

## Greetings from Governor Cecil Underwood

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This holiday season gives us an opportunity to reflect upon our many



*Governor Cecil H. Underwood*

blessings. As we approach the 21st Century, West Virginians possess a growing sense of optimism. We rec-

ognize that our economy is strong and our prospects are great.

Our commitment to building West Virginia's economy will allow our children and grandchildren to work here and remain close to their families and friends. Without question, our greatest strength is our people, and corporate leaders from throughout the nation and the world recognize that we have a productive, reliable workforce.

We also are a State of capable and caring people who maintain strong family ties. We are willing to volunteer our time and talent toward building a better West Virginia. Throughout the State, men and women are joining hands to help those who are not capable of helping themselves. The work of our volunteers – from the very young to our most senior of citizens – truly is inspirational.

We have accomplished a great deal during the past year. We have made strides in bringing new tech-

nologies to government. We are addressing critical issues that will benefit our citizens and prepare our State for the future, including health care for our children, welfare reform, and job training.

I very much appreciate the tremendous efforts our public employees make daily to serve the people of West Virginia, and I encourage those of us who are privileged to work in public service to maintain our commitment to providing our citizens with the best possible service. I also encourage State employees to join me in seeking out new and more efficient ways to serve the people of West Virginia.

From my family to yours, happy holidays and best wishes for a wonderful New Year!

Very Sincerely,

## Clacy Williams Receives International Award

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Dr. Clacy Williams, Executive Director of the West Virginia School Building Authority (SBA) was named "The International School Facility Planner of the Year" for 98-99 by the Council of Educational Facility Planners International (CEFPI).

Presentation of the international honor was made by Dr. Ernest Rookey, President of CEFPI and Thomas Kube, Executive Director of the organization, during the an-

nual conference held in October in Vancouver, British Columbia.

Dr. Williams was selected for his distinguished work in the planning and development of the SBA and initiation of the first statewide school facility planning effort in the United States. He was nominated for the award by the Southeastern Region of the CEFPI.

In his letter of recommendation, Governor Cecil Underwood said "West Virginia's changing enroll-

ment needs and aging school facilities created the need for a strong and innovative leader who could implement a successful school improvement program. Clacy Williams has been such a leader."

In his recognition of Dr. Williams, former Governor Gaston Caperton wrote, "Dr. Williams has had a major impact on schools and educa-

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# Karl Lilly Receives Distinguished Service Award

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*Information contributed by Sally Kittredge of the American Society of Legislative Clerks and Secretaries.*

Congratulations are extended to Karl C. Lilly, Assistant Clerk of the West Virginia Senate, for his receipt of the Distinguished Service Award from the American Society of Legislative Clerks and Secretaries. Lilly received the award at the Society's recent annual meeting held in Madison, Wisconsin.

The Distinguished Service Award for an associate member has been given only 4 times since its inception. The Selection Committee consisted of the Immediate Past President, the Associate Vice President, and an Associate Member-at-Large, all of whom were appointed by the Society's President.

To be eligible for consideration, candidates must meet the following criteria:

- ★ Demonstrated service in leadership role.
- ★ Display a commitment to the legislative institution.
- ★ Be an active member.
- ★ Longevity is also a considered factor.

In addition to receiving the award, the WV Senate honored Lilly for his accomplishment on October 20.

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## Going for the Gold ...

### WVDRS Office Named Healthy Workplace

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*Contributed by Penney A. Hall of the  
Division of Rehabilitation Services*

The West Virginia Division of Rehabilitation Services – Center Complex in Institute has been named one of the State's healthiest companies.

WVDRS received the coveted Well Workplace Silver designation by creating a work environment that encourages lifestyle improvement through a comprehensive system of employee health and wellness services.

Companies participate in a lengthy application process for Well Workplace awards and are measured according to rigorous national standards defined by the Wellness Councils of America (WELCOA), a national not-for-profit organization with more than 2500 member companies throughout the country. To date, 300 companies nationally and

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## State Wins National Finance Awards

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Governor Cecil H. Underwood presented national financial awards to 3 State agencies within the Department of Administration on November 18 in the Governor's Reception Room at the State Capitol. All of the awards are from the Government Finance Officers Association of the United States and Canada (GFOA).

The State of West Virginia received the Certificate of Achievement for Excellence in Financial Reporting for the comprehensive annual financial report for the year ending June 30, 1997. 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 financial report. The Financial Accounting & Reporting Section (FARS) of the Department of Administration's Finance Division prepares this report for the State of West Virginia. This year marks the third year they have achieved this recognition!

The WV Board of Risk & Insurance Management (BRIM) has also received the Certificate of Achievement for Excellence in Financial Reporting for its comprehensive annual financial report. This is also the third year that BRIM has received this recognition. BRIM is organizationally-structured under the State Department of Administration.

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 its financial story and motivate potential users and user groups to read it.

The State Budget Office received the Distinguished Budget Presentation Award from GFOA. This award is the highest form of recognition in governmental budgeting. In addition to this award, the State's Executive Budget Document received a unanimous rating of 'outstanding' as a communications device.

The GFOA is a nonprofit professional association serving 12,625 government finance professionals with offices in Chicago and Washington, D.C.

# Auditor's Office Joins the 1998 U.S. Marine Corps Reserve Toys For Tots Program



*Pictured left to right are John Deall, a member of the Marine Corps League; Capt. Charles Rivenbark; the WQBE Rabbit; Staff Sergeant Phillip Wiley; Corporal Crystal MacEachern; Gunnery Sergeant Richard Dobson; Richard Hershberger of the Marine Corps League; and Auditor Glen B. Gainer, III.*

West Virginia State Auditor Glen B. Gainer III and Captain Charles Rivenbark of the U.S. Marine Corps, are asking for a few good men and women. The Auditor's Office is participating in the 1998 Marine Corps Reserve Toys For Tots Campaign.

new unwrapped toy and support a program that takes very little time out of our schedules to be involved in, especially during the busy holiday season, but helps so many of the State and local children," Gainer said. "It is a pleasure to be involved

In 1997, the program collected about 70,000 toys regionally and distributed toys to approximately 6,500 Kanawha Valley families.

The Auditor's Office will spearhead the campaign for the Capitol Complex and serve as a drop-off point for the Toys for Tots program through December 17, 1998.

"I encourage all State employees to bring in a

with an organization like the Marines and a program with such a national impact."

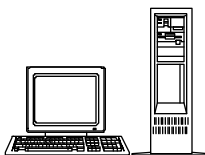
At over 200 Marine Corps Reserve sites across the country, an average of about 10 million toys will be collected and distributed to various charities. About 5 million children will have a happier holiday because of this program.

This is the first year the Auditor's Office has been able to be involved in the Toys for Tots program and all are looking forward to an exciting first year campaign.

Staff Sergeant Phillip Wiley added "We have identified people statewide as points of contact throughout the state if you're interested in participating as an agency, group or organization."

Contact Wiley or Gunnery Sergeant Richard Dobson at 776-4806 or 776-0637 for more information about the Marine Corps Reserve Toys for Tots Campaign.

## The 10 Commandments of Computer Ethics



It's the holiday season, and computers will once again be at the top of the gift list. The following is from the Computer Ethics Institute:

1. Thou shalt not use a computer to harm other people.
2. Thou shalt not interfere with other people's computer work.
3. Thou shalt not snoop around in other people's files.
4. Thou shalt not use a computer to steal.
5. Thou shalt not use a computer to bear false witness.
6. Thou shalt not use or copy software for which thou has not paid.
7. Thou shalt not use other people's computer resources without authorization.
8. Thou shalt not appropriate other people's intellectual output.
9. Thou shalt think about the social consequences of the program thou writes.
10. Thou shalt use a computer in ways that show consideration and respect.

Source: [www.fau.edu/rinaldi/net/ten.html](http://www.fau.edu/rinaldi/net/ten.html)

### Parking Garage Plans Updated

Last month, we reported on the building of the new parking garage at the Capitol Complex. We'd like to advise you on a couple of important changes and clarifications.

The location was reported to be behind Building 3, but it's actually at the northwest corner of the DMV parking lot adjacent to Piedmont Road near the Greenbrier street overpass.

Also, it has been determined that Americans with Disabilities Act regulations do not consider having disabled persons negotiate a parking building as appropriate; therefore, other arrangements to meet this need will be made.

The number of spaces will be around 780, of which 200 will be for visitors and the remainder will be assigned to State employees.

We'll notify you of additional changes and progress as we become aware of the information.

**WILLIAMS – Continued from Page 1**

tion. His strong beliefs and commitment to West Virginia make him one of the State's greatest natural resources."

The work of Dr. Williams and the SBA includes the completion of 72 new schools, major renovations and additions in 51 existing schools, and the completion of other improvements in over 400 community schools throughout West Virginia. In conjunction with local funding efforts, West Virginia has completed an \$856 million statewide school facilities construction and improvement program since 1990.

"I am deeply honored and humbled by this prestigious award," Dr. Williams said. "Much of the credit belongs to the wonderful staff and members of the SBA whose support and hard work have made these achievements attainable. I am especially grateful for the many contributions of David Sneed, our Chief of Architectural Services."

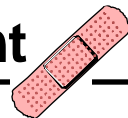
Williams went on to say, "However, the greatest significance of this award is recognition of the vision and dedication of our governors, as well as the WV State Legislature, for their efforts to improve school environments and advance educational opportunities for the students of West Virginia. Their support has generated school improvement programs that are recognized as national leaders in both school facilities and educational technology."

Dr. Williams is a native of Flat Top in Raleigh County. He is a graduate of Concord College, WVU, and VPI. Prior to his appointment as Executive Director of the SBA in 1990, Dr. Williams served as Director of the Raleigh County Vocational Center, Principal of Mt. Hope & Marsh Fork High Schools, and Superintendent of Gilmer County Schools.



*Dr. Clacy Williams*

**News From the Medical Front**



**Preventing Hepatitis A**

Flu and cold viruses aren't the most dangerous viruses flushed away by proper hand washing. Hepatitis A is spread from person to person.

Hepatitis A is a highly contagious virus that infects the liver and can cause symptoms such as nausea, abdominal discomfort, and jaundice. Some symptoms don't show up even after the 28-day incubation period, according to the Hepatitis Branch of the Centers for Disease Control and Prevention.

Hand washing, *especially in public restrooms*, is a very important preventive measure. Be certain to use soap and warm water, and wash your hands thoroughly. Once you're finished, be sure to place a paper towel over the faucet to turn off the water so you don't come in contact with the faucet. Also, use the paper towel to turn the handle on the bathroom door as you exit.

*Pencil In ...*



The following agencies now receive **Interdepartmental Mail**: The Education and State Employees Grievance Board, The WV Ethics Commission, and the Prosecuting Attorneys Institute.

**WELLNESS - Cont. from Pg. 2**

75 West Virginia companies have achieved Well Workplace status.

The Center Complex has provided employees with a multitude of physical activities as well as health related training and testing done on-site.

Employees benefit because they are involved in all aspects of the program from planning to participation. Team Leader Jeanann Leone said that a lot of time and effort from staff and full support from administration has helped to make the wellness program successful. They are encouraged by a slogan often used by the wellness team, *Wellness is not a spectator sport! Get Involved!* With that in mind, the WVDRS is gearing up to "Go for the Gold!"

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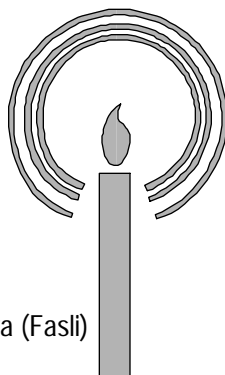
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## Many Holidays Are Celebrated in December

Christmas is approaching with its usual lights, songs, and commercialism. With all the hustle and bustle, it's easy to forget that there are other holidays celebrated in the month of December. For December 1998, the following are just some of the religious dates and holidays that will be celebrated around the State, the nation, and the world.

<i>DATE</i>	<i>EVENT</i>	<i>RELIGION</i>
Dec. 3	Nisf Sha'ban	Islam
Dec. 12	Masá 'ill Baha'i	Baha'i
Dec. 13	Eve of Hanukkah	Judaism
Dec. 14-21	Hanukkah	Judaism
Dec. 20	Ramadan begins	Islam
Dec. 21	Yule	Wicca
Dec. 22	Tohji-taisai	Shinto
Dec. 25	Christmas	Christianity
Dec. 26	Death of Prophet Zarathustra (Fasli)	Zoroastrianism
Dec. 31-Jan 4	Sharaf	Baha'i
Dec. 31	Ghambar Maidyarem begins	Zoroastrianism



*This information was obtained from the internet at <http://www.tvdsb.on.ca/holidays/december.htm>*

*For other links to religion and culture, try <http://www.brent.gov.uk/brent/brent/other/religion.htm> or [www.holidayfestival.com](http://www.holidayfestival.com)*

## Muslims Celebrate Ramadan

*Rick Doneghy, an employee of Employment Programs, contributed the following article to help us understand more about the Islam faith. Muslims celebrate a religious holiday in December this year called Ramadan.*

As Christmas approaches this year, followers of the Islamic faith will begin their observance of the holy month of Ramadan, which is the ninth month of the Islamic calendar. Since the lunar calendar is followed in the Islamic faith, the month of Ramadan will begin on December 20 or 21 this year. Each year, Ramadan begins 11 days earlier, which means that in a 33 year period, it passes through all seasons successively. The Quran was first revealed in the month of Ramadan.

All adult Muslims are required to fast from dawn to sunset every day of Ramadan. This means abstaining from eating, drinking, smoking, and conjugal relations during the hours of fasting. Travelers and the sick can defer fasting during Ramadan and make up for it at another time.

The purpose of fasting is to develop self-control and to help one overcome selfishness, greed, laziness, and other faults. It is an annual program designed to refresh the faithful and to carry out the duties of God. Fasting gives one the feeling of hunger and thirst so that one can develop compassion for those who are poor and hungry. It also gives one control over his or her passions which encourages one to perform good deeds and intentions.

The month of Ramadan is a month of forgiveness and mercy. At the end of this month Muslims celebrate Eid ul Fitr, a day of thanksgiving and happiness. It is one of the great occasions for all Muslims. On this day, Muslims offer special prayers in congregation to thank God for his blessings and mercy. The day is observed as a holiday. Special dishes are prepared and it is customary to visit friends and relatives and to give presents to children.



*Linda Slappe (front) of the Department of Tax and Revenue and Sally Caldwell (back) of the Department of Education take a moment of their lunch time to browse the State Rhododendron Arts and Crafts Show, held in early December on the second floor of Building 7 at the Capitol Complex.*

# A Country Celebration Comes to West Virginia

Information contributed by Ginny Painter of the Division of Culture and History.

The West Virginia Division of Culture and History's free holiday exhibitions and events began on Friday, November 27, 1998. To complement this year's theme, *A Country Celebration*, the Cultural Center will be transformed into a holiday spectacle with folk art gracing the walls of the Great Hall. An 18-foot tree, donated by the West Virginia Christmas Tree Growers Association, will serve as the focal point, and more than a dozen holiday trees, courtesy of the Kanawha Garden Council of the West Virginia Garden Clubs, will also be displayed.



Here's a brief idea of what's in store:

*Children can participate in the making of heritage holiday creations from 1-5 P.M. on December 12 and 19.*

*A display of model trains will be exhibited December 5-13.*

*The Ritchie County Children's Theater Group will present "Mr. Scrooge's Christmas" at 2 P.M. on December 12 in the State Theater.*

*A gospel concert, featuring James Weldon Johnston's God's Trombones, will be held on December 19 at 2 P.M. at the Cultural Center.*

*The week-long Brown Bag Concerts will kick off at noon on December 14 in the Great Hall. See the schedule in the box at the bottom of the page.*

*On December 26, visitors can discover the African-American spiritual holiday Kwanzaa by experiencing a Kwanzaa ceremony, food, and displays.*

Regular Cultural Center hours are 9-5 on weekdays and 1-5 on weekends. All events are free and open to the public on a first-come, first-served basis. Weekend parking is free.

There's more to do than what is listed here. For more information, call the Cultural Center at 558-0220 or visit their website at [www.wvlc.wvnet.edu/culture/front.html](http://www.wvlc.wvnet.edu/culture/front.html).



These are just 2 of the beautifully-decorated Christmas trees on display in the State Capitol Cultural Center.

The trees will be on display through January 4, 1999.

TOP: The West Virginia Heritage Tree; BOTTOM: The Japanese Tree.



<b>BROWN BAG CONCERT INFO:</b>	Monday:	A La Corde (classical music)
	Tuesday:	Combo Latino (Latin tunes)
	Wednesday:	Julie Adams and the Rhino Boys (eclectic mix)
	Thursday:	Kanawha Tradition (old time sounds)
	Friday:	The Steve Himes Connection (cool jazz)