



Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

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Employee of the Month

Purchasing's Carol Jarrett Shares Friendly, Upbeat Attitude

CAROL JARRETT, an Administrative Services Assistant I for the Acquisition and Contract Administration Section of the Purchasing Division, has been selected as the department's *Employee of the Month* for September.

A 17-year employee of state government, Carol has provided support for the section director and has administered the Cooperative Purchasing Program,

which provides statewide contracts to political subdivisions. She also has maintained the statewide procurement officers listing and ordered supplies. Recently, she has been assisting with technical purchases issued by IS&C.

One of her co-workers said, "Carol is always cheerful and upbeat. A true pleasure to work with." Another co-worker added, "Her work ethic is unquestionable. In

addition, her pleasant personality makes our work environment enjoyable. She's always willing to help others."

In Carol's spare time, she enjoys cooking, baking, gardening, shopping and especially spending time with her granddaughter, Madison.

Please join Carol Jarrett at a special ceremony in her honor at 11:30 a.m. on Thursday, September 2, at the Purchasing Division's conference room.



CAROL JARRETT
September Employee of the Month



Program Analyst Nancy Stark (l) and IS&C Director Helen Wilson (r) enjoy the new office space at the Davis Square building.

IS&C Transitions to its New Office Space at Davis Square

When Helen Wilson, director of the Information Services and Communications Division, learned the IS&C staff would be moving to the downtown Davis Square building, she was not thrilled with the idea.

"I was very hesitant," Wilson said. "I didn't want to leave Kanawha City. But, since we've made the move, I like it here. We're all together which makes our work easier. It is a more professional atmosphere, with room for expansion."

Since the state owns the building, IS&C expects to save money by not paying the high cost of rent to an outside source. The move affected more than 115 employees from IS&C and the Governor's Office of Technology. IS&C's Technology Learning Center, where training is conducted for state employees, also moved to this location. Parking for the sessions is available in the parking garage and is included in the cost of the class.

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Sneak Peek INSIDE...

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- ◆ Meet our College Interns Working this Summer
- ◆ Construction on the Access Ramp Begins
- ◆ Purchasing Division Makes Organizational Changes
- ◆ Administrative Notes



Jim Bumpus fought his toughest battle in the past several years, but is back on the job at the General Services Division.

Faith, Family and Friends Play Vital Role in Recovery of General Services' Jim Bumpus

In 2000, Jim Bumpus of the General Services Division was not feeling well and noticed a major weight loss. He made an appointment with a doctor expecting to hear that his one kidney was bad. However, to his surprise, it was his liver.

In his younger years, Bumpus was hit in his side while playing basketball, causing one of his kidneys to burst. He was rushed to the hospital where an emergency surgery was performed to remove the damaged kidney. During surgery, a blood transfusion was necessary.

"Back in the 70s, they didn't have formal tests for blood and, as a result, I received tainted blood," he said. "I got a virus which slowly ate away at my liver which I didn't realize until twenty years later. The doctor said I had developed cirrhosis of the liver. The liver handles filtration and the kidneys work in conjunction with it."

Bumpus' doctors advised him to request to be put on transplant lists. Unfortunately, most of the clinics he approached indicated that he wasn't "sick enough". Reasonably, the most severe cases are given priority. His doctor encouraged him to keep trying.

As he continued getting weaker, his only kidney quit functioning forcing him to go on kidney dialysis. He needed not one organ, but two. The prognosis did not look good.

"I have a praying mother," said Bumpus. "She had me on so many prayer lists. It was so encouraging when people would run into me and say they knew me. I was 'Mary's son' and they told me they had been praying for me."

In January of 2002, Duke University called to tell him a donor was found for both organs. It had been more than two years of waiting. His doctors call him 'a miracle'. To survive one transplant is a success, but to go back to work while on all this medication is another thing. After the surgery, he had to take 12 pills and two shots a day. He said the medications have taken their toll on him, but he's hoping to gradually decrease his intake. "I feel very fortunate and blessed to work with Jim, who kept his illness a secret for a period of time. He always has been the type of employee who helps others solve their problems, not be the problem," said General Services Director David Pentz. "He is completely dedicated to his job, his family and his church, volunteering to work overtime here and in his community. Never have I heard him complain. He's truly an inspiration to us all."

At this point in his life, Bumpus is thankful for many things, including the Public Employees Insurance Agency. He refers to the state's insurance program as a 'lifesaver'. "It covered everything. All I paid was the \$100 deductible. Just a liver transplant alone costs a couple hundred thousand dollars. While kidney transplants are more common, liver transplants are scarce," he said.

His thoughts have been on the individuals who donated their organs to him. "My donor was a 25-year-old male who had been in a car accident, was on life support, but brain dead. I had mixed feelings when they called me. I felt so bad for him. Because the names of donors must be kept confidential, I couldn't even say thank you to anyone, but God."

Bumpus also is thankful for the state's leave donation program. Since this program is kept confidential, he doesn't know *who* donated their time, but is grateful. "From an administrative standpoint, the people who administer the program must keep the donors' names confidential. It not only shows dollars and cents of those who donate, it also shows who does not donate," said Tari Crouse, Assistant Director for the Division of Personnel's Employee Communication and Information Section.

She suggests if you want to donate leave to someone and wish for them to know of your donation, simply send a get-well card and let them know. For more information, visit www.state.wv.us/admin/personnel/empcom.

"I'm planning to retire in February, after 10 years of service. I don't have any specific plans other than staying healthy," Bumpus said. "I offer my special thanks to my mother, my pastor, my family, my wife, Ellen, who has taken such good care of me, and Dave Pentz and Jim Burgess (General Services). I feel so blessed."

Quotes, Notes & Anecdotes is published by the Department of Administration

Bob Wise
Governor

John Poffenbarger
Acting Cabinet Secretary

Diane Holley
Public Information Officer/Editor

Special Thanks
Debbie Harrison
JoAnn Calhoun
Kaye Parks
Sandy Singleton

IS&C's Transition Continued from Page 1

Office space at Davis Square is shared by IS&C and the Department of Health and Human Resources. DHHR and IS&C occupy the first floor; DHHR utilizes the second floor; and IS&C uses the remaining floors.

After months of planning, the actual move began May 28 and concluded July 9, with the majority of people and equipment moved during the weekend of June 19-21.

"Fortunately, we were able to use our existing cubicle workstations and only needed to buy a minimal amount of new furniture," said Sue Lore, Information Systems Manager III. "Capitol Business and General Services were very cooperative in helping us make this a reality. Our staff did an excellent job in planning and implementing the move, which led to very little down time. This project, once again, illustrates how the teamwork concept at IS&C allows us to achieve major goals in a timely, efficient and successful manner," said Lore.



The employees of IS&C and the Governor's Office of Technology officially moved in July to their downtown Davis Square location.

Moving the workstations was the most difficult and inconvenient task, she adds. Until the cubicles could be reassembled, the employees worked out of conference rooms.

A beneficial addition to the new location is what Wilson calls 'war rooms'. "These rooms are used for projects when a group of people must get together over a period of time. There are two on each floor with tables, chairs and a large wall to write on," she said.

The General Services Division has been responsible for the major renovations. Wilson expanded on the excellent job, which included constructing kitchenettes on each floor, removing tile from the basement and reinstalling the tile on an upper floor. In addition, the building is now ADA compliant after modifications were made in the restrooms. "You name it, they've done it. They've done a professional job," she said.

Another positive change that Wilson noted was the assistance of Evan Williams of the Purchasing Division, who is now physically located at Davis Square. "He tracks all of IS&C's statewide contracts and works very well with everyone. Having him here has enabled us to expedite the process. It's been a positive move and I'm thrilled to have him."

Jay McFarland, a state security officer, is quick to note more positive aspects of the move. "We're all under one roof, allowing us to work together on a daily basis, which is good. It's quite a partnership."

IS&C soon will be hiring additional employees as a result of Senate Bill 700,



passed during this year's legislative session, which relates to invoicing for telecommunications services.

"We couldn't have made the move without Annie Anderson. As the moving coordinator, she worked closely with our staff and the people doing the renovations," said Programmer Analyst Nancy Stark. Jokingly, she said Anderson 'took our abuse and listened if we were complaining about the move.' "It's been an adjustment, but hasn't been bad," she added.

IS&C encourages its customers to visit their new building. The staff has quickly become acclimated with their new offices in the short time since unpacking their boxes. Perhaps a sign needs to adorn the entrance, "Home Sweet Home."



(Above) Jay McFarland, a state security officer, is pleased to have everyone under one roof at IS&C's new Davis Square location.

(Below) This conference room with the appropriate equipment is to be used by the employees during meetings.



Acting Secretary Poffenbarger Featured in 'Bond Buyer', National Publication

Acting Cabinet Secretary John P. Poffenbarger of the Department of Administration was recently featured in "The Bond Buyer." This daily Washington, D.C. publication is committed to serving the municipal bond industry, reaching more than 40,000 finance professionals, bond issuers, government officials and investors.

Poffenbarger's interest in bond issues was highlighted as well as his role in two of West Virginia's largest bond possibilities — a prolonged pension bond issue and a proposal to secure the state's revenue from the Master Settlement Agreement with the nation's major tobacco manufacturers.

While the proposed sale of \$3.8 billion in pension bonds will not cover the entire shortfall, Poffenbarger indicated the bonds could help keep the pension program funded at 75 percent. "The pension bond issue is one of the biggest challenges facing the department. We'll have to wait and see what the Supreme Court's going to do," he said.

Arguments before the Supreme Court are set for September 1, which exceeds the 90-day minimum requirement for the bond issue to go before voters in November, should the Supreme Court rule as such.

Poffenbarger said if the

pension bond deal fails, there is a Plan B that was set up by the 1994 Legislature implementing a 40-year outline to fill in the unfunded gap with annual contributions of more than \$200 million. He added the governor may call a special session in September to revisit the tobacco bond issue, which could generate an estimated \$630 million in revenue, and to address the state's pension systems.

Additionally, Poffenbarger says several state offices are considering improvements or expansion to their facilities which may require debt financing. This may mean that the state's Economic Development Authority will soon be planning a new lease revenue bond sale.



Public Service Recognition Week

Public Service Recognition Week is scheduled for Sept. 20-24, but plans are different this year.

Each agency is responsible for planning its own events and award ceremonies, honoring employees with 20 and 25 years of service.

On Sept. 23, Gov. Bob Wise will conduct the ceremony, by invitation only, for employees with 30, 35 and 40+ tenured years of service.

More details of our department's ceremony will be distributed to employees as they become available.

CONSTRUCTION AREA... Capitol's East Wing Gains ADA Ramp

A ramp, in accordance with the Americans with Disabilities Act, is being built at the east wing entrance of the State Capitol on California Avenue. "The reason is two-fold," said State ADA Coordinator Penney Hall. "First, there needs to be a ramp on the east side of the building for easier access for those who park on California Avenue. Secondly, plans have been under way to secure the main building making some entrances 'employees only'; however, ADA stipulations indicated that you cannot reduce access to a building. This would have been the case had the new ramp not been constructed."

The contractor for the project, Paul D. Marshall Architects & Engineers, Inc., is highly regarded for its historical restoration. The ramp will be built from Indiana limestone, the same used on the main Capitol. Each piece must be specially cut in a curve. Because of its length, ADA requires four landings to be included, with one being larger than the other for easy turn-arounds.

"We duplicated the ramp from the west wing," said Frank Drobot, General Services' staff architect. "The difference is there's a much greater elevation change on the east side. So, the ramp will be 106 feet long as opposed to 30 feet long." The sidewalk and outside steps leading into the building that needed repaired will be included in this project, as well as the



steps inside the doorway. "The design has created a great opportunity for landscaping without the loss of trees," he added.

Paul D. Marshall Architects & Engineers also constructed the west wing ramp. "The architects are very concerned with maintaining the integrity of the building," he said. All plans have been approved by the Capitol Building Commission.

General Services Director David Pentz said the cost of the ramp is \$630,000, and is expected to be completed by November of this year.

Summer Internships Prove Beneficial to the Students and our Department

A summer internship can be a rewarding experience. Just ask the students participating in the Governor's Summer Internship Program this year who worked for our department. There were three students this year, two for the Finance Division and one for the Consolidated Public Retirement Board.

"We interviewed a total of five candidates," said Deputy Finance Director Ross Taylor, "all of which were majoring in accounting, finance or business administration. Tim Gladis and Jason Bellar conducted themselves in a very professional, confident manner during their interviews and, as a result, were offered jobs."

Gladis is a sophomore at Marshall University, majoring in accounting. He worked with IRS forms, scanning and entering W-9 forms into an electronic system, mail delivery and collecting money from parking meters.

"I heard about the Governor's Internship Program at Marshall and applied in February of this year," said Gladis. "In May, I received a couple of phone calls for interviews and was offered the job." He considers his experience to be positive and indicated that this internship, after his freshman year, will put him 'a step ahead' of other students his age.

Bellar also worked for the Finance Division. A senior at West Virginia State University majoring in Business Management, his duties were similar to Gladis, but, in addition, he was involved in

document imaging projects and Excel spreadsheets. "The people I worked with were great and helped me in a lot of ways," he said. "I'm very grateful for the experience of working at Finance and believe my career will be enhanced as a result. For one, I see how important it is to work out relationships."

Ross said he and his staff were pleased with the work performance of these students. "I have heard nothing, but positive remarks about these young men," he said. In fact, a long-time Finance Division employee said these interns were the best and friendliest workers we've ever had in our division. We've enjoyed having them, and they will be missed."

Bryan Pickens of Dunbar worked for the Loan Division of the Consolidated Public Retirement Board's West Virginia Teachers' Retirement System in South Charleston. He is a junior at West Virginia University, majoring in computer science and math, with minors in French and Spanish. "Mainly, I updated the mainframe system for PERS for those who were either filling for retirement or wanted to check their balances," said Pickens. "It could be a little tedious at times, but it kept the records accurate and up-to-date. Whenever there was downtime, they had me do odds and ends."

Pickens said he is considering going to law school and felt his experience this summer gave him an idea of how corporations interact with government. "Anytime you're dealing with money, there will always be disputes in areas like settlements and bankruptcies," he said.

Vicki Sutton, manager of loans for CPRB, said Bryan's analytical and spreadsheet skills were a tremendous help when gathering data and ensuring the input was done correctly. "He was helpful in getting a special project off the ground and running in a relatively short period of time," she said.

Pickens said of all his summer jobs, he enjoyed this year's job the most. "I hope to be back this Christmas and maybe next summer. I love the people here. They treat everyone equal."

The Department of Administration wishes our interns a successful academic year as they return to their respective universities.



(Above) The Finance Division was fortunate to offer two internships this year. Pictured (l-r) are Jason Bellar and Tim Gladis, who are attending West Virginia State University and Marshall University, respectively.

(Below) Bryan Pickens served his internship with the Consolidated Public Retirement Board. He has since returned to West Virginia University to begin his junior year.



Recent Changes in Purchasing to Improve Efficiency

In an attempt to enhance customer service and efficiency, the Purchasing Division recently announced changes in its organization.

Effective July 1, the buying section changed the manner in which they offer its services, from assignments based on commodities to state agencies. Each buyer will assist certain agencies with their purchasing needs.

Another change is the temporary assignment of Evan Williams to assist the Information Services and Communications Division at Davis Square. As the lead procurement buyer for IS&C's technology purchases, he oversees the statewide technical purchases, with the assistance of Carol Jarrett. IS&C Director Helen Wilson and Purchasing Director Dave Tincher said they are pleased with this assignment and expect positive results of this interagency cooperative effort.

The last change is the division's reorganization. "There are many opportunities to improve the services we provide to our customers; reorganizing the division allows them to be more attentive to the programs and services they offer and the customers they serve," said Tincher.

Acquisition and Contract Administration Section

Assistant Director – Karen Byrd
(*Acquisitions Unit, Technical Acquisitions and Purchasing Card*)

Program Services Section

Assistant Director – Ken Frye
(*Surplus Property, Travel Management, Fleet Management, Capitol Parking, Fixed Assets*)

Administration and Inspection Section

Assistant Director – Jo Ann Dunlap
(*Administration Unit, Inspection Unit, New Business Development*)

Communication and

Technical Services Section

Assistant Director – Diane Holley
(*Communication Unit, Technical Services Unit, Professional Development*)

Welcome!...to the employees who recently joined our department: **Mary McFarland** (Secretary's Office), **Teresa Martin** and **Beverly Fox** (Personnel); **Jonathan Edwards** (IS&C); and **Houston Woodson** (Children's Health Insurance Agency).

Best Wishes...to our employees who recently retired from state government: **David White** of the Purchasing Division (Surplus Property), **Daniel Eddy** of the General Services Division, and **Paul Stone** of Public Defender Services. *Best wishes on your retirement!*

Congratulations...to our employees who recently were promoted within Consolidated Public Retirement Board: **Eva Hamilton** from an Office Assistant 2 to an Imaging Operator 2; **Tammy Patton** from an Information Systems Specialist 1 to an Information Systems Specialist 2; and **Theresa Kline** from an Office Assistant 3 to a Retirement Advisor. *Good job!*

PEOPLE TALK

And Baby Makes Two...Congratulations to Finance's Andrew Fizer who joined his wife, Michele, in welcoming their second bundle of joy, Mr. Alexander Nicholas Fizer, on July 6. Alex weighed 8 lbs., 13 oz. and has a sister, Abigail, who is *almost* 2 years old. *Best wishes to the Fizer family!*

Our College Graduate ...Congratulations to Finance's Cindy Dillon who graduated August 14 with her bachelor's degree in business administration from American InterContinental University (3.89 G.P.A.). Cindy is now planning to pursue her graduate degree.

Labor Day...Monday, September 6, is Labor Day. All state offices will be closed in observance of this holiday.

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 | Gay Ellis Finance | 21 | Sharon Horn Personnel |
| | Ricky Howerton Gen. Svcs. | 22 | Sharon Gill PEIA |
| 4 | Kim Huffman IS&C | | Sarah Long BRIM |
| 5 | Janie Fouty Personnel | | Gary McClanahan ... Gen. Svcs. |
| | David Keith IS&C | 23 | Barbara Jarrell Personnel |
| | Robin Sloan Gen. Svcs. | | Teresa Siders Public Defender |
| 6 | Lewis Brewer Ethics | | Loretta Watson IS&C |
| | Dick Estill Purchasing | | Tammy White CPRB |
| 7 | Joe Francis IS&C | 24 | Shawn Carper Finance |
| | Shelly Lowery Personnel | | Jim Farmer Purchasing |
| 9 | Philip Adams IS&C | | Danny Pauley IS&C |
| | Erline Davis CPRB | | Deidre Rainwater IS&C |
| | Chuck Walker IS&C | 25 | Stephanie Chafin IS&C |
| 10 | David Dean IS&C | | David Wolfe Purchasing |
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| 14 | Carl Bruer IS&C | | Charles Curry Gen. Svcs. |
| | Grace Morton PEIA | | Jerry Gladwell BRIM |
| 15 | Erin Akers Public Defenders | | Greg Hutchinson IS&C |
| 16 | Brett Horton IS&C | 30 | Janet Atkins CPRB |
| | Kathy Thomas IS&C | | John Wagner IS&C |

