

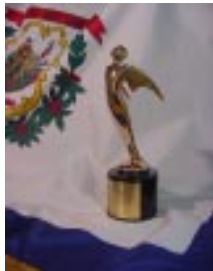


State Agencies Receive National Recognition

DIVISION OF BANKING

Information provided by Cindy Smith of the State Division of Banking.

The Telly Awards were founded in 1980 to showcase and give recognition for outstanding non-network and cable commercials. Last month,



The bronze award received jointly by the Division of Banking, the WV Bankers' Association, and Image Associates of Charleston. Photo courtesy Division of Banking.

the West Virginia Division of Banking received word that a 30-second spot done in cooperation with the West Virginia Bankers' Association received a bronze award. It was given jointly to those agencies and Image Associates of Charleston, who wrote and produced it. Called *In the Bank*, the commercial was shot on 35mm motion picture film and was done to alleviate consumers' fears about the impact of Y2K on financial services here in the Mountain State. It ran prior to and during the Y2K transition period from 1999 to 2000.

The commercial was shot on location in a vault at the main branch of the former One Valley Bank in Charleston, with the assistance of employee Terry Puster and WV Bankers' employee Tommie Brown. Dan Chandler, a union actor who does a lot of commercial work, was featured. Banking Commissioner

Sharon Bias and Banking employees Beth Kimble and Marty Grimm were instrumental in bringing the project to completion. Well done!

DEPT. OF ADMINISTRATION

Information provided by Diane Holley of the Department of Administration.

On December 5, 2000, 4 Department of Administration agencies were presented national financial reporting awards by Governor Cecil Underwood at a ceremony held in

the Governor's Reception Room at the State Capitol.

The State of West Virginia received the *Certificate of Achievement for Excellence in Financial Reporting* from the Government Finance Officers Association of the United States and Canada (GFOA). The GFOA presents this award for conformance with the highest standards in the preparation of state and

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Rehab Implements Leadership Academy

Like most State agencies, the West Virginia Division of Rehabilitation Services (DRS) faces the prospect that many of its long-time professionals will leave the field within the next 5 years. To avoid the significant gaps in knowledge, expertise, and leadership experience these departures could create, the DRS realized it had to develop its leaders of the future.

In cooperation with George Washington University, the Division of Rehabilitation Services created the Leadership Development Academy. According to Angela Farha, DRS Staff Development Manager, this "institute for emerging leaders" is designed to equip individuals with the necessary skills, insight, and tools to assist them toward roles of leadership.

Candidates for the initial program offering completed a detailed application and submitted letters of recommendation from individuals with direct knowledge of the applicants' experience and interest in leadership, as well as their record of leadership and collaboration inside DRS and/or across agencies. Ten employees were selected by senior management to participate in the program. The major components of the program included:

A roundtable discussion was held with the Executive Management Group on the future of rehabilitation, planning for the future, and the definition of leaderships.

Individual Leadership Development Plan - Under the administration of George Washington University's Regional Rehabilitation Continuing Education Program, participants took *The Leadership Profile*, an inventory designed to identify leader-

See LEADERSHIP – Page 4.

C&H Completes John Brown Grant Project

Contributed by Ginny Painter of the Division of Culture and History.

The West Virginia Division of Culture and History, an agency of the West Virginia Department of Education and the Arts, brings together the State's past, present and future through programs and services in the areas of archives and history, the arts, historic preservation and museums. On Saturday, December 2, 2000 the State Archives of the Division of Culture and History completed a \$101,000 Institute of Museum and Library Services (IMLS) grant to digitize and catalog materials in the Boyd B. Stutler Collection pertaining to abolitionist John Brown. The date marks the 141st anniversary of Brown's hanging in Charles Town for an October 1859 raid on the federal armory at Harpers Ferry.

Over the past two years, Archives staff members have scanned more than 20,000 images from the manuscript collection, the largest known assemblage of records relating to Brown. The images have been linked to searchable text descriptions in an online electronic database which can be accessed through the State Archives link on the Division's website at www.wvculture.org/history.

The database contains photographs, original manuscripts, research papers, and printed material, including more than 100 original Brown letters, manuscripts, and family letters, and three letter books from Brown's partnership with Simon Perkins in the wool business. In addition, there are hundreds of letters of associates and biographers such as George Luther Stearns and Frank

Sanborn, 2 of Brown's most ardent supporters, and William Connelley, an early biographer.

The project was made possible by a grant from IMLS, an independent federal agency that encourages lead-



*Abolitionist
John Brown*

*Photo courtesy
Division of
Culture & History*

ership, innovation, and lifetime learning by supporting museums and libraries. In 1998, the State Archives was one of 41 recipients of the first National Leadership Grants awarded by that agency. The grants were created to help libraries and museums address individual education, research, and preservation needs, as well as support collaborative projects that expand service to the public.

The IMLS grant allowed the State Archives to make an important body of material accessible on the Internet to people who are unable to visit its library in person. It also will help preserve the original images from the wear and tear of normal use.

The State Archives plans to place additional materials from the Stutler Collection online sometime in the coming months. For more information about the IMLS grant project or State Archives programs, call Fredrick Armstrong, Director of Archives and History for the Division, at 304/558-0220, ext. 164.

Labor's Fuel Sampling Program Gets Thumbs Up

Edited and reprinted from Labor Report, the Division of Labor's Newsletter.

The Division of Labor's Weights and Measures Program has been around for decades, working to protect businesses and consumers from inaccurate commercial transaction measurements. In March, 1994, the weights and measures law was updated to be more fitting to today's ever-changing business climate.

A significant change was the addition of a new fuel quality law. Already responsible for the accuracy of all commercial measuring devices, inspectors now have the duty of testing the quality of motor fuel to determine if West Virginia motorists are getting the type of fuel for which they pay. The octane value of motor fuels is monitored along with numerous other fuel properties which could adversely affect the performance of vehicles.

Inspectors are achieving the results they want by utilizing a statistical sampling method rather than expensive blanket testing of all fuel sold. This type of sampling costs only a tiny fraction of what some other states are spending, yet it has resulted in West Virginia's program receiving one of the best approval rates in the country. This new approach to sampling has proven so successful that representatives from other states have visited West Virginia to study our program. Recently, officials from Israel were here to work with inspectors and learn how to improve their program.

While fuel costs may continue to climb, West Virginia citizens can be assured that they are getting what they pay for when they purchase motor fuel.

2001 Social Security
For 2001, the maximum earnings on which employees and employers pay Social Security tax rises to \$80,400 annually. Percentages remain at 6.2% for both employer and employee contributions and 1.45% each for Medicare. Social Security benefits will also increase by 3.5% beginning with January, 2001 checks. Premiums for Medicare Part B rise by approximately 10%, or around \$50 per year.

The cost of a mailing a first class letter in the U.S. will increase to 34¢ on January 8, 2001.

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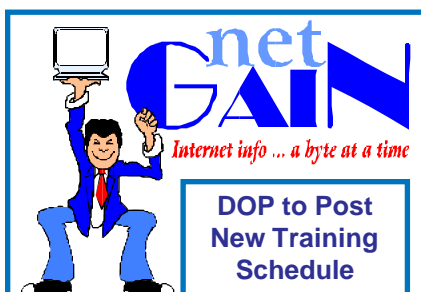
local government financial reports. An easily-readable and efficiently-organized comprehensive annual financial report must be prepared. Employees in the Financial Accounting and Reporting Section of the Finance Division perform this task for State Government. This is the fifth year West Virginia has achieved this recognition.

The West Virginia Board of Risk and Insurance Management received the same award, and it is also that agency's fifth year of recognition. Following suit is the Public Employees Insurance Agency, which earned the award for the second year.

The highest form of recognition in governmental budgeting, the *Distinguished Budget Presentation Award* from the GFOA, was presented for the fifth time to the State Budget Office. In receiving this award, the State's Executive Budget Document received a unanimous rating of "outstanding" as a communications device.

The GFOA is a non-profit professional association serving 12,625 government finance professionals.

Congratulations to all.



Take a look on the Division of Personnel's website for the updated Training Calendar. Courses and dates/times for January-June 2001 are now posted. Browse through the descriptions and take advantage of the skill-enhancing classes offered. Seating can be limited, so register as early as possible!

<http://www.state.wv.us/admin/personel/classes/98poster.htm>

State Holiday Schedule 2001

HOLIDAY	2001 OBSERVANCE DATE
New Year's Day	Monday, January 1
Martin Luther King's Birthday	Monday, January 15
Lincoln's Birthday	Monday, February 12
Washington's Birthday	Monday, February 19
Memorial Day	Monday, May 28
West Virginia Day	Wednesday, June 20
Independence Day	Wednesday, July 4
Labor Day	Monday, September 3
Columbus Day	Monday, October 8
Veteran's Day	Monday, November 12
Thanksgiving Day	Thursday, November 22
Christmas Eve	Monday, December 24 (½ day)
Christmas Day	Tuesday, December 25
New Year's Eve	Monday, December 31 (½ day)

From the Director of Personnel...

Positive Change for the Millenium

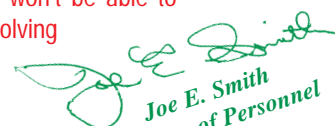
Welcome to a brand new year. It will be full of challenges for each of us. There isn't much question about that since we are in a continuing process of change.

Change affects everyone and everything. People change. Options change. Conditions change. Sometimes, the change will occur within your Department; other times, somewhere else. Change, however, will always be there, and it is through change – upgrades, recalculations, reflection on the past, and projection for the future – that we grow and improve.

Inherent in our collective and individual growth and improvement is the fact that we are counting on you. When I say you, I mean it in both the singular and plural. Our leaders, directors, agency heads, and supervisors are depending on you as individuals to see us through times that call for that little something extra that only you, as an individual, can give. By the same token, we are counting on you as a group to give every bit as much input and effort as you did last year and a little more whenever and wherever possible.

To supervisors and managers, I encourage you to actively solicit feedback from your employees. Employee satisfaction is a key to payoffs in reduced turnover, higher productivity, cost savings, and better customer service. You won't be able to completely appease every employee, but by listening and involving your employees in changes, you can improve overall employee satisfaction and cooperation.

As we begin the new millenium, resolve to stay positive and embrace change. Let's serve the people of West Virginia to the best of our abilities. To each of you, Happy 2001!


Joe E. Smith
Division of Personnel

LEADERSHIP – Continued from Page 1

ship behaviors and characteristics. Results of the inventory were used to devise an individual development plan.

Networking - Training was provided on how to establish mentors and how to build a network of supportive leadership relationships.

Current Leadership Trends - Guest presenters in leadership roles from such resources as the Chamber of Commerce, local colleges and universities, private organizations, and vendors shared their ideas about current leadership trends.

Team Project - A team project based upon fulfilling requirements of the agency's State plan was assigned by the Executive Management Group.

Managing for Excellence - Participants attended a week-long session offered by the Division of Personnel. This program enhanced participants' abilities to recognize and create leadership archetypes – models with which they can quickly construct credible and consistent hypotheses about the dynamics within their own organizations.

The National Rehabilitation Leadership Resource - Participants engaged in on-line forums with national rehabilitation leaders on topics of interest. This component assisted in establishing a network of national rehabilitation leaders.

The first graduates of the Leadership Development Academy were Donna Ashworth, Deena Ellison, and Carolyn Summers of Charleston; Faith Hicks, Wheeling; Jeanette Ratcliffe, Princeton; Michael Scott, Lewisburg; Dalene Fair, Keyser; and James Ganoe, Martinsburg. They were honored with a luncheon ceremony on November 28 at the Days Inn in Flatwoods. Guy Gage, Organizational Counselor and owner of Gage Training Associates shared his thoughts on "Leadership in the 21st Century" with the graduates.

"We are very proud of the first graduating class," said DRS Interim Director Janice Holland. "We hope that they developed a lasting network of supportive leadership relationships and continue their involvement with the future of rehabilitation."

Applications for the next Leadership Development Academy will be accepted soon. For more information about the Academy or starting a similar program in your agency, please contact Angela Farha by phone at 766-2680 or e-mail at farha@mail.drs.state.wv.us.

News From the Medical Front

Studies reported in the *New England Journal of Medicine* show that a full colonoscopy is more likely to discover precancerous polyps than the recommended annual sigmoidoscopy. The sigmoidoscopy views only part of the colon and cannot detect polyps above that point.

In the colonoscopy, a tube extends the entire length of the large intestine. It may require abstaining from food for a day, harsh advance preparation, and being sedated. The cost is much higher, and no one has determined whether finding polyps in the upper colon translates to longer life expectancies, but those over age 50 may still be interested.

Good news is just around the corner for those who will undergo this procedure. The unpleasant time-consuming preliminaries may be a thing of the past. **Sometime after January, 2001, doctors are expecting to be able to handle this part of the preparation with just a pill.**

Colon cancer kills about 56,000 Americans each year.

Pencil In ...



The Social Security Administration warns of a **scam affecting elderly African-Americans**. Flyers are being distributed asking for the recipients' Social Security Numbers and other personal information as part of the Slave Reparations Act. The flyer states that the U.S. government is paying a \$5000 reparation to all blacks born before 1928. **THIS IS FALSE.** There is no such act and no official group collecting Social Security Numbers or other information. If you or someone you know has received this flyer or given information to anyone, call 1-800-269-0271. You can review the Inspector General's guidelines for reporting fraud at www.ssa.gov/oig/guidelin.htm.



If you haven't **donated blood** in awhile, consider doing so now. Call your **local Red Cross Chapter** for info.