



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
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Employee of the Month

Aaron Riley's Hard Work Stands Out at Office of Technology



AARON RILEY
April Employee
of the Month

AARON RILEY, a Programmer Analyst III for the Development Center at the Office of Technology (WVOT), has been selected as the Department of Administration's *Employee of the Month* for April.

A state government employee for 10 years, Riley is responsible for Web development, system analysis and design.

"Aaron is an extremely hard worker, and the applications

he is involved with are all the better for it. His ability to work with a variety of customers in a variety of situations to determine their needs makes him rise above his job duties," said one worker. "He regularly serves as the team lead on difficult, often highly visible projects."

Said another co-worker, "He has a positive outlook on life and proves day in and day out why many consider him to be at the top of his field of

expertise within the Development Center. He is not afraid to step out of his comfort zone to learn new things."

In his spare time, Riley likes to fish, hunt and work on computers.

He will be joined by his friends and co-workers at a special ceremony presented by Cabinet Secretary Rob Ferguson on April 8 at 11:15 a.m. at the WVOT headquarters at One Davis Square in downtown Charleston.

Surplus Property Benefits from General Service's Recycling

As a youngster, Bill Shanklin can remember recycling glass soda bottles for a few cents each.

It is a positive habit which remains instilled in him today.

Shanklin is the Capitol grounds manager for the General Services Division, and his recently implemented recycling efforts around campus are aiding the West Virginia Agency for Surplus Property.

The initiative began when Shanklin noticed miscellaneous scrap metal and fixtures being thrown away with the regular trash. Knowing the damaged goods could

not be reused, Shanklin also knew the items could be recycled with the proceeds going back to the state.

Shanklin and the grounds department have developed a system to collect, document and recycle goods no longer viable for their original use. The revenue earned from the

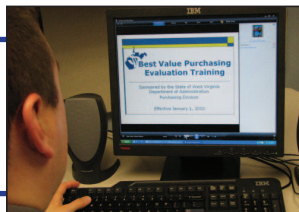
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Bill Shanklin, Capitol grounds manager for the General Services Division, looks over a bin of scrap metal scheduled to be recycled for money.



SNEAK PEEK

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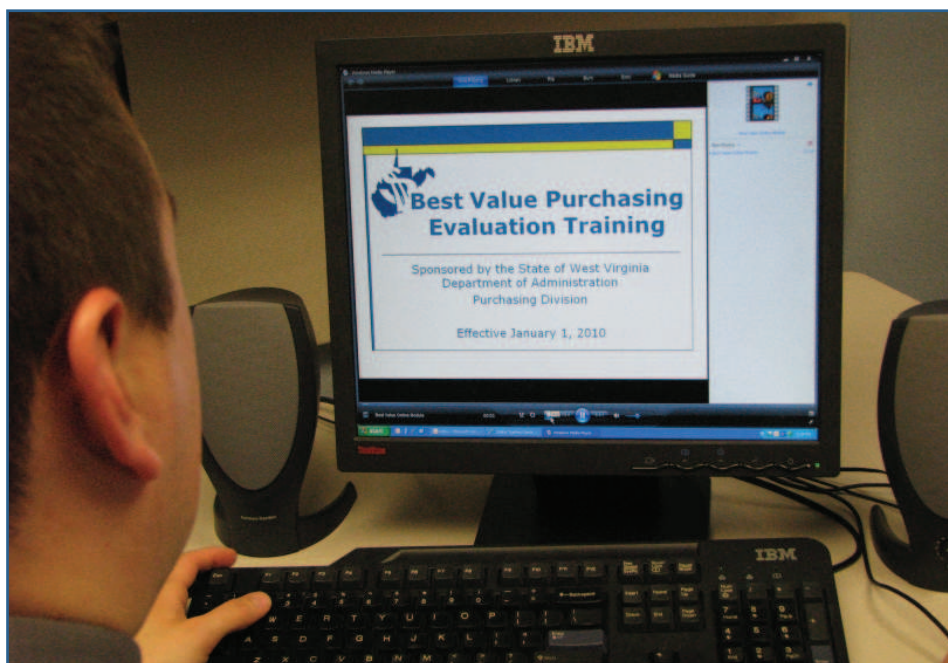
Online Module Offers the Best Value Training at the Convenience of State Agency Purchasers

A new training module now available on the Purchasing Division Web site offers agency members who will be part of the evaluation committee for the Request for Proposal (RFP) process to take Best Value Training online. Best Value Training is required for participants on a RFP evaluation committee.

The online module came as a response to increased agency interest in Best Value Training. "There was a steady request for the class," said Staff Development Specialist Brian Holmes with the Purchasing Division. Holmes said the Purchasing Division had been offering the Best Value Training courses regularly, and the online module will give agencies greater convenience in training.

The online module comes as the Purchasing Division works to expand educational opportunities for those involved in procurement. The division is in its second year of offering in-house trainings for procurement officers, where they are able to take classes also offered at the annual Agency Purchasing Conference. The division also has two other modules and copies of PowerPoint presentations from previous Agency Purchasing Conferences.

The module is a narrated video file similar to previous modules available on the Purchasing Division Web site. To prepare the module, a buyer's live



Agency employees may take the Best Value Training class online, which is required for participation on an RFP evaluation committee. The new online module allows agency employees to work within their schedule to gain this valuable training.

training was recorded, transcribed, and adapted to online using the trainer's PowerPoint slides. The training session is also available for download separately as a PowerPoint presentation. The training session is valid for one year before it must be re-taken if serving on a new RFP evaluation committee.

Once the training is complete, a Best

Value Certificate is available for download. The certificate must be signed by the individual's supervisor and submitted to the Purchasing Division before the trainee may serve on the RFP evaluation committee.

Holmes said that while there are

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Protective Services Prepares for New Security Procedures at Capitol

In March of 2007, state Division of Protective Services (DPS) officials made a detailed presentation about enhancing the security of the Capitol campus, particularly the perimeter of the complex, to state officials.

One week later, the plans were further validated when a car crashed into the West Virginia Veterans Memorial and yet another car crashed near the Memorial several weeks later.

Since February of this year, DPS has added new security measures on campus and in the coming months, the security gates on campus will begin to close in the evenings, weekends and holidays.

"This is the next step in our ongoing plan to secure the campus area, particularly the traffic access points," said Jay Smithers, DPS director. "We are working closely with the General Services Division and the Board of Risk and Insurance Management, who are in agreement with us that we need to limit the amount of vehicular traffic on the Capitol's pedestrian sidewalks. This is a liability issue as much as it is a security one."

One noteworthy addition is two sliding gates in Lot 13 behind Building 3, which were installed in early March. Those two gates, like all other gates on campus that were installed a

year ago, will begin to start closing every evening at 7:30 p.m. until 5:30 a.m. the next business day and will remain closed on weekends and holidays.

Exceptions will be made when special events on the Capitol campus or at the Culture Center dictate that the gates be open during the designated after hours.

Employees who arrive or depart campus after the gates close can call the DPS Command Center at 304-558-5715 to request a gate be opened. Signs with the telephone number will be posted around campus soon.

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Want to See a Deserving Co-Worker Recognized?... Complete an *Employee of the Month* Nomination Form Today!

Every December, Department of Administration employees are invited to attend a special ceremony and luncheon to honor the year's 12 *Employee of the Month* recipients and to specially recognize the *Employee of the Year*, which is voted on by department employees.

If there is a Department of Administration employee who you are certain deserves such recognition, you are encouraged to nominate that individual for *Employee of the Month*. All nomination forms are kept in confidence with the nomination committee, which is represented by the department's agencies. The committee meets monthly to select a recipient from the list of nominees. Nominations can be made by co-workers, supervisors or subordinates. Nominations can also be made by customers, including employees from other state agencies and the general public.

When completing the nomination form, be sure to provide specific details as to why the person should be selected and identify how that employee proves to be a superior employee.

The committee uses the following criteria about the nominees in selecting a recipient:

- Producing work-related service above and beyond the norm;
- Promoting harmony with co-workers;
- Promoting a positive image of the De-



Members of the Department of Administration Employee of the Month Committee are: front, from left, Tammy Scarberry, June Butterfield, Donna Lipscomb-chair; and Joan Chapman. Back, from left, Chuck Bowman, Jeanie Bowe, Carolyn Hager, and Anita Brewster. Not pictured: Brian Pratt.

- partment/Section/Unit;
- Maintaining exemplary work standards;
- Presenting a helpful/cooperative attitude;
- Demonstrating exemplary use of time (includes work time and leave use); and

- Service to the community.
- Nomination forms must be signed, as the nomination form cannot be considered without a signature. Submit the form to the Cabinet Secretary's office in Build-

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RECYCLING

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recycled products goes back to Surplus Property.

"One pick up load of steel is worth \$80 to \$100. In a year's time, that is a significant amount of money you are getting back. Plus, it helps us save money on landfill fees, as it reduces the amount of regular trash that needs picked up and hauled away, as we have to pay for that service," Shanklin said. "Recycling gives you a two-fold return."

To ease the burden of disposing large recyclable items, Shanklin set up two large recycling bins on campus in February. Surplus Property Manager Ken Frye secured two large bins from RJ

Recycling, Inc., a vendor contracted for scrap metal services, for the recyclable materials and the company picks up the materials at no cost.

Shanklin said it is a matter of informing and educating the stakeholders who dispose such items to properly separate recyclables from trash accordingly.

"My staff automatically separates recyclable items from trash. It has become a habit, a part of the routine," Shanklin said, noting one of the recycle bins is at Lot 98 where the grounds unit houses all its equipment. "Now the key is to get everyone make it a habit.

A lot of construction and renovation contracts have provisions for recycling materials, but there are so many other items like copper, plumbing and light fixtures that get thrown away which can actually earn some money in return."

Frye is grateful for the project.

"I applaud Bill and his staff for this initiative. We have received positive results with this effort," said Frye. "Bill and his staff also do an excellent job of retaining materials, like marble and concrete, which we can sell at our warehouse. Now, we are benefitting from material that cannot be resold but can be recycled."

SECURITY

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Approximately 250 parking spaces closest to the Culture and History Center near the Washington and Greenbrier streets entrance are designated for public parking during after hours and on holidays and weekends.

Another addition is the placement of four sets of six hydraulic bollards. The four locales are near the West Virginia Coal Miner statue; the Governor's Drive guard house; the sidewalk closest to the West Wing entrance near the Governor's Reception Room; and the sidewalk between Buildings 1 and 6 near the California Avenue and Washington Street stoplight.

Smithers said the bollards can only be raised and lowered by DPS officials from the agency's Command Center. The bollards take approximately eight seconds to rise and lower or in an emergency override situation, two seconds.

The bollards replace worn concrete barriers which needed a fork lift to remove and put back in place.

Smithers added that the bollards' adjacent power boxes will be painted



Four sets of six hydraulic bollards have been installed on the Capitol grounds to replace worn concrete barriers. The bollards can only be raised and lowered by DPS officials.

to blend in with their immediate surroundings and additional landscaping, such as plants and flower boxes, will be added to minimize the appearance of the extra security measures. DPS received a federal Homeland Security grant to provide crime-prevention measures through environmental design.

The State Historic Preservation Office (SHPO) of the West Virginia Division of Culture and History is charged with approving the landscaping designs

put forward by DPS and the General Services Division.

Smithers said the closing of the security gates will begin in several months once signage and additional information is properly circulated to state employees and the general public.

For additional information regarding the new security procedures or general campus security issues, please contact the Division of Protective Services at 304-558-9911.

PEIA to Conduct Benefit Fairs Throughout State in April

The Public Employees Insurance Agency (PEIA) is sponsoring benefit fairs throughout the state in April for members to learn more about different plans available. Open enrollment is underway through April 30. Information about changes in coverages and plans is available at the benefit fairs. For more details, call PEIA at 1-877-676-5573.

In an effort to reduce costs, PEIA cut back the number of benefit fairs this year by eliminating ones that have not been well attended for the last several years. Information about plans can always be obtained by

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The PEIA Benefit Fair schedule is listed below:

- **April 5 - Charleston**
9 a.m. to 2 p.m.
State Capitol Complex
Capitol Complex
Bldg. 7, Capitol Room
- **April 5 - Charleston**
3 to 7 p.m.
Charleston Civic Center
200 Civic Center Drive
- **April 6 - Parkersburg**
3 to 7 p.m.
Comfort Suites of Parkersburg
I-77 & State Route 14
Exit 170
Mineral Wells
- **April 7 - Martinsburg**
3 to 7 p.m.
Holiday Inn
300 Foxcroft Avenue
- **April 8 - Morgantown**
9 a.m. to 2 p.m.
WVU Alumni Center/Ruby Grand Hall
- **April 8 - Morgantown**
3 to 7 p.m.
Ramada Inn
I-68 (exit 1), US Route 119N
- **April 12 - Wheeling**
3 to 7 p.m.
Northern Community College
Market Street
- **April 13 - Beckley**
3 to 7 p.m.
Tamarack Conference Center,
Ballroom C / One Tamarack Park
- **April 15 - Huntington**
3 to 7 p.m.
Big Sandy Superstore Arena
1 Civic Center Drive

Changes to the Complex...



The Capitol Fountain Plaza situated, in front of Buildings 5, 6, and 7, was built in 1970 to provide an attractive and peaceful locale for state workers and visitors to enjoy. With granite benches and multiple water fountains, the oval-shaped plaza was a Capitol campus staple. Unfortunately, 40 years of wear took its toll and, as it became more costly to maintain, the fountain was razed in March.



Don Sanders, project manager with the General Services Division (GSD), said the structure was removed and the ground will be made a grassy area with compaction tests to be done to ensure the area is ready to be utilized again. There are no immediate plans for the area until the Capitol Master Plan, contracted by GSD, goes into effect. The granite panels (inset), which were the plaza benches, are for public sale at the State Agency for Surplus Property.

Equal Employment Opportunity Office Exists to Serve State Employees

By Jann Hoke, Director
Equal Employment Opportunity

The West Virginia Equal Employment Opportunity Office is a relative newcomer to state government, being less than 20 years old. The EEO office was created by Executive Order in 1990 when then-Governor Gaston Caperton signed Executive Order #6-90. This order states three reasons why an EEO program is important:

1. It is "the policy of the State of West Virginia to afford equal opportunity in aspects of employment regardless of race, color, religion, national origin, political affiliation, handicap, sex or age;"
2. It is "the firm policy of ...[the Governor]... to provide leadership and to

encourage by positive measures equal employment opportunity for all qualified persons seeking employment with the State of West Virginia; and"

3. "A positive Equal Employment Opportunity program is in the best interest of our citizens by making full use of their talents and capabilities."

The Executive Order required each state agency to develop a written EEO program and created a central EEO entity "to review and evaluate the EEO program within each state agency." Unlike the Human Rights Commission, which serves all West Virginians, the EEO Office serves state employees exclusively.

The EEO office, as it exists today, is the place where state employees may ask questions about issues related to employ-

ment discrimination, and file complaints about discrimination in the workplace. The EEO office coordinates communication of EEO policy to state agencies and employees, trains EEO counselors and coordinators within the different state agencies and establishes written EEO complaint procedures for use by the agencies.

The current EEO office consists of three full-time employees: Jann Hoke, director; Heather Kennedy, EEO specialist/investigator; and Bethany Sharp, administrative assistant and Webmaster.

The EEO office is in the process of updating its Web site to make it more informative and user-friendly. Inquiries may be made to the EEO office directly at 304-558-0400.

EOM

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ing 1, Room E119. The nominations remain confidential at all times. Nominees not selected remain on the nomination list for an unspecified period of time after submission. For complete guidelines and the nomination form, go to <http://www.administration.wv.gov/employee-of-the-month/Pages/default.aspx>.

"I encourage employees to nominate their outstanding co-workers, as it does

Quotes, Notes and Anecdotes

not take much time to complete the form. The rewards they gain from making their co-workers feel appreciated if they are selected are well worth the effort," said Program Chairperson Donna Lipscomb.

Committee members and the agencies they represent are: **Joan Chapman** (Finance), **Chuck Bowman** (Purchasing), **Tammy Scarberry** (Public Employee Insurance Agency), **Brian Pratt** (Office of

Technology), **Carolyn Hager** (General Services), **Anita Brewster** (Consolidated Public Retirement Board), **Jeanie Bowe** (Personnel) and **June Butterfield** (Board of Risk Insurance Management, Real Estate, Ethics Commission, Public Defender Services, Prosecuting Attorney's Institute, Grievance Board, and Children's Health Insurance Program). Anita Allen is committee secretary.

PEIA

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calling PEIA's toll-free phone numbers listed on the back of the Shopper's Guide, which was mailed to members

PEIA reminds policy holders that it will not automatically mail transfer forms/tobacco affidavits. If policyholders decide to change their plans or their tobacco status change, it can be done so in one of two ways.

1. If you have Internet access at work or at home, visit PEIA's website at www.peia.wv.gov and click on "Manage My Benefits" to update your account. You can change plans; add, change or remove dependents; or change your tobacco status. Once you've registered on the site, you can check back in at any time to manage your account.

2. If you do not have Internet access, you can call PEIA to request a form.

Check the Shopper's Guide for current and new plan options, and for information about upcoming changes.

ONLINE

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no more in-house Best Value Training classes scheduled for the remainder of 2010, the Purchasing Division can make special arrangements should the need arise.

The training module is 23 minutes long and is available for download at <http://www.state.wv.us/admin/purchase/training>. It is recommended that users right click on the link titled "Basic Purchasing Narration," select "Save Target As" and save the module onto the user's computer.

For more information on the module or the Best Value Training, please contact Brian Holmes at (304) 558-7022 or by e-mail at brian.j.holmes@wv.gov.

Welcome! ... to the Department of Administration to our new employees: **Kevin Chapman** (Aviation); **Jerry Wilson** (CPRB); **Joseph Debord** and **Charles Long** (General Services); and **Jeremy Nicholson** and **Jeremy Tyler** (Office of Technology).

Best Wishes ... to our employees who recently resigned from our department: **Edward Dolly**, **Ray Richardson** and **John Mann** (Office of Technology); and **John Abbott** (Purchasing).

Time to Relax ... After many years of hard work, **JoAnn Lucas** (CPRB) is now ready to kick back and relax. Happy retirement!

Baby Talk ... **Brian Holmes** (Purchasing) is proud to announce the birth of his son, Daniel. Brian and his wife Anissa will welcome Daniel home, along with brother, Benjamin. Daniel was born on March 22 at 9:39 a.m. He weighed 8 pounds, 3 ounces, and was 20 inches long.

Proud Parent ... Trace Mahan, son of **Dawn Mahan** (CPRB) made the All-Kanawha County Strings in violin for the second year in a row. Trace, a fifth grader at Pinch Elementary School, will perform at the Clay Center in the spring.

Got News? ... Let us know what's going on with you and your family. Contact Diane Holley-Brown, editor, at (304) 558-0661 or at Diane.M.Holley@wv.gov with information to share with the department's employees.

HAPPY BIRTHDAY ... in April

1 Harry Mandel CPRB	Bernard Huffman PEIA
Deanne Turley BRIM	Rick Pritt Technology
3 Leann Arthur Technology	15 Sarah Hunter CPRB
Bill Rainey PEIA	15 Torrie Williams CPRB
Chad Williamson Purchasing	16 Jeanne Barnhart Purchasing
4 Brenda Gould Grievance	Michael Cheeks Technology
5 Jo Ann Adkins Purchasing	David Williams Gen. Svcs.
Heather Christenberry CPRB	17 George Tanner Gen. Svcs.
Mark Isabella Personnel	19 Nidia Henderson PEIA
6 Donna Lipscomb Sec. Office	Justin Sharp Gen. Svcs.
Rebecca Whetzel Technology	20 Keith Burdette Gen. Svcs.
7 Benton Hall Technology	Kelly Dean CPRB
Roger Townsend Finance	Andrew Guz Gen. Svcs.
8 Stefanie Youngblood CPRB	Debra Hughart CPRB
9 Pauravi Randeri Technology	21 Evelyn Davis Personnel
Mary Schafer Pros. Atty.	22 Anne Crabtree Technology
10 Kenneth Bowles Technology	Greg Hubbard Gen. Svcs.
Lester Shanklin III Gen. Svcs.	Gary Reed PEIA
11 Anita Brewster CPRB	23 Carlos Neccuzi Technology
Byron Lusher Technology	25 Natalie McGill Technology
Tony O'Leary Purchasing	26 Jim Hawley Gen. Svcs.
Jane Shinn Finance	Richard Miller Gen. Svcs.
12 Matt Short Technology	Robin Perdue Grievance
Tim Summers Technology	28 Cynthia Adkins CPRB
13 Shelley Burford CPRB	Tina Murdock CPRB
Jeff Harbour Gen. Svcs.	Jeff Wilson Technology
Jim Richards Technology	Kelli Winebrenner Purchasing
14 Ed Coleman CPRB	29 Carles Farley Gen. Svcs.

Administrative Notes

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