

## Governor Recognizes Financial Reporting Achievements

Contributed by Diane Holley of the Department of Administration.

Governor Bob Wise presented national financial reporting awards to 4 Department of Administration agencies on May 30 at 2:00 P.M. in the Governor's Reception Room at the State Capitol. The awards are detailed below:

The State of West Virginia has received the *Certificate of Achievement for Excellence in Financial Reporting* from the Government Finance Officers Association of the United States and Canada (GFOA). This recognition is for the State's comprehensive annual financial report (CAFR) for the year ended June 30, 2000. In making this prestigious national award, GFOA recognizes conformance with the highest standard for preparation of state and local government financial reports. According to GFOA, the *Certificate of Achievement* is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

To be awarded the *Certificate*, a government agency must publish an easily-readable and efficiently-organized CAFR. The **Financial Accounting & Reporting Section (FARS)** of the Finance Division prepares this report on behalf of the State of West Virginia. This year marks the 6th year the State has achieved this recognition.

The **West Virginia Board of Risk & Insurance Management (BRIM)** also received the *Certificate of Achievement for Excellence in Financial Reporting* from GFOA for its comprehensive annual financial report. This is the 6th year BRIM has received this recognition as well.

The comprehensive annual financial reports are judged by an impartial panel to meet the high standards of the program, including demonstrating a constructive "spirit of full disclosure" to clearly communicate the entity's financial story and motivate potential users and user groups to read the CAFR.

For the 3rd year, the **Public Employees Insurance Agency** joins the list of agencies within the Department to earn the *Certificate of Achievement for Excellence in Financial Reporting* from GFOA for its comprehensive annual financial report.

The **State Budget Office** received the *Distinguished Budget Presentation Award* from GFOA. This award is the highest form of recognition in



*Governor Bob Wise presents Government Finance Officers Association Certificates of Achievement.*

*ABOVE: Employees from FARS are presented their award.  
BELOW: BRIM employees received their agency's certificate.*



### CHECK OUT ...

the West Virginia Lottery's second CD - *Songs for America* - available for 5 non-winning

Summer Blast lottery tickets. For details, see the Lottery's website at: [www.state.wv.us/lottery/default.htm](http://www.state.wv.us/lottery/default.htm). Also, the deadline for the first CD - *Songs of Home* - has been extended to July 19, 2002. Play the Lottery and get both!

## New Pharmacy Benefits Management Company Takes Over July 1

The Public Employees Insurance Agency (PEIA) has a new pharmacy benefits management company (PBM) as of July 1, 2002. Express Scripts, Inc., an independent PBM, will be responsible for administering the prescription drug programs for PEIA.

PEIA Director Tom Susman acknowledges that with this change in management companies, a few snags and bumps may be experienced, but he assures covered employees that he and his staff will do all they can to minimize problems and inconveniences. In a letter mailed to enrolled members, Susman wrote, "We will work very hard to minimize those bumps ... PEIA will add extra staff to help our members through this period."

A recent review of medications on PEIA's Preferred Drug List has prompted some changes. Periodic evaluations of this list means that medications can be added to or deleted from it. You may have recently filled prescriptions for medications that will no longer be on the Preferred Drug List as of July 1; therefore, employees are encouraged to check with Express Scripts or their pharmacy to see if they need to contact their physicians about new prescriptions. For a list of the July 1 changes, you can view Page 2 of the PEIA Provider News on the internet at [www.wvpeia.com/providerinfo/may%20provider%20news%20a.pdf](http://www.wvpeia.com/providerinfo/may%20provider%20news%20a.pdf).

As before, some prescriptions will require prior authorization. These reviews will be handled by Express Scripts' Pharmacy Helpdesk. If circumstances are such that you are unable to obtain an approved prior authorization at the time you need the medication, your pharmacist can contact the helpdesk. The pharmacist can then dispense a 5-day emergency supply while your prior authorization is being processed.

Susman estimates that PEIA will be able to save approximately \$25 million dollars by using the new PBM over the next 3 years. By now, covered employees should have received new identification cards from Express Scripts. If you have not received your card(s), you can call either Express Scripts Member Services at 1-877-256-4680 or PEIA Customer Service at 1-888-680-7342.











School groups are a common sight at the State Capitol Complex in Charleston. Each year, hundreds of children are privileged to have the opportunity to visit West Virginia's Capitol. They learn about and see first-hand the history and beauty in the buildings and grounds through tours conducted by enthusiastic and knowledgeable State tour guides.

**LEFT: Students from Jennings Randolph Elementary School in Elkins, WV rest in the West Wing Rotunda during a recent Capitol tour.**

## Eight Steps to Better Time Management

**THE PROBLEM:** You desperately need to get organized. Here are some suggestions on how to do it from Hyrum Smith, author of *The 10 Natural Laws of Successful Time and Life Management* (Warner Books):

-  Identify events over which you have total control and make them part of your daily priority list. List events that occur regularly in your day and decide how much control you have over them.
-  Create a prioritized daily task list, not a to-do list. To-do lists usually include things you have no choice but to do, compared with the highest priorities.
-  Be specific in your plan. Say the exact amount of time you will exercise, for example. When you have listed every item, assign a value to each. "A" represents tasks that absolutely must be done. "B" is for tasks that should be done. "C" is for those things that can be done after all those marked A and B are finished.
-  Prioritize the A, B, and C tasks, and number them by importance. (It's ok to carry over B and C tasks to the next day.)
-  Review your appointments to see how much time is left for other tasks. Assign half of that to emergencies.
-  Make a distinction between urgent and vital. Decide whether an 'urgent' task is worth interrupting a 'vital' one.
-  Get rid of clutter! It's a major cause of procrastination.
-  Maintain a master task list. If it's something to be worked on in 3 months, enter in that month.

**The average U.S. household has 2.5 television sets**

# ABCA Introduces New Info Collection Technology

**NEW REMOTE?**

*No - it's ScanGuard - a new hand-held computer that will assist ABCA agents and inspectors in their duties.*



Contributed by Kim Aaron of the Alcohol Beverage Control Administration.

Alcohol Beverage Control Administration Commissioner Thomas A. Keeley announces that the ABCA is in the process of deploying hand-held computers to assist ABC agents and inspectors in all 55 West Virginia counties. The name of the project is ScanGuard.

By using ScanGuard (pictured left), collected information will be sent to the ABC office on a daily basis. The device will present the Enforcement Division with current information which will in turn produce a more informed management decision. The unit enables enforcement agents to scan the bar codes and magnetic strip on drivers' licenses which reveals the individuals age and helps detect fake identification. ScanGuard will also be useful when completing initial inspections, violation reports, messaging, and much more.

Commissioner Keeley is considering marketing this technology, since the ABCA owns the access codes. Keeley estimates the potential of making more than \$500,000 when the technology is sold to other states. He also sees where the State could restrict the sale of access codes. In the future, the codes could be offered to municipalities. The subsequent sale of the access codes could generate millions for the ABCA.

## Avian Flu Outbreak Prompts Quick Action

At the end of May, 2002, a small outbreak of Avian Influenza (AI) prompted Agriculture Commissioner Gus Douglass to request that Governor Bob Wise and Natural Resources Director Ed Hamrick place a 60-day temporary moratorium on hunting and dog training in 8 eastern West Virginia counties. Hamrick imposed the moratorium at noon on May 24 for the following counties: Grant, Hardy, Pendleton, Greenbrier, Monroe, Fayette, Hampshire, and Mineral.

AI, although harmless to humans, is spread to poultry by people, animals, and contaminated vehicles, and can quickly wipe out millions. An outbreak in Virginia last March forced the quarantine of 170 farms and the destruction of nearly 4 million birds.

Douglass also issued bans of poultry and eggs at fairs, festivals, market auctions, and other public events in an attempt to restrict activities that could potentially spread the disease among poultry farms.

The quick actions of both Hamrick and Douglass have so far been successful in preventing the spread of the virus and protecting West Virginia's \$200 million per year poultry industry.

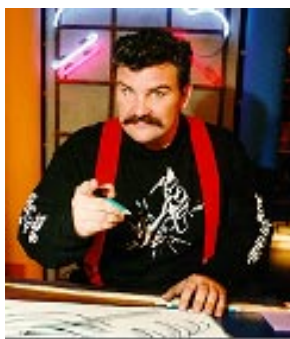
*The Technology Learning Center at the Information Services and Communications Division has added 5 new WordPerfect 10 classes to its curriculum*

- Level 1** Basic document preparation techniques including document formatting, character formatting, envelopes, and printing.
- Level 2** Other word processing features (tabs, headers/footers, page numbers, bullets, numbering, borders, shading, etc.)
- Level 3** Mail merging and data base features.
- Level 4** Tables
- Level 5** Desktop publishing

For info, call Mary Cummings at 558-6384



## YOUR KIDS CAN LEARN TO DRAW IN 3-D!



**Mark Kistler**

Picture and graphic from [www.markkistler.com](http://www.markkistler.com)

WV Public Television is pleased to announce that Mark Kistler, acclaimed art educator and star of *Mark Kistler's Imagination Station*, will teach drawing workshops for children in the 5 West Virginia communities below:



- |             |            |
|-------------|------------|
| Beckley     | July 29-31 |
| Parkersburg | Aug. 1-3   |
| Putnam Co.  | Aug. 5-9   |
| Martinsburg | Aug. 12-14 |
| Morgantown  | Aug. 15-17 |

Mark's "art attacks" have kids laughing and learning! Parents/guardians/etc. attend free and are encouraged to participate. For class schedules, fees, and other details, call 1-800-672-9672. Reg. deadline is July 24.



# July 1 Means Money Matters

July 1, 2002 marks a number of changes regarding employee paychecks.

## COST OF LIVING INCREASE

State employees pay increases by \$804 (equivalent to \$67 per month) due to the across-the-board salary increase requested by Governor Wise and passed by the Legislature. All employees hired for permanent full-time and permanent part-time positions on or before July 1, 2002 are eligible to receive the across-the-board increase as a salary adjustment. This includes employees hired on a provisional basis or for a probationary period in a permanent position on or before July 1, 2002. Those not eligible for the increase include:

- Anyone hired for permanent full-time and part-time positions after July 1, 2002.
- Individuals employed on a limited term basis. Limited term employees include, but are not necessarily limited to, 90-day exempt employees, 30-day emergency employees, 160-day temporary employees, all categories of student employees, temporary employees hired from registers, intermittent employees hired from registers, contract employees, and seasonal employees.
- Employees whose salaries are set by statute, employees of the Higher Education Policy Commission, employees of constitutional officers, and employees of the State Department of Education.
- Employees whose last working day is on or before June 30, 2002.

You can view the complete Across-the-Board Increase Instructions on the internet at [www.state.wv.us/admin/personnel/clascomp/acrossbd02.htm](http://www.state.wv.us/admin/personnel/clascomp/acrossbd02.htm)

## NEW EMPLOYEES

The passage of House Bill 4012 changes the way new employees will be paid. State employees hired prior to July 1, 2002 are paid current – that means that the paychecks they receive are for the immediately-preceding work period. Any new employees (defined as new hires effective July 1, 2002 or after, except elected officials) will now be paid one pay cycle in arrears. This new law and procedure does not affect employees who transfer, with no break in service, between State agencies, a State institution of higher education, or the Higher Education Policy Commission.

## ANNUAL INCREMENT

Good news! Employees eligible to receive an annual increment check will now be paid \$50 for EACH year of service, with no 20-year cap! Increment checks are scheduled to be distributed at the end of July.

## AWARDS – Continued from Page 1

governmental budgeting. In addition to receiving this award, the State's Executive Budget Document received a unanimous rating of 'outstanding' as a communications device by this national association. This marks the 6th year the State's Budget has received this recognition.

The GFOA is a nonprofit professional association serving more than 13,000 government finance professionals with offices in Chicago, Illinois and Washington, D.C.

## Pencil In ...



Your  
Statement



Insurers and financial institutions must tell you how they collect and use data about you - but you have the right to decline to let them disclose your info to others. **The opt-out information** is included in bank statements and credit card bills, but it's usually fine print. Read it and exercise your right to privacy if you wish.



**Happy Birthday President Bush!** President George W. Bush will turn 56 years old on July 6.



**The Center for Sight** (1-800-331-2020), founded by Prevent Blindness America, fields thousands of calls to answer questions about eye health and safety, and offers free advice on a wide range of eye concerns for both children and adults. **The agency is not a substitute for sound advice and treatment from your eye physician,** but can be a good starting point.