

# Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration  
December 2019 - Volume 26, Issue 12

## Employee of the Month

### PEIA's Hedrick Both Great Teammate and Friend



**Beverly Hedrick  
December Employee  
of the Month**

Beverly Hedrick, a Supervisor II for the Public Employees Insurance Agency (PEIA), has been selected as the Department of Administration's *Employee of the Month* for December.

A state employee for 16 years, her duties include supervising the Premium Accounts staff, depositing premium remittances into the state treasury as required by state code, premium account reconciliations, overseeing premium collection efforts, assuring that all agency accounts are reconciled and differences are communicated, administering the retiree refund process, and creating a monthly report to monitor agency bal-

ances.

"Beverly goes above and beyond to ensure PEIA's Premium Accounts unit is the best that it can be," said the co-worker who nominated her. "She is always willing to help resolve account issues with her co-workers. She works diligently to ensure technological programs are running correctly and creates new processes for premium accounts. Beverly is not only a great teammate, but she is also an overall genuine person who always has a shoulder to lean on and an ear to listen."

When she's not working, Hedrick enjoys going to the movies, spending time with her grandchildren, reading, making flower arrangements, and crafting.

Hedrick will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Allan McVey on Thursday, December 5, 2019, at 3:00 p.m. at the PEIA offices in Kanawha City.

## Annual Joyful Night Celebration Scheduled for Dec. 10

Join Governor Jim Justice and First Lady Cathy Justice for the annual Joyful Night celebration at the State Capitol on Tuesday, December 10, 2019. In addition to the lighting of the trees, the evening's entertainment will include a pre-concert by several area high school bands. The celebrations will last from 5:30 p.m. to 8 p.m. with the tree lighting ceremony at 6 p.m. on the South Plaza.

Attendees are invited to attend other special events such as the First Lady's Ornament Competition; the Gold Star, Military and First Responder Recognition Ceremony; and a reading of 'Twas the Night Before Christmas at the Governor's mansion.

Please see JOYFUL NIGHT, Page 3



Photo Courtesy of the  
Governor's Office

At the 2018 Joyful Night celebration, Gov. Jim Justice and First Lady Cathy Justice hosted the official tree lighting ceremony on the Capitol steps.

## SNEAK PEEK

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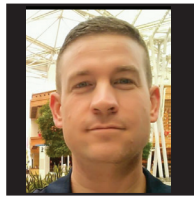


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# Annual Department of Administration's *Employee of the Year* Ceremony Scheduled for December 6



**Patty Johns**  
January Recipient



**Jeremiah Jones**  
February Recipient



**Misty Moore**  
March Recipient



**David Scruggs**  
April Recipient



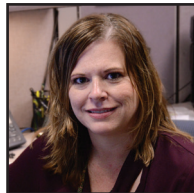
**Raymond Jordan**  
May Recipient



**Carol Nichols**  
June Recipient



**Twila Otey**  
July Recipient



**Jessica Chambers**  
August Recipient



**James Parsons**  
September Recipient



**Matthew Nelson**  
October Recipient



**Tim Phillips**  
November Recipient



**Beverly Hedrick**  
December Recipient

All department employees are encouraged to attend the *Employee of the Year* ceremony on Friday, December 6, 2019, at 11:30 a.m. in the Upper Rotunda of the Capitol building near the House Chamber. During this ceremony, the 2019 *Employees of the Month* will be recognized, followed by the official announcement of the *Employee of the Year*.

The winner will receive a Certificate of Recognition signed by Governor Jim Justice, along with a monetary award. The nominees for the 2019 *Employee of the Year* include the monthly award winners, highlighted below.

Congratulations to our deserving *Employee of the Month* recipients for this year!

**PATTY JOHNS**, our January Employee of the Month, is an Administrative Services Manager for the Finance Division.

**JEREMIAH JONES**, our February Employee of the Month, is a Programmer Analyst I for the Office of Technology.

**MISTY MOORE**, our March Employee of the Month, is a Real Estate Specialist II for the Real Estate Division.

**DAVID SCRUGGS**, our April Employee of the Month, is an Office Assistant I for the Finance Division.

**RAYMOND JORDAN**, our May Employee of the Month, is a Building Project Management Specialist for the General Services Division.

**CAROL NICHOLS**, our June Employee of the Month, is the Executive Assistant to the Department of Administration's Cabinet Secretary.

**TWILA OTEY**, our July Employee of the Month, is a Secretary II for the Classification and Compensation (Class and Comp) section of the Division of Personnel.

**JESSICA CHAMBERS**, our August Employee of the Month, is a Senior Buyer for the Purchasing Division.

**JAMES PARSONS**, our September Employee of the Month, is a Fleet Analyst for the Fleet Management Division.

**MATTHEW NELSON**, our October Employee of the Month, is a Programmer Analyst I for the Office of Technology.

**TIM PHILLIPS**, our November Employee of the Month, is a Programmer Analyst IV for the Consolidated Public Retirement Board.

**BEVERLY HEDRICK**, our December Employee of the Month, is a Supervisor II for the Public Employees Insurance Agency.



# SPECIAL REMINDER:

## STATE EMPLOYEES COMBINED CAMPAIGN ENDS DEC. 15



State employees are reminded of the upcoming deadline for the West Virginia State Employees Combined Campaign (WVSECC)

by which they can donate funds through payroll deduction, cash, or check to the United Way.



Employees may contribute to the United Way's general fund, known as the *Community Impact Fund*, or can designate their gift toward a specific United Way agency of their choosing. **The last day to submit pledge forms is December 15, 2019.**

Despite the upcoming deadline for pledge forms, special fundraising events may continue through the end of March 2020. The Office of Technology (WVOT) recently hosted a "Pie the Director" fundraiser. Shown left, Cabinet Secretary Allan McVey pies WVOT's Director of Applications Jamison Mitchell.

The WVSECC is the only state-sanctioned fundraising effort.

### JOYFUL NIGHT

Continued from Page 1

This event is free to the public. For more information about the Joyful Night activities, visit the West Virginia Division of Culture and History's website at [www.wvculture.org](http://www.wvculture.org).

Below is a complete agenda of the activities scheduled for the Joyful Night event:

**5:30 p.m. / South Plaza Fountain (Kanawha Blvd. side)**

*Pre-Concert Performance*

**6:00 p.m. / South Plaza Fountain (Kanawha Blvd. side)**

*Tree Lighting Ceremony*

**6:30 p.m. / Governor's Reception Room**

*First Responder Recognitions*

*Military Trees*

**7:00 p.m. / Culture Center**

*Public Reception*

*Student Ornament Content Winners Announced*

*Artistree Acknowledgement*

*Refreshments*

**7:30 p.m. / Governor's Mansion**

*Reading of *The Night Before Christmas**



**Photo Courtesy of the Governor's Office**

**First Lady Cathy Justice hosted the 2019 Artistree Reception at the Governor's Mansion in November. Members of the public are invited to see the trees and join in the festivity at this year's Joyful Night Celebration on December 10, 2019.**



## Capitol Dispensary Now Open

The Division of Protective Services (DPS) would like to inform state employees working at or visiting the state Capitol complex that the Capitol Dispensary is now open.

Registered nurse Elizabeth George can provide a variety of over-the-counter pain relievers, as well as medications for colds, allergies, bites and stings. The Dispensary also has medications for medical emergencies, such as EpiPens for anaphylaxis and nitroglycerin pills for angina. It does not, however, maintain antibiotics or any other medication that requires a prescription.

State employees and visitors to the Capitol can also have their blood pressure checked or receive assistance with medical injections at the Dispensary.

Operating hours are Mondays and Wednesdays from 8:00 a.m. to 4:00 p.m., with full-time hours expected during the 2020 Legislative Session beginning in January.

If you have a medical emergency outside of these hours of operation, please call 9-1-1 or the Capitol Police Command Center at 304.558.5715.



**Feeling unwell? Consider visiting Elizabeth George, RN at the State Capitol Dispensary. George will be available Monday and Wednesday from 8 a.m. to 4 p.m. with full-time hours beginning in January 2020.**

## Work Continues on Capitol Dome Project



In January 2018, work began on a project to repair water leaks in areas where the blue and gold dome meets the limestone. While progress photos are shown here, the entire dome project is being documented on the Department of Administration's website at <https://administration.wv.gov/CapitolDomeProject>.

1. February 6, 2018: Work begins to disassemble the chandelier.
2. June 25, 2018: The interior scaffolding starts to go up.
3. April 29, 2018: Work on the exterior scaffold continues toward the observation deck.
4. October 24, 2019: Workers can be seen removing paint from the walls of the inner dome.
5. As part of the project, the 2,300 pound limestone blocks at the base of the dome are lowered down to the work yard, cleaned and repaired, then put back into place and sealed.





# Capitol Campus Displays Holiday Trees Thanks to General Services

Each year, the General Services Division (GSD) arranges the display of two beautiful trees on the Capitol campus. Located on the north and south sides of the Capitol, these majestic trees delight state workers and visitors during the holiday season.

This year, both trees were donated on



behalf of the West Virginia Christmas Tree Growers Association by members David and Rebecca Absher, owners of Absher Christmas Tree Farm. The Canaan Fir is displayed on the Lincoln plaza and the Norway Spruce is on the north plaza. Both trees stand between 25- and 30-feet tall and were grown at the Abshers' home in Raleigh County. The Abshers first planted trees 30 years ago and now sell them on a retail lot in front of the Plaza Mall in Beckley, WV. They say they are honored to supply the Capitol's trees for all West Virginians to enjoy.

The Department of Administration would like to thank the Abshers for donating the trees, as well as those who organized their transport, decoration, and maintenance this holiday season.

**The General Services Division was on hand in late November to help set up the 2019 holiday trees. Shown left, an approximately 25 foot Norway Spruce, is lifted by crane to where it will be displayed on the north plaza.**

## Revised Policy Establishes Rules for Operating State Vehicles

Department of Administration employees are reminded of an administrative policy on the proper use of all state vehicles. While the policy has existed for some time, it was revised earlier this fiscal year. The policy is administered by the West Virginia Fleet Management Division (FMD) in conjunction with the Governor's Office.

The purpose of this policy is to create a statewide, uniform policy on the use, assignment, operation and reporting of state-owned, leased, and rented motor vehicles. The policy provides clarification for authorized and unauthorized use, taking vehicles to personal residences, agency responsibilities, employee responsibilities, authorized passengers, personal use, take-home vehicle assignment criteria, vehicle accidents and theft, and fleet administration.

FMD is working with the Office of Technology to add the policy to the Learning Management System. Once implemented, drivers will be able to complete the training module and receive a certificate of completion electronically.

"FMD believes the policy training module will be a great tool to educate drivers on the employer's expectation of how a state vehicle should be utilized," said FMD Director Kenny Yoakum.

A copy of the policy should be kept in each state-owned vehicle, and employees should review it prior to driving one.

Any questions concerning the policy should be directed to FMD at [fleet@wv.gov](mailto:fleet@wv.gov) or by calling 855.817.1910.

Quotes, Notes and Anecdotes

## Healthy Eating Means Happy Holidays

While holidays are a great time for get togethers, it can be a difficult time to make healthy decisions. Do not let anxiety and stress keep you from enjoying food this time of year. Using the following tips and tricks from the Mayo Clinic will ensure you enjoy your food and holiday experiences.

- **Do not go to the table starving.** While skipping meals sounds like a great way to reduce your calorie consumption, it actually makes you more likely to overeat when you finally do eat.
- **Do not feel guilty for enjoying a meal.** While you should avoid overeating, there is nothing wrong with coming to dinner and eating until you are full.
- **Stop when you are full.** Overeating is easy when there are plenty of delicious dishes on the table. It is important to listen to your body and not overindulge. Waiting 15 to 20 minutes after a meal before going for seconds will allow you to judge if you are actually still hungry.
- **Be mindful of why you are eating.** Don't allow yourself to be caught up in the idea that holiday foods are special and will only taste good in that moment. Remind yourself that the leftovers will be delicious, and you can make that recipe again.



## Department Employees Share Thankful Thoughts and Favorite Foods

In the last issue of *Quotes, Notes & Anecdotes*, employees were asked to share what they are thankful for. The responses received included:

- Family
- Health
- Friends
- Faith
- Job with benefits
- Good co-workers
- Freedom
- Pets
- Children
- Grandchildren
- Forgiveness
- Home
- Nature
- Life itself

As a bonus question, Department employees were also asked to share their favorite holiday dish. Here are the top five holiday favorites:

1. Stuffing/dressing
2. Sweet potato casserole
3. Turkey
4. Pumpkin dessert
5. Potatoes/cranberry sides

Other favorites include green bean casserole, homemade rolls, macaroni salad, leftover turkey sandwiches, deviled eggs, creamy corn, and yams.

Department employees were also big fans of dessert. In addition to pumpkin-flavored desserts, which made it into the top five favorite dishes, employees also love:

- Blackberry cobbler
- Oreo balls
- Peanut butter kiss cookies
- Sweet potato pie
- Cinnamon rolls

*Watch for special recipes shared by employees in an upcoming email. Happy Holidays!*

**Welcome!** ... The Department of Administration is pleased to welcome **Kimberly McCormick** (CPRB); **Samantha Smith** (Grievance); **Cal Colangelo**, **Myrisha Harrison**, **Michael McCallister**, and **Ryan Watson** (Personnel); **Mark Doyle** (Public Defender Services); **David Roush** (Real Estate); **Larry Arnold**, **Scott Birchfield**, **Crystal Cook**, **Rebecca Ferrell**, **Angela Graham**, **Carl Hackworth**, **Zachary Hennen**, **Kelly Klein**, **Tammy Richards**, **Geoff Richardson**, **Georgina Richardson**, **Tina Snyder**, **Cris Spradling**, and **Danny Stover** (Technology). **Nathan Moul** also transferred from Office of Technology to CPRB.

**Best Wishes** ... to **Charles Anderson** and **Brandon Perdue** (General Services); **Erica Henson** (Personnel); **Kimberly Stopani** (Public Defender Services); **Stephanie Gale** (Purchasing); and **Jeremy Summers** (Technology), who recently resigned from our department.

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

## HAPPY BIRTHDAY ... in DECEMBER

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

Chip McDowell.....Aviation	Brian Holmes.....Personnel
John Fernatt.....BRIM	Melanie Larch.....Personnel
Kimberly Hensley.....BRIM	Jeffery Long.....Personnel
Stephen Schumacher.....BRIM	Teresa Morgan.....Personnel
Tina Baker.....CPRB	Twila Otey.....Personnel
Christopher Barr.....CPRB	Bobbie Seyedmonir.....Personnel
James Brisendine.....CPRB	Marie Sharp.....Personnel
Robert Bush.....CPRB	Carrie Sizemore.....Personnel
Megan Ellars.....CPRB	Mark Browning.....Pub.Def.Srvs
Paul Miller.....CPRB	Pamela Clark.....Pub.Def.Srvs
Charles Wolfe.....CPRB	Jonathan Friley.....Pub.Def.Srvs
Theresa Kirk.....Ethics	Gordon Simmons.....Pub.Def.Srvs
Stephanie Bailes.....Finance	Brenda Thompson.....Pub.Def.Srvs
Robin Hill.....Finance	Greg Clay.....Purchasing
Renee King.....Finance	Amber Koerber.....Purchasing
Stephanie Kirk.....Finance	Gail Montantez.....Purchasing
Matthew Reynolds.....Finance	Steven Bradbury.....Real Estate
Steven Adkins.....Gen.Srvs.	Charles Endres.....Real Estate
Joseph Belcher.....Gen.Srvs.	Carina Ferrell.....Real Estate
Glenn Briscoe.....Gen.Srvs.	Bob Paulson.....Sec. of Admin.
Shaun Dempsey.....Gen.Srvs.	Heather Abbott.....Technology
William Dodson.....Gen.Srvs.	Bethany Belding.....Technology
Robert Hensley.....Gen.Srvs.	Rodney Chapman.....Technology
Christopher Hughart.....Gen.Srvs.	Jason Curia.....Technology
Kimberly Miller.....Gen.Srvs.	Jason Fewell.....Technology
Dave Parsons.....Gen.Srvs.	Jennifer Harmon.....Technology
Steven Phillips.....Gen.Srvs.	William Holmes.....Technology
Charles Quinnelly.....Gen.Srvs.	Michael Hutchinson.....Technology
Glenn Sigmon.....Gen.Srvs.	David Lester.....Technology
Larry Thomas.....Gen.Srvs.	Michael Manning.....Technology
Jonathan Trout.....Gen.Srvs.	Kenneth Martin.....Technology
Teresa Burdette.....PEIA	David Nolawski.....Technology
Amanda Downs.....PEIA	Christopher Rankin.....Technology
Karen Hall.....PEIA	Geoff Richardson.....Technology
Felice Joseph.....PEIA	Georgina Richardson.....Technology
Jennifer Perry.....PEIA	Joann Santoro.....Technology
Jan Powell.....PEIA	Nancy Shaver.....Technology
Charlotte Stover.....PEIA	Vincent Sodaro.....Technology
Amy Crook.....Personnel	

# Administrative Notes

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Jim Justice  
Governor

Samantha  
Knapp/  
Communication  
Director/Editor

Production  
Jess Chambers  
Courtney  
Johnson

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