

Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

September 2007 • Vol. 14, Issue 9

Employee of the Month

Personnel's Joe Thomas Tackles Tasks with Enthusiasm

JOE THOMAS, a Senior Personnel Specialist for the Division of Personnel, has been selected as the Department of Administration's **Employee of the Month** for September.

A 14-year employee of state government, Joe is responsible for providing technical assistance, advice and guidance to employers and employees regarding policies and personnel related issues.

He develops new sections of Administrative Rule, monitors grievance decisions and circuit court and Supreme Court cases.

According to one of his co-workers, "Joe tackles assignments with enthusiasm. He gives his full attention to the task while being able to deal with multiple matters at the same time. Joe can be depended on to meet deadlines while delivering a high qual-

ity work product. Joe exceeds the expectations for his position."

In his spare time, Joe enjoys fishing, camping and spending time with his family.

Please join Joe's co-workers at a special ceremony in his honor on Wednesday, September 12 at 10 a.m. on the 2nd floor of Building 7 - Caperton Conference Center.



JOE THOMAS
September Employee of the Month

Capitol Cafeteria Project Moves Forward



General Services Division employees discovered several surprises while getting the cafeteria ready for the next phase of workers.

Just like renovating an old house, surprises were around every corner when General Services workers prepared the area of the existing Capitol cafeteria for the next phase of work which is now underway.

"The overall general condition was worse than we anticipated," said Deputy General Services Director Dan Olthaus. "There was a whole myriad of wires that were no longer in use which had to be removed. The piping system was outdated and needs replaced. It was in a lot worse shape than what we had initially thought."

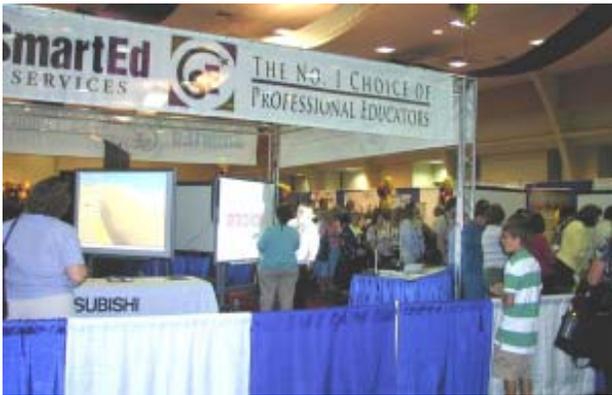
Another surprise was the plumbing. With the plumbing under the concrete floor, the surface has to be jack hammered. This work will be completed at night to eliminate disruption to state employees. The existing plumbing will be removed and re-plumbed so the cafeteria will have proper drainage.

Despite all the surprises, the new cafeteria is expected to be

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Sneak Peek INSIDE...

- ◆ Meet and Consult Pilot Program Underway
- ◆ Department Issues Education Reimbursement Policy
- ◆ Governor's Interns Participate in Focus Group on Recruitment
- ◆ Robin Perdue Appointed Grievance Executive Director
- ◆ Administrative Notes



More than 100 exhibits were on display at the 2007 Statewide Technology Conference held at the Charleston Civic Center. More than 800 participated in this event.



(TOP) The Government to Government award was a tie between Office of Technology's Sue Lore and Ed Trader. Chief Technology Officer Kyle Schafer (l) presented the awards.

(BELOW) Schafer presented the Government to Business Award (ePermitting Project) to winners (l-r) Sue Lore, Scott Dobson and Lester Thomas, all from the Office of Technology.

2007 Statewide Technology Conference Attracts Hundreds

The 2007 West Virginia Statewide Technology Conference, conducted on August 13 through 17, was conducted at the Charleston Civic Center, with more than 800 participants attending the five-day event. More

than 100 exhibits were also on display.

Sessions and exhibits were provided to a wide range of constituents from public education, higher education and state agencies.

"Rocket Boys" author Homer Hickam was the event's opening speaker, who remained afterward to autograph his books. Other speakers included Ken Dulaney of the Gartner Group, who discussed "Pocket Power - the Future of Mobile Devices" and Aldona Valicenti, the first chief information officer for the state of Kentucky and past president of the National Association for State Chief Information Officers. Valicenti addressed information technology directions and shared services in state and local government.

The annual Office of Technology awards were presented in the following categories:

Government to Business: Steve Legge and Geoffrey Chu from the Department of Environmental Protection and Sue Lore, Scott Dobson and Lester Thomas of the Office of Technology.

Government to Government: Problem Tracking and Request Management System: Sue Lore and Ed Trader of the Office of Technology.

Government to Government: WVU Regional Campus IT Integration: Geoff Chenger of Potomac State, William McDermott of WVU Tech, and Jason Stark of WVU Parkersburg.

Enterprise Information Architecture: The Marshall Project Team included Jon Cutler, Tim Calvert, Jack Xue, Brent Maynard and Jaymz Mynes.

Innovative Use of Technology: Avinash Kaza and Ben Mays from West Virginia Network (WVNET); Rich Donovan from Higher Education Policy Commission; Hitha Meka, Yorgi Gornez and Deepthi Ancha from WVU's Graduate College.

State IT Management Initiatives: Field Consolidation Project: Janice Morgan and Aaron Johnson from Rehabilitative Services; Jeff Bartlett and Pam Keatley formerly with Department of Health and Human Resources; Sam Payton formerly with Environmental Protection; and Ed Nelson from the Office of Technology.

Significant Cost Savings to the State: Online Professional Development for Virtual School Contacts: Pamela Hoppe and Bruce Cole with the Department of Education.

Technology breakout sessions were offered which included:

- ◆ Statewide Technology Partnerships and Resources
- ◆ Teaching and Learning with Technology
- ◆ Security and Network Management
- ◆ eCommerce
- ◆ Banner

Current state initiatives were also presented, including a joint effort by the Secretary of State and the Department of Environmental Protection on digital signatures for 3-Permitting; the State Auditor's Paperless Audit Detail Imaging System, the Department of Health and Human Services' West Virginia Responder Emergency Deployment program and the new self-sustaining portal project - wv.gov.

"I think the conference went very well," said Chief Technology Officer Kyle Schafer. "This year, the number of sponsors was up as well as the attendance. In previous years, it was primarily a K-12 initiative. This year there was a very good mix of not only presentations but break-out sessions that included state government, higher education and K-12."

The conference was sponsored by WVNET, the Office of Technology and the Department of Education.

Governor's Executive Order

Meet and Consult Pilot Project Gets Underway

In accordance with an Executive Order issued by Gov. Joe Manchin III, the Meet and Consult pilot program has begun. The purpose of this program is to develop greater communication between employees and management.

Three departments were chosen to be part of this pilot program. Certain agencies or divisions were selected as follows: Department of Administration (General Services Division and Purchasing Division); Department of Military Affairs and Public Safety (Regional Jail Authority) and Department of Transportation (Division of Highways).

Within the Department of Administration, the employees of the General Services Division and the Purchasing Division were requested to vote to select their division and unit representatives. The results of this election was as follows:

General Services Division

Division Representative
Dave Lawrence

Grounds Unit
Josh King

Maintenance Unit
Gerald Strickland

Custodial Unit
Donald Jarrell

Administration Unit
Dave Oliverio

Purchasing Division

Division Representative
Diane Holley

Charleston Unit
Willadean Fisher

Dunbar Unit
Alice Thibodeaux

Employees within these agencies may bring concerns, ideas or suggestions to the respective representatives, who will in turn discuss and decide by vote if it should be recommended to Cabinet Secretary Robert Ferguson and, if necessary and approved at the cabinet secretary level, to Governor Manchin.

Ideas and suggestions may focus on the following:

- providing greater efficiencies or cost-savings;
- improving policies and



procedures within the division;

- enhancing state government; or
- providing greater workplace safety

For additional information regarding the Meet and Consult pilot project, including meeting notification and minutes, please visit the Department's Intranet site at <http://intranet.state.wv.us/admin>.

Administration employees were called together to explain the Meet and Consult pilot project. The project was designed to develop greater communication and provide a partnership between employees and management.

Capitol Cafeteria Continued from Page 1

operating by the first week of January. Olthaus said, as part of the bid, the awarding contractor has 150 days to finish.

It will be an aggressive schedule for the contractor, Wiseman Construction, which will be completing the remodeling while sub-contractors will perform other tasks, such as restoring the stairwells and completing the electrical project.

"I think people are going to be surprised at how nice the cafeteria is going to be," said Olthaus. "Not only is it going to be nicer but the

space is going to be better utilized. We expect patrons to see better menu-type items."

The selection of the food vendor, however, is currently in progress.



Wiring has been yet another unpleasant surprise that has needed to be addressed.

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

Governor's Internship Participants Offer Perspective on State Government Employment During Focus Group



Students from the Governor's Internship Program participated in a focus group sponsored by the Department of Administration. This project aimed at receiving valuable feedback about their awareness of state employment.



college students.

The first step toward understanding the recruitment of college graduates began with the Department of Administration's Intern Focus Group project which brought together 20 students enrolled in the Governor's Internship Program.

The students were separated into three small groups and asked a series of questions ranging from past and current perceptions of state government and their willingness to consider state government as a potential employer.

"I did not know that within four to five years 43 percent of state employees will be eligible for retirement. I think if more young people knew that, it would be useful because they would realize there are more opportunities right out of college," said

By the year 2011, approximately 43 percent of the current state employee workforce will be eligible to retire.

Considering there are about 33,000 state employees, the potential looms for a large void of state workers in the next half-decade. To counter such a possibility, an initiative is underway to recruit from one of West Virginia's largest pool of prospects –

Danielle Boyd, a Department of Revenue intern. "I think the focus group was very productive because I know it is very important to keep younger people in West Virginia, especially young graduates."

Tim Abraham, an intern with the Department of Administration who starts law school this fall, added, "It's nice that this administration is looking toward the future and focusing on us and showing us some attention. I think this will encourage us to come back and will only help the state in the future."

The interns also completed a questionnaire asking what elements in their post-school jobs do they view as most important. Their collective answers will be used as part of an aggressive campaign to make the college graduate market a more viable state employment hiring pool.

Information gathered from the day's event will be used to address topics relating not only to recruitment but retaining current state employees.

Public Service Recognition Week Pays Homage to State Employees

The week of September 17 has been designated as Public Service Recognition Week (PSRW), a time set aside for government agencies to honor employees who have dedicated their careers to public service.

The state of West Virginia recognizes employees for their service beginning at 20 years, continuing in five-year increments.

On September 19, Gov. Joe Manchin III is scheduled to host the Governor's Awards Ceremony at 1:30 p.m. in the Cultural Center Theatre. Employees with 30

to 60 service years will be honored. There are 550 honorees with at least 30 years of service who are eligible to attend this event.

Cabinet Secretary Robert Ferguson will recognize our Department employees with 20, 25, 30 and 35 years service as well as those with superior attendance. This ceremony will be held at 10 a.m. on September 21 in Building 7 Conference Room C.

For questions concerning PSRW, contact Jane Fouty at 558-3950, ext. 206 or by e-mail at jfouty@wvadmin.gov.

"It's nice that this administration is looking toward the future and focusing on us and showing us some attention. I think this will encourage us to come back and will only help the state in the future."

**Tim Abraham, Intern
Department of
Administration**

Robin Perdue Appointed Executive Director of WV Public Employees Grievance Board



Robin Perdue
Executive Director
West Virginia
Public Employees
Grievance Board

Cabinet Secretary Robert Ferguson of the Department of Administration recently announced the appointment of Robin Perdue as the West Virginia Public Employees Grievance Board's new executive director. She replaces Earl Maxwell, who resigned, effective August 31.

Perdue's public service began 17 years ago with the Department of Agriculture. Perdue later served as

assistant deputy commissioner of securities for the State Auditor's Office.

In July of 2001, she was named deputy secretary for the Department of Administration where she served until this appointment.

The West Virginia Public Employees Grievance Board was created by the state Legislature and an Executive Order issued by Governor Joe Manchin III which became effective July 1, 2007. The new board replaced the Education and State Employees Grievance Board.

Perdue has a Regents Bachelor of Arts degree from West Virginia State College and a Master of Science degree in management with a concentration in public administration from Marshall University Graduate College.

Department of Administration Issues Education Expense Reimbursement / Leave Policy

For those individuals considering going back to school but lacking the financial means, the possibility may be available.

Pursuant to **West Virginia Code** §29-6-7(b)(6), the Division of Personnel issued guidelines for the establishment of an Education Expense Reimbursement Program (EERLP) in 1996. While reimbursement has been available, the Department of Administration has issued its own guidelines, effective September 1, 2007.

An agency head may reimburse employees for employment-related educational expenses or grant educational leave with pay, subject to the terms and conditions of the policy. This is only available with sufficient funds and when it is in the best interest of the agency. Agencies retain sole discretion whether to allow reimbursement.

Using forms available at the Division of Personnel's web site, employees submit applications to their immediate supervisor. The deadline is 45 days prior to the commencement of the class.

Applications are reviewed at each agency, then forwarded to the EERLP Selection Committee for review and recommendation. Upon the Secretary of Administration's approval, applications are returned to the agency. Payment occurs upon successful completion of the class or program.

The Department's selection committee members are:

Jack Rogers
Public Defender Services

Keith Woods
Aviation

Dan Shriver
Office of Technology

"It is my hope that everyone will take the opportunity to

improve their skills and their lives by taking advantage of this benefit," said Rogers. "No education is ever wasted and even if it does not translate immediately into increased pay or job opportunities, the personal rewards are usually well worth the investment in time and energy."

Questions pertaining to the Education Expense Reimbursement Program may be directed to the selection committee members or visit the Department's Intranet site <http://intranet.state.wv.us/admin/secretary>.

For the state policy or to attain the required forms, visit the Division of Personnel's web site at: <http://www.state.wv.us/admin/personnel/empref/POLICIES/Edivpol2.pdf> or contact Jim Wells at 558-3950, ext. 253 or JWells@wvadmin.gov.

Security Efforts Enhanced

To enhance security efforts at the Capitol Complex, beginning October 1, the stairwell doors in Buildings 5 and 6, currently being used as both an entrance and an exit, will only be used as emergency exits.

There will be no entry even with access cards. These doors are #1 and #9 in Building 5 and #17 and #25 in Building 6.



Agency Directors Chose to Return to Private Practice

Two division directors within the Department of Administration recently resigned to return to private law practice.

Billie Jo Streyle-Anderson, who served as director of the Division of Personnel, and Earl Maxwell, executive director of the Public Employees Grievance Board, made their announcements in August.

Tari Crouse, Assistant Personnel Director, is serving as acting director of the Division of Personnel until a permanent director is named.

Robin Perdue, who most recently served as deputy secretary for the Department of Administration, was appointed as executive director of the Grievance Board at its August 15 meeting. (See page 5 for related article)

The Department wishes Streyle-Anderson and Maxwell the best in their career pursuits.

State's Fall Foliage Attracts Tourism

By mid-September, the state's lush green forests in the higher elevations begin to show the first glimpse of fall as leaves begin to turn to their natural color. Now is the time to begin planning a weekend getaway or a day-long scenic drive to see the state's splendid fall foliage.

There are plenty of festivals, events and travel specials offered by state tourism businesses to enjoy in the coming weeks. Check out the State Tourism and Forestry web sites at www.wvtourism.com and www.wvforestry.com for detailed information. The Division of Forestry also offers online weekly foliage reports beginning at the end of September.

Welcome!...to our new employees: **Angela Maynard** and **Sheryl McGinnis** (both of Personnel); **Timothy Nichols** and **James Workman** (both of General Services); **Robin Hill** (Finance); **David Prince** (Technology); **Jill Anderson** (PEIA).

Best Wishes...to the following employees who have retired from state government: **Liz Martin** (Finance); **Ronna Null** (Technology); **Janie Taylor** (Purchasing - Surplus Property); **Tim Basford** (Personnel) and **Pam Dukate** (General Services). *Enjoy your retirement years!* Also, we offer best wishes to those employees who resigned from our Department: **Steven Kerns** and **Sean Sydnor** (both of CPRB); **James Kelemen** (PEIA); **Diana Gibson** and **Shelly Lowery** (both of Personnel); and **John Smith**, **Beryl Goodwin** (both of General Services), and **Larry Ward** (Aviation).

Hats Off...to the following employees who were recently promoted within our Department: **Christopher Bostick** (Aviation) from an Aviation Pilot to an Aviation Supervisor, and **Brian Hilmon** (Aviation) from an Aircraft Mechanic 3 to an Aircraft Chief Mechanic. *Congratulations on a job well done!*

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.

Think About It...

Every oak tree started out as a couple of nuts who stood their ground.

Anonymous

HAPPY BIRTHDAY ... in September

- | | |
|------------------------------------|-------------------------------------|
| 1 Wanda Casto CHIP | 17 Wesley Moats Technology |
| 2 Connie Byrne Finance | 19 Cathy McClung Technology |
| Ada Kennedy Personnel | 20 Tammy Bailey Technology |
| Aaron Riley Technology | Matt Cordie Gen. Svcs. |
| 2 Ricky Howerton Gen. Svcs. | Michael Loggains CPRB |
| 4 Kim Huffman Technology | Bill McClanahan Technology |
| 5 Jane Fouty Personnel | 21 Sharon Horn Personnel |
| 6 Lew Brewer Ethics | Stephen Kolar Technology |
| Diane Hudnall Finance | 22 Sharon Gill PEIA |
| 7 Shelly Lowery Personnel | 23 Barbara Jarrell Personnel |
| 9 Chuck Walker Technology | Teresa Siders Public Defender |
| 10 Jim Kirby Sec. Office | Tammy White CPRB |
| Todd McIntyre Technology | 24 Shawn Carper Finance |
| 11 Ted Cheatham PEIA | James Farmer Purchasing |
| Diana Davis CPRB | Dan Morris CPRB |
| John Doub CPRB | Daniel Pauley Technology |
| 12 Craig Cotsmire Technology | Deidre Rainwater Technology |
| Tom Lambert Gen. Svcs. | 25 Stephanie Chafin .. Technology |
| 13 Beryl Goodwin Gen. Svcs. | Albert Tinsley Technology |
| 14 Marc Coleman Technology | 27 Helena Templeton Technology |
| Grace Morton PEIA | 28 Stan Chambers Personnel |
| 15 Erin Fink Public Defender | Joan Chapman Finance |
| Robin Scruggs PEIA | Cathy Kushner Technology |
| 16 Mark Smith Technology | 29 Thomas Allen Technology |
| Kathy Thomas Technology | Charles Curry Gen. Svcs. |
| 17 Jane Lilly CPRB | Jerry Gladwell BRIM |
| | 30 Janet Atkins CPRB |
| | John Wagner Technology |

