

A BIT OF GOOD LUCK!
The traditional day for paying
your personal income taxes
(April 15) falls on Saturday, so
the IRS has extended the
deadline to April 17.

Stateline

A Newsletter For West Virginia State Government Employees

March 2000

Volume 11 Number 3

DEP Achieves Silver Well Workplace Designation



ROW 1 (L-R): Kay Holtsclaw, Toni Hill, WV First Lady Hovah Underwood, Theresa Perdue, Peggy Kozak, Theresa Adkins, Karon Workman, Patty Keys, and Geneva Holley.
ROW 2 (L-R): WELCOA President David Hunnicut and Partners in Corporate Health President Gary Samms.

Contributed by Patty Keys of Environmental Protection.

Congratulations to the West Virginia Division of Environmental Protection (DEP) for its recent designation as one of West Virginia's healthiest agencies. The Wellness Council of West Virginia and the Wellness Councils of America awarded the agency a Silver Well Workplace Award at the 13th Annual Governor's Conference on Worksite Wellness held back in October at the Charleston Marriott.

DEP's health program began in 1992. Over the past 7 years, many changes, including changes in administration, the resignation of Health Styles Coordinators, and incomplete records have affected the effectiveness of the program. Today, the 11-member Health Styles team, under the leadership of Geneva Holley, has created a work environment that encourages lifestyle changes through employee participation.

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Internship Program Aims at Retaining State's Best

The year 1989 marked the beginning of West Virginia's Governor's Summer Internship Program (GSIP). Today, 11 years and more than 1,000 students later, the program continues as a successful method of retaining the State's best and brightest to work and live here in the Mountain State.

The GSIP provides a wonderful learning opportunity by placing students in internships that offer career-enhancing experience – experience that cannot be gained from listening to lectures or reading text books. Students gain vital practical experience while getting a taste of the outstanding career opportunities available in the State.

To be eligible for the program, applicants must:

- ✧ Be either a student at a West Virginia college/university OR a West Virginia resident attending an accredited college/university elsewhere.
- ✧ Have completed an entire college/university academic year by June, 2000.
- ✧ Have a cumulative college/university grade point average (GPA) of 3.0 or higher.

Once accepted into the program, students are placed in project-oriented internships geared toward their interests and fields of study. The students' abilities and employers' needs are also taken into account.

Most positions are located in the Charleston vicinity, although some are available in other areas. Positions can be in either State government or private industry, and generally last 9 weeks. The minimum pay is \$5.15/hour, and there are some volunteer positions. Housing and meals are the responsibility of the student.

More details, including information on the selection process, deadlines, and application procedure, is available at the following internet website: www.wved-arts.wvnet.edu. If you have questions or problems downloading items, call Tracy Carr, Internship Coordinator, at 558-2440.

DHHR Move to Diamond Building Nearly Complete

On March 31, 1983, the Diamond Department Store announced that it would be closing in May – a victim of the newly-opened Charleston



Kay Shamblin, a Division Manager in DHHR's Public Health Nursing and Administration Program, enjoys working in her new office space

Town Center Mall. The building sat vacant until the fall of 1984 when The Burlington Coat Factory opened, followed by a few small specialty shops. But soon the specialty shops faded, and Burlington moved out in February 1991. Today, 9 years later, the building has been completely renovated into 7 floors of quality, modern office space which houses approximately 1200 Department of Health and Human Resources (DHHR) employees.

DHHR agencies and employees were spread out. It only made sense to bring many of them together so that operations and programs could run as efficiently as possible.

The building, which once boasted the city's first escalators, now features 4 elevators which lead to state-

of-the-art offices, work stations, conferences rooms, and equipment. Located on the first floor is a multipurpose meeting room that can hold up to 150 people at one time and features audio/video presentation and teleconferencing equipment. In addition to the new offices and workstations, each floor contains conference rooms (some basic, some with audio/video and teleconferencing capabilities). Also on each floor are break rooms with snack machines, tables and chairs, microwaves, refrigerators, and even dishwashers. A lactation room was included to provide comfort and privacy for nursing mothers.

Security was a primary concern. Inside the building's entrance is a Security Station staffed by security personnel. Employees were issued identification cards that also serve to unlock the entry door to the office areas; however, visitors must register at the Security Station and cannot gain entry to the offices until an employee or security officer opens the door. The security personnel also keep watch on several video monitors connected to cameras that have been strategically placed around the building and the newly-constructed parking building.

Parking was another concern. To address this problem, a building was constructed which provides space for 1,000+ vehicles on 8 floors. The security system for the parking building was specifically designed for the facility. Security personnel are assigned to the building, and cameras

on each floor are equipped with pan and zoom features. Particular attention was given to make sure the building had proper lighting for the cameras. Each floor also has "panic" devices that trigger alarms and link directly to the Charleston Police Department.

The first employees moved into the building back in late October; the remaining employees have been moved in over the course of the past



Paula Johnson and Joann Fleming find retrieving files a snap in the new facility.

few months, with the final move to be completed by the end of March.

Special thanks to DHHR's Mark Ferrell for taking time to provide us with a guided tour of the new facility.

Be sure to visit the Diamond Building website at www.wvdhhr.org/facets/



BEFORE AND AFTER ...

LEFT: A photo provided by DHHR shows work in progress on the outside of the Diamond Building.

RIGHT: A photo taken in February 2000 shows the completed work.





APRIL 27, 2000
is
Take Our Daughters to Work Day

For details, contact the West Virginia Women's Commission at 558-0070 or visit their website at www.wvdhhr.org/womenscom

NEW IS&C Classes Offered

The Technology Learning Center at the Information Services and Communications Division (IS&C) is offering 4 new classes:

GroupWise 5.5 Basic: For new GroupWise users. Learn to create and send messages, use the address book, track sent items, organize mail using the filing cabinet, how to use the trash folder, activate and customize notify features, and how to use basic calendaring. (April 5)

GroupWise 5.5 Advanced Features: For experienced GroupWise users. Learn to manage your address book, write rules to automatically file and reply to messages, set up proxy and other advanced features. (March 28, April 25)

Upgrading to Microsoft Excel 2000: For experienced Excel users who are migrating to Excel 2000. Topics cover changes in basic features, new worksheet features, formatting, and formula techniques; how to use Excel HTML files, reviewing and sharing workbooks, charting and graphic features, and data mapping. (March 28, April 13)

Upgrading to Microsoft Word 2000: For experienced Word users migrating to Word 2000. This class will include an overview of new features, changes in word checking tools, enhanced table features, new graphic features, and document mapping. (March 27)

If you are interested in these or any other IS&C Technology Learning Center classes, contact Mary Cummings at 558-6384.

Be Prepared for Wild West Virginia Weather

Contributed by Melissa Atkins of the Office of Emergency Services.

How prepared are you for a flash flood? Do you have a family disaster plan in case you need to evacuate because of rising water?

Many people are not prepared and do not realize flooding can occur at any time of the year. According to the National Weather Service, flooding is the leading weather-related killer in the United States. For this reason, the West Virginia Office of Emergency Services is helping to spread the preparedness message with the *Being Prepared for Wild West Virginia Weather* severe weather awareness campaign, set for March 19-31.

"This is a very important statewide campaign and we are excited to be a part of it," John W. Pack, Jr., director of the State Office of Emergency Services, said. "The most vital element of this is getting the preparedness message to all West Virginians."

Like flooding, other natural disasters can occur suddenly. The following are preparedness steps residents can take in advance:

- ⚡ Learn a flood evacuation route from your home and business. It is easier to determine a safe, quick route to higher ground before floodwaters rise.
- ⚡ Schedule a family meeting. Talk about natural disasters and plan what everyone should do if one strikes your community - then practice the plan.
- ⚡ Prepare a disaster supplies kit. Use a duffel bag to store supplies you may need, such as a battery-powered radio, a flashlight, extra batteries, first aid kit, and bottled water.

There is one thing that people should NEVER, EVER do during a flood situation, and that is attempt to a cross flooded area.

"One of the reasons why we lose lives during flooding is because people attempt to walk or drive in flooded areas," Pack said. "It doesn't matter if you are in a car, truck, or 4-wheel drive vehicle. The danger is still present because they can all be easily swept away."

The Office of Emergency Services is partnering with the National Weather Service, the American Red Cross, the Federal Emergency Management Agency (FEMA), and the West Virginia-American Water Company to spread the preparedness message.

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CLAPPING FOR THUNDER

Thunder, a female bald eagle, shows off her wing span for some very impressed children at the late February DNR Day at the Capitol. Thunder is perched on the arm of Michael Book of the Raptor Rehabilitation Center.

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Health risk surveys and assessments were done to find out what the employees were interested in learning about to make changes in their lifestyles. Monthly “lunch and learns” were held dealing with health education topics included cancer awareness, diabetes, osteoporosis, and nutrition. Behavior modification programs such as walking, weight management, and stress management were initiated. Awareness programs that included self-care, cardiovascular information, and proper lifting techniques for back care were conducted. In addition, quarterly glucose screenings were held along with monthly blood pressure screenings, and mammograms were offered on-site to female employees and the spouses of male employees. Health fairs were presented every 6 months.

Employees participated in community health activities, including the American Heart Walk, Walk Across West Virginia, and Charleston’s YMCA Corporate Cup competition.

DEP proudly boasts that it holds the first Well Workplace designation for an entire State agency. The 11-member committee includes: Theresa Adkins, Office of Air Quality; Peggy Kozak, Office of Water Resources, Construction Assistance; Theresa Perdue, Office of Waste Management; Toni Hill, Office of Water Resources, Greenbrier Street; Kay Holtsclaw, Office of Oil and Gas; Patsy Garnes, Office of Mining and Reclamation; Christine Harold, Information Technology Office; Tammy Canterbury, Office of Administration; Mary Thornsby, Welch Regional Office; and Karon Workman and Patty Keys, Oak Hill Regional Office.

Anyone interested in starting a wellness program for his or her office or agency should first obtain supervisory approval and then contact the Wellness Council of West Virginia at 776-2686.

Tuesday, March 28, 2000, is the American Diabetes Association’s (ADA) Alert Day. The ADA urges people to discover their risk for an often silent disease that claims more than 193,000 lives each year. If you experience any of the following symptoms on a regular basis, see your physician immediately:

- X** extreme thirst
- X** frequent urination
- X** unexpected weight loss
- X** blurry vision
- X** unusual fatigue



The earlier diabetes is detected, the more likely you are to avoid serious complications.

Information provided by Julie Watkins of the American Diabetes Association

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The first week of the campaign, March 19-25, will focus on floods and flash floods. The second week will concentrate on thunderstorms and tornadoes, and March 29 is designated as Tornado Drill Day. A statewide tornado drill is planned for all State public schools.

“Tornadoes can occur throughout the year,” Dan Bartholf, warning coordination meteorologist, at the National Weather Service in Charleston, said. “The peak season in West Virginia is April through July, and the State averages 2 tornadoes per year. The drill is just another part of the preparedness message.”

Anyone interested in further information about natural disaster preparedness can contact Melissa Atkins, public information officer, Office of Emergency Services, at 558-5380.

Pencil In ...

Public Service Recognition Week activities will be held the week of May 1-7, 2000. Events at the Capitol to date are as follows (subject to change):

Agency	May 1-4
Exhibits:	11:30-1:30
Annual	May 2
Bake-Off:	8:00 A.M.
Governor's Awards Ceremony:	May 4, 1:30 By invitation only
Lunchtime Activities:	Food Vendors Entertainment



For more details, contact Jane Fouty at 558-3950, ext. 206.

King’s Island discount coupons are scheduled to appear in next month’s *Stateline*. The coupons are different from the past couple of years - they will be good for weekends beginning April 15 through and including May 29, 2000. If you need a coupon for April 15, please contact Jane Fouty at 558-3950, ext 206. Those needing them for later dates can clip them from *Stateline*.

