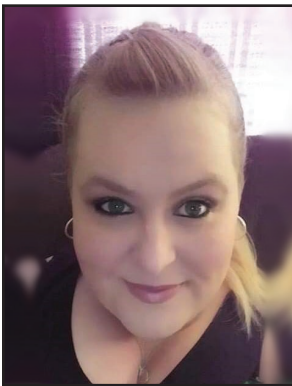


Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
December 2020 - Volume 27, Issue 12

Employee of the Month

Summers a Ray of Sunshine in Office of Technology



Joann Summers
December Employee
of the Month

Joann Summers, a project manager for the Office of Technology, has been selected as the Department of Administration's *Employee of the Month* for December.

A state employee for 21 years, her duties include developing and managing IT projects and their cost, time, and scope, as well as making project plans, communication plans, allocating tasks, and setting milestones. She currently oversees internal technology projects for the Office of Technology as well as some Executive Branch agency projects.

"She works hard to keep every-

one on task and pushing forward to meet the goal," said the co-worker who nominated her. "Even with short notice she makes sure it gets done. She is always willing to help in any way and gives multiple ideas for how things could work for the project. Joann takes responsibility of each of her projects and sees its success as her success too."

"In my opinion, Joann Summers is a rock star," the co-worker continued. "She makes the office a better place to work because she is always positive. She always steps up to a challenge and makes things happen. Although she clearly exceeds everyone's expectations and shines bright in her duties, Joann is one of the humblest people in the office as well. People like Joann are the reason awards like this were created!"

When she's not working, Summers enjoys painting, crafting, cooking and relaxing with her boyfriend and two cats.

PDS Receives Grant as Part of the Chan Zuckerberg Initiative for "Swift Defense of Women" Project

The Public Defender Services (PDS) agency has received a grant from The Greater Kanawha Valley Foundation's Chan Zuckerberg Initiative: WV Criminal Justice Reform. The grant, which provides monetary support for the position of a social worker as part of the Social Worker Intervention for Trauma-Informed (SWIFT) Defense of Women project, will run through September 30, 2021. The project is a collaborative and holistic approach to the early assessment of the treatment or other services needed by indigent women defendants facing any offense that allows for attorney representation by any Public Defender Corporation



Please see **PDS GRANT, Page 4**

SNEAK PEEK

- Employee of the Year Nominees Recognized / **Page 2**
- Capitol Campus Displays Holiday Trees Thanks to GSD / **Page 3**
- Capitol Dome Sees New Light with Cover Removal / **Page 4**



Department of Administration's *Employee of the Year 2020* Nominees Recognized



Beverly Reed
January Recipient



Thomas Hymes
February Recipient



Stephanne Thornton
March Recipient



Matthew Harper
April Recipient



Stephanie Kirk
May Recipient



Amy Newman
June Recipient



Courtney Johnson
July Recipient



Stephanie Lane
August Recipient



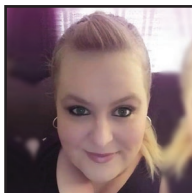
Cynthia Baker
September Recipient



Lloyd McVay
October Recipient



Jennifer Fields
November Recipient



Joann Summers
December Recipient

While the Department of Administration will not be hosting an in-person gathering for the 2020 *Employee of the Year* ceremony, all department employees are invited to join Cabinet Secretary Allan McVey for a virtual presentation on Tuesday, December 15, 2020, at 11:30 a.m. *Please note that this event has been rescheduled from its original publicized date.* During this presentation, the 2020 *Employees of the Month* (highlighted below) will be recognized, followed by the official announcement of the *Employee of the Year*. An eblast will contain viewing instructions.

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

BEVERLY REED, our January *Employee of the Month*, was the Administrative Secretary for the Equal Employment Opportunity Office. *Reed has retired from state government.*

THOMAS HYMES, our February *Employee of the Month*, was a Procurement Specialist for the Finance Division. *Hymes has resigned from the Department of Administration.*

STEPHANNE THORNTON, our March *Employee of the Month*, is a Criminal Justice Specialist for the Public Defender Corporation Resource Center (within Public Defender Services).

MATTHEW HARPER, our April *Employee of the Month*, is a Supervisor III for the West Virginia State Agency for Surplus Property, which is overseen by the Purchasing Division.

STEPHANIE KIRK, our May *Employee of the Month*, is an Administrative Services Assistant III for the Finance Division.

AMY NEWMAN, our June *Employee of the Month*, is a Programmer/Analyst 4 for the West Virginia Office of Technology.

COURTNEY JOHNSON, our July *Employee of the Month*, is a Public Information Specialist II for the Purchasing Division.

STEPHANIE LANE, our August *Employee of the Month*, is the Fleet Coordinator for the state's Fleet Management Division.

CYNTHIA BAKER, our September *Employee of the Month*, is an Administrative Services Assistant III for the Division of Personnel.

LLOYD MCVAY, our October *Employee of the Month*, is a master electrician for the General Services Division.

JENNIFER FIELDS, our November *Employee of the Month*, is an Administrative Secretary for the Purchasing Division.

JOANN SUMMERS, our December *Employee of the Month*, is a Project Manager for the West Virginia Office of Technology.

Quotes, Notes and Anecdotes

United Way Encouraging Payroll Deductions; More Donations Needed During COVID-19 Pandemic

Our world has changed so much this year, but some things remain the same. West Virginia United Ways still need the immense support that West Virginia state employees have provided in the past. The state's 14 United Way locations continue to work on the front line to provide services and assistance to the most vulnerable citizens, including those impacted by the widespread shutdown of schools and job layoffs earlier this year.

United Ways have always connected individuals and families with food pantries, health care services, transportation, utilities, eviction prevention, and more. The pandemic has expanded their work as well as the need for the services they provide. They are collecting and distributing masks to health care facilities and agencies, pro-

viding relief to nonprofit organizations through COVID-19 grants, and much more.

"Due to measures we are all undertaking to stay safe, United Ways will not have opportunities to raise money through fundraisers as in the past," said Administration Cabinet Secretary Allan McVey. "We are encouraging state employees to donate through a payroll deduction. There's no specific amount required. Even one dollar a week can help so many in need."

West Virginia state employees have generously supported the services that United Ways fund by donating through payroll deduction. During the 2019 West Virginia State Employees Combined Campaign, more than \$63,000 was raised through payroll deductions and fundraisers.

"Fortunately, during the pandemic, we have been able to keep our jobs, unlike many others," said Department of Environmental Protection Cabinet Secretary Austin Caperton, Combined Campaign Fund Chair. "The opportunity to work from home safely has in turn reduced our spending on many things, including transportation. I am asking you to share some of those savings with your United Way of choice."

A digital form can be filled out and forwarded to your payroll department. On the form, please be sure to designate which of West Virginia's 14 United Ways are to receive your donation. Questions may also be directed to your agency's campaign coordinator, listed below.

Marsha Bowling
Department Coordinator

Kim Miller
General Services

Lora Myers
BRIM

Bridget Hanshaw
CPRB

Teri Anderson
Ethics

Shelia Gray
Finance Division

Leanne Neccuzzi
Finance Division

Madeline Fitzwater
Office of Technology

Tracy Dennis
Personnel

Amy Leslie
Prosecuting Attorneys Institute

Mark Browning
Public Defender Services

**Frances Buchanan,
Jennifer Perry**
PEIA

**Ashley Means,
Tina Withrow (Parking)**
Real Estate Division

Courtney Johnson
Purchasing Division

Capitol Campus Displays Holiday Trees Thanks to GSD

Each year, the General Services Division (GSD) arranges the display of two beautiful trees on the Capitol campus. These majestic trees delight state workers and visitors alike during the holiday season. Despite the ongoing pandemic, GSD workers are happy to bring spirit to the Capitol campus again this year.

Because of the ongoing repairs to the Lincoln Plaza, the tree that normally stands on the south plaza will be placed just to the right (south of) the Greenbrier/Washington Street entrance between the gate and the knee wall along Greenbrier Street. The second tree will be positioned on the stage in the north plaza.

Also new this year, the large spruce tree located just south

of the flagpole turn circle on the southeast side of the Governor's Mansion will be lit for the holiday season.

One of the trees that will be displayed on the Capitol campus has been donated by Raymond and Malinda Dowdy of Tornado. They planted the blue spruce in 2003 to mark their first Christmas in their new home. The second tree is from Crickmer Tree Farm in Danese, owned by Al and Louise Tolliver. The Frasier fir is around 26 feet tall and is approximately 16-20 years old. It is being donated by the WV Christmas Tree Growers Association via the Crickmer Tree Farm.

The annual Joyful Night celebration will be virtual this year due to the COVID-19 pandemic.

Quotes, Notes and Anecdotes

Division of Personnel Joins Virtual Career Fair Co-Hosted by Departments of Education and Justice

Last month the Division of Personnel (DOP) participated in a virtual career fair hosted by the Department of Education in collaboration with the Department of Justice. The event, titled “Second Chance,” was offered November 19, 2020, specifically for individuals with a criminal background. Approximately 29 individuals attended the event.

“The Division of Personnel is always looking for new opportunities to recruit individuals with great skill sets to state government,” shared DOP Director Sheryl Webb. “The virtual career fairs have really expanded our ability to connect with people who are searching for a job, especially during this pandemic.”

While the DOP has participated in many virtual career fairs in 2020, this is the first time the agency has participated in an event targeted to this specific audience. The Second Chance Career Fair was designed to focus on career opportunities for individuals who had been formerly incarcerated. While DOP was not made aware of specific prior offenses, staff members were able to direct participants to positions for which they met the minimum qualifications and their backgrounds would be accepted.

In addition to meeting with applicants for one-on-one virtual sessions, DOP staff members were also able to provide information to its Applicant

Services section to assist individuals with future career opportunities with the state of West Virginia.

“I appreciate the Department of Education and Department of Justice for putting on this event and including a career fair specific for this audience,” added Webb. “We continue to celebrate diversity and are committed to creating an inclusive environment for all employees.”



PDS GRANT

Continued from Page 1

in Kanawha, Boone/Lincoln, Fayette, Raleigh, and Logan counties.

“I am proud of our Public Defender Services staff,” said Department of Administration Cabinet Secretary Allan McVey. “They recognized a need, took it from conception and put it to paper, and the result was sufficient funding to help us get the SWIFT Defense of Women program off the ground. West Virginia has some of the hardest-working citizens, and I believe that having an alternative to incarceration for first-time female offenders will have a lasting and positive impact on our state.”

“Due to the commitment of the Greater Kanawha Valley Foundation and the Chan Zuckerberg Initiative on Criminal Justice Reform, our public defenders have an opportunity to serve not only their clients’ legal needs but also their life needs, such as treatment, counseling, housing, employment, and child care,” PDS Executive Director Dana Eddy shared. “Particularly, women often come into the criminal process as the result of trauma in their lives that has not been resolved or even identified. The SWIFT Defense of Women program intends to address this

deficiency.”

While the year-long project will focus primarily on first-time offenders, any female defendant with public defender representation may be referred to the program. Referrals can be made by attorneys and public defender staff to the SWIFT Defense project social worker, who will contact the defendant, assess her needs, and make appropriate treatment referrals that address the defendant’s mental health, substance abuse, medical needs, and/or provide vocational support.

The SWIFT Defense project social worker will be trained in trauma-informed legal practice, gender-responsive assessments, Adverse Childhood Experiences, and other assessments necessary to ensure female defendants’ treatment needs are met. The goal is to help women engage in treatment while meeting court requirements, reducing recidivism, and promoting care for clients.

Work performed by the social worker is just one focus of the SWIFT Defense of Women project. All Public Defender Corporation staff in the six counties, including but not limited to office staff, paralegals, and investigators, will be trained by

Stephanne Thornton, PDS Criminal Justice Specialist, in trauma-informed legal practice to learn how to identify trauma in defendants; how to respond to that trauma; how to avoid triggering that trauma through their interactions with the defendant; and how to avoid vicarious trauma, which is a work condition that mimics Post-Traumatic Stress Disorder.

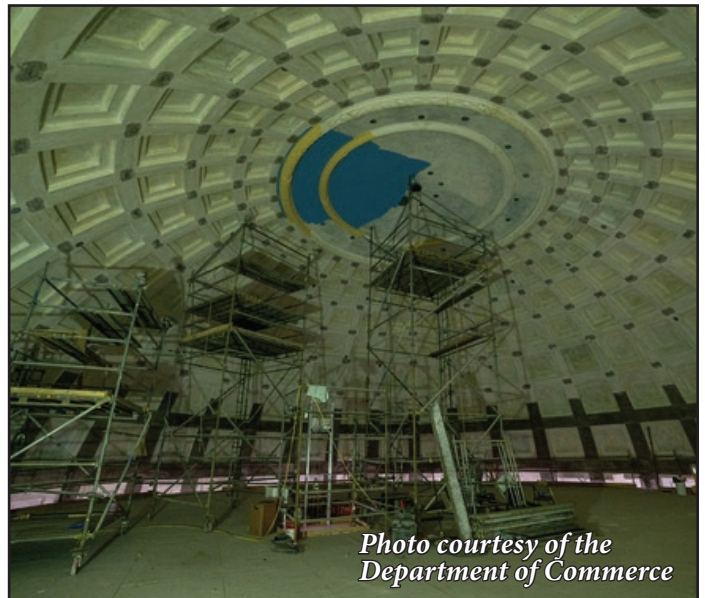
The grant is the first project-specific monetary grant award received by the Public Defender Services agency and was the result of concern for rising incarceration rates of West Virginia women, a lack of gender-specific assessments for women, and prevalent circumstances impacting female defendants, including trauma. The purpose of the project is to compile data that shows the impact that early intervention plays in lowering incarceration rates and reducing recidivism, as well as demonstrate the need for sustainable funding to expand this program in the future.

Project SWIFT Defense of Women (Social Worker Intervention for Trauma-Informed Defense of Women) has been made possible in part by a grant from The Greater Kanawha Valley Foundation’s Chan Zuckerberg Initiative Donor Advised Fund.

Capitol Dome Sees New Light with Cover Removal

The historic Capitol dome is becoming visible again after a year and a half of work. Beginning in mid-November, crews began removing the weather protection covering from the dome as well as the scaffolding, which is expected to take several months to completely remove. This restoration project began nearly three years ago to mitigate water damage and other potential safety issues if left untreated.

In addition to the replacement of drainage pipes, updating the gutter system, and installing a secondary lining system to prevent future water damage, many other restoration tasks were completed at the same time. Cornice limestone blocks at the base of the dome were removed, repaired and/or cleaned, and set back into their original placement. The dome also received a new paint job and new 23.5-karat gold leaf gilding and spot treatment to damaged areas.



Department of Administration Employees Share What they Are Thankful For During Holiday Season

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

- A stable and loving family which currently extends through 4 generations. When things get weird or tough, family has your back.
- Being able to work from home during these trying times
- Family
- Inner peace, in a crazy world
- Love from my family and the support
- Loved ones
- My faith
- Pets
- That I live in West Virginia

- That I work in a country that cannot fire me for my sexuality
- The sky above
- TikTok
- To be alive
- Too many things to list them all: my family, my health, my home and a feeling of contentment in these troubled times.

Thank you to all who submitted a response. For the next issue, we want to know: "What is your New Year's resolution?" Share what you hope to work toward in 2021 by visiting www.surveymonkey.com/r/DKF8FGN. Submissions are anonymous and should be submitted by Friday, December 11, 2020.

Registration for DOP's 1st Semester 2021 Virtual Program Now Open

The West Virginia Division of Personnel's (DOP) Organization and Human Resource Development (OHRD) section is pleased to announce that registration is now open for its 2021 1st Semester Virtual Program Schedule.

All sessions scheduled for January through June 2021 are now open for enrollment to employees via the state's Online Learning Center at www.onlinelearning.wv.gov.

The live virtual offerings for non-managers include a course on how to improve your written communication in both emails and instant messages, and another in which participants can learn how individual and team values drive decisions, as well as explore how neuroscience can be used to improve performance and practice using research-based tools and strategies to improve conversations.

There are also on-demand, self-paced online offerings, including courses on customer service, workplace safety, and preventing harassment.

For more information on the DOP's 1st Semester Virtual Program Schedule, visit the DOP-OHRD's website at <https://personnel.wv.gov/ohrd/>.

WV Division of Personnel



Welcome! ... The Department of Administration is pleased to welcome **Solomon Phillips** (BRIM), **Chad Allen**, **Raymon Hanshaw**, and **Zacharee Wisda** (General Services), **Amy Hates** (Personnel), **Melody Waite** (Purchasing), and **Jeffrey Nichols** (Technology).

Best Wishes ... to **Leah Basford** (Personnel) and **Chris Avis** (Technology), who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Scott Joslins** (BRIM); and **Byron Lusher**, **Carol Nichols**, **Tametta Richards**, and **Nancy Shaver** (Technology); and **John Gibson** (Technology) the very best during their retirement.

Mandatory Training for High-Level Officials ... is required annually by W. Va. Code § 5A-3-60. The most recent live training was offered as a webinar on November 5, 2020. To view the recording of this webinar, visit www.onlinelearning.wv.gov, log in using your unique ID number (e.g. A or B number) and password, and search for the course ID "PUR400E". For questions related to this training, email Purchasing.Training@wv.gov.

Joyful Night Celebration ... is being held virtually this year due to COVID-19. For more information on this event, please watch for an announcement by Gov. Jim Justice at governor.wv.gov.

HAPPY BIRTHDAY ... in DECEMBER

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

Charles McDowell.....Aviation	Charlotte Stover.....PEIA
Johnny Fernatt.....BRIM	Susan Trail.....PEIA
Kimberly Hensley.....BRIM	Amy Crook.....Personnel
Stephen Schumacher.....BRIM	Brian Holmes.....Personnel
Tina Baker.....CPRB	Melanie Larch.....Personnel
Christopher Barr.....CPRB	Teresa Morgan.....Personnel
James Brisendine.....CPRB	Twila Otey.....Personnel
Robert Bush.....CPRB	Brittany Rutrough.....Personnel
Megan Ellars.....CPRB	Bobbie Wisniewski.....Personnel
Charles Wolfe.....CPRB	Mark Browning.....Pub.Def.Srvs.
Theresa Kirk.....Ethics	Pamela Clark.....Pub.Def.Srvs.
Stephanie Bailes.....Finance	Jonathan Friley.....Pub.Def.Srvs.
Renee King.....Finance	Gordon Simmons.....Pub.Def.Srvs.
Stephanie Kirk.....Finance	Brenda Thompson.....Pub.Def.Srvs.
Matthew Reynolds.....Finance	Riley White.....Pub.Def.Srvs.
Steven Adkins.....Gen.Srvs.	Greg Clay.....Purchasing
Joseph Belcher.....Gen.Srvs.	Charles Endres.....Real Estate
Glenn Briscoe.....Gen.Srvs.	Steven Bradbury.....Real Estate
Richard Casdorff.....Gen.Srvs.	Robert 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
David Parsons.....Gen.Srvs.	Jennifer Harmon.....Technology
Steven Phillips.....Gen.Srvs.	William Holmes.....Technology
Charles Quinnelly.....Gen.Srvs.	James Kirk.....Technology
Glenn Sigmon.....Gen.Srvs.	David Lester.....Technology
Larry Thomas.....Gen.Srvs.	Gary Lewis.....Technology
Jonathan Trout.....Gen.Srvs.	Kenneth Martin.....Technology
Jennifer Barger.....PEIA	David Nolawski.....Technology
Teresa Burdette.....PEIA	Christopher Rankin.....Technology
Amanda Downs.....PEIA	Geoff Richardson.....Technology
Karen Hall.....PEIA	Georgina Richardson.....Technology
Felice Joseph.....PEIA	Patrick Scragg.....Technology
Jennifer Perry.....PEIA	Vincent Sodaro.....Technology
Janice Powell.....PEIA	Joann Summers.....Technology

Administrative Notes

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Jim Justice
Governor

Samantha
Knapp/
Communication
Director/Editor

Production
Jess Chambers
Courtney
Johnson

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