

Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration
May 1999 • Vol. 7, Issue 5

Employee of the Month

Personnel's Barbara Jarrell Views Problems as Challenges

Barbara Jarrell, a Personnel Senior Specialist for the Classification and Compensation Section of the Division of Personnel, has been selected as the Department's **Employee of the Month** for May.

A 21-year veteran of state government, Barbara is responsible for developing and maintaining job classifications and pay plans. She also evaluates positions for proper classification and conducts classi-

fication and pay studies.

According to one of her co-workers, "Barbara is a conscientious and dependable employee who willingly accepts a variety of responsibilities. She is willing to do whatever it takes to get the job done." Another co-workers adds, "She is not just helpful, but pleasantly helpful. Barbara views problems as challenges and approaches them with perseverance and resourcefulness."

In her spare time, she enjoys her family, church and her children's sports activities.

Please join **Cabinet Secretary Joseph Markus** and Barbara's friends and co-workers at a special **Employee of the Month** presentation at 11:30 a.m. on Monday, May 3rd on the 2nd floor of the Conference Center in Building 7.



Barbara Jarrell
May Employee
of the Month

Legislature Gives the OK to State Workers' Pay Hike

The Executive State Budget for Fiscal Year 2000 was approved during the 1999 Legislative Session.

Included in the Budget is an across-the-board pay raise for state employees. Effective July 1, all eligible state employees' pay will increase by \$756 annually. You will notice this increase on your July 16 paycheck.



WE'RE NOW ONLINE!

Quotes, Notes & Anecdotes Goes High-Tech

Beginning last month, the **Quotes, Notes & Anecdotes** monthly newsletter can be found on the World Wide Web on the Department of Administration's homepage at www.state.wv.us/admin.

Due to requests from our employees, **Cabinet Secretary Joseph Markus** agreed that there was a need to include this publication to the department's website. Many of our employees as well as those from other agencies prefer reading information in

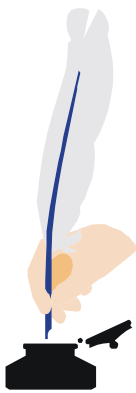
electronic rather than paper form.

When visiting the department's website, the link to the online issues of **Quotes, Notes & Anecdotes** can be found under the Secretary's Office. To view the issues, the user must have Adobe Acrobat Reader downloaded on his or her computer. This software is **free**; a link to downloading this reader program is available on the **Quotes, Notes & Anec-**

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Sneak Peek INSIDE...

- ♦ A Legislative Update on Bills Passed this Session
- ♦ **The Choice is Yours!** Open Enrollment Ends May 21
- ♦ Change in the Capitol Shuttle Schedule Announced
- ♦ Secretary Joseph Markus Addresses the Parking Ticket Issue



Legislative Affairs

Bills Passed Affecting the Department During the 1999 Legislative Session

Other Bills Passed This Session

HB2293: Changes number to constitute two quorums for the Consolidated Public Retirement Board.

HB2307: Repeal of pilot apprenticeship program involving General Services.

HB2617: Deputy Sheriffs' Retirement Act technical connections, expanding the definition of covered employment.

SB 211: Relates to letters of credit by banks or State Treasurer as security for bonds by depositories of public funds.

Legislation also provided continuation of the following programs and divisions:

- ♦ WV Investment Management Board
- ♦ Purchasing Division
- ♦ Capitol Building Commission
- ♦ Public Defender Services
- ♦ State Building Commission

Editor's Note:

Special thanks to Assistant Secretary Jack Buckalew for providing the information contained in this article.

During the 1999 Legislative Session, many Bills concerning the Department of Administration were passed and signed into law by **Gov. Cecil H. Underwood**. Below are brief descriptions of some of these new laws:

HB2262: Permits the state to pay employees in lieu of working the 15 days when dismissal notices have been given.

HB3029: Lottery proceeds designated to the Morris Square Building fund will go to the Capitol dome and Capitol Improvement Fund for repair maintenance and preservation. *[Became law without Governor's signature.]*

SB117: Requires that the State Building Code be followed on all buildings built with public funds. The roofs must be sloped to avoid collapse from snow or rain.

SB 242: Permits the sale of the Morris Square Building at a fair market value determined by the required two appraisals.

SB 272: Authorized the Department of Administration to develop Administrative Rules and to amend the rules on the Purchasing Card Program.

SB 351: State employees continue to accrue increment pay during absences due to work-related injuries.

SB 516: Changes procedure for applying regular interest to members' account in Public Employees Retirement Fund from fiscal year to calendar year.

SB 564: Allows the Investment Management Board to use a nationally recognized accounting firm to audit the performance return of the retirement plans, which are part of the Consolidated Pension Fund.

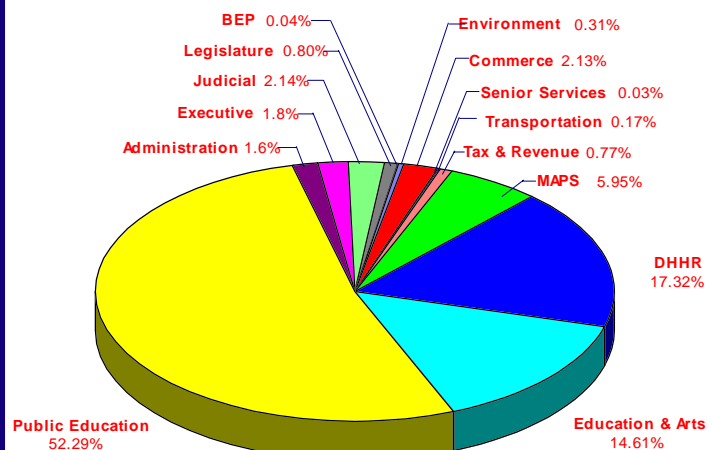
SB 666: Addresses design build issues. When bidding construction projects, the architect and the contractor may be combined into one con-

tract. A board will be created to assist in evaluating the award criteria for these projects.

SB677: The Purchasing Director may solicit bids for interstate air service for one year as a pilot program to be underwritten by the state.

SB 702: PEIA law was amended to add two new sections defining terms. The Finance Board membership was addressed as well as the annual financial plan. The Finance Board and actuary duties were realigned. It also provided criminal penalty for fraud but immunity for reporting fraud. This legislation authorized the PEIA Director to negotiate contracts with health care providers.

FY2000 General Fund APPROPRIATIONS



Source: West Virginia State Legislature

Open Enrollment Extends through May 21

PEIA's Open Enrollment Includes Changes to All Health Plans



The Public Employees Insurance Agency refers to this year's Open Enrollment as a "new day" for managed care and the PEIA Indemnity Plan. Many changes were made in how these plans are to be administered for Plan Year 2000. Below are highlights of these changes:

PEIA Plan

This plan is changing from an indemnity plan to a preferred provider benefit (PPB) plan. There will be both in-network and out-of-network benefits under the PEIA PPB plan. The PPB plan is similar to a preferred provider organization plan (PPO), but is similar to the old PEIA Indemnity Plan. The PEIA PPO is made up of WV providers who accept PEIA's reimbursements and providers in the BlueCross and BlueShield PPO for out-of-state care.

Prescription Changes

The new prescription benefit management firm is providing PEIA with a formulary, which is a list of prescription drugs that enable members to receive the largest discounts. Medications not on the formulary are still available, but at a higher co-payment.



Managed Care Medical Benefit Changes

For Plan Year 2000, PEIA permitted the managed care

plans to offer their commercial benefit plans, which are offered to other (non-PEIA) customers. As a result, premiums in many cases have been reduced, varying from plan to plan.

Managed Care Prescription Changes

Several plans have added dollar limits to their benefits; many have also added closed formularies.

More Changes

Extended Open Enrollment: Due to the volume of changes, Open Enrollment was extended by three weeks. The deadline is May 21.

More Benefit Fairs:

To ensure that the message is distributed, 16 additional benefit fairs were included in the schedule. In May, the fairs will be conducted in the following locations:

Monday, May 3, 1999

Huntington: 9:00 a.m. - 1:30 p.m. at Marshall University Alumni Lounge

Huntington: 3:30 p.m. - 7:30 p.m. at Best Western — Gateway

Bluefield: 9:00 a.m. - 1:30 p.m. at Bluefield State College Dickinson Auditorium

Bluefield: 3:30 p.m. - 7:30 p.m. at Holiday Inn

Tuesday, May 4, 1999

Athens: 9:00 a.m. - 1:30 p.m. at Concord College

Beckley: 3:30 p.m. - 7:30 p.m. at Tamarack Park Gallery

Charleston: 3:30 p.m. - 7:30 p.m. at Civic Center, Parlor B

Wednesday, May 5, 1999

Lewisburg: 9:00 a.m. - 1:30 p.m. at WV School of Osteopathic Medicine Auditorium

Thursday, May 6, 1999

Glennville: 9:00 a.m. - 1:30 p.m. at Glennville State College

Elkins: 3:30 p.m. - 7:30 p.m. at Days Inn

Service Areas:

Some plans have added counties to their service areas, while others have withdrawn from counties.

PEIA advises state employees to review the material in the Plan Year 2000 Shopping Guide very carefully to understand all of the benefits which are available with each plan.

Here's Your Choices...

Preferred Provider Benefit (PPB)

Choose any network provider or facility. Out-of-network, pay higher coinsurance if not prior authorized.

Point of Service (POS)

An HMO with the option to use an out-of-network provider with higher deductible and coinsurance.

Health Management Organizations

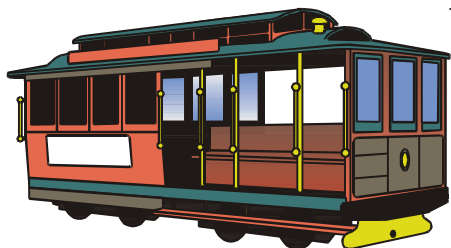
- ◆ Advantage Health
- ◆ Carelink
- ◆ The Health Plan
- ◆ Optimum Choice
- ◆ PrimeONE

Choose a PCP who will provide or refer you for all care.

Can I Select My Health Plan Later?

The only time you can change plans during the plan year is if you move out of the service area of your plan so that accessing care is unreasonable.

Change in Capitol Shuttle Schedule Announced



Effective March 29, the hours of operation for the State Capitol Complex shuttle returned to the morning and evening schedule. During the 1999 Legislative Session, the shuttle service ran throughout the business day.

The current schedule is Monday through Friday, from 7:00 a.m. to 9:00 a.m. and from 3:35 p.m. to 5:15 p.m.

The shuttle does not operate on any state holiday. The morning shuttle departs Laidley Field, starting at 7:00 a.m., and serves each of the stops listed below at approximately every 10-15 minutes.

The Capitol Shuttle stops at the following locations:

- ☞ Laidley Field (Parking Lot)
- ☞ Division of Highways (Building 5-Piedmont Road Entrance)
- ☞ Building 6 Entrance (California Avenue)
- ☞ East Wing Entrance (California Avenue)
- ☞ Main Building Entrance (California Avenue)
- ☞ Governor's Driveway (Greenbrier Street)

Nobody enjoys failing, but we can learn from what we do wrong and in the process we find out how to get better.

**Mo Seigle, founder
Celestial Seasonings**

Grievance Board Responds to Annual Customer Survey

**By Lee Ann Carnahan
Grievance Board**

Since 1998, the Education and State Employees Grievance Board has distributed a customer survey to evaluate the performance of the agency. To discuss the results of this year's survey, the agency held a board meeting at its Charleston Office. **The analysis showed an overall improvement from last year.**

In discussing the purpose of the survey, **Grievance Board Director Ron Wright** stated, "when doing a customer survey, you need to listen to the results and find ways to tell people that you did listen and took action."

As a result of last year's survey, the agency's website was redesigned to include a list of frequently asked questions and pamphlets were created, containing such information

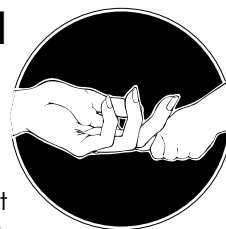
as office addresses and telephone numbers.

This year's survey analysis indicated the most frequent complaint related to the timeliness of decisions. To address this problem, the Board recently modified its process, which will shorten decision time up to four days.

Other concerns included transcript accuracy and timely transmittal of appealed records to Circuit Court. To address these issues, a sampling of transcripts has already begun and the appeal paragraph in final decisions has been changed to include the requirement that the appealing party must notify the Grievance Board by Certified Mail of the appeal. Due to its commitment to improving the grievance process, the Board plans to continue surveying its customers annually.

Mother's Day Celebration Scheduled at the Capitol

Governor and Mrs. Cecil H. Underwood cordially invite you and your family to join the First Family for a Mother's Day Celebration and Women's Health Awareness Exhibit in honor of all West Virginia mothers on Saturday, May 8 from 2:00 p.m. to 4:00 p.m. at the Cultural Center. Refreshments will be served and music provided the Bob Thompson Trio.



"The Governor and Mrs. Underwood want to honor all West Virginia mothers on this very special occasion for celebration," according to Cathy Hart Price, Executive Assistant to the First Lady. "The women's health exhibit is a special part of this event because of Mrs. Underwood's deep concern for women's health issues, particularly breast and cervical cancer screening. Her hope is that with early detection, women will experience successful treatment."

Please join the First Family for refreshments, music and an opportunity to honor West Virginia mothers in your family!

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is Published by the Department of Administration

Cecil H. Underwood
Governor

Joseph Markus
Cabinet Secretary

Diane Holley
Public Information Officer/Editor

Special Thanks

Jack Buckalew
LeeAnn Carnahan
Frank Drobot
Kaye Parks
Rosemary Spaulding
Debbie Watkins

dotes main page, where the user can select which issue to view.

Also included on this main page is an email link to **Diane Holley**, the Department's Public Information Officer and editor of this publication. You are encouraged to provide her with your comments regarding the online version of the newsletter or to offer suggestions for future articles. She may also be reached by telephone at (304) 558-0661 or by fax at (304) 558-6026.

Currently, representatives from throughout state government are sent a complimentary copy of our newsletter. Now, the whole world can read about the progress of the Department of Administration!

Procedures for Issuing Parking Tickets Clarified by Cabinet Secretary Markus

With hundreds of parking spaces at the State Capitol Complex, a hundred more could be added and it STILL wouldn't be enough. Visitors and employees alike often find *creative* ways to secure a place for their vehicles; however, with the assignment of spaces, they often find themselves with a little pink reminder once they return...a parking ticket.

Cabinet Secretary Joseph Markus has the responsibility of addressing the many complaints from parking ticket recipients. After spending hours each week reviewing various instances, he issued a memorandum to all branches within the State

Capitol Complex regarding the issuance and voidance of parking tickets. **Effective April 15**, the following procedures will be implemented:

Display of Parking Decals

Tickets will be issued to automobiles not displaying a proper decal and will not be voided.

Malfunctioning Parking Meters

A report of a broken meter must be made by the employee to a guard or department parking coordinator on the day the meter was used. The malfunction must be verified that day for a ticket to be voided.

Legislative, Judicial and Executive Branches

Representatives of these branches of government have assigned parking. If they choose to park at a meter and are ticketed, the tickets will not be voided.

Handicapped Parking: No tickets will be voided for unauthorized parking in a handicapped space.



A Humorous Look at Serving on Committees

- ◆ Never arrive on time, or you will be stamped as the team leader;
- ◆ Don't say anything until the meeting is half over; this makes you look wise;
- ◆ When in doubt, suggest that a subcommittee be appointed.
- ◆ To be popular, be the first to move for adjournment; it's what everyone is waiting for.

What's That?

Could It Be Our New Drive-in Theater?



Have you been wondering about that "big screen" on top of Building 2 at the corner of Washington Street and Piedmont Road? It's even been mistaken as the new drive-in theater in Charleston. Actually, it is a screen built to cover the new cooling towers on the roof above the chiller plant. This is a very important building since it is where water is chilled and distributed by underground pipes to air-conditioning buildings located on the Capitol Complex. Sorry...no matinee movies will be shown.

Public Service Recognition Week

May 3-7, 1999

Join in on the fun at the State Capitol Complex! Activities include the annual 'Goodies Bake-Off', Award Ceremony for tenured employees, food vendors and musical entertainment.

CALENDAR OF EVENTS

What's Going On?

The Division of Culture and History announces **free** activities scheduled through August, 1999. For additional information on any of these activities or future events, please contact **Ginny Painter** at 558-0220, ext. 120.

May 1

Vandalia Heritage Series: Garden Festival

Located at the Cultural Center.

May 14-16

Quilts '99 Exhibition

Located at the Cultural Center.

May 28-30

Vandalia Gathering

Located on the State Capitol grounds.

June 12

Family Theater

Located at Camp Washington-Carver, Fayette County.

June 18-26

African-American Heritage Arts Camp

Located at Camp Washington-Carver, Fayette County. A week of study in dance, music, drama and the visual arts for students in grades 9-12.

July 17

Doo-Wop Saturday Night Concert

Located at Camp Washington-Carver, Fayette County. Gates open at 1:00 p.m. Show starts at 7:00 p.m. Outdoor concert features stars of the 1950s and 1960s, a classic car show, contests and more.

August 4-8

Appalachian String Band Music Festival

Located at Camp Washington-Carver, Fayette County. Mountaintop gathering of musicians and string band music lovers. Contests, concerts, dancing, workshops, camping and food.

Welcome...to our new employees: **Emily Lauderman** and **Robin Chambers** (IS&C); **Daniel Eddy**, **Tim Lee**, **Johnnie Booth** and **Lori Mitchell** (General Services); **Tammy Scruggs** (Finance); **Arlene Furby** (Personnel); **Brian Casto** and **Diana McGinnis** (Secretary's Office), and **Charles McDowell** (Aviation Services).

Congratulations!...to **Allison Stotts** of Purchasing who was promoted from Office Assistant 2 to Office Assistant 3 and to **Trena Hopkins** of Personnel who was promoted from Office Assistant 1 to Office Assistant 2.

You'll Be Missed!...**Richard Holcombe** of IS&C has retired from state government. *Best wishes to you, Richard!*

Good Luck...to **John Jarvis**, who recently resigned from the Consolidated Public Retirement Board.

Division of Personnel Announces Classes for May...[May 5-6] Finance for Non-Financial Managers; [May 11] Managing Strategically; [May 17] Selection Interviewing; [May 18] Ethics in Government; [May 19-20] High Performance Work Teams; [May 19 and 26] The Quality Facilitator; [May 24] Anyone Can Lead; [May 27] Discipline and Documentation. For more information or to register, please contact the Division of Personnel at 558-3950, extension 508.

Happy Mother's Day...Since 1907, when West Virginia native Anna Jarvis asked her Philadelphia church to hold services in memory of all mothers on the anniversary of her mother's death, the United States has set aside the second Sunday in May in honor of the magic which mothers share with their children. This year, Mother's Day will be held on May 9.

Honoring our Miliary Heroes ...Memorial Day, which celebrates the patriotism of those Americans who died in battle, will be held on Monday, May 31.

ADMINISTRATIVE NOTES

HAPPY BIRTHDAY... in May

- | | |
|---|--|
| 1 Susie Samples Personnel | 18 Clem Pemberton IS&C |
| 2 Lesley Snead Purchasing | 19 Alma Legg Personnel |
| 3 Mark Erb Purchasing
Larry Stover PEIA | 20 Mendy Moore Pros. Atty. Institute |
| 4 Larry Thaxton Purchasing | 21 Susan Dennis PEIA |
| 6 Earletta Carpenter IS&C
Raymond Smith Purchasing | 22 Michael Massaro .. General Services
Charles Reynolds .. General Services |
| 8 Anthony Cooper Purchasing
Cynthia Poveromo CPRB | 23 Jim Bumpus ... General Services |
| 10 Pam Jones Purchasing | 24 Jennifer Lovejoy Purchasing
Ron Wright ... Grievance Board
Maria Yoakum IS&C
Tamra Young Personnel |
| 12 Carolyn Saul IS&C | 25 Brett Clutters IS&C
Chis Rush Finance |
| 13 Ken Lucas General Services
Ron Milam IS&C | 27 Janice Boggs Purchasing
Matt Hackworth Purchasing |
| 14 Ed Trader IS&C | 29 Bob Ayers PEIA
Robin Roberts IS&C
Gene Walters IS&C |
| 16 Martha Bostic Personnel | |
| 18 Nancy Love Purchasing
Robert Nichols CPRB | |

