



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
JUNE 2014 - Volume 21, Issue 6

Employee of the Month

Jane Shinn Shines in Work at the Finance Division



JANE SHINN
June Employee
of the Month

Jane Shinn, a Financial Reporting Specialist for the Finance Division, has been selected as the Department of Administration's *Employee of the Month* for June.

A state government employee for 15 years, Shinn serves as the manager of the Financial Accounting and Reporting Section. She oversees the completion of several of the agency's annual reports, including the Comprehensive Annual Fi-

nancial Report. Shinn also reviews and approves other state agencies' financial reports and is responsible for the agency's Generally Accepted Accounting Principles training.

"In the past year, Jane has taken on additional duties and worked long hours, along with her staff, to meet sensitive deadlines on a variety of reports," said a co-worker. "She always goes the extra mile to ensure these important financial reports are

completed in a timely manner."

Said another co-worker, "No matter how much pressure Jane is under to meet deadlines, she always has kind words and smiles. Jane is a team player."

In her spare time, Shinn likes to knit. She will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Ross Taylor on June 4 at 11:15 a.m. at the Finance Division Office in Building 17 on Washington Street.

State Government Career Fair Focuses on Potential Employees

The West Virginia State Government Career Fair found a steady flow of interested potential candidates for a wide variety of jobs available throughout state government. The event, now in its third year, took place on May 7 at the Great Hall inside the Culture Center. It was conducted by the Division of Personnel in collaboration with WorkForce WV.

"This is a way for citizens to acquire knowledge about participating agencies and we know that if they attend, they want to be a part of state government. The applicants become familiar with the on-line application procedures and our lucra-

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The third annual West Virginia State Government Career Fair gave potential employees a chance to speak with representatives from various agencies throughout West Virginia state government.



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General Services Division Perseveres at Keeping State Offices Shining Brightly

Editor's note: This is part of an on-going series of articles which takes a closer look at Department of Administration agencies.

West Virginia provides countless photo opportunities for anyone who owns a camera, whether it is for professional purposes or assembling a simple vacation album. When it comes to the state's man-made gems, none may be more worthy of a snapshot than the State Capitol.

Designed by famed architect Cass Gilbert, the Capitol and its surrounding campus has long received high praise from travel and building experts as one of the country's most picturesque capitols. The level of detail and the history behind Gilbert's creation has been the subject of many books, articles and broadcast features.

The responsibility to ensure that our Capitol always remains a gem to be seen and, just as important, a sound environment for state employees, elected officials and the public to interact and conduct important year-round, falls



on the General Services Division.

"Keeping this 55-acre campus looking its best year-round is a great source of pride for all our 106 employees," said General Services Director Greg Melton. "We all know that our Capitol is something worth seeing for visitors who come to Charleston."

Melton noted the General Services Division extends its services and expertise beyond the 16 buildings owned and maintained by the Department of Administration that are located on campus. General Services is responsible for more than a dozen buildings located around the state.

"We are responsible for offices large and small from Charleston to Williamson to Weirton and points in between," said Melton. "Inside those buildings are thousands of state workers which we try to provide the best possible work environment. That is certainly a challenge for us but a challenge we take to heart."

The General Services Division accomplishes its duties through the coordination of its six sections which are listed below with their primary responsibilities:

Architecture and Engineering: Provides architecture and engineering services; project management and construction administration; and environmental services.

Business: Provides expenditure, inventory and agency purchasing activities; and oversees the agency's service desk.

Please see GSD, Page 5



In addition to their regular duties, General Services Division employees are frequently called upon to set up for many types of special events held at the Capitol, including the 150th State Birthday Celebration last June (shown at top). GSD Engineer Greg Harmon is pictured checking the HVAC settings that affect the Capitol (above).

LOOKING AT ADMINISTRATION: General Services Division

Statutory Authority: West Virginia Code §5A-4-1, et seq

Mission Statement: To provide a safe and comfortable environment for employees to function better, smarter and more efficiently, while maintaining a pleasing experience for those visiting all buildings owned and operated by the Department of Administration.

Website: www.generalservices.wv.gov

Telephone Number: (304) 558-2317

Physical Address: Capitol Complex, Building 1 Room MB-60, 1900 Kanawha Blvd E., Charleston, WV 25305

Purchasing Division Inspectors Provide Great Assistance and a Friendly Face to a Serious Job

They come in peace ... seriously.

The Purchasing Division inspectors know a visit to a state agency that is under the division's authority to review purchasing documents can initially create a bit of uneasiness. But they also understand that a good line of communication before, during and after a visit makes the process a productive one.

"We do our best to make it clear to the agencies we inspect that we are working with them to ensure the proper purchasing processes are being followed rather than trying to catch every discrepancy we can find," said Contract Manager Alan Cummings, who oversees the Inspection Unit. "Many of our visits also provide the opportunity for our inspectors to offer relevant training for agency personnel."

The Inspection Unit was created during the 2006 Regular Session of the Legislature. Since then, the inspectors have inspected every spending unit under the Purchasing Division's authority at least twice.

"We have seen that agencies have always demonstrated they were intending to use the proper procurement practices, in accordance with *West Virginia Code*, the *Legislative Rule* and our agency procedures," Cummings said. "On a positive note, the improper practices that we have found nearly all the time have been honest mistakes that were easily corrected. When it entails corrective measures, our inspectors do an excellent job of addressing the matter in a professional manner."

The Purchasing Division inspectors consist of Junior Blount, Shane Hall and Mitzie Howard, each assigned to



Purchasing Division Inspectors Shane Hall, Junior Blount and Mitzie Howard, seated left to right, discuss a recent inspection with Contract Manager Alan Cummings.

specific agencies. Their standard approach to an inspection consists of examining an agency's spending data in advance of a visit. Based on this information, the inspectors then compile a list of files to be reviewed from beginning to completion when they visit. The inspector will review any potential findings with the agency. After the inspection, a draft report is prepared and forwarded to the inspected agency for its review and comment. The agency is given a two-week with its response a part of the final report.

"I enjoy meeting and talking to people, witnessing firsthand the dedication of state employees and the amount of pride they take in their jobs," said Hall. "We travel all over

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Ethics Commission Continues its Statewide Educational Outreach

The West Virginia Ethics Commission continues its educational outreach efforts with its training sessions on the West Virginia Governmental Ethics Act that are conducted around the state.

The Ethics Commission sponsored a pair of training sessions in Gassaway and Huntington in May and will conduct its next session in Beckley on June 25. The training sessions are open to state and local public employees, government lawyers, media and the general public. The West Virginia State Bar has approved the course for 1.2 hours of Continuing Legal Education (CLE) credit, which includes 1.2 hours of Ethics credit.

The topics covered from the Ethics Act include the prohibition against use of public office for private gain (including

nepotism); the prohibition against having a financial interest in a public contract; gift limitations for public servants; the prohibition against improperly using or divulging confidential information; employment limitations for public servants; prohibited representation; limitation on practice before board/agency/department; employment by regulated persons/vendor; voting rules for public servant; and limitations on compensation/expenses.

The primary function of the Ethics Commission is to implement and enforce a code of ethical conduct enacted by the state Legislature for public servants. In recent years, the Ethics Commission has increased its education and training programs to aid public officials with a better understanding of the Ethics Act.

Fleet Management Office Offers Vehicles for Daily Rental Use



Kenny Yoakum and Becky Farmer with the Fleet Management Office stand next to two automobiles the agency offers as rental vehicles to state agencies for business purposes.

The Fleet Management Office is providing state agencies with another vehicle rental option to consider for business use. The Fleet Management Office currently has two Ford Fusions available to state agencies for a daily rental rate of \$34 and a Dodge Caravan for \$40 day. The daily rate includes gas and mileage at no additional fee. The Fleet Management Office plans to increase its fleet by the end of the summer with the addition of a Chevrolet Malibu and a Jeep Patriot. For more information or to reserve these vehicles, please call (304) 957-8207 or e-mail Fleet@wv.gov.

WVSASP Offers Extended Hours During Summer

As the summer finds the days growing longer, the West Virginia State Agency for Surplus Property (WVSASP) is taking the opportunity to offer customers extra chances to see what the agency has to offer.

WVSASP has extended its hours of operation on the **first Monday of every month throughout the summer to 7 p.m.** The extra hours are intended to allow customers who might not be able to visit the agency's warehouses in Dunbar during regular business hours more of a chance to stop and shop. Assistant Purchasing Director and WVSASP Manager Elizabeth Perdue said the extended hours have been successful.

"We are seeing very good customer numbers in the additional hours we are open," Perdue said. WVSASP's regular business hours at 8:30 a.m. to 4:30 p.m.

Perdue said the agency is seeing the increase in daily sales numbers during the extended hours. "This is truly

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CPRB Seminars Provide Retirement Insight for Public Employees

The Consolidated Public Retirement Board (CPRB) is sponsoring informational retirement seminars this month for members of the West Virginia Public Employees Retirement System (PERS).

These seminars provide an opportunity to learn about PERS annuity benefits and options. CPRB Outreach Officer Chrissy Courtney will provide a retirement overview presentation and be available for questions. Registration is not required and seminars are open to all PERS members. Spouses or other designated beneficiaries are also welcome to accompany members to a seminar.

For additional information, please visit www.wvretirement.com/News5.html or call (304) 558-3570. The seminars will be offered in the following locations:

June 2
4 – 6 p.m.
Tamarack Conference Center / Beckley

June 3
5 – 7 p.m.
CPRB office / Charleston

June 4
4 – 6 p.m.
Marshall University - Foundation Hall / Huntington

June 5
4 – 6 p.m.
Summersville CVB Arena and Convention Center

June 11
4 – 6 p.m.
Stonewall Resort / Roanoke

June 12
4 – 6 p.m.
Grand Pointe Conference and Reception Center / Vienna

June 16
4 – 6 p.m.
Oglebay Resort / Wheeling

June 17
4 – 6 p.m.
Martinsburg Holiday Inn

June 18
1 – 3 p.m.
South Branch Inn / Moorefield

June 24
5 – 7 p.m.
CPRB office / Charleston

CAREER FAIR

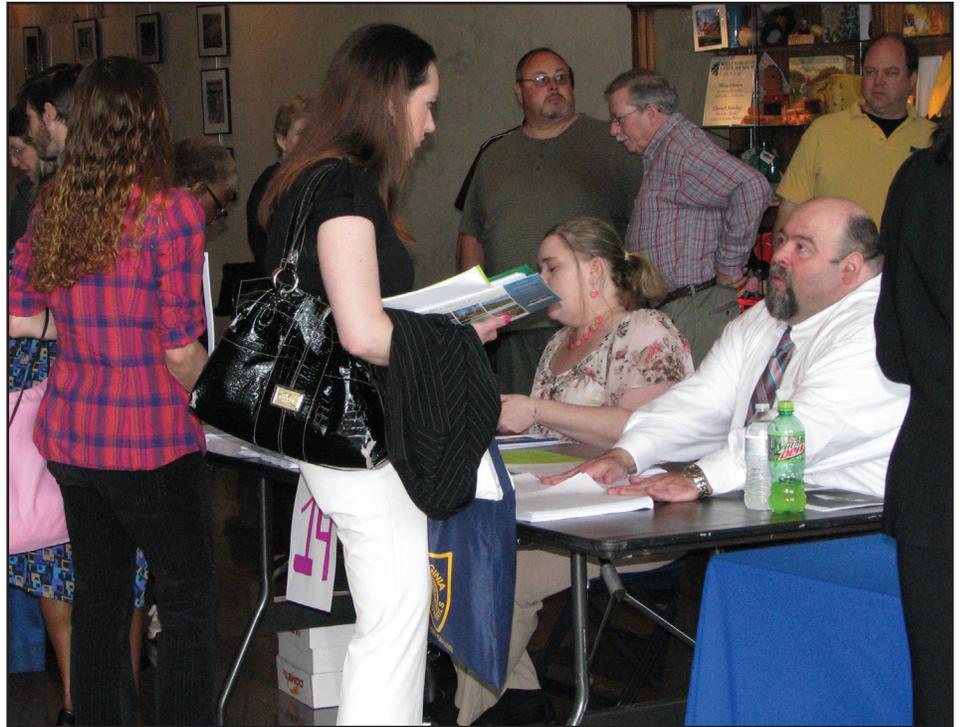
Continued from Page 1

tive benefits package,” said Mary Jane Ayoob of the Division of Personnel who served as event coordinator. “We attempt to highlight all of the critical need vacancies and we maintain contact with each and every applicant who attended. We check back with them to make certain that they understand the process and to answer any questions that may arise.”

Ayoob said approximately 300 individuals attended the event. She said this gave the 14 agencies in attendance the chance to share information about the vacancies and critical-need areas that they are looking to be filled.

“The agencies always appreciate the opportunity to meet with potential career candidates and to promote their worthwhile programs,” Ayoob said.

The state agencies which participated this year were the Bureau for Children and Families, Bureau for Medical Services, Bureau of Child Support Enforcement, Department of Environmental Protection, Department of Veterans Assistance, Division of Culture and History, Division of Corrections, Division of Highways, Division of



Approximately 300 individuals attended the third annual West Virginia State Government Career Fair held at the Great Hall in the Culture Center.

Personnel, Division of Rehabilitation Services, Library Commission, Lottery Commission, Office of Human Resources Management (Department of

Health and Human Resources), State Tax Department, West Virginia State Police, West Virginia Regional Jail Authority, and WorkForce WV.

GSD

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Custodial: Maintains custodial service for Capitol and main campus buildings; administration of custodial contract services for other buildings; and assists with events.

Occupational Safety and Health: Conducts OSHA safety training and inspections; NFPA compliance inspections; building inspections; indoor air quality assessments; accident/incident investigations; safety consulting; and safety program management

Grounds: Responsible for landscape maintenance; seasonal plantings; snow removal; refuse and debris removal; assist with events.

Operations and Maintenance: Oversees the operations of utilities; campus chiller plant; HVAC; electrical; mechanical; plumbing; elevators; structure; code compliance; modification of buildings to support agency operational requirements; and project management of emergency asset reconstitution.

“There is never any down time here. That’s for sure. Some days, we are getting ahead of the next project and other days we are reacting to unforeseen calamities like a derecho or a contaminated drinking water crisis,” said Melton. “Our employees press on every day no matter what. They know a lot of people are counting on them.”



General Services Division’s Ground Worker Tony Easley helps remove lawn debris from around the State Capitol. The Grounds Section is responsible for landscape maintenance; seasonal plantings; snow removal; refuse and debris removal; and to assist with events.

WVSASP

Continued from Page 4

that opportunity for individuals who may work during the same hours we are normally open," she said. "We have always firmly believed that there is so much that WVSASP has to offer the general public, from household furniture and office equipment to a wide variety of vehicles, all at very comparable prices. So, we encourage new and existing customers to give us a try." All state employees, excluding Purchasing Division staff, are eligible to purchase from WVSASP.

WVSASP will continue to offer its extended hours on June 2, July 7 and August 4. For more information on WVSASP, please visit WVSurplus.gov.

INSPECTORS

Continued from Page 3

the state and get to see what state government has to offer. I enjoy going to the state agencies and working one-on-one or in small groups with our purchasing counterparts."

Blount agreed that the job is rewarding, saying, "I like having to learn more about our state agencies. They all are unique and understanding the many differences about each one is a challenging, but enjoyable, part of being an inspector."

Whereas Hall and Blount have been inspectors since the early days of the unit, Howard is a newcomer to the position, having transferred from another position within the Purchasing Division in May.

"What this position entails was of interest to me. That is why I was drawn to it," said Howard. "I am looking forward to getting out in the field and meeting face-to-face with our state agencies' personnel."

And state agencies can count on a visit from a friendly face.

Welcome! ... The Department of Administration is pleased to welcome our new employees: **Kelly Blunden, Traci Dolan-Priestley, Heather Drake** and **Shelia Young** (CPRB); **Shannan Blood** (PEIA); **Gregory Clay** (Purchasing); **Steven Bradbury** (Real Estate); and **Finley Hammond, Tate Hamon, Christopher Malon** and **Sandra Shaffer** (Technology). Additionally, employees who recently transferred within the Department include **Erica Henson**, who transferred from CPRB to Personnel, and **Ada Kennedy**, who transferred from Personnel to General Services.

Best Wishes ... to **Jesse Estep** (General Services) and **Kevin Crump** and **Andrew Eagle** (Technology), who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to congratulate **Nancy Sarver** (Aviation) and **Joyce Larrabee** (Technology) on their retirements.

West Virginia Public Employees Day Care ... The day care has changed its telephone number. For information about the day care, please call (304) 558-1416.

Department Human Resources Coordinator ... **Linda Colman**, our Department Human Resources Coordinator, has recently moved offices. She is now working at the Office of Technology, which is located in Building 5, 10th floor. Her new telephone number is (304) 957-8299.

HAPPY BIRTHDAY ... in June

- | | |
|--------------------------------------|------------------------------------|
| 1 Karen Gray PEIA | 16 Levi Wade Technology |
| Anthony Thaxton Gen. Svcs. | 17 Dan Shriver Technology |
| 2 Jeff Fleck CPRB | 18 Susan Estep CPRB |
| Scott Kebler Technology | Carolyn Wiesen PEIA |
| Robert Miller BRIM | 19 Michael Green Technology |
| 3 Kim Perdue Gen. Svcs. | Jason Ratliff Technology |
| Mary Youngblood Personnel | Shannon Workman .. Technology |
| 4 Amy Leslie Pros. Atty. Inst. | 20 Danielle Cox Technology |
| Amy Newman Technology | 21 Roger Chapman Technology |
| 5 Eddie Bell CPRB | Kevin Crump Technology |
| Kelly Breedlove Technology | Dempsey Dickson Technology |
| Lee Orr Gen. Svcs. | Amy Stalnaker PEIA |
| Gary Riffle CPRB | 22 Joyce Jones Sec. Office |
| 7 John Carter Gen. Svcs. | 23 Robert Dake Technology |
| Kitty Wilson Public Defender | Ron Reece Grievance |
| 8 Kim Patrick Technology | 24 Robert Berry BRIM |
| Yolonda Tyler PEIA | 25 Jody Brown Technology |
| 9 Beth Collins Purchasing | 26 Angela Hildreth CPRB |
| Michael Metz Technology | 27 Richard Harris Gen. Svcs. |
| Cavan Riley Technology | Frank Whittaker Purchasing |
| 10 Kim Scott CPRB | 28 John Persinger Gen. Svcs. |
| 11 Gary Smith Technology | Annamarie Short CPRB |
| 12 Tracy Jones Technology | 30 Samantha Anderson CPRB |
| 13 James Amos Technology | Twila Neil PEIA |
| Tina Eddy CPRB | Josh Tinnel Technology |
| 15 Dianna Gertz Technology | |

Administrative Notes

Quotes, Notes & Anecdotes is published by the West Virginia Department of Administration

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Special Thanks
Kaye Parks