



Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

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Employee of the Month

IS&C's Monroe Gillespie Shares His Knowledge and Skills

MONROE GILLESPIE, a program analyst IV for the Development Center of the Information Services and Communications (IS&C) Division, has been selected as the department's *Employee of the Month* for November.

An eight-year employee of state government, Monroe serves as the technical project manager for the .NET Project, which IS&C is building for the Division of

Corrections. This project will enable Corrections to retrieve and update information on inmates via the Intranet.

One of his co-workers said, "Monroe's dedication to ensuring a quality application is developed should be recognized. He has spent countless hours researching 'best practices,' which is typical of Monroe's dedication to the job."

Another co-worker added, "His willingness to share his

knowledge and skills with others, not only within his team but within the division, is commendable."

In Monroe's spare time, he enjoys riding his motorcycles, four-wheelers and jet skis. Another hobby is video editing.

Monroe's ceremony will be conducted at IS&C's Davis Square office; however, a date and time have not been confirmed.



MONROE GILLESPIE
November Employee of the Month

The Effects of Hurricane Frances Adds Extra Work to General Services Workers



General Services' Billy Tincher worked this Teramite backhoe until 10:30pm at night correcting a drain problem near a data vault as a result of Hurricane Frances.

As the old saying goes, "An ounce of prevention is worth a pound of cure." This certainly holds true for the General Services Division when taking care of our State Capitol and its grounds.

"When we expect a large storm like Hurricane Frances to hit our area, there are many things we have to do to prepare for it," said Tim Lee, maintenance director for the General Services Division. "Once the needs have been assessed, a plan of action must be put into play; however, without good workers, all the planning in the world is just that - *a plan.*"

In September, when Hurricane Frances threatened Charleston with eight inches of

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CRPB's Caroline Brady (right) eases many potential retirees' minds when advising them on retirement issues.

This article is a continuation of our focus from last month on information you need to know when considering retirement from state government.

November 11, 2004

Veterans Day Celebrated

November 11, 1918, is recognized as the end of the World War I, the world's first global conflict.

After 1938, it was referred to as Armistice Day in recognition of those who served in that war.

In 1954, November 11 was officially named Veterans Day and is celebrated and commemorated with solemn observances in honor of all Americans who have served their country in times of war and conflict.

YOUR RETIREMENT...

The Decision-Making Process

Retirement is what many of us look forward to, but when the time approaches, we find that it is truly a life-changing decision.

Ten months prior to turning 55 years old, with more than 25 years of state government experience, Jane Smith finds herself deciding whether to join her husband, who also plans to retire.

She contacts the Consolidated Public Employees Retirement Board (CPRB) to learn more about her financial status when eligible. "Hello, I'm Jane Smith. I am thinking about retiring and would like to speak to an advisor. Do I need to make an appointment?," asked Jane. The receptionist answers, "Walk-ins are welcome; however, we do recommend making an appointment. We'll need a copy of your birth certificate and military DD-214, if you have military service. We also need the number of sick and annual leave days you have, if you're interested in converting them to service or insurance. We do not have access to those records."

A flood of thoughts and questions crosses her mind. Several years ago, she attended the class *Heading into Retirement*, offered by the Division of Personnel. Would the decisions she and her husband made based on what she learned in the class prove to be beneficial? Would there be any surprises she wasn't prepared for?

When Jane arrived, Caroline Brady, a CPRB retirement advisor, came to the reception area to start the process. The first step was to complete the Benefit Estimate Request Form that gathers information, such as your name, address, date of birth, and social security number. If you want your benefit calculated with joint survivor, your beneficiary's birth date is needed to do the calculations. "This will just be an estimate," explained Brady. "Between now and the time you actually decide to retire, these numbers generally change. Once you decide which option you want, we'll run the final figures."

Brady explained Jane's three options: *Straight Life Option* offers the maximum monthly benefit calculated as two (2) percent for every year of service multiplied by your average salary. This option ensures a monthly check for your lifetime. Upon your death, the benefits stops; however, any remaining balance of contributions in the system will be forwarded in one check to your beneficiary. Brady said most members deplete the amount paid into the system within the first three years of retirement.

With the *100% Joint Survivor Option*, the amount on the monthly check is less, but, upon your death, the same monthly check will continue for your named beneficiary for his or her lifetime. The amount of this reduction is based upon the age of

that beneficiary; the younger the beneficiary, the more of a reduction you will receive.

With the *50% Joint Survivor Option*, you will receive a monthly benefit check, and, upon your death, your beneficiary will receive half of that amount for his or her lifetime.

Based on the information Jane received, Brady calculated her options for her to take home to decide which option best suits her and her husband's plans and lifestyle.

The first retirement estimate she prepared was based on the assumption that Jane wanted to use her sick leave balance to pay for health insurance. While three days of leave will pay one month's premium for family coverage, it only takes two days leave to pay one month's premium for single coverage. The second calculation was if she would choose to apply her sick days toward service. For every 10 days a person has, regardless of sick or annual, it adds one month to their service.

"Should I die prior to my husband, can he keep this insurance?," Jane asked. "Yes, he can continue with the coverage; however, he must pay the premium," Brady replied. "Employees who joined PEIA after July 1, 1988, their sick leave days will only cover 50 percent of each month's premium. Those employees hired on or after July 1, 2001 are not eligible for those benefits. Their only option will be to use their sick leave days toward service."

Deductions taken from your

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Hurricane Frances Continued from Page 1

water and high winds, Lee began prioritizing the needs. He requested five extra people to work in addition to the normal shift. Another 50 employees were put on alert.

All drains had to be checked and rechecked to ensure they were clear of debris, leaves, twigs and trash. Because the trees become more brittle as they age, combined with the threat of high winds that created a significant hazard of falling limbs, the maintenance crew had to check and prune any tree considered *vulnerable*.

In addition to these concerns, prior to the storm, General Services was in the final stages of a special project of installing some conduit between the State Capitol's east wing and Building 6. Lee said it takes time for the ground to settle and drain appropriately. Preparation was needed to protect that work from any storm hazards. It was decided that a drain would be put in the conduit



These trash pumps, which are designed to retrieve water, mud and debris, were rented to be used to clean the aftermath of Hurricane Frances.

inside the building in case water would rise.

Lee had hoped this would suffice, but to his dismay, that proved to be insufficient; they had to dig a drain outside during the storm underneath the data and electric vaults. "We were hesitant because of the primary phone and communication system. We didn't want to shut the state down, but we had no choice. We finally got it done about 10:30 p.m. with success," said Lee.

With the large amount of rain expected in such a short time, Lee was concerned with the basement and docks on the campus. Three additional trash pumps were rented to accompany the two new pumps purchased during the last storm. The pumps are designed to retrieve water and debris where needed.

Fortunately, the rain would slow down from time to time to allow the drain system to catch up. Instead of having to fight eight inches of water, they only had to fight three inches; but, even with that, the crew was onsite all weekend cleaning up water inside and outside in some places.

"Did we use all the equipment we rented," asked Lee? "No, but it's better to be safe than sorry. The last storm left a pool of water covering the alley next to Lot 10. Had we not rented them and then needed them, the pumps would not have been available. We're very thankful we weren't closer to the river like some of the other towns throughout the state."

In addition to making sure

everything is in working order, Lee said another job of the maintenance crew is to keep the Capitol grounds looking presentable; and learning that there was a wedding scheduled that Monday only added more work to the crew's already full schedule.

Although Lee wasn't sure where the wedding party's pictures would be taken, he knew no bride wants debris, leaves and trash any where in sight of her pictures, so he added to the "To Do List" a quick sweep of the grounds early Monday morning.

As Hurricane Frances came and passed, so did Lee and his crew — with flying colors. State employees returned to work on Monday without any interruption of their primary telephone and communication systems or any idea of the hoops General Services jumped through the weekend before. The wedding got off without a glitch and the squirrels are happy that their homes were once again spared by Mother Nature.

"I appreciate all of the employees who work so hard. It's not fun work. When everyone is home watching the affects of the storm, General Services employees are dealing with it — digging, cleaning, scraping, whatever is needed. They step up to the plate time and time again all across our division," said Lee.



This alley on the Capitol grounds was flooded during a storm prior to Hurricane Frances.

Quotes, Notes
& Anecdotes
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Does Your Vote REALLY Make a Difference?

Election Day is Tuesday, Nov. 2, 2004. Can your vote REALLY make a difference? "Just" one vote can and often does make a difference in the outcome of an election. Here are some recent examples of real elections decided by one vote.

▪ **1997:** Vermont State representative Sydney Nixon was seated as an apparent one vote winner, 570 to 569. Mr. Nixon resigned when the State House determined, after a recount, that he had actually lost to his opponent Robert Emond 572 to 571.

▪ **1989:** A Lansing, Michigan School District millage proposition failed when the final recount produced a tie vote 5,147 for, and 5,147 against. On the original vote count, votes against the proposition were ten more than those in favor. The result meant that the school district had to reduce its budget by \$2.5 million.


▪ **1994:** Republican Randall Luthi and Independent Larry Call tied for a seat in the Wyoming House of Representatives from the Jackson Hole area with 1,941 votes each. A recount produced the same result. Mr. Luthi was finally declared the winner when, in a drawing before the State Canvassing Board, a ping pong ball bearing his name was pulled from the cowboy hat of Democratic Governor Mike Sullivan.

▪ **1997:** South Dakota Democrat John McIntyre led Republican Hal Wick 4,195 to 4,191 for the second seat in Legislative District 12 on

election night. A subsequent recount showed Wick the winner at 4,192 to 4,191. The State Supreme Court however, ruled that one ballot counted for Wick was invalid due to an over vote. This left the race a tie. After hearing arguments from both sides, the State Legislature voted to seat Wick 46 to 20.

For additional information concerning Election Day, you are encouraged to visit the Federal Election Commission's website at www.fec.gov or contact this agency at:

Federal Election Commission
999 E. Street NW
Washington, DC 20463



Testing Your Turkey Knowledge

1. What year did the Pilgrims have their first Thanksgiving Feast?
1619 1620
1621 1935
2. What food was probably NOT on the Pilgrims' Thanksgiving menu?
Potatoes Corn
Dried Fruit Fish
3. What president didn't like the idea of having a national Thanksgiving Day?
Washington Nixon
Jefferson Truman
4. Which president first established the date of Thanksgiving as a national celebration?
Jefferson Adams
Lincoln Wilson
5. The reason Thanksgiving was moved up a week was...
To fulfill a political promise
To ward off evil spirits
Public pressure
To lengthen the shopping season

Answers on Page 6

Your Retirement Continued from Page 2

monthly annuity include federal and state income tax, health insurance premiums and option life insurance premiums.

The amount of the PEIA insurance premium is based upon the retiree's total years of service. In Jane's case, she has more than 25 years, which allows her the lesser premium. The fact that neither she nor her husband is a tobacco user reduces it even more.

Because Jane's husband is older than her, he will reach Medicare age sooner which will decrease the premium somewhat because she would be a policy holder with a Medicare dependent. Medicare will be his primary insurance, with PEIA being his secondary. The same will be true of Jane when she turns 65.

Brady explained to Jane how the \$10,000 basic life insurance policy the state provides will change. "When you retire," she says, "that reduces to \$5,000, and at age 67, to \$2,500. If you use the sick leave to cover your health insurance, it also includes the premium for the

basic life insurance." Optional life insurance is also available. At retirement, you cannot increase your current optional life insurance coverage without a statement of health. As you age, the coverage decreases, while the premiums increase.

After preparing the estimate, Brady offered Jane the retirement packet. Once she makes her decision, the necessary forms need to be completed and returned.

"Once I submit all my forms, when can I expect my first retirement check?," Jane asked. Brady explained her first check can be delayed up to six to eight weeks, but once it is placed on the annuity payroll, it will be directly deposited or mailed on the 25th of each month. It is recommended to set aside one month's salary to cover the delay in your first retirement check.

As Jane stood up to leave, she felt good about what she'd learned and was anxious to compare her figures with those of her husband's. Jane was excited about the decisions they made. It was comforting to know they had planned well in advance.

Questions about YOUR retirement should be directed to the Consolidated Public Retirement Board at 558-3570.

Public Service Recognition Week
Our Department Employees Honored for Tenured Service

On September 24, 2004, the Department of Administration recognized several of our employees during a special awards ceremony, in conjunction with the Public Service Recognition Week.

Employees with 20, 25, 30 and 35 years of service, along with those with superior attendance (not using sick leave during 2003), were honored and are listed below:

20 Years of Service

Monta Boggs, CPRB
 Cynthia Boyd, CPRB
 Lillian Branham, Gen. Svcs.
 Pam DuKate, Gen. Svcs.
 Natalie Faulkner, IS&C
 Betty Francisco, Purchasing
 Wilma Garbett, IS&C
 Hilda Gravely, CPRB
 Gary Gunnoe, IS&C
 Joyce Jarrett, CPRB
 Deanna Karlen, IS&C
 Iona Keller, Grievance Bd.
 Steven McCloud, IS&C
 Yvonne McCormick, Personnel
 Teresa Morgan, Personnel
 John Patton, Gen. Svcs.
 Camma Pennington, BRIM
 Cricket Powell, Grievance Bd.
 Tammy Scarberry, PEIA
 Gary Shively, CPRB
 Evan Williams, Purchasing
 Roger Williams, IS&C
 Myra Woolwine, CPRB

25 Years of Service

Charles Black, Gen. Svcs.
 Jean Ann Brown, Personnel
 Stephanie Chafin, IS&C
 Marie Chandler, Personnel
 Joseph Estep, PEIA
 James Farmer, Purchasing
 Jane Fouty, Personnel
 David Groves, Gen. Svcs.
 Debbie Harrison, Purchasing
 Sandra Joyce, Purchasing
 Oscar Lewis, IS&C
 Donnie Lively, Jr., IS&C
 Stanford Moss, IS&C
 Chip Myers, PEIA
 David Nearhoof, IS&C
 Twila Ruggieri, PEIA
 Susie Samples, Personnel
 Anthony Thaxton, Gen. Svcs.
 Carleen Wilkerson, Personnel

30 Years of Service

Mary Bonham, CPRB
 Delores Huffman, Personnel
 Susan Jenkins, IS&C
 Sherlene Jones, Personnel

35 Years of Service

Pat Quinlan, Personnel
 Michael Riggs, IS&C

Superior Attendance

Chris Branham, Gen. Svcs.
 Carla Bright, IS&C
 Jim Burgess, Gen. Svcs.
 Mike Campbell, Personnel
 Sharon Carte, CHIP

Superior Attendance

Joan Chapman, Finance
 Chris Cline, Gen. Svcs.
 Mart Denison, IS&C
 Willadean Fisher, Purchasing
 Steve Forsythe, Personnel
 Jane Fouty, Personnel
 Tom Harper, PEIA
 Bernard Huffman, PEIA
 Randy Hughes, Purchasing
 Deanna Karlen, IS&C
 David Lawrence, Gen. Svcs.
 Gloria Long, PEIA
 Charles McDowell, Aviation
 Billy Miller, IS&C
 Stanford Moss, IS&C
 Mick Olah, IS&C
 Louis Pishner, Gen. Svcs.
 Denise Russe, IS&C
 Douglas Schwab, IS&C
 Linda Snell, Gen. Svcs.
 Larry Stover, PEIA
 Bill Tincher, Gen. Svcs.
 Diane Tittle, PEIA
 Marvin Vititoe, Aviation
 Hugh Warner, IS&C
 Jim Wells, Personnel



35 Years of Service



30 Years of Service



25 Years of Service



Superior Attendance



20 Years of Service

New Statewide Information and Referral Service Announced

A new statewide information and referral service, 2-1-1, will be available to West Virginians at the end of the year to connect people with important community services and volunteer opportunities.

The number is free, easy to remember and available 24 hours a day, seven days a week, 365 days a year. When an individual calls 2-1-1, an information and referral specialist will assess a caller's needs, determine the service provider best equipped to handle the problem crisis or need, and help the caller to access the appropriate service(s) which may include:

- Basic human needs resources
- Physical and mental health resources
- Employment supports
- Support for older Americans and persons with disabilities
- Support for children, youth and families

Statewide partnerships are currently being developed to build a database of statewide services and will be updated on a regular basis. More details are forthcoming.

CANCELED

Flu Vaccine Clinics Set for November

The Kanawha County Health Department will be unable to provide vaccine for the flu shot clinics scheduled this month. Therefore, the clinics are cancelled. For more details on the vaccine shortage, flu information, and prevention methods, please visit the Centers for Disease Control website at:

<http://www.cdc.gov/flu/>

Welcome!...to the employees who recently joined our department: **Tim Moore** (CPRB); **Barbara Houchins** and **David Mason** (BRIM); and **Thomas Vaughan** (IS&C).

Best Wishes...to the following employees who recently resigned from the Department of Administration: **Chris Cline** (General Services); **Lisa Vaughan** and **Pam Jones** (Purchasing); **Mary Cummings** and **Mike Kincaid** (IS&C); **Sally Pierson** (Personnel); and **Debbie Pierson** (Finance).

Time to Relax...Congratulations to our two employees who have recently retired: **Anne Coleman** (CPRB) and **Gay Ellis** (Finance). *Best wishes to both of these ladies!*

Hat's Off!...Hard work pays off. These employees were promoted recently: **Judie Barnes** (IS&C) from Accounting Tech III to Administrative Services Assistant I; **Anthony Cooper** (Purchasing) from Storekeeper I to Supervisor II; **Amy Langenbrunner** (CPRB) from Actuarial Analyst Trainee to Actuarial Analyst; and **Kim Long** (PEIA) from Accounting Tech II to Accounting Tech III. **Bob Kilpatrick** transferred from Finance to General Services.

PEOPLE TALK

Baby News...A belated congratulations to Purchasing's Ron Price on his abundant delivery of grandchildren. In August, his daughter, Beth, and her husband, Jonathan, welcomed their quadruplets: Kyle, Zoey, Haley and Colin. Sadly, Colin passed away a few days after birth. The children are currently under care at CAMC Women and Children's Hospital, but are expected to come home soon!

Here Comes the Bride...Congratulations to Finance's Lora Gray Reese who shared wedding vows with her husband, Darren Reese, on Oct. 3, 2004, in Gatlinburg, Tennessee. *Best wishes to the happy couple!*

Answers to the Thanksgiving Test...(1) 1621; (2) Potatoes; (3) Jefferson; (4) Lincoln; and (5) To lengthen the Christmas shopping season.

HAPPY BIRTHDAY ...in November

- | | |
|-------------------------------------|-------------------------------------|
| 1 Joyce Christenson Personnel | 18 Sarah Tignor Aviation |
| Steve McCloud IS&C | Lisa Worledge Finance |
| Yvonne McCormick Personnel | 19 Laura Bentley IS&C |
| 2 Monica Matthews Purchasing | Hugh Chambers Personnel |
| Wally Schwartz BRIM | Charles Schmidt IS&C |
| 3 Beverly Fox Personnel | Charles Strickland Gen. Svcs. |
| Richard Honaker IS&C | 20 Charles Bradley IS&C |
| Anna Jarrett-Jones Personnel | Karen Byrd Purchasing |
| 4 David Adkins IS&C | 21 Carol Jarrett Purchasing |
| 5 Paula Lowe Finance | Mark Sizer PEIA |
| 6 Michael Kincaid IS&C | Walt Vest Finance |
| 7 Stephanie King Sec. Office | 22 Charles Mazingo BRIM |
| 9 Diane Connelly PEIA | 24 Susan Lowe Finance |
| Melissa Hapney PEIA | Carleen Wilkerson Personnel |
| Ricky Morris Gen. Svcs. | 25 William Faber IS&C |
| 10 Karen Adkins Finance | Charles Hager Gen. Svcs. |
| Randy Hughes Purchasing | 26 Barbara Bowe Personnel |
| 11 Bill Judy IS&C | 28 Lillian Branham Finance |
| 14 Marvin Crawford IS&C | 29 Robin Rose PEIA |
| 17 Brian Ooten IS&C | 30 Diane Gibson Personnel |
| Debra Pendleberry IS&C | Stan Moss IS&C |
| William Ward IS&C | |

