



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
JUNE 2012 - Volume 19, Issue 6

Employee of the Month

Personnel's Joslin Multi-Tasks His Way to EOM Honors

SCOTT JOSLIN, a Mail Runner with the Division of Personnel, has been selected as the Department of Administration's *Employee of the Month* for June.

A state government employee for nearly 31 years, Joslin takes care of the agency's mail delivery tasks and completes the data entry for agency employees into the leave system. Joslin is also responsible for the

upkeep of Personnel's supply room as well as assisting co-workers in a variety of tasks.

"Scott is a great co-worker and employee. He is always ready to assist and lend a helping hand," said one co-worker. "He has a positive attitude that shows every day. He is very respectful."

Another co-worker said, "He is very attentive to his many duties and goes about it every day

with a positive attitude. He always has something kind to say to everyone he meets."

In his spare time, Joslin likes to spend time with his grandchildren, attending church and playing golf. He will be joined by friends and co-workers at a special ceremony presented by Acting Cabinet Secretary Ross Taylor on Friday, June 1 at 11:15 a.m. at the Personnel office in Building 6.



SCOTT JOSLIN
June Employee of the Month

State Government Career Fair Offers Opportunity to Job Seekers



The West Virginia State Government Career Fair was conducted on May 7 in the Great Hall of the Culture Center at the State Capitol. The West Virginia Division of Personnel and WorkForce WV sponsored the event, which 372 candidates attended.

Aimed at providing job seekers with information on state government employment opportunities, the purpose of the State Government Career Fair was to promote careers in state government by showcasing the variety of jobs available and to provide information on the comprehensive benefits package, including health insurance and retirement.

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The West Virginia State Government Career Fair gave state agencies a chance to promote careers in various professions to job seekers.

SNEAK PEEK

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Purchasing Division's Open House Offers Event for Agency Purchasers

The Purchasing Division conducted its fifth annual Open House on May 15 at its office in Charleston.

More than 70 procurement officers attended to informally meet with the Purchasing Division staff and discuss purchasing-related matters. Guests also had the option to attend four different informational sessions relating to inspections, process checklists, an introduction level class for new purchasers, and a high level overview of state procurement for purchasing managers.



Mandatory Security Awareness Training Offered to our Employees

The West Virginia Office of Technology (OT) introduced in late April a new online training course which is mandatory for all Department of Administration employees.

The course, **SEC 1006: Security Awareness Training – Securing the Human: Part II**, is to be completed by July 1, 2012. This course is a follow-up to the **SEC 1005: Securing the Human** online course presented by OT. This course concluded in January.

“This training has practical application in both your role with the state and in your use of personal computing. It is a key part of our never ending efforts to make sure that the state network is secure and protected.” said Tom Miller, Department of Administration Privacy Officer.

To access the online training module, please visit: <http://www.onlinelearning.wv.gov/cm6/cm0660/home.html> and select SEC 1006 from the Course Menu.

Your User ID is your state employee number. If you have forgotten your password to the LMS System, contact the OT Service Desk to have your password reset.

The training is expected to take approximately 30 minutes. Employees



State Employees Smoking Restriction Policy Reminder

State employees are reminded to review the state Division of Personnel's Smoking Restrictions in the Workplace policy to be aware of the latest provision regarding this subject.

The policy is designed to ensure a smoke-free environment for all employees and members of the public who conduct business in state facilities. The policy shall not be interpreted or construed to permit smoking where it is otherwise restricted by applicable federal, state, or local law or ordinance, or appointing authority policy.



One provision in the policy notes that non-smoking places are designated to be at least 15 feet in distance to any entrance, exit, operable window, or ventilation intake for any state-owned or state-leased office building and other facility that is commonly used by state employees and the general public. Another provision provides for remedy

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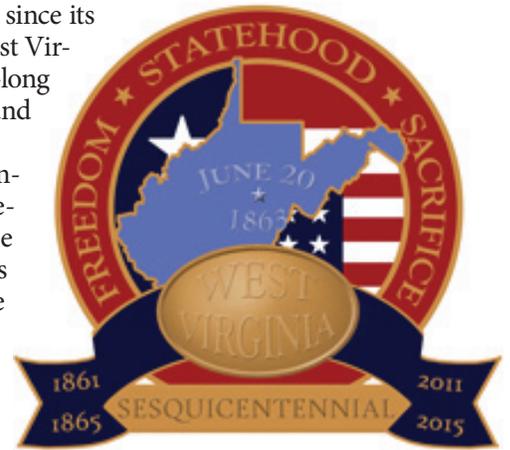
West Virginia Day Marks Anniversary of State's Creation

As West Virginia prepares for its Sesquicentennial next year, marking 150 years since its creation as a state, the West Virginia Division of Culture and History will host a West Virginia Celebration Day on June 20 as the state celebrates its 149th birthday. The day-long event will feature special tours of the State Capitol, lectures, historic characters and birthday cake.

Activities for the day are scheduled from 10 a.m. to 3 p.m. At the Culture Center, two new exhibits, "Seeds of Sectionalism: West Virginia's Struggle for Statehood 1775-1863" and "The West Virginia State Capitol 80th Anniversary," will be featured in the Great Hall, along with the popular West Virginia Juried Quilts exhibit. Historical characters will be located throughout the West Virginia State Museum and a West Virginia film festival will be featured in the Education Media Room. Visitors can participate in the West Virginia Journey Program and add to the tape collection "What West Virginia Means to Me."

At 11:30 a.m., a lecture on the building of the Capitol will be conducted in the Great Hall. At 12:15 p.m., there will be a West Virginia Birthday Cake, musical concert and distribution of commemorative tokens of the State Capitol. A presentation of West Virginia Journeys Awards will be offered at that time.

For more information, contact the Culture Center at (304) 558-0220 or visit the Division of Culture and History website at <http://www.wvculture.org/>.



Springtime allergies: Nip them in the bud

If you're one of the millions of people who suffer from springtime allergies, try these simple techniques to keep bothersome symptoms under control.

Reduce Exposure to Allergy Triggers

- Stay indoors on dry, windy days —rain helps clear pollen from the air.
- Change clothes worn outside and shower to remove pollen.
- Don't hang laundry outside.
- When outside, delegate gardening chores that stir up allergens or wear a dust mask.

Take Extra Steps When Pollen Counts

Reach High Levels

- Check local media for pollen forecasts and levels.
- Close doors and windows at night and when pollen counts are high.
- Start taking allergy medications before symptoms start.
- Avoid outdoor activity in the morning when pollen counts are highest.

Keep Indoor Air Clean

- Use air conditioning in your house and car.
- Use high-efficiency filters and follow regular maintenance with forced air heating/ conditioning.



- Keep air dry with a dehumidifier.
- Clean floors often and with a high-efficiency particulate air (HEPA) filtered vacuum.

Try Over-the-Counter Remedies

- Antihistamines can help relieve sneezing, itching, runny nose and watery eyes.
- Decongestants can provide temporary

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Remember to Visit Department Intranet

Department of Administration employees are encouraged to continue to visit the department's intranet site, which provides valuable information. It may be accessed at <https://sharepoint.wv.gov/sites/administration/default.aspx>.

This site was created to give department employees easy and quick access to information specific to you. This site is not accessible to the general public and can only be accessed through the state network. Categories of information include Employee Recognition programs; State Government Benefits; Departmental Policies, New Employee/Training Requirements; and Online Leave and Pay Lookups.

Ideas for the intranet can be submitted to WVAdmin.Intranet@wv.gov. The Department of Administration continues to maintain information for the general public at its Internet website at www.administration.wv.gov.

Fleet Management Office and Real Estate Division Showcase their New Informative Websites to Users

The Fleet Management Office and the Real Estate Division are the latest Department of Administration divisions to present new, updated websites.

The Real Estate Division's site covers the variety of services offered, including the Real Estate Division, parking information and regulations, and the Public Land Corporation. Visitors to the site can learn numerous parking issues, such as how to request a parking space or a temporary space, and how to locate a parking map. The site also offers forms to download.

Real Estate Director Chuck Lawrence praised the new site. "A website is really the front door to your division," he said. "Our site is clean, to the point and offers the services we wanted to offer while still giving us a chance to expand."

Lawrence said he is especially proud of the site option that lists all the properties leased by the state, broken down by county. "It has been a very popular feature," he said.

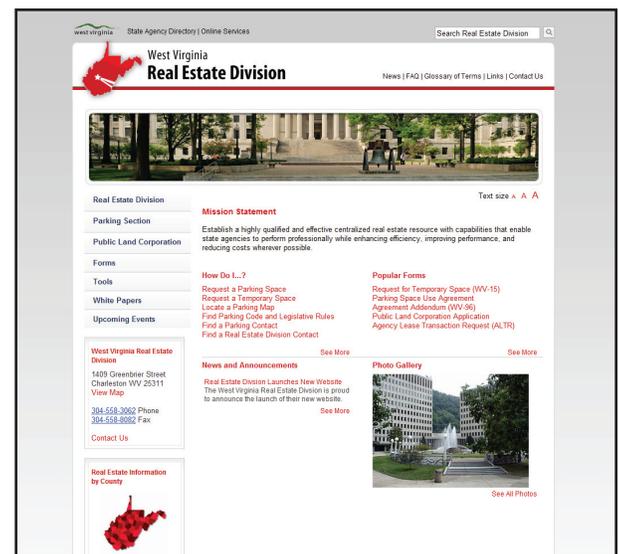
The Fleet Management site offers a direct tool for fleet managers as well as state employees. Available on the site is a resources tab with guidelines and procedures, a car rental comparison tool, information and links for vehicle orders, vehicle debit and credit processing, and the professional training program.

Fleet Management Director Clay Chandler called the site a helpful resource. "It provides an initial point of access for state employees and citizens," Chandler said. "It also serves as a repository for all of policies and procedures, frequently asked questions and related information."

The Fleet Management site may be accessed at <http://www.fleet.wv.gov>. The Real Estate site is located at <http://www.realestatedivision.wv.gov>.

"A website is really the front door to your division. Our site is clean, to the point and offers the services we wanted to offer while still giving us a chance to expand."

**Chuck Lawrence, Executive Director
Real Estate Division**



To access the website of all of the divisions and agencies under the Department of Administration, visit <http://www.administration.wv.gov/department-of-administration-agencies/Pages/default.aspx>

TRAINING

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must complete all of the listed modules in order to get credit for the full course. Each module has a question at the end to help ensure the key parts of the module are understood. The deadline for completion of this training is July 1, 2012. Agency directors and managers will start getting reports on staff that have not completed the training after June 1, 2012 so that they can remind staff of the requirement.

The managers of agencies or departments with employees who do not have access to a computer and/or do not have an e-mail address on the state network, are to contact Miller with a list of names for a waiver on the training.

If you, or your staff, have any questions about this training you can contact Miller at Thomas.D.Miller@wv.gov / (304) 558-7850, extension 52663.

SMOKING

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when, in the application of this policy, there is a conflict between the rights of smokers and non-smokers.

The policy was set forth to make state employees and the public aware of their responsibility to ensure a smoke-free environment is maintained on state property.

The entire smoking policy can be reviewed by visiting: <http://www.state.wv.us/admin/personnel/emprel/POLICIES/NoSmoke4.pdf>.



What is That?

State legislators completed another busy Regular Session of the Legislature in March. With final decisions about new laws made in both the House and Senate chambers, it is interesting to note that the desks used by the elected officials are the same ones used by the first legislators when the Capitol was completed in 1932.

The state Historic Preservation Office notes the desks are original to both chambers and built of West Virginia black walnut and, according to information at the time the Capitol opened, the desks were identical in design but the Senate desks were slightly larger. They have had restoration work done throughout the years, most recently three to four years ago.

JOBS

Continued from Page 1

The Division of Personnel coordinated a series of career fairs in 2008 throughout the state; however, this is the first event offered in Charleston.

As some job opportunities arise regularly, certain positions are open for applications on a continuous basis. The State Government Career Fair represented more than 11 state agencies in addition to 18 divisions within those agencies, for a total of 29 state offices. Representatives had the ability to take resumes and increase their pool of qualified candidates. Agencies in attendance included the WV Department of Transportation, WV Department of Health and Human Resources, WV Department of Military Affairs and Public Safety, and the Office of Technology, to name just a few. This fair focused particularly on critical need fields, such as nursing, social services, engineering, corrections and law enforcement, natural resources, environmental protection, human resources, and information technology.

“Every agency stated that their expectations were exceeded as to the amount of candidates that reported,” said Mary Jane Ayoob, Administrative Services Manager for recruitment. “Many candidates have already reported for testing and have maintained contact with the prospective recruiter. This was a wonderful event.”

The Division of Personnel is confident that the State Government Career Fair will result in employment for many people. Following the success of the event, similar employment outreach events are being considered for the future.

ALLERGIES

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relief from nasal stuffiness. Only use nasal decongestants for short-term relief; long-term use can actually worsen symptoms.

- Cromolyn spray can ease allergy symptoms — but can take up to a week of several sprays a day to start working.
- Combination medications combine an antihistamine with a decongestant.

Rinse your Sinuses

Nasal irrigation is a quick, inexpensive and effective way to flush your nose and relieve allergy symptoms. Look for a squeeze bottle or a neti pot at your pharmacy or health food store. Use water that’s distilled, boiled and cooled, or filtered to compose the irrigation solution. Rinse and air dry the irrigation device after each use.

Alternative Treatments

Natural remedies to treat hay fever symptoms include extracts of the shrub butterbur and spirulina (a type of dried algae). Many other natural remedies exist, but because of unclear benefits and safety, check with your doctor before trying one.

When Home Remedies Aren’t Enough, See Your Doctor

For many, over-the-counter medications and avoiding allergens ease symptoms, but if your seasonal allergies are still bothersome, don’t give up. Your doctor may recommend skin/ blood tests to uncover triggering allergens or that you begin allergy shots to reduce the immune system reaction that causes symptoms.

QNA Reader Survey Coming Your Way!

The staff of *Quotes, Notes and Anecdotes* is requesting your valuable feedback about this monthly publication.

Within the next week, department employees will receive a link to a Reader Feedback Survey which asks for opinions related to *Quotes, Notes and Anecdotes*.

Your responses will assist the staff greatly in determining how we can improve this publication to ensure it is of value to you. The survey is designed to seek insightful feedback but not take a lot of time to complete. Thank you in advance for your participation.

Public Defender Services Introduces New Voucher System

The West Virginia Public Defender Services has introduced a new online system designed to improve the court-appointed voucher system and speed-up the time spent in voucher preparation and review.

The agency's new online voucher system, introduced April 2, allows attorneys to create, submit, and track court appointed vouchers electronically. There is no charge for the service.

According to Acting Public Defender Services director Russell S. Cook, the new system prevents many common errors that delay reimbursement of court-appointed lawyers for their services.

Cook says the system could potentially save his agency hundreds of hours per year that are spent checking vouchers for calculation errors or missing information.

Welcome! ... to the Department of Administration our new employees: **Kelly Cielensky** (CHIP); **Craig Bosworth** (Finance); **Randall Hazlewood** and **Ronald Jernell** (General Services); **Nicole Simpkins** (PEIA); and **Pierre Davison**, **Jennifer Harmon** and **Ryan Snyder** (Technology).

Best Wishes ... to our employees who recently resigned from our department: **Shovik Sengupta** (CPRB); **Barry McClure** (General Services); **Vickie Salmons** and **Jennifer Stollings-Parr** (Grievance Board); and **Rachel Means** (Personnel).

Time to Relax ... After years of hard work, congratulations to **Cecil Hill** of the Consolidated Public Retirement Board, who can now kick back and relax. Happy retirement!

Congratulations ... **Roger Townsend** (Finance) was recently granted the designation of Certified Government Financial Manager by the Association of Government Accountants. To meet the qualifications, those awarded the designation must meet the program's education and experience requirements as well as abide by the organization's code of ethics and compete at least 80 hours of continuing professional education every two years.

Got News? ... Contact **Diane Holley-Brown**, editor, at (304) 558-0661 or at Diane.M.Holley@wv.gov with information that you would like to share with the department's employees.

HAPPY BIRTHDAY ... in June

1 Karen Gray PEIA	15 Dianna Gertz Technology
Linda Harper Technology	16 Michael Gray Personnel
Anthony Thaxton Gen. Svcs.	Levi Wade Technology
2 Jeff Fleck CPRB	Richard Wickline Purchasing
Scott Kebler Technology	17 Dan Shriver Technology
Robert Miller BRIM	18 Susan Estep CPRB
3 Mary Youngblood Personnel	Carolyn Wiesen PEIA
4 Amy Leslie Pros. Atty. Inst.	19 Michael Green Technology
Amy Newman Technology	Jason Ratliff Technology
5 Tracy Batman CPRB	Shannon Workman .. Technology
Kelly Breedlove Technology	20 Danielle Cox Technology
Gary Riffle CPRB	21 Roger Chapman Technology
7 John Carter Gen. Svcs.	Kevin Crump Technology
Regina Vannoy Personnel	22 Joyce Jones Sec. Office
Kitty Wilson Public Defender	23 Robert Dake CPRB
8 Kim Patrick Technology	Ron Reece Grievance
Yolonda Tyler PEIA	26 Angela Long CPRB
9 Michael Metz Technology	Dennis Stewart Gen. Svcs.
Jeff Perkins Finance	27 Eric Dye Technology
Cavan Riley Technology	Richard Harris Gen. Svcs.
10 Kim Scott CPRB	Frank Whittaker Purchasing
11 Casey Hill Purchasing	28 John Persinger Gen. Svcs.
12 Tracy Jones Technology	Annamarie Short CPRB
Vickie Ross CPRB	29 Roger Haynes Gen. Svcs.
13 James Amos Technology	30 Samantha Anderson CPRB
Tina Eddy CPRB	Twila Neil PEIA
14 Pam Jarrell Purchasing	

Administrative Notes

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