

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
April 2021 - Volume 28, Issue 4

Employee of the Month

GSD's Bratchett Keeps Capitol Safe, Clean with a Smile



Steve Bratchett
April Employee
of the Month

Steve Bratchett, a custodian for the General Services Division (GSD), has been selected as the Department of Administration's *Employee of the Month* for April.

A state employee for 18 years, his duties include maintaining many areas in the main capitol building, performing daily cleaning of high traffic areas with antiviral wipes multiple times a day, moving furniture as requested for events, and replenishing toilet paper, paper towels, and other dispensers.

"Steve shows leadership when given group assignments, and gets things done without complaint and in a timely fashion," said the co-worker who nominated him. "He maintains a professional attitude, and it rubs off on those around him. He never slacks off and goes straight to work when he checks in. Steve will help anyone at any time and coaches the newer employees to take pride in their work. He excels in getting the job done right and always with a smile. He is a team player who wants the best for our section and is always willing to go the extra mile."

When he's not working, Bratchett enjoys spending time outside and playing football and basketball.

Congratulations from all of us at the Department of Administration!

Fleet Management Launches Automation Project to Reduce Costs and Improve Efficiency

The Fleet Management Division (FMD) has launched a fleet efficiency project that will enable the organization to automate its vehicle rental pool, reduce inventory of underutilized vehicles, and significantly reduce costs.

The state is working with Agile Fleet to implement its new FleetCommander information system. Agile Fleet is a fleet management solutions company that serves the government, university, utility, and commercial sectors, allowing them to collect vehicle usage data needed to identify underutilized vehicles, adjust vehicle types needed by drivers, and right-size its fleet. Agile Fleet estimates a savings of \$3,500 to \$6,000 per



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SNEAK PEEK

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PEIA Hosts Annual Benefit Fairs Via Conference Calls

As a part of the open enrollment period for Plan Year 2022, the Public Employees Insurance Agency (PEIA) is hosting benefit fairs for its members via conference calls. The calls will allow attendees to ask questions and learn more about benefit plans while keeping members and employees safe. Representatives from PEIA, the Health Plan, FBMC, Humana, and Securian will be on hand during the conference calls to answer questions.

Open enrollment allows eligible employees to change their health plan; add, drop, or change coverage for themselves and their dependents; and make changes to their Mountaineer Flexible Benefits. Open enrollment for Plan Year 2022 is scheduled for April 2, 2021, through May 15,

2021. Changes to benefits can be made online by clicking on the green “Manage My Benefits” button on the PEIA website at peia.wv.gov or by requesting a transfer form by phone at 1.877.676.5573. Open enrollment changes for Plan Year 2022 must be completed by 11:00 p.m. on May 15, 2021, and become effective July 1, 2021.

A brief explanation of plan changes will be given at the beginning of each conference call, followed by questions from participants. Additional questions regarding the changes for Plan Year 2022 can be directed to the PEIA Open Enrollment Helpline at 1.877.676.5573 or to the customer service numbers for the other vendors printed on the back cover of your *Shopper’s Guide*.

Date	Time	Dial-in Number	Conference ID
Tuesday, April 13, 2021	1:30 p.m.	304-410-0513	73421
Thursday, April 15, 2021	10:00 a.m.	304-410-0513	73421
Monday, April 19, 2021	4:00 p.m.	304-410-0513	73421
Wednesday, April 21, 2021	1:30 p.m.	304-410-0513	73421
Tuesday, May 4, 2021	5:00 p.m.	304-410-0513	73421

Two GSD Employees Earn National Certification

If the West Virginia State Capitol campus looks extra nice this spring, it could be thanks to two General Services Division (GSD) employees who just earned their certificates from the Certified Grounds Technician (CGT) program offered by the Professional Grounds Management Society (PGMS). Carles Farley and Eric Pardue both earned the designation of CGT professional after meeting extensive requirements that included a comprehensive examination by the PGMS.

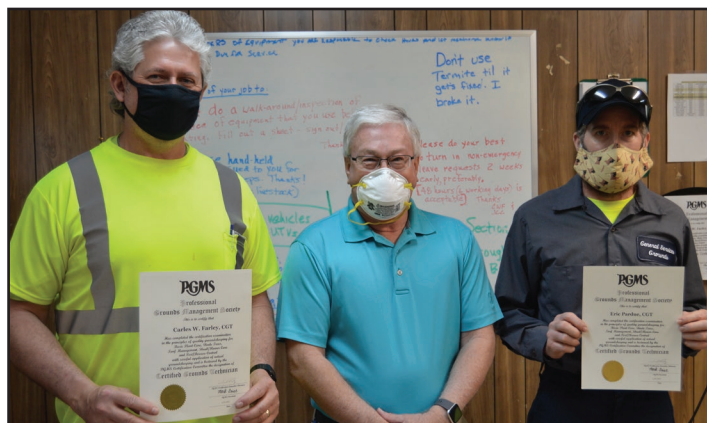
Farley, who is the grounds supervisor, has more than 21 years of public service with GSD while Pardue has been with GSD for nearly two years. Both Farley and Pardue perform lawn and landscape maintenance, handle seasonal plantings, perform snow removal, remove refuse and debris from the property, and decorate the campus at Christmas and during other special events throughout the year.

“This certification has helped build my professional credibility and given me the skills and knowledge I need to do my job better,” said Farley. “It sets me apart as a leader in my industry.”

As part of the program, Farley and Pardue learned about tree and shrub management, including pruning, water management, and fertilization, as well as relevant information on flowers, soil, fertilizers, and best practices for sustainable landscaping. The examination administered by PGMS contained 50 questions and required a passing score of 80%.

Pardue said GSD has afforded him the opportunity to advance his education and knowledge as a groundskeeper. “Acquiring my CGT certification will assist me in my duties in helping to keep the capitol grounds looking their very best, which is something I take great pride in,” he said.

The Department of Administration would like to congratulate Farley and Pardue on this accomplishment.



Pictured above, GSD Grounds Manager John Cummings (center) is shown with Carles Farley (left) and Eric Pardue (right). Both Farley and Pardue recently earned their CGT certification.

Agencies Invited to Participate in 2021 Session of the Governor's Internship Program

It's that time of year again! West Virginia state agencies are encouraged to consider hosting an intern this summer through the 2021 Governor's Internship Program. Hosts of the Governor's Internship Program must apply at www.intern.wv.gov/Pages/Host.aspx. Once they have applied, they will get access to a database of college students who have a 3.0+ GPA, have completed at least one year of undergraduate study and are West Virginia residents attending a college/university in or out



of state.

Hosts will be responsible for interviewing and selecting their own intern(s). This process ensures that each agency can select an intern whose skills best fit the needs of the position and the agency. Host agencies must pay interns at least minimum wage and give them meaningful work assignments related to their field of study. Interns generally work

for nine to 13 weeks throughout the summer. Outside of state government, nonprofits and private businesses may host interns as well.

More information can be found at www.intern.wv.gov. Questions regarding the program or the application process can be directed to Andrea Thompson at 304.558.0220 or andrea.d.thompson@wv.gov or to Mary Jane Ayoob at Mary.Jane.Ayoob@wv.gov.

How to React When Your Car Starts to Skid

No matter how good a driver you think you are, there will be times when your perceptions and skills are put to the test. At no time is this more prevalent than when your car starts to skid. There is little that can compare with the realization that your 2,000-pound vehicle is no longer under your control. While it is true that you can go into a skid at any time, the chances dramatically increase during inclement weather. The Fleet Management Division would like to offer the following advice on how to react in such an event.

Unfortunately, not everyone knows how to properly react when entering a skid (or fishtail). Instead of panicking, take a deep breath. This should help you control your reflexes enough to keep yourself from overreacting.

There are two different types of skids: front wheel and rear wheel. A front wheel skid occurs when the entire car starts drifting in a direction other than the driver's intended course. This type of skid tends to occur when a driver enters a curve too quickly. If your car enters a front wheel skid,

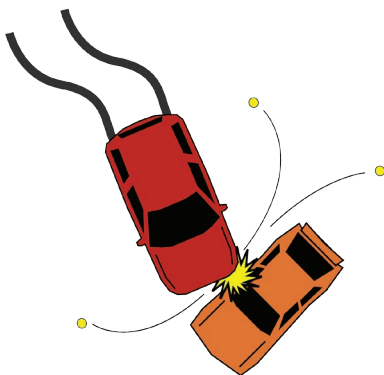
ease off the accelerator. If you are driving a car with a manual transmission, depress the clutch. Keep your eyes focused on a target ahead of you and try to steer the car back on course. If you don't regain control of the car within 2-3 seconds, then depress the brake lightly. Braking

will help to transfer power to the front of the car. Braking too suddenly, however, can cause the wheels to lock, which will make the skid worse.

A rear wheel skid occurs when the back end of the car slides out to the right or left. This is also known as "fishtailing." At some point, someone has probably told you to "turn into the skid." However, this advice can be misleading. Say that the back end of your car suddenly slides out to the right. You don't want to turn your wheel sharply to the right as well, especially if you are traveling at a high rate of speed. You want to turn to the right just enough to straighten out the car. Focusing on a target in the distance will help prevent you from "over-correcting." As you turn, slowly ease off the accelerator. Avoid the temptation to brake suddenly.

Finally, there are a few tips to consider when trying to prevent skids:

- Make sure your tires have adequate tread. Tires are made with a "wear bar" in the treads. If the level of the tire reaches that of the "wear bar," it is time to get new tires. You can also check your tires by inserting a penny into the tread upside-down. Lincoln's head should be partially covered.
- Drive slowly in wet, icy, or snowy conditions.
- Keep an appropriate distance between you and the car ahead of you. A general rule of thumb is four car lengths for every 10 mph. This way, you will have plenty of time to react if the driver in front of you stops. Trying to stop too suddenly can cause a skid.
- Slow down before entering a curve or bend. Taking a curve too quickly or braking too suddenly while going around a bend can cause skids.



Enrollment Open Until April 9 for PEIA's Naturally Slim Program

While many individuals have joked about adopting unhealthy habits during the pandemic, that is an unfortunate reality for many people. For those individuals looking for a way to improve their health and wellness, the Public Employees Insurance Agency (PEIA) would like to recommend the Naturally Slim program, which is currently open for enrollment to its members.

Naturally Slim is a fully online program that is designed to help individuals build lifelong healthy habits that will increase weight loss, reduce stress, improve sleep quality and more. This program is offered at no cost to enrolled participants and does not require any special equipment or food purchases.

"PEIA is currently offering a couple of options for eligible members who have put on some weight over the course of the last year and are looking to get rid of those extra pounds this spring," said PEIA's Wellness Program Manager Cheryl Jackson. "Check out both the Weight Management Program and the online Naturally Slim program on PEIA's website for more information."

PEIA members who are interested in the Naturally Slim program have until April 9, 2021, to apply at www.naturallyslim.com/PEIA.

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The world

NS participants

COMING SOON!
Naturally Slim™ is rebranding to Wondr Health™. Same program, new name and look.
Stay tuned for more information!

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EEO's Tia Welch Presents at Local Event



Photo courtesy of the EEO Office

The West Virginia Equal Employment Opportunity (EEO) Office Executive Director Tia Welch (pictured left) was among the speakers at the 2021 South Charleston Chamber of Commerce (SCCC) Annual Groundhog Day Breakfast and Economic Forecast, held virtually with limited in-person attendance on Feb. 2, 2021, in South Charleston. SCCC Executive Director Amanda Ream is also pictured (right).

See this month's Administrative Notes on page 6 for information on EEO's upcoming virtual conference.

FLEET PROJECT Continued from Page 1

vehicle in maintenance, depreciation, insurance, parking, and other costs related to fleet management for every vehicle that is removed from the fleet.

"The state of West Virginia has solved the inventory issue and is currently focusing on utilization. Once FMD gets the FleetCommander kiosk system installed, the program will be used to share vehicles across agencies reducing the number of pool vehicles, thus saving monies for the taxpayers of our state," said FMD Director Kenny Yoakum. "We are looking forward to automating our motor pool and expanding to other state departments so they too can achieve savings and efficiencies."

The automated system will enable the Fleet Management Division to:

- Offer employees the convenience of reserving vehicles online remotely and accessing keys via an attendant-free kiosk and key control system located in Charleston, with a potential roll-out across the state.
- Eliminate arduous manual and paper processes for managing shared vehicles.
- Collect vehicle usage data needed to identify underutilized vehicles, adjust vehicle types needed by drivers, and right-size the fleet.
- Efficiently communicate and enforce state fleet policies automatically as people interact with the system.
- Rotate vehicles based on mileage to spread usage evenly among vehicles.
- Pave the way for more efficient use of state vehicles for future departments as they gain access to the self-service motor pool.

All state departments will be eligible to join the motor pool. The Agile Fleet system is already in place at West Virginia's Department of Health and Human Resources.

Master Painter Honored for Six Decades of Craftsmanship, Preservation of the Capitol Building

Over the course of its 89 years, the West Virginia capitol has undergone several major paint restoration projects, and master painter Richard Withrow of the W.Q. Watters Company has performed or supervised work on nearly every one of those projects.

In recognition of his personal contributions over the last six decades to the restoration of the West Virginia capitol, including the current restoration project anticipated for completion in Spring 2021, Gov. Jim Justice has given Mr. Withrow the Distinguished Mountaineer Award.

Mr. Withrow's life and career has intertwined and matured alongside the capitol. In 1960, only 23 years after the dedication of the capitol, Mr. Withrow picked up a paintbrush as an apprentice painter with W.Q. Watters Company and soon after found himself working on the restoration of the exterior dome, marking the beginning of his experience with the state capitol. By 1996, as a master painter and foreman, he was supervising

the restoration of the interior rotunda, replicating the color and details of the original decorative paint.

Over the years, Mr. Withrow has touched nearly every inch of the capitol, from painting corridors and offices to restoring the paint in the Supreme Court of Appeals and both the Senate and House Chambers. He also supervised the exterior renovation of the Governor's Mansion, which was completed in 2020, and is supervising its interior renovation this spring.

In the current restoration project of the capitol, Mr. Withrow has overseen and trained other painters in replicating historic methods of painting and glazing the inner dome, rotunda, and the exterior dome. He has developed countless samples and techniques to match more than 20 different finishes in the building.

Accessing the restoration work for the current project required a 234-foot climb to the top of the scaffolding multiple times per day, a remarkable feat for a man in his 80s, and that fact testifies to

Mr. Withrow's dedication, professionalism, and passion for the capitol.

To commemorate his personal service and as representative of the countless tradesmen and women who have constructed and preserved the state's iconic state capitol, Mr. Withrow inscribed his signature next to that of the original painters, hidden from view on an ornamental plaster cornice feature but not forgotten to history.



Gov. Jim Justice honored Richard Withrow, a master painter with W.Q. Watters Company, with the Distinguished Mountaineer Award for his work, both inside and out, on the West Virginia capitol. Along with this honor, Withrow painted his signature in the Rotunda next to that of the original painters.



Department of Administration Employees Share Their Favorite Rainy Day Activities

For our last *Employee Question of the Month*, employees were asked to share their favorite way to spend a rainy day. The responses received included:

- Binge watching TV and movies
- Cooking
- Cuddling with my cats on the couch while watching movies
- Curled up with a mug of cinnamon tea and diving into a good book listening to the rain crash down outside
- Curtains closed watching sports or a movie
- Going to the movies
- In PJs with a good book and hot coffee
- Listening to music
- Making comfort food :)

- Playing video games
- Reading
- Slipping on my PJs and T-shirt and watching some good movies or reading while relaxing
- Spending time with grandkids
- Taking a nap
- Watch a movie or prop up in bed with a good book
- Watching HGTV

Thank you to all who submitted a response. For the next issue, we want to know: "What would your co-workers be surprised to learn about you?" To answer, visit <https://forms.gle/VpjmUqD-7d3wNBvej8>. Submissions are anonymous and should be sent by Friday, April 9, 2021.

Registration Now Open for May 13 Mandatory Training Webinar for High-Level Officials

Registration is now open for the State Officials' Purchasing Procedures and Purchasing Card Rules training, co-presented by the West Virginia Purchasing Division and the State Auditor's Office. This two-hour session, scheduled for May 13, 2021, will be conducted online as a webinar. Offered twice a year, this training is mandatory for high-level state officials as indicated in W. Va. Code §5A-3-60.

The Code requires all high-level state officials to annually complete two hours of training on purchasing procedures and purchasing card processes. Space is limited to the first 100 people to register. To register for this live webinar, view the instructions contained online at www.state.wv.us/admin/purchase/training/mandatory.html.

Following the webinar, the recording will be posted in CourseMill. Instructions on how to view the recording following the webinar are also posted at the link above.

Any individual who did not participate in the November 2020 webinar or who has not viewed the recording within CourseMill this fiscal year must complete the training by June 30, 2021, to remain in compliance.

Questions regarding this training should be sent to Purchasing.Training@wv.gov.

Welcome! ... The Department of Administration is pleased to welcome **Marjorie Stephenson** (Finance); **Christopher Pavelka** (PEIA); **Teresa Cutlip**, **Leslie Gwinn**, and **Megan Snodgrass** (Purchasing); and **Bobby Snodgrass** (Real Estate).

Best Wishes ... to **Tenna Lillibridge Bell** (CPRB); **Connor Kleppinger**, **Twila Otey**, and **Robin Turturice** (Personnel); **Robert Evans** (Public Defender Services); and **Jessica Riley** (Purchasing), who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Teresa Townsend** (Personnel) the very best during her retirement.

Save the Date ... The Equal Employment Opportunity (EEO) office will be hosting a virtual conference on Thursday, Sept. 16, 2021, from 9 a.m. to 2 p.m. The theme of the conference is "Facing Challenges and Moving Forward." Registration for the event will open Monday, May 3, 2021. Additional details on how to register will be provided at a later date.

Got News? ... Share YOUR good news with all of your department co-workers! Email Samantha.S.Knapp@wv.gov with detailed information so we may include it in the next issue of the newsletter.

HAPPY BIRTHDAY ... in APRIL

Below is a list of Department of Administration employees celebrating their birthdays during the month of April:

Jeffrey Lawrentz.....BRIM	Mark Isabella.....Personnel
Lora Reynolds.....BRIM	James Knapp.....Personnel
Deanne Stevens.....BRIM	Michael McCallister.....Personnel
Cynthia Adkins.....CPRB	Kim Schleicher.....Personnel
Paul Hardy.....CPRB	Jeremy Walker.....Personnel
Marcia Howard.....CPRB	Matthew Brummond.Pub.Def.Srvs.
Lori Sayre.....CPRB	Lisa Knell.....Pub.Def.Srvs.
Kenneth Woodson.....CPRB	Donald Stennett.....Pub.Def.Srvs.
Stefanie Youngblood.....CPRB	Leslie Gwinn.....Purchasing
Kimberly Weber.....Ethics	Samantha Knapp.....Purchasing
Samantha Chapman.....Finance	Melissa Pettrey.....Purchasing
Luke Murray.....Finance	John Dotson.....Real Estate
Becky Farmer.....Fleet	Kenneth Bowles.....Technology
Jason Agan.....Gen.Srvs.	Michael Cheeks.....Technology
Keith Burdette.....Gen.Srvs.	Jacqueline Clendenin.Technology
Charles Farley.....Gen.Srvs.	Rebecca Ferrell.....Technology
Richard Fleshman.....Gen.Srvs.	Donna Lipscomb.....Technology
Jeffrey Gillenwater.....Gen.Srvs.	Samantha Lutsy.....Technology
Andrew Guz.....Gen.Srvs.	Carlos Neccuzzi.....Technology
Thomas Hackney.....Gen.Srvs.	Matthew Nelson.....Technology
Raymond Hanshaw.....Gen.Srvs.	Ray Perkins.....Technology
Jim Hawley.....Gen.Srvs.	Matthew Short.....Technology
Morgan Hurley.....Gen.Srvs.	James Showalter.....Technology
David Williams.....Gen.Srvs.	Kristin Shriver.....Technology
Jim Cox.....Grievance	Trent White.....Technology
Stephanie MacLellan.....PEIA	Jeffrey Wilson.....Technology
Teresa Bellamy.....Personnel	Roger Young.....Technology

Administrative Notes

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