

Quotes, Notes & Anecdotes

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

Chambers' Dedicated Work Ethic Leads to Success



Jessica Chambers
August Employee
of the Month

Jessica S. Chambers, a senior buyer for the Purchasing Division, has been selected as the Department of Administration's *Employee of the Month* for August.

Chambers has worked for the state for 20 years. Her duties include reviewing and soliciting agency procurements for the Office of Technology and various boards and commissions; reviewing specifications and supporting

documentation to ensure purchases can withstand legal scrutiny; and presenting procurement-related trainings to other state agency employees.

"Jessica goes above and beyond what is required of her by

raising the bar as a procurement officer. She is always willing to help others, whether an agency, vendor, or fellow Purchasing Division staff member," said the co-worker who nominated her. "Jessica pushes herself to do what is required to get the job done in the most efficient way possible. With her many years of state knowledge, she brings the ability to look at her work from both the agency perspective as well as central Purchasing. She is able to help agency procurement professionals get the desired outcome they are trying to achieve, thus ultimately saving time and money for the state."

When she's not working, Chambers enjoys spending time with her family and three dogs, and participating in Zumba, spin, and water aerobics workouts.

Chambers will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Allan McVey on Thursday, August 1, 2019, at 3:00 p.m. at the Purchasing Division's offices in Building 15.

New Capitol Shuttle Now in Service at State Capitol

State employees and visitors to the Capitol campus may have noticed a new addition on the road. A new Capitol shuttle is now servicing the area thanks to the Real Estate Division's Parking Section. This shuttle replaced the services previously offered through a KRT contract.

The new Capitol shuttle runs during three shifts. Please note that the run schedule and stops are subject to changes based upon the number of riders during those times and

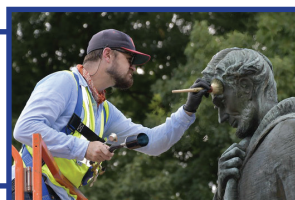


A new Capitol shuttle began servicing employees and visitors at the state Capitol campus in July.

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SNEAK PEEK

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Department of Administration Agencies Host Summer Interns

Department of Administration agencies have kept with tradition by hosting interns this summer. While some are college students participating in the Governor's Internship Program, others have recently graduated college and are participating in BridgeValley Community and Technical College's Learn and Earn program.

This year's interns include:

Unique Beaver, a senior at Purdue University studying mass communications, interned with the Purchasing Division as the communication intern.

"I've learned how to write for various publications that provide information to consumers," she said. "Being able to experience this as a college student will help me be prepared and accustomed to the workplace after graduation."

Ethan Cross, a recent graduate in management information systems from West Virginia State University, is an intern in the Office of Technology.

"I have earned a very generous amount of knowledge and experience, met many new people, and have learned various ways to do the work," Cross said. "This will help me in my future endeavors."

Jeffrey Elswick, who recently graduated from BridgeValley Community and Technical College with a dual major in cybersecurity and network engineering, is interning with the Office of Technology's Network Architecture and Engineering Division through BridgeValley's Learn and Earn program.

"Everyone has been very welcoming, friendly, and willing to answer all of my questions," he said. "I feel like I have learned a



The Department of Administration hosted several interns during the summer months. Back row (l-r): Jeffrey Elswick, Nathan Matney, Zachary Wynn, and Solomon Phillips. Front row (l-r): Carrie Long, Unique Beaver, and Erica Howell. Not pictured: Ethan Cross, Rodney Hedrick, Skylaar Mease, and Logan Neccuzi.

great deal here."

Rodney Hedrick, a junior who studies computer information systems at Potomac State College of WVU, is spending his time

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Department Employees Share Their Favorite Real Foods



In the July issue of *Quotes, Notes & Anecdotes*, employees were asked to share their favorite real foods. Here are some of the real foods Department of Administration employees love to eat and snack on:

- Cherries
- Watermelon
- Any kind of fish (grilled)
- Local organic fruits and vegetables
- Home-grown sweet potatoes
- Roasted brussels sprouts
- Nuts
- Corn on the cob
- Cowboy caviar
- Fresh raspberries/blackberries
- Venison and trout
- Chicken
- Oranges
- Avocado
- Popcorn
- Eggs
- Seafood
- Bananas
- Cheese. All of them.
- Multi-colored carrots /potatoes!
- Local honey
- Tofu
- Hummus

For our next *Employee Question of the Month*, we want to know: What was your high school mascot? To answer this month's question, visit www.surveymonkey.com/r/CS7YLJ6

Prepare Now for Power Outages

After a rocky start to the summer with rainy and sometimes volatile weather, followed by heat wave after heat wave, state employees are encouraged to prepare for extended power outages that could impact the entire community. Below are some tips you can follow to prepare your family and home before a power outage occurs:

Prepare NOW

- Take inventory of the items you need that rely on electricity.
- Talk to your medical provider about a power outage plan for medical devices powered by electricity and refrigerated medicines. Find out how long medication can be stored at higher temperatures and get specific guidance for any medications that are critical for life.
- Plan for batteries and other alternatives.
- Sign up for local Nixle alerts (see page 5) or other warning systems. Monitor weather reports.
- Install carbon monoxide detectors with battery backup in central locations on every level of your home.
- Determine whether your home phone will work in a power outage and how long battery backup will last.
- Review the supplies that are available in case of a power outage. Have flashlights handy with extra batteries for every household member. Keep enough non-perishable food and water on hand.
- Use a thermometer in the refrigerator and freezer. Throw out food if the temperature reaches 40 degrees or higher.
- Keep mobile phones and other equipment charged and gas tanks full.

Survive DURING

- Keep freezer and refrigerator doors closed. The refrigerator will keep food cold for approximately four hours. A full freezer will keep its temperature for approximately 48 hours. Use coolers with ice if necessary.
- Maintain food supplies that do not require refrigeration.
- Avoid carbon monoxide poisoning. Generators, camp stoves, and charcoal grills should always be used outdoors at least 20 feet away



from windows. Never use a gas stovetop or oven to heat your home.

- Check on your neighbors. Older adults and young children are especially vulnerable to extreme temperatures.
- Go to a community location with power if heat or cold is too extreme.
- Turn off or disconnect appliances, equipment, and electronics. Power may return with “surges” or “spikes” that can cause damage.

Be Safe AFTER

- When in doubt, throw it out! Throw away any food that has been exposed to temperatures 40 degrees or higher for two hours or more, or that has an unusual odor, color, or texture.
- If the power is out for more than a day, discard any medication that should be refrigerated, unless the drug's label says otherwise. If a life depends on the refrigerated drug, consult a doctor or pharmacist and use medicine only until a new supply is available.

September is National Preparedness Month. Check out next month's issue of *Quotes, Notes & Anecdotes* to find out more ways you can prepare for an emergency.

OHRD 2nd Semester Program Schedule Available Online



west virginia
DIVISION OF PERSONNEL

The West Virginia Division of Personnel's Organization and Human Resource Development (OHRD) section would like to invite you to register for its 2nd semester schedule of classes.

All sessions (face-to-face and online) scheduled for now through December 2019 are open for enrollment to employees via the state's Learning Center website at www.onlinelearning.wv.gov.

PEIA Salary Tiers Increased Following Employee Raises

The Public Employees Insurance Agency (PEIA) raised its salary tiers, effective August 1, 2019. This change comes as a result of the across-the-board pay raise received last month by state employees.

The salary tiers were raised \$2,700 to prevent policyholders from moving into a new tier as a result of the pay raise, which would result in higher premiums, deductibles, and out-of-pocket maximums.

Additional details on plan information, including salary tier amounts, can be found on PEIA's website at www.wvpeia.com.

General Services, Purchasing Work Together on Capitol Campus Monument Restoration Project

The Capitol Dome isn't the only structure on campus getting some work done this summer. Five monuments, including Lincoln Walks at Midnight, the Liberty Bell, Fallen Partners, the Coal Miner, and the Fallen Firefighters monuments, are being repaired and restored. The repairs are necessary because of the effects of time and weather.

The General Services Division (GSD) and the Purchasing Division worked together to develop and award the solicitation. Ever-Greene Architectural Arts Inc. was awarded the contract to restore the monuments and provide routine maintenance.

"Proper restoration requires special equipment and techniques," said GSD Deputy Director Bill Barry. "It was important to find a company that could preserve the beauty, history, and integrity of the monuments' original condition."

Restoration of these monuments is expected to be complete by early October.



Photo courtesy of the Governor's Office

Five monuments on the Capitol campus, including Lincoln Walks at Midnight (shown above), are being restored this summer. The General Service Division and Purchasing Division worked together to award the contract.

INTERNS

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with the Office of Technology.

"Some of the things I've learned are that you have to be very knowledgeable of many different types of technology and that every piece of knowledge earned from this job is its own reward, so you better your craft day by day," Hedrick said.

Erica Howell, a senior at West Virginia University studying political science, is an intern with the Board of Risk and Insurance Management.

"I have learned more about insurance overall but mostly how claim adjusters must have a balance between settling and fighting a claim in court," she said. "Insurance is more difficult than it looks."

Carrie Long, a rising sophomore studying computer science at the University of Kentucky, is interning in the Office of Technology's Cyber Security Office.

"I've learned the importance of cyber security and that it is something I would really like to pursue in order to make a difference," she said. "Being a governor's intern has given me extremely valuable

skills in communication and technology that I will use for the rest of my life."

Nathan Matney, a recent graduate in network engineering from BridgeValley Community and Technical College, is interning with the Office of Technology.

"I have learned quite a lot so far about how my classroom learning is applied to the real world and what kind of tasks I would be using my skills for," Matney said.

Skylaar Mease, a junior at Marshall University double majoring in computer science and mathematics, also serves as an intern with the Office of Technology.

Mease said he has learned that when faced with a problem, it is extremely helpful to find all the information you can about the subject before jumping head-first into solutions.

Logan Neccuzzi, a senior studying music industry at West Virginia University, is an intern with the Office of Technology.

"I have learned in my time as an intern about different software and programs

that can be used for teaching and educational purposes," Neccuzzi said.

Solomon Phillips, a rising senior at Marshall University studying political science, is interning with the Board of Risk and Insurance Management.

Phillips said as part of the internship, he has learned to keep an open mind when confronting issues and solving problems.

Zach Wynn, a junior studying computer science at Marshall University, is serving as a second-year technical intern with the Purchasing Division.

"From this internship, I have learned to adapt to whatever task needs done," he said. "No matter what path I take with my degree, the abilities I've gained here will help me throughout my career."

Two interns could not be reached prior to publication: **Defreese McMillan** and **Sean Rickard**. McMillan is serving as an intern for the Consolidated Public Retirement Board and Rickard is serving as an intern for the Office of Technology.

Notification System Alerts Employees to Local Hazards

State employees working and conducting business at the state Capitol complex are encouraged to sign up for Nixle, a communications system that sends alerts regarding everything from power outages to road closures. The alert system allows the state's Division of Protective Services to communicate information in a quick and efficient manner to interested parties.

There are two ways to sign up. Employees may send a text message to 888777 with "25311" in the body of the text, which is the zip code used by the Division of Protective Services for Capitol complex alerts. The system is

also available to those individuals who live in the East End near the Capitol.

"We send out alerts anytime we need to close Kanawha Boulevard or anything else that can affect the lives of both Capitol employees and nearby residents," said Matt Brown, security systems manager for the Division of Protective Services.

An alert is sent out on the fourth Wednesday of each month to remind the community of the disaster sirens that are tested at noon. That monthly alert is also a way to test the Nixle system and check how many new subscribers opt in each month.

"Before the tornado and subsequent power outage in June, we had 1,500 subscribers. As of July 24, 2019, we have 1,761," Brown said. "The day after the tornado, we had a lot of calls from people who were interested in signing up because their neighbors or co-workers had received the alerts."

The second way to sign up is by visiting <https://local.nixle.com/wv-division-of-protective-services---capitol-police>. This link allows a subscriber to choose whether to receive alerts by email, text message, or both. A subscriber can also choose to receive alerts from areas outside of the 25311 zip code or from different state agencies, such as individual State Police detachments or the Department of Environmental Protection.

Because the system limits each alert to 138 characters, a longer alert could take multiple messages to communicate all the necessary information. Each alert also provides instructions on how to opt out of the service.

Looking to Receive Alerts from Your Local Agencies?

TEXT YOUR ZIP CODE TO 888777 TO OPT-IN

Receive alerts for

- Severe Weather
- Criminal Activities
- Severe Traffic
- Missing Persons
- Local Events

CAPITOL SHUTTLE

Continued from Page 2

stops. Scheduled run times are:

- 6:45 a.m. to 9:15 a.m.
- 11:00 a.m. to 1:15 p.m.
- 3:00 p.m. to 5:15 p.m.

During the morning, afternoon, and evening services, the shuttle will travel along a route that includes stops at Laidley Field, the Capitol Parking Garage on Piedmont Road, the Culture Center/bus turnaround on Greenbrier Street, Building 3, Building 5 on Piedmont Road, Building 6 on California Avenue, the East Wing Entrance of the Capitol Building on California Avenue, Buildings 15 and 17 at the corner of Jefferson and Washington Streets, and the Main Capitol Entrance on California Avenue. A copy of the route map, which can be seen on the right, can also be found online.

The shuttle is expected to visit each stop every 10-15 minutes but is subject to change based upon the number of riders and traffic delays. Please note that the shuttle will not run on weekends or state holidays.

For additional information or to see a map of the shuttle's route, please visit <https://realestatedivision.wv.gov/parking> or contact the Parking Section at 304.558.0248.



Office of Technology Provides Key Support During World Scout Jamboree

More than 50,000 scouts from 160 countries gathered together in West Virginia for the 24th World Scout Jamboree. During the course of this event, which was held from July 22, 2019, until August 2, 2019, members of the West Virginia Office of Technology (WVOT) were available to assist with technological needs.

"There are several state government agencies that supported the 2019 World Scout Jamboree," explained James Dixon, Director of Professional Development and Special Initiatives. "The WVOT was tasked with providing those agencies with access to a robust and secure network of IT systems to enable collaboration and knowledge management. Our highly trained field technicians coordinated support requirements with all state agencies prior to the Jamboree."

With such a large number of attendees at the Jamboree, reliable communication and access to technology was critical for both event activities and attendee safety. WVOT has previously assisted with other scouting events held at the Summit Bechtel Family National Scout Reserve.

"This event was equipped with the most advanced capabilities and the best service we have to offer," added Dixon. "We enjoyed helping show the world what West Virginia hospitality is all about!"

Welcome! ... The Department of Administration is pleased to welcome **Armelia Close** and **Jeffrey Gillenwater** (General Services); **Mark Browning**, **Robert Evans**, and **Rosa McFarland** (Public Defender Services); and **Danielle Cox** (Technology).

Best Wishes ... to **Lucy Hill** (Personnel), who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Kelly Breedlove** (Technology) the very best during his retirement.

In Other News ... The West Virginia Office of Technology (WVOT) launched a large Skype for Business Upgrade last month. If you have trouble accessing Skype for Business, contact the WVOT Helpdesk at 304.558.9966 or <https://technology.wv.gov>.

The Capitol Dispensary is closed due to a nurse vacancy. If you or anyone you know is interested in a part-time Nurse I position, please contact the Division of Protective Service's main office at 304.558.9911 to request an application for employment.

Effective July 1, 2019, an across-the-board increase of \$2,370 (\$91.15 per pay) was granted to all eligible employees. August 2, 2019 will be the first complete check to reflect the across-the-board increase.

HAPPY BIRTHDAY ... in August!

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

Christopher Bostick.....Aviation	Justin Collin.....Pub.Def.Srvs
Robert Fisher.....BRIM	Robert Evans.....Pub.Def.Srvs
Jennifer Belcher.....CPRB	Rosa McFarland.....Pub.Def.Srvs
Patricia Bowgren.....CPRB	Jessica Chambers.....Purchasing
Michael Ciarochi.....CPRB	Stephanie Gale.....Purchasing
John Galloway.....CPRB	Timothy Miller.....Purchasing
Ashley Gunnoe.....CPRB	Elizabeth Perdue.....Purchasing
Tammy Patton.....CPRB	Cody Rose.....Purchasing
Emily Simpson.....CPRB	Mike Sheets.....Purchasing
Brittany Smith.....CPRB	Melissa Skiles.....Purchasing
Debra Young.....CPRB	Beverly Toler.....Purchasing
David Scruggs.....Finance	Carol Nichols.....Sec. of Admin
Jessica Wiseman.....Finance	Hillary Balding.....Technology
Nancy Baire.....Gen.Srvs.	Trahern Curkendall.....Technology
Robert Clark.....Gen.Srvs.	Brandon Curnutte.....Technology
William Graham.....Gen.Srvs.	Brandon Fox.....Technology
James Jones.....Gen.Srvs.	Greg Ganoe.....Technology
Charles Long.....Gen.Srvs.	Jennifer Harless.....Technology
Greg Melton.....Gen.Srvs.	James Hicks.....Technology
Zachary Paxton.....Gen.Srvs.	Donnie Lewis.....Technology
Martha Phillips.....Gen.Srvs.	Jamison Mitchell.....Technology
Robert Stafford.....Gen.Srvs.	Sherri Moore.....Technology
Ryan Lawler.....Grievance	Edward Nelson.....Technology
William McGinley.....Grievance	Mitchell Olive.....Technology
Jennifer Pritchard.....Grievance	Rebecca Owens.....Technology
Shannan Blood.....PEIA	Marilyn Padon.....Technology
Marcia Booker.....PEIA	Donald Patterson.....Technology
Leslie Bragg.....PEIA	Melissa Ramsey.....Technology
Frances Buchanan.....PEIA	Bryant Reynolds.....Technology
Cynthia Dotson.....PEIA	Cynthia Smith.....Technology
Trevor Sands.....PEIA	Michael Smith.....Technology
Varsha Vaghela.....PEIA	Sean Smyth.....Technology
Tracy Dennis.....Personnel	Sabrina Snead.....Technology
Mary Perdue.....Personnel	Richard Wickert.....Technology
Teresa Townsend.....Personnel	Matthew Winfree.....Technology
Tia Welch.....EEO	Bradlee Wolfe.....Technology

Administrative Notes

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