

Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

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Employee of the Month

Purchasing's Beverly Toler Displays Exemplary Work Ethic

BEVERLY TOLER, an Office Assistant III for the Communication and Technical Services Section of the Purchasing Division, has been selected as the Department of Administration's *Employee of the Month* for November.

A seven-year employee of state government, Beverly is responsible for reviewing purchase orders, preparing transmittal sheets and comparing TEAM purchase orders against

WVFIMS documents for encumbrance purposes.

She also assists with imaging and records management operations as well as with vendor registration.

According to one of Beverly's co-workers, "Her work ethic is an example to all of us. She truly is committed to being the very best at her job."

Another co-worker said, "The quality of Beverly's work is constant. She is helpful and cooperative."

Among her hobbies, Beverly enjoys helping her sons with various projects, playing with her two granddaughters and visiting with friends.

Please join Beverly's friends and co-workers at a special ceremony presented by Cabinet Secretary Rob Ferguson in Beverly's honor at 3:00 p.m. on November 19th in the Purchasing Division's conference room in Building 15.



BEVERLY TOLER
November Employee of the Month

CPRB Prepares to Relocate to New Kanawha City Office Space



The Consolidated Public Retirement Board offices will relocate this month to this building at 4101 MacCorkle Avenue, SE, in Kanawha City, offering free parking and more handicap spaces.

The Consolidated Public Retirement Board (CPRB) is relocating from its State Capitol and South Charleston offices to Kanawha City. The move is scheduled for November 9 and 10, with CPRB expecting to open its doors at the new location on Tuesday, November 13, the day after Veterans Day.

Approximately 75 CPRB employees from the agency's three existing offices in Buildings 5 and 6 at the Capitol Complex and South Charleston will be relocated in this facility.

The move will allow CPRB to better serve its constituents in a variety of ways. "The new office is handicap-accessible and should offer many more conveniences for our members

Continued on Page 6

Sneak Peek INSIDE...

- ◆ State Office of Technology and Marshall University Offer CIO Certification
- ◆ State Government Plays Part in Reuniting WV Soldiers Abroad with Families at Home
- ◆ State Explores Feasibility of Enterprise Resource Planning System
- ◆ Administrative Notes

A Good Excuse to Quit: The Great American Smokeout



For those who smoke, consider November 15 as a time to “butt out” for one day. The “Great American Smokeout” is a national event sponsored by the American Cancer Society, which encourages smokers to give up smoking for 24 hours.

Even if smokers do not quit permanently, this event is to help smokers realize that they can quit for a day and that many others are also taking this step.

State employees wanting to quit smoking have the Public Employee Insurance Agency’s (PEIA) *Quit for Life* program as a resource, administered by Free and Clear. Once participants enroll, they are given a quit coach, who will develop a personalized quit plan for each participant.

The quit coaches will also determine whether nicotine patches, gum or prescription medication will be helpful during the quitting process.

Participants will receive a series of self-paced guides to implement their personal plan with guidance from the quit coach and the program’s interactive web site. In addition to the scheduled calls, a toll-free support line is available as well as where one may speak with a quit coach for extra support.

For more information, visit www.freeclear.com/Webenroll/wvpeia or call 1-866-QUIT 4 LIFE (1-866-784-8454).

State Office of Technology and Marshall University Offer CIO Certification Program



The West Virginia Office of Technology has joined with the Marshall University Graduate College in creating a chief information officer (CIO) certification program geared for state government information technology (IT) professionals.

The CIO certification program is designed to teach IT personnel skills not commonly associated with their rigorous computer science background. Developed by the Office of Technology and the Marshall University Graduate College, this program provides training in areas of communications, finance, risk and change management.

Kyle Schafer, the state’s Chief Technology Officer and Director of the Office of Technology, said the program has begun its second year’s class, during which participants will meet monthly from September to June. Eleven state IT employees graduated from the inaugural 2006 class.

“For upper level IT jobs, there is not a clear succession training plan. This program is to help people prepare and move into those upper level IT management positions,” Schafer said. “Things change so rapidly in the IT field that we are constantly training people in the day-to-day operations, but we’re not giving our managers and supervisors the higher-level training they need to study trends and see where things are going from an overall perspective.”

The enrollees attend classes one day a month at Marshall University Graduate College in South Charleston. Upon completion, the attendees receive CIO certification and three credit hours toward a bachelor’s or master’s degree at Marshall University. To learn more about the program, contact Schafer at 304-558-8100 or Dr. John Biros at Marshall University Graduate College at 304-746-1941.

Snack Bar Locations on Campus

The Capitol Snack Bar has recently relocated from the east wing of the State Capitol (Building 1) to Room WB3 in the west wing.

The Capitol Snack Bar serves Buildings 1, 3 and 9 (Cultural Center) on the Capitol Complex and offers delivery services to employees in those buildings.

For state employees working in other buildings on the Capitol Complex, the Vendeteria is located in the lower level of Building 7 and a snack bar is located in the first floor entrance area of Building 4.

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

Production
Debbie Harrison
Tony O’Leary

Special Thanks
Betsy Chapman
Kaye Parks

State Government Plays Part in Reuniting WV soldiers Abroad with Families at Home

The West Virginia Office of Technology (WVOT) is helping ease the separation between West Virginia soldiers serving in Iraq and their loved ones in the Mountain State.

Per an initiative from Governor Joe Manchin's office, the WVOT is teaming with the Freedom Calls Foundation to arrange video teleconference calls between West Virginia military personnel and their families by providing the stateside technical assistance needed to make a connection.

Marc Coleman, WVOT Director of Telecommunications, contacted Freedom Calls Foundation to offer assistance to the organization in this endeavor.

"It was a fairly easy task of contacting Freedom Calls Foundation and getting the word out to their camp and base administrators in Iraq as to who to contact at the West Virginia Office of Technology to make a video teleconference happen," said Coleman. "Our Network Engineering and Client Services departments combined resources to find local access for the families who would want to utilize this free service. A West Virginia soldier in Iraq saw that we were involved with Free-

dom Calls and that's how we got involved with putting together a video teleconference call."

A northern West Virginia family was reunited once already via video teleconference call and will do so again in the near future when the soldier's daughter celebrates her next birthday. The West Virginia family used a state Department of Health and Human Resource's facility in Clarksburg for the call. "It went flawlessly," he said.

According to Coleman, the state has more than 100 video teleconference locations available around the state and like those in uniform, WVOT remains ready to serve.

"The West Virginia Office of Technology is ready to assist any of our West Virginia troops in Iraq who would want to communicate with their families using the Freedom Calls Foundation," notes Coleman.

Freedom Calls Foundation is a non-profit organization dedicated to using today's technology to connect soldiers and families free of charge. Coleman said there is no cost to the state as well, thanks to the agency's existing infrastructure.

In fact, connecting a soldier with family is



nearly a routine procedure, according to Coleman.

"The Office of Technology communicates with its overseas counterparts via e-mail. To initiate the process, a soldier contacts one of the Freedom Calls site administrators in Iraq or Freedom Calls directly," Coleman said.

"The base administrator and Freedom Calls personnel arrange the site and time in Iraq. They then contact us to coordinate the technical aspects of a teleconference call. Our office will identify the most suitable and convenient location for the soldier's family and we will facilitate the scheduling of the video conference," he added.

Currently, teleconferencing is limited to four bases in Iraq: Camp Victory in Baghdad, Camp Fal-lejah, Camp Taqaddum, and Al-Asad Air Base.

For additional information or how to participate in this program, visit Freedom Calls Foundation's web site at www.freedomcalls.org.

An Ohio woman receives the oath of office at her commissioning as a 2nd Lieutenant from her husband, also a 2nd Lieutenant, stationed in Iraq. Freedom Calls Foundation and the West Virginia Office of Technology offer such teleconferencing reunions for West Virginia soldiers stationed in Iraq.



State Explores Feasibility of Implementing an Enterprise Resource Planning System



“Enterprise Resource Planning systems integrate all data and processes of an organization into a unified system. They provide an efficient way of accounting for various transactions and managing different processes. The end result is an integrated set of modules that would provide the state with industry “best practices.”

Ross Taylor
State Comptroller
/ Director of the
Finance Division

An ongoing initiative in state government is to streamline government operations to provide more effective administration of programs and services.

One of the areas being evaluated is the statewide accounting as well as other related systems. Ross Taylor, the State Comptroller and Director of the Finance Division, is spearheading an effort to explore the feasibility of the state acquiring an Enterprise Resource Planning system (ERP), which would unify different statewide operating programs into one centralized system.

“The state currently finds itself with many software applications that do not communicate with each other and do not effectively interface,” Taylor said. “An ERP system should alleviate this problem by increasing the efficiency of operations within state government and eliminating paper processes and duplications of effort.”

An ERP system would combine several previously unlinked systems, including the West Virginia Financial Information Management System (WVFIMS), the Human Resource Information System (HRIS), and the TEAM automated purchasing system. West Virginia is one of four states that maintains a legacy system instead of an ERP system, according to Taylor.

“Enterprise Resource Planning systems integrate all data and processes of an organization into a unified system,” Taylor added. “They provide an efficient way of accounting for various transactions and managing different processes. The end result is an integrated set of modules that would provide the state with industry ‘best practices.’”

The Department of Administration sent questionnaires to all state agencies. Taylor said he has received approx-

imately 50 responses about systems currently in use. “What we are trying to do is determine the best course of action. We know an ERP has a very high price tag. What we have to determine is that even if we do not replace these systems and merge them into one, what will state agencies be spending to repair and update their current systems,” he said. “Both these processes have a dollar amount and we need to determine what they are and what would be the best course of action for the state.”

According to Taylor, once the responses to the questionnaire are compiled, Cabinet Secretary Rob Ferguson and Chief Technology Officer Kyle Schafer will lead a team to determine the next steps in this project. If given approval to acquire an ERP system, Taylor estimates it would take more than three years for all phases of an ERP to be implemented.

“Hopefully, the agencies, including State Auditor and Treasurer’s Office, with the exception of Higher Education, would utilize the ERP if that is the path we choose,” he said. “I know there at least five different timekeeping/leave systems being utilized throughout state government and at least four accounting systems. In addition, numerous systems currently track accounts receivables and inventory. I believe an ERP would be very beneficial for the state.”

More details will be reported in this publication as this project evolves.

10th Annual Capitol Pumpkin Drop



The State Capitol was the testing ground for the 10th annual Capital City Pumpkin Drop. Students representing 40 schools from 11 counties dropped 158 pumpkins from the Capitol in a wide variety of containers. Only 18 pumpkins survived the fall.

Purchasing's Roberta Wagner Revels in a Lawn Tractor Competition

The green grass of Clay County fears Roberta and Greg Wagner. That's because the husband-wife team has found a hobby that puts a new twist on a longtime outdoor chore. The Wagners relish the fun found in the competitive world of lawn tractor racing.

Wagner, a senior buyer at the Purchasing Division, won two categories during last month's Sixth Annual Bi-State Forsaken Lands Lawn Tractor Championship in Dover, PA.

As the only woman competitor, Wagner topped the field in the pull category, where two lawn tractors are chained to each other with the objective to drag the competitor across the finish line. "It went very, very well," Wagner said.

Although, the win didn't come easily. "I got bruises all over my body. I'm standing on top of wheels and bouncing on them to get traction," Roberta said. "I'm very competitive."

Roberta also earned top honors in the Poker Run. "I had a two pair; aces and nines," she said.

Competitors participate in 15 events throughout the day-long competition. The winner of the most events earns the coveted overall title, which her husband won for the second time. "My husband and a friend started talking about their lawn tractors and then one thing lead to another. Then they decided to race and that was pretty much the

first year of the event," Roberta said.

Since then, others joined in and quickly the competitors discovered that more speed can be obtained by modifying parts. "We realized we had to make it fair. The rules are now that the machines have to have lawn tractor equipment. No one can take something like a race car engine and put it on a lawn tractor," Roberta said. "Plus, we have added other non-speed events." That might be for the better as top racing speeds can get up to 45 miles per hour.

The competition now includes such events as drag races, a slalom course, cross country and timed races. For the curious, Roberta competes on a stock John Deere 214 while Greg races on a 22-horsepower Lawn-Boy Lt-12 with a Briggs V-twin, five-speed engine.

And who mows the lawn at home? "Greg does," Wagner said.



Purchasing Division's Senior Buyer Roberta Wagner competes in the slalom category at the Sixth Annual Bi-State Forsaken Lands Lawn Tractor Championship in Dover, Pa. Wagner won two events at the day-long competition.

Do you have a story to tell about a hobby or special interest that you would like to share with our readers? Email Tony O'Leary at toleary@wvadmin.gov or call (304) 558-4213.

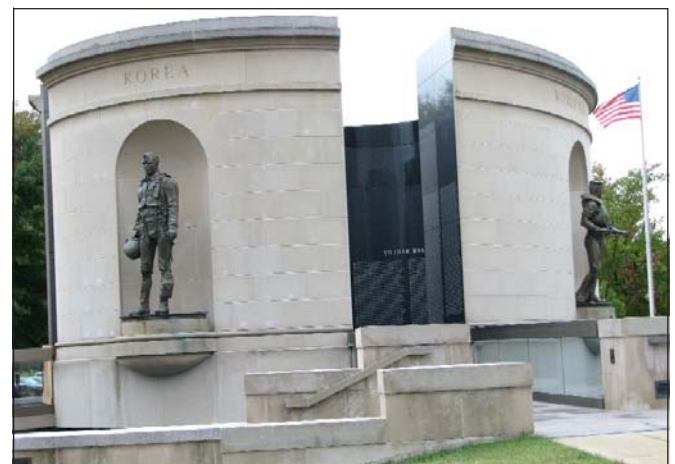
[November 11, 2007](#)

Veterans Day Honors Individuals Serving our Country to Protect our Freedom

Veterans Day recognizes individuals who served with honor in the military, be they living or deceased or whether they served during peacetime or in war.

The date of November 11 was chosen because toward the end of World War I, an armistice between the Allied nations and Germany went into effect at the eleventh hour of the eleventh day of the eleventh month.

Some say that Veterans Day has lost its importance as surviving troops of World War II have dwindled. But with so many of our men and women fight-



ing to preserve our precious freedom, it is time to restore Veterans Day to its former glory. Take a moment on this special day to reflect on our heroes.

The Veterans Memorial on the Capitol campus serves as a tribute to the brave West Virginia soldiers who have served the nation in time of war.

and retirees,” said CPRB Executive Director Anne Lambright.

“There will be four customer service rooms for private meetings with retirement advisors. Our physically challenged customers will be able to travel from their car to the lobby and to the customer room in just a few steps.” This will be a pleasant change from CPRB’s current headquarters on the 10th floor of Building 5.

The new office, located at 4101 MacCorkle Avenue, SE, is on the bus route for customers and employees who use the public transportation system. In addition, there will be more free parking available for CPRB customers than what was available at the agency’s previous locations.

Retirement officials have been communicating the move to its members and retirees through its agency newsletter (*Pension Press*), state employee newsletters, notifications to payroll clerks for employers in CPRB plans, messages on the agency web site, e-mail notifications and printed posters at the elevators and security check-in locations in Building 7.

“CPRB is using this move to improve upon its organizational structure, particularly now that all of our employees will be under the same roof,” said Lambright. “The move will also permit us to enhance our information technology communications with our customers, as the building has been extensively wired for the previous occupants.”

The agency’s main telephone number will remain the same:

304-558-3570

Welcome!...to our new employees: **Mary Bolton** (Personnel); **Janine Ganoë, Donna Meadows,** and **Alan Nease** (all of Technology); **David Johnson, Scotty Pauley** and **Don Sanders** (all of General Services); **John Stover** (CPRB); and **Ann Wilmoth** (PEIA).

Hats Off...to the following employees who were promoted: **Diane Fletcher** (Technology) from an Information Systems Specialist II to III; **Benton Hall** (Technology) from an Information Systems Specialist II to III; **Jamie Cartwright** (Technology) from an Information Systems Coordinator II to an Information Systems Specialist III; **Wesley Moats** (Technology) from an Information Systems Coordinator III to an Information Systems Specialist III; **Beverly Myers** (Technology) from an Information Systems Coordinator III to an Information Systems Specialist III; and **Donald Patterson** (Technology) from an Information Systems Coordinator III to an Information Systems Specialist III.

Best Wishes...to the following employees who have resigned from state government: **Michael Brown** and **Omar Younis** (both of the Office of Technology); **Stefaney Williams** (Grievance Board); **Preston Shomo** (General Services); and **Michael Loggains** (CPRB).

PEOPLE TALK

Taking Over...Richard Wickert (Office of Technology) has begun his term as president of the eastern region of the National Association of State Technology Directors (NASTD). This region comprises of 13 states from Virginia to Maine.

ADMINISTRATIVE NOTES

HAPPY BIRTHDAY ... in November

- | | |
|---|--|
| <p>1 Bill Ferguson Technology
Steve McCloud Technology
Yvonne McCormick Personnel</p> <p>2 Sam Payton Technology</p> <p>3 Beverly Fox Personnel
Shane Hall Purchasing
Michael Harmon PEIA
Carla Hoyman Technology
Anna Jarrett-Jones Personnel</p> <p>5 Paula Lowe Finance
Terry Young Technology</p> <p>6 Kathy Moore Technology
Nancy Sturm Technology</p> <p>8 Melody Dye CPRB
Molly Mullins Technology</p> <p>9 Diane Connelly PEIA
Melissa Hapney PEIA
Theresa Jones Real Estate
Chuck Lawrence Real Estate
Ricky Morris Gen. Svcs.
Eric Saidi Technology
Jane Winton Personnel</p> <p>10 Tierra Gable Personnel
Michael Slaughter Technology</p> <p>11 John Abbott Purchasing
Bill Judy Technology</p> <p>13 Janese Sexton PEIA</p> <p>14 Marvin Crawford Technology
Jennifer Tucker Personnel</p> | <p>15 Cammie Parker Ethics</p> <p>16 Jennifer McCarty Technology</p> <p>17 Chris Avis Technology
Rob Ferguson Sec. Office
Debra Pendleberry Technology
Bill Ward Technology</p> <p>18 Sarah Tignor Aviation
Lisa Worledge Finance</p> <p>19 Hugh Chambers Personnel
Laura Johnson Technology</p> <p>20 Karen Byrd Purchasing
James Peters Finance</p> <p>21 Carol Jarrett Purchasing
Jennifer Schiefer BRIM
Mark Sizer PEIA
Waltt Vest Finance</p> <p>22 Chuck Mazingo BRIM</p> <p>23 Richard Gilbert Technology</p> <p>24 Matthew Barger Technology
Terry Friend Technology
Susan Lowe Finance
Carleen Wilson Personnel</p> <p>25 Chuck Hager Gen. Svcs.</p> <p>26 Barbara Bowe Personnel
Tim Pauley Finance</p> <p>28 Chris Branham Finance</p> <p>29 Robin Rose PEIA</p> <p>30 Stan Moss Technology</p> |
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