

# Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

November 2003 · Vol. 10, Issue 11

## Joe Jankowski Joins CPRB to Bring New Ideas and Alternative Solutions

Looking at his background, it is easy to see that Joe Jankowski enjoys learning and experiencing new challenges. His resumé is impressive: a graduate of John Carroll University in Cleveland; served in the U.S. Army; a graduate of the University of Toledo's law school; achieving another law degree in taxation; and served as a consultant in employee

benefits. He can now add his newest accomplishment to his vita as the new executive director of the Consolidated Public Retirement Board (CPRB).

Jankowski wants to use his experience and education in improving the retirement plans in West Virginia state government. Since September 15, he has been meeting key administrators and legislators in state government, but, more important, has been getting to know his staff and learning from them how the current process works. "They have been helpful in explaining the various tasks they perform and the nuts and bolts of the system, such as how retirement benefits



JOSEPH  
JANKOWSKI  
Executive Director  
CRPB

Continued on Page 2

### Employee of the Month

## IS&C's Chuck Schmidt Works as a Team Player

**CHUCK SCHMIDT**, a Programmer Analyst for the Development Center of the Information Services and Communications Division (IS&C), has been selected as the department's *Employee of the Month* for November.

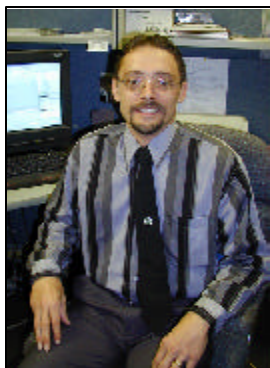
A three-year employee of state government, Chuck is currently working with a project team in developing a new, customized Inmate Management Information System for the Division of Corrections. As part of this project, the conversion of data is required from the old Inmate Track System to the new system.

He also has played a vital role in other projects, such as the Human Resource Information System and the Functional Data Element list, for which he has taken a lead in consolidating, reviewing and producing the requirements document.

One of Chuck's co-workers said, "He is a 'quick-study' in many complex mainframe programming tools. He is a real team player who never stays idle." Another co-worker added, "Chuck is always willing to help others and is a great co-worker!"

Chuck's hobbies include reading, bowling and computer games.

Chuck will be honored during a special ceremony at 11:30 a.m. on Friday, November 7, 2003, in the IS&C conference room in Kanawha City.



CHARLES SCHMIDT  
November Employee  
of the Month

### Sneak Peek INSIDE...

- ◆ Study Focuses on the Needs of the Capitol Dome
- ◆ **Thinking of Retiring?** Some Helpful Tips are Included
- ◆ Grievance Board Seeks Innovative Lease Agreement
- ◆ Good News for Bike Enthusiasts
- ◆ Administrative Notes



**The State Capitol dome is currently being studied to ensure its structural stability.**

## Study Made to Preserve the Beauty of our Capitol Dome

West Virginia is known for the beauty of its unique dome on the State Capitol building. However, in recent years, black streaks have tarnished the shiny gold reflection, which can be seen from miles away.

According to Tim Lee, Operations and Mainte-

nance Manager for the General Services Division, a study is currently under way on the contaminants in the Kanawha Valley and how they are affecting the dome's interior and exterior surfaces.

On page three of this issue of **Quotes, Notes & Anec-**

**dots**, Lee provides additional information on steps to be taken in researching the potential problems surrounding the restoration of the Capitol Dome.

Photographs of the deterioration demonstrate the extent of the work needed to be completed.

**Related Article on Page 3 Offers More Details on the Capitol Dome**

*You can never be too good, too accurate, too fast or too responsive to the needs of our members and other departments in state government. As long as I am in this position, CPRB will continue to try to improve and never be stagnant.*

**Joe Jankowski**  
CPRB Executive Director

### Joseph Jankowski Continued from Page 1

are calculated, how checks are processed and other issues relating to the administration of the pension systems," he said.

He said he hopes to bring a new perspective to CPRB. "I think with my legal background and consulting experience, I have a good understanding of actuary concepts and employee communication and education," he said. "I envision a system that operates for the benefit of the participants. I hope we can help educate employees about the value of their retirement benefits and assist them in planning for retirement."

He has worked in such areas as Ohio, Missouri and Washington, D.C. and his opinion of West Virginia's system is positive. "West Virginia is probably better than average," Jankowski said. The average multiplier in our state is higher than others and most of West Virginia's members participate in social security; whereas, the majority of other states do not. "West Virginia has a good system compared to others around the country," he added.

Cabinet Secretary Tom Susman is pleased to have Jankowski join the Department of Administration and spearhead progress at CPRB. "This appointment will bring needed experience and stability to the leadership of CPRB," Susman said.

In anticipating the upcoming legislative session, Jankowski said he sees his role more as a resource than as an initiator. "I hope to help legislators in evaluating and examining any changes they may propose, but I do not think it is my job as executive director to be proactive in that regard

unless the board feels there is a need for legislative changes and directs me to do so," he said.

Education and employee communication are high priorities to Jankowski. For that reason, he sees a need to enhance CPRB's website to include even more information and to make it more user-friendly, offering tools to help new and existing employees with retirement planning.

The goal he hopes to accomplish as executive director is to instill confidence in CPRB. "I would like to see this agency as a place where members have a great deal of confidence," Jankowski said. He added that he wants to provide answers readily when questions arise and ensure the Legislature and other departments that CPRB is operating efficiently.

"You can never be too good, too accurate, too fast or too responsive to the needs of our members and other departments in state government," he said. "As long as I am in this position, CPRB will continue to improve and never be stagnant."

## BUSINESS

### R I E F S

#### Playing Nice

New research suggests that leaving a co-worker out of conversations could spark some kind of hostile response.

Experts say that, logically, people who are rejected should become nicer in order to be more acceptable and make friends. Rather, when they were ignored, they became more aggressive.

# A Recent Study Examines How Best to Restore the Capitol Dome to Perfection

Black streaks visible from a distance have caused some to question, *What's wrong with the dome?*

"Two years ago, there was a six-by-six foot section pulled off and sent to a laboratory to assess the contaminants in the area, so that specifications could be developed for the coatings and sub-primer underneath the gold," said Tim Lee, Operations and Maintenance Manager of the General Services Division. "This step will ensure that when the dome is re-gilded we can maximize its anticipated life expectancy," he said.

Scaffolding has been erected and another section will be removed down to the structural steel. Lee adds that his division anticipates some structural problems, such as metal degradation and deterioration, primarily since the structure is more than 70 years old. "Considering that we are looking at 1930s

technology, it is no surprise that deterioration is occurring. But, rather than focus on making it gold and shiny, we want to ensure that it is structurally sound," he said.

As with any historical renovation, the problems are not always at the surface level. "You don't necessarily know what you have until you are in the middle of it," Lee said. For this reason, Lee asks for patience from the public.

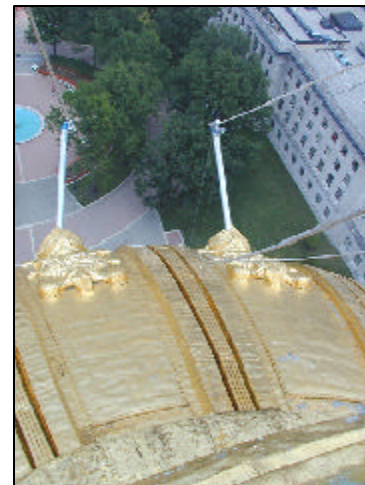
"We would much rather apologize for the inconvenience of the appearance as opposed to the final project," he said. "We understand that it is not the most aesthetically pleasing to the eye at this point, but we want it done right."

Lee said he hopes the study shows *limited* deteriorations to the steel and that the concrete is in good condition. "That would be

ideal because it would be much easier and faster to fix," he said.

The engineering group contracted to perform the sampling to study the structure is Carol A. Stevens (CAS) Engineering Group. The actual analysis and re-gilding specifications are being performed by Swanke Hayden Connell Architects. "Swanke was chosen due to its experience in this specialized field," he said. "It's not every day you re-gild a dome."

Depending on the study's outcome, Lee anticipates the actual work to begin by the spring of 2005. He uses the analogy of purchasing an older home to renovate. "What was thought to be a simple job is now a major reconstruction-type project. That's exactly what we are facing here," he said.



**This view of the Capitol dome shows areas where the gold is chipping away from the surface.**



## A Close-Up View of the Capitol Dome

**(Left top)** A section of the dome has been removed in order for a study to be performed on the contaminants in the Kanawha Valley.

**(Left bottom)** The view from the top of the dome is breathtaking. Pictured is the center fountain area between the wings of the Capitol. The upper areas of the dome are closed off to the public.

**(Below)** Looking up toward the dome, there are signs of deterioration and aging on the gold.



Quotes, Notes & Anecdotes is published by the Department of Administration

**Bob Wise**  
Governor

**Tom Susman**  
Acting Cabinet Secretary

**Diane Holley**  
Public Information Officer/Editor

### **Special Thanks**

Debbie Harrison  
Matt Hill  
Donna Lipscomb  
Kaye Parks  
Sandy Singleton

# Heading into Retirement ... Are You Financially Ready?



**Personnel's Heading into Retirement curriculum is a popular class for state employees.**

## Retirement: Things to Consider

- ◆ Make sure you have healthcare coverage upon retirement.
- ◆ People are living longer today; therefore, our money must last longer.
- ◆ Plan ahead. It's never too late to start.
- ◆ Be realistic. Expect to work more years than your parents. In 15 years, the normal retirement age will be 70 or more in order to maintain the lifestyle expected and get the bills paid.

Most everyone anticipates the day when they can bid a fond farewell to their co-workers and set off for the brave destination, known as "retirement." If they don't long for it, they at least plan for it, don't they? Well, not exactly.

Unfortunately, retirement is not as simple as punching a time card for the last time, going home and waiting for the checks to arrive in the mail. While Social Security does play a significant role in a person's retirement package, there is more to the equation. Merely checking one's Social Security benefits on a regular basis will not guarantee a secure, comfortable retirement future.

Eligibility is based on a predetermined set of factors, including age, income and number of service years. In state government, the biggest factors are the number of years worked for the state of West Virginia and the age of the potential retiree.

"Can I afford to retire?" is a legitimate question to ask, as a person approaches middle age. If retirement

will financially bind an individual or if poor health is not a factor, it is wise to continue working until the time is riper for settling down in the Golden Years.

Many of these considerations need to be addressed while the window of time is still available, preferably when a person reaches 45 to 50 years of age. State agencies, such as the Public Employees Insurance Agency (PEIA) and the Consolidated Retirement Board (CPRB), as well as the Internal Revenue Service, can provide retirement information.

The Division of Personnel's Organization and Human Resources Development Section, in conjunction with CPRB, offers

a full-day program, *Heading into Retirement*, which provides state employees with valuable retirement information.

The program, which features experts from CPRB, the 457 Deferred Compensation Plan, PEIA, IRS and the Social Security Administration, will be offered on the OHRD's 2004 training calendar that can be accessed electronically at [www.state.wv.us/admin/personnel](http://www.state.wv.us/admin/personnel).

*People don't plan to fail... they just don't plan!*

**Steve Kerns**  
**Govt. Managing Director**  
**CitiStreet**  
**457 Deferred Compensation**

*(Please note that ING Financial Advisors also is a contractor for the 457 Deferred Compensation Plan)*

## In what year can you afford to retire?

The average person can afford to retire if they can replace 85% of their highest annual income. Here's the formula:

**Social Security (20-30%) + Pension (25-40%) + Savings (40-15%) = 85%**

## Time Killers at Work

In his book, *The 26-Hour Day—How to Gain at Least 2 Hours a Day with Time Control*, author Vince Panella lists the top time-snatchers on the job:

1. Telephone/e-mail
2. Surfing the Web
3. Interruptions
4. Socializing
5. Procrastination
6. Personal disorganization
7. Cleaning your desk
8. Inability to say no
9. Lack of delegation
10. Indecision
11. Unimportant paperwork and reading
12. Poorly planned meetings
13. Television and video games



— adapted from **Priority**

# Innovative Lease Agreement Saves Money and Provides Better Service

In response to requests to trim operating expenses, Ron Wright, director of the Education and State Employees Grievance Board, says he has taken that message seriously. "We've tried to be frugal in the expenditure of funding and looked for opportunities to reduce expenses, while providing better service," he said.

Last year, the board was able to relocate its office in Beckley from the state office building to another location. "We think

after reviewing our financial information that we have cut our leasing expenses over 50 percent," he said. This action equates to approximately \$800 savings each month.

In addition, there are several other benefits, such as a fully furnished office space and free parking. The landlord provides all equipment and telephone expenses. Storage space, equipment set-up services as well as receptionist services are also provided by the landlord.

Another aspect of this move is that, by law, the Grievance Board is suppose to be located at a neutral setting. Moving out of the state building accomplished that goal.

"I believe we have a better facility; the best part is we are saving money," Wright said. "This is an example of how you can cut costs in government and, at the same time, provide better services."

The Grievance Board has made other attempts in streamlining operating expenses, including reducing its staff. "Since 1997, we have reduced our staff, while improving our performance," he said. From a staff of 20 down to 11, the Board has consolidated its staff at two locations in an attempt to reduce the case processing costs.

The Leasing Office was helpful in assisting with this agreement. "They were quite helpful in negotiating the specific terms of the contract and offering us ideas. It was a joint effort," Wright said.



**Ron Wright, Director of the Education and State Employees Grievance Board, is pleased with an innovative lease agreement at their Beckley location.**

## Back by Popular Demand... for our Cyclist Enthusiasts

Bicycle racks have returned to the Capitol Complex! After several inquiries to our department, the racks, which were in storage, were placed on campus.

Today, more people are becoming health conscious and are encouraged to exercise and stay fit. "This goes along with PEIA's media promotion to get off the couch and get active," said Donna Lipscomb, who spearheaded the project. "Many employees live a short distance from the Capitol Complex and prefer to ride bicycles. We think this is a wonderful idea and are happy to offer a safe location to park their bicycles during work."

Keep in mind that the racks are not just for employees; they are available to anyone who wants to enjoy the scenery at the Capitol.

The bicycle racks are located on the California Avenue side of the Capitol near the Attorney General's entrance, the center fountain area and at the Governor's entrance on the Greenbrier Street side of the Capitol. Happy riding!



**Steven Spears of Charleston is pictured parking his bike at one of the bike racks at the Capitol.**

## THANK YOU!

The Education and State Employees Grievance Board offers its appreciation to those agencies that offered services and staff during the flood which affected the board's Charleston office. Special thanks are offered to IS&C, BRIM, Surplus Property, the State Leasing Office, Finance and General Services.

*I believe we have a better facility; the best part is we are saving money. This is an example of how you can cut costs in government and, at the same time, provide better services.*

**Ron Wright, Director Education and State Employees Grievance Board**

## If I Knew Then...

Everybody wishes they'd been given helpful advice before starting a new job. Below are a few helpful hints to follow.

It could mean the difference between being an average employee and an opinion leader in your organization.

- ♦ Make friends with everyone you can.
- ♦ Pay attention to the culture of the organization, and make sure to decipher the "unwritten" rules. Too often, people discover them after they have been broken.
- ♦ If you don't know the answer, tell the person you will get back with them.
- ♦ Ask as many questions as you can if you do not understand something. It will show your interest and enthusiasm in your work.
- ♦ Carry a note pad and take good notes on what needs to be done.
- ♦ When asked to do something, set a deadline and stick to it.
- ♦ Don't participate in gossip.
- ♦ Get along with others.
- ♦ From day one, start a network. Put people in touch with each other, and be a team player.

— adapted from Fortune.com

## Happy Thanksgiving



It's for Thanksgiving. Now, you won't have to talk with your mouth full.

**Welcome!...** to the employees who recently joined our department: **Monica Matthews** (Purchasing); **Patricia Johns** (General Services); **Matt Kirk** and **David Mullins** (Finance); **Mary McLaughlin** (Personnel) and the technical personnel who transferred from BEP to IS&C: David Adkins, Marvin Barker, Jeff Bird, Ralph Booher, Cynthia Booth, Charles Bradley, Sherry Brown, Ron Brotherton, Carl Bruer, Karen Burks, Lori Byus, B. Carpenter, Carol Carpenter, Matthew Carr, Will Cook, Ed Crawford, Ken Cross, Louie Davitian, Chester Dean, David Dean, Sandra Deel, Lon Dittebrand, Robert Dixon, Kyong Drain, Stewart Eberling, Mark Elkins, Bill Faber, Nancy Fowler, Joseph Francis, Lydia Garcelon, Gary Gillispie, Fletcher Gist, Brenda Greene, Gary Gunnoe, Patrick Hanna, Brian Hively, Rick Honaker, Brett Horton, David Ingraham, Robert Jenkins, Judy Johnston, Gregory Kenne, G. LeMasters, Oscar Lewis, Donnie Lively, Dana Long, Robert Maynard, Natalie McGill, Larry McNair, Debra Morgan, Larry Morris, Rick Mullins, Jonathan Nida, Rob Norvell, Mark Null, Brian Ooten, Jessica Osborne, Kim Paige, Bryan Ramsdell, Ray Richardson, Elaine Riner, Lester Salmons, Joe Savors, Don Smith, G. Smith, Marcus Soulsby, Carolyn Strobel, Michael Usher, Bob Vaughan, Joyce Watson, David Wheeler, Basil White, John Wimmer, Warren Wingo, Rita Workman, and J. Wrightsman.

**Best Wishes...** to those employees who recently resigned: **Brandon Bradford** and **Joshua Cowart** (General Services); **Betty Lanham** (Secretary's Office); and **Nichelle Perkins** (Personnel).

**Hats Off...** to **Tracy Ketter** of Personnel who was promoted from an Office Assistant I to a Telephone Operator.

## PEOPLE TALK

**Don't forget to vote on the 2003 Employee of the Year...** It's that time again. Your agency representative on the Employee of the Month committee will be distributing ballots soon. Complete the ballot form and return to your representative before the deadline.

## HAPPY BIRTHDAY...in November

- |                                     |                                 |
|-------------------------------------|---------------------------------|
| 1 Joyce Christenson ..... Personnel | 17 William Ward ..... IS&C      |
| Steve McCloud ..... IS&C            | 18 Sarah Tignor ..... Aviation  |
| Yvonne McCormick .... Personnel     | Lisa Worledge ..... Finance     |
| 2 Monica Matthews ..... Purchasing  | 19 Laura Bentley ..... IS&C     |
| Wally Schwartz ..... BRIM           | Hugh Chambers. Personnel        |
| 3 Michael Harmon ..... PEIA         | Chuck Schmidt ..... IS&C        |
| Richard Honaker ..... IS&C          | Charles Strickland.. Gen. Svcs. |
| Anna Jarrett-Jones ..... Personnel  | 20 Charles Bradley ..... IS&C   |
| 4 David Adkins ..... IS&C           | Karen Byrd ..... Purchasing     |
| 5 Paula Lowe ..... Finance          | 21 Carol Jarrett ... Purchasing |
| 6 Michael Kincaid ..... IS&C        | Mark Sizer ..... PEIA           |
| 7 Robert Lewis ..... Gen. Svcs.     | Waltt Vest ..... Finance        |
| Debbie Tinchler ..... Finance       | 22 Chuck Mozingo ..... BRIM     |
| 9 Diane Connelly ..... PEIA         | 24 Loretta Evans .... Personnel |
| Melissa Hapney ..... PEIA           | Susan Lowe ..... Finance        |
| Ricky Morris ..... Gen. Svcs.       | Carleen Wilkerson .. Personnel  |
| 10 Susanna Hall ..... IS&C          | 25 William Faber ..... IS&C     |
| Randy Hughes ..... Purchasing       | Charles Hager. Gen. Svcs.       |
| 11 Bill Judy ..... IS&C             | 26 Barbara Bowe .. Personnel    |
| 13 Larry Morris ..... IS&C          | 28 Chris Branham .... Finance   |
| 14 Marvin Crawford ..... IS&C       | 29 Robin Rose ..... PEIA        |
| 15 David Groves ..... Gen. Svcs.    | 30 Diane Gibson ... Personnel   |
| 17 Bernard McClanahan . Purchasing  | Stanford Moss ..... IS&C        |
| Brian Ooten ..... IS&C              | Ronald Robinson.. Purchasing    |
| Debbie Pendleberry ..... IS&C       |                                 |

