

Holiday Wishes from Governor and Mrs. Underwood

This holiday season gives us an opportunity to reflect upon the many important advances and accomplishments of our State. We have strengthened the foundation that is essential for economic and social growth by taking major strides to stimulate change and encourage development.

Our progress during the past several years has prepared us for new opportunities here at the dawn of a new millennium. Our continuing economic growth has touched many lives. Working together in our communities and schools, through civic groups and faith communities, with elected leaders and active citizens, we have changed thousands of lives in real and meaningful ways. Yet we know we have more to do.

As the people of West Virginia have demonstrated time and again, we do not need to be of one faith or another to work together for common good. We do not need to be of one mind to prepare for a better future. Indeed, in the past few years, public policy controversies have divided us, sometimes in bitter ways. Some families face uncertain futures as a result.

Yet disagreements need not divide us, especially when we share a common foundation in love for our State and hope for a brighter future. As our Christian neighbors honor the Prince of Peace, we all should be reminded that the spirit of this season is for peace and goodwill to all – even to those with whom we disagree. The wisest among us recognize that only our Creator has exclusive claim to wisdom.

Even in our differences, we share a common hope. We are reminded of this during the holiday season.

As you travel through our State, you will see different decorations and colors amid the holiday splendor. Those differences come together to increase our enjoyment of the season and to illuminate our surroundings. In a similar way, each of us has the opportunity to join our neighbors and illuminate our surroundings for others.

Our progress would not have been possible without your support. We appreciate how you have given so much to make our communities better places to live and work by helping neighbors in need. Our values of faith, family and hard work provide a solid foundation as we build for the future. Hovah and I wish all West Virginians peace and happiness as we enjoy the holidays and the new



Gov. and Mrs. Cecil H. Underwood

year surrounded by the love of friends and family and united by the hope of a promising future for our State and its people.

PEIA ♦ HEARINGS ♦ SET

Public hearings will be held by The Public Employees Insurance Agency Finance Board to hear comments on the proposed financial plan for Fiscal Year 2002 (the plan is effective July 1, 2001). The hearings will be held as follows:

Bluefield Holiday Inn, U.S. Route 60	December 04
Charleston Cultural Center, State Capitol	December 11
Huntington City Hall, 800 5 th Avenue	December 12
Martinsburg Holiday Inn, 301 Foxcroft Avenue	December 05
Morgantown Ramada Inn, Route 119 South and I-68	December 06
Wheeling Ramada Plaza City Center, 1200 Market Street	December 07

All hearings will be conducted from 6-8 P.M., with registration at 5 P.M. Work on the proposed plan will be finalized shortly before the hearings so that relevant information can be distributed at the hearings.

!! FREE !!
Now THAT
WE'VE GOT YOUR
ATTENTION ...

Did you know that you, as a State employee, and members of your immediate family can take a number of computer classes FREE?!


The Employee Development Center's After Hours Program conducts free personal and professional development classes in the Capitol Conference Center, located in Building 7 at the Capitol Complex. Past classes have included courses in Internet use, webpage design, word processing, the use of Windows and other software, math refresher courses, and many, many others.

Class announcements are generally made by e-mail notification. To register your e-mail address and to learn more about classes and events, visit the Development Center's website at www.state.wv.us/edc. You can also make class suggestions if you have a particular area of interest.

In addition, the Development Center also provides an open computer lab featuring modern computers with typical office software. Internet access, printers, and the Mavis Beacon Typing Tutor program are all available for your use.

There aren't many free things in this world today. Don't miss out on this great opportunity! Anyone with questions may contact Mark Moore, Program Coordinator, at 558-5030 or mramoore@accessk12.wv.us.

This year, as Christmas and New Year's Days both fall on Monday, State employees will receive only the actual holidays as time off.



WVPECU stands for SECURITY for YOU

PECU Home Banking Up and Running

The West Virginia Public Employees Credit Union (PECU) is proud to announce that its online Home Banking service is now up and running!

Members now have access to their account information 365/24/7. They can make withdrawals, request loans, transfer funds, etc. These online services are free to PECU members. In addition, anyone can check current interest rate information, request membership applications, review types of services, and much more.

Users need not worry about the security of their information. Members are assigned unique server IDs and passwords to ensure their authenticity, and all communications are encrypted for privacy.







Interested in becoming a PECU member? Call 558-0566 or talk to your payroll clerk. You can also request information online at their website (www.wvpecu.org) or e-mail them (wvpecu@aol.com).

Don't Procrastinate Reading This Article!

You may know procrastination when you see it, but few people understand its true scope, says psychologist Linda Sapadin. It is a powerful influence on work and self-esteem.

Sapadin, author of *It's about Time! The Six Styles of Procrastination and How to Overcome Them* (Penguin USA), says procrastination is actually conflict. You need to do something but have some resistance. Rather than finding a way to revolve it, you postpone it until there is strong outside pressure.

The problem must be defined. Some chronic procrastinators are victims of unresolved approach-avoidance conflict. Sapadin states 6 basic kinds of procrastinators and certain steps each can take to fight the tendency.

-  Perfectionists are critical and have all-or-nothing thinking styles. To fight the tendency, they should make one small deliberate mistake each day. Learn to live with it.
-  Dreamers are fanciful and have a vague thinking style. They should keep a "to-do" list and a "things to think about" list.
-  Worriers are fearful and indecisive. Worriers should try doing something each week that they are uncomfortable doing.
-  Defiers resist doing the job and are oppositional. They should act rather than react.
-  Crisis makers are over-emotional and agitated. Sapadin recommends that they engage in healthy activities that will raise their adrenaline.
-  Overdoers are compelled to be constantly busy. They should learn to say "no" so their "yes" will have greater value.

All procrastinators should set time limits to finish a task and reward themselves when it's done. In addition, Sapadin prescribes an immediate change in language and attitude. For example, change your *wish* into *will*, your *like to* into *try to*, and your *have to* into *want to*. You won't change overnight, but small strides will make procrastination a thing of your past!

DCJS Report Details WV Juvenile Crime Statistics

All statistics and graphics obtained from the actual DCJS report.

A leading concern among all of us today is the rise and effect of juvenile crime. All across the world, stories of increases in the numbers and types of crimes committed by juveniles emerge. Fortunately, we here in West Virginia have been able to consistently boast lower crime rates of all kinds over the majority of the country, and this includes those committed by juveniles.

The Division of Criminal Justice Services (DCJS), an agency under the Department of Military Affairs and Public Safety, routinely researches and reports on topics like juvenile crime. In October, 2000, after much research and analysis, they released a report on juvenile arrests in West Virginia, covering the decade 1989 through 1998.

As in any report of this nature, there is good news and bad news. The analysis found that juvenile arrests have remained essentially stable, increasing an average of 1.5% per year, with a total increase of 12.1% over the report period. The good news is that Part I arrests (mur-

der, rape, robbery, felonious assault, breaking and entering, and auto theft) actually **decreased** by an average of 1.5% per year (a 15.2% overall decrease). On the flip side, Part II arrests (property offenses, runaway, fraud, arson, drug and alcohol violations, and weapons offenses) rose an average of 3.2% per year (a 29.5% overall increase). Also, West Virginia had the second lowest arrest rate for juvenile violent crimes in 1997, and in 1998, only 7 states had fewer overall juvenile arrests.

The report found that the most notable increases were found in marijuana arrests and liquor law violations. Juvenile marijuana arrests climbed an average of 21.6% per year, up 287.8% from 1989 to 1998. And while that number is an alarming increase, the numbers for liquor law violations is even more staggering. Arrests in this area went up an average of 28.6% per year – result-

ing in a 519.0% increase during the 10-year period of the report.

Although facts and figures are extremely useful tools in aiding law enforcement and criminal justice system workers in dealing with juvenile crime prevention, there is one, single important thing that family members can do to help: spend time with your children.

Many factors influence juvenile crime, but spending time with your children is one of the most prominent deterrents known. Taking in a movie, attending a soccer match, playing Monopoly on Friday night, or something as simple as a Saturday morning breakfast at a favorite place not only occupies idle time, but shows them, directly and indirectly, that you love them and are indeed interested in their lives. The simple act of spend-

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Internet info ... a byte at a time

IS&C Password Rules

Effective December 1, 2000, the Information Services and Communications Division (IS&C) has new rules for passwords to access its enterprise servers. If you are a mainframe user with a RACF password, please review the new rules at the IS&C Intranet site:

<http://intranet.state.wv.us/admin/isc/datacenter/password.shtm>

From the Director of Personnel... 'Tis the Season ...



'Tis the season. The stores are crowded. The must-have gifts are nowhere to be found. It's rush, rush, rush, from one event to another. But, in the glow of the holidays, even the less attractive parts of the season can have their charms. The self-imposed pressures and tensions give way to the goodwill that flows so freely during this time. What wonderful opportunities we have to share some of this goodwill and holiday spirit with those we see at work every day.

Take some time for individual acts of kindness. Look for something that's right and mention it. Offer help; you'll recognize the situation where help is needed. Encourage those who have encouraged you. Search your heart for the kind of spiritual generosity that will help you make the first move to improve a work relationship that has become difficult. It's also a wonderful time of year to mend fences with friends or loved ones. Somehow, during the warmth of the holiday season, it seems easier to make needed apologies and give healing forgiveness.

So cherish this season and its many blessings, and resolve to keep the holiday spirit in your heart year-round. As we move into the new millenium, may the spirit of the holidays be with you now and throughout the coming new year.

Joe E. Smith
Joe E. Smith
Division of Personnel

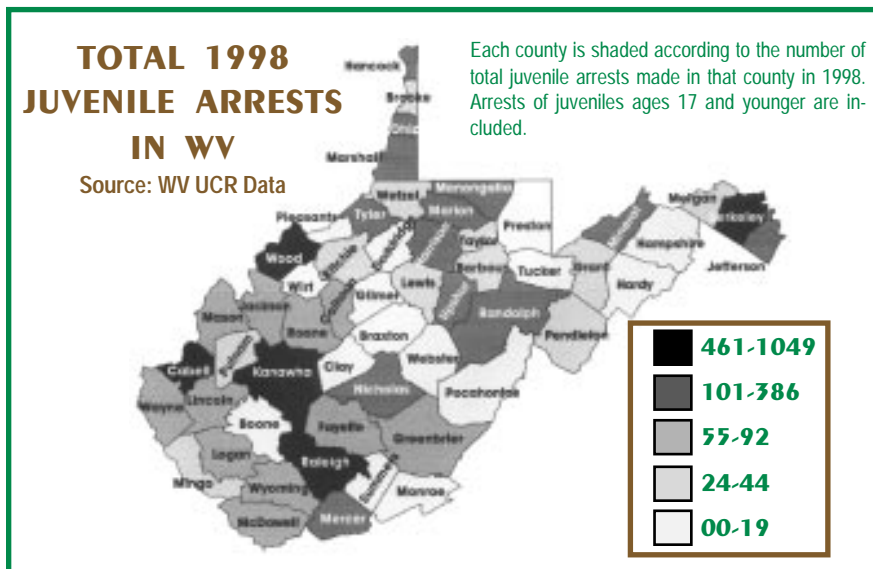
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ing time allows the opportunity for communication, a time when questions and concerns can be discussed in a non-threatening atmosphere.

Don't be afraid to include your children's friends in your plans from time to time. Going bowling? Allow your children to invite along a friend or two. Venturing to the pool? Let your children take along their cousins. The same benefits result, and

you've broadened your reach. Just be sure you keep an adequate amount of time for "just us."

The report in its entirety is comprehensive and provides a much more detailed and complete picture. To view it and others prepared by the DCJS, visit their website (www.wvdcjs.com) and click on the publications link provided at the top of the page.



DECEMBER IS NATIONAL DRUNK AND DRUGGED DRIVING PREVENTION MONTH. PLEASE DO ALL YOU CAN TO PREVENT SOMEONE YOU KNOW FROM DRIVING UNDER THE INFLUENCE.

TWO WORDS:
Flu Shot

It's your best defense against it. The vaccine takes 12-14 days to take effect, so use extra caution until then. Avoid contact with individuals who have the flu and keep your hands washed. In many areas, the vaccine has been late in arriving, but be sure you get your flu shot as soon as you can. Call your doctor or local health department.

Pencil In ...



Beginning December 1, the Division of Highways will maintain a toll-free telephone number to **check current road conditions**. Call 1-877-WVA-ROAD or you can check it on their internet website at www.wvdot.com.



The Rhododendron Association's Annual **Christmas Arts and Crafts Sale** will be held through December 8 in the upper level of Building 7. Hours are Monday-Friday from 9 A.M. to 4 P.M. Baked goods and a variety of art and craft items will be offered.



A serious worry among parents today is their concern for the **safety of their children online**. The FBI offers tips and guidance on this subject at www.fbi.gov/library/pguide/pguide.htm. Take some time to browse this online information and help you kids stay safe when they surf and chat.

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