

Quotes, Notes & Anecdotes

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

BRIM's Melody Duke Conveys a Good Image for Agency

Melody Duke, a Financial Reporting Specialist I for the Board of Risk and Insurance Management, has been selected as the Department's **Employee of the Month** for September.

A 7-year employee of state government, Melody is responsible for the completion of BRIM's financial statements and assists with the Comprehensive Annual Financial Report. She also distributes quarterly pre-

mium invoices, posts deposits for billing and accounts receivable, and maintains BRIM's Peachtree Accounting System.

According to one of her co-workers, "Melody is always pleasant and willing to take on extra duties that are asked of her." Another co-worker adds, "She works with each department as a whole. She is a good representative of this agency when dealing with the public each day, politely and efficiently."

In her spare time, Melody enjoys spending time with her husband, Michael, and her two children, Brandon (4 years) and Brittany (20 months). She also enjoys camping, reading and participating in her Bible study group.

Please join Cabinet Secretary Greg Burton at Melody's **Employee of the Month** presentation at 11:30 a.m. on Wednesday, September 5 at BRIM's South Charleston office.



MELODY DUKE
September Employee of the Month



Scott Izat, a summer employee of the General Services Division, is pictured at the collection site for flood relief items.

Lending a Helping Hand

Department Assists in the State's Flood Relief Effort

With the raging floods in southern West Virginia, Governor Bob Wise urged all state agencies to assist in any way possible to ease the lives of those affected by the rising waters.

The Department of Administration took action in many ways. Jane Fouty and Ada Lewis of the Division of Personnel coordinated a flood relief collection to assist the individuals who, in many cases, lost all of their personal possessions. Cleaning supplies were in greatest demand.

Many other departments conducted similar relief efforts and the General Services Division employees manned a central location on California Avenue to collect the items and assisted in loading

FLOOD RELIEF
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Sneak Peek INSIDE...

- ♦ Public Service Recognition Week Begins this Month
- ♦ Governor Bob Wise Walks for WV CHIP
- ♦ **What's Wrong with the Dome?** The General Services Division is Finding Out
- ♦ Work Hours and Attire Addressed
- ♦ Administrative Notes



(File photo) For the past 16 years, West Virginia state government has celebrated Public Service Recognition Week. This event has grown over the years to honor the service offered by state employees.

Public Service Recognition Week, a national campaign to honor public workers for their dedication and service, is celebrated throughout the United States each year. West Virginia state government continues its celebration on Monday, September 24 with an opening ceremony at 11:30 a.m. on the North Capitol steps.

According to PSRW Coordinator Jane Fouty, Governor Bob Wise is expected to offer an address at this ceremony. High school bands and chorus groups are also slated to perform.

The annual **Goodies Bake-Off** is scheduled for September 25. Those interested in entering this contest must bring their desserts

Public Service Recognition Week

It's Time to Celebrate the Work Performed by State Employees

to the judging area at the East Wing Rotunda by 8:00 a.m. the morning of the contest.

The winners will be announced in the Main Rotunda at 12:00 noon. After the judging, onlookers can have a free taste. For more information, please contact Personnel's Charlotte Belcher at 558-3950, ext. 213.

The **Governor's Awards Ceremony** will be held on September 27 at 1:30 p.m. at the Cultural Center Theater. Governor Wise will honor state employees with at least 30 years of service (with every five-year increment being honored). Due to space limitations, attendance will be by invitation only.

On September 28, each department will coordinate its own service award ceremonies. The time and location for the Department of Administration has not been confirmed; however, those individuals to be honored

will be notified directly.

From 11:30 a.m. to 1:00 p.m. on Monday through Thursday, several activities will be available, including the Awareness Fair that will consist of agency booths set up in the corridors of the Main Capitol Building. Agencies interested in having a booth should contact Sarah Fridley at 558-6029.

Food vendors will also be present in the Capitol circle area from 11:00 a.m. to 1:00 p.m. daily.

Entertainment is scheduled throughout the week, according to Fouty. Performers, including Scotty Owens and John Ross, and radio stations will be entertaining the crowds during the lunch time hour.

For updated scheduled events, please check the Division of Personnel's website at www.state.wv.us/admin/personnel/empcom/PSRW/default.htm.

Our Benefits...

What's in it for YOU?

State employees receive a variety of benefits as part of their employment package. Periodically, we will take a brief look at these valuable incentives:

Day Care Services

The West Virginia Public Employees' Day Care Center is located at 302 Jefferson Street in Charleston and is open daily from 7:00 a.m. to 6:00 p.m. Children ranging in age from three months through six years may attend.

For additional information on registration and charges, please call (304) 348-6580.

Governor Wise Promotes Free Children's Health Insurance

Governor Bob Wise has been knocking on doors this summer to promote the Children's Health Insurance Program. CHIP offers free or low cost health insurance for children of working families to get the medical care they need to grow into strong healthy adults.

"I'm going to be walking through neighborhoods, knocking on every door - doing whatever it takes to find every child and get them signed up for CHIP," Wise said. "Every parent should have the peace of mind knowing their kids can get health care when they need it."

Current enrollment for WV CHIP stands at 20,662, a 34 percent increase since January of this year.

For more details on CHIP, interested families can call toll-free 1-877-WVA-CHIP or visit its website at www.wvchip.org.

STATE'S FLOOD RELIEF

Continued from Page 1

them into the truck. The collection continued for several weeks with at least two employees onsite to assist, according to Acting General Services Director David Pentz.

The West Virginia State Agency for Surplus Property (WVSASP) was also called to action by Governor Wise to assist nearly 75 small businesses which were devastated by the disaster. Surplus Manager Ken Frye coordinated several truck loads of property to McDowell and Wyoming counties to provide assistance.

Cabinet Secretary Burton expressed his gratitude to the Surplus employees who spent a week assisting in this effort. The employees included Frye, Danny Layton, Jim Hudson, David Wolfe, Roger Roe, Larry Danberry and Anthony Cooper.

Prior to the relocation of

property, Secretary Burton, Deputy Secretary Dot Yeager, Executive Assistant Debbie Bradford, Purchasing Director Dave Tincer and Public Information Officer Diane Holley visited WVSASP to take a tour of the facility and to determine the types of property that could be transported for this relief initiative.

A special session was called by Governor Wise to address the millions of dollars in flood aid which was to be allocated to the 24 counties that were declared disaster areas. According to state statistics, the government's flood-related expenses exceeded \$125 million.

The Children's Health Insurance Program (CHIP) also took part in the relief action by replacing eyeglasses that were lost or damaged in the recent flooding for children covered by CHIP, the state insurance plan for low-income families.

This disaster proved that West Virginians truly pull together in the time of need. My deep appreciation is extended to all of our employees for their consideration to those individuals whose lives were most greatly affected during these floods.

Cabinet Secretary Greg Burton

Pictured below is Cabinet Secretary Burton talking with Federal Warehouse Supervisor Danny Layton on the variety of items available through the federal government.



"I'm very pleased with the responsiveness which our employees demonstrated in the numerous roles they played," said Secretary Burton. "This disaster proved that West Virginians truly pull together in the time of need. My deep appreciation is extended to all of our employees for their consideration to those individuals whose lives were most greatly affected during these floods."

Pictured above is Administrative Services Supervisor David White (left) showing Cabinet Secretary Greg Burton a vehicle which was recently made available through the West Virginia State Agency for Surplus Property.

Buy Me Some Peanuts and Cracker Jacks Let's Go Out to the Ball Game!



Who's up for a game? The General Services Division employees and a few other recruits from the Department of Administration have joined the State Employees Softball League. The players are getting some exercise, having fun and winning some games. Pictured above is Paul Prendergast at bat...Surely, he hit a home run!

Preserving the State Capitol's Dome Becomes Historical Issue



By Carrie McComas
Communication Intern

The spiral staircases seem to go on forever, one after the other. Then climb at least a dozen flights of regular stairs and ladders...But the reward is worth it.

The reward is leaning out of the tiny windows and over the iron handrails to grasp a view of the city of Charleston that only a few will ever see. Standing atop of the State Capitol Building's golden dome, one may imagine what Architect Cass Gilbert had in mind.

The beautiful dome of the Capitol Building is truly a symbol of West Virginia. It is unique, majestic...and, unfortunately, deteriorating.

Commuters may have observed the coal-colored blemish on the south side of the dome that appears most noticeably in the winter. Taking a closer look, one finds that there are many more problems. The General Services Division knows about the deterioration and

Scaffolding has been erected in order to perform work on the exterior of the dome.

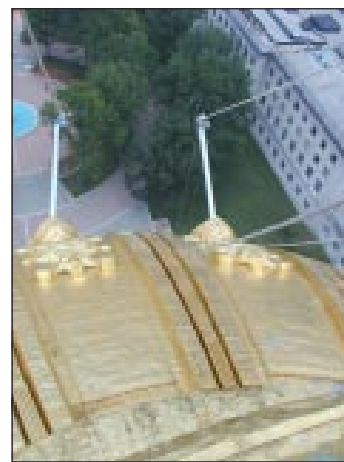


has set its plan of action. One of the problems is that the joints in the dome's limestone base are separating from their caulking. "One of the projects that we are developing specifications for," explains Tim Lee, Assistant Director of General Services, "is to actually have the jointing and painting redone and resecure the lining into place."

In other words, General Services is hoping to scroll back the aging process. In this case, they are investigating the best way to fix and strengthen the joints between the limestone blocks that have deteriorated as a result of weather conditions.

The biggest project for General Services, however, is the actual re-gilding of the dome. This is a project that has not been tackled for some time. According to Acting Deputy Director Bill Pauley, the last re-gilding was in the mid-1980's, and it was not complete. Over time, Lee points out, the gold has come loose from the metal. "We've got a lot of exposed areas up there that do not necessarily get noticed unless you are close to it," he adds. These exposed areas and, of course, the notorious "black spots" are the reason for the re-gilding.

So what does re-gilding entail? "Re-gilding is done with sheets [of gold] laid on the surface of the dome," says Paul Prendergast, Occupational Health & Safety Coordinator, for General Services. However, before



Pictured from one of the highest points of the dome, peeling gold can be noticed. Discolored spots have also deterred the dome's beauty.

they can lay on the gold, research is needed. "We have a group, Swanke-Hayden, from New York, who are experts at re-gilding," said Acting Director David Pentz. He added that this company will be taking a 4' x 6' sample, or "coupon" from the dome, which will be taken to a lab and tested. The results will hopefully determine why the dome surface has discolored and peeled. Solutions to refurbish the dome will be discussed. Many of the decisions regarding the dome renovation will be made in committees, including representatives from many state agencies.

What about the cost?

This factor is yet to be determined, though such renovations in other states have cost substantially. "As far as I'm concerned, the dome will be the most significant project that we will deal with," Pentz said. "It is certainly the most visible [project]...It's a symbol of our state and of our city. Whatever we do, it's going to be done right!"

DOME FACTS

- The dome has two layers, with an air pocket in between. The top layer is the gilded masterpiece and the smaller, inner layer can be viewed from the Rotunda.

- There are at least 5 lookout points inside and outside the dome which can only be reached by spiral staircases and ladders.

- The crystal chandelier that hangs from the center of the inner dome is approximately 2 tons and is lowered partially when the legislature is in session. It is completely lowered for cleaning and display during inaugurations. The 4,000 pound ornament contains over 100 light bulbs and is hand cranked.

- An emergency light is located at the top of the dome and is only lit during a state-wide emergency, such as the flooding many West Virginians experienced this summer.

MILESTONES

Honoring our Employees' Service Years

Our Department values its employees and the knowledge and dedication they share in their agencies.

Congratulations to those employees who are celebrating their service year anniversaries this month:

5 YEARS

Lisa Collins
(Personnel)

Charles Hager
David Lawrence
Keith Moss

(General Services)

Robert Sayre
(IS&C)

10 YEARS

Neil Bowman
William Pointer
(General Services)

15 YEARS

Jim Bateman
(Division of Personnel)

Scott Padon
(Purchasing Division)

20 YEARS

Randy Hughes
(Purchasing Division)

Harold Matthews
(General Services)

Larry Meninger
(IS&C)

Sharon Pruett
(CPRB)

25 YEARS

Alma Legg
(Personnel)

Perspective

By seeing the seed of failure in every success, we remain humble. By seeing the seed of success in every failure, we remain hopeful.

Mel Ziegler, Founder
Banana Republic

Attention PEIA PPB Plan Members: Are You Aware of Recent Changes to Your Plan?

The Public Employees Insurance Agency recently implemented several changes for Plan Year 2002, which began July 1, 2001. Some of these changes are detailed below; however, if you have additional questions, please contact Customer Service at (304) 558-7850 or toll-free 1-888-680-7342.

Precertification for Allergy Testing

Effective July 1, 2001, allergy testing requires precertification. For in-network services, precertification is the provider's responsibility and if the precertification is not done, the provider takes a 30% penalty. The provider should contact Intracorp for precertification. In-network allergy testing is covered at 20% coinsurance after the deductible is met.

Prior Authorization for Non-sedating Antihistamines

The antihistamines include Allegra, Zyrtec and Claritin. On August 1, 2001, any prescription for these non-sedating antihistamines requires prior authorization from Merck-Medco. The prior authorization process can be started by the member, the physician or the pharmacist by calling Merck-Medco at 1-800-711-3808.

Retail Maintenance Network

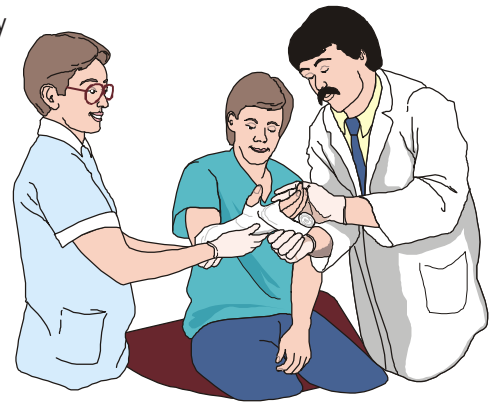
PEIA offers a Retail Maintenance Network of pharmacies that will fill your 90-day maintenance prescription for just two copayments. You can buy two months and get one month free. All Kroger, K-mart and Rite-Aid pharmacies are members of this network, along with many other local pharmacies across the state. A complete list can be found on PEIA's website at www.wvpeia.com or in the Summary Plan Description.

Timely Submission of Claims

Members and providers now have 6 months from the date of service to submit a claim to be considered by PEIA, when PEIA is the primary insurance. If PEIA is secondary, the time limit is six months from the date of the Explanation of Benefits from the primary plan.

Notice to PEIA Enrollees Concerning Election for Plan Exemption from Certain Federal Requirements:

Under a 1996 Federal law, group health plans must generally comply with certain requirements; however, the law permits state and local governmental employers that sponsor health plans to elect to exempt a plan from these requirements for any part of the plan that is self-funded by the employer, rather than provided through a health insurance policy. The only practice effect to PEIA members is that the PEIA PPB Plan has made a ten dollar reduction for family coverage and a five dollar reduction for single coverage in premiums for members who certify that they and/or their covered dependents do not use tobacco.



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Special Thanks

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Carrie McComas
Kaye Parks
Bill Rainey

A Message From... Cabinet Secretary Greg Burton

Work Policies

In the past couple of months, our division and agency directors have been discussing various policies, both formal and informal, which relate to our employees. Policies, such as work hours and dress code, are most often made at the division level due to the variance of each office and the work which is performed. Proper attire is expected from those from whom we serve.

To ensure optimum customer service, Governor Bob Wise has requested that all state offices be open until 5:00 p.m. This action will better assist our customers when conducting state business. I greatly appreciate your cooperation in this effort.

Print Shop Moves Correctional Industries Moves Downtown



Correctional Industries' print shop recently moved from its Jefferson Street location to 617 Leon Sullivan Way (formerly Broad Street), according to George Hampton, Director of Correctional Industries.

Hampton indicated that not only is the operation moving, but enhancements are being made to its services and software. There will also be two drop boxes at the Capitol Complex to deposit requests for printing.

Welcome to the Department!... Cynthia Good and Charles Stark (IS&C), Tony Justice and Kimberly Dunlap (CPRB), Lloyd Lawson (General Services), Michael Marteney (Grievance Board), William Foster (BRIM), and Marjorie Martorella (Prosecuting Attorneys Institute).

Best Wishes... to those employees who have retired from state government: Pat Powers (CPRB), Bill Pauley (General Services), and Ed Mullins (IS&C). We also wish the best to those who have resigned from the Department: Annagayle Stevens (CHIP), Charles Reynolds (General Services), and Sharon Waggy (CPRB).

New Opportunities... Sandra Singleton recently transferred from CPRB to Purchasing, and Brenda Jones transferred from CPRB to CHIP.

Congratulations!... to Jacqueline Cox (Finance) who was promoted from an Office Assistant II to an Office Assistant III, Shelley Dunlap (CPRB) from an Accounting Technician II to an Accounting Technician III, and Ellen Akers (PEIA) from an Office Assistant II to an Accounting Technician III.

PEOPLE TALK

WV State Employees Combined Campaign... The combined campaign will kick off on September 26!

Proud Mama... Finance's Cindy Dillon was pleased to have her son, Jeremy Harper, working this summer in the Budget Office. A sophomore at Davis and Elkins College, Jeremy majors in computer programming.

Multifest, a Celebration of Diversity... If you missed Multifest, which was held at the State Capitol Complex in August, you missed a lot of good food, entertainment and merchandise. Celebrating racial and ethnic diversity in West Virginia, this free festival offered music that represented international and American subcultures.

HAPPY BIRTHDAY...in September

- | | | |
|----|-----------------------------------|-------------------------------------|
| 2 | Connie Byrne Finance | Stephen Kenney .. Pros. Atty. Inst. |
| | Curt Curtiss Purchasing | Aaron Riley IS&C |
| | Ada Lewis Personnel | 22 Donna Bilyeu Personnel |
| 3 | Gay Ellis Finance | Sharon Gill PEIA |
| 4 | Kim Huffman IS&C | Sarah Long BRIM |
| 5 | Jane Fouty Personnel | 23 Barbara Jarrell Personnel |
| | Robin Sloan Gen. Svcs. | Teresa Siders ... Public Defenders |
| | Sheryl Thomas-Walker IS&C | Tammy Williams CPRB |
| 6 | Lewis Brewer Ethics | 24 Shawn Carper Finance |
| | Dick Estill Purchasing | Jim Farmer Purchasing |
| 7 | Shelly Lowery Ethics | Dan Pauley IS&C |
| 9 | Philip Adams IS&C | Deidre Rainwater IS&C |
| | Charlotte Belcher Personnel | 25 Stephanie Chafin IS&C |
| | Erlene Davis CPRB | David Wolfe Purchasing |
| | Chuck Walker IS&C | 26 Alfred Hugar Finance |
| 11 | Ben Clark IS&C | 28 Stan Chambers ... Personnel |
| | Diana Davis CPRB | Joan Chapman Finance |
| | Dave White Purchasing | Cathy Kushner IS&C |
| 12 | Craig Cotsmire IS&C | Diana McGinnis Sec. Office |
| | Tom Lambert Gen. Svcs. | 29 Tom Allen IS&C |
| 13 | Connie Maxwell Finance | Karen Copeland CPRB |
| | Evan Williams Purchasing | Charles Curry ... Gen. Svcs. |
| 14 | Jerri Rucker Finance | Jerry Gladwell BRIM |
| 16 | Kathy Thomas IS&C | Greg Hutchinson IS&C |
| 19 | Cathy McClung IS&C | 30 Janet Atkins CPRB |
| 20 | Bill McClanahan IS&C | John Wagner IS&C |
| 21 | Sharon Horn Personnel | |

