



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
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Employee of the Month

Pauley's Leadership Shines on OT Service Desk Team

TIM PAULEY, an Information Systems Specialist 3 with the Office of Technology (OT), has been selected as the Department of Administration's *Employee of the Month* for March.

A state government employee for 11 years, Pauley is service desk team lead for the unit that receives all incoming service tickets for the Office of Technology.

"The OT Service Desk receives approximately 500 calls a day. Leading this team is a very stressful job and Tim handles it all with a positive attitude and smile," said one co-worker. "Tim takes the time to make everyone's day brighter and he is always in a good mood."

Another co-worker said, "Tim is always helpful, positive, easy to work with and re-

ally cares about his team. We could not have asked for a better team leader."

In his spare time, Pauley likes to spend time hunting, fishing, camping under the stars and off-road riding. He will be joined by friends and co-workers at a special ceremony presented by Acting Cabinet Secretary Ross Taylor on Thursday, March 1 at 11:15 a.m. at the OT office in Building 5.



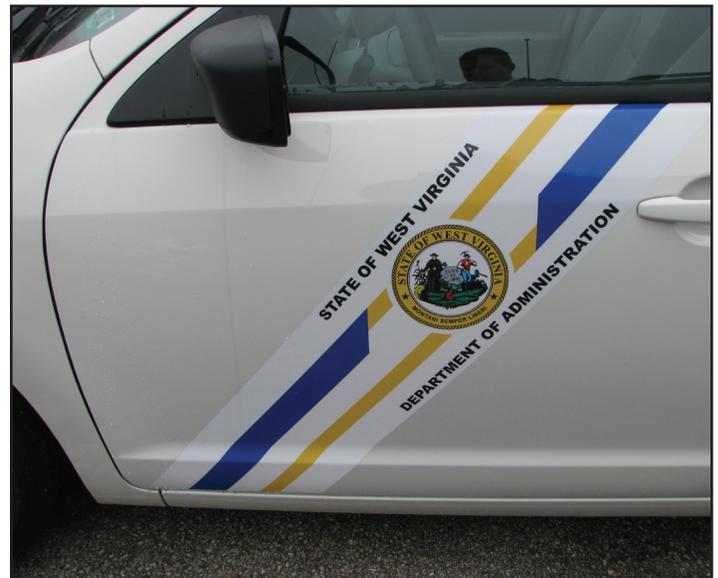
TIM PAULEY
March Employee of the Month

Newly Created Door Markings Being Placed on State Vehicles

The first wave of state government vehicles required to have official door markings from the Fleet Management Office is ready for the roads.

Fleet Management Executive Director Clay Chandler said approximately 35 vehicles have been affixed with door markings since the beginning of the year, in accordance with *Code of State Rules* 148-3-5. Chandler said from this point forward, all 2010 and newer model year leased and owned state vehicles will have these markings displayed except when statutorily exempt.

"These door markings are a new requirement for those agen-



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The Fleet Management Office has begun affixing state government door markers to state vehicles. Agencies have the choice of using the state seal or may submit their own logo for consideration.

SNEAK PEEK

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PEIA's Weight Management Program Website Receiving Attention From Around the Globe

Since April of 2011, Internet users from 20 countries have visited the Weight Management Resource Page, which was created in partnership between the Public Employees Insurance Agency (PEIA) and the West Virginia University College of Physical Activity and Sport Sciences.

Such unique traffic to an interactive website devoted to weight management and healthy lifestyle change is encouraging for PEIA's Health Promotions Director Nidia Henderson.

"It is not a total surprise that this site has generated so much traffic. When you search this subject on the Internet, there are still limited resources even though obesity is an international epidemic," she said. "Even so, I think what this website offers is out in front of the pack and as we learn the most effective approaches to providing the necessary supports to our PEIA Weight Management Program participants who are attempting to make permanent lifestyle changes."

The website is an extension of PEIA's Weight Management Program, which began in 2004. Henderson said the site was developed primarily for program providers and participants, but anyone can access the site for a multitude of weight management information.

The site has a variety of interactive features such as blogs and apps to keep participants

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The Weight Management Resource Page
It's hard to change your lifestyle, but it's worth it. And we'll help you get there.

HOME FOR PROVIDERS **WEIGHT LOSS BLOG** RESEARCH HANDOUTS OUR STAFF CONTACT US

Is Water Really THAT Important?

Let me start by saying, I am not surprised by the lack of water participants report and their difficulty when it comes to increasing their consumption. I personally struggle at times with drinking my recommended 8 glasses. With that being said, maybe it's time for a refresher on why water is so important to healthy living and weight management.



Liz Gilchrist

Water is the building block of life. It accounts for 55% or more of the body's composition and is necessary for filtering toxins, easing digestion and maintaining overall balance for internal organs. More specifically, increasing water consumption can ease stress. Brain tissue is approximately 80% water and when you are dehydrated, even slightly, your mind and body suffer. Need a pick me up at work. Keep a bottle of water at your desk! No one needs an additional stressor.

In addition to aiding the filtering process of the kidneys, water also flushes waste through the pipes, both internal and otherwise. It can rep up your metabolism, keep you from overeating at meals and assist with increasing energy. Many times people believe they are hungry, when really, they're thirsty.

Hopefully your wheels are spinning about when you typically drink water. An answer is probably while you are working out. This is a GREAT choice! Water is not only critical for replenishing during exercise, especially cardio, but essential to avoid muscle cramping and hitting the dreaded "wall."

While you can't literally see the internal benefits of water, there is a way you can visually embrace the beauty. It is a natural anti-aging secret for the body's largest organ, the skin. It fills cells and keeps skin looking plump and fresh. People who look younger may not have a secret, they may just drink more water.

Here are some suggestions for getting in more water throughout your day.

- Make it a habit to drink a glass when you get out of bed. This is a surefire way to set your day up for success.
- Add some flavor if you can't get into the taste, or lack thereof. Squeeze in some lemon

PEIA WEIGHT LOSS BLOG

Is Water Really THAT Important? Maintain Don't Gain, or Maybe Even Lose... the results (kind of) If he can do it, you can too! Making the Most of Personal Training Making the Most of Your Food Journal Maintain, Don't Gain: Time for the Post-Test!

SIGN UP FOR EMAIL BLOG UPDATES

Join 57 other followers

Sign me up!

DIET AND EXERCISE TRACKING APPS

Daily Burn
FitDay's Free Weight Loss Journal
Livestrong MyPlate Fitness and Food Tracker
My Fitness Pal

USEFUL LINKS

PEIA Pathways to Wellness
WV Portions
WVU Extension - Wellness Challenge

ARCHIVES

February 2012

Governor's Internship Program Teams High-Achieving College Students with State Agencies this Summer

Now is the time for state agencies to discover quality employees for summertime employment. The Governor's Internship Program offers this by matching high-achieving college students interested in stepping into "real world" work environments for several months with state agencies.

The 2012 program is open and enrolling both college students and agencies. To participate, agency officials need to enroll at www.wv.gov/GIP.

Agency officials who complete the enrollment process are given a login code by the Division of Personnel to an application pool which enables

them to review resumes of the college interns in the program.

Interns are required to have a minimum of a 3.0 grade point average and have completed at least one year of college. Narratives describing their field of study and work interests are also available along with two letters of recommendation.

"It's hard to believe that it's time again for interns to apply for the Governor's Internship Program," said program director Beth Hughes with the Department of Education and the Arts. "This year, Mary Jane Ayoob from the Division of Personnel and I

will be working to get the hosts and the interns together to have a great summer experience. If any agency is looking for summer employment, I strongly encourage them to go to the website and apply online as a host. It's very easy and Mary Jane or I are within a phone call or e-mail away to ask for assistance. It's a 'win-win' for both the interns and the agencies who hire them. I'm always impressed by the students' intelligence and enthusiasm and am anxiously awaiting to meet them all this spring!"

Please see GIP, Page 5

West Virginia State Tax Department Notes Several Changes Regarding the 2012 Returns

Submitted by the West Virginia State Tax Department

Each year, the West Virginia State Tax Department implements changes with taxpayer convenience in mind. Keeping taxpayers up-to-date on these changes is critical to making sure the process is as fair and efficient as possible.

One significant change involves the Senior Citizen Tax Credit. Taxpayers who are eligible to claim the Senior Citizen Tax Credit will now enter the allowable credit on line 13 of Form IT-140 and will no longer need to enter the amount on the Tax Credit Recap Schedule.

In addition, senior citizens eligible for the Homestead Exemption Program will receive a Schedule SCTC-1. This schedule is not included in the personal income tax booklet. Senior citizens who qualify for the credit must complete the schedule by entering their social security number(s) and the number of people residing in the household. To claim only this credit, the taxpayer must file only the first two pages of the IT-140, entering the social security number(s), name(s), address, federal adjusted gross income and credit amount. The Schedule SCTC-1 must be filed with the IT-140.

Taxpayers should note a modification to Schedule M. They can use contribu-



tions to qualified trusts that benefit children with autism to reduce their federal adjusted gross incomes.

The Purchaser's Use Tax filing method has been updated, too. This tax relates to the use of tangible personal property or services in West Virginia when the Sales Tax has not been paid. The Use Tax applies to Internet purchases, magazine subscriptions, mail-order purchases, out-of-state purchases, telephone purchases originating out-of-state, TV

shopping network purchases and other taxable items.

With Williamstown introducing local sales and use taxes in 2011, the Tax Department added a schedule for calculating both state and municipal use taxes. It allows credit for tax paid to another municipality. For an overpayment, the amount of use tax due is deducted and the remainder is refunded.

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Mileage Reimbursement Rate Remains 47 Cents per Mile for State Workers



West Virginia Department of Administration officials announced last month that the 2012 state mileage reimbursement rate will remain unchanged at 47.0 cents per mile, beginning February 2. The 47.0 cents per mile correlates with stabilized fuel costs in West Virginia since the mileage reimbursement rate was adjusted in July 2011. Short-term analysis by the Federal Energy Information Agency for the remainder of 2011 shows per gallon fuel prices remaining near \$3.50 for regular unleaded and \$3.80 for diesel fuel in 2012.

Results of a bi-annual review of the state's mileage reimbursement rate for privately-owned vehicles are published in January and July of each year by the cabinet secretary of the Department of Administration.

After the most recent review, the state's reimbursement rate for the use of employees' privately-owned vehicles determined no adjustment was deemed necessary to cover the total cost of ownership for usage of the privately-owned vehicle for state business use.

The state of West Virginia is not statutorily required to follow the federal mileage reimbursement rate set by the Internal Revenue Service. This state rate will be in effect until further notice or after the next review to occur in July 2012.

Good Habits Help Maintain Office Safety

Submitted by Kimberly Hensley
BRIM Safety and Loss Control Specialist

Housekeeping, whether we realize it or not, is a part of virtually everyone's daily life. The lack of housekeeping can contribute to many hazards and accidents in the workplace and at home. For example:

Your child leaves a toy on the stairs, which could cause a slip, trip or fall.

A 60-year old man with 30 years of experience, slipped off a scaffold (covered with ice and snow) and fell 20 feet to his death.

Here are some helpful tips to prevent accidents around the home and office.

Slips/Trips/Falls

Keep floors clean and clear. Clean up oil, grease, water and other liquids which can cause slips, trips and falls. Anti-slip flooring and mats are a good idea in high traffic areas.

Storage Areas/Walkways

Storage and service areas should be maintained in a clean and orderly manner and free of debris. Keep all walkways, aisles, stairs and platforms clear of obstructions. Oxygen and acetylene hoses, welding leads, cables, water hoses, air lines and electrical extension cords should not run in aisles, stairways or other passageways. They should be routed by means that don't present any hazards.

Do not pile materials in any area where people must walk. Materials which are stacked or

Please see SAFETY, Page 5



Parking Spaces Created Near Capitol

A few more state employees are now able to park closer to the Capitol campus with the demolition of a house on Washington Street East across the street from Building 15. This property was acquired by the General Services Division to create more parking lot spaces.

Retirement Planning Should Always Be Subject to Periodic Review

The onset of a new calendar year means one step closer to retirement and for some, that time to focus on post-career planning is imminent.

The Consolidated Public Retirement Board (CPRB) recommends the following information to assist in preparing for retirement, particularly those who know their fulltime working days are nearing completion.

Each year of your career

- **Review** your Annual Statement (mailed to your employer) for accuracy.
- **Evaluate** your personal finances regularly including assets, liabilities, insurance, and investments.
- **Consider** contributing to a supplemental retirement plan such as a 403(b) or 457(b) plan.
- **If change occurs in your life circum-**

stances (i.e. marriage, divorce, birth of a child, etc.), request a pre-retirement beneficiary change form.

One to two years before retirement

- Contact CPRB for a Benefit Estimate and learn more about each retirement option.
- Verify your service history, including any purchased or reinstated service time.
- Attend a retirement outreach seminar.

Six months before retirement

- Request a Benefit Estimate and a Retirement Packet.
- Contact a Retirement Advisor to inquire about your retirement eligibility.
- Contact PEIA to inquire about insur-

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GIP

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Since 1989, the Governor's Internship Program has placed students with state agencies. Internships usually last nine to 13 weeks and the program aims to match students with agencies based on the interests of both parties. Last year, more than 125 students participated among 25 state agencies.

The program also sponsors professional development activities for the interns throughout the summer. Past programs include seminars about graduate scholarship programs, roundtables with community leaders, resume and job interviewing classes, and visits to locales, such as the Governor's Mansion, Tamarack, the Capitol Dome and the State Museum.

For more details, visit the program's website or call Hughes at (304) 558-2440 for questions about the Governor's Internship Program or Ayoob at (304) 558-3950, extension 57280, for questions about the applications.

PEIA

Continued from Page 2

engaged. Henderson added the site will continue to evolve with additional features for both providers and participants to keep the information fresh.

"Enrollment has seen a nice increase since July, when we lowered the member co-pays and broadened eligibility criteria. Of course, now with New Year's resolutions, the enrollment rate has again picked up," she said. "Our best advertisers are the members themselves, particularly those who feel better as they experience the many physical and psychological benefits of regular physical activity and healthy eating."

To visit the Weight Management Resource page, visit <http://health-performance.wordpress.com>. PEIA members can learn more about the Weight Management Program at http://www.peia.wv.gov/health-information/health_and_wellness_programs/peia_care_management/Pages/weight_management_program.aspx.

SAFETY

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piled near walkways should not project into aisles, stairs or platforms and should be properly stacked so they will not topple or fall.

Work Areas

Keep your work area clean and clear. Pick up and dispose of debris as it accumulates. It requires more time to clean areas that are plagued with housekeeping issues. Return hand tools and equipment to their proper storage places when finished with them.

Materials (pieces of pipe, conduit, etc., and all debris) should be stored in an orderly manner while work is in process. Remove all loose objects after completing overhead work. Replace all covers, guards or access panels. Oily, greasy rags should be deposited in a designated, closed metal container to prevent spontaneous combustion.

Obstructing Access

Do not obstruct access to emergency exits, fixed ladders, stairways, electrical switches, shutoff valves, fire fighting (including sprinkler heads)

or rescue equipment and safety eye-wash fountains or safety showers. Store any material away from switch boxes or other electrical equipment.

Office Buildings

All doors and walkways should be kept free of debris, shrubs or any other obstructions. Keep doors and windows in good working order. During an emergency, it is essential to expedite the evacuation with easy access through working doors and windows. Stairs should be equipped with adequate hand rails and treads. Provide sufficient lighting inside and outside. An employee should be able to navigate around after dark.

Housekeeping should be everyone's responsibility. Floors that are maintained in poor condition are one of the leading causes of accidents. A good housekeeping inspection program can serve as a useful tool to monitor cleanliness and hazards that are prone to promote accidents. The use of a periodic inspection checklist can prevent complacency and lead to a safety work environment.

TAXES

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If the taxpayer owes money, the use tax owed is billed.

A checkbox is now available for taxpayers filing an amended return and hoping to cancel the original delayed debit transaction. If the amended return is filed before the debit transaction's scheduled date, the Tax Department can override the original schedule.

As always, we encourage taxpayers to file online. It's easier, faster and more efficient. It's secure, too. With online processing, taxpayers can also

receive a quicker refund check.

But a checkbox is available for preparers with clients choosing to opt out of e-filing returns. Preparers who file for 25 individuals or more using tax preparation software must file those returns electronically beginning with the 2011 tax year. If the taxpayer wishes to opt out of e-filing, both taxpayer and preparer must sign an opt-out form available at www.wvtax.gov.

For more tax tips and advice during personal income tax season, please visit www.wvtax.gov.

Interested in reading past issues of Quotes, Notes & Anecdotes? Visit <http://www.administration.wv.gov/newsletters/Pages/default.aspx>

FLEET

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cies which have not been marking their vehicles in the past. This does not apply to agencies which have been doing them such as the state police, division of highways, and fire marshal's office," Chandler said.

Chandler added that agencies can submit their own logo, which has been common with entities that have their own copyright logo, such as state colleges and universities.

"We are giving agencies the option to have their own logo on their new vehicles or to have 'Department of Administration' on the door marking," Chandler said. "To date, about half the agencies prefer their own logo and half are opting for the other."

Due to the newness of the rule and to ease the transition for agencies of this requirement, Chandler said the door markings are being affixed when vehicles arrive from the dealership at the West Virginia State Agency for Surplus but before they are released to the agency.

For more information or questions about the door markings, contact Chandler at (304) 558-2106 or Clay.D.Chandler@wv.gov.

REVIEW

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ance and current rates at 1-888-680-7342.

Two Months before Retirement

- Contact CPRB to schedule an appointment with a retirement advisor.
- Choose your retirement options and complete and submit necessary retirement forms.

For additional information on retirement issues, visit the CPRB website at:

www.wvretirement.com

Welcome! ... to the Department of Administration our new employees: **James Brisendine** (CPRB); **Candace Kimble** and **Dawn Webster** (Finance); **Donald Arrick** and **Tanna Burdette** (Purchasing); and **Scott Duff** and **Wallace Kunin** (Technology).

Best Wishes ... to our employees who recently resigned from our department: **Charles Warner** (General Services); **Matthew Williams** (Purchasing); **Timothy Abraham** (Secretary's Office); and **Shannon Brown** and **Eric Evans** (Technology).

Time to Relax ... After years of hard work, congratulations to **Susan King** (Purchasing) and **Antonia Anderson** (Technology), who can now kick back and relax. Happy retirement!

COOP Tip of the Month ... Quick and accurate crisis communication among staff is critical to your Continuity of Operations Plan success. Have you tested your communications plan recently at your agency? For more about this topic and other COOP tips, contact **John Fernatt** or **Chuck Mozingo** of Board of Risk and Insurance Management at (304) 766-2646.

Return the Borrowed Books Week ... March 4-10, an opportunity to make room for those precious old volumes that will be returned to you. For more information, call (323) 222-7944.

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

HAPPY BIRTHDAY ... in March

1 Thomas Harper PEIA	17 Charles McMinn Technology
Gloria Lewis PEIA	18 Daniel Ball Gen. Svcs.
Therman Mullins Technology	Sue Lipinski Technology
3 Mischa DiFilippo BRIM	Gloria Taggart Finance
6 Scott Belcher Gen. Svcs.	20 William Jones Gen. Svcs.
David Riebe Real Estate	Tammie Means Technology
Jeremy Wolfe BRIM	21 Tim Hall Gen. Svcs.
7 Chris Chapman Technology	23 Clyde Lee Arline Pros. Atty.
Brian Gillespie Gen. Svcs.	George Muncey Technology
Jeff Williams Technology	Robert Worledge Jr. Finance
8 Catherine DeMarco .. Purchasing	24 Thomas Bailey III Gen. Svcs.
Timothy Hyatt Technology	25 Jyotshna Arjuna Technology
Chris Sforza Finance	John Dunlap Technology
Thomas Williams Personnel	26 Natalie Faulkner Technology
11 Mary Bolton Personnel	Philip Heyliger Technology
Joey Gore Technology	Robert Hovatter Gen. Svcs.
12 Jamie Hardman CPRB	Ora Salyers Personnel
13 Greg Harman Gen. Svcs.	Marilyn Summers Technology
Janice Morgan Technology	28 Tami Price Real Estate
Angela Riley Technology	29 Philip Morrison II Pros. Atty.
15 Lori Cottrill CPRB	30 William Hargus Technology
Charlene Good Technology	Tara Lyle Purchasing
Charles Stark Technology	31 Krista Charley Grievance
16 Darlene Fletcher Personnel	Gordon Ingold Ethics
Jason Haught PEIA	

Administrative Notes

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