



Stateline

A Newsletter For West Virginia State Government Employees

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WV Lottery Receives 1st Place National Ranking

Taken from a press release issued by the West Virginia Lottery.

According to statistics compiled by the North American Association of State and Provincial Lotteries, the West Virginia Lottery's percentage sales increase for the 1997-98 Fiscal Year ranked the highest among its 46 members.

Released in NASPL's November publication of *Lottery Insights*, West Virginia's sales for 1997-98 totaled more than \$305 million, a 24.47% increase over the \$245 million figure reported the previous year. Just behind West Virginia was Delaware with a 24.45% increase; Puerto Rico citing a 19% sales change; Rhode island with an increase of 15.5%; and Missouri reporting a 12.3% increase in sales. Twelve of the 46 lotteries reported comparative losses ranging from 0.7% in Virginia to 17.23% in Texas.

State Lottery Director John Musgrave attributed the growth his agency experienced to national enthusiasm over a Powerball jackpot

that peaked at \$195 million in May. He also said that lottery sales received a boost from the introduction of video lottery games at the Charles Town Race-track in September 1997 following a successful referendum by Jefferson County voters.

The West Virginia Lottery received national attention in 1995 when statistics released by Public Gaming International ranked it 5th among lotteries within the United States for its 27% sales increase over activity in Fiscal Year 1994. NASPL statistics indicate West Virginia ranked 6th with a 16.27% increase in Fiscal Year 1996 and 4th in 1997, with a growth of 16.5%.

Musgrave noted that between the years of 1990 and 1995, lottery states nationally began reporting benefits not only from the introduction of video lottery games, but also from the introduction of a wider variety of instant games offering players higher prize payouts.

He said the West Virginia Lottery actually broke its own record at the close of Fiscal Year 1992-93 with a 28% increase over the prior year, noting that it was before NASPL started ranking its membership.

Musgrave said he is optimistic that the current fiscal year will reflect positive growth. "Through October 31, West Virginia Lottery sales totaled nearly \$149 million, a 65% increase over the same period last year." He emphasized, however, that the record jump reflects national enthusiasm over the world-record \$295 million jackpot in July. "We still have 8 months left in the fiscal year, with no idea what sales will reflect during the holidays or winter months. Clearly, however, the jackpot gave us a welcomed jump-start." Musgrave said lottery sales in October totaled nearly \$30 million, a 2% increase over September.



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Changes Made in Meal and Mileage Rates

Federal business travel reimbursement guideline changes will affect State employees in more ways than one. Due to changes in the economy, the reimbursement rate for food has gone up, but the mileage reimbursement rate has gone down.

The Federal per diem for meal reimbursement rate has changed effective January 1, 1999. To access the new rates, go to the web page (<http://www.state.wv.us/admin/purchase/tm1.htm>) and scroll down to the flag, then click on CONUS. Find the city to which you are traveling for the new rate.

See TRAVEL – Page 4

DOP Offers February Training Classes

The Division of Personnel's Organization and Human Resource Development Section (OHRD) offers management and supervisory development training programs on a variety of topics for all State employees. Below is the February schedule. For more information, call OHRD at 558-3950, ext. 508.

<u>PROGRAM</u>	<u>FEB. DATE</u>	<u>FROM</u>	<u>TO</u>
Diversity the Dynamics Difference	2	9 A.M.	4 P.M.
Measuring Workplace Performance	3	9 A.M.	4 P.M.
Creative Problem Solving	3	9 A.M.	4 P.M.
Preventing Sexual Harassment	4	9 A.M.	Noon
Designing a Successful Conference	9-10	9 A.M.	4 P.M.
Quality Decision Making	17	9 A.M.	4 P.M.
Personnel Transactions in Govt.	19	9 A.M.	4 P.M.
Train the Trainer	23-26	9 A.M.	5 P.M.
Basic First Aid	24	9 A.M.	3 P.M.

STATE HOLIDAY SCHEDULE 1999

<u>HOLIDAY</u>	<u>OBSERVANCE DAY - 1999</u>	
New Year's Day 1999	Fri.	Jan. 1
M. L. King's Birthday	Mon.	Jan. 18
Lincoln's Birthday	Fri.	Feb. 12
Washington's Birthday	Mon.	Feb. 15
Memorial Day	Mon.	May 31
West Virginia Day	Mon.	June 21
Independence Day	Mon.	July 5
Labor Day	Mon.	Sept. 6
Columbus Day	Mon.	Oct. 11
Veteran's Day	Thurs.	Nov. 11
Thanksgiving Day	Thurs.	Nov. 25
Christmas Day	Fri.	Dec. 24
New Year's Day 2000	Fri.	Dec. 31

Women's Day at the Legislature Set for February 11

The West Virginia Women's Commission invites you to join women and girls from across the State at the 22nd annual Women's Day at the Legislature, to be held Thursday, February 11, 1999 at the Cultural Center. The day will include:

- * a Continental breakfast with legislators
- * a panel of lobbyists from a variety of disciplines who will entertain and educate by sharing lobbying techniques that work for them
- * an introduction to a new line of clothing commemorating working West Virginia women by Cabin Creek Quilts

Also included as part of the day's activities are workshops on the following topics:

- * common sense approach to using the Internet for finding resources to help start or grow businesses
- * what your legal rights are if you suspect you have been the victim of mid-life job discrimination
- * stereotypes of Appalachian women and girls
- * questions with surprising answers about women and cancer
- * up-to-the-minute retirement options available to women
- * an informative and lively discussions concerning the need for family courts in West Virginia

The registration fee for the day, including coffee and tea, continental breakfast, a box lunch, and conference materials is \$20 for adults and \$12 for students. There are a limited number of scholarships available. The deadline for registration is February 4, 1999. For more information, please contact the West Virginia Women's Commission at 558-0070.

Is Your Home PC Y2K Compliant?

You may be able to help your home computer become ready for the Year 2000. You must change the "short date style" by making a simple correction.

A setting located in your Windows Control Panel allows the system to use either a 2-digit or 4-digit year as the Windows default for "short date style." Many software applications use the 2-digit setting as their default date format.

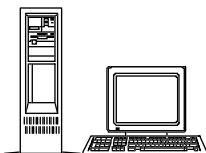
To avoid problems that may result with a 2-digit year upon the change from 1999 to 2000, each user needs to change the short date style to indicate a 4-digit year. Here's how you do it:

Windows '95

- 1) Click the Start button once.
- 2) Go to Settings, then click Control Panel once.
- 3) Double click the Regional Settings icon.
- 4) Click the Date tab at the top once.
- 5) For the short date style, make sure that mm/dd/yyyy is selected.
- 6) Make sure that the long date style also has a yyyy format.
- 7) Click the Apply button, then the OK button.

Windows for Workgroups 3.11 or Windows 3.1

- 1) Double click the Main group icon.
- 2) Double click the Control Panel icon.
- 3) Double click the International icon.
- 4) In the Date Format box click the Change button.
- 5) Put an X in the century box.
- 6) In the current window, click the OK button.
- 7) Click the OK button in the International Settings window.



The 10 Commandments of E-Mail

Well, the holidays are over, and now you have your new computer at home. Last month we gave you the 10 Commandments of Computer Ethics; this month, you get the guidelines for E-mail!

1. Thou shalt include a clear and specific subject line.
2. Thou shalt edit thy text down to the minimum needed.
3. Thou shalt read thy message thrice before sending.
4. Thou shalt check thy spelling and thy grammar.
5. Thou shalt not curse, flame, spam, or USE ALL CAPS.
6. Thou shalt not forward any chain letter.
7. Thou shalt not use e-mail for any illegal or unethical purpose.
8. Thou shalt not rely on the privacy of e-mail.
9. Thou shalt save thy critical message overnight and reread it in the light of day.
10. Thou shalt follow the Golden Rule of E-mail:
Thou shalt not send unto others that which thou findest offensive to receive.

Legislature

1999



Your State Legislature Information is On the Web!

The 75th Legislative Session will run from Wednesday, January 13 through Saturday, March 13, 1999.

There is a multitude of information about all aspects of the Legislature available on the internet including the Senate roster, the House roster, the Joint Committees and their members, *the WV Code*, 1998 Acts, Legislative Issue affecting children, and a link to the U.S. Congress.

The site also offers bill tracking for those of you interested in keeping track of how a specific bill is doing. However, you must have a specific browser application to access the information. Follow the instructions outlined when you get to that point.

The new Legislative web address is www.legis.state.wv.us and has a link to the West Virginia State Homepage (another valuable source of information).

If you do not have access to the internet, information can be obtained from the Legislative Reference and Information Center. The director, Charlene Glagola, or one of the Information Representatives, can be reached at 347-4836.

Count Down to Your Best Year Ever

Six very important words: "I admit I made a mistake."

Five very important words: "You did a good job."

Four very important words: "What is your opinion?"

Three very important words: "If you please."

Two very important words: "Thank you."

The least important word: "I."

Remember these simple words and people will remember you fondly.

Author Unknown

SURE-FIRE WAYS TO LIVE DEBT-FREE

Are You a Paycheck Away From Disaster?

Reprinted from The Well Workplace (March 1999).

You receive your paycheck; you pay all your bills. Wait – there’s nothing left! You basically have little to nothing left to “live on” until your paycheck.

Eighty percent of Americans owe more than they own. The main reason is that we have a consumptive lifestyle, according to Ron Blue, author and financial planning expert. This simply means we spend more than we can afford.

OUR MOST COMMON MISTAKES

- **Negative Cash Flow:** Without a cash flow margin, you can’t accumulate in order to meet debt reduction, increases in living expenses, or other obligations.
- **Spending Temptation:** Advertising persuades us to buy things we don’t need. Resist the urge by staying away from stores, catalogs, etc.
- **No Budget:** A budget doesn’t constrict you, it guides you. Create a simple budget and stick to it.
- **Credit Cards:** The mere use of credit cards can cause a family to spend 34% more, regardless of whether the full statement is paid off each month or not. Cut up all credit cards except one and use it only in an emergency.

There are only 2 ways to get out of the debt cycle: Determine which assets you have that can be sold to reduce debt, then set up a credit repayment plan and strictly adhere to it.

TRAVEL – Continued from Page 1

Effective April 1, 1999 the new business standard mileage rate for those who drive their own cars for work purposes will change from 0.32 cents per mile to 0.31 cents per mile.

The reduction was based on an annual study of the fixed and variable costs of operating an automobile conducted on behalf of the Internal Revenue Service (IRS) by an independent contractor.

A decline in gasoline prices and reduction in the depreciation rates of automobiles have contributed to a decline in the costs of operating an automobile. In addition, the new rate recognizes a 30-year low in inflation.

The IRS decided to postpone the implementation of the new rate from January 1, 1999 until April 1 in order to allow businesses to update their payroll reimbursement procedures. When news of the proposed reduction began to leak out, the IRS was flooded with phone calls from companies asking for additional time to access the impact of the reduction on their travel expenses. The 1998 mileage rate of 0.32 cents per mile continues to apply with respect to mileage allowance paid to an employee before April 1, 1999 for transportation expenses paid or incurred before that date.

If you need more information, contact your agency travel coordinator or Catherine DeMarco, Travel Manager for the Department of Administration, at 558-2613.

Pencil In ...



All day **shuttle service** between the Capitol Complex and Laidley Field will continue through March 29, 1999.



If your child has a federal loan to repay after college graduation, (s)he might want to teach school for a few years. Under the new education bill passed by Congress last October, graduates who teach 5 years in a poor district get **\$5,000 in debt forgiveness**.



Want to contact a friend or relative overseas but don’t know the number? Save money by looking up the number on the Internet at www.phonenumber.net - you’ll find an **online international directory** of phone numbers, fax numbers, and e-mail addresses.



Adjust your auto headrest to reduce your risk of **whiplash injury**. The top of the headrest should be at the same level as the top of the your head.