



Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

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Employee of the Month

Personnel's Becky Keathley Focuses on Customer Service

BECKY KEATHLEY, an Office Assistant I for the Organization and Human Resource Development Section (OHRD) of the Division of Personnel, has been selected as the department's **Employee of the Month** for November.

A one-year employee of state government, Becky serves as registrar and is responsible for maintaining the state's training registration system. She analyzes front office operational procedures, offers recommendations for implementation of new

procedures, and prepares reports.

Becky also prepares and maintains all training registration records, computer reports for registration, enrollment and statistical inquiries.

According to one of her co-workers, "Becky is proficient with technology and skillful in the areas of communication and customer service."

Another co-worker added, "She has set a new standard for customer service in OHRD. Despite having a heavy

workload, she makes customer communication a priority...Her demeanor with customers is consistently pleasant, helpful and caring."

In her spare time, Becky enjoys spending time with her husband Joey and their two yellow labrador dogs, Buddy and Stuart.

Please join Becky's friends and co-workers at a special ceremony in her honor on Monday, November 20 at 10 a.m. in Conference Room C (Building 7).



BECKY KEATHLEY
November Employee of the Month

Public Service Recognition Week

State Employees Honored During Annual Event



In a ceremony at the Cultural Center, all state employees with 30, 35, 40 and 45 years of service were honored for their years of public service. First Lady Gayle Manchin was the keynote speaker and presented the honorees with certificates of appreciation for their service.

First Lady Gayle Manchin joined Cabinet Secretary Rob Ferguson and other state officials in recognizing tenured state employees during a special ceremony at the Cultural Center on October 12.

State employees with 30, 35, 40, and 45 years of service were honored. This ceremony was part of the Public Service Recognition Week. State agencies conducted their own activities throughout the week. **See Page 5 for pictures from the department's ceremony!**

Sneak Peek INSIDE...

- ◆ Department Welcomes New PEIA Director
- ◆ Purchasing Division Revives Inspection Program to Assist Agencies
- ◆ First Lady Gayle Manchin Provides Tour of Renovated Mansion
- ◆ Public Service Recognition Week Highlights
- ◆ People Talk



Ted Cheatham, the newly appointed director of the Public Employees Insurance Agency, formerly served as President/CEO of the Charleston-based Carelink Health Plans from 1999-2003.

PEIA Director Ted Cheatham Prepares for New Challenges in Health Care for Members

On September 27, 2006, Ted Cheatham was appointed by Gov. Joe Manchin as director of the Public Employees Insurance Agency (PEIA). Cheatham brings to state government more than 15 years of executive and management experience in the health care and insurance industries.

From 1999-2003, he served as President and CEO of the Charleston-based Carelink Health Plans. During his tenure, he spearheaded a restructuring of the organization's operations that resulted in a 74 percent growth in the net worth of the organization, a subsidiary of Fortune 500 firm Coventry Health Care.

Most recently, he served as business director with Unisys in Reston, Virginia, leading all business development efforts in seven U.S. states. Unisys is a worldwide technology services and solutions company. He has also worked with major health insurance providers in Mississippi and California.

"Ted Cheatham is an accomplished executive in the health insurance industry, and I am pleased that he has agreed to oversee our efforts on a state level," said Gov. Joe Manchin. "He brings a wealth of experience to this position that is only further enhanced by his strong familiarity with the working structure of PEIA as a past leader of one of the agency's largest provider organizations."

PEIA provides healthcare coverage for over 215,000 state

and local government employees and their dependents and administers life insurance and optional health and financial services to public employees.

With a dual bachelors degree in finance and personnel management from the University of Arizona, he earned a masters degree in business administration from Troy State University and a Juris Doctorate from Whittier College School of Law. He is also a commissioned officer in the United States Army.

Cheatham interviewed with Cabinet Secretary Rob Ferguson and Governor Manchin. "The governor has a good vision as does Secretary Ferguson. They convinced me that I can help the state of West Virginia be a better place today and a better place to leave for our children."

He does not anticipate any immediate changes to the organization. Emphasizing the quality of PEIA's staff, he said, "They're very talented and understand the fund. The managers have nice leadership styles and a good grasp of where we need to go. One person can't do it alone. It will have to be a team effort."

Focusing on a *team effort*, Cheatham plans to schedule an off-site meeting for his leadership to build a strategic plan for next year, in order to streamline operations. "The management team needs to concentrate on strategic planning and tactical business development plans to better serve our customers," he said.

Broadband Summit Provides Awareness of Community Connect Foundation



Attending the Broadband Summit were (l-r) John Ruddick (Verizon), Chief Technology Officer Kyle Schafer, Chris Marr (Community Connect Foundation); Karen Jackson (Virginia) and Brian Meffort (ConnectKentucky).

The U.S. Department of Agriculture (USDA) and Congresswoman Shelley Moore Capito recently coordinated a free Broadband Summit in Charleston to discuss the USDA's Rural Utilities Service broadband loan/grant programs. A reception followed the nascent Community Connect Foundation.

This foundation, a community technology organization,

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Governor's Mansion Project Complete

First Lady Gayle Manchin Offers Tour of Renovated Governor's Mansion

As part of the Capitol Building Commission meeting on October 12, 2006, First Lady Gayle Manchin graciously opened the doors of the Governor's Mansion, inviting members of the press to come and see first-hand the results of the renovation project with which she has worked closely since her husband, Gov. Joe Manchin III, first took office in January of 2005.

Since its completion in 1925, fifteen governors and their families have called this Georgian Colonial structure their home. The Mansion was designed by Walter F. Martens and, surprisingly, took nearly the same amount of time to build as did the east and west wings separately.

Although the third story was not included in the original plans when the Mansion was originally built, it was added in 1946. Additional updates and maintenance have been minimal through the years for unknown reasons; however, this historic structure is definitely worthy of preserving.

When the Manchins began moving into the Mansion, they soon discovered the poor condition of the home, and to ensure its integrity, a renovation project of the second and third floors began in October of 2005 and was recently completed.

Private funds, totalling approximately \$500,000, were donated to this project to pay for the fixtures and furnishings of the interior.

Public funds were used in

the structural, architectural, mechanical, electrical and security expenditures of this project.

As with most renovation projects on older structures, correcting known problems often leads to unexpected issues, such as plumbing and wiring issues. However, there were a few pleasant surprises in the Governor's Mansion, including the discovery of two skylights that had been covered by ceiling tiles had been removed on the third floor.

They also found beautiful hardwood flooring hidden beneath worn out carpeting. Members of the press were given photographs prior to the renovation project in order to compare the "before" conditions with the newly renovated features.

The end result of the Governor's Mansion renovation project was the proper restoration of a historical structure. West Virginians and future first families for years to come will enjoy the beauty of this residence.



First Lady Gayle Manchin takes members of the Capitol Building Commission, as well as the press, on a tour of the Governor's Mansion to see firsthand the much needed renovations that have been made to the 1925 structure.

Electronic Notification of Deposit for Pay Checks

Beginning November 15, 2006, the Department of Administration will no longer issue employee paper payroll stubs. Employees will retrieve payroll information via Electronic Notification of Deposits (ENOD).

Employees need to enroll as soon as possible by visiting the Auditor's Office website at www.wvauditor.com and click on "ENOD Enroll Now".

The benefits include:

1. The employee will have access to their payroll information (up to five days prior to payday);

2. Safely and securely view their 2004 and 2005 W-2s and reprint them when needed;

3. Those receiving overtime pay will have the ability to see the exact amount to be direct deposited into their account (up to five days prior to payday).

Employees who do not have access nor wish to enroll in ENOD must contact the Payroll Office at 558-3482. Your notification of deposit will be mailed to your home address on payday.

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

Joe Manchin III
Governor

Robert W. Ferguson Jr.
Cabinet Secretary

Diane Holley
Communication Director/Editor

Special Thanks

Betsy Chapman
Debbie Harrison
Kaye Parks
Sandy Singleton

The Purchasing Division Resurrects the Inspection Program to Assist State Agency Purchasing Agents



With the re-creation of the Purchasing Division's Inspection Program, the division's new inspectors (l-r) Shane Hall, Susan King and Junior Blount will be working with agencies as inspectors, reviewing purchasing transactions as well as serving as valuable resources to agency personnel.

After the purchasing reform legislation that passed during the 2006 Regular Session of the Legislature, issues were raised in regard to the availability of staff needed to address and enforce the new requirements set in statute and rule.

As a result, the Purchasing Division has resurrected the inspection program that has not been fully functional for nearly 15 years.

"We were the first state in the country to have inspectors years back," said Purchasing Division Director Dave Tincher. "Many states now have inspectors and even modeled their program based on ours. Unfortunately, over the years, we lost funding and as inspectors retired, we weren't able to replace them," Tincher added. There has been an increasing interest from different areas of government for the Purchasing Division to get 'back into this business'.

The inspection program will serve as a resource for questions that the agency procurement staff may have regarding the various programs and services offered by the Purchasing Division. The inspectors will be reviewing purchasing transactions issued under the delegated purchasing authority to ensure

completeness and accuracy. Training will also be provided to agency personnel, if, and when needed.

"There is one primary difference from our previous inspection program to our newly developed program," said Tincher, "and that is the addition of technology. In the past, the inspectors had to knock on doors, find the person who handled procurement, and have them open their file cabinet and manually retrieve records. With today's technology, much of the preliminary work can be done before the inspector even leaves the office."

Tincher said he believes this program is desperately needed because the inspection program will offer agencies a sense of how well they are performing their function and will provide the necessary guidance when needed. "It is a positive thing we're bringing back. We just want to make sure that the people who are responsible for the purchasing functions understand the process and procedures and are able to perform their duties effectively and efficiently. We want to make sure we're getting the best value for the tax dollars we're charged to spend," said Tincher.

Three inspectors, Susan King, Shane Hall and Junior Blount, have been hired and are currently being trained on the West Virginia laws and regulations as they pertain to the state procurement. They said they are enthusiastic to begin working with the state agencies.

The Department of Administration wishes all of our employees and their families a Happy Thanksgiving Day!



A reminder to state employees that, as a result of recent legislation, the day after Thanksgiving Day (November 24) is an official state holiday.

Broadband Summit Continued from Page 2

is modeled after the nationally recognized Connect Kentucky organization. It is working to support the development and adoption of technologies that promote community development and sustainability.

Chief Technology Officer Kyle Schafer was in attendance, along with members of a cross section of public and private industry, who focused on technology and economic development. The purpose of the event was to introduce and create awareness of the Community Connect Foundation and its mis-

sion and objectives.

A video conference from three separate locations in Charleston and Bridgeport enabled Gov. Joe Manchin to participate live from his office, along with other state and federal officials.

"The event was a success," said Chris Marr, chairman of Community Connect Foundation. "The Foundation was able to effectively establish its presence and ability to play a significant leadership role in achieving the goals and objectives needed to help the public and private sector advance deployment of broadband service throughout the state."

Department Announces Recipients of 2006 Public Service Awards

In keeping with tradition, West Virginia state government celebrated Public Service Recognition Week (PSRW) the week of October 10 by honoring many of its employees for their years of service.

On October 12 at the Cultural Center, First Lady Gayle Manchin recognized state employees with 30, 35, 40, and 45 years of service. The following day, Cabinet Secretary Rob Ferguson recognized our department employees with 20, 25, 30 and 35 years of services as well as those with superior attendance (no sick leave taken during calendar year 2006). Individuals honored are listed below:

20 Years of Service

Jennings Ashby, Gen. Svcs.
Kellie Carper, Public Defender
Larry Chancey, PEIA
Joyce Christenson, Personnel
Diana Davis, CPRB
Jerry Gladwell, BRIM
Diane Holley, Purchasing
Mark D. Isabella, Personnel
Kevin Kinder, Technology
Charles McMinn, Technology
Mihaly Olah, Technology
Kaye Parks, Finance
Margo Pekins, PEIA
Danny Sizemore, Gen. Svcs.
Loretta Watson, Technology

25 Years of Service

J. Michael Adkins, PEIA
Mary Jane Arvon, CPRB
Cynthia Dillon, Finance
Dick Estill, Purchasing
Bernard Huffman, PEIA
James Hyde, CPRB
William Lawson, Jr., Gen. Svcs.
Cathy McClung, Technology
Barbara Randolph, PEIA
Eugene Young, Purchasing

30 Years of Service

Janet Atkins, CPRB
Michael Campbell, Personnel
Frank Chambers, Personnel
Earl Curnutte, Gen. Svcs.
Mart Denison, Technology
Barry Gunnoe, Purchasing
Cathy Kushner, Technology
Billy Miller, Technology
Martha Mohammad, Personnel
Alice Thibodeaux, Purchasing
Kathy Young, CPRB

35 Years of Service

Georgianna Lemasters, Technology
Dennis Stewart, Gen. Svcs.
Helen Wilson, Technology

Superior Attendance

Gloria J. Brown, Personnel
Michael J. Campbell, Personnel
David S. Carper, Finance
Joan E. Chapman, Finance
Charles Curry, Gen. Svcs.
Mart Denison, Technology
Willadean Fisher, Purchasing
Jane S. Fouty, Personnel
Wilma L. Garbett, Technology
DeMeire Fletcher Gist, Technology
Sharon L. Horn, Personnel
Ricky S. Howerton, Gen. Svcs.
Randy Hughes, Purchasing
Charles E. Jones, Jr., BRIM
David Lawrence, Gen. Svcs.
Gloria Long, PEIA
Jeffery S. Long, Personnel
Charles R. McDowell, Aviation
Larry R. Meninger, Technology
Billy Miller, Technology
Ricky Lee Morris, Gen. Svcs.
Standord L. Moss, Technology
Mick Olah, Technology
Louis Pishner, Gen. Svcs.
Denise Lynn Russe, Technology
Kyle D. Schafer, Technology
Jane Ann Shinn, Finance
John Smolder, Finance
Joseph F. Thomas, Personnel
Billy E. Tincher, Gen. Svcs.
Diane S. Tittle, PEIA
Larry V. Ward, Aviation
Hugh E. Warner, Technology

20 Years of Service



(l-r) Jerry Gladwell, Mark Isabella, Kaye Parks, Diane Holley, Kellie Carper, Diana Davis, Margo Perkins and Secretary Ferguson

25 Years of Service



(l-r) Eugene Young, Barbara Randolph, Mike Adkins, Cynthia Dillon, Mary Jane Arvon and Secretary Ferguson

30 Years of Service



(l-r) Barry Gunnoe, Alice Thibodeaux, Secretary Ferguson, Kathy Young and Michael Campbell

Superior Attendance



(l-r) DeMeire Fletcher Gist, Diane Tittle, Gloria Brown, Sharon Horn, Michael Campbell and Secretary Ferguson

PEIA Recognized by WVU for Wellness Program

The West Virginia Public Employees Insurance Agency (PEIA) received the 2006 Dean's Service Award, sponsored by West Virginia University, for its involvement and support of the Dance Dance Revolution Program (DDR).

PEIA Wellness Coordinator Nidia Henderson accepted the award on behalf of the agency. The WVU School of Physical Education and the West Virginia Motor Development Center, under the leadership of Ware Distinguished Professor Dr. Linda Carson, along with PEIA, Konami Digital Entertainment, Mountain State Blue Cross/Blue Shield, Acordia and the West Virginia Governor's Office have joined efforts to place DDR video games in all public West Virginia middle and high schools to increase students' physical activity.

"As one of the largest insurers in West Virginia, the Public Employees Insurance Agency is painfully aware of the obesity epidemic faced by our state and our nation. Over the past several years, West Virginia has seen health care costs climb. Last year, we spent \$96 million on obesity related claims. We realized that we had to intervene," said PEIA spokesman David Bailey.

He added that kids today spend more time in front of a computer screen and less time being physically active. PEIA realized a way to convert that "screen time" into physically active time by using the video game Dance Dance Revolution (DDR). DDR uses a dance pad and requires players to move their feet to operate the game. They found that kids responded to the game with its captivating graphics and songs.

Congratulations to PEIA for their continued work toward healthy lifestyles in our state.

Welcome!...to the employees who recently joined our department: **Fred Mason** and **Bill Preston** (General Services); **Elizabeth Ward** (Office of Technology); **Junior Blount** (Purchasing); and **Erica Henson** (Consolidated Public Retirement Board).

Hats Off... to **Charlene Good** of the Office of Technology who was promoted from a Computer Operator II to Data Processing Supervisor. Good job!

Best Wishes... to those employees who resigned from our department: **Diedre Addington** (Personnel); **Jeffrey Hatcher** (CHIP); **David Roberts** (Technology); **Ioma Tenney** and **Tammy Erwin** (PEIA); **Barry Nelson** (CPRB); and **Tammy Collins** and **Janell Tincher** (both of General Services).

Capitol Cafeteria... The Capitol Cafeteria has been closed due to health and safety concerns. With current renovations underway, additional information will be forthcoming.

PEOPLE TALK

In Sadness... The department was saddened upon the unexpected death of **Lara Carder** of the Division of the Personnel. Our thoughts are extended to her family during their time of healing.

Honored Status... The West Virginia University School of Pharmacy selected PEIA's **Felice Joseph** as one of 16 women in West Virginia who has contributed significantly to the profession of pharmacy. Congratulations!

Baby News... Congratulations to Purchasing's **Amy Null** who welcomed her son Cody on September 11, weighing 8 lbs., 11 oz. Best wishes to Amy and her family!

HAPPY BIRTHDAY...in November

- | | |
|-------------------------------------|-----------------------------------|
| 1 Joyce Christenson Personnel | 16 Jennifer McCarty ..Technology |
| Steve McCloud Technology | 17 Rob Ferguson Sec. Office |
| Yvonne McCormick Personnel | Debra Pendleberry ..Technology |
| 3 Beverly Fox Personnel | Bill Ward Technology |
| Shane Hall Purchasing | 18 Sarah Tignor Aviation |
| Michael Harmon PEIA | Lisa Worledge Finance |
| Richard Honaker Technology | 19 Hugh Chambers ..Personnel |
| Anna Jarrett-Jones Personnel | Laura Johnson .. Technology |
| 4 David Adkins Technology | 20 Karen Byrd Purchasing |
| 5 Paula Lowe Finance | Jim Peters Finance |
| 6 Kathy Moore Technology | 21 Carol Jarrett Purchasing |
| Nancy Sturm Technology | Mark Sizer PEIA |
| 8 Melody Dye CPRB | Walt Vest Finance |
| 9 Diane Connelly CHIP | 22 Chuck Mazingo BRIM |
| Melissa Hapney PEIA | 23 Gilbert Richard .. Technology |
| Ricky Morris Gen. Svcs. | 24 Susan Lowe Finance |
| 10 Tierra Gable Personnel | Carleen Wilson Personnel |
| Randy Hughes Purchasing | 25 Charles Hager Gen. Svcs. |
| Michael Slaughter Technology | 26 Barbara Bowe Personnel |
| 11 John Abbott Purchasing | 28 Chris Branham Finance |
| Bill Judy Technology | 29 Robin Rose PEIA |
| 14 Marvin Crawford Technology | 30 Diana Gibson Personnel |
| 15 Cammie Parker Ethics | Stan Moss Technology |

