

Tomblin Honors Long-Serving State Employees

Photos courtesy of Steve Rotsch of the Governor's Office.

September 12-16, 2011 marked Public Service Recognition Week (PSRW) in West Virginia.

Public Service Recognition Week is national program that sets aside a time to recognize employees who have chosen to work as public servants and to promote public awareness about government services. West Virginia has celebrated PSRW since 1992. Activities take place in State agencies located both at the Capitol Complex and in other West Virginia State government offices.

This year, nearly 1,700 employees received certificates and lapel pins for achieving 20, 25, 30, 35, 40, and 45 years of service, as well as three individuals honored for reaching 50 years of service: Carl Bell of Shepherd University; John P. Fulks, Sr. with the Joint Committee on Government and Finance; and Carol Sue

Newburg of the Division of Rehabilitation Services. The week is highlighted by a special ceremony and reception hosted by the Governor for employees who have attained 30 or more years of State government service. This year's Governor's Awards Ceremony, hosted by Governor Earl Ray Tomblin and First Lady Joanne Jaeger Tomblin, took place on September 14, 2011 at the Culture Center Theater in Charleston.

Mrs. Tomblin introduced the Governor to the audience. During her introduction, she made specific mention of the importance of the acknowledging our public employees.

"It is incredibly important for us to take the time to recognize and thank all the dedicated and hard-working public employees for their years of service to the Mountain State," she said.

Governor Tomblin echoed the First Lady's sentiment with his opening remark: "It is a pleasure to be here this afternoon for this very special occasion because this is **your** time to be recognized."

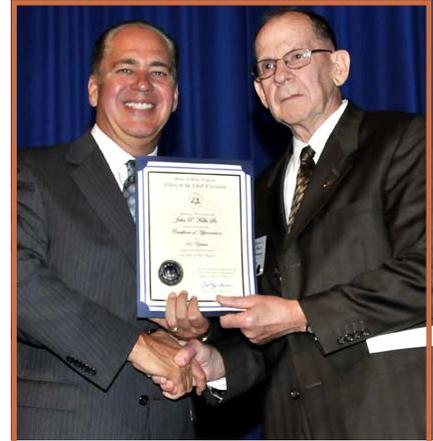
The Governor went on to express his pride in West Virginians, noting that we are some of the hardest working people found anywhere.

"Over the years, you have willingly taken on new tasks and new responsibilities, while continuing to broaden your knowledge and build your skills," Tomblin said.

He continued to applaud the role of each worker in the day-to-day operations of our jobs, describing us as the "backbone of our State government." In addition, he spoke of the loyalty and passion with which we do our jobs, and how it has not gone unnoticed.

Each honoree present at the ceremony received his or her recognition certificate personally from Governor Tomblin. Honorees recognized for 20 and 25 years of service received their certificates and lapel pins at the agency level.

Congratulations to all honorees, and to all State employees for the excellent job you do in providing services to the people of West Virginia.



John P. Fulks, Sr. (right) receives his 50 years of service award from Governor Earl Ray Tomblin.



Governor Tomblin greeted honorees and their guests at the reception following the Governor's Awards Ceremony. Pictured with the Governor is 35-year honoree Holtteen Mitchell (right) of the Educational Broadcasting Authority and her guest.

Ethics Comm. Addresses Question on Expressions of Sympathy

One question that frequently arises in State offices concerns the purchase of flowers and other expressions of sympathy for the passing of a co-worker or member of a co-worker's family.

Last December, the West Virginia Ethics Commission issued an Advisory Opinion on this subject in response to a request as to whether it is permissible for an elected public official to use public funds for this purpose (Advisory Opinion 2010-19).

The question was posed by a county sheriff who had been personally paying for flowers and other expressions of sympathy. He asked if, under certain limited circumstances, public funds could be used for this purpose.

When evaluating whether or not this expense is permissible, the Ethics Commission examined common law, the West Virginia Code, Legislative Rules, opinions from the Attorney General, and opinion letters issued by the State Auditor's Office, looking for both express and implied authority for the expenditure. In this particular case, the Commission found neither express nor implied authority, and therefore, issued the opinion that using public funds to purchase expressions of sympathy is not permissible under the Ethics Act. In its opinion, the Commission also addressed the solicitation of voluntary contributions for this purpose. The following is taken directly from the Advisory Opinion:

Eligible for Medicare? Sign Up Online!

In the not so recent past, signing up for Medicare meant trudging to the Social Security Office, enduring long waits for your turn, and perhaps even making return trips to provide missing documentation. Fortunately, the Social Security Administration (SSA) has made this task much easier by allowing individuals to submit their applications online. Even better, the process takes only about 10-15 minutes, and you can sign up when it's time even if you're not yet ready to retire.

The first thing you'll want to do is read through the SSA's online Retirement Planner at www.socialsecurity.gov/retire2/justmedicare.htm.

It will outline for you the benefits provided by Medicare, plus give you information about what happens if you decide to continue working, when you should apply for Medicare, and many other useful bits of information.

Once you feel like you have a good understanding of your situation and have determined that you're eligible, you'll be ready to apply. To do so, go to www.socialsecurity.gov and click on the "Apply for Medicare" link.

You'll proceed through a series of questions that will help you determine if you want

to file for retirement benefits AND Medicare, or simply Medicare alone. Be sure to answer all questions accurately and honestly, and you can always use the "More Info" links if you get stuck or need more information to help you come to a decision.

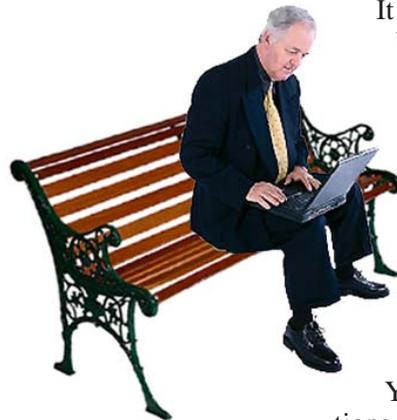
When you're finished going through the procedure, click the "Sign Now" link. This will electronically send your application directly to the Social Security Administration. For the majority of people, this completes the process. Generally, no additional forms or documentation are required; however, if they are, the SSA will contact you with the specifics. When your Medicare application is approved, your cards will be mailed to you.

SPECIAL NOTE TO STATE EMPLOYEES:

Be sure to check with the Consolidated Public Retirement Board **BEFORE** applying for Social Security benefits. Also, when you receive your red, white, and blue Medicare card, please send a copy to the Public Employees Insurance Agency.

... public servants may not solicit subordinate employees for a contribution towards the purchase of flowers or payment into an established office fund. Instead, if an expression of sympathy is desired, co-workers may take up a voluntary donation among themselves, under the following conditions:

- (1) A public servant may never solicit a gift or contribution from which he or she may personally benefit.
- (2) A public servant may never coerce a gift or contribution.
- (3) Supervisors should not solicit their subordinates for a contribution.
- (4) Any effort to collect contributions will be limited to asking for a maximum contribution of \$5 per person. (Employees are free to contribute more or less, if they choose to do so.)
- (5) Requests for contributions should be disseminated in a general announcement to all em-



See FLOWERS – Page 5

Cyber Security: Sign the Pledge!

Contributed by Danielle Cox and Jim Richards of the Office of Technology.

The Multi State Information Sharing and Analysis Center (MS-ISAC) is sponsoring a national contest to promote information and cyber security best practices. All state and local governments are eligible to compete for the great honor of having the highest percentage of both State employees and civilian population signing the Cyber Security Pledge.

Signing the Pledge is easy and takes only a minute. It simply makes good sense as an affirmation of *your* commitment to “do the right thing” to protect systems and data from harm or inappropriate access.

West Virginia is currently in the lead, well ahead of larger, more populous states like California and New York. We can not only keep that lead but expand it **TODAY** with your help, and, you can check where we stand yourself with a link provided at the pledge site.

By signing, users in government agencies pledge to follow a set of “Best Practices” for computer and technology use. Examples include:

- ✦ Stop and Think before Connecting to the Internet.
- ✦ Use strong passwords that are unique and do not contain personal information.
- ✦ Memorize your login ID and password. Never write them down or give them to anyone.
- ✦ Never leave your computer unattended or without password protection.
- ✦ Follow organizational security policies.

See PLEDGE – Page 7

PLANS Project Eyes Goal Line; Job Evaluation Phase Underway

September marked the beginning of fall season and football. It also marked the beginning of a new phase for the PLANS Project – the Job Evaluation Phase.

We’ve completed reviewing the over 17,000 JCQs submitted. Beginning in September, the Job Evaluation Committee, comprising 27 Subject Matter Experts from various agencies (and representing various occupations) and the Division of Personnel PLANS Team began analyzing the content of JCQs using the Hay Point Factor System. Job evaluation will continue throughout the fall. The information gathered by the Job Evaluation Committee during this phase will be used to write classification specifications for all jobs within State government – resulting in a new, updated Classification Plan.

Visit the PLANS website at www.plans.wv.gov for updates. As always, the PLANS phone line (304-558-3950 ext. 57239) and email address (DOP.PLANS@wv.gov) remain open for your questions and inquiries.



Treasurer Announces SMART SAVINGS MATCH Program for College Saving

State Treasurer John Perdue has unveiled a new SMART529 Matching Grant Program designed to help families save for their children’s education beyond high school. Qualifying families may be eligible to receive a savings match of up to \$500 a year, and up to \$2,500 lifetime, for each child. Funds may be used for higher education expenses at any eligible institution.

“A college education is the best possible way to start your child off on the right track,” said Perdue. “However, paying for a college education today can be challenging. The matching grant program will help those with the biggest challenge jump start their college savings plan.”

Families must meet the following criteria to qualify:

- 1 The beneficiary must be a West Virginia resident who is 12 years of age or younger, and the account must have been opened after May 2, 2011 or at the time the application is submitted.
- 2 The account holder (parent/grandparent) must have filed a West Virginia State income tax return as a WV resident in the year prior to opening a SMART529 account.
- 3 The family must meet the income requirements (visit www.SMART529.com for detailed information).
- 4 The account holder must be able to claim the beneficiary as a dependent for income tax purposes.

To download the Matching Grant Application form or to learn more about how you can open an account, go to www.SMART529.com.

SMART529 is West Virginia’s 529 savings program for education beyond high school. It’s also a program of the SMART529 College Savings and Prepaid Board of Trustees under Treasurer Perdue, Chairman, and is administered by Hartford Life Insurance Company.

You May Be Wondering: Is My Kid Listening to Me?

Contributed by Stephanie Southall, of WV Prevention Resource Center, affiliated with Marshall University.

You may be surprised by the answer to the article's title question, but yes, your kids **ARE** listening to you.

When it comes to making responsible decisions about issues such as underage drinking, drug use, and sexual activity, teens take to heart the messages received from their parents. Studies conducted by The Partnership at Drugfree.org (The Partnership) show that parents have more influence over their child than friends, music, TV, the Internet, and celebrities. Kids who learn a lot about the risks of drugs and alcohol from their parents are up to 50% less likely to use than those who do not. Similarly, the National Campaign to Prevent Teen and Unplanned Pregnancy has found that parents and other caring adults in the life of a teen can reduce the risk of kids becoming parents before they've grown up.

The Partnership offers the following suggestions to parents to increase the chances of their children remaining drug- and alcohol-free:



Learn

- ◀ Learn the facts about drugs and alcohol. Become a credible source of information for your child.
- ◀ Learn what is going on in your community. This includes not only use trends but community activities that are taking place to prevent drug and alcohol use.

Communicate

- ◀ Clearly communicate the risks of drug and alcohol use.
- ◀ Let your kids know you disapprove of any drug and alcohol use – kids who believe their parents will be upset if they try drugs are 43% less likely to do so.

- ◀ Use “teachable moments” to raise drug and alcohol issues.
- ◀ Frequently talk AND LISTEN to your kids about how things are going for them.

Monitor

- ◀ Know who your children are with and what they're doing.
- ◀ Know where your children will be and when to expect them home.
- ◀ Know your teens' friends and communicate with their parents.

Curbing the High School Dropout Rate in WV

Excerpted from *The Governor's Desk: A Weekly Column* by Governor Earl Ray Tomblin for August 19, 2011.

This past spring, several West Virginia students heard first-hand the dangers of dropping out of school. In an effort to present the real impact of the consequences of dropping out of school, a school bus retrofitted with a jail cell and a documentary video travelled the state informing our youth about the true cost such a decision could have on their lives.

I, personally, spoke with students at Capital High School in Charleston and heard students' concerns about their classmates who they feared were headed down a dangerous path with no future. Then and now, I encourage all members of the education community to come together and develop a plan to keep youth in school. It is this local understanding that will make all the difference.



My dropout prevention program, supported earlier this year by the legislature, enables schools to seek funding from the West Virginia Department of Education for their tailor made action plans. It is my hope that this school year, administrators will take advantage of this opportunity, not only for the students, but for their families and the community as a whole.

While these suggestions are targeted at preventing drug and alcohol use, the same parenting strategies can be employed to address a host of teen issues. Check out the following sites for additional information:

Alcohol and other drugs

- ◀ Drugfree.org
- ◀ Parent.drugfree.org
- ◀ Timetotalk.org
- ◀ Decoder.drugfree.org
- ◀ Teenbrain.drugfree.org
- ◀ Sadd.org

Teen pregnancy

- ◀ Thenationalcampaign.org

Teen traffic safety

- ◀ Underyourinfluence.org

FLOWERS – Cont. from Pg. 2

ployees using such methods as an internal memo, E-mail, bulletin board notice or staff meeting announcement. Any such announcement should clearly convey that participation is voluntary, free of any coercion, and that employees may contribute less than the recommended amount, or nothing at all. Reasonable reminders are permissible. Supervisors should not sign or distribute these announcements to their subordinates.

- (6) Information regarding the identity of the persons who contributed or the amount contributed by any individual should be limited to the individual(s) overseeing the contributions. Neither the identity nor amount of contributions from any particular person may be disclosed to the recipient of the flowers or other expression of sympathy.

For complete information on this opinion, visit www.ethics.wv.gov/advisoryopinion/EthicsAO/Pages/default.aspx, then scroll down and click on AO 2010-19. If you need further assistance, contact the West Virginia Ethics Commission (phone 304-558-0664, toll-free 1-866-558-0664, fax 304-558-2169; or email ethics@wv.gov).

STATE MILEAGE REIMBURSEMENT RATE INCREASED

47.0¢ PER MILE

On July 20, 2011, the State mileage reimbursement rate increased from 42.5¢/mile to 47.0¢/mile.

The increase is due to a projected increase in fuel costs in West Virginia since the previous mileage reimbursement rate adjustment in January 2011.

This new rate will remain in effect until further notice or after the next review occurs in January 2012

Culture and History Staff Lead Fall Tour Meetings/Grant Writing Workshops

Contributed by Terri Marion of the Division of Culture and History.

The West Virginia Division of Culture and History, in collaboration with the West Virginia Commission on the Arts (WVCA), will conduct statewide listening tours and grant writing workshops throughout the fall of 2011. The free meetings and workshops will be hosted by local organizations in eight locations across the State. The annual Public Policy Meeting will be in Buckhannon on November 10.

The arts listening tour provides community members with the opportunity to be part of the conversation that will help determine how State and federal arts dollars will be spent to support arts programs in their towns.

Arts administrators, arts educators, artists, arts consumers, and the general public are invited to participate in these informal discussions. The arts staff will use the information gathered to develop new programs and policies for grants available to communities, schools, and individual artists through State and federal funding.

The grant writing meetings offer an overview of program deadlines, tips and timelines for success, and procedures for applications. New initiatives and programs to support local arts projects, changes in current guidelines affecting fiscal year 2013 applicants, and how to plan for grant services also will be discussed.

“With the help of local hosts, we can reach the most people and have more impact in each community. We appreciate these hosts for assisting with bringing this valuable workshop to their communities,” said Jeff Pierson, Director of Arts for the Division.

A complete list of the free arts listening tour meetings and the grant writing workshops can be found at www.wvculture.org/news.aspx?Agency=Division&Id=1802. Participants for the grant writing workshops should pre-register at least one week before the session date. For more info or to pre-register, contact Debbie Haught, Community Arts Coordinator, at 304-558-0240, ext. 714 or debbie.r.haught@wv.gov.

GREAT 4TH QUARTER GETAWAY OPTIONS

Enjoy West Virginia state parks and forests special seasonal packages and offers while exploring new places to stay or schedule meetings. Visit often and invite others to do the same.

CASS SCENIC RAILROAD — 304-456-4300

Train rides conclude on Oct. 30 for the season. Daily runs continue Oct. 1 through 30.

PIPESTEM RESORT

Classic Fly Fishing package dates available in November
E-mail Edward.E.Wooton@wv.gov for details.

NORTH BEND GETAWAY IDEAS — 304-643-2931

Pedal and Paddle • Honeymoon / Anniversary Packages
Christmas in the Country • more

SPECIAL EVENTS CALENDAR

- Lumberjackin’ Bluegrassin’ Jamboree /Oct. 7-9/ Twin Falls
- Mansion by Candlelight /Oct. 7, 8/ Blennerhassett Island
- Fall Festival /Oct. 14-16/ Tygart Lake

All events, weekend packages, dances and more are listed on, www.wvstateparks.com/calendar.html



WV State Park gift cards make great gifts for friends and family. Call 304-558-2764 to purchase, or go online at www.wvstateparks.com “Something extras” come with Nov. and Dec. orders.



General Services Eyeing Future and Past with HVAC Project

Article and photos reprinted from the Sept. 2011 issue of Quotes, Notes & Anecdotes, the Dept. of Administration's newsletter.

The General Services Division is undertaking one of its latest monumental projects with an eye on the future ... and the past as well. A new heating, ventilation, and air conditioning (HVAC) system is being installed in the State Capitol to provide a more efficient and consistent level of comfort throughout the Capitol. The project entails more than replacing an outdated, less-efficient system. Other project goals include bringing back original features of the Capitol as intended by architect Cass Gilbert and to put in measures to make future maintenance less complicated.

Currently, the project's contractor, Wiseman Construction, is relying on a series of innovative and noticeable ways to move the necessary equipment into place, evident by the sight of cranes and lifts on the grounds and roof of Building 1. Equipment is also being moved into place by going through windows and temporary ceiling openings. Greg Harman, mechanical engineer with the General Services Division and project coordinator, notes the painstaking efforts now will pay dividends later.

"Everybody in the State Capitol has been exceptionally patient with us. It is a real challenge to do a renovation project of this magnitude while people are still working in the building," he said of the multi-year project that began less than a year ago. "Add in the historical preservation steps we are taking and the need to operate State government during this project, and everyone involved deserves credit for their incredible understanding."

Harman said the new HVAC system entails the latest technology available to improve the quality of heated and cooled air circulated through the Capitol in a more cost-efficient manner. To reduce the need for intrusive ways to access the new HVAC system, catwalks have been built, which will not only help support the system but allow easier access for maintenance in the future. Another component of this project is to replace fluorescent lights from suspended ceilings with reproductions of the original light globes, tying the project to two different eras.

"We are going forward with the technology regarding the HVAC system," Harman said, "and going backwards with the décor."



This crane atop the State Capitol is one of several resourceful ways contractors are installing a new HVAC system throughout Building 1.



Contractors installing the new HVAC system throughout the Capitol are replacing worn, corroded pipes such as these.

STATE EEO CONFERENCE

GLADE SPRINGS
NOV. 2 - 4



The West Virginia EEO Annual Conference will be held November 2 through 4, 2011 at Glade Springs Resort. E-pay is available for Conference registration - early registration fee is \$195 (until October 16); beginning October 17, the registration fee is \$240.

The Conference schedule and meal information can be found on the EEO website (www.eeo.wv.gov). Updates will be posted as information becomes available, so please check back often.

For additional information, contact Beverly Reed at beverly.r.reed@wv.gov or 304-558-0857.

PLEDGE – Cont. from Pg. 3

- ✓ Safeguard portable computing equipment when in public places.
- ✓ Report all Security incidents immediately.
- ✓ Do your best to safeguard sensitive data.
- ✓ Pledge to spread the message to friends, co-workers, and the community about staying safe online!

Our State's Information Security and Controls Office strives to keep all State agencies informed about the most recent cyber security threats, safe computing practices, and information security policies. This pledge promotes awareness in a wide variety of information security areas.

Remember, this is a competition between the states. Let's see how many participants we can get! Also remember that it's not limited to State employees, so get your family, friends, and school and business acquaintances involved in the information and cyber security safe practices buzz!

Time is limited – The Pledge Contest began September 1, 2011 and will run through October 31. Head to the website at <http://msisac.cisecurity.org/cyber-pledge/> to sign. Winners will be announced in November, and the State with the most pledges signed will receive an award.

West Virginia CAN WIN this and earn the right to claim that we sincerely care about our systems and data.

THANKS FOR SIGNING THE PLEDGE TODAY!



As Thanksgiving Approaches – Let's Talk Turkey!

According to the book *How to Cook a Turkey* by the editors and contributors of *Fine Cooking Magazine*, frozen turkey thaws in the refrigerator at a rate of five hours per pound (for example, a 12 pound turkey would need 60 hours in the fridge to thaw).

You can significantly speed up the thawing time by immersing it in cold water. According to the magazine, thawing time drops to 30 minutes per pound, so the same 12 pound turkey would thaw in six hours. They recommend placing the bird in your sink and covering it with cold water, making sure the change the water every half hour.

How big should your turkey be? The following chart, compiled from several sources, is a good starting point:

TURKEY WEIGHT	AVERAGE NO. ¾-1 LB. SERVINGS	AVERAGE NO. ¾-1 LB. SERVINGS WITH ½-LB. LEFTOVER SERVINGS
14 lbs.	14	09
16 lbs.	16	10
18 lbs.	20	12
20 lbs.	22	14
24 lbs.	26	17



Christopher Columbus is credited with discovering America on October 12, 1492, though he actually set out to find a western route between Europe and Asia. In fact, after first landing in the Bahamas, he sailed further east, finding Cuba and believed he'd found China. And even though he found the Americas, he never stepped foot on mainland North America. Columbus actually made four trips across the Atlantic, and it wasn't until his third trip that he realized he hadn't found Asia. Columbus died in 1506.

Jingle Bells Holds Dubious Distinction

Jingle Bells is one of the holiday season's most popular carols. It was written by James Lord Pierpont sometime during the 1850's, and published by Pierpont in 1857. Did you know that it was initially a Thanksgiving song for a children's program in Savannah, Georgia at a church where Pierpont was the organist?

Originally titled *One Horse Open Sleigh*, Pierpont reprinted the song in 1859 and renamed it *Jingle Bells*. The song became so well-loved and accepted, that it edged from Thanksgiving to become a favorite holiday carol.

Another interesting fact about *Jingle Bells*: it has the dubious distinction of being the first song broadcast from outer space. Gemini 6 Astronauts Tom Stafford and Wally Schirra decided to prank Mission Control. They sent the following report:

We have an object, looks like a satellite going from north to south, probably in polar orbit ... I see a command module and eight smaller modules in front. The pilot of the command module is wearing a red suit ..."

After the message and much to the amusement of the ground crew, they began playing *Jingle Bells* on a harmonica and sleigh bells they'd smuggled aboard the spacecraft, both of which are now on display Smithsonian National Air and Space Museum. They're also considered the first musical instruments played in space.



Agriculture Warns Horse Owners of West Nile Case in Virginia

Reprinted (with edits) from the Department of Agriculture's webpage: www.wvagriculture.org/news_releases/2011/9-16-11.html.

The West Virginia Department of Agriculture is reminding horse owners to protect their animals from West Nile Virus (WNV) after a horse in Berryville, Virginia was euthanized after contracting the disease. It was the first WNV case in a horse reported in Virginia this year. Berryville is approximately 15 miles from the Hollywood Casino at Charles Town Races in Charles Town, West Virginia.



“West Nile vaccine for horses is available and should be strongly considered by every horse owner,” said Commissioner of Agriculture Gus R. Douglass. “Horse owners should also eliminate mosquito breeding areas around their barns and fields.”

Mosquitoes breed only in standing water, so improving drainage and removing old tires or other items that hold water is critical to keeping the mosquito population in check.

WNV usually lives in wild birds of many different species. Mosquitoes transmit it from bird to bird. Occasionally a mosquito that has bitten an infected bird will then bite a horse or other mammal and transmit the virus to them.

Animal owners should consult their veterinarians if an animal exhibits any neurological symptoms such as a stumbling gait, facial paralysis, drooping, or disinterest in their surroundings. Currently, there are live-animal tests for WNV in horses and chickens, but none for other animals, although testing can be done on any dead animal.

The WNV vaccine for equines initially requires two doses administered three to six weeks apart. The vaccine takes four to six weeks from the second dose for optimal effectiveness. Horse owners should consult with their veterinarians to choose a re-vaccination schedule to protect their horses effectively. It is also recommended that if horses are vaccinated in the spring, a late summer booster should be administered for optimum protection.

Currently, no drugs exist to treat WNV specifically in horses. Treatment for an infected horse consists of supportive therapy to prevent the animal from injuring itself throughout the two to three weeks of the disease.

The West Virginia Department of Agriculture protects plant, animal, and human health through a variety of scientific, regulatory, and consumer protection programs, as mandated by State law.

AGRICULTURE WARNS CITIZENS OF CANTALOUPE LISTERIA OUTBREAK

The Department of Agriculture also warns that West Virginians could be at risk for the listeria bacteria outbreak associated with cantaloupes due to tainted melons sold in border states. If buying a cantaloupe, make sure it's not from Jensen Farms, under the brand Sweet Rocky Ford, but note that **not all cantaloupes are labeled**.

The outbreak is the deadliest in the U.S. within the last 10 years. For details on this and other recalls, visit www.fda.gov/Safety/Recalls/ucm271879.htm.



Pencil In ...



For those you don't like cabbage but still want an edge for additional luck at the new year, folklore has it that **burning a bay-berry candle** all the way down on New Years Eve will bring good fortune in the coming year.



Joyful Night 2011 will take place at the State Capitol on Thursday, December 1 at 6 PM. Watch your local media for more information.



The **State Employees Combined Campaign** is underway through December 31. Donations can be made to either a general fund or a specific United Way funded agency. Contact your agency pledge coordinator or agency Payroll Office for more information and donation forms.



When the world is so complicated, the simple gift of friendship is within all our hands.

Maria Shriver

Stateline is published by the WV Department of Administration, Division of Personnel

Earl Ray Tomblin, Governor
Robert W. Ferguson, Jr., Cabinet Secretary
Sara P. Walker, Director
Jane S. Fouty, Editor

State Capitol Complex, Building 6, Room 416
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0139
Telephone: 304/558-3950, ext. 57215
E-mail: jane.s.fouty@wv.gov
www.personnel.wv.gov