



Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration
SEPTEMBER 2008 - Volume 15, Issue 9

Employee of the Month

OT's Kim Huffman Goes Above and Beyond

KIM HUFFMAN, a Secretary I for the Office of Technology (OT), has been selected as the Department of Administration's *Employee of the Month* for September.

A 25-year employee of state government, Huffman works in the Administrative Services/Finance Section performing human resource duties, such as data entry work for new and outgoing employees, pro-

cessing picture identifications, building access cards, handling parking issues for OT employees and handling the agency's central mail billing.

"Kim is always willing to go above and beyond her duties to get the job done," said a co-worker. "She is quick to respond to the needs and questions of her customers which make for much more efficient and effective results in time

and paperwork."

In her spare time, Huffman enjoys taking care of her dogs and cats and supporting her son's various high school activities.

Huffman will be joined by his friends and co-workers at a special ceremony presented by Cabinet Secretary Rob Ferguson on Thursday, September 4, at 11 a.m. at the Office of Technology at One Davis Square.



Kim Huffman
September Employee
of the Month



Governor Joe Manchin III speaks with David Oliverio, Brian Gillespie and Sue Chapman from the General Services Division during the Fairmont stop of the Governor's Job Fair.

Governor's Job Fairs Kick Off in Fairmont

An estimated 250 potential job candidates came through the doors of the "Woody" Williams Armory in Fairmont for a strong showing at the Aug. 20 kickoff of the Governor's Job Fairs.

Gov. Joe Manchin III, who spoke to the assembled crowd, called public service "the noblest of all professions, and the purpose of this job fair is what we should be doing: recruiting the best and brightest that the state has to offer," he said.

The Governor's office formulated a work group in 2007 to identify areas where the state could enhance recruitment efforts, with Manchin embracing the idea of a job fair solely for state government recruitment.

The Fairmont job fair, organized by the Division of Personnel, was the initial of six

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SNEAK PEEK

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WVCHIP Marks Its 10th Anniversary

Financial Plan OK'd by Board for Possible Expanded Coverage

The West Virginia Children's Health Insurance Program (WVCHIP) commemorated its 10th anniversary with a celebratory luncheon following its July board meeting.

The milestone was also highlighted with tributes to the many individuals who have assisted the program in serving its mission.

While the last decade of providing insurance to children from uninsured homes has provided many positive moments, the WVCHIP board is already looking to the future by approving a financial plan calling for the expansion of its program.

Currently, uninsured families with incomes up to 220 percent of the federal poverty level are eligible to participate in the WVCHIP program. With the approval of its most recent financial plan, the WVCHIP board has authorized to include eligibility for families without insurance living up to 250 percent of the federal poverty level, effective Jan. 1, 2009.

Governor Joe Manchin had encouraged the WVCHIP Board to take this step after he filed a request with Secretary Mike Leavitt of the U.S. Department of Health and Human Services to ensure that a planned expansion would not be adversely affected by a directive issued by the Centers for Medicare and Medicaid Services (CMS) last August. "This is about making health care available to more West Virginia children who otherwise might fall through the cracks, and doing so within our financial ability," Manchin said. "This review by Sec. Leavitt's office will clarify any uncertainty as to whether West Virginia may expand under the CMS directive.

"This confirmation will allow the CHIP Board to move forward as previously planned in increasing the number of West Virginia children who are currently without health care coverage and therefore eligible for assistance."

Increasing the income eligibility to



this level allows families of four with an income up to \$53,000 annually (or \$4,416) monthly to participate when they make monthly premium payments.

As a result, 404 additional children may be eligible within the first complete year of the expansion, increasing to 717 over four years. "If we are eligible, then we want to be able to move forward with this coverage quickly," Manchin said.

WVCHIP must amend its state plan and receive approval at the federal level of the CMS. The approval process is likely to take as long as 90 days. This approval allows the program to receive federal matching funds of about 4:1.

Once these requirements are satisfied, the family must enroll in the premium plan and make monthly payments of \$35 for a single child or \$71 per month for two or more children. Their coverage begins the first full month after the first payment is received.

The 2006 Regular Session of the State Legislature passed House Bill 4021, which upon approval by the CMS, allows for the implementation by WVCHIP to expand coverage to uninsured children of families with income between 200 percent and 300 percent of the federal poverty level (FPL).

Eligibility requirements for the WVCHIP include:

- Live in West Virginia
- Age 18 or younger
- Do not have health insurance now and have not had it in the past 12 months
- Are not eligible for the West Virginia State Employee Health Insurance – PEIA
- Are not eligible for West Virginia Medicaid
- Live in families meeting WVCHIP Income Guidelines (For example, a family of four can make as much as \$53,000 a year (before taxes))
- Able to pay a monthly premium share of about 25 percent of annual cost per child per month
- Are United States citizens or qualified aliens (Children who are not U.S. citizens must provide verification of their alien status.)

Due to the uncertainty of the federal re-authorization of the national Children's Health Insurance Program and to ensure the financial stability of the program, the WVCHIP Board expanded the enrollment criteria from 200 percent FPL to 220 percent FPL, effective January 1, 2007.

Building 4 Employees Get a Break ... Room

Employees in Building 4 employees have gotten a break...a new break room, that is. As part of the on-going renovation projects and the strong push toward energy efficiency by the General Services Division, a central break room was constructed just off the lobby area in Building 4. Employees now have a noticeable upgrade to convene for breaks or even lunchtime office functions, such birthday or retirement celebrations for co-workers.

The new break room is the result of upcoming renovations to the security station in the lobby and employees' requests for a central locale. The new break room, completed in May, was relocated from the main lobby adjacent to the lobby.

Dave Parsons, building maintenance and operations director for the General Services Division, said a vacant room was constructed with new wiring, plumbing, counter tops and table tops. Energy-savings vending machines were also included in this space. The kitchen and serving area have an upgraded food and serving preparation area as well.



The Building 4 break room includes energy-saving vending machines and a kitchen with serving area. This space has been welcomed by both employees and visitors to the building.

"This will allow us to provide a more secure pass-through area. The security station that currently exists in this building was installed after the 9-11 attacks and it does not have a correct flow for pedestrian traffic," Parsons said. "A new security station will be placed where the snack room used to be. It will have new glass petitions and it will allow for better flow of traffic in and out of the main doors."

Parsons added that an electronic

handicap chair will be added in this area, which will follow the steps up to the next floor, replacing the current electronic handicap chair now which does not follow the steps.

The lobby's appearance will also be refurbished, Parsons said, as the marble floors and furnishings will be cleaned. This is yet another example of the General Services Division's continued pledge to make improvements to the buildings and grounds on the Capitol campus.



The torchiere lamps in the lower rotunda well area have been cleaned and restored to their original state by Acu-Bright of New Hampshire. The lamps were removed in May and returned in late July. Dan Olthaus, Deputy Director for the General Services Division, said the original rotunda lamps also had bronze eagles on top of their glass domes and the refurbished lamps are scheduled to have bronze eagles placed on top of them as well.

Parking Building Renovations Start

Keeping inconvenience to a minimum for state employees during the renovations on the Capitol Parking Building is the goal for the Parking Section of the Real Estate Division. Work began on Monday, August 18th.

Shelia Gray, Administrative Services Assistant for the Real Estate Division, indicated that members of the Parking Section met with all agency parking coordinators in late July to discuss the work on the building in advance. "The coordinators were fully aware of the plan before anything happened," Gray said.

Employees affected by the project will be temporarily relocated to Laidley Field Lots A and B, with additional parking available at the adjacent University of Charleston Stadium. Gray said employees affected by the renovation will have two months of parking fees waived, totaling \$40, and arrangements have been made for an additional shuttle to service the State Capitol

campus throughout the day.

"We have tried to accommodate these employees as best as we can during this renovation project," Gray said.

The first phase will affect approximately 250 vehicle spaces, with the other phases of the project affecting fewer spaces. Each phase will last approximately three weeks. The second and third floors will be disrupted for approximately six weeks, since these floors will be affected by more phases of the project than the other floors. As the renovation goes through its six phases, employees will be able to return to their assigned Parking Building spaces following each phase. Parking space lines and numbers will be temporarily painted after each phase on the wall until the renovation phase is complete. Once the project is complete, the building will be renumbered and striped.

The estimated completion date for the project is November 30th.

JOB FAIR

Continued from Page 1

planned job fairs, designed to reach out to individuals to encourage career opportunities available through state government.

A line stretched from the door in the minutes leading up to the 11 a.m. opening of the event.

Otis Cox, director of the Division of Personnel, said 23 state agencies attended the job fair, with the General Services Division, the Office of Technology, Public Employees Insurance Agency, and the Real Estate Division representing the Department of Administration.

The fairs target critical need positions, including health care workers, nurses, correctional officers, law enforcement and engineers. However, the fairs also allow the building of an applicant pool on state registers for all classifications.

With an estimated 31 percent of state employees eligible to retire within the next five years, Manchin emphasized the importance of recruitment efforts.

The fairs offer a one-stop process for interested applicants, allowing for completion of the online application, interviews with a variety of state agencies, the opportunity to test on site by some agencies, such as the Division of Correction, and information about available jobs.

Agencies in attendance to the fair were positive about the experience, citing an opportunity to expand on the job pool outside of the Charleston area.

Sandy Kee, the human resources manager for the Department of Environmental Protection, said the fair opened the agency beyond the typical college fairs it normally attends. Kee said the DEP was looking for an engineer, a geologist and a programmer.

"We are typically competing with the companies which we regulate, and their business is doing very well, so we look for every opportunity," she said. She added that the fair had offered a strong candidate for the engineer position, so "if we can capture one engineer, we will consider this successful."



Pat Quinlan of the Division of Personnel speaks to a group of potential state job applicants during the Governor's Job Fair in Fairmont.

Cox said the initial fair was a resounding success. "We got off to a very good start, and we were very happy with the flow of interested applicants throughout the day," he said. "The comments I got from the participating agencies was that they were very pleased and looking forward to the upcoming fairs."

General Services' Sue Chapman said the fair not only offered an opening up of the job pool, but allowed agencies to interact with one another in helping fill positions.

"It gave an opportunity for networking with other agencies," she said. "And it gives everyone a chance to learn about the other jobs."

Another job fair was held in Wheeling on Aug. 27. The remainder of the Governor's Job Fairs will be held in Elkins (Sept. 11), Huntington (Sept. 17), Bluefield (Sept. 25), and Martinsburg (Oct. 2).

For more information on the Governor's Job Fairs, visit the Division of Personnel Web site at www.state.wv.us/admin/personnel.



Terri Arthur of the West Virginia Division of Corrections speaks with a potential applicant.

State Area Code 304 Now Has Company

On July 26 of this year, a new area code was added for the state of West Virginia, which was approved by the state Public Service Commission. The new area code, 681, will cover the entire state in conjunction with the 304 area code.

Those who currently have the 304 area code will not need to change their existing telephone number when 681 area code numbers are introduced. However, customers within the state will need to dial the appropriate area code, followed by the seven-digit telephone call when making a local call, beginning Feb. 28, 2009. On this date, seven-digit

dialing will no longer be allowed and if 10-digit dialing is not used for local calls, those calls will not be completed.

The price of a call, coverage area or other rates and services will not change due to the new area code. What is now a local call will remain a local call regardless of the number of digits dialed when the new change takes effect. Customers will be able to still dial just three digits to reach 911.



Surplus Property Changes the Way It Sells to Public

The State Agency for Surplus Property (Surplus Property) is utilizing two new innovative ways to sell state property to the general public. One of the ways is by using eBay, the popular online auction company, to sell through the World Wide Web.

Surplus Property has contracted with Black Knight Trading Company, a Dunbar-based business, to consign the property on eBay. By selling through the internet, Surplus Property has greatly expanded its potential customer base and is also able to get excellent selling results.

One example of the newfound selling success was a gas chromatograph that would normally sell for \$400 at a regular Surplus Property public auction that went for \$2,500 on eBay.

Legislation passed by the West Virginia Legislature during the 2008 Regular Session has made another notable change in the way Surplus Property is allowed to sell items to the general public. The general public may now purchase items from Surplus Property the day a visit is made at their Dunbar warehouse. Prior to the change, the general public had to first submit a

sealed bid on an item and then wait until the beginning of the following work week to see if the bid was successful.

House Bill 4664, which passed on March 7, made several changes to the policies and procedures for the Purchasing Division, under which Surplus Property is structured.

Surplus Property Manager Ken Frye anticipates the new procedures will increase sales. "We have had, in the past, people from out of town come to visit because they heard about us and wanted to see what we had. When they learned they could not purchase an item during their visit, they would leave discouraged because it was not worth their while to place a sealed bid on an item and then have to make a second trip back if they got the winning bid," Frye said.

Surplus Property will accept checks, money orders, MasterCard and Visa for these general direct public sales; however, cash is not accepted, Frye said.

To view the state surplus property items that are available to the general public, visit eBay by going directly to these items at: http://search.ebay.com/_W0QQsass:Zwvsurplusproperty.

Fall Foliage Starts to Burst in September

Autumn sets in across the Mountain State later this month and with it comes one of the reasons why West Virginia is such a popular place to travel this time of year.

Fall foliage begins its annual appearance in the state's higher elevations in mid-September and the turning colors of the leaves can be viewed at their peak around the state through the end of October.

According to forestry officials, West Virginia is the third most forested state in the country, and with the state's varied topography and elevation, leaf-peepers will have lots of time to see the many bright colored leaves made plentiful by the variety of hardwood trees that cover nearly 80 percent of the state.

So why do leaves change color? Scientifically speaking, it is a process called photo-periodism. As the sun moves further south, the hours of daylight shorten and the tem-

peratures fall. This causes leaves to cease production of chlorophyll, the chemical that colors leaves green. As the chlorophyll disappears, the underlying colors of the leaves are unmasked. The next strongest pigment becomes dominant giving the leaves a "new" color.



The fall foliage season will unveil itself around the state beginning this month. West Virginia is the third most forested state on the country and becomes awash in bright, vibrant colors from mid-September to late October.

Please see FOLIAGE, Page 6

Public Service Recognition Week Set for September

This year's Public Service Recognition Week is scheduled for the week of September 29th through October 3rd. This annual event recognizes state employees for their dedicated careers to public service.

On Thursday, October 2, Gov. Joe Manchin III is scheduled to host the PSRW Governor's Awards Ceremony at 1:30 p.m. in the Cultural Center Theater for employees who have achieved 30 or more years of service. Of the nearly 1,700 total employees statewide who have reached at least 20 years of service, approximately 700 are eligible to attend the Governor's Ceremony, which is by invitation only. Included in this year's honoree list are three 50-year employees.

In addition, Cabinet Secretary Robert Ferguson will recognize our 30 Department employees with 20, 25, 30 and 35 years service as well as those with superior attendance at a special ceremony on Monday, October 6, at 10:30 a.m. in the Capitol Room in Building 7 (formerly known as Conference Room C).

For questions concerning Public Service Recognition Week, contact Jane Fouty at 558-3950, ext. 57215 or by e-mail at Jane.S.Fouty@wv.gov.

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This means West Virginia will be covered with plenty of vibrant shades of orange, purple, red, yellow and brown leaves before long. To keep apprised of fall foliage in your favorite part of the state, the Division of Forestry (www.wvforestry.com) provides weekly updates and makes them available through the Division of Tourism at 1-800-CALL-WVA.

Welcome! ... to our new employees: Charles Nelson (BRIM); Virginia Goff and Malechra Pannell (CPRB); Brian Gillespie, Marston Harris, Danny Holt, Ted Payne and Lester Shanklin (General Services); Donna Amos, Dwayne Bartley, Kelly Breedlove, Jon Cain, John Kirkpatrick, Laurie Lewis, Janice Morgan, Rebecca Owens, Larry Sutters, and Rebecca Whetzel (all of Technology); Rebecca Kelly and Sharon Newhouse (both of Personnel); Barry Baker (Parking); and Paul Halloran (PEIA). Candace Vance transferred from PEIA to CHIP.

Time to Relax ... After years of hard work, the following employees are now ready to kick back and relax. Those employees who recently retired from our department include: Joan Adkins (Purchasing); Joyce Kinder (Technology); and Charles Curry and Ken Huffman (General Services).

Best Wishes ... to our employees who recently resigned from our department: Jennifer Hanshaw and Eric Saidi (Technology); Raquel Baker (Personnel); and Paul Griffith (General Services).

New Arrivals ... let's all wish a hearty congratulations to employees welcoming new arrivals to their families. Joselyn Sturgill (Finance) is the proud grandmother of Lucas Rodney Casto, born August 19, to Nicholas (Joselyn's son) and Trish. Lucas weighed 6 lbs, 11 oz. and was 19 inches long. Sharon Thompson (Purchasing) welcomed her grandson Nicholas Danter on Aug. 2. He was 7 lbs., 3 oz., and 20 1/2 inches long. Terasa Miller (CPRB) and husband Terry welcomed Terynn Lynn Miller on July 29, 2008. Terynn weighed 6 lb. 4 oz. and was 19 inches long.

Educational Opportunity ... West Virginia University is now accepting applications for its online Master of Legal Studies program beginning in the spring of 2009 and running through fall of 2010. Applications are due by October 15. For more information, visit www.as.wvu.edu/mls.

HAPPY BIRTHDAY ... In September

1 Wanda Casto CHIP	Wesley Moats Technology
2 Connie Byrne Finance	19 Cathy McClung Technology
Ada Kennedy Personnel	20 Tammy Bailey Technology
Aaron Riley Technology	Jessica Blankenship PEIA
3 Ricky Howerton Gen. Svs.	Matt Cordie Gen. Svs.
4 Kim Huffman Technology	Will McClanahan Gen. Svs.
5 Jane Fouty Personnel	21 Stephen Kolar Gen. Svs.
6 Lew Brewer Ethics	22 Edward Dailey Gen. Svs.
Diane Hudnall Finance	23 Barbara Jarrell Personnel
7 Shelly Lowery Personnel	Teresa Siders Public Defender
9 Charles Walker Technology	24 David Carper Finance
10 Barry Baker Gen. Svs.	James Farmer Purchasing
Jim Kirby Sec. Office	Dan Morris CPRB
Todd McIntyre Technology	Daniel Pauley Technology
11 Ted Cheatham PEIA	Deidre Rainwater Technology
Diana Davis CPRB	25 Stephanie Chafin ... Technology
John Doub CPRB	Kevin Kerns CPRB
Scotty Pauley Gen. Svs.	Alberta Tinsley Technology
12 Craig Cotsmire Technology	27 Helena Templeton .. Technology
13 Robert Desmond Technology	28 Stanley Chambers Personnel
Tom Gillooly Grievance	Joan Chapman Finance
14 Grace Morton PEIA	Cathy Kushner Technology
15 Erin Fink Public Defender	29 Thomas Allen Technology
16 Mark Smith Technology	Jerry Gladwell BRIM
Kathy Thomas Technology	30 Barbara Moss CPRB
17 Jane Lilly CPRB	

Administrative Notes



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
Tony O'Leary
Chad Williamson

Special Thanks
Kaye Parks