

A Newsletter For West Virginia State Government Employees

November 2008

Volume 19 Number 11

Division of Protective Services Issues Reminder

Contributed by C. R. "Jay" Smithers, Director, Protective Services Division.

A recent in-house security assessment of the Capitol Complex's secured areas was conducted and has prompted the Division of Protective Services (DPS) to remind all State employees to prominently display their State-issued photo ID cards at all times while in secured Capitol Complex buildings. Although an employee may be wearing his or her ID card, a DPS officer may stop the employee to inquire of the individual's identity and nature of business in the secured building if it is not prominently displayed. Wearing photo ID cards in a visible manner negates the necessity of DPS officers to stop employees for identification purposes.

Employees are also reminded to always use their proximity cards when entering secured Capitol Complex buildings. **Do not lend or permit another individual to use your card and never allow entry of other individuals when entering a building (tailgating).** Allowing others to tailgate seriously hampers the Division's efforts to provide a safe and secure working environment. Although an employee may want to perform a courteous act by opening a door for another individual, it's considered tailgating and is in direct violation of the West Virginia Division of Personnel's *Workplace Security Policy* (DOP-P15). It may also allow someone with ill intent to en-

ter and has the potential to create a dangerous situation.

If you lose or forget your proximity card, you must undergo the same screening procedure that visitors and other non-employees follow when entering secured buildings. Lost cards should be reported to your supervisor or other designated individual immediately.

In some cases, State employees whose offices are not physically located on the complex but visit it to attend meetings, etc. have been issued proximity cards and are not required to pass through the Directed Public Access Points located in Buildings 3 and 7. They are able to enter at doors equipped with a card reader. Off-campus employees are to also prominently display their state-issued photo ID while in secured Capitol Complex buildings.

The largest security force of any organization is its employees, as they are an invaluable aid in assuring their workplace is a safe and secure environment. Employees can greatly assist the Division of Protective Services in creating a safer and more secure workplace by merely using their eyes and ears to be constantly aware of "who" and "what" are around their work areas. Employees are directly responsible for maintaining a higher level of safety and security by: ensuring a door closes securely after entry; not propping open a door or otherwise causing it



*At the end of a warm summer evening on the Kanawha River in Charleston, the view from a boat finds the sun slipping away behind the trees.
Photo by the Division of Personnel's Shelly Lowery.*

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When Mom is Happy, Her Family Thrives!

We've all heard the phrase at one time or another: "When mama ain't happy, ain't nobody happy." A mother is one of her child's first teachers, and it's important for her to take care of herself in order to help the family thrive.

According to the West Virginia Women's, Infants, and Children's Program, there are four key strategies to increase a mother's personal happiness and reduce her stress as a mom: healthy diet, exercise, support, and family meals.

Maintain a Healthy Diet. Understand that you matter. Your physical and emotional health has significant impact on the health and wellness of your family. When you choose to eat healthy meals everyday and include fruits and vegetables, you're boosting your body's natural defenses against stress.

Exercise. You don't have to go all out right away. Pick a favorite exercise and start slowly. It'll help you reduce stress and feel happier, motivated, and more peaceful. Exercise deflects your attention away from stress-causing issues.





Develop an Effective Support System. Successful people in all walks of life seek and provide help. To achieve your full potential as a mom, find expert advice, as well as physical and emotional support, from reliable sources.

Eat Family Meals. Although this is more a stress reliever for everyone in the family, mom benefits greatly too. You can raise happy, healthy, loving, and responsible kids, and eating together as a family is an easy step toward accomplishing this goal – and that reduces your stress. It also helps kids learn to use their own body signals to eat just until they are full.

The research is in, and whether you're a stay-at-home mom, a work-outside-the-home mom, a single mom, or a mom-to-be, it's proven that happier moms = happier kids!

Is Retirement in Your Near Future?

Thinking about retirement can be a scary thing. The trick is to reduce your stress by allowing plenty of time to get things processed. The Consolidated Public Retirement Board (CPRB) advises employees who are covered under the Public Employees Retirement System (PERS) and who are contemplating retirement in the coming year to do the following:

-  Contact the PERS at least six months prior to the date you anticipate making application for retirement.
-  Complete and submit a Benefit Estimate Request form (available at www.wvretirement.com/forms/PERSBenefitEstimateRequest.pdf).
-  Schedule an appointment with a PERS Retirement Advisor to discuss eligibility and retirement specifics. Be sure to bring all needed documents, including your birth certificate and, if appropriate, marriage certificate. Copies can be made at the PERS Office. Many questions can also be answered over the phone, which will save you valuable time when you meet with your advisor.
-  Keep a list of questions and concerns so that you can discuss them with your advisor when you meet.

Employees are strongly advised to NOT terminate employment until they have at least received their estimate of benefits and retirement eligibility.

Still have a few years to go? CPRB advises employees who are within five years of retiring to take the Division of Personnel's *Heading into Retirement* course. The class addresses topics such as PERS benefits, deferred compensation, insurance information, and Social Security. Even if you will become eligible within the next five years, but don't have plans to retire at that time, the information offered could be of valuable assistance to you.



During Joyful Night 2007, Santa welcomed one and all to take in the John Marshall Fife and Drum Corp from Marshall University. Join Governor Joe Manchin and First Lady Gayle Manchin for Joyful Night 2008 on December 1, 2008, beginning at 6 P.M. Photo by the Department of Administration's Danny Pauley.

It's West Virginians Helping West Virginians

United Way WV State Employees Complete Combined Campaign

Contributed by June Robinson of the Department of Education and the Arts.

The annual West Virginia State Employees Combined Campaign (WVSECC) is underway to help support worthwhile organizations and charities in local communities across the State. The theme for the 2008-2009 campaign is: *It's West Virginians Helping West Virginians*.

Appointed by Governor Joe Manchin III, Cabinet Secretary Kay



Goodwin of Education and the Arts is the Chairperson for the 2008-2009 campaign. June Robinson has re-

turned for her second year as the Statewide Campaign Coordinator.

"This campaign allows State employees the opportunity to give to the non-profit organization of their choice," said Secretary Goodwin. "Or, their gifts can be distributed to a broad spectrum of non-profit groups."

United Way is a national network of locally governed organizations that work to create lasting positive changes in communities and people's lives. While local United Ways tackle issues based on local needs, common focus areas include helping children and youth succeed, improving access to health care, promoting self-sufficiency, and strengthening of families. The WVSECC allows employees to do-

nate to both United Way agencies and non-United Way agencies.

"All State employees are receiving campaign information from their agency/department coordinators," said Ms. Robinson. "This information will allow employees to decide on participating in fundraising events, making payroll deductions; determining donation methods, and electing which non-profit group they would like to support."

Last year's combined campaign raised more than \$175,000.

For information concerning the United Way West Virginia State Employees Combined Campaign, contact Ms. Robinson at 304-558-2440 or June.L.Robinson@wv.gov.

The Campaign runs through December 31, 2008.



WEST VIRGINIA DIVISION OF **ENERGY** Help the environment and your personal finances too by using energy saving tips provided by the Division of Energy at www.energywv.org/community/EnergyInsert.pdf.

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to not secure properly which allows non-authorized individuals access to a secure building; never allowing entry of other individuals (tailgating) when they are entering a building; reporting to the Division of Protective Services any type of abandoned and/or suspicious-looking package, backpack, etc.; reporting any suspicious activity in or near their facility's entry/exit points, loading docks, parking lots, and garage areas; asking individuals not displaying a state-issued photo ID while in a secured building the purpose of their visit, and notifying their immediate supervisor, the Division of Protective Services (558-9911), or calling 911 if they know or suspect any person such as a fellow employee, visitor, vendor, etc., possesses a firearm or other dangerous/deadly weapon, or that any person is engaged in threatening behavior or language while on State Capitol grounds. ***Under no circumstances should any employee attempt to confiscate any firearm or dangerous/deadly weapon from any individual.***

For more information concerning the security measures in effect for West Virginia State government workplaces and within the Capitol Complex, please contact the Division of Protective Services Capitol Police at 558-9911, or refer to the Division of Personnel's *Workplace Security Policy* (DOP-P15) at:

www.state.wv.us/admin/personnell/emprel/policies/worksec2.pdf

QUALIFIED WV SENIORS CAN GET LEGAL HELP

West Virginia Senior Legal Aid can provide free legal services to qualified seniors for civil matters.

The program focuses on persons age 60+ who are economically/socially disadvantaged, disabled, or are rural seniors. Areas include advance directives, bankruptcy, collections or other consumer issues, domestic relations, general Medicaid, general nursing home, government, housing/utilities, Medicare, Social Security, and Wills/Estate Planning.



For more, visit the West Virginia Bureau of Senior Services website at www.wvseniorservices.gov and click on the link under the Staying Safe tab.

Winterfest Comes to Cedar Lakes

Photo from Cedar Lakes Conference Center webpage.

If you're looking for a nice holiday drive to "see the lights," Cedar Lakes Conference Center in Ripley is a must-see!

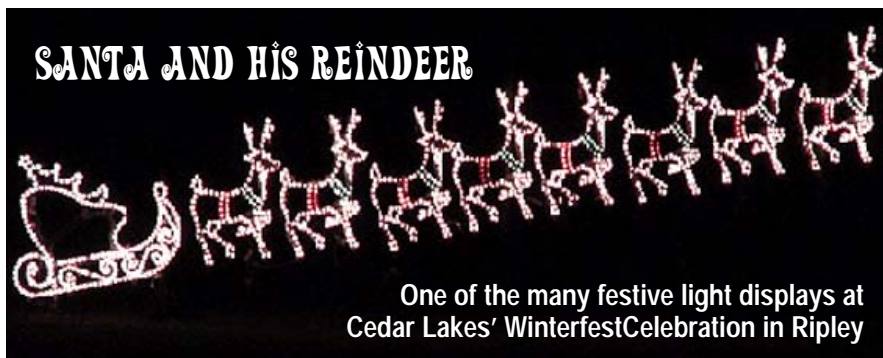
Called the Winterfest Celebration, this annual event is special because it works with high school students at career and technical schools. The students set up major light displays and compete for the best display and an award of a \$1,000 prize!

The Winterfest Celebration is growing and becoming quite a popular tourist stop in the region, which in turn benefits the surrounding community and its economy. Local businesses, community organizations, and individuals have contributed in many ways, including providing displays and/or funds to help the event succeed and continue. Cedar Lakes Executive Director/General Manager Ron Grimes is very grateful for this support, and because of it, he believes that this year's Winterfest will be brighter than ever!

The statewide competition will bring three new displays this year. Some will be large with computer animation. Also, several patrons from past years have added to their displays, while others have continued contributing funds to support the event.

The Winterfest Celebration is open to the public and will run from November 24 through December 31 (weather permitting). In addition to the light displays, Winterfest provides family fun with other events such as horse-drawn sleigh rides, pictures with Santa, concerts, drama, and craft classes. You'll find more information on the Cedar Lakes website at www.cedarlakes.com/conference.

Cedar Lakes is a West Virginia Department of Education facility.



PEIA ADDRESS UPDATE

Even though the Public Employees Insurance Agency has moved to a new physical location, their mailing address remains at the Capitol Complex.

PHYSICAL LOCATION:

601 57th Street, SE
Charleston, WV 25304

MAILING ADDRESS:

State Capitol Complex
1900 Kanawha Boulevard, East
Charleston, WV 25305

GENERAL SERVICES UPDATE

The General Services Division's Service Desk now accepts work order requests through email. The address is:

gsd.gsd servicedesk@wv.gov

General Services is still available by telephone at

558-2317

Please follow your agency's protocol for submitting work orders.

Pencil In ...



Kanawha County Schools' Child Nutrition Program now has paperless payments for school meals. Payments can be automatically deducted from your checking or savings account. No more stamps or late notices, and there's no fee. To sign up, complete the form on the back of your next statement.



On November 11, 1620, the **Mayflower Compact was signed** in Provincetown, MA. (The current date would be November 21). It was signed by 41 men of the 102 men, women, and children passengers, and established the first basis for written law in the new world.



Turkey help is available from the U.S. Department of Agriculture: 1-888-674-6854, 10-4 weekdays and 8-2 on Thanksgiving.



There's nothing sadder in this world than to wake up Christmas morning and not be a child.



Erma Bombeck

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