



Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

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Employee of the Month

Chuck Mozingo Works as a Positive Team Player at BRIM

CHUCK MOZINGO, the assistant claims manager for the Board of Risk and Insurance Management (BRIM), has been selected as the department's **Employee of the Month** for September.

An eight-year employee of state government, Chuck assists the claims manager for BRIM in handling the day-to-day processing of claims against state agencies and various non-profit groups and

political subdivisions under BRIM's coverage. He also researches claims of medical malpractice and mine subsidence damage to property.

One of Chuck's co-workers said, "Chuck is a team player who is very loyal and considerate to his co-workers, employees and customers." Another co-worker said, "He always has time to assist in whatever project needs attention, from drafting policies to moving a file

cabinet. Chuck is well respected from those at the top of our agency on down."

In Chuck's spare time, he enjoys relaxing with his wife, Martha. He also reads, mostly historical fiction and science fiction books; plays guitar and does home improvement projects.

Please join Chuck at a special ceremony in his honor on Thursday, September 8 at 11 a.m. in BRIM's conference room in South Charleston.



CHUCK MOZINGO
September Employee of the Month

Cabinet Secretary Ferguson Takes Time to Visit Worksites to Meet Employees



Jack Pullen, an IS&C Program Analyst II, takes a few minutes to talk to Secretary Ferguson about IS&C, but more importantly, about his job.

By Debbie Harrison
Communication Specialist

With the 2005 Legislative Session over, Cabinet Secretary Rob Ferguson is pleased to resume his visit to the various worksites within the Department of Administration so he can meet in person the people who make the department shine.

Aside from meeting the employees, he hopes to gain positive ways to make the department operate more efficiently, thus save money for the state. "I've been wanting to do this since I first came," said Secretary Ferguson. "But certain responsibilities relating to my position as cabinet secretary kept delaying it, one being the Legislative Session. Now that things are settling down, I am making the time and am enjoying it immensely. I want to meet the people who do all the work." He recently visited the IS&C employees at Davis Square.

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- ◆ Office of Technology Teams Up with Surplus Property to Protect Data
- ◆ Aviation Division Explains Services and Showcases Fleet to Media
- ◆ Jim Kirby Joins the Department as our General Counsel
- ◆ Administrative Notes



(Above) The new Cessna 208B Grand Caravan was recently purchased and can be used for cargo or passenger travel.

Aviation Division's Open House Offers Opportunity to Display State's Air Fleet

The Aviation Division held an "open house" for the media on July 28, 2005, at the State Hangar Facility at Yeager Airport for the purpose of displaying the state's air fleet and to tour the facility.

Under an Executive Order by Gov. Joe Manchin, all state aircraft are consolidated under the Department of Administration's Aviation Division. Prior to Governor Manchin taking office, Aviation Director Keith Wood said the state had multiple aircraft owned by different agencies going in different locations. He added that with the reorganization, his division will be better able to negotiate fuel costs, potentially saving the state \$50,000 next year.

The state air fleet includes the Beechcraft King Air 350, the newly acquired Cessna 208B Grand Caravan, a Bell Jet Ranger 206B3 helicopter, a Bell Long Ranger IV helicopter, and a Bell 407 helicopter, which the State Police currently has on order to be delivered by the Spring of 2006.

Aside from Department of Administration officials, other state agencies were represented, including the State Police, Department of Environmental Protection, Division of Highways, and the Division of Natural Resources, to answer questions and explain their usage of the air fleet.

"The newly purchased Cessna 208B Caravan, which was put into service on July 23, will complement the Aviation Division's current Beechcraft King Air 350. While the King Air's primary mission is serving major airports in West Virginia as well as major U.S. cities, such as Atlanta, Chicago, New York and Washington D.C., the Caravan will expand our capabilities in-state to include all hard-surfaced and most non-hardsurfaced runways," Wood said.

Unlike the other aircrafts, the seats in the Cessna Grand Caravan are removable, allowing room for the State Police's bomb squad robot to be transported in the case of an emergency. The aircraft can quickly transport the robot to almost any location in the state. The \$150,000 remote-controlled robot is the only one in the state. Other prominent features include:

- The ability to carry eight passengers and a crew of two, or up to 3,000 pounds of cargo. The Caravan can be switched from a passenger to a cargo configuration or a mixed payload in less than 30 minutes.
- Landing capabilities at 42 state airfields, including short runways and even grass runways. The King Air can land at only 20.
- The Office of Emergency Services can now reach remote locations quickly with flood relief supplies. In the past, the state often has had to rely on National Guard helicopters.

Last year, the State Legislature appropriated \$5.2 million for aircraft. The State Police were planning to purchase one two-engine helicopter; however, Governor Manchin put a halt to the proposal and appointed an Aviation Advisory Board to study and make recommendations on all state aviation-related issues. The board determined that the state could buy one new single-engine helicopter and the Grand Caravan for \$600,000 less than the original plan.

"We could have spent the \$5.2 million on one aircraft but we didn't," said Wood. "Instead we chose to purchase two aircraft instead of one, saving the state money and offering more service to individuals."

The Aviation Division continues to hold true to its mission to increase the efficiency and effectiveness of state government by providing safe, secure transportation to the governor and his administration.

While the King Air's primary mission is serving major airports in West Virginia as well as major U.S. cities, such as Atlanta, Chicago, New York and Washington D.C., the Caravan will expand our capabilities in-state to include all hard-surfaced and most non-hardsurfaced runways.

**Keith Wood, Director
State Aviation Division**



(Below) With the purchase of the Cessna 208B Grand Caravan, the state can remove the seats in the aircraft and may now transport the only remote-controlled bomb squad robot in the state.

Office of Technology Implements Program to Dissuade Identity Theft on Surplus Computers

Each month, state desktop and laptop computers no longer needed by state agencies are retired to the West Virginia State Agency for Surplus Property (WVSASP), which in turn offers the property to eligible public and non-profit organizations through negotiated sale or to the public by an auction or sealed bid process.

In an effort to dissuade identity theft or any access to personal or confidential information that may inadvertently remain on these machines, Chief Security Officer Jay McFarland of the Office of Technology, in cooperation with Surplus Prop-

erty Manager Ken Frye, have implemented a hard drive wipe and dispose process for surplus computers.

The process is simple, yet effective. And, better yet, does not require any additional work by state agencies.

Although transparent to the agencies and end users, this process proves to be effective at preventing the possible release of any information previously stored on state-owned computers. The agency will continue to send their equipment to WVSASP as in the past; however, once received at their Dunbar facility, staff members of the Office of Technology and WVSASP ensure the information on the computers are wiped clean from the hard drives before becoming available for sale. This assures that no information remains on the machines once they are no longer state property.

The Office of Technology and WVSASP continue to strive to protect the personal and confidential data of state employees and the citizens of the state of West Virginia.



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Secretary Ferguson

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Upon arriving at IS&C, Secretary Ferguson declined a 'guided' tour, but rather chose to walk through the office introducing himself. He approached employees asking, "If we were to change jobs for a day, no doubt I would mess up your job, but what would you do differently if you had mine?"

Initially hesitant, IS&C employees offered a variety of responses. One employee in particular suggested he would do exactly what Secretary Ferguson was doing, meeting the people and talking to management to find out how the programs were being operated.

"He seems like a nice gentleman," said Program Analyst Frank Stolpher. "We enjoyed chatting. We both have a military background. I was in the Air Force and he was in the Marines. We talked about our families and what should he be looking for at IS&C."

Another Program Analyst Nancy Stark said, "I found him to be a very personable gentleman. I think he is genuinely interested in how to improve things here. He asked me how I thought he was doing. I told him I've been here nine years and we all think he's moving in a real positive way."

Jack Pullen, Program Analyst II, said that Secretary Ferguson was very interested in what he did at IS&C. He also clarified some things about state government that Jack did not understand. "I voted for the bond issue and was very concerned when it didn't pass," he said. "I was concerned what it would mean to public employees." He added that Secretary Ferguson explained this issue in more detail with him so he could understand the impact of the unfunded liability of our retirement systems.

As Secretary Ferguson continued his tour, he spoke with many employees, including Judie Barnes who works for IS&C's Telecommunication Unit, to ask for feedback on certain issues. Some responded immediately while others have sent comments to him in writing.

At the end of the tour, Secretary Ferguson expressed his enthusiasm in wanting to make improvements for our employees. "I really do care," he said. "I want to get the most done that I can in four years to make the state work and the people happy." Some of the other divisions Secretary Ferguson has already visited include Purchasing Division's Surplus Property Unit, PEIA and Aviation Division. He said he hopes to visit all worksites within the next couple months.



Nancy Stark, an IS&C program analyst, said she enjoyed talking with Secretary Ferguson during his visit. "I think he is genuinely interested in how to improve things in the department," she said.

Jim Kirby Joins the Department as General Legal Counsel



Monday, July 25th marked Jim Kirby's first day as the Department of Administration's new general counsel.

Government Directory Updated

The state agency listing in the online **2005 State Government Directory** has recently been updated. Every quarter, agencies submit changes to keep the directory information up-to-date. To access the directory at the state's main website (www.wv.gov), select 'Find the State Government Directory' from the menu on the left side of the page. At the bottom of Governor Manchin's message, there is a link to 'West Virginia State Government Directory' from which you can access all the information previously included in the printed directory.

Since his first day on the job on July 25, 2005, Jim Kirby quickly realized the wide variety of issues tackled on a daily basis at the Department of Administration. As the department's newly appointed general counsel, Kirby is taking in as much information on the diverse functions of the department as quickly as possible.

Prior to joining the department, he worked as an attorney for the Charleston law firm of Shuman, McCuskey and Slicer. Previously, he served as a clerk for Judge Robert Irons of the 31st Judicial Circuit Court in Monroe County.

Kirby replaces John Poffenbarger, who retired effective July 31, 2005, after serving in various roles in state government for 39 years. "There's no replacing a person like John Poffenbarger," Kirby said. "I know I have some awfully big shoes to fill based on the level of the respect and praise he earned. He is a nationally recognized bond lawyer and was here for a long period of time because of his character and his abilities. If, at the

end of my legal career, I can be half as respected and loved as John Poffenbarger, I will definitely consider myself a success."

Kirby graduated from West Virginia University, achieving his undergraduate degree in philosophy in 1995 and his Doctor of Juris Prudence in 2000.

After accepting the general counsel position with the department, Kirby received valuable advice from his former employer, a person qualified to provide him first hand knowledge and guidance. John McCuskey served as commissioner of the Department of Finance and Administration, prior to the government reorganization in the 1980s. "He told me this would be an exciting job," Kirby said. "I understand what he meant in that the Department of Administration does a little bit of everything. I definitely won't get bored because the work

has such a wide range, from employment to contracts. It's going to be very interesting."

Kirby attributes the smooth transition from private practice to state government to the helpfulness of the Cabinet Secretary's Office employees, especially Deputy Director/Assistant General Counsel Heather Connolly. "I didn't know anyone in the office and she's made me feel very comfortable by introducing me to people and showing me the ropes."

Cabinet Secretary Rob Ferguson is pleased to welcome Kirby to his cabinet and has quickly acclimated him to the job. "Due to his diverse law experience in labor and employment, state and municipal liability, contracts, construction, and legal and medical malpractice, Jim is well prepared for the challenges that await him in state government," Secretary Ferguson said.

Capitol Market at the Capitol



First Lady Gayle Manchin and Agriculture Commissioner Gus Douglass kicked off the opening of the "Capitol Market at the Capitol." Several departments, including Administration, teamed up to promote the link between West Virginia's freshly grown produce and better lifestyles. Produce will be sold from 11 a.m. to 1 p.m., the first three Thursdays in September and the third Thursday in October.

Campus Elevator Project Enhances Efficiency, Reliability and Safety

To say that life is full of ups and downs is more than a saying for Ben Cunningham, a mechanic for Murphy Elevator, the company contracted to update all the elevators in the Main Unit of the Capitol Building.

"These elevators all dated back to the 1950s and needed to be refurbished as well as made ADA compliant," said Cunningham. "The work is just about complete in the main unit which included the four elevators in the east and west wings (of the State Capitol), two in the Rotunda, the Governor's elevator and the Attorney General's."

The last elevator to be upgraded was the old freight elevator located in the main unit of the Capitol Building. The work involved a conversion from a traction elevator to a hydraulic elevator. "Basically, this means completely tearing out the old system and putting in new rails. We then drill a hole in the ground about 52 feet for a hydraulic cylinder."

Before drilling the hole, it had to be cased off so they could install the hydraulic system, according to Cunningham. "It has been pretty interesting here for everyone. We've hit normal ground water after drilling about 30 feet, and we're expecting the river across the street to bring in some seepage." The old elevator, which was driven by an overhead machine with cables and counterweights, maintained all the equipment and controls on the roof.

Hydraulic elevators are known for low speed; however, the new elevator will have no overhead equipment. The hydraulic cylinder in the ground will push the elevator up and down rather than pulling it up and down by cable. Cunningham says this method is said to be more efficient and less expensive, with equal or enhanced safety. "The big plus for the elevator now is if it breaks down, the servicemen can get it running quickly because all the equipment and controls will be inside. It also has a backup battery that charges the whole time the elevator is turned on, allowing the elevator to continue working in the event of a power outage."

Every piece is brand new and, according to Cunningham, the only noise you will hear is that of a small exhaust fan located in the cab itself just to bring in fresh air. It will have all the safety features as well as passenger doors with reversible entrances and larger openings, offering greater ease in moving carts, pallets and larger materials.

The elevator should be completed by the first of September. And as for its expected durability? "The elevator should be here another 50 to 75 years," he said.

Other maintenance work on the elevators are progressing. "We just issued two purchase orders to Schindler Elevator Corporation to work on the elevators in Buildings 3, 5 and 6," said Dennis Stewart, Special Projects Coordinator for General Services. "Building 7, however, will be a separate contract."

Not only was it necessary to make all the elevators ADA compliant, but Stewart said they were reaching their life expectancy and needed to be refurbished in order to provide maximum safety. "It's a very costly project, but Governor Manchin's administration has made it a top priority to improve elevator service to all the buildings on campus and has provided the necessary funding with hopes of the work being completed as soon as possible."



"These elevators all dated back to the 1950s and needed to be refurbished as well as made ADA compliant," said Ben Cunningham, a mechanic for Murphy Elevator (pictured). Several elevators on campus will be refurbished to improve efficiency and reliability.

Department Welcomes Cedric Greene

The Cabinet Secretary's Office is pleased to welcome Cedric Greene to its staff. Greene will serve as executive assistant to Secretary Rob Ferguson.

With 20 years experience in the United States Marine Corps, he spent the last five years as administrative chief at the Recruiting Station in Hurricane, West Virginia. Greene will focus his energy on special projects within the department.



Quotes, Notes & Anecdotes

is published by the West Virginia Department of Administration

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Governor

Robert W. Ferguson Jr.
Cabinet Secretary

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Special Thanks

Betsy Chapman
Debbie Harrison
Kaye Parks
Sandy Singleton

Giving Thanks for the Little Things

Don't sweat the little things ...If you are the type that allows little things to bother you, think twice.

With the anniversary date of the September 11th tragedies quickly approaching, we thought it might be good to look at some reasons why some people weren't in the Twin Towers that fateful day as they should have been.

- One spilled food on her clothes and had to take time to change.
- One missed his bus.
- One got stuck in traffic because of an auto accident on the New Jersey Turnpike.
- Another person is alive because it was his turn to bring donuts.
- One woman was late because her alarm clock didn't go off in time.
- The head of a company survived 9/11 because his son started kindergarten that morning.
- One person's car wouldn't start.
- One went back to answer his phone.
- One had a child that dawdled and didn't get ready as soon as he should have.
- One couldn't get a taxi.
- One man wore a new pair of shoes that morning, but before arriving to work, he developed a blister on his foot so he stopped at a drugstore to buy Band-Aids.

The next time your morning seems to be going wrong with mini-crises galore, such as the children being slow getting dressed, you cannot seem to find your car keys, you hit every traffic light or miss your bus, take time to give thanks for the little things in life. They just might be divine delays.

Welcome!...to the employees who recently joined our department: **Jim Kirby** and **Cedric Greene** (Secretary's Office), **Stephen Kerns** and **Alicia Legg** (CPRB); and **Linda Clements** (Personnel).

Congratulations...to **John Poffenbarger** of the Secretary's Office, who recently retired from state government.

Best Wishes...to the following employees who recently resigned from the department: **Lee Ann Necuzzi** (Finance), **Charles Strickland** (General Services), and **Robert Maxwell** (Personnel).

WV Smart Drivers...A recent study shows West Virginia ranked in the top ten states with the smartest drivers. Warren, N.J.-based GMAC Insurance National Drivers Test graded 5,000 licensed drivers between the ages of 16 and 65 on their driving prowess. Rhode Island Motorists scored the lowest, with Oregon driver ranking the highest. West Virginia drivers ranked tenth.

Labor Day...State employees will enjoy the Labor Day holiday on Monday, September 5. This holiday means two things: a day off and the end of summer. Labor Day is a day set aside to pay tribute to the working men and women. It has been celebrated as a national holiday in the U.S. and Canada since 1894.

Determination...

A determined soul will do more with a rusty monkey wrench than a loafer will accomplish with all the tools in a machine shop.

Rupert Hughes

PEOPLE TALK

Got News?...Let us know what's going on with you and your family. Contact Diane Holley, Editor, at (304) 558-0661 with information to share with the Department's employees.

HAPPY BIRTHDAY...in September

2	Connie Byrne Finance	19	Cathy McClung IS&C
	Ada Lewis Personnel		Ioma Tenney PEIA
	Aaron Riley IS&C	20	Bill McClanahan IS&C
3	Ricky Howerton Gen. Svcs.	21	Sharon Horn Personnel
4	Kim Huffman IS&C	22	Sharon Gill PEIA
5	Jane Fouty Personnel		Sara Long BRIM
	David Keith IS&C		Gary McClanahan Gen. Svcs.
	Robin Sloan Gen. Svcs.	23	Barbara Jarrell Personnel
6	Lewis Brewer Ethics		Teresa Siders Public Defenders
	Dick Estill Purchasing		Loretta Watson IS&C
7	Joe Francis IS&C		Tammy White CPRB
	Shelly Lowery Personnel	24	Shawn Carper Finance
9	Philip Adams IS&C		Jim Farmer Purchasing
	Erline Davis CPRB		Dan Pauley IS&C
	Chuck Walker IS&C		Deidre Rainwater IS&C
10	David Dean IS&C	25	Stephanie Chafin IS&C
11	Diana Davis CPRB	28	Stanley Chambers . Personnel
	John Doub CPRB		Joan Chapman Finance
12	Craig Cotsmire IS&C		Cathy Kushner IS&C
	Jessica Lambert IS&C		Amy Null Purchasing
	Thomas Lambert Gen. Svcs.	29	Thomas Allen IS&C
13	Evan Williams Purchasing.		Karen Copeland CPRB
14	Grace Morton PEIA		Charles Curry Gen. Svcs.
15	Erin Akers Public Defenders		Jerry Gladwell BRIM
16	Brett Horton IS&C	30	Janet Atkins CPRB
	Kathy Thomas IS&C		John Wagner IS&C

