

# Tid-Bits

May 2006

**Tid-Bits is a publication of the West Virginia Public Health Association, Professional Clerical Section.**

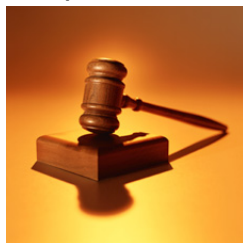
## **Message from the President**

*Linda Sanders-Randolph-Elkins LHD*

It doesn't seem possible that this is May and it has been eight months since our conference in September.

The Executive Committee has been making plans for conference this year at Canaan and we hope to have an excellent program. We usually have our best attendance at Canaan and ask that you make plans now to attend and support the Professional Clerical Section.

Our section used to have the largest attendance at the WVPWA Conference and we always had 80 to 100 people attend, more than nurses or sanitarians. Although our total membership has remained around 80 to 100, the attendance at our section meetings at conferences has been about 35 to 40 people. I know there are various reasons for this, such as cutbacks in travel and more work for the same number of staff. Please do your best to support the Professional Clerical Section with



your attendance at conference and at the mid year training scheduled at Parkersburg in June.

Tami Davis accepted the responsibility as chair of Ways and Means to help raise money for our section, along with planning the program for September. She could use some help in this endeavor and I ask that if fund raising is one of your talents that you volunteer to assist her in this important work.

I want to see our section grow, be active, and once again have our section well represented at conference. This can happen if YOU do your part by participating in meetings and activities and volunteer to work with the Executive Council.

A great big thanks to all the Office Professionals in public health who are doing a tremendous job, with limited resources, to help keep all the offices running in a smooth and efficient manner. It couldn't be done without you.

## **Tid-Bits**

*Fred Barley-OEHS*

*Pam Barley-Lincoln LHD*

We appreciate everyone sending in articles for the membership to share. Once again, we are able to post this on the internet. Thanks to Janie Young of

*Don't forget to pay your dues! They go up to ten dollars after July 1<sup>st</sup>.*

MIS for posting information as well as the issues of Tid-Bits.

### **Ways and Means**

*Tami L. Davis-MOVHD*



The Professional Clerical Section will have some fund raising activities again this year. There will be 4 or 5 beautiful wreaths to raffle off. The raffle tickets will probably be \$1.00 each or 6 for \$5.00. We have our wonderful smelling candles for \$4.00 each again. This year they will have cloth and ribbons on the lids. There will also be a 50/50 drawing. Hopefully we will also have a Country Basket to raffle with flour, baking mixes, recipes, country baking utensils and some other goodies. Who knows what other ideas we will be cooking up. Have a great summer!

### **Nominating**

*Sue Latorre-OEHS*

We need candidates for the offices of Vice President and Treasurer. Currently there is one candidate for Vice President and we must have two people on the ballot.

If you are interested in running, please call Sue Latorre at 558-6732 or email [slatorre@wvdhhr.org](mailto:slatorre@wvdhhr.org)

### **Employee Benefits**

*Joycelyn Kyte-WV Office of the Attorney General*

The Professional Clerical Section will hold its Mid-Year Spring Training on June 16, 2006, at the Mid Ohio Valley Health Department, 211 6<sup>th</sup> Street, Parkersburg, West Virginia.

Registration will be \$10.00 for members and \$15.00 for non-members. Please pre-register using the form at the end of Tid-Bits. Lodging arrangements have been made at the Holiday Inn Parkersburg



for \$60.00 (government rate). Please call (304) 485-6200 to make your reservations. Registration should be made by June 9, 2006.

*Don't forget to pay your dues! They go up to ten dollars after July 1<sup>st</sup>.*

## Membership

*Lana Cyrus-OEHS*

Hello Members, old and new!

It won't be long before Mid Year will be here. I hope you will get to come and take advantage of all we have to offer. Joycelyn has done another good job for this year's program.

If you haven't had time to send in your dues yet, please do so as soon as possible.

I would like to see each member we have take a few minutes, talk to your co-workers about the PCS, and see if you can get some "new" blood in the organization. Even if a person can't come for all the meetings, I hope to see you at most of them. The main two being Mid Year and the Conference in the Fall.

I would like to be able to recruit as many as we can. Talk to the new people in your office and speak to the older ones that have dropped out and see if we can get them back.

If you have any ideas concerning the PCS, please let me know. See you at the Conference in the Fall I hope.

## Hall of Fame

*Lynne Peters-MOVHD*

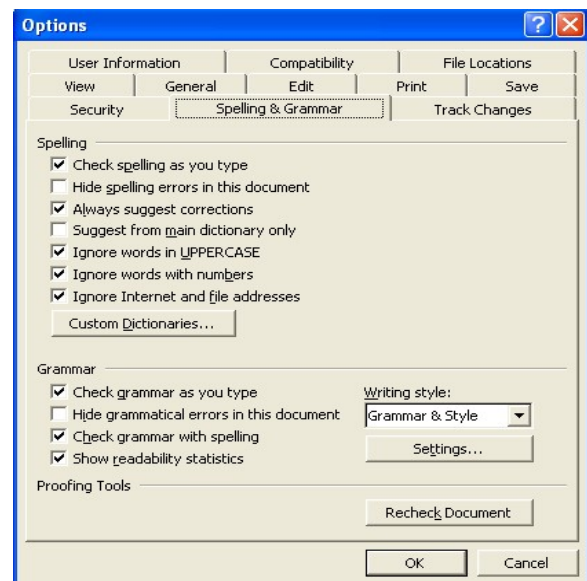
The Hall of Fame Committee will meet later in the year and review the nominations. The recipient of the Hall of Fame Award will be announced at conference in September.

## Computer tips

*Fred Barley-OEHS*

When you are in doubt of the spelling of a word, there are a couple of things to do. Set Word up to automatically check spelling (and grammar) as you type. Go to **TOOLS**, then select **OPTIONS**, then select the tab **SPELLING & GRAMMER**.

Make sure the boxes are checked as shown below. You will notice a red squiggly line under words the dictionary questions. If you have a possible grammatical mistake, it will have a blue squiggly line underneath the questionable section.



If you don't want to run the whole spell check, you can check the spelling of an individual word but simply RIGHT-CLICK anywhere on the word, and options will appear in a box. Select the correct spelled word and it will replace it and close the box for you.

*Don't forget to pay your dues! They go up to ten dollars after July 1<sup>st</sup>.*

# ***MEMBERSHIP APPLICATION***

## **PROFESSIONAL CLERICAL SECTION WEST VIRGINIA PUBLIC HEALTH ASSOCIATION**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Years of Service in Public Health \_\_\_\_\_ Date employed \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Please Check Amount Paid \_\_\_\_\_ **\$5.00** (Prior to July 1) \_\_\_\_\_ **\$10.00** (After July 1)

\_\_\_\_\_ Renewal \_\_\_\_\_ New

Make check or money order payable to: **Professional Clerical Section**

Mail to: *Lynne Peters*  
*2707 Harrison Avenue*

*Don't forget to pay your dues! They go up to ten dollars after July 1<sup>st</sup>.  
Parkersburg, WV 26104*

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**PROFESSIONAL CLERICAL SECTION  
MID-YEAR SPRING TRAINING  
PARKERSBURG, WEST VIRGINIA  
JUNE 16, 2006**

The Professional Clerical Section will hold its Mid-Year Spring Training on June 16, 2006, at the Mid Ohio Valley Health Department, 211 6<sup>th</sup> Street, Parkersburg, West Virginia.

Registration will be \$10.00 for members and \$15.00 for non members. Please pre-register using the form below. Lodging arrangements have been made at the Holiday Inn Parkersburg for \$60.00 (government rate). Please call (304) 485-6200 to make your reservations. Registration should be made by June 9, 2006.

The training agenda is attached.

Name \_\_\_\_\_

Agency \_\_\_\_\_

Agency Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Registration Fee: \$15.00 Enclosed \_\_\_\_ Yes \_\_\_\_ No PCS 2006 Dues Enclosed \_\_\_\_ Yes \_\_\_\_ No

**Make checks or money orders payable to: Professional Clerical Section  
Mail to: Lynne Peters, Treasurer, PCS, 2707 Harrison Avenue, Parkersburg WV 26101**

**It is not necessary to be a member of the PCS to attend our Mid-Year Training.**

*Don't forget to pay your dues! They go up to ten dollars after July 1<sup>st</sup>.*

**PROFESSIONAL CLERICAL SECTION  
MID-YEAR SPRING TRAINING  
PARKERSBURG, WEST VIRGINIA  
JUNE 16, 2006  
AGENDA**

8:30 - 9:00	Registration
9:00 - 9:05	Welcome
9:10 - 10:30	"GroupWise Training" - Dianna Gertz
10:30 - 10:45	Break
10:45 - 12:00	"ACCESS Training" - Brent Wood
12:00 - 1:00	Lunch (On Your Own)
1:00 - 2:30	"WORD Training" - Marsha Dadisman and Susan Jenkins
2:30 - 2:45	Break
2:45 - 4:00	"Postal Addressing for Success" - Judy Gales
4:00 - 4:15	Closing Remarks

*Don't forget to pay your dues! They go up to ten dollars after July 1<sup>st</sup>.*

## DIRECTIONS

From Holiday Inn to Mid Ohio Valley Health Department:

At bottom of hill bear left around the bend / at stop sign bear to right / continue on 7<sup>th</sup> Street / at the 9<sup>th</sup> light turn left onto Market Street / go to 5<sup>th</sup> and Market Streets (2<sup>nd</sup> light on Market) / turn right on to 5<sup>th</sup> Street next light turn right / park in the parking garage.

\* \* \* \* \*

light at 7<sup>th</sup> and Fairview Ave. (Kroger on right)  
next light 7<sup>th</sup> and Park Street (CVS and Wendy's on right)  
next light 7<sup>th</sup> and Liberty Street (Super America on left)  
next light 7<sup>th</sup> and Staunton Avenue  
next light 7<sup>th</sup> and East Street (Cottman's Transmission)  
next light 7<sup>th</sup> and Lynn Street (Sugars on right) stay in right lane

Proceed up graded hill get in the left lane, this is 8<sup>th</sup> Street

next light 8<sup>th</sup> and Green Street  
next light 8<sup>th</sup> and Avery Street  
next light 8<sup>th</sup> and Market Street

turn left / get in the right lane this is Market Street  
at the second (1<sup>st</sup> light Market and 7<sup>th</sup> Street – 2<sup>nd</sup> light Market and 5<sup>th</sup> Street)  
turn right this is 5<sup>th</sup> Street  
next light turn right this is Juliana Street  
park in the parking garage - **cost is \$5.00 for the day**



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TREASURER'S REPORT – APRIL 25, 2006

Lynne Peters, Treasurer – Mid-Ohio Valley Health Department

November 01, 2006 Balance: \$3,169.60

Deposits:

November 7, 2005 \$ 192.00

Raffle Monies

January 24, 2006 \$ 65.00

Dues 13@ \$5.00

March 24, 2006 \$ 30.00

Dues 6@ \$5.00

April 5, 2006 \$ 45.00

Dues 9@ \$5.00

April 21, 2006 \$ 20.00

Dues 4@ \$5.00

April 25, 2006 \$ 40.00

Dues 8@ \$5.00

Total Deposits: \$ 392.00

Balance: \$3561.60

Expenses:

Check #1078 Harriett Fitzgerald \$ 322.63

Health Conference Speaker Expense

Check #1079 Lynne Peters \$ 27.56

Health Conference Speaker Gift

Check #1080 Image By Design \$ 220.36

Health Conference Luncheon Favors

Check #1081 Lana Cyrus \$ 144.51

Health Conference Reception Decorations

Check #1082 Wells Media Group \$ 176.16

Health Conference Speaker Expense

Check # 1083 Wendy Barnette \$ 13.73

Health Conference Memorial

Check #1084 Oglebay Resort \$ 538.20

Health Conference Luncheon

Total Expenditures: \$1,443.15

Balance as of today: \$2,118.45