

# Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

May 2002 · Vol. 9, Issue 5

## Employee of the Month

### BRIM'S Carla Savage Promotes Goodwill to Employees

**Carla Savage**, a secretary II for the Board of Risk and Insurance Management (BRIM), has been selected as the department's *Employee of the Month* for May.

A 17-year employee of state government, Carla serves as secretary to BRIM's executive director. Her duties include providing advanced level administrative and clerical support. She also is the recorder for the five-member BRIM board and secretary for

the seven-member BRIM Medical Malpractice Advisory Panel.

According to one of her co-workers, "Carla goes above and beyond the call of duty. She treats co-workers in a courteous, professional and considerate manner." Another co-worker adds, "She always tries to cheer up and promote goodwill to all employees. She has a very giving nature and a love for all people."

In her spare time, Carla enjoys spending time with her husband, children and four grandchildren. She also is actively involved in a fibromyalgia support group.

Please join Carla's friends and co-workers at her *Employee of the Month* presentation at 11:30 a.m. on Thursday, May 2, at BRIM's office at the Cambridge Center, 90 MacCorkle Avenue, SW, Suite 203 in South Charleston.



**CARLA SAVAGE**  
May Employee of the Month

## 2002 State Legislative Session

### Legislation Affecting the Department Outlined

**Donna Prunty**  
Secretary's Office

The 2002 Legislative Session resulted in more bills being introduced than last year. A quick comparison indicates that in 2001, 2,006 bills were introduced; this year, 2,052 bills were introduced, including the regular session and the extended sessions. Approximately 625 bills were carryover bills from last year.

Of the 2,052 bills introduced, 330 passed both houses; however, six were vetoed by Gov. Bob Wise (two of which later passed).

Below is a brief highlight of several bills affecting our department:

**HB 2730: Insurance coverage for mastectomy.** Requires insurance coverage for a reasonable period of inpatient care following mastectomy surgery.

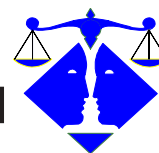
**HB 4012: Salary payment in arrears.** Requires certain new public employees, officers or officials hired after July 1, 2002, to be paid one pay cycle in arrears.

**HB 4021: Issuance of**

**bonds.** Repeals the requirement in the Pension Liability Redemption Act that the Supreme Court of Appeals render a judicial determination that the issuance of bonds are constitutional; gives the governor the power to issue bonds authorized by a resolution adopted by the Legislature as specified in the bill.

**HB 4039: Mental health benefits.** Requires that mental health benefits be treated equally to other medical and surgical

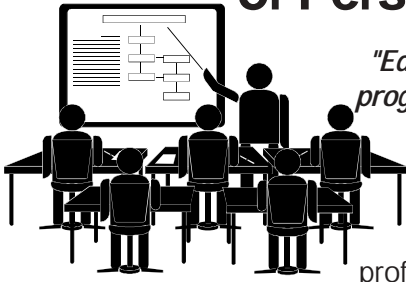
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## Sneak Peek INSIDE...

- ♦ Mandatory Classes for Supervisors Outlined
- ♦ PEIA Promotes Value of Multi-State Prescription Drug Pool
- ♦ Surplus Property Offers Hidden Treasures at Public Sales
- ♦ **Election Time...** Things You Need to Know!

# Mandatory Class Schedule Outlined by the Division of Personnel to Educate Managers and Supervisors



*"Education is the key to progress"...* A policy issued by the Division of Personnel in 1999 reinforces this philosophy by requiring a specific professional training curriculum for all supervisors and managers in state government.

This training is to ensure that state leaders are able to *"competently organize, direct, monitor and evaluate the personnel and programs for which they are responsible."* It also focuses on providing these individuals with the knowledge, skills and abilities to successfully carry out the duties and responsibilities of their positions.

A specialized list of courses has been designated as a mandatory curriculum. There are different levels of instruction, beginning with new supervisors.

Within 90 days of appointment, a new supervisor must attend four classes, all offered by the Division of Personnel's Organizational and Human Resource Development Section. The classes consist of *Supervising for Success: Fundamentals of Supervision, Managing and the Law, Preventing Sexual Harassment: A Shared Responsibility* and *The Drug-Free Workplace*.

During the first six months of supervising employees, the individual also must attend *Discipline and Documentation* and *Understanding the Grievance Procedure*. Each year thereafter, supervisors and managers must attend a minimum of 12 contact hours of continuing education credit. Other requirements are listed in the policy for supervisors with more years of management experience in the public sector.

"The Manager/Supervisor Training Policy accomplishes a number of goals. First, it helps managers and supervisors improve their skills, abilities, and knowledge. Secondly, it assists the state in lowering its liability risk. Lastly, it sends a strong message that professional development and continuing education are held in high esteem in state government," said Personnel Director Nichelle Perkins.

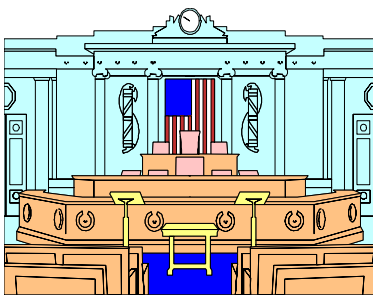
The Division of Personnel offers a wide range of courses for all state employees, such as *Conflict Management, Ethics in Government, Time Management, Quality Customer Service* and *Creative Problem Solving*.

To register online, visit Personnel's website at [www.state.wv.us/admin/personnel](http://www.state.wv.us/admin/personnel). For more details on OHRD's training programs, call (304) 558-3950, ext. 508.

## Enthusiasm

We act as though comfort and luxury were the chief requirements of life, when all that we need to make us really happy is something to be enthusiastic about.

Charles Kingsley



## 2002 LEGISLATURE, Continued from Page 1

benefits provided under benefits plans.

**HB 4484: Teachers Retirement System.** Allows retired teachers retirement system members to name a new joint annuitant upon the death of a spouse.

**SB 115: Eliminating certain service cap on salary increases.** Eliminates the 20-year service cap on longevity pay provided to eligible state employees. Every eligible employee with three or more years of service receives an annual salary increase equal to \$50 times the employee's years of service with a single annual increment increase of \$50 for each subsequent fiscal year thereafter.

**SB 413: Purchasing card program.** Provides investment authority to the Purchasing Card fund. All monies received by the state and any returns earned on the money shall be deposited in a special revenue revolving fund in the state treasury and be administered by the Auditor.

**SB 615: Removing PERS contributions.** Disqualifies certain persons from removing their PERS contributions; gives the state

or political subdivision the right to setoff against any unpaid benefits which have or may have accrued when a participant is charged with a complaint for an offense which constitutes less than honorable service and larceny of funds or property from a state agency or political subdivision; gives the retirement board the right to withhold payment or refunds to participant contributions without an order from the court.

**SB 639: Gender based salary adjustment.** Provides a gender-based pay equity

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# Positive Benefits Realized in Monitoring Various Steps in Purchasing's Requisition Tracking System

How long does it take for a requisition for supplies or services to become a purchase order? The Purchasing Division can tell you exactly how long, what steps were taken and the time it took for each step.

This data is easy to obtain with the recently implemented Requisition Tracking System, a server-based system that tracks each step of the purchasing process.

Soliciting the technical expertise of the Information Services and Communications Division, the Purchasing Division

initiated this pilot project with the Department of Health and Human Resources on January 7, 2002. By February 1, entries for all agencies were being made into the system.

"The feedback received from state agencies thus far has been extremely positive," said Purchasing Director Dave Tincher. "We also are using the system to generate contract status reports that are electronically distributed to more than 300 recipients in state government. Agency representatives now have the

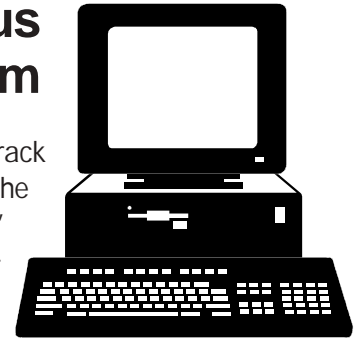
information they need to track their requisitions through the purchasing process." Tincher adds that the Purchasing Division buyers and support staff have been instrumental in the success of this project.

As of April 15, 807 transactions have been entered into the Requisition Tracking System. A total of 19 transaction types are being monitored, including agreements, agency contracts, statewide contracts, direct purchases, construction contracts, expressions of interest, requests for proposals, regular purchases, state contract releases and emergency purchases. A specified timeframe goal has been established for each of the transaction types.

The system also distinguishes between purchasing and non-purchasing timeframes in the process. This determination will be helpful in researching ways to reduce the purchasing cycle and make positive process enhancements.

"The Requisition Tracking System is an excellent example of using technology to its fullest," said Cabinet Secretary Greg Burton. "By creating definite goals for each transaction type, the Purchasing Division has information at its fingertips and has created benchmarks for future improvements."

The Purchasing Division has solicited request for proposals for a new electronic purchasing system, which will extend the use of technology even further by offering electronic bid submission, downloadable bid packages and creating a more interactive purchasing process.



## PEIA Demonstrates Leadership Role in Prescription Drug Pool

Several states have joined together to develop a prescription drug purchasing pool, which could substantially reduce the high cost of medication through volume purchasing power.

Governor Bob Wise and Tom Susman, director of the Public Employees Insurance Agency (PEIA), recently announced that this multi-state group has chosen Express Scripts of St. Louis as its primary benefits manager. If the PEIA Finance Board approves the agreement, West Virginia could begin realizing discounts on drugs for PEIA and the Children's Health Insurance Agency as early as July of 2002.

West Virginia has been praised for its innovative effort and the leadership role of Gov. Wise and Susman in creating this cooperative plan among various states, which has the capability of saving millions of dollars each year. "The costs of prescription drugs, especially for our seniors, continue to climb," said Gov. Wise. "This problem must be solved, and this project shows the benefits of a united effort."

States that are participating in the purchasing pool include Louisiana, Missouri, South Carolina, Maryland, Mississippi and New Mexico. Three additional states currently expressed an interest in joining the purchasing drug pool.

"The enthusiasm and tireless effort Tom Susman has demonstrated in this project is to be commended," said Cabinet Secretary Greg Burton. "He has proved that states, even with their varying laws and regulations, can work together effectively and create outstanding results." Additional information on the Finance Board's decision will be reported in an upcoming issue of *Quotes, Notes & Anecdotes*.



### Determination

If you believe you can, you probably can. If you believe you won't, you most assuredly won't. Belief is the ignition switch that gets you off the launching pad.

*Denis Waitley*

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

Debbie Bradford  
Mike Campbell  
Ken Fry  
Mark Isabella  
Kaye Parks  
Sandy Singleton  
Tom Susman



Finding What You Need at the RIGHT Price!

## Surplus Property Offers Hidden Treasures through Public Auctions and Sealed Bids



Thousands of people can attest that good bargains can be found at Surplus Property public sales. There are many unique items available too!

**"What a bargain!"...**

This is probably the most common phrase you will hear at a state auction conducted at the West Virginia State Agency for Surplus Property (WVSASP).

Nearly each month, hundreds of people flock to its

Dunbar location to find everything from furniture and computers to vehicles. Located at 2700 Charles Avenue in Dunbar, the auctions are *absolute*, meaning everything sells to the highest bidder.

WVSASP's initial goal is to *recycle* state property to an eligible organization, such as a state agency, municipality, county, board of education, volunteer fire department or public service district. If these attempts are unsuccessful, the property is offered to the public through the auction or sealed bid process.

"The surplus public auctions attract many people," said Ken Frye, manager of WVSASP. "For many, they may be looking for something particular; however, most just enjoy the auction atmosphere and the availability of different types of property."

In addition to the public auc-

tions, WVSASP conducts sealed bids on a weekly basis for property located in the state warehouse at the facility. Computers, refinished furniture, electronic equipment and other valuable merchandise are available to the public through a competitive sealed bidding process, with a specified minimum bid. Statewide sealed bids for state property located throughout West Virginia are also conducted on a periodic basis.

A new concept in the planning stages is an online auction system, similar to E-bay, which allows individuals to place bids on a web-based system. "We are excited about this project, which will expand our customer base to the entire world," said Frye, "There are many possibilities with this online auction system. It will also help us gain the best price for property no longer needed in state government."

For more details, contact WVSASP at 766-2626 or visit its website at [www.state.wv.us/admin/purchase/surplus](http://www.state.wv.us/admin/purchase/surplus).

## PROGRAM UPDATE

### Online Leave System

The initial rollout of the **online leave system** was completed in February, with the Department of Administration as the pilot agency. This month, presentations will be offered to other agencies for upcoming implementation. The success of this program is apparent, with substantial savings noted as a result of lower administrative and printing costs. In comparison with the previous method of informing employees of leave information, a 68 percent net savings has been estimated.

### Human Resource Information System

In March, more than 1,100 personnel transactions were processed using the Human Resource Information System. Various staff members of the Department of Administration are working with representatives of the Auditor's Office on procedures to share information between HRIS and EPICS.

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salary adjustment to public employees as determined by the secretary of the Department of Administration, based on recommendations of the equal pay commission.

**SB 652: Employee retirement, deferred annuity.** Requires new members who enroll for benefits on or after July 1, 2002, to have five or more years of contributory service before they would qualify for calculation of a deferred annuity.

**SB 713: Military retirement.** Exempts certain military retirement from personal income tax.

**SB 737: Expenses for certain visitors and employees.** Authorizes the secretary of the Department of Administration to pay certain travel expenses of visitors or employment candidates as well as relocation and reassignment expenses upon such candidate's acceptance of employment. There are certain positions in state government for which the pool of candidates are limited and this bill will enable the state to compete in hiring such scarcely found employment candidates.

Primary Election: May 14

## A Reminder to State Workers on Political Activity Restrictions

As the primary election approaches, state employees need to remember to what extent they may legally involve themselves in the campaign process.

**Some activities state employees may participate include:**

- Voluntarily campaigning for a candidate or party during non-work time, off state property and without use of state supplies or equipment.
- Voluntarily selling tickets to political events to individuals other than classified service employees.
- Voluntarily erecting campaign signs on private property, if the property is not used as a state office or official state office site.
- Voluntarily attending political dinners, rallies or dances.
- Voluntarily serving on a campaign committee without compensation for the service.
- Serving as a candidate for local partisan or non-partisan elective office by taking leave of absence commencing

with filing date.

- Voluntarily making a monetary contribution to a political party or candidate not to exceed limitations established by law.
- Voluntarily placing a campaign sticker on personal vehicle IF the vehicle is not used for state business.
- Wearing campaign buttons, displaying bumper stickers or wearing apparel with political logos or endorsement during non-work time, off state property and out-of-state issued uniforms.

**Activities state employees may not participate include:**

- Serving as a Ballot Commissioner or election official working inside the polling place.
- Selling tickets to political affairs to classified service employees.
- Serving as campaign financial agents or treasurers.
- Being a candidate for any national, state-paid public office or a court of record.
- Being a candidate or delegate

to any state or national political party convention.

- Being a member of any national, state or local committee of a political party.
- Holding any paid elective public office.
- Soliciting or receiving any assessment, subscription or contribution from classified service employees.
- Using any official authority or influence to interfere or influence an election or nomination for office.
- Posting or distributing campaign literature in a state office building or on union bulletin boards.
- Wearing apparel with political logos or endorsements during work hours where they could be observed by or be in contact with the public.

The Division of Personnel offers a more detailed list on its website at [www.state.wv.us/admin/personnel/emprel](http://www.state.wv.us/admin/personnel/emprel).



**Happy Mothers Day to YOU!**

**May 12, 2002**

Things you needed,  
She knew before you;  
Doors she opened,  
You walked through.

Her ways you followed  
As you grew old;  
And always her favorite  
Stories you told.

Your love you showed  
In the way you live;  
But there's one thing  
More than you must give.

Give mother your thanks  
And your blessings too.  
It's the small things that  
She loves that you do.

## To Our Retired Friends from the Department ...WHAT'S UP?

*Quotes, Notes & Anecdotes* is published to inform the employees of the Department of Administration of various programs and activities in which they may be of interest.

In addition to our current employees, this publication also is sent to those individuals who have retired from the department.

We are always interested in

knowing what our retired friends and coworkers are doing now and encourage you to share stories and news with us!

Send information to Editor Diane Holley via e-mail to [dholley@gwmail.state.wv.us](mailto:dholley@gwmail.state.wv.us), by calling (304) 558-0661 or by mail at 2019 Washington Street, East, P.O. Box 50130, Charleston, WV 25305.

## Spreading the Birthday Cheer



What's the outcome of having your birthday published in *Quotes, Notes & Anecdotes*? In some cases, LOTS of harassment...in the spirit of fun.

Frank Stark (*pictured*) and Charlie McMinn of IS&C recently endured the ribbing from their coworkers. Sorry, folks, we refuse to reveal the milestone birthdays they celebrated.

Happy "Belated" Birthday to Frank and Charlie and thanks for being good sports!

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

### Continued Improvement

Last fall, the Department of Administration surveyed its employees to learn more about their attitudes and opinions related to the workplace.

After the results were tabulated by SCH Holding Company, Inc., an independent consultant firm, I met with our division and agency directors to discuss the importance of continuing to improve the various areas addressed on the survey.

Each director was asked to create a plan to make improvements, especially in the areas of professional growth, personal worth and recognition.

Recently, we repeated this exercise by distributing a follow-up survey to our employees to determine if these areas and others have improved. The results will be analyzed again by an independent firm, and the results will be shared with our employees through this publication.

Communication is the key in making improvements in the workplace. Your supervisor is available to you if you need to discuss issues related directly to your job or the environment in which you work. Thank you for your continued feedback.

### HURRY! ... Time Running Out

PEIA's Open Enrollment period ends May 3<sup>rd</sup>. State employees need to make their decision soon! For questions, call the PEIA's Open Enrollment Hotline at 1-877-676-5573.

**Welcome to the Department!...** *Charity Cole* (Prosecuting Attorney's Institute); *Christopher Bostick* (Aviation); *Bertina Holmes* (CPRB); and *Tony Easley* (General Services).

**Congratulations!...** to the following employees who were recently promoted: *Diane Gandee* (Personnel) from an office assistant I to a telephone operator; *Carlos Farley* (General Services) from a groundskeeper to a supervisor I; *Karen Byrd* (Purchasing) from an administrative services manager I to a II; and *Kelly Williams* (IS&C) from a purchasing assistant to an administrative services assistant I.

**Good Luck!...** to those employees who recently resigned from the department: *Sue Smith* and *Curt Curtiss* (Purchasing); *Dreighton Rosier* (CPRB); and *Tamra Rogers* (Personnel).

### PEOPLE TALK

**Recognized for Service...** IS&C's Sandy Meadows recently retired from state government. Actively involved in the West Virginia Chapter of the National Institute of Governmental Purchasing (NIGP), she is pictured with DHHR's Susie Teel at a meeting where she was recognized by her peers for her participation in the chapter.



**Baby Talk...** A belated congratulations to Personnel's Tamra Rogers and her husband, P.J., on the arrival of their first child, Audrey, who was born on January 8. Best wishes to the Rogers family!

**A Sad Goodbye...** It is with much sadness that we say goodbye to Tom Young, who passed away on April 8. Retired as a senior personnel specialist with the Division of Personnel on November 1998, Tom was an award-winning photographer, dedicated part-time teacher, and, most of all, a true friend to many. We offer his family and friends our sincere condolences.

## HAPPY BIRTHDAY ... in May

- |                                    |                                     |
|------------------------------------|-------------------------------------|
| 1 Susan Samples ..... Personnel    | 19 Toni Justice ..... CPRB          |
| 2 Jean-Paul Moreau ..... Personnel | 21 Ernestine Fox-Penn.. WV CHIP     |
| 3 Mark Erb ..... Purchasing        | 22 Michael Massaro Gen. Svcs.       |
| Larry Stover ..... PEIA            | 23 Jim Bumpus ..... Gen. Svcs.      |
| 4 Larry Thaxton ..... Purchasing   | 24 Jennifer Lovejoy .... Purchasing |
| 6 Caroline Brady ..... CPRB        | Tamra Rogers ..... Personnel        |
| 7 Jane Bracken ..... IS&C          | Chester Wright Grievance Bd.        |
| 8 Anthony Cooper ..... Purchasing  | Maria Yoakum ..... IS&C             |
| 10 Cindy Boyd ..... CPRB           | 25 Brett Clutters ..... IS&C        |
| Pam Jones ..... Purchasing         | Brenda Jones ..... WV CHIP          |
| 12 Carolyn Saul ..... IS&C         | Chris Rush ..... Gen. Svcs.         |
| 13 Ken Lucas ..... Gen. Svcs.      | 27 Janice Boggs ..... Purchasing    |
| 14 Paula Atkinson ..... WV CHIP    | Matt Hackworth .... Purchasing      |
| Ed Trader ..... IS&C               | Carolyn Thomas ..... Leasing        |
| 16 Martha Bostic ..... Personnel   | Regina Tucker ..... PEIA            |
| Liz Martin ..... Finance           | 28 Kelly Williams ..... IS&C        |
| 18 Bob Nichols ..... CPRB          | 29 Rob Roberts ..... IS&C           |
|                                    | Gene Walters ..... IS&C             |

