

Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration
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Employee of the Month

CPRB's Ellen Fleet Depicts Efficiency and Enthusiasm

ELLEN FLEET, an Office Assistant III for the Consolidated Public Retirement Board (CPRB), has been selected as the Department of Administration's *Employee of the Month* for October.

A state government employee for more than two years, Fleet is the CPRB's Public Employee Retirement System Death Benefit Coordinator, performing such duties as processing resolution forms and unclaimed property forms while serving as the back-up

person for payroll and beneficiary forms.

"Ellen is a model employee of CPRB," said one co-worker. "She is very efficient in her job and always has a pleasant attitude. Ellen takes on many tasks at CPRB that are not in her job description."

Said another co-worker, "Ellen has taken on the role of encouraging all of the staff at CPRB to recycle and has set up stations throughout the building. CPRB has also adopted several residents at the Marmet

Nursing Home, and Ellen is always right there to attend all the visits to share her time and infectious smile."

In her spare time, Fleet enjoys supporting her son's various high school activities, tending to her flower garden and hiking.

Fleet will be joined by her friends and co-workers at a special ceremony presented by Cabinet Secretary Robert Ferguson on October 8 at 1 p.m. at the CPRB office in Kanawha City.



ELLEN FLEET
October Employee
of the Month

No Two Days Alike for General Services Staff

Where some employees of state agencies have a general routine in their work, the same cannot always be said for employees of the General Services Division. A work week for these division employees could range from organizing displays during the legislative session to preparing for a Saturday wedding. "There is nothing that is a typical day," said Dennis Stewart, events coordinator for the General Services Division.

Events ranging from meetings for small non-profit organizations to annual festivities, such as Multifest and Vandalia, are conducted at the



The World's Strongest Man competition came to the State Capitol for one day during its weeklong stay in Charleston last month. The international event was staged throughout the day in the north side of the Capitol between the east and west wings. ESPN will broadcast the competition in December.

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SNEAK PEEK

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Protecting Children Focus of DEC Conference

The issue of protecting children affected by substance abuse was the focus of the state's Drug Endangered Children (DEC) Conference, sponsored by the Prosecuting Attorneys Institute. More than 200 first-responders from across West Virginia as well as the nation were in attendance.

Focusing on providing information and training, the conference included updates on developments in law enforcement, prosecution, child protection, substance abuse, research, medical treatment and environmental health.

West Virginia DEC Coordinator Andrea Darr, who organized the event, called the conference a success, with attendees from 39 of the state's 55 counties, as well as from Alabama, Kentucky, Tennessee and Wisconsin. There were 14 exhibitors at the conference.

Darr said the conference's title – "Meth and Beyond" – was intended to show the importance of understanding the dynamic of substance abuse. She added that approximately 85 percent of child maltreatment cases involve substance abuse, and the result removes the focus from the necessities of the child.



Department of Administration Secretary Robert Ferguson gave opening remarks during the Drug Endangered Children Conference, sponsored by the Prosecuting Attorneys Institute.

"In a substance-abuse situation, nobody is meeting the child's basic needs of survival," Darr said. "A child must be connected to something to grow, and this leaves them without that connection. When a child is neglected, they do not grow. They are only in survival mode."

The DEC Program began in 2006 with the formation of a statewide task force representing all disciplines involved with drug endangered children, developing protocols and sponsoring the first conference. A summit focusing on meth issues was held in 2005, Darr said.

The Sept. 3-4 event, held at the Charleston Marriott Town Center, was kicked off with opening remarks by Department of Administration Secretary Robert Ferguson, who expressed his appreciation for those first-responder professionals. "Nothing is more important than what you do," he told the audience. "There is no greater calling than to take care of a child."

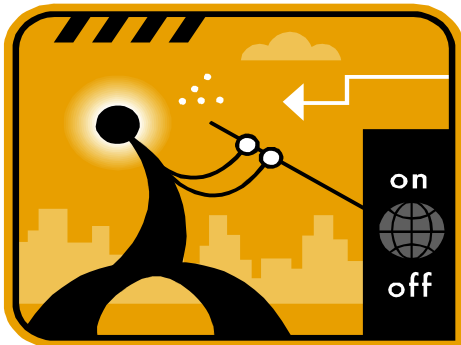
The event was also sponsored by the U.S. Attorneys Office for the Southern District, the West Virginia Prevention Resource Center and the West Virginia Division of Criminal Justice Services. The Prosecuting Attorneys Institute also received a \$25,000 grant from the U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration.

How **YOU** Can Make a Difference

Energy Conservation Tips Offered to State Employees

"Energy conservation" is not just a buzz word anymore; it is a necessity in these times of not just budgetary but environmental concerns. Those concerns, combined with already existing safety worries, are resulting in changes being made in our workplaces.

Recent notices from the General Services Division have requested state employees to put away space heaters and individual appliances, such as refrigerators, coffee pots and toasters, to not only conserve energy but also as a safety precaution. These items, in addition to being safety hazards, push the power capacity for the buildings, creating a fire risk and costing the state more in energy bills.



The General Services Division encourages having one central break area for each floor rather than individual appliances in employee office spaces.

An example of this action is the break room in Building 4, which was highlighted in last month's issue of *Quotes, Notes & Anecdotes*.

The following is a list of suggestions on how you can

help conserve energy and make state government more energy efficient:

1. **Use Less Energy at Your Work Space**
 - Turn off your computer, monitor and printer daily (sleep mode uses energy

- Do not have personal appliances, such as refrigerators, space heaters, coffee pots or microwaves
 - Do have one break area for everyone
2. **Embrace Office Temperature Settings... "Dress for Comfort"**
 3. **Be a Good Energy Citizen**
 - Turn off lights when you leave a room
 - Be positive about conservation... You are saving YOUR tax dollars too!
 - Report maintenance issues, especially leaks or running water
 4. **Review Agency Operations**
 - Network printers and copiers
 - Appoint an energy monitor or committee
 - Review operating hours or schedule
 5. **Improve Building Energy Use**
 - Upgrade windows
 - Install weather-stripping
 - Reduce lighting requirements
 - Repair windows

Quotes, Notes and Anecdotes

Policy Outlines State Employees' Involvement in Political Activities



With the campaign season in full swing and the November election just around the corner, state employees are encouraged to involve themselves in the political process but also to temper enthusiasm in accordance with state law and administrative rule.

The political activities of employees classified under the Division of Personnel's civil service system are listed in **West Virginia Code §29-6-20** and Section 16 of the Division of Personnel's **Administrative Rule**.

Employees may contact the Employee Relations Section of the Division of Personnel with further questions at 558-3950, ext. 57209. The complete rule on political activities for state employees can be found at <http://www.state.wv.us/admin/personnel/emprel/policies/polactact.pdf>.

EMPLOYEES MAY

1. Serve as a poll clerk or worker
2. Be a candidate for or serve as a delegate to any state or national political party convention.
3. Voluntarily campaign for a candidate or party during non-work time, off of State property, and without use of State supplies or equipment within the provisions of Election Guidelines and law, so long as they are not paid a fee other than actual expenses incurred.
4. Voluntarily sell tickets to political affairs to individuals other than employees of the classified services during non-work hours.
5. Voluntarily erect campaign signs on private property, as long as property is not used as State office or official office site by the State.
6. Voluntarily attend political dinners, rallies, and dances.
7. Voluntarily serve on campaign committees for a candidate, so long as not receiving compensation for service.
8. Be a candidate for paid local partisan or non-partisan elective office (except court of record) by taking a leave of absence commencing with filing date.
9. Voluntarily make a monetary contribution to a political party or candidate not to exceed limitations established by law.
10. Voluntarily display campaign stickers, posters, etc. on a personal vehicle at such times as vehicle is not being utilized for County Health Department or State business.
11. Wear campaign buttons, display bumper stickers or wear apparel with political logos or endorsements during no-work time off State property, and out of State issued uniforms.
12. Be a candidate for unpaid non-partisan local or state office or unpaid partisan local office. A leave of absence is not necessary to be a candidate for an unpaid elective office permitted by statute.
13. Campaign for, hold elective office in, or membership in political clubs or organizations.

EMPLOYEES MAY NOT

1. Sell tickets to political affairs to employees of the classified service.
2. Serve as a campaign financial agent or treasurer for a political committee or candidate.
3. Be a candidate for any partisan or non-partisan national, State paid public office, or court or record, including local.
4. Be a member of any national, State, or local committee of a political party.
5. Hold any paid elective or appointive office.
6. Solicit or receive any assessment, subscription, or contribution from employees in the classified service.
7. Use an official authority or influence to interfere or influence an election or nomination for office.
8. Post or distribute campaign literature in a State office building or during work hours. This includes employee organization bulletin boards.
9. Directly or indirectly coerce, attempt to coerce, command or advise a State or local officer or employee to pay, lend or contribute anything of value to a party, organization, agency or person for political purposes.
10. Wear apparel with political logos or endorsement or wear campaign buttons during work hours if their position requires they be observed by or be in contact with the public or wearing State uniform or insignia.
11. Organize or conduct political rallies or events.



Online Tool Compares Travel Costs

The State Travel Management Office, under the Purchasing Division, now has an online tool for state employees to use to help compare the costs between using their personal vehicle and renting a vehicle from the Statewide Contract.

The *Vehicle Rental versus Reimbursement Calculator*, located at www.state.wv.us/admin/purchase/Travel/tmmilecalc.htm, allows users to input several variables on the online program and the calculator displays its results. The purpose of the *Vehicle Rental versus Reimbursement Calculator* is to facilitate comparison and discussion. Please note that this tool is not a verified decision-support system and may not always yield accurate results.

Combined Campaign

The 2008 West Virginia State Employees Combined Campaign kicked off on Monday, September 29.

This year's campaign is entitled "It's West Virginians, Helping West Virginians."

Penney Hall from the Cabinet Secretary's office is this year's campaign coordinator for the Department of Administration. Look for more information in the November issue of **Quotes, Notes & Anecdotes**.

Capitol. Daniel Olthaus, Deputy Director of the General Services Division, said groups or organizations may conduct an event on the Capitol grounds as long as they properly register the event with his division. This documentation ensures safety and coordination.

Everything from an intimate wedding to the World's Strongest Man Competition is organized through the General Services Division. For most events, Olthaus said Stewart coordinates with the custodial staff if chairs, tables or other equipment is required.

The legislative session is typically the busiest time, Stewart said, with the news media and various organizations filling the already crowded Capitol hallways. Stewart said the goal is to create a fairness for everyone involved and to facilitate a sense of inclusiveness with government.

"We basically set up a format for the agencies and guests that they can get their message out to the Legislature," Stewart said. "We strive to make it enjoyable to everyone."

That feeling of inclusiveness extends to events outside of the Legislative session, where schools, community groups, and many other organizations visit the



First Lady Gayle Manchin, right, helped lead state employees and local students in "Zumba Steps Out at the Capitol" on the north side of the Capitol. Manchin participated as part of The Governor's Healthy Lifestyles Coalition.

seat of state government. On a sunny afternoon, a military academy performed drills at the front steps of the Capitol. Stewart said he

was contacted by the organization to visit the Capitol. For a visit such as this, it was really only a matter of approving the visit and the

drills, with no cost to the organization since no special requirements were needed.

Weddings, a popular event at the Capitol, can range from simply informing campus security that an event is scheduled, to providing tables and staff to clean up after the event. Stewart said the numbers vary each year.

"This is a public building, and that is just a part of being a citizen of West Virginia," he said. "We want everyone to feel that this is their Capitol, and they have an equal opportunity to use it."

For larger events, though, the planning does become more complicated. "It can get pretty crazy," Olthaus said. Recent events have ranged from the World's Strongest Man competition to a Zumba demonstration featuring First Lady Gayle Manchin, which brought dozens of onlookers onto the Capitol grounds.

Coordinating staff for large events, such as Multifest, Vandalia and the dozens of other events which occur throughout the year means that the General Services employees have to be able to keep numerous plates spinning in the air.

That means adjusting the leeway time needed to prepare...but, in the end, it is all part of a day's work.

Personnel Job Testing Location Changes To Workforce Office

Job testing for positions covered under the Division of Personnel has moved to the Workforce West Virginia Office at 1321 Plaza East, Charleston.

Testing is now conducted as follows:

TUESDAYS: General Written Examinations

THURSDAYS: Examinations* for the following classifications: Administrative

Secretary, Insurance Assistant, Secretary 1 and 2, Data Entry Operator 1 and 2, Office Assistant 1, 2, and 3 (Typing and Non-Typing)

* Indicates performance testing required

All examinations will begin promptly at 6 p.m. No appointments are needed to take the exams, though there is limited booklet and seating availability.

Late applicants will not be admitted. Applicants are also encouraged to submit initial applications using the online system at [http:// www.state.wv.us/admin/personnel/jobs/default.htm](http://www.state.wv.us/admin/personnel/jobs/default.htm).

For additional information or questions relating to testing, please contact the Division of Personnel at (304) 558-3950, ext. 57207.

Quotes, Notes and Anecdotes

New River Gorge Bridge Remains an Enduring Symbol for West Virginia



One of the state's most enduring images is the New River Gorge Bridge. The engineering marvel is celebrated every third Saturday in October with the Bridge Day Festival with one of the highlights being the BASE jumpers who leap from it to the gorge below.

One of West Virginia's most iconic symbols enjoys its day in the spotlight later this month when the annual Bridge Day Festival is held in Fayetteville. More than 100,000 visitors are expected to attend Bridge Day, making it the largest one-day festival in West Virginia.

Bridge Day celebrates the architectural engineering marvel of the New River Gorge Bridge, which was first opened to traffic on Oct. 22, 1977.

The nearly one-mile bridge turned an arduous 45-minute drive along two-lane winding roads from one side of the New River to the other into a mere 45-second jaunt across a four-lane highway over the New River.

Until recent years, the New River Gorge Bridge was the longest single-arch span bridge in the world with a span of 1,700 feet. Such distinction now belongs to a similarly-built bridge in China, but there is no mistaking the powerful image linking

the New River Gorge Bridge and West Virginia.

The New River Gorge Bridge was chosen to be on the back of West Virginia quarter in the U.S. Mint 50 States Quarters Program. Whitewater rafting enthusiasts finish their trips underneath the New River Gorge Bridge.

Bridge Day is held every third Saturday in October. It is the only day of the year in which pedestrians are allowed to walk across the bridge.

More than 400 BASE jumpers (parachutists who jump from fixed objects like Buildings, Antennas, Spans, and Earth) from around the country and world descend on Bridge Day to leap from the bridge to a landing zone 876 feet below, which makes the New River Gorge Bridge the second highest bridge in the United States.

For more information about Bridge Day and the surrounding area, go to www.876ft.com and www.newrivercvb.com.

Are You Ready to Retire? Are You Sure? OHRD Offers Advice

Retirement... the very thought of it conjures up images of relaxation, afternoon naps, and time spent on activities that bring us joy. Freed from a daily work schedule, we look forward to enjoying time with family, traveling to distant places, and pursuing new hobbies.

The reality of retirement, however, is not always as attractive as the fantasy, especially for those who have failed to plan effectively. A successful and happy retirement requires careful preparation and candid discussions with loved ones. Fortunately for state employees, training is available to help us plan for our retirement years.

The Division of Personnel's Organization and Human Resource Development (OHRD) section, in conjunction with a group of long-time partners, offers *Heading into Retirement: Planning for a Secure Future* for state employees contemplating retirement.

Heading into Retirement offers attendees the opportunity to learn



Careful planning and candid conversations are two vital steps to take toward ensuring your financial situation is as solid as possible upon retirement.

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RETIRE

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about retirement-related issues from representatives of state and federal agencies, as well as state-affiliated organizations that offer services to retirees. The program is designed primarily for employees who are 50 years of age or older.

The day's agenda begins with a presentation by a representative of the Consolidated Public Retirement Board. Staff from the State's Treasurer's Office and ING then share information about deferred compensation programs available to supplement state benefits. In the afternoon, a representative from the Social Security Administration discusses Social Security, disability, and Medicare issues. Presentations by staff from Mountaineer Flex Benefits and the Public Employees Retirement System complete the program agenda.

Evie Davis, Assistant Personnel Director for OHRD, has found that the program's impact can be significant. "There are usually two reactions from participants at the end of the day. Some individuals realize that they are not fully prepared to retire. While these attendees are often disappointed, they are also relieved that they didn't make a premature decision to retire.

Other participants learn that they are financially prepared to retire and leave the program with an assurance that they are making the right decision at the right time."

This year, OHRD offered 10 sessions of the program, serving nearly 300 state employees. The agency plans to offer a similar amount of sessions in calendar year 2009. Expecting sessions to reach capacity, Davis urges state employees to enroll early on the date of their choice.

For more information about OHRD's *Heading into Retirement* program, call 558-3950, ext. 57204.

Welcome! ... To our new employees at the Department of Administration: **Carl Baldwin** (BRIM); **Derek Bailey** (CPRB); **Jesse Estep**, **James Huffman**, and **Leonard Spencer** (General Services); **John Bowyer**, **Lisa Dalporto** and **Nicole Michaelis** (Personnel); and **Mandy Carpenter** and **Matthew Francis** (Technology).

Time to Relax ... After many years of hard work, **Cynthia Dillon** of the Finance Division is now ready to kick back and relax. Happy retirement!

Best Wishes ... To our employees who recently resigned from our department: **Dawni Mullins** (CPRB); **Michael Harmon** (PEIA); **Erika-Raquel Vance** (Purchasing); and **Bill Ferguson**, **Nancy Sturm** and **Jennifer McCarty** (Technology). Best wishes to all!

Educational Opportunity ... The Technology Learning Center of the Office of Technology has scheduled two special computer classes. The **Adobe InDesign CS3** class will be held **Oct. 27-28** and an **Adobe Photoshop** class is scheduled for **Nov. 17-18**. For additional information and/or to enroll, contact the Technology Learning Center at 558-6384. Enrollment deadline is Oct. 6.

On The Move ... Effective Sept. 26, the offices of **Public Defender Services** changed to One Players Club Drive, Suite 301, Charleston, WV 25311. The telephone and fax numbers remained the same.

Meet Your IT Security Team ... On **Oct. 7**, the Office of Technology will conduct a "**Meet Your Information Security Team**" session, open to the public, at the Cultural Center from noon to 1 pm. During the session, a mix of video and discussion about a variety of Information Security topics will be available. Also, on **Oct. 25**, "**Shred Day at the Capitol Complex**" will take place. Everyone is invited to bring paper or computer hard drives and disks to be shredded and recycled. More information will be provided via e-mail as the dates draw near.

HAPPY BIRTHDAY ... In October

1 Bernard Simmons Technology	17 Lynn Schillings Personnel
Harold Young .. General Services	19 Ross Taylor Finance
2 Scott Padon Purchasing	21 Barry Arthur Technology
Diane Tittle PEIA	Steven Bratchett .. General Services
3 Carla Pullen Technology	Erica Henson CPRB
4 Sheila Gray Real Estate	Sharon Thompson Purchasing
5 Diana Arden Technology	22 Larry Layne General Services
Robert Richmond ... Technology	Angela Leshon Finance
Carl Westfall ... General Services	Lisa Trump CPRB
8 Ted Fore General Services	David Wills Technology
Taella Hill Personnel	23 Jennifer Ayers Technology
Adam Malone Technology	Sharon Lacey Technology
9 Scott Dobson Technology	24 Michael Campbell Personnel
Brian Dunbar Technology	Sharon Newhouse Personnel
11 Stephen Abshire Technology	Joselyn Sturgill Finance
Joe Thomas Personnel	Lietta White Ethics
12 Jon Cain II Technology	26 Thomas Berry II Technology
Melody Duke BRIM	27 Dwayne Bartley Technology
14 Katherine Blizzard Personnel	Russell Cook Public Defender
Dan Olthaus ... General Services	Cynthia Davis CPRB
Millard Scott ... General Services	Andrew Mitchell General Services
15 Brian Hilmon Aviation	Shelly Murray Purchasing
Gregory Pittman Technology	29 Otis Cox Personnel
16 Philip Brooks General Services	31 Tammy Scarberry PEIA

Administrative Notes



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