Employee of the Month

Gable’s Loyalty and Dedication Provide Stability at Aviation

TIERRA GABLE, a Secretary II with the Aviation Division, has been selected as the Department of Administration’s Employee of the Month for February.

A state government employee for more than seven years, Gable is primarily responsible for passenger customer service; aircraft flight invoicing; creating monthly and annual flight tracking and expenditure reports; and maintaining agency flight statistics.

“Tierra is outstanding in her dedication and professionalism to the Aviation Division. She serves as the foundation of stability in an organization which demands accuracy in a highly visible work atmosphere,” said one co-worker. “She takes great pride in her work duties and approaches all challenges with a positive attitude.”

Said another co-worker, “Tierra is a loyal state employee who always demonstrates sound judgment and a true passion for her job.”

In her spare time, Gable likes to spend time with family and friends. She will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Ross Taylor on Thursday, February 7, at 11:15 a.m. at the Aviation Division headquarters in Charleston.

Earl Ray Tomblin Sworn in as 35th Governor of West Virginia

On a cool brisk afternoon, Gov. Earl Ray Tomblin was sworn in as the 35th Governor of the state of West Virginia in front of several hundred guests on January 14th on the South Plaza of the State Capitol. Pictured to the left, the Governor was accompanied at his inauguration ceremony by his wife, First Lady Joanne Jaeger Tomblin, and son, Brent.

Governor Tomblin will give his State of the State Address on February 13th, which will indicate the commencement of the Regular Session of the State Legislature.
Editor’s Note: This is part of an on-going series of articles which takes a closer look at Department of Administration agencies.

When public employees conclude their careers and set sail into retirement, one state agency stands ready to assist them in making sure they are traveling on a well-charted course.

The Consolidated Public Retirement Board (CPRB) was created by the state legislature in 1991 to consolidate and manage all of the state’s retirement plans. Prior to that legislative action, there were separate retirement boards for teachers and public employees. To date, CPRB administers plans for retirees who live in 49 states, the Virgin Islands and 11 foreign countries.

“CPRB administers nine retirement plans and each is unique and distinctive,” said CPRB Executive Director Jeffrey Fleck. “What is common is that each of the plans has retirement advisers, so no matter which plan public employees are in, they can contact CPRB and speak to a retirement adviser who is knowledgeable and an expert in any of these particular plans.”

There are 84 full-time employees at the CPRB, Fleck said, which presents a challenge considering it deals with approximately 130,000 people (75,000 active employees and 55,000 retirees among the nine retirement plans). The plans include the Public Employees Retirement System, Teachers’ Retirement System, Teachers’ Defined Contribution, Judges’ Retirement System, Deputy Sheriffs’ Retirement System, Troopers Plan A, Troopers Plan B, Emergency Medical Services Retirement System, and Municipal Police Officers and Firefighters Retirement System.

The Consolidated Public Retirement Board was created in 1991 to consolidate and manage all of the state’s nine retirement plans. Its 84-person staff administers plans for retirees in 49 states, the Virgin Islands and 11 foreign countries.

Looking at Administration:
Consolidated Public Retirement Board

Mission Statement: The West Virginia Consolidated Public Retirement Board earnestly manages the collection of the members’ contributions, guarantees that all transactions are completed according to the law and in a timely and accurate manner by staff that is discerning, honest, and responsible.

Authority: West Virginia Code, §§5-10D, et seq. enacted in 1990 by the West Virginia Legislature created the Consolidated Public Retirement Board to replace the Public Employees Retirement Board and The Teachers’ Retirement Board.

Number of Full-time Employees: 84

Website: http://www.wvretirement.com

Address: 4101 MacCorkle Avenue S.E.

Charleston, WV 25304-1636

Telephone: (304) 558-3570
The offices of state employees vary widely from job to job and individual to individual, but floors and a wall typically come standard. If you are a pilot for the Aviation Division, your office is the cockpit of an aircraft, and your view changes every day.

The Aviation Division provides air travel service for state agencies, ranging from transporting state officials to providing air support for the State Police. It involves a surprisingly wide range of responsibilities, and it ensures the division’s eight pilots rarely have a similar day on the job. For most of them, it is a way of life.

“Flying is all I have ever done,” said pilot Kevin Chapman, a three-year veteran of the division and a native of Ona. “Both of my parents were pilots, and when I was young I worked at a local gas station to pay for my pilot license. I literally had my pilot’s license before I had my driver’s license.”

Chip McDowell, whose father learned to fly in the 1940s, said flying seems to be almost genetic among pilots. “I was never into trucks and cars,” he said. “It was always airplanes, ever since I was a little kid.”

For Rotary Wing Supervisor Larry Copley, flying was always an interest, but it was not until he began serving in the National Guard in 1980 that he started to make his move into the air. “The National Guard was looking for pilots and was willing to train them,” Copley said. “The platoon sergeant knew I had an interest in flying, so he told me to take the Flight Aptitude Test, and I passed. I was fortunate because I was paid to learn how to fly, and it opened up a career for me, and I am still with the National Guard.”

The 2013 Regular Session of the Legislature is scheduled to begin February 13 and adjourn at midnight on April 13. The 60-day session always brings a multitude of visitors to the Capitol which creates parking challenges around the campus.

State employees are reminded of the following policies and procedures for parking as outlined in West Virginia Legislative Rule 148CSR6 during the regular session to advise guests visiting state offices and to those who do not have designated parking spots.

Parking placards must be displayed immediately behind the vehicle’s rearview mirror. No substitutions, such as copies or notes placed on dashboards, will be accepted. Employees may purchase one additional placard for $20 for a second vehicle.

| March 25, 2013 | Last day to introduce bills in the Senate and the House. Does not apply to originating or supplementary appropriation bills, nor to Senate or House resolutions or concurrent resolutions. |
| March 31, 2013 | Bills due out of committees in house of origin to ensure three full days for readings. |
| April 3, 2013 | Last day to consider bill on third reading in house of origin. Does not include budget or supplementary appropriation bills. |
| April 13, 2013 | Adjournment at midnight. |

Individuals who use metered parking and believe that it is not working correctly must report the malfunctioning meter on the same day the meter is used to the Pied-
Taylor Named as Cabinet Secretary

Gov. Earl Ray Tomblin appointed Ross Taylor as Cabinet Secretary of the West Virginia Department of Administration on January 3. Prior to this appointment, he served as Acting Cabinet Secretary of the Department of Administration since February 23, 2012.

“I am pleased Ross will continue to lead the Department of Administration,” Gov. Tomblin said.

“He has done an outstanding job, and I’m confident the state will continue to benefit from his public service.”

Taylor’s other state positions included State Comptroller / Director of Finance and Deputy Director of Finance. Secretary Taylor has also worked as the Project Manager for the OASIS Enterprise Resource Planning (ERP) project, for which he remains as the chairman of the OASIS Steering Committee.

Taylor earned a Bachelor of Science Degree in Accounting from West Virginia State University and a Master’s Degree in Business Administration from Marshall University.

Nominate a Co-Worker for Employee of the Month!

One way to let co-workers know you appreciate their hard work and dedication is to nominate them for the Department of Administration’s Employee of the Month award. This award, created in 1992, is presented by the cabinet secretary each month to the recipient. In December, the 12 monthly recipients gather at a special ceremony to learn who is recognized as the Employee of the Year, which is voted on by department employees.

Nominating a co-worker is simple. Complete guidelines and the nomination form can be found by visiting http://www.administration.wv.gov/employee-of-the-month/Pages/default.aspx. All nomination forms are kept in confidence with the nomination committee, which is represented by the department’s agencies. The committee meets monthly to select a recipient from the list of nominees. Nominations can be made by co-workers, supervisors or subordinates. Nomina-

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PARKING

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Mont Avenue guardhouse at (304) 558-0248. The malfunction must be verified by the Department of Administration for a ticket to be voided. Employees wishing to report any problems with parking should contact the Piedmont guardhouse immediately as well.

The Department of Administration will not void tickets for unauthorized parking in handicapped areas, including the parking spaces and the access aisles. Parking fines, which are not to be paid with cash, are to be submitted within 10 days of the time the ticket was issued. Fines not paid within 10 days are subject to double additional fine not to exceed $20.

A vehicle is subject to removal from a designated state parking spot if its owner has more than 10 unpaid violations. A vehicle owner who has been assigned a state issued parking space and owes more than 10 unpaid violations may have the parking space revoked. A vehicle owner is responsible for payment of fines, penalties or costs assessed regardless if the owner was operating the motor vehicle at the time of the violation.

Metered parking around the State Capitol campus is monitored from 8 a.m. – 5 p.m., Monday through Friday, except holidays. Vehicles at a single parking meter may be ticketed four times a day.

During the Legislative session, the Capitol shuttle service will run Monday through Friday, every 10 to 15 minutes, starting at 6:45 a.m. at Laidley Field and completing its last run to Laidley Field at 5:30 p.m. The shuttle will not run daily between 11 - 11:20 a.m. nor on Saturdays, Sundays and state holidays.
Agencies Get Early Start on Governor’s Internship Program

State agencies can get an early start to finding quality workers for summertime employment. The Governor’s Internship Program is open and now enrolling both college students and agencies for 2013. This program pairs high-achieving college students interested in stepping into “real world” work environments for several months with state agencies.

To participate, agency officials need to enroll at www.wv.gov/GIP. Agency officials who complete the enrollment process are given a login code by the Division of Personnel to an application pool which enables them to review resumes of the college interns in the program. Interns are required to have a minimum of a 3.0 grade point average and have completed at least one year of college. Narratives describing their field of study and work interests are also available along with two letters of recommendation.

Since 1989, the Governor’s Internship Program has placed students with state agencies. Internships usually last nine to 13 weeks and the program aims to match students with agencies based on the interests of both parties.

Last year, more than 140 students participated among 25 state agencies. The program also sponsors professional development activities for the interns throughout the summer. Past programs included seminars about graduate scholarship programs, roundtables with community leaders, resume and job interviewing classes, and visits to locales, such as the Governor’s Mansion, Tamarack, the Capitol Dome and the State Museum.

“Agencies which hire interns are always very impressed by their enthusiasm and skills and are often hired back by the same agency for as long as they are in school,” said Program Director Beth Hughes with the Department of Education and the Arts. “Our office has had wonderful interns that we stay in touch with after they have graduated.

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EOM

tion forms can also be made by customers, including employees from other state agencies and the general public.

When completing the nomination form, employees should provide specific details as to why the person should be selected and identify how that employee proves to be a superior employee. The committee uses the following criteria about the nominees in selecting a recipient:

• Producing work-related service above and beyond the norm.
• Promoting harmony with coworkers.
• Promoting a positive image of the department/section/unit.
• Maintaining exemplary work standards.
• Presenting a helpful/cooperative attitude.
• Demonstrating exemplary use of time (includes work time and leave use).
• Service to the community.

Nomination forms must be signed, as the nomination form cannot be considered without a signature. Submit the form to the Cabinet Secretary’s office in Building 1, Room E119. Nominations remain confidential at all times. Nominees not selected remain on the nomination list for an unspecified period of time after submission.

To learn more about the program, visit the website or speak to your agency’s representative. The committee members and the agencies they represent are: Joan Chapman (Finance), Chad Williamson (Purchasing), Jessica Virtz (Public Employees Insurance Agency), Janice Morgan (Office of Technology), Carolyn Hager (General Services), Candi Moore (Consolidated Public Retirement Board), Brian Holmes (Personnel) and June Butterfield (Board of Risk and Insurance Management, Real Estate, Ethics Commission, Public Defender Services, Prosecuting Attorney’s Institute, Grievance Board, and Children’s Health Insurance Program). Donna Lipscomb is the program chairperson and Anita Allen is committee secretary.

CPRB

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“The staff members at CPRB take the task that is assigned to them very seriously. In my six years at CPRB [more than four years as compliance officer and one-and-a-half years as director], I have seen first-hand the dedication and hard work of this staff and the positive affect they have on people’s lives,” Fleck said. “The public employees and teachers of the state of West Virginia work extremely hard all of their lives to get to the point where they can enjoy their retirement years. We at CPRB feel privileged to assist them with their financial security during those ‘golden years.’ ”

In addition to the employees who administer the many detailed facets of the nine retirement plans, CPRB also has other sections, including:

• The Accounts/Loan section, which handles the monthly payroll for approximately 55,000 retirees and beneficiaries, processes agency accounts payable, and monitors the agency budget.
• The Legal/Compliance section handles which any appeals that are filed, assures compliance with all applicable federal and state law and handles internal audit duties.
• The Information Technology section handles all computer equipment and telephones, programming duties, provides support for all of agency hardware and software, and is responsible for the imaging of all of agency documents.
• The Administration section handles the scheduling of appointments, incoming telephone calls, receptionist duties, mail service, the ordering of supplies, and overall administrative duties.

Public employees wishing to learn more about the Consolidated Public Retirement Board may visit the agency website or contact its office listed in the information box on page 2.
Welcome! ... The Department of Administration is pleased to welcome our new employees: Rebecca Farmer (Fleet); Laura McVicker (General Services); Ara Casto and Robin Duncan (PEIA); Krystle Harrison and Laura Hooper (Purchasing); and Richard Layne (Technology).

Best Wishes ... to Melissa Hapney (PEIA) and Pamela Holt and Teresa Martin (Personnel), who recently resigned from our department.

Happy Retirement! ... After years of hard work, congratulations to Dennis Stewart of the General Services Division, who can now kick back and relax.

Congratulations ... Hannah Toney (Personnel) recently completed her Doctorate in Curriculum and Instruction (Ed.D.) from Marshall University through completion of a research study and dissertation focusing on the self-efficacy of teachers to instruct character education in West Virginia’s public elementary schools. Toney is a Development Consultant with the Organization and Human Resource Development office.

Baby Talk ... Robert Fisher (BRIM) is the proud grandfather of Bryson Levi, born January 2 at 1:06 p.m., to Brittany Fisher. Bryson weighed 8 pounds, 3 ounces, and was 20 inches long. Congratulations!

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

HAPPY BIRTHDAY ... in February

2 Michael Ebert .......... Technology
3 Diane Holley-Brown .... Purchasing
4 Willadean Fisher .......... Purchasing
5 David Lucas ................. Ethics
6 Edward McMinn .......... Technology
7 Carrie Lefevre .......... Grievance
8 Jeremy Nicholson .......... Technology
9 Connie Oswald .......... Purchasing
10 Debbi Watkins .......... Purchasing
11 Sheryl McGinnis .......... Personnel
12 Hannah Toney .......... Personnel
13 Marsha Casto .......... Personnel
14 Jackie Linthicum .......... Public Defender
15 Diana Lunsford .......... CPRB
16 Chris Bailey .......... Technology
18 Linda Coleman .......... Finance
19 Ryan Frampton .......... Technology
20 London Brown .......... Grievance
21 Matt Fenney .......... Technology
22 Mark White .......... Technology
23 James Bateman .......... Personnel
24 Michael Henkels .......... PEA
26 Misty Moore .......... Real Estate
27 Victoria Sutton .......... CPRB
30 Gary Goble Jr. .......... Personnel
31 Lisa Green .......... Technology
32 Teresa Martin .......... Personnel
33 Tracy Ketter .......... Personnel
35 Thomas Booth .......... Public Defender
36 William Hoh .......... PEA
37 Martin Wright .......... Ethics
38 Rick Pickens .......... Technology
39 Chrissy Courtney .......... CPRB
40 Amber Hawkins .......... CPRB
41 Thomas Barton .......... Real Estate
42 Lisa Conley .......... PEA
43 Tim Phillips .......... Technology
46 Rebecca Farmer .......... PEA
47 Tony O’Leary .......... Director / Editor
48 William Black .......... Administrative Notes
49 Laura Hooper .......... Editor
50 Chad Williamson .......... Special Thanks
51 Kaye Parks

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