

Carelink Buyout Poses No Immediate Problem

Information provided by Jan Long of PEIA and Hanley Clark of the Insurance Commission

Since the news of a Carelink buyout hit the airwaves, the Division of Personnel and the Public Employees Insurance Agency (PEIA) have been receiving calls from State employees asking what effects this buyout will have on their insurance coverage and when they will be notified of any changes.

According to Jan Long, Public Information Officer for PEIA, the buyout is not final until the State Insurance Commissioner Hanley Clark approves and signs off on the

deal. Official notification of the buyout will be governed by the Insurance Commission.

As for benefit changes to State employees, Long says that Carelink will be held to the provisions of the contract they signed for this benefit year, which runs until July 30, 2000. Changes will not be permitted in the middle of the benefit year.

Clark concurs with Long, saying that if the buyout is approved, State employees will see minimal effects, if any at all. "If the buyout is ap-

proved, State employees will see no real changes for the remainder of the benefit year. The Carelink name will remain unchanged, the benefits will remain the same, and the main headquarters will stay in Charleston," Clark said. He anticipates a decision on the deal around late-September to mid-October.

More information on this situation will be printed when it becomes available.

Rehab Center Earns Accreditation

Written by Shirley Klein and contributed by Matt Sturgeon of the Division of Rehabilitation Services.

"This center has many great strengths but the greatest strength it has is the dedication of these staff members throughout the center that go out of their way to make this a consumer friendly and high quality center that all West Virginians can be proud of," said Bill Tanzey, manager of the West Virginia Rehabilitation Center in Institute.



Rehabilitation Center employees celebrate their achievement of accreditation by the Commission for Accreditation of Rehabilitation Facilities (CARF).

Cultural Center Hosts WV Artist Expo

Edited from a press release issued by Ginny Painter of the Division of Culture and History.

A stunning exhibition of recent paintings by West Virginia artist Elisabeth Wallace Hartman opened Wednesday, September 15, 1999 at the Cultural Center in the State Capitol Complex.

Hartman is best-known for her portraits of prominent West Virginians, although she now devotes her time to still-life paintings, and exploring light, color, and compositional structures.

Hartman has participated in several exhibitions throughout the State, including the prestigious West Vir-

Gear Up for Your Performance Appraisal

The Employee Performance Appraisal Policy was adopted in November of last year. The policy requires supervisors to formally rate employees at the end of each performance rating period, which shall not exceed 12 consecutive months in length.

That means some of you may have an evaluation coming up soon, so this may be a good time to evaluate yourself ahead of time. Like the Boy Scouts say:

Be prepared!

- ✓ Keep a notebook in which to jot down compliments, criticisms, accomplishments, and failures.
- ✓ Some career counselors recommend refreshing your boss's memory with a preview memo summarizing your accomplishments and what you're doing about your weak points.
- ✓ Check back to see if your goals for the year have been met.

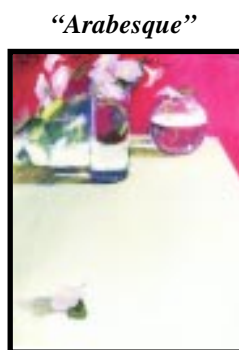
During the evaluation, there are several issues to keep in mind:

- ✓ Never lose your cool about criticism.
- ✓ Don't forget it's the boss' job to outline areas for improvement. If it's minor, acknowledge it and comment on how you can improve.
- ✓ If you have real reasons for any shortcomings, tell them briefly and accept responsibility. Lay out an improvement plan and invite your boss to offer suggestions.
- ✓ Take notes to show you take the comments seriously.
- ✓ Try to end the meeting on a positive note. Bring the conversation around to where your boss is looking at your total contribution.
- ✓ Devise a specific plan with measurable goals to reach in the coming year.

EXHIBITION – Cont. from Page 1

ginia Juried Exhibition at the Cultural Center (Charleston), CROSS-CURRENTS at the Stifel Fine Arts Center (Wheeling), and the Allied Artists of West Virginia Annual Exhibition at the Sunrise Museum (Charleston).

The exhibit will run through November 7, 1999. For more information, call the West Virginia Cultural Center at 558-0220 or visit their website at www.wvlc.wvnet.edu/culture/front.html.



*Acrylic and Oil on Canvas
by Elisabeth Wallace Hartman*

REHAB – Cont. from Page 1

In celebration of a 3-year accreditation by the Commission for Accreditation of Rehabilitation Facilities (CARF), the Center recently held a reception in the cafeteria.

Tanzey thanked Steve Hill, hospital administrator; Brenda King, Manager, Independent Living Services; Doctor Mukkamala; Maria Galford from Vocational Evaluation, and Laine Wilder, Supervisor of Counseling, who played key roles in the preparation for CAFF

Tanzey explained that CARF surveyors follow up an exhaustive self-study with an on-site visit and ask the facility to demonstrate tangible evidence of meeting requirements.

Tanzey listed some of the major strengths CARF indicated. “CARF made strong mention of the dedication and qualification of staff members at the center along with our effort to upgrade staff credentials and constantly provide for state-of-the-art training. They noted how exceptionally clean the environment is at the center and the efforts that we have made to provide a safe work environment. The CARF continents talked about how the decision making process at the center focuses on consumer choice, and how different members of the center team contribute toward providing information to the consumers. We were praised for our good track record in advocacy for persons with disabilities and the efforts to solicit input from persons served, and to use inclusive employment practices. Regarding our hospital, they felt we were especially commendable for the inter-disciplinary team that assesses each patient’s needs. They especially complimented our job readiness and placement program, including extension services as well as those provided on campus. CARF comments also focused on our strong commitment to providing high-quality evaluation services.”

More on State Manager Training Program

In last month's *Stateline*, we briefly outlined the Division of Personnel's policy and program for supervisory and managerial training.

Essentially, there are 2 sets of requirements - one for new supervisors and managers and one for individuals already working as supervisors or managers. New supervisors and managers must enroll in the training program within 10 days after their appointments. They are required to complete 4 specific courses within the first 90 days, and 2 other courses within the first 6 months. Incumbent managers and supervisors must complete 12 contact hours of continuing education courses each year from a list of electives. Each full-day course is equivalent to 6 contact hours; a ½-day course is 3. Due to revisions in the policy which were effective April 16, 1999, incumbent supervisors and managers have until April 16, 2000 to complete their continuing education requirements. Substitutions are possible and are evaluated on a case-by-case basis. To obtain more information regarding substitutions, contact your agency training coordinator.

For the remainder of the fall instruction period, space is available in the listed courses which satisfy the program requirements (see box below).

DATE	COURSE TITLE
Oct. 20 and 27	The Quality Facilitator
October 25-29	Managing for Excellence
Nov. 1-2	High Performance Work Teams
Nov. 9-10, Dec. 1	Project Management (3-day course)
Nov. 23	Preventing Loss and Litigation in the Workplace
Dec. 2	Quality Decision Making
Dec. 16	Managing and the Law*
Jan. 11	Preventing Sexual Harassment*
Jan. 12-13	Developing Leadership Survival Skills
Jan. 21	Measuring Workplace Performance
Jan. 25	The Drug-Free Workplace*

*New supervisors and managers must complete these courses within 90 days of their appointments.

In addition to the Supervisor/Manager Training Program Policy, information about continuing education is available for viewing on the Division of Personnel's website (<http://www.state.wv.us/admin/personel/>). Online registration is also available on the website. If you need more detailed information, call the Division of Personnel at 558-3950, ext. 508.



The 1999 West Virginia Geographic Information Systems (GIS) Forum and Exhibition will be held at the Holiday Inn Charleston House in Charleston from October 26-28, 1999. The conference will provide an overview of the current GIS state-of-the-art in West Virginia, as well as promote interaction and exchange among governmental, educational, and private-sector users of GIS technologies. For more details and information, call Craig Neidig, WVGIS Coordinator (Phone: 558-4218 or E-mail: neidigcr@wvlc.wvnet.edu).

All Citizens Urged to Attend!

Governor Underwood to Unveil Statue of Vietnam-Era Marine

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

A Veterans Day Ceremony will be held at 1 P.M. on Thursday, November 11, at the West Virginia Veterans Memorial on the grounds of the State Capitol. Renay Conlin, commissioner of the West Virginia Division of Culture and History, will host the ceremony at which Governor Cecil H. Underwood will help unveil the final sculpture planned for the memorial. All West Virginia veterans and their families are encouraged to attend.

The bronze statue of a Vietnam-era Marine is the fourth in a series of sculptures designed for the memorial by Charleston artist P. Joseph Mullins. Mullins' sculptures of a World War I infantryman, a World War II sailor, and a Korean War airman are already in place.

In addition to the unveiling, the ceremony will feature remarks by Charles Mitchem, president of the West Virginia State Council of Vietnam Veterans of America, and Herbert Jones, chairman of the West Virginia Veterans Memorial Commission. In addition, Julenne Dean, founder of the Women Veteran's League of America, will speak about the role of women veterans in our nation's history.

Each year, more than 100,000 people visit the West Virginia Veterans Memorial, which was dedicated on November 11, 1995. The names of more than 10,000 West Virginians killed in the line of duty appear on the 2-story oval structure, including nearly 900 names of Vietnam veterans.

The Veterans Day ceremony is free and open to the public.

OHRD Hosts First Annual Back to School Fair

Boji the Cowboy Clown was at the Capitol Complex on August 11 to draw the attention of State employees and direct them to the fun-filled "Back to School Fair" that was held in the State Training Center.

The Fair was hosted by the Division of Personnel's Organization and Human Resource Development Section (OHRD) to make State employees aware of the many educational opportunities available to them. On hand were representatives and displays from 13 colleges, universities, and vocational-technical schools. Information about the State's Educational Expense Reimbursement and Leave Policy was also distributed. The policy covers tuition and other expenses for full-time State employees who meet certain guidelines.

In addition to Boji the Cowboy Clown, the Fair featured a wheel of fortune and other games such as a ring toss and can smash. The event was coordinated by Jayson Cabell, an intern assigned to OHRD by the Governor's Internship Program.

As Mark Isabella, a trainer with the Division of Personnel's Organization and Human Resource Development Section watches, Miranda Jordan and Debbie Hudson of the State Fire Marshal's Office spin the big wheel for prizes at the DOP's first annual Back to School Fair.



Sleep is Crucial to Learning Ability

You finally got your kids back in school ... getting them back on schedule is another thing. It is, however, essential that you help your children get on a schedule that will allow them adequate sleep. Getting plenty of sleep will help them concentrate at school. Missing it causes most of the day's experiences to be stored inefficiently in the brain - this according to Dr. Bruce Perry of the Baylor College of Medicine in Houston, Texas.

"Interactions with teachers, book chapters, and lectures are harder to remember if a child is sleep deprived," says Perry.

In addition to getting a good night's sleep, kids should study a little at a time when doing homework. Resting awhile after a time of study helps them process the information.

Do your part to help your children (even the older ones) get the rest they need. It's a simple task that could lead to improved learning.

LOOKING FOR SOME CLASS ?

Try one from one of the following Division of Personnel training programs offered during the month of October:

October 14 9 A.M. - Noon	Running Effective Meeting
October 19 9 A.M. - Noon	Quality Customer Service
October 20 9 A.M. - 4 P.M.	Professional Telephone Techniques
October 20 & 27 9 A.M. - 4 P.M.	The Quality Facilitator

Foster Parent Booksale


October
18th & 19th

Commissioner's Conference Room
Building 6, Room 607
State Capitol Complex


Donate your used books to benefit the West Virginia Foster Parent Association.

Drop off books at Building 6, Room 850 or contact the homefinding staff in your county office.

-- or --
call 558-7980



Department of Administration Cabinet Secretary Joseph Markus will hold a public meeting on Wed., October 13 at 5:00 P.M. in Building 7, Conference Room C, to discuss future plans for parking at the State Capitol. All State employees are welcome to attend.

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Cecil H. Underwood
Governor

Joseph F. Markus
Cabinet Secretary

Joe E. Smith
Acting Director of Personnel

Tari McClintock Crouse, Editor
Jane S. Fouty, Assistant Editor
Tamra Young, Writer

State Capitol Complex, Building 6, Room 416
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0139
Telephone: 304/558-3950, ext. 206
E-Mail: jfouty@gwmail.state.wv.us
www.state.wv.us/admin/personnel/empcom/