



# Quotes, Notes & Anecdotes

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## BRIM Program Addresses Workplace Violence

One of the best ways to deal with a crisis situation is to be prepared in advance. For example, if gunshots were heard in your workplace, what would you do?

Such a distressing scenario was one that Chuck Mozingo and John Fernatt with the Board of Risk and Insurance Management (BRIM) agency discussed one day at length while assembling information for the Department of Administration's Continuity of Operations Plan (COOP).

"It occurred to us while working on the COOP that there was a lot of information readily available about identifying potentially dangerous co-workers or former co-workers and the steps to se-

cure the workplace from such individuals but we could not find much information about what to do when the first two steps fail and a dangerous individual enters the workplace," said Mozingo, an assistant claim manager. "We began to research this issue and [BRIM executive director] Chuck Jones gave us the approval to develop a program."

The research led them to the Center for Personal Protection and Safety, a private sector company specializing in workplace violence prevention. Part of the program developed by Mozingo and Fernatt includes a 17-minute video presentation entitled, "Shots Fired: Guidance for Surviving an Active Shooter Situation." The video



portrays an angry gunman storming through an office setting and how employees recognize and react to the scenario.

"This program we have de-

**Sgt. Michael Lynch of the West Virginia State Police speaks at a BRIM training on workplace violence at the Purchasing Division.**

**Please see BRIM, Page 6**



**GOV. EARL RAY TOMBLIN**

## Earl Ray Tomblin Becomes State's 35th Governor

Earl Ray Tomblin became West Virginia's 35th governor on November 15, 2010, after former Governor Joe Manchin III resigned to fill the unexpired term of the late U.S. Senator Robert C. Byrd.

A self-employed businessman and former school teacher, Gov. Tomblin was elected to the West

Virginia House of Delegates in 1974 at the age of 22 and held that position until he was elected to the West Virginia Senate in 1980. Gov. Tomblin is the longest serving Senate President, a position he has held since his election in 1995. He was named the state's first Lieutenant Governor in 2000.

He has dedicated his professional career to public service for the betterment of West Virginia.

During Gov. Tomblin's investiture ceremony at the State Capitol

**Please see GOVERNOR, Page 5**

### SNEAK PEEK

• Meet Our 2010 *Employee of the Year* Nominees / Page 2



• Aviation Safety Day Focus on Proper Procedures / Page 3

• State Government Kicks Off Combined Campaign Effort / Page 3

# Meet Our 2010 Employee of the Year Nominees

## Ceremony Scheduled for December 8



**Brittany Smith**  
January Recipient



**Theresa Kline**  
February Recipient



**Derek Bailey**  
March Recipient



**Aaron Riley**  
April Recipient



**Teresa Martin**  
May Recipient



**Diana Lunsford**  
June Recipient



**Larry Layne**  
July Recipient



**Brian Holmes**  
August Recipient



**Carlos Fortune**  
September Recipient



**Deanne Turley**  
October Recipient



**Patricia Perez**  
November Recipient

Department of Administration employees have already submitted their ballots and soon will learn who will be named as the department's 2010 *Employee of the Year*.

This is the 18th year of this program. Cabinet Secretary Rob Ferguson will make the official announcement on December 8 at 11 a.m. in the upper rotunda of the Capitol, near the House of Delegates chamber entrance.

A reception will immediately

follow the ceremony.

The nominees for this annual honor are the Department of Administration *Employees of the Month* recipients who were selected throughout 2010.

The winner of this award receives a certificate of recognition signed by the governor and Secretary Ferguson, along with a monetary award. The 2010 finalists for the department's *Employee of the Year* are listed below:

**BRITTANY SMITH**, our January Employee of the Month, is an Office Assistant II for the Consolidated Public Retirement Board.

**THERESA KLINE**, our February Employee of the Month, is a Retirement Advisor for the Consolidated Public Retirement Board.

**DEREK BAILEY**, our March Employee of the Month, is an Accounting Technician III for the Consolidated Public Retirement Board.

**AARON RILEY**, our April Employee of the Month, is a Programmer Analyst III for the Development Center at the Office of Technology.

**TERESA MARTIN**, our May Employee of the Month, is a Secretary II for the Employee Relations Section of the Division of Personnel.

**DIANA LUNSFORD**, our June Employee of the Month, is an Account Technician III for the Loans and Benefits Disbursement Section of the Consolidated Public Retirement Board.

**LARRY LAYNE**, our July Employee of the Month, is a Trades Specialist for the General Services Division. *He has retired and is not eligible for the award.*

**BRIAN HOLMES**, our August Employee of the Month, was a Staff Development Specialist in the Communication and Technical Services section of the Purchasing Division. *He is now with the Division of Personnel.*

**CARLOS FORTUNE**, was named September Employee of the Month while working as a Mail Processing Operator I for the Office of Technology. *He is no longer with the Office of Technology and not eligible for the award.*

**DEANNE TURLEY**, our October Employee of the Month, is an Insurance Assistant with the Board of Risk and Insurance Management.

**PATRICIA PEREZ**, our November Employee of the Month, is a Customer Service Representative for the Public Employees Insurance Agency.

There is no recipient for the Employee of the Month for December.

All department employees are encouraged to attend the *Employee of the Year* ceremony in December to support our outstanding employees. A special congratulations is extended to our well-deserved *Employees of the Month* for this year!



# Aviation Safety Day Gives Division a Chance to Focus on the Importance of Safety Procedures

The Aviation Division's annual Aviation Safety Day gave the usually in-the-air division an opportunity to ground itself in safety procedures. In its 18<sup>th</sup> year, the event is the one day each year that the entire division is grounded and no flights are scheduled, allowing pilots, mechanics and administrative personnel a chance to review safety procedures and remind themselves the continuing importance of safety.

"We view Aviation Safety Day as an opportunity to reflect on what it means to be responsible for the safe air transportation of state officials and employees," said Aviation Division Director Keith Wood.

The event focuses on aviation safety and training videos; first aid and CPR instruction; engine, propeller and rotor system reviews; in-flight emergency scenarios; and security familiarization with the aircrafts.

Wood initiated Aviation Safety Day in 1992 shortly after being named director of the division. The division is assigned two airplanes and three helicopters which operate out of the state hangar facility located at Yeager Airport. In 2009, the division flew in excess of 1,800 flights and carried more than



**Helicopter pilot Larry Copley goes over safety procedures with State Trooper B.A. Chandler, a member of the governor's security detail during the 18th annual Aviation Safety Day.**

1,900 passengers throughout the state and the United States.

"We have established a strict series of safety procedures, policies and regu-

lations," Wood said. "This is combined with a philosophy that safety is simply the price of doing business in state aviation operations."

## State Government Kicks Off State Employees Combined Campaign

Department of Administration Deputy Secretary Cedric Greene said he sees both the value and the sense of safety for the West Virginia State Employees Combined Campaign (WVSECC) for the United Way. Greene is the campaign coordinator for the Department of Administration.

"With the Combined Campaign, you have a program with a long history," he said. "You have a sense of where the money will be going."

The WVSECC is the only state sanctioned fund raising effort in which state employees can use payroll deduction. Employees may contribute to the general fund, known as the Community Impact Fund, or can designate their gift toward a favorite United Way agency. December 31 is the last day to submit pledge forms.

Greene said the goal for WVSECC campaign coordinators

**The following individuals are the West Virginia State Employees Combined Campaign (WVSECC) coordinators within Department of Administration:**

- **Aviation** / Chip McDowell
- **BRIM** / Barbara Houchins
- **CHIP** / Brenda Jones
- **CPRB** / Barbara Moss
- **EEO** / Beverly Reed
- **Ethics** / Jackie West
- **Finance** / Dave Mullins
- **Fleet** / Barry Gunnoe
- **General Services** / Dennis Stewart
- **Office of Technology** / Ruby White
- **Personnel** / Jeanie Bowe
- **Prosecuting Attorneys Institute** / Amy Leslie
- **Public Defender Services** / Erin Fink
- **PEIA** / Frances Buchanan
- **Purchasing** / Carol Jarrett
- **Real Estate** / Misty Moore



**Please see CAMPAIGN, Page 5**

# Holiday Season Comes Early with Free Furniture Offer from WV State Agency for Surplus Property

It is an “everything must go” sale, though everything is free.

The West Virginia State Agency for Surplus Property (WVSASP) found itself with an excess stock of office furniture, so the agency decided to give it away to eligible organizations. “Everything we are offering is excellent-quality furniture from various state agencies,” said WVSASP Manager Ken Frye. “However, we have too much of it, so the decision was made to give away what we could to eligible agencies we currently serve.”

The furniture will be available December 6-17. Office furniture offered includes desks, chairs and filing/storage cabinets. Office equipment such as computers, faxes and printers is not included in the offer. Agencies will be responsible for making arrangements for pick up of the furniture. Property pick up should be on the day of acquisition.

“This is an extraordinary opportunity for eligible organizations to furnish their offices with top-line furniture for practically no cost to them,” Frye said. “We hope all eligible organizations take advantage of this opportunity.”

All public agencies and certain non-profit organizations may participate in this offer, but **each must have an up-**



**The West Virginia State Agency for Surplus Property will be giving away excess office furniture to public agencies and eligible non-profit organizations.**

**to-date Application for Eligibility on file with WVSASP.** This offer is not extended to the public.

Property is not available for resale by the receiving public agency or non-profit organization and must be used

following standard WVSASP rules for property. It must be used for at least 12 months before disposal.

For more details or for eligibility requirements, please contact WVSASP at (304) 766-2626.

## IT Summit Focuses on Making Government More Efficient

Making government operations more efficient and cost-effective through technology was one of the central themes for the 2010 West Virginia Information Technology Summit held October 26-27 at the Charleston Civic Center.

More than 440 attendees participated in the two-day event held at the Charleston Civic Center, which was sponsored by the state Office of Technology (WVOT). Attendees had more than 12 educational tracks to attend mixed in with several keynote speakers.

The summit concluded with the presentation of the 2010 Recognition Awards for Excellence in Information

Technology.

The categories and award winners are listed below:

### WEST VIRGINIA STATE TECHNOLOGY CHAMPION

- Jan Fox  
Marshall University

### DEMONSTRATED LEADERSHIP IN MANAGEMENT OF INFORMATION TECHNOLOGY

- Kathy Moore  
WVOT Director  
Client Services Delivery

**Please see SUMMIT, Page 5**



**Marshall University's Jan Fox received the West Virginia State Technology Champion award.**



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## SUMMIT

Continued from Page 4

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### DEMONSTRATED LEADERSHIP FOR TECHNOLOGY-DRIVEN BUSINESS TRANSFORMATION

- Jerry Forren  
Department of Environmental Protection

### BEST APPLICATION SERVING AN AGENCY'S BUSINESS NEEDS

- eRapids Work Programs  
West Virginia Department of Health and Human Resources  
Linda Talbott, Margaret Lovejoy, and Francis Roman
- PEIA CRM Project  
Public Employees Insurance Agency  
Amy Newman, Rob Roberts, Tammy Haynes, and Tim Phillips of WVOT, Sherra Barker, Cindy Dotson, Paul Dixon, and Gloria Long of PEIA

### BEST APPLICATION SERVING THE PUBLIC

- Audience and Interest Targeted Landing Pages  
West Virginia Department of Commerce  
Betty Carver, Rob Russo, Kim Harbour, Drew King, Julie McKnowen, Kim McHenry, Kelley Goes, and Mel Hobbs

### BEST APPLICATION SERVING THE BUSINESS COMMUNITY

- West Virginia Vehicle Registration System  
Glenn O. Pauley – Division of Motor Vehicles

### BEST IT COLLABORATION AMONG AGENCIES

- West Virginia Commerce.org  
West Virginia Department of Commerce  
Kelley Goes, Julie McKowen, Kim Harbour, Betty Carver, Mark Julian, Rob Russo, and Rita Kee
- Renovation of Gaston Caperton Learning Center  
Division of Personnel  
Office of Technology  
General Services Division  
Cindy Smith and Marilyn Padon of WVOT  
Evelyn Davis and Mark Isabella of Division of Personnel

### BEST IN-HOUSE DEVELOPED APPLICATION

- Water Withdrawal Guidance Tool  
Department of Environmental Protection  
Michael C. Shank  
Jenny Todd

### MOST INNOVATIVE USE OF TECHNOLOGY IN SERVICE DELIVERY

- Power Management Initiative  
Office of Technology  
Rob West  
Mike Slaughter

### RISK MANAGEMENT INITIATIVES

- Web Usage and Bandwidth System  
WV Office of Technology  
Rob Dixon

### IT INTERN OF THE YEAR

- Brian George  
Secretary of State's Office

### EXCELLENCE IN IT SERVICE AND SUPPORT

- Matthew Barger  
Department of Administration
- John Saucer  
Department of Commerce
- Rick Lemons  
Department of Health & Human Resources
- Neil Chakrabarty  
Department of Environmental Protection
- Michael Moore  
Department of Military Affairs and Public Safety
- Harlan White  
Department of Education and the Arts
- Mike Farren  
Department of Revenue
- Mike Mullins  
Office of the Treasurer
- Stephen Sparks  
Office of the Auditor
- Mike Hardt  
Office of the Secretary of State

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## CAMPAIGN

Continued from Page 3

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within the individual agencies is 100 percent contact, followed by 100 percent participation. "If we can plant the seed to donate, and the person just donates a dollar clipped to the form, then hopefully that initial donation can grow into more next year," he said. "As we have seen with the recent economic crisis, there are more and more people in need, and they will oftentimes depend on United Way agencies."

Please contact your agency coordinator or Greene at (304) 558-4331/[Cedric.A.Greene@wv.gov](mailto:Cedric.A.Greene@wv.gov) to make a contribution.

Quotes, Notes and Anecdotes

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## GOVERNOR

Continued from Page 1

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on November 16, he stated that his actions as governor will coincide with his one guiding thought: "West Virginia First." "No matter what the situation, I will put West Virginia first," he said. "It is the fundamental keystone that has guided me through decades of public service."

Governor Tomblin is married to First Lady Joanne Jeager Tomblin. They have one son, Brent.

## BRIM

Continued from Page 1

veloped is not trying to replace anything in place that agencies might have now for this situation. It is to further individuals' awareness of what to do in a dangerous scenario when someone is going through an office with a weapon," said Fernatt, an information systems specialist. "We showed this video at a Department of Administration agency directors meeting and it got their attention pretty quick. If we got their attention, we think it will get everyone's attention."

Mozingo said the program involves workplace violence statistics; discussion and questions about the video; and a detailed presentation on security threats by Sgt. Michael Lynch of the State Police, an instructor in advance level training courses such as crime scene scenarios and scenario-based training.

"On average, workplace violence occurs about once a week in this country. That's a lot," Fernatt said. "The emphasis of this program is not to make people scared to go to work, rather it is to make people be prepared of what they can and should do if they are ever in this situation."

Added Mozingo, "The information from this presentation is something that employees can retain with them for as long as they are in a workplace environment. If the situation would ever arise, this information could potentially save someone's life."

The Purchasing Division staff took advantage of the offer, having the BRIM presentation at its offices on November 16.

Mozingo and Fernatt encourage state agency representatives to contact them to schedule a presentation. They can be reached at (304) 766-2646.

**Welcome!** ... to the Department of Administration our new employees: **Kimberly Scott** (CPRB); **Alexander Paz, Meghan Salmon, Randy Schewe** and **Andrea Smith** (Office of Technology); **Drema Gibson** and **John Rymer** (Personnel); and **Doug Elkins** and **Samantha Knapp** (Purchasing).

**Best Wishes** ... to our employees who recently resigned from our department: **Erica Mani** (CPRB), **Robert Seabolt** (Finance), **Todd McInTyre** (Technology) and **Patricia Redman** (PEIA).

**Time to Relax** ... After years of hard work, **Mable Jones** (Finance); **Danny Sizemore** (General Services); and **Mike Riggs** and **Susan Diana Young** (Technology) are now ready to kick back and relax. Happy retirement!

**Joyful Night** ... Joyful Night will be celebrated on Thursday, Dec. 2 at the Capitol. Governor Earl Ray Tomblin and First Lady Joanne Tomblin will lead participants in the annual tree lighting on the north side of the Capitol. Holiday musical selections will be played throughout the evening. All events are free and open to the public. For more details, visit [www.wvculture.org](http://www.wvculture.org).

**OCS Live Meeting and Communicator Coming Soon!** ... With a launch date of January 6, 2011, the Office of Technology announces that OCS communicator and conferencing services will enable individuals and teams to collaborate and present from *anywhere*, saving time, reducing travel costs and increasing productivity. For more information, call (304) 558-9966.

## HAPPY BIRTHDAY ... in December

2 Glenn Briscoe ..... Gen. Svcs. Robin Ann Hill ..... Finance Donna Meadows ..... Technology	20 Sharon Vealey ..... Personnel
3 Ann Mollohan ..... Purchasing	21 Sylvia Brown ..... Gen. Svcs. Robert Bush ..... CPRB Bill Dodson ..... Gen. Svcs. Steven Monroe ..... Gen. Svcs. Jonathan Trout ..... Gen. Svcs.
5 Felice Joseph ..... PEIA Jan Powell ..... PEIA	22 Pam Clark ..... Public Defender David Lester ..... Technology Jennifer Perry ..... PEIA
7 Bill Holmes ..... Technology	23 Carol Dukate ..... Technology
8 Wilma Garbett ..... Technology Brian Holmes ..... Personnel	24 Billy Miller ..... Technology David Parsons ..... Gen. Svcs.
9 Anita Allen ..... Secretary's Office Stephen Schumacher ..... BRIM Keith Wood ..... Aviation	25 Howard Harris ..... Technology Robert Hensley ..... Gen. Svcs.
10 Steve Forsythe ..... Personnel	26 Philip Kingrey ..... Gen. Svcs.
12 Michael Manning Jr. . Technology Shelda Martin ..... PEIA Lynn Sisson ..... Technology	27 Heather Abbott ..... Technology Matthew Carr ..... Technology Jeff Long ..... Personnel Lester Thomas ..... Technology
13 Theresa Kirk ..... Ethics	28 Chip Myers ..... PEIA
14 Christopher Barr ..... CPRB Joseph Estep ..... PEIA Kim Hensley ..... BRIM Steven Phillips ..... Gen. Svcs.	29 Teresa Burdette ..... PEIA Charles Endres ..... Gen. Svcs.
17 Justin Alson ..... Gen. Svcs. Cecil Hill ..... CPRB Charles McDowell ..... Aviation Bob Paulson ..... Sec. Office Nancy Shaver ..... Technology Kara Tully ..... Technology	30 Teresa Morgan ..... Personnel Gary Mullins ..... Technology Robert Penn ..... Gen. Svcs. Meghan Salmon ..... Technology
18 John Fernatt ..... BRIM David McCauley ..... CPRB Dan Miller ..... Purchasing	31 Susan Chapman ..... Gen. Svcs. Drema Gibson ..... Personnel Chuck Jones ..... BRIM

# Administrative Notes

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

Earl Ray Tomblin  
Governor

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