can enroll at [www.wvgip.org](http://www.wvgip.org). Once an agency submits its enrollment form through this web site, the Division of Personnel sends the agency contact a login code, enabling them to review resumes of the college interns enrolled in the program.

Interns are required to have a minimum of a 3.0 grade point average. Narratives describing their field of study and work interests are also available for review.

Agency personnel can interview as many candidates as they wish and set the pay scale for all hires. Sanders said the participants are usually available to work from early May through early August. In addition to the hours assigned by an agency, interns meet bi-monthly to learn about such topics, such as resume writing, dressing for success and business etiquette.

For more details, visit the program's web site or direct your questions to Sanders at 558-2440 or Pat Quinlan of the Division of Personnel at 558-3950.

# Renovations Reveal Unique Findings from Buildings on the State Capitol Campus

Pieces of the state's history are on display near the Capitol Food Court in the basement of the State Capitol.

Collected by the Department of Administration's General Services Division, the assortment ranges from electrical equipment to statuary, that was gathered while working on various projects throughout the years.

"We envisioned it as something fun," said Scott Mason, engineer manager for the General Services Division. "We thought it might be interesting to other people."

Mason said items in the display case will rotate, depending on the General Services Division finds during its work. "We envision it as something to change as we find something cool," he said.

Already planned for a future spot in the case is the nameplate from the former transformer in Building 3, Mason said.

Other display cases in the corridor around the Food Court have been decorated by the Division of Culture and History, Mason said.

As shown in the picture above, the following items are on display.

Listed from the top, beginning on the left:

- A steel ball once located on top of the Building 4 flagpole.
- A medium voltage disconnect, originally installed in 1952, which provided power to Building 4.
- A wedge used to split the

stone work for the State Capitol. Misplaced more than 75 years ago, it was discovered under the basement floor in 2007 during the renovation of the Capitol Food Court.

Located on the middle shelf, from left:

- A telephone terminal block which connected all phones in the State Capitol from its completion in 1932 until it was removed by the Office of Technology in 2007.
- A damaged cable and an improper slice of solid-to-stranded cable, both removed last year.
- The nameplate to Building 1's main unit boiler #4, removed when the boilers were demolished last year.
- A steam pressure gauge from Building 1's main unit boiler #1. One of the original steam pressure gauges from 1932 is still in use and is located above the Capitol Food Court's ceiling.



Located on bottom, from left:

- A frog statue removed from the former Capitol cafeteria water feature following its closing in 2006.
- An alligator statue from the cafeteria water feature.
- A piece of copper bar used in place of an electrical fuse, found during the Capitol Food Court renovation.
- A fire extinguisher in service in Building 1 from 1977 to last year.

Stop by to look at these display cases outside of the Capitol Food Court during your next visit!

**Various display cases are filled with pieces of the state's history. The General Services Division included some interesting findings that were uncovered during various renovation projects throughout the State Capitol campus.**

## Division of Personnel Releases its 2008 Program Schedule of Courses Available

The Organization and Human Resource Development (OHRD) Section of the Division of Personnel recently launched its redesigned web site: [www.state.wv.us/admin/personnel/ohrd](http://www.state.wv.us/admin/personnel/ohrd).

The new site allows visitors to view the increased variety in programs, easier navigation, and access to the printable version of the 2008 Program Schedule. New programs in 2008 include: Leading Multiple Generations; The Ultimate Executive Assistant; E-mail Etiquette; and Customer Service Management.

Redesigned and updated classes include: Project Management; Workplace Violence Prevention; Business Etiquette and Professionalism; and Writing for Results.

Sign up now for classes throughout the 2008 calendar year and ensure your place in class.

# The Department of Administration Prepares for Worst Case Scenarios to Maintain Operations of Agencies



A committee of department employees has been meeting on a weekly basis to prepare their agency's Continuity of Operations Plan in the case of an emergency situation.

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**  
Tony O'Leary  
Chad Williamson

**Special Thanks**  
Kaye Parks

have had COOPs for years and now federal government has been leaning hard on state governments to have their own plans."

Hall said when Cabinet Secretary Robert Ferguson was appointed, one of his first charges to department employees was to develop Standard Operating Procedures and Desktop Procedures. The COOP is an extension of this.

"The Governor's office has tasked the Department of Military Affairs and Public Safety with getting the executive branch agencies prepared to write COOPs, and our department is one of the first agencies to actually start assembling a COOP," Hall said. "And it is natural for our department to be one of the first because we provide so many vital services like information technology, purchasing and health insurance to all of state government."

Each agency within the Department of Administration has its own team which is charged with compiling the information sought for the COOP plan. The point of contact for each team relays agency information to Hall, Board of Risk Management Director Chuck Jones and Tim Abraham of the Secretary's Office.

The points of contact for the agencies and divisions include **Artie Samples** (Aviation), **John L. Fernatt**

(Board of Risk Management), **Hank Woodson** (Children's Health Insurance Program), **Jeffrey Fleck** (Consolidated Public Retirement Board), **Dee Truman** (Equal Opportunity Employment), **Lewis Brewer** (Ethics Commission), **Shawn Carper** (Finance), **Dan Olthaus** (General Services), **Matt Reynolds** (Grievance Board), **Bryan Hoffman** (Office of Technology), **Jeanne Bowe** (Personnel), **Clyde Arline** (Prosecuting Attorneys Institute), **Jack Rogers** (Public Defenders), **Michael Harmon** (Public Employment Insurance Agency), **Krista Ferrell** (Purchasing), and **Shelia Gray** (Real Estate).

"Rather than say to the point of contacts, 'Here is the information we need, go get it,' we meet weekly with the points of contact to thoroughly discuss each aspect of the COOP," Hall said. "There are many worksheets to be completed, but we can only provide services in an emergency only if we are prepared for that emergency."

The information gathering began in late January and Hall hopes that all necessary information is collected by June 1. Hall said assembling and recording the information is just the beginning and that the COOP will always be a work-in-progress.

"Certainly, we can't prepare for every possibility, but this way we have plans in place and we don't have to make up things as we go

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# Department's Employee of the Month Program Enables Employees to Recognize Co-Workers

If you have a co-worker who deserves praise for doing a great job on a consistent basis, there is a simple way to see that the person receives his or her well-earned recognition ... Nominate the individual for the Department of Administration's **Employee of the Month**.

The **Employee of the Month** program began in 1992 to spotlight deserving Department of Administration employees for their professionalism and positive work ethic. In addition to the monthly award, all recipients of the **Employee of the Month** program in a calendar year are automatically nominated for the Department's **Employee of the Year**.

To nominate a co-worker, simply fill out a nomination form available on the Department of Administration's web site at <http://www.state.wv.us/scripts/admin/eom/eomProgram.cfm>. A committee of department employees meet monthly to select a recipient from the list of nominees.

"I encourage employees to nominate their outstanding co-workers, as it does not take much time to complete the form. The rewards they gain from making their co-workers feel appreciated if they are selected are well worth the effort," said Program Chairperson Donna Lipscomb.

To be selected for this honor, an employee must be employed for at least six months.

They must also maintain exemplary work standards, produce work-related service above and beyond the normal, promote harmony with co-workers, promote a positive image of the department, present a helpful and cooperative attitude, and demonstrate exemplary use of time.

When completing the nomination form, employees should provide specific details as to why the person should be selected and identify how that employee proves to be a superior employee. Nomination forms must be signed, as the nomination form cannot be considered without a signature. Submit the form to the Cabinet Secretary's office in Building 1, Room E119.

The nominations remain confidential at all times. Nominees not selected remain on the nomination list for a unspecified period of time after submission.

## Continuity of Operation Continued from Page 4

along. If we plan for big emergencies, then it is easier to pare the plan down for the smaller ones."

Among the many emergency issues to be addressed by the COOP, some topics include chain of command; alternative worksite requirements; communication to employees; transportation and equipment needs.

Once the first Continuity of Operations plans are completed, Hall said she antici-

For more information about the program, please contact Lipscomb at 558-3392 or your agency committee member.

Committee members and the agencies they represent are listed below:

**Joan Chapman** (Finance), **Chuck Bowman** (Purchasing), **Tammy Scarberry** (Public Employee Insurance Agency), **Brian Pratt** (Office of Technology), **Carolyn Hager** (General Services), **Claudia White** (Consolidated Public Retirement Board), **Jeanie Bowe** (Personnel) and **June Butterfield** (Board of Risk Insurance Management, Real Estate, Ethics Commission, Public Defender Services, Prosecuting Attorney's Institute, Grievance Board, and Children's Health Insurance Program).



MARCH  
2008

National  
Nutrition  
Month

### Brain Food

Columbia University Medical Center reports that the risk of Alzheimer's disease and other dementia can be reduced by 40 percent if your diet is rich in fruits, nuts, legumes, whole grains, fish, and olive oil.

Risk will be reduced by 76 percent if you drink fruit or vegetable juice three times a week.

PEIA's Open Enrollment  
Continued from Page 1

Guide to see plan changes, check on premiums and compare options in the coming weeks. PEIA premiums for employees at state agencies, universities, colleges and county boards of education will not change for Plan Year 2009. Non-state agency premiums will increase by 10 percent. Retiree premiums also did not change.

Another notable change is that PEIA has stopped offering the Carelink and Health Plan PPO options due to lack of enrollment numbers; however, both Carelink and Health Plan will still offer the HMOs. Current members in either PPO plan will be sent a transfer form during Open Enrollment since a plan choice has to be made. For those who do not submit a transfer form, they will automatically be transferred to the PEIA PPB Plan A on July 1, 2008.

For more information, call PEIA at 558-7850 or e-mail at [PEIA.Help@wv.gov](mailto:PEIA.Help@wv.gov).

**NOTE:** The dates for the PEIA Benefit Fairs were not confirmed at the time this publication was distributed.

**17<sup>th</sup> Annual Public Employees Golf Tournament**



The annual West Virginia Public Employees Golf Tournament will be held on Monday, May 19, 2008, at Pipestem Resort State Park. The fee is \$60 per person, which includes green fee, cart, cookout and pre-tourney range balls.

For registration information, call (800) 466-1800, extention 474.

ADMINISTRATIVE NOTES

**Welcome!...**to our new employees: **Anita Allen** (Cabinet Secretary's Office); **George Arthur, Scott Belcher, Edward Dailey, Barry Harper** and **Ray Jordan** (all of General Services); **David Fitzwater, Sue Lipinski** and **Ryan Miller** (all of Technology); **Cheryl Holmes** (Real Estate); **Joe Jones, Frank Whittaker** and **Chad Williamson** (all of Purchasing); **Shelly Lowery** (Personnel); and **Maribea Ellison** (Grievance Board).

**Hats Off...**to the following employees who were promoted: From the General Services Division, **Dan Olthaus** from a Building Project Management Specialist to Deputy Director; and from the Office of Technology, **Bernard Simmons** from an Information Systems Coordinator 3 to an Information Systems Specialist 1.

**Happy Retirement!...**Best wishes to **Jim Wells** of the Division of Personnel, who recently retired from state government.

**In Sadness...****David Plants** of the Office of Technology passed away. Our thoughts are with his friends and co-workers.

**Best Wishes...**to the following employees who have resigned from our department: **Charles Britt** (General Services); **Monica Rogers** (PEIA); **Carol Crites** (Secretary's Office); and **Elizabeth Ward** and **Monroe Gillespie** (both of Technology).

**Baby News!...**Finance's Joselyn Casto is proud to announce the birth of her first grandson, Derrick Joseph Armes, who was born on February 15, 2008. He weighed 6 lbs., 9 oz. and was 19 1/2" long. His parents are Joselyn's daughter Amber and her husband Jerry. Best wishes to the happy family!

**Daylight Savings Time...**It's time to "Spring Forward" for Daylight Savings Time. Move your clocks one hour ahead at 2 a.m. on March 9, 2008.

HAPPY BIRTHDAY ... in March

- |                                      |   |
|--------------------------------------|---|
| 1 Tom Harper ..... PEIA              | Charlene Good ..... Technology          |
| Therman Mullins ..... Technology     | Charles Stark ..... Technology          |
| 2 Gloria Long ..... PEIA             | 16 Darlene Fletcher ..... Personnel     |
| 3 Mischa Difilippo ..... BRIM        | Jason Haught ..... PEIA                 |
| 4 Eric Holstein ..... Technology     | 17 Mike Adkins ..... PEIA               |
| Gene Young ..... Purchasing          | Charles McMinn ..... Technology         |
| 5 Valerie Brown ..... Purchasing     | 18 Sue Lipinski ..... Technology        |
| 6 Bruce McGowan ..... Personnel      | 20 Tammie Means ..... Technology        |
| Robert Seabolt ..... Finance         | 21 Tim Hall ..... Gen. Svcs.            |
| Jeremy Wolfe ..... BRIM              | 23 Clyde Arline ..... Pros. Atty. Inst. |
| 7 Chris Chapman ..... Technology     | George Muncey ..... Technology          |
| 8 Catherine DeMarco ..... Purchasing | Rob Worledge ..... Finance              |
| Tim Hyatt ..... Technology           | 24 Tom Bailey ..... Gen. Svcs.          |
| Chris Sforza ..... Finance           | Tanya Cyrus ..... PEIA                  |
| Tom Williams ..... Personnel         | David Johnson ..... Gen. Svcs.          |
| 9 Joan Adkins ..... Purchasing       | 25 John Dunlap ..... Technology         |
| Tari Crouse ..... Personnel          | 26 Natalie Faulkner ..... Technology    |
| Jack Hickok ..... Public Defender    | Rob Hovatter ..... Gen. Svcs.           |
| Rachel Perry ..... CPRB              | Anne Lambricht ..... CPRB               |
| 11 Mary Bolton ..... Personnel       | Jennifer Sharp ..... Personnel          |
| 12 Jamie Hardman ..... CPRB          | Marilyn Summers ..... Technology        |
| 13 Angela Riley ..... Technology     | 28 Gary Warner ..... Technology         |
| 15 Lori Cottrill ..... CPRB          | 29 Philip Morrison .. Pros. Atty. Inst. |

