



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
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Employee of the Month

Gable's Loyalty and Dedication Provide Stability at Aviation



TIERRA GABLE
February Employee
of the Month

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 agen-

cy flight statistics.

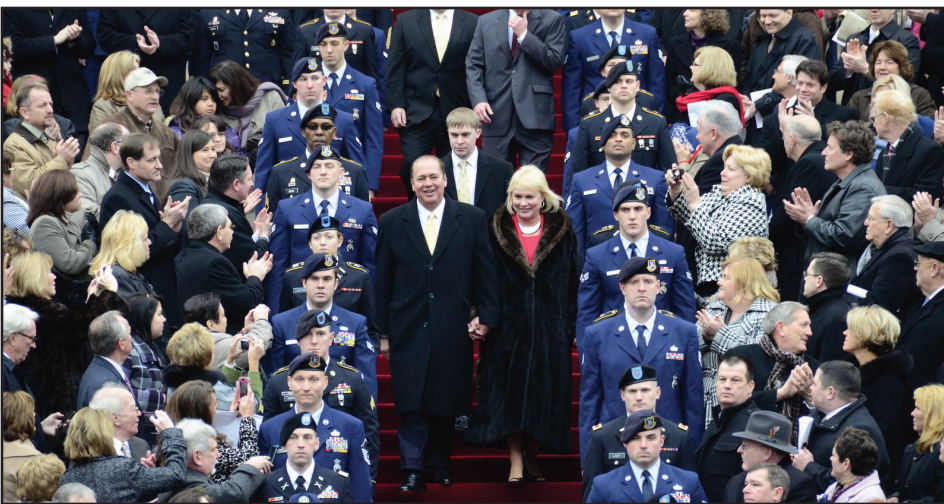
"Tierra is outstanding in her dedication and professionalism to the Aviation Division. She serves as the foundation of stability in an organization which demands accuracy in a highly visible work atmosphere," said one co-worker. "She takes great pride in her work duties and approaches all challenges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

SNEAK PEEK

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CPRB Ensures Public Employees are Charted on the Right Course for Their Retirement

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.

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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

Aviation Division Pilots Have a Sky-High View

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



Aviation Division pilots are, from left, Director of Aviation Keith Wood, Chief of Maintenance Jamie Perkins, Rotary Wing Supervisor Larry Copley, Pilot Kevin Chapman, State Police Pilot F/Sgt. S.M. Coleman, State Police Pilot Sgt. S.A. Colbert, Fixed Wing Supervisor Chris Bostick, and Pilot Chip McDowell.

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

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Employees Reminded of Parking Regulations During Session

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 rear-view 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.

2013 State Legislative Calendar for Regular Session

- **February 13, 2013** – The 2013 Regular Session of the Legislature convenes. Gov. Earl Ray Tomblin delivers State of the State Address.
- **March 4, 2013** – Submission of Legislative Rule-Making Review bills due.
- **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-

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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.



Department of Administration Employee of the Month committee members are: front, from left, Donna Lipscomb (chairperson), Anita Allen (committee secretary), Candi Moore (CPRB), Janice Morgan (Office of Technology), and Jessica Virtz (PEIA); back, from left, Carolyn Hager (General Services Division), Joan Chapman (Finance), June Butterfield (BRIM), Chad Williamson (Purchasing Division), and Brian Holmes (Personnel).

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 park-

ing 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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tions 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. Sub-

mit 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 Vartz (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.

AVIATION

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Guard.”

For Fixed Wing Supervisor Chris Bostick, the constant change is part of the enjoyment of the job. “Just the other day I was in Philadelphia, and before that I was in Miami,” he said. “We are always out of town, but that makes the job exciting.”

Director Keith Wood said the division’s mission is more than just transportation. “We are a 24-hour-a-day, seven-day-a-week division. Our schedule is our customer’s schedule, and we work to provide the best service possible, but we always emphasize safety,” he said. “We have five aircrafts going in different directions almost every day, and we are fortunate that there has not been an accident or incident in 22 years. I credit that to the hard work and dedication of our pilots.”

For McDowell, it all comes down to the time in the air. “We flew out the other day and it was cloudy, cold, raining. We kept climbing and at five thousand feet it was bright sunshine and we were sitting on top of clouds,” he said. “How can you ever get tired of that?”

GIP

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and we are always happy to hear from them and follow their progression. Since we have so many more interns who apply than are hired, I would love to see more agencies take advantage of this program to have the best of the best working in their office this summer.”

For more details, visit the program’s website or call Hughes at (304) 558-2440 for questions about the Governor’s Internship Program or Mary Jane Ayoob at the Division of Personnel (304) 558-3950, extension 57280, for questions about the applications.

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	17 Mickianne Henkels PEIA
Diane Holley-Brown ... Purchasing	17 Kenneth Jackson Gen. Srvs.
3 Willadean Fisher Purchasing	Misty Moore Real Estate
4 David Lucas Ethics	Victoria Sutton CPRB
Edward McMinn Technology	18 Billy Tincher Gen. Srvs.
5 Carrie Lefevre Grievance	19 Rick Counts Gen. Srvs.
Jeremy Nicholson Technology	Gary Goble Jr. Personnel
Connie Oswald Purchasing	Lisa Green Technology
Debbie Watkins Purchasing	Teresa Martin Personnel
6 Sheryl McGinnis Personnel	20 Tracy Ketter Personnel
Hannah Toney Personnel	Harold Loy Gen. Srvs.
7 Marsha Casto Personnel	21 Thomas Booth Public Defender
Jackie Linthicome .. Public Defender	William Hoh PEIA
Diana Lunsford CPRB	Martin Wright Ethics
8 Chris Bailey Technology	22 Rick Pickens Technology
Brusanna Jackson Gen. Srvs.	24 Chrissy Courtney CPRB
9 Linda Coleman Finance	Amber Hawkins CPRB
11 Ryan Frampton Technology	25 Thomas Barton Real Estate
14 Landon Brown Grievance	27 Lisa Conley PEIA
16 Matt Fenney Technology	Tim Phillips Technology
Mark White Technology	Greg Welch Gen. Srvs.
17 James Bateman Personnel	28 Richard Corcovilos Gen. Srvs.

Administrative Notes

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