

## Library Television Network Gets Facelift, New Equipment

Article and photos contributed by Lori FitzGerald of the Library Commission.

New equipment, new sets, and new shows all on the same network. This is your NEW Library Television Network (LTN).

LTN's long-standing goal is not only to educate, but to increase viewers' awareness of services provided by State government agencies, as well as those services provided by individuals in the private sector. In maintaining this goal, LTN felt it necessary to upgrade the equipment to current studio standards.

Funding provided through a grant from the Office of the Secretary of Education and the Arts allowed the television studio to purchase digital equipment to upgrade their programming to the higher quality format. Now, the crew has new equipment for the studio, easy to read teleprompters, and a sturdier finished product which stores well. Durability and size of this new digital format will increase copy value.

Then, with a clearer picture in place, designs and planning produced the modern, comfortable sets now in use. The overall effect is a clean, crisp look for the pleasure of the viewing audience and seating and positioning comfort for the show hosts.

Once the studio had completed the face-lift, production began in earnest. LTN boasts a staff of four whose combined experience exceeds forty years. This small team produces and films, on average, 29 programs a month. Most of the shows aired on LTN are produced and

filmed in the studio with few exceptions. Occasionally, LTN films on location and airs events during its regular programming times.

Currently, LTN programming is airing on Charter Communications, channel 11; Southern West Virginia Community College, channel 4; Adelpia Communications (Marshall University's private access), channel 25; WLPX PAX TV, channel 4; and Jones TV Cable, channel 26. Coverage area is expected to increase now that the digital system is in operation. Subscriber numbers in all areas receiving programming today exceeds 394,000.

The programming consists of shows built around the work of various State agencies, including but not limited to, the Attorney General's Office, Development Office, Public Service Commission, State Treasurer's Office, Office of Emer-

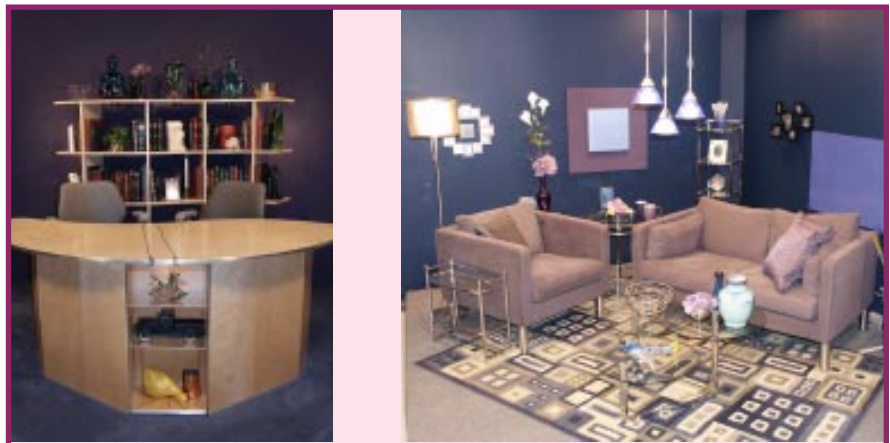
gency Services, Divisions of Agriculture, Forestry, Natural Resources, Rehabilitation, and Transportation, and the Conservation Agency.

The West Virginia Humanities Council has one of the newest series in production. *History Alive!* features local actresses and actors portraying historical characters. This taping coincides with the characters appearances at library programs throughout the State.

Outside of the regular programming, LTN provides production, post-production, post-editing, editing, and location services. They are



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Two of the three newly modernized sets at the LTN provide viewers with a clean, crisp look and comfort for show hosts and guests.

## Legislature Approves Increase to Parking Fees at Capitol Complex

Contributed by Diane Holley of the Department of Administration.

As a result of the passage of House Bill 2592 during the 2003 Legislative Session, a change in Legislative Rule 148 CSR 6 was made affecting the monthly parking fees paid by State employees working at the Capitol Complex.











**Effective July 1, 2003, the parking fee will increase to \$16 per month and raise \$1 per month each year thereafter until it reaches \$20 per month in 2007.** Payment by the employees shall be made through payroll deduction, unless otherwise authorized.

The monthly parking rates will be as follows:

July 1, 2003	\$16 per month	July 1, 2006	\$19 per month
July 1, 2004	\$17 per month	July 1, 2007	\$20 per month
July 1, 2005	\$18 per month		

### Other Changes Affecting Parking at the Capitol Complex

Other changes relative to parking as a result of recent legislation are highlighted below:

-  Sets the monthly parking fees for spending units outside the Capitol Complex at \$20 per month unless the facility consists of free public access parking;
-  Increases the fines for parking violations;
-  Increases the number of times a ticket can be given to four times a day;
-  Authorizes the removal or immobilization of a vehicle whose owner owes more than ten unpaid violations;
-  Authorizes the revocation of a state issued parking space if the employee owes more than ten unpaid violations;
-  Expands the hours in which fines can be given for elapsed time in metered parking areas to 8 A.M. to 5 P.M.;
-  Establishes that fines not paid within ten days are subject to double additional fines, not to exceed \$20;
-  Allows for a civil summons to be issued if fines are not paid within 14 days;
-  Decreases the meter fees from \$1 per hour to 50¢; and
-  Eliminates the time limit for fines on designated handicap parking areas.

### Where Are the World's Oil Reserves?

According to *Fortune* magazine, Saudi Arabia has most of the world's proven oil reserves.

Saudi Arabia	24.9%	Venezuela	7.4%
Iraq	10.7%	Russia	4.6%
United Arab Emirates	9.3%	United States	2.9%
Kuwait	9.2%	Libya	2.8%
Iran	8.5%	Mexico	2.6%

All other countries combined have 17.1%.



## DRS Accessible Meetings Guide Offered Online

Contributed by Jeff Seager of the Division of Rehabilitation Services.

A new publication from the West Virginia Division of Rehabilitation Services (DRS) offers valuable advice for people who plan meetings and conferences.

**Planning an Accessible Meeting** is available as a free download in the popular Adobe Acrobat format (.pdf) from [www.wvdrs.org/PDF/Accessible\\_Meetings\\_Guide.pdf](http://www.wvdrs.org/PDF/Accessible_Meetings_Guide.pdf)

In less than five standard pages of text, the free publication conveys commonsense advice that will enable meeting planners to accommodate people with impaired vision, hearing, and mobility. Meeting organizers are encouraged to use registration forms to assess the need for any special accommodations, then to make practical arrangements as needed.

"This guide should be just as useful for small community groups and city councils as it is for planning large regional conferences," said Janice Holland, interim director of the West Virginia Division of Rehabilitation Services. The publication includes simple rules of thumb that will be of interest to those who manage hotels and conference centers, as well as public officials required to make meetings accessible.

Much of the information in the guide is common knowledge within the rehabilitation community, Holland said, and was first compiled in a federally funded 1995 technical assistance project by the Rehabilitation Engineering and Assistive Technology Society of North America.

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Don't forget Vandalia at the Capitol - May 23-25!!

# Pilot Program Addresses Annual Leave Carry-Forward Problem

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It's an unfortunate reality in West Virginia that we often suffer the effects of natural disasters like floods or tornadoes. During these times, many State employees are called to serve extraordinary duty in order to provide relief services, and often, the period of service can be several weeks in duration. When that happens, employees find themselves unable to use the annual leave they have accrued in excess of their carry-forward amounts before the end of the year.

To compensate for this, and to prevent unfair penalty to employees who are either directly involved in relief efforts or those who must assume additional work because others are called to relief duty, the Division of Personnel (DOP) will implement a one-year pilot program that extends the time by which the excess annual leave must be used.

According to Personnel's *Administrative Rule*, employees must use any annual leave they have accrued over their maximum allowable carry-forward hours by December 31 of each year (the maximum allowable hours are dictated by years of service). The *Annual Leave Carry Forward Extension* pilot program (DOP-PP4) provides that agencies can request approval from the State

Personnel Board for specific employees to carry forward more than their allowable maximum annual leave hours. The program will become effective July 1, 2003 and extends the carry-forward date for those who receive approval to February 29, 2004.

The program has specifics – for instance, the amount of excess carry forward time is limited according to the number of hours involved in, or covering for workers involved in, relief activities. Agencies must notify all affected employees and keep detailed and accurate records. Any excess annual leave that is unused by February 29 is forfeited as of March 1, 2004.

Sometime after February 29, 2004, the DOP will receive a report from each agency detailing the benefits and problems realized, the costs associated with the program, and any suggestions and recommendations they wish to make. If the pilot program is determined successful, the DOP will consider proposing an amendment to its *Administrative Rule* to incorporate an emergency relief activities provision.

You can view the complete pilot program at [www.state.wv.us/admin/personnel/emprel/policies/alcf-emrg.pdf](http://www.state.wv.us/admin/personnel/emprel/policies/alcf-emrg.pdf) on the internet.

“Since the Americans with Disabilities Act was approved by Congress and signed into law in 1990, West Virginians have made significant strides in recognizing the right of equal access to public buildings,” Holland said. “We want to take this a step further by making it easier for people with disabilities to participate in all aspects of our social and professional life. Having worked with so many people with disabilities through the years, we know that we will all benefit from their full participation.”

Most Americans will require at least one rehabilitation service at some time in their lives, and West Virginians may face a slightly higher statistical risk because disability rates are highest in rural areas. Of more than a million West Virginians age 21-64, 23.8% were listed as “disabled” in the 2000 U.S. Census.

The likelihood of disability also increases with age. Almost half (48.6%) of West Virginia's population over 65 years old in 2000 had some disability, the U.S. Census Bureau reported.

The mission of the West Virginia Division of Rehabilitation Services is to enable and empower people with disabilities to work and to live independently. For more information about rehabilitation services available in West Virginia, call the West Virginia Division of Rehabilitation Services at 1-800-642-8207 (toll-free) or visit the division's Web site at [www.wvdrs.org](http://www.wvdrs.org). In the Kanawha Valley, call 766-4600.

A complete set of Division of Personnel policies can be found at:  
[www.state.wv.us/admin/personnel/emprel/policies.htm](http://www.state.wv.us/admin/personnel/emprel/policies.htm)

ANNUAL  
INCREMENT  
POLICY  
UPDATED

Two important updates have been made to the Division of Personnel's Annual Increment Policy (Policy DOP-P5). The changes involve:

- Elimination of the cap for years of service. Due to a change in the law, employees with three or more years of service (as defined by the policy) now receive \$50 for each year of qualifying service with no upper limit.
- Clarification that for eligible employees, the employing agency on July 1 each year is responsible for paying the entire increment. This is especially important for those who transfer from one agency to another.






To view the entire updated policy, visit [www.state.wv.us/admin/personnel/emprel/policies/incrmt-8.pdf](http://www.state.wv.us/admin/personnel/emprel/policies/incrmt-8.pdf) on the internet or request a copy from your supervisor.

## Consider Becoming a Notary Public!

Maybe becoming a notary public is one of those things you've thought about, but just never took the time to check into. If so, read on!

Over 42,000 West Virginians currently hold notary commissions. Applying to become a notary is simple. Just make sure you meet the qualifications and follow the procedures for applying.

To be eligible for a notary commission, you must:

-  Be a United States citizen OR a citizen of another country that permits Americans to become notaries;
-  Be a West Virginia resident OR have a business address within the State;
-  Be qualified to register to vote in a state. This means that you must be 18 years of age or older, have been a United States citizen for at least 30 days, and have been a resident of your state and county for at least 30 days. You do not need to actually be registered to vote - just qualified.
-  Be able to read and write English; and
-  Not have had a notary commission revoked during the last 10 years.

### You're eligible? Great! Here's how you apply:

Applications are available at your local public library or from the Secretary of State's Office. Fill out the application and mail it in to the address provided on the form, along with a check or money order (payable to the Secretary of State) for \$52. **DO NOT SEND CASH.**

Once your application has been received, it will be reviewed. If approved, your commission date and instructions for ordering your notary stamp seal and other supplies will be sent to you. Your commission will be good for 10 years. When you receive your stamp, you must then send an impression of it to the Secretary of State's Office for review and verification. Once everything is correct, the Secretary of State will issue your certificate. It's at that time that you can begin work as a notary public.

A notary commission is valid statewide, so you can perform notary acts anywhere in West Virginia, and fees are set by law. **As a notary, you must witness the signature and know the person signing the document or require identification. You can't notarize a document if you have a financial interest in or are a party to the transaction.** An employee may, however, notarize documents for his or her employer as long as doing so is a regular job duty.

For more details and information, visit the Secretary of State's website at [www.wvsos.com/notary/main.htm](http://www.wvsos.com/notary/main.htm). If you still have questions after browsing the website, you can send an e-mail to the Notary Administrator at [notary@wvsos.com](mailto:notary@wvsos.com), or call 558-6000 or 1-866-SOS-VOTE (toll-free).

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also equipped to work with audio editing, TV commercials and radio spots. They even set up or host satellite teleconferences.

Given all the services provided by LTN, one might expect a grand entrance to the studio, but you'll find this treasure hidden in the basement of the Cultural Center at the West Virginia Library Commission.

For additional information about LTN, please contact WVLC Communications at 1-800-642-9021 or 558-2531.

## Pencil In ...



Amendments have been made to the **Division of Personnel's Administrative Rule**. The changes are effective July 1, 2003, and the new document will be posted to Personnel's internet website ([www.state.wv.us/admin/personnel](http://www.state.wv.us/admin/personnel)) sometime in June.



The Consolidated Public Retirement Board advises that as of last October (2002), **all new retirees are required to have their State of West Virginia retirement benefits paid through Direct Deposit.**



**Flag Day** (June 14) is the anniversary of our adoption of the Stars and Stripes by the Continental Congress in 1777. Honoring the flag is a basic way to express love for our country.



It's nearly summer, and that's beach season for many. Your risk of being **attacked by a shark** is 1 in 280 million.



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