Employee of the Month

Dodson’s Professionalism Shines at General Services

William Dodson, a Custodial Supervisor with the General Services Division, has been selected as the Department of Administration’s Employee of the Month for August.

A state government employee for nine years, Dodson is responsible for supervising all the activities of the agency’s custodial day shift, which includes general office cleaning; moving furniture; setting up and breaking down equipment for special events at the Capitol; and trash removal.

“William performs his duties with great professionalism and constantly goes out of his way to handle any situation that may arise at the Capitol,” said one co-worker. “He is dependable, courteous and quick to provide assistance, always doing his duties with a smile on his face.”

Said another co-worker, “I think a testament to him being a top-notch employee and supervisor is that he always carries out his duties from others without fail and the ones he supervises always respond positively to him.”

In his spare time, Dodson likes going to the movies and spending time with his family. He will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Ross Taylor on August 1 at 11:15 a.m. in the lower rotunda area of the Capitol.

Eddy Appointed Executive Director at Public Defender Services

Cabinet Secretary Ross Taylor welcomes Dana Eddy to the Department of Administration as the executive director of the West Virginia Public Defender Services. Gov. Earl Ray Tomblin made the appointment in June and Eddy began his duties on July 1.

As executive director of the Public Defender Services, Eddy’s responsibilities include overseeing the funding of all indigent defenses for the state of West Virginia. The Public Defender Services coordinates the payment of representation through Public Defender Corporations and through private attorneys appointed on an individual case basis.

An experienced attorney and author, Eddy has had his own legal practice since 2007 and worked previously for other law firms and as legal counsel for various businesses. Additionally, he served as general counsel for former Gov. Gaston Caperton from 1993-1996.

Please see EDDY, Page 5

Dana Eddy was appointed by Gov. Earl Ray Tomblin as the executive director of the West Virginia Public Defender Services.
Editor’s Note: This is part of an on-going series of articles which takes a closer look at Department of Administration agencies.

It was 80 years ago that Governor George Kump created the Purchasing Division, then known as the Department of Purchases. Kump first tried to establish a central state purchasing agency through the legislative process but his bill to do so was turned away by elected officials during the Legislative Session. Thus, in 1933, the Department of Purchases was created by Executive Order, and in 1935, the Legislature did pass legislation to create the agency by statute.

The creation of this new agency made quite an impression, as the then-state Democratic chairman said of the new agency that it was “one of the most far-reaching reforms the state has experienced. It enables the state to buy efficiently, economically and honestly.”

Today, the focus of the Purchasing Division remains the same as noted in its Mission Statement: “To provide prudent and fair spending practices in procuring quality goods and services at the lowest cost to state taxpayers by maximizing efficiencies and offering guidance to our customers.”

The Purchasing Division accomplishes this mission within the agency’s three sections in addition to the Director’s Office: Acquisition and Contract Administration (ACA); Com-

LOOKING AT ADMINISTRATION:
Purchasing Division

Statutory Authority: West Virginia Code §5A-3-1 et seq.
Mission Statement: “To provide prudent and fair spending practices in procuring quality goods and services at the lowest cost to state taxpayers by maximizing efficiencies and offering guidance to our customers.”
Website: www.wvpurchasing.gov
Telephone Number: (304) 558-2306
Physical Address: 2019 Washington Street, East
Charleston, WV 25305

Please see PURCHASING, Page 4
Roger Wines, a Buildings Operations Supervisor with the General Services Division, was honored by the Department of Military Affairs and Public Service for his contributions to the Donel C. Kinnard Memorial State Veterans Cemetery.
PURCHASING
Continued from Page 2

munication and Technical Services (CTS); and Program Services.

The ACA section is responsible for the procurement of products and services for state agencies – except those exempt by law – which are expected to exceed $25,000. The Contract Management Unit within this section oversees the management of contracts and the inspection of purchasing documents to ensure compliance with state laws, regulations and procedures.

“Our primary mission is centered on sound purchasing decisions and practices. At the same time, we continue to focus our energies on being good partners with our state agency procurement officers and our vendor community,” said Dave Tincher, who has been at the Purchasing Division for more than 35 years, the last 17 years as director. “Our agency is looked upon for our ability to manage tax dollars, and rightfully so, but we never lose sight that having good working relationships with our many customers is vital to accomplishing this goal.”

Tincher added that the 17 procurement staff members have attained noteworthy credentials, including 13 with a minimum of a college bachelor’s degree; eight achieving national procurement certification through the Universal Public Procurement Certification Council; eight achieving the Basic Certification in the West Virginia Purchasing Certification Program; and four earning the Advanced Certification.

The CTS section focuses on technology, communication, training, vendor registration and relations, and other administrative functions, such as imaging and records retention, purchase order encumbrance, bid receipt and bid package distribution.

The Program Services section is responsible for several statewide programs, such as the Travel Management Unit, which offers guidance to state business travelers; the Fixed Assets Unit maintains the state’s inventory of property and ensures the agencies certify their state-owned property on an annual basis; and the West Virginia State Agency for Surplus Property, which manages the state and federal programs for property no longer needed within the respective governments.

“Our agency executes more than $500 million in purchases each year on behalf of state agencies under our authority. Because of this enormous responsibility of our staff, I commend them for their professionalism and dedication,” said Tincher. “It is vital that we function in a transparent manner and I think our state's taxpayers can be reassured that our agency is very professional in performing efficiently as mandated by state code, legislative rule and our agency guidelines.”

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"Our agency is looked upon for our ability to manage tax dollars ... but we never lose sight that having good working relationships with our many customers is vital to accomplishing this goal.

- Dave Tincher
Purchasing Division Director"
**Surplus Property Says ‘Thanks!’**

Warehouse Supervisor Anthony Cooper moves a desk with a forklift during the Customer Appreciation Day at the West Virginia State Agency for Surplus Property on July 25. The agency offered extended hours and special deals throughout the day.

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**Supervisor/Manager Training Program Provides Benefits to State Employees**

The West Virginia Division of Personnel has a Supervisor/Manager Training Program (DOP Policy-18) that requires supervisors and managers to receive training that helps them carry out their duties and responsibilities. In addition, the Division of Personnel offers many courses to assist state employees in becoming more proficient with their varying duties and responsibilities.

The Supervisor/Manager Training policy consists of specialized courses of study that are designed to prepare public supervisors and managers to function effectively in today’s dynamic workplace. The Division of Personnel’s Organization and Human Resource Development (OHRD) Section provides the training which is organized into four components, each with specific topics and goals.

Component I of this policy requires managers and supervisors to take the following programs: Preventing Harassment: A Shared Responsibility; The Drug-Free Workplace (offered as a classroom program and online), and Employee Performance Appraisal I: Policies and Forms. Component II requirements include Managing and the Law; Supervising for Success II: Critical Skills for New Supervisors, and Discipline and Documentation.

Component III of the policy requires supervisors to attend one of the following three programs: Personnel Management in State Government; or Workplace Safety: Your Responsibility; or Finance for the Non-Financial Manager. Once these courses are completed, supervisors and managers must complete 12 hours of continuing education each year in the areas of supervision, management, or leadership.

“This Supervisor/Manager Training Program is a valuable asset for those new to management and supervisory roles, but it is also an equally valuable program for those who have been in supervisory positions for many years.”

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**EDDY**

Continued from Page 1

“I am looking forward to serving the state of West Virginia again in this new role,” Eddy said. “The Public Defender Services office has an important role in providing necessary services to our citizens and my staff and I look forward to carrying out these duties as efficiently and effectively as possible.”

Eddy graduated summa cum laude from Salem College with a Bachelor of Arts degree and earned his Doctor of Jurisprudence from Harvard Law School. Eddy has been a member of the Criminal Justice Act Panel from which appointments are made to represent indigent defendants in the federal court system. In addition to his education and professional career, Eddy has been actively involved with the United States Tennis Association and currently serves as President of the Ohio Valley Tennis Association.

“We are fortunate to have Dana Eddy join West Virginia state government in leading the Public Defender Services,” said Governor Tomblin. “He brings not only an in-depth knowledge and legal background, but also a wealth of experience that will benefit the operational goals of this agency.”

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**JUDGES**

Continued from Page 3

said ALJ Billie Catlett. “Our decisions can be appealed to appellate courts and I think the fact that nearly all of our decisions which have been appealed are upheld by these courts demonstrates that we do put a great deal of effort into our decisions.”

Carrie LeFevre is among the agency’s four Charleston-based ALJs, joining McGinley, Brown, and Catlett. Ronald Reece and Brenda Gould are located in Westover, outside of Morgantown, to oversee grievances handled in the northern and eastern parts of the state.

“One of the encouraging aspects of being an ALJ is that we do see that we have a very good workforce here in the state,” LeFevre said. “The grievant and employer do have their disagreements but I think both sides do have the best interests of the state in mind and that is a positive thing to see.”
Welcome! ... The Department of Administration is pleased to welcome our new employees: Lionel Adams (CPRB); Daniel Nary (Finance); Hilary Payne (PEIA); Jason Agan (General Services); Dana Eddy (Public Defender); and Timothy Bailey, Abiodun Craig, Bill Ferguson and Gregory Starcher (Office of Technology).

Best Wishes ... to Dawn Webster (Finance); Casey Hill (Purchasing); Justin Alston (Real Estate); and Debra Lore and Emily Washington (Office of Technology), who recently resigned from our department.

National Designation ... Bob Miller, a Senior Claim Representative at the Board of Risk and Insurance Management, recently earned Certified Subrogation Recovery Professional (CSRP) Designation from the National Association of Subrogation Professionals (NASP), the world’s largest insurance subrogation association and leader in subrogation education. Congratulations to Bob for his achievement!

Baby News! ... Congratulations to Purchasing Division’s Lu Anne Cottrill, who celebrated the birth of her first grandchild, Eden Anderson Hall. Eden is the daughter of Jenny and Jimmy Hall, who was born July 24, weighing 7 lbs, 6 oz and 21 inches long.

HAPPY BIRTHDAY ... in August

2 Gary Burns ............ Technology
3 Tracy Dennis ........ Personnel
David Roberts ........ Personnel
Sean Smyth ........ Technology
4 Tim Graley ........... Technology
Roderick McAfee ........ Technology
Rosa McFarland .... Public Defender
Jennifer Myers .......... CHIP
5 Donnie Lewis .... Technology
Patricia Bowgren ........ CPRB
6 Michele Null ........ Technology
Elizabeth Perdue .... Purchasing
Anthony Brooks ........ Gen. Svs.
Robin Chambers ........ Finance
Sheena Lincolnogger .. Personnel
7 Jordan Kirk .......... Purchasing
Amber Rose-Byble ...... PEIA
10 Linda Dexter .......... BRIM
Larry Meninger ......... Technology
Donald Patterson .... Technology
12 J. Greene ............... CPRB
Ed Nelson ................. Technology
13 Phil Debruyne ......... Technology
Brittany Smith .......... CPRB
14 Marta Dean ............... Personnel
Sharon White ........... Technology
Richard Wickert .......... Technology
15 Marilyn Padon ....... Technology
David Scruggs .......... Technology
Robert Stafford ........ Gen. Svs.
16 Paul Halloran .......... Gen. Svs.
Joyce Larabee ......... Technology
Jessica Wiseman ......... Finance
18 Chris Bostick .......... Aviation
James Hicks .......... Technology
Rebecca Owens ...... Technology
Mike Sheets .......... Purchasing
Beverly Tobler .......... Purchasing
Ryan Lawler ...... Grievance Board
Bill McGinley .... Grievance Board
Donna Price .......... Technology
20 Robert Fisher .......... BRIM
Brandon Fox .......... Technology
Bryant Reynolds .... Technology
21 Terry Light ............... CPRB
Tim Miller .......... Purchasing
Ashley Neff .......... CPRB
22 Christopher Harich ... Sec. Office
Cynthia Smith .......... Technology
Don Stiles .......... CPRB
24 Hillary Balding .......... Personnel
Frances Buchanan .......... PEIA
25 Kim Harbour .......... Technology
Tammy Patton .......... Technology
26 Sheila Coughlin . Public Defender
Jennifer Ricker .......... Grievance
27 Teresa Townsend ....... Personnel
Erin Vance .......... CPRB
28 Greg Ganoe .......... Technology
29 Candace Vance ........ CHIP
30 Elizabeth Humphreys Technology
Nancy Stark .......... Technology
Claudia White .......... CPRB
31 Sharon Corte .......... CHIP
Cynthia Dotson .......... PEIA

Reimbursement Rate for Mileage Stays Steady

West Virginia Department of Administration officials announced in July that the state mileage reimbursement rate for privately-owned vehicles for state use will remain at 47 cents per mile. This rate will be in effect until the next review period in January of 2014 or until further notice.

A bi-annual review of the state’s mileage reimbursement rate for privately-owned vehicles is conducted in both January and July of each year by Department of Administration Cabinet Secretary Ross Taylor. This state rate will be in effect until further notice or after the next review is published in January 2014.