



# Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration  
DECEMBER 2012 - Volume 19, Issue 12

## Employee of the Month

### Williams' Attention to Details at PEIA Brings Top Honor



**BURLEY WILLIAMS**  
December Employee  
of the Month

**BURLEY WILLIAMS**, an Administrative Services Assistant with the Public Employees Insurance Agency (PEIA), has been selected as the Department of Administration's *Employee of the Month* for December.

A state government employee for more than nine years, Williams' primary duties include providing administrative and customer service support for the PEIA Pharmacy Program. He also assists with the PEIA Face-

to-Face Diabetes and Weight Management programs.

"Burley is an employee of the Clinical Unit at PEIA and he works diligently to complete his daily duties and assist others whenever possible," said one co-worker. "He has taken on many job duties here at PEIA, all which require a great deal of attention, and Burley gives each task his undivided attention."

Said another co-worker,

"Burley works efficiently and with much speed. If you ever come to the PEIA offices and see a flash going down the hall, well, that was Burley."

In his spare time, Williams likes to fish, read, and run. He will be joined by friends and co-workers at a special ceremony presented by Acting Cabinet Secretary Ross Taylor on Monday, December 3<sup>rd</sup> at 1 p.m. at the PEIA office in Kanawha City.

## Joyful Night Set for Dec. 6 at Capitol Complex

Gov. Earl Ray Tomblin and First Lady Joanne Jaeger Tomblin will host the annual Joyful Night celebration at the State Capitol on Thursday, December 6. The event, which is free and open to the public, will begin at 6 p.m. on the North Side of the Capitol with the lighting of the holiday tree. Following that, Governor and Mrs. Tomblin will then view the tree on the South Side of the Capitol and step inside to the Rotunda, where the holiday tree is decorated with ornaments made by West Virginia children. The Toys for Tots donation station will be located in the Rotunda.

Following tradition, the Governor and First Lady will read "Twas the Night Before Christmas." This year, they will read the holiday classic in the foyer at the Governor's Mansion. The artstree, featuring handmade ornaments from around the state, will serve as the backdrop. Everyone is invited to the Culture Center for

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The General Services Division sets up the holiday tree on the North Side of the Capitol in preparation for the annual Joyful Night celebration on Thursday, December 6.



## SNEAK PEEK

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# 2012 Purchasing Conference Offers Agency Procurement Officers Training Opportunity

With nearly 300 attendees and presenters participating, the Purchasing Division's Agency Purchasing Conference was deemed an outstanding success.

Located at Stonewall Resort in Roanoke, the annual Agency Purchasing Conference brings together Purchasing Division staff with procurement officers throughout the state to learn more about purchasing rules and requirements.

More than 260 state agency procurement officers were joined with more than 30 Purchasing staff members and guest presenters. The conference offered 55 training sessions on 30 different topics, including four topics that were new to this year's conference. Approximately 75 individuals were first timer attendees to the conference.

"Our Agency Purchasing Conference continues to be a well-attended event, and I think that reflects on both the hard work that the staff of the Purchasing Division puts into planning and organizing the conference and the dedication and desire for continued learning by agency procurement officers," said Purchasing Division Director Dave Tincher.

The Agency Purchasing Conference offered a Beginner's Track of classes for the fifth year, a series of six workshops designed for the procurement officer new to state procurement with two years or less of experience. Offered for the sec-



**Approximately 300 were in attendance for the 2012 Agency Purchasing Conference at Stonewall Resort in Roanoke. Organized by the Purchasing Division, the annual conference gives state procurement officers the chance to expand their knowledge base while also networking with other state purchasers.**

ond year was the Advanced Track, intended for primary and back-up agency designated procurement contacts.

In addition, Tincher said, classes are constantly being updated with not just new information but also new presentation methods. This includes working to make the classes more interactive, as well as offering one-on-one consultation sessions with Purchasing Division staff.

"We work to offer a broad array of

classes to cover a wide range of information. Agency procurement officers consistently step up to the challenge offered," Tincher said. "The feedback every year helps us when preparing for future conferences. Our goal is to find the best ways to ensure our agency procurement officers are well-educated and prepared to handle the complex issues that are part of their day-to-day jobs."

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## Yoakum Appointed to Lead State Fleet Management Office

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**Kenny Yoakum**

Kenny Yoakum is the new executive director of the State Fleet Management Office. Acting Cabinet Secretary Ross Taylor of the Department of Administration announced the selection October 29.

An experienced fleet executive, Yoakum has most recently served as an administrator for Mountaineer Gas, managing the company's fleet of vehicles and overseeing the maintenance and compliance of the company's 18 locations throughout West Virginia. His experience also includes working for more than 15 years in public utility administration, negotiating contracts and agreements, providing customer service, and creating marketing strategies.

Yoakum's responsibilities include overseeing all aspects of the consolidated fleet operation for the state of West Virginia, which consists of approximately 6,500 state-owned passenger vehicles. He will develop short- and long-term plans, implement best fleet management practices and ensure compliance with applicable laws.

"Since the passage of legislation in 2010 which consolidated the state's fleet, the Department of Administration has focused on continued enhancements to our processes and procedures. Kenny will be instrumental in keeping that momentum moving forward by developing policies

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# Charleston Firefighters and Paramedics Tour Capitol to Prepare for Emergency Situations

Since its completion 80 years ago, the State Capitol remains one of West Virginia's most architectural gems. In addition to its unique design and visual appeal, the Capitol's importance is rather obvious as it serves as the hub of state government with several thousand employees working daily, with a much greater swell in figures during legislative sessions.

The Capitol's distinct layout does pose challenges in crisis situations, particularly for emergency responders. The Division of Protective Services (DPS) has created and implemented an annual Fire Orientation Plan for the Charleston City Fire Department (CFD) since 2003 to familiarize firefighters and paramedics with the many challenges of the Capitol.

Matt Brown, Security Systems Manager with DPS, led six tours over three days in November to re-acquaint more than 100 CFD personnel with established protocols to enter and exit the Capitol in an emergency situation.

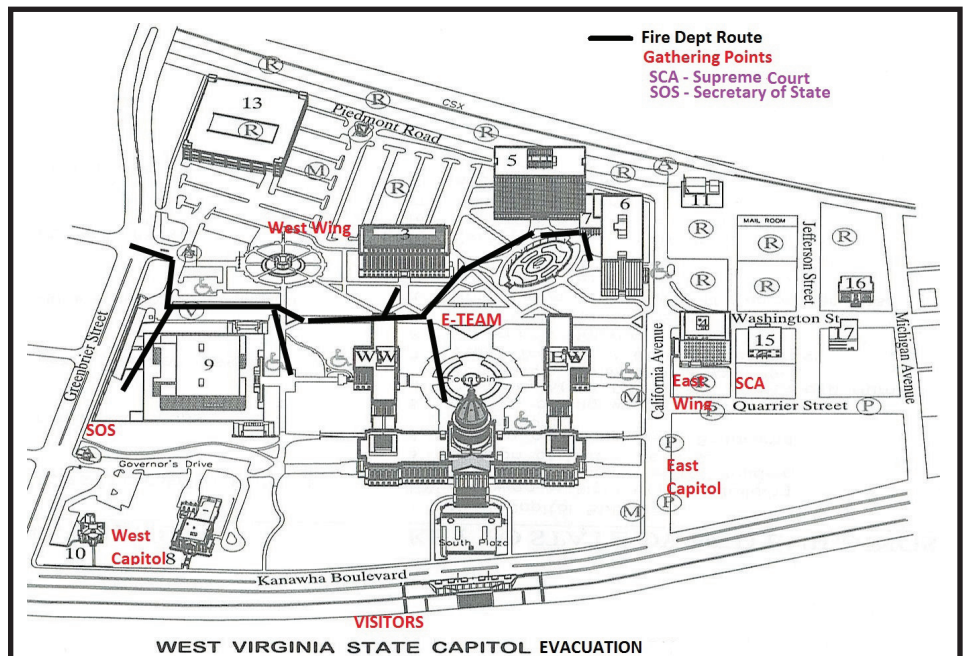
"When the Division of Protective Services electronically secured the Capitol in 2003, we realized that we had to devise an efficient way for emergency responders to get in the building because they do not have access cards," Brown said. "We have developed protocols with the Charleston Fire Department and review them with a walk-through every year."

Brown pointed out to CFD personnel that the main Capitol has a European-style number system, in which the east and west sides of the Capitol have even and odd numbers on the doors and there is no 300 level, rather the third floor offices are numbered in the 400s. He told the emergency responders that a Capitol Police Officer will meet and accompany them until they depart campus but situations can still get confusing.

"There can be as many as 10,000 people in the Capitol during a legislative session and these gathering areas and hallways can get very crowded. It can get very noisy, there could be smoke, there is a chance you could get separated from each other," Brown said.



**Matt Brown, Security Systems Manager with the Division of Protective Services, discusses the Fire Orientation Plan for the Capitol with members of the Charleston City Fire Department.**



## Evacuation Map Updated for Capitol Workers

The State Capitol Evacuation Team, which is composed of representation from the three branches of government and all constitutional offices, announced in late October new designated assembly areas in the event of an evacuation of the State Capitol. Please see the map for your information. Questions regarding this information should be directed to Matthew Brown of the Division of Protective Services at (304) 558-9911 or by e-mail at [matthew.w.brown@wv.gov](mailto:matthew.w.brown@wv.gov).

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## Department Employees Honored for their Superior Work Attendance

West Virginia state government employees celebrated Public Service Recognition Week in October. During a ceremony for Department of Administration employees, Acting Cabinet Secretary Ross Taylor recognized our department employees who had superior attendance in 2011. They are listed below.

**Office of Technology:** Randall Arbogast; Jeff Bartlett; Jamie Cartwright; Ali Dabiri; Benton Hall; Howard Harris; Sue Ann Lipinski; Sue Lore; Larry Meninger; Nathan Merritt; Janice Morgan; Rick Pickens; Gregory Pittman; Jack Pullen; Angela Riley; Robin Roberts; Denise Russe; Stanford Moss; Daniel Shriver; Bernard Simmons; Cynthia Smith; Richard Wickert.

**Division of Personnel:** Michael Campbell; Steve Forsythe, Jane Fouty; Joe Thomas.

**Finance Division:** Shawn Carper; Patricia Johns; John Smolder; Joan Chapman.

**Public Employees Insurance Agency:** Jason Haught; Keith Huffman; Felice Joseph; Gloria Lewis; Larry A. Stover.

**Aviation:** Larry Copley; James Perkins; Kevin Chapman.

**Purchasing Division:** Willadean Fisher; Beverly Toler.

**General Services Division:** Robert Hovatter; Ricky Howerton; Ricky Morris; Timothy Nichols; Perry Rawlings; Bill Tincher.

**Real Estate Division:** Ken Jackson; Chuck Lawrence.

**Public Defender Services:** Jeffrey Lawrentz.

**Ethics Commission:** Lucy Suchy.

**Consolidated Public Retirement Board:** Charles Lynch; Paula Vanhorn.

**Prosecuting Attorneys Institute:** Brian Lanham.

For a list of those honored in October for 20, 25, 30, 35, and 40 years of service, please view the November issue of *Quotes, Notes and Anecdotes* at <http://www.administration.wv.gov/newsletters/Documents/QNA.November2012.pdf>.

## Unable to Carry Over Annual Leave? Consider Donating

As the end of the calendar year approaches, state employees anticipating a surplus of accumulated annual leave may wish to consider the Division of Personnel's Leave Donation Program.

This voluntary annual leave program gives state employees the ability to donate accrued annual leave to fellow state em-

ployees who have exhausted their sick and annual leave due to medical reasons. *West Virginia Code* §29-6-27 sets forth the provisions of this program and is further defined in *Legislative Rule* 143 CSR 2 (<http://www.state.wv.us/admin/personnel/rules/>

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## TOUR

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Brown gave the firefighters useful tips, such as looking at door numbers to differentiate east from west sides and to look out the windows to know that mountains indicates the north side and the Kanawha River indicates the south side. He also demonstrated the signal one should direct toward a security camera to indicate assistance is needed. The tour included which elevators are equipped to handle gurneys and how to avoid crowds by moving through secondary corridors.

"All Charleston City Fire Department vehicles have a detailed Capitol map in them but it is as valuable to actually do a walk-through so the emergency responders can see first-hand the challenges and potential obstacles they would face inside this building," Brown said. "Many have done this exercise several times and they comment that going through the Capitol is one of the highlights of their training."

## FLEET

Continued from Page 2

to ensure the necessary internal controls and cost-efficiencies," said Acting Secretary Taylor. "With his extensive knowledge and experience in the management of fleet vehicles along with his negotiation skills, he will bring the tools and resources to our state government that will produce positive changes in this program. Kenny's leadership skills and understanding of fleet management operations will certainly benefit the state of West Virginia."

A graduate of West Virginia State University, Yoakum earned a bachelor's degree in business management.



# Is YOUR Life Insurance Beneficiary Information Accurate and Updated?

Individuals with life insurance have many questions to consider when designating who receives the benefits upon one's passing. Events such as marriage, birth/adoption of children, divorce, or death may dramatically change the intent of how individuals would want their life insurance benefit paid.

The Public Employees Insurance Agency (PEIA) and Minnesota Life, the group life insurance provider for active employees, are working together to ensure policy holders' life insurance beneficiary designations are up to date.

Here are some important factors to consider.

**Naming a beneficiary is an important benefit of life insurance ownership.**

Policy holders have the right to choose who receives their policy benefits at death. By naming a beneficiary, this ensures that life insurance benefits are being passed on to those who mean the most.

**Policy holders can elect, or change beneficiary designations by following these steps:**

1. Do some homework. A beneficiary's full name and address is required and a social security number is helpful, but not required. If naming an organization as a beneficiary, the organization's name, address, and a contact person, is required. (Please note that West Virginia law does not allow a funeral home to be named as a beneficiary.)

2. Go online to PEIA's web site, [www.wvpeia.com](http://www.wvpeia.com).

3. Click on the green **Manage My Benefits** button in the upper right hand corner.

4. Log in with your username and password. If you do not have a username and password, click on "Need to Register" above the log-in box and follow the prompts to set up your online account.

5. On the Enrollment Selection Menu, pick **Beneficiary Summary** – which is the next-to-last button.

6. Name your beneficiary(ies) for basic and optional life.



7. Choose the percentage of the proceeds the beneficiary will receive.

8. Click the Calculate Percentages button.

9. When you're finished, click the "Finalize" button to save all of your changes. **You must "finalize" or your changes will not be saved.**

PEIA has an easily accessible online system that allows policy holders to elect, store, and view beneficiary designations for Basic and Optional Term Life. By using this system, policy holders have access to beneficiary information 24 hours a day, 7 days a week.

If a beneficiary was designated using a paper form, that information will not be found on the website, but any designations made online will replace any paper designation made in the past. Policy holders who are sure not to change their previous designation, it is still helpful to name those beneficiaries online, so PEIA can be sure it has the most up-to-date information on beneficiaries. **Please note that beneficiary information cannot be given out over the telephone.**

**What happens if I don't designate a beneficiary?**

Those who do not have an existing beneficiary designated with PEIA, the beneficiary of record will be the "plan default." The life insurance benefits will be paid in the following order of priority: your spouse, if living; otherwise your natural and legally adopted children, if living; otherwise your parents, if living; otherwise your siblings, if living; otherwise your estate.

For more information, contact PEIA at (304) 558-7850 or [PEIA.Help@wv.gov](mailto:PEIA.Help@wv.gov).

## Public Employees Combined Campaign Now Underway

The 2012 West Virginia State Employees Combined Campaign (WVSECC) for the United Way, "Give Where You Live," is now underway. This 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 13 is the last day to submit pledge forms. Individuals who donate at least \$260 (\$5 a week) will be entered into a drawing to win a variety of prizes sponsored by American Electric Power, Chesapeake Energy, Toyota, Walker Equipment Company and Commercial Insurance.

The following individuals are the WVSECC coordinators for the Department of Administration agencies:

- **Aviation** / Charles McDowell
- **Board of Risk and Insurance Management** / Barbara Houchins
- **Children's Health Insurance Program** / Brenda Jones
- **Consolidated Public Retirement Board** / Barbara Moss
- **EEO** / Beverly Reed
- **Ethics** / Jackie West
- **Finance** / Linda Coleman
- **Fleet** / Barry Gunnoe
- **General Services Division** / Dennis Stewart
- **Office of Technology** / Kristi Short
- **Personnel Division** / Teresa Martin
- **Prosecuting Attorneys' Institute** / Amy Leslie
- **Public Defender Services** / Erin Fink
- **Public Employees Insurance Agency** / Frances Buchanan
- **Purchasing Division** / Carol Jarrett
- **Real Estate Division** / Misty Moore

## JOYFUL

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light refreshments and more entertainment. The theme for this year's Joyful Night is "Supporting the Military."

The event will feature high school bands, youth choirs, bell ringers and a barbershop quartet, ensuring that music will fill the air at the State Capitol throughout the entire event.

For more information about the Joyful Night activities, contact Caryn Gresham, deputy commissioner of the West Virginia Division of Culture and History at (304) 558-0220.

## LEAVE

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*rule707/143csr2.pdf*

The policy, its eligibility requirements and the forms needed to participate are posted on the Division of Personnel website at: <http://www.state.wv.us/admin/personnel/empcom/cover.htm>

"This program offers state employees who will not be able to carry over all their accrued annual leave an opportunity to donate the leave to someone undergoing some difficult circumstances," said Linda Coleman, the Department of Administration Human Resources Coordinator. "There are stringent guidelines to be eligible to participate in the Leave Donation Program but it is worth the effort, particularly for an employee in need of assistance this time of year."

For additional questions about this policy, contact Coleman at (304) 558-6181, ext. 203 or [Linda.F.Coleman@wv.gov](mailto:Linda.F.Coleman@wv.gov).

Past issues of *Quotes, Notes & Anecdotes* are available at <http://www.administration.wv.gov/newsletters/Pages/default.aspx>

**Welcome!** ... We are pleased to welcome to the Department of Administration our new employees: **Kenneth Yoakum** (Fleet); **Tamala Crago** (PEIA); **Tracy Dennis** and **Teresa Townsend** (Personnel); and **Michael Lee** and **Melissa Pettrey** (Purchasing).

**Happy Retirement!** ... After years of hard work, congratulations to **Earl Curnutte** and **Diana McGinnis** (General Services) and **Kathy Thomas** (Office of Technology), who can now kick back and relax.

**Best Wishes** ... to **Charles Nelson** (BRIM); **Melinda Campbell** (Personnel); **Sharon Thompson** (Purchasing); **Tami Price** (Real Estate); and **Jill Roberts** and **Michael Slaughter** (Technology), who all recently resigned from our department.

**Got News?** ... Contact **Diane Holley-Brown**, editor, at (304) 558-0661 or at [Diane.M.Holley@wv.gov](mailto:Diane.M.Holley@wv.gov) with information that you would like to share with the department's employees.

**Happy Holidays!** ... The Cabinet Secretary's Office of the Department of Administration wishes all of our employees a wonderful holiday season!



## HAPPY BIRTHDAY ... in December

- |   |   |
|---|---|
| <p><b>2</b> Glenn Briscoe ..... Gen. Svcs.<br/>Jason Curia ..... Technology<br/>Robin Ann Hill ..... Finance<br/>Donna Meadows ..... Technology<br/><b>3</b> Larry Thomas ..... Gen. Svcs.<br/><b>5</b> Felice Joseph ..... PEIA<br/>Jan Powell ..... PEIA<br/>Charlotte Stover ..... PEIA<br/><b>7</b> Bill Holmes ..... Technology<br/><b>8</b> Wilma Garbett ..... Technology<br/>Brian Holmes ..... Personnel<br/><b>9</b> Anita Allen ..... Secretary's Office<br/>Stephen Schumacher ..... BRIM<br/>Keith Wood ..... Aviation<br/><b>10</b> Steve Forsythe ..... Personnel<br/>Michael Hutchinson . Technology<br/><b>11</b> Gail Montantez ..... Purchasing<br/><b>12</b> Alan Cummings ..... Purchasing<br/>Michael Manning Jr. . Technology<br/>Lynn Sisson ..... Technology<br/><b>13</b> Pamela Holt ..... Personnel<br/>Theresa Kirk ..... Ethics<br/><b>14</b> Christopher Barr ..... CPRB<br/>Joseph Estep ..... PEIA<br/>Kim Hensley ..... BRIM<br/>Steven Phillips ..... Gen. Svcs.<br/><b>15</b> Holly Devins ..... PEIA<br/><b>17</b> Justin Alston ..... Gen. Svcs.<br/>Jennifer Harmon ..... Technology<br/>Charles McDowell ..... Aviation<br/>Bob Paulson ..... Sec. Office<br/>Christopher Rankin ... Technology<br/>Nancy Shaver ..... Technology<br/><b>18</b> John Fernatt ..... BRIM</p> | <p><b>18</b> David McCauley ..... CPRB<br/>Dan Miller ..... Purchasing<br/><b>21</b> Sylvia Brown ..... Gen. Svcs.<br/>Robert Bush ..... CPRB<br/>Bill Dodson ..... Gen. Svcs.<br/>Steven Monroe ..... Real Estate<br/>Jonathan Trout ..... Gen. Svcs.<br/><b>22</b> James Brisendine ..... CPRB<br/>Pam Clark ..... Public Defender<br/>David Lester ..... Technology<br/>Shannon O'Dell ..... Technology<br/>Jennifer Perry ..... PEIA<br/><b>23</b> Carol Dukate ..... Technology<br/>James Moore ..... Technology<br/><b>24</b> Billy Miller ..... Technology<br/>David Parsons ..... Gen. Svcs.<br/><b>25</b> Pierre Davison ..... Technology<br/>Howard Harris ..... Technology<br/>Robert Hensley ..... Gen. Svcs.<br/><b>27</b> Heather Abbott ..... Technology<br/>Matthew Carr ..... Technology<br/>Jeff Long ..... Personnel<br/>Lester Thomas ..... Technology<br/><b>28</b> Chip Myers ..... PEIA<br/>Anthony Stubbs ..... Gen. Svcs.<br/><b>29</b> Teresa Burdette ..... PEIA<br/>Charles Endres ..... Gen. Svcs.<br/><b>30</b> Teresa Morgan ..... Personnel<br/>Gary Mullins ..... Technology<br/>Robert Penn ..... Gen. Svcs.<br/>Meghan Salmon ..... Technology<br/><b>31</b> Susan Chapman ..... Gen. Svcs.<br/>Chuck Jones ..... BRIM<br/>Judy Smith ..... Purchasing</p> |
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# Administrative Notes

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Earl Ray Tomblin  
Governor

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