



# Quotes, Notes & Anecdotes

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

### EEO's Reed Keeps Office on Track Toward Goals



**Beverly Reed**  
January Employee  
of the Month

Beverly Reed, the Administrative Secretary for the Equal Employment Opportunity (EEO) Office, has been selected as the Department of Administration's *Employee of the Month* for January.

A state employee for nine years, her duties include paying office invoices; scanning, attaching and logging EEO complaints; making travel arrangements for the office; answering phones; maintaining the copier; updating the EEO website and Facebook page; purchasing office supplies; coordinating EEO workshops, EEO coordinators meetings and annual EEO conferences.

"Beverly is consistently goal-oriented, detail-oriented and organized. She keeps up to date on office procedures and manages our office with pleasant efficiency. But Beverly goes above

and beyond the parameters of her job description," said the co-worker who nominated her. "One thing that she has done which has improved the lives of the EEO staff is design the EEO Office Wellness Program.

"Beverly is a pleasure to work with," the co-worker continued. "She is dedicated to the EEO's mission and makes innovative suggestions for meeting our goals. She designs weekly charts to keep track of our cases, projects and trainings. Beverly also plans and executes the yearly EEO conferences. She is always ready and willing to go the extra mile, whether it is working overtime to complete a project or suggesting ways for the office to save money."

When she's not working, Reed enjoys spending time with her family and traveling.

Reed will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Allan McVey on Thursday, January 2, 2020 at 3:00 p.m. at the EEO office on Players Club Drive in Charleston.

## Chambers Named 2019 Employee of the Year

Jessica S. Chambers, a Senior Buyer for the Purchasing Division, has been selected as the Department of Administration's *Employee of the Year* for 2019. Chambers was named the winner at a ceremony in the upper Rotunda near the House of Delegates chamber entrance on December 6, 2019.

Chambers has worked for the state for 20 years. Her duties include reviewing and soliciting agency procurements for the Office of Technology and Boards and Commissions; reviewing specifications and supporting documentation to ensure purchases can withstand legal scrutiny; and present-



**Congratulation to Jessica S. Chambers of the Purchasing Division for being voted the Department of Administration's Employee of the Year for 2019.**

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## SNEAK PEEK

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# Department of Administration Agencies Realized Long List of Accomplishments in 2019

As we head into 2020, the Department of Administration is celebrating and building upon the many successes that were realized last year within its 15 agencies and divisions.

Below are just a few highlights of the Department's accomplishments:

- In 2019, seven state aircraft flew 1,166 flights, transported 543 passengers, and logged 833.7 flight hours.
- The Equal Employment Opportunity (EEO) Office revised the 2007 Procedures for Handling EEO (PFHEEO) Complaints and submitted it to the Office of the Governor. Governor Justice approved the PFHEEO Complaints, which became effective May 31, 2019. This document provides guidelines and promotes uniformity across state agencies in reporting EEO Complaints and submitting Investigative Summary Reports to the EEO office.
- In 2019, the Ethics Commission processed 91 complaints and approximately 3,300 Financial Disclosure Statements. Additionally, a total of 1,599 public officials and employees were trained throughout the state.
- The Finance Division successfully implemented the Shared Services section to offer financial services to state agencies at a lower cost and in a more efficient manner.
- The Comprehensive Annual Financial Report (CAFR) and

Single Audit reports were submitted to the federal government before the deadline. Continued timely submission will facilitate the removal of the federal sanctions on the state's higher education institutions.

- The Finance Division received the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting, as it has each year since 1995.
- The Fleet Management Division (FMD) returned \$785,842.99 to agencies in May 2019.
- FMD and ARI saved the state \$270,277.65 in maintenance costs by suggesting alternatives to the garages' recommended repairs.
- FMD transitioned 988 equipment cards to the Auditor's Office, saving agencies \$71,136.00 in administrative fees.
- FMD assisted DMV with the State Vehicle Title, Registration, and Relicensing Project by cleaning up 5,000 vehicle records with bad Vehicle Identification Numbers, duplicate records, missing vehicle years, and by correcting erroneous vehicle years, makes and models found in wvOASIS fixed assets.
- The General Services Division completed construction

Please see **ACCOMPLISHMENTS**, Page 4

## Department of Administration Employees Share Their New Year's Resolutions for 2020

Happy New Year from the Department of Administration! We recently invited employees to share their New Year's resolutions for 2020. Many comments were shared about how our employees want to make a fresh start in the new year. Good luck to all those striving to make a positive change and achieve their goals. Let's make 2020 a great year!

*In 2020, our Department employees want to...*

- Lose weight
- Write thank you cards
- Exercise
- Travel
- Find a new job
- Be a better person and be more forgiving
- Get their spirituality back on track

- Spend more time with family and improve their healthy and wellbeing for themselves and their family
- Be healthy-mind, body, soul and spirit
- Live life happily by cherishing and living up each and every moment
- Find a group of friends to play Dungeons and Dragons
- Fully commit to a plant-based diet
- Save money and go on vacation/get married
- Be happier and appreciate life
- No longer use credit cards
- Achieve at least one item on my bucket list
- Learn to love myself
- Live a healthier lifestyle
- Love myself more and to feel better physically
- See things with "20-20" vision!
- Be happy
- Save more money
- Finish a craft project

Thank you to those employees who submitted a response. For the next issue of **Quotes, Notes and Anecdotes**, we want to know: what are your most valuable professional skills? To answer this question, visit [www.surveymonkey.com/r/S7D-ML7Y](http://www.surveymonkey.com/r/S7D-ML7Y).



# CPRB Receives National Public Pension Standards Award from Public Pension Coordinating Council

The West Virginia Consolidated Public Retirement Board (CPRB) has been awarded the 2019 Public Pension Standards Award. This award, offered by the Public Pension Coordinating Council (PPCC), recognizes public retirement organizations that meet or exceed professional standards in plan funding and administration.

"I'm very excited for the Consolidated Public Retirement Board to receive this prestigious award for the first time," said CPRB Executive Director Jeff Fleck. "West Virginia's public pension plans are among the best-funded and administered plans in the country, and this award just validates the hard work and dedication of our wonderful employees. We take pride in our motto: 'Serving those who serve West Virginia.' We also thank Governor Jim Justice and the West Virginia Legislature for their support."

To receive the Recognition Award for Funding, a retirement system must certify that it meets the requirements for funding adequacy, as defined as meeting one or more of the following criteria:

1. A funded ratio of 100% (as of June 30, 2018, PERS was 92.9% funded and TRS was 69.6% funded);

2. Contribution rates equal to or greater than 100% of the Actuarially Determined Contribution Rate (both PERS and TRS contribution rates currently meet this criterion); or
3. A plan has been approved by the governing body to achieve one or both of these criteria within five years.

To receive the Recognition Award for Administration, a retirement system must certify that it meets the requirements in five areas of assessment. Those areas are:

1. Comprehensive Benefit Program. The system must provide a comprehensive benefit program including service retirement benefits, in-service death benefits, disability benefits, vesting and provisions for granting a cost-of-living adjustment.
2. Actuarial. An actuarial valuation must be completed at least every two years using generally recognized and accepted actuarial principles and practices.
3. Audit. The system must obtain an unbiased opinion from an independent audit conducted in accordance with government auditing standards generally accepted in the United States.

4. Investments. The system must follow written investment policies and written fiduciary standards and the system must obtain an annual investment performance evaluation from an outside investment review entity.
5. Communications. Members must be provided a handbook or summary plan description, regular updates to the documents, and an annual benefit statement. Meetings of the governing board of the system must be conducted at least quarterly with adequate public notice.

The PPCC is a coalition of three national associations that represent retirement systems and administrators. Combined, these associations serve retirement systems that provide pension coverage for most of the nation's employees of state and local government.

The Public Pension Standards reflect minimum expectations for public retirement systems management and administration and serve as a benchmark by which all defined benefit public pension plans should be measured.

Congratulations to CPRB for obtaining this award.

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## EMPLOYEE OF THE YEAR

Continued from Page 1

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ing procurement-related trainings to other state agency employees.

Chambers was among the *Employee of the Month* recipients who were eligible for the award. Prior to naming the *Employee of the Year*, each monthly recipient received a special gift at the ceremony. A catered luncheon followed the ceremony for all Department of Administration employees. Cabinet Secretary Allan McVey extended his appreciation to those selected this year for this coveted monthly recognition but also noted the hard work that is offered by all Department of Administration employees.

Department of Administration employees may nominate their peers for this program by simply completing a nomination form. For additional information on this program, please visit the Department's website at <http://administration.wv.gov/employee-of-the-month>.

Congratulations to the *Employees of the Month* for 2019 and especially to Chambers for being selected as the *Employee of the Year*!



**Congratulations to all of the 2019 Department of Administration Employees of the Month.**



## ACCOMPLISHMENTS

Continued from Page 2

projects including: Building 4 reroofing; major hardscapes renewed including California Ave. sidewalk, Attorney General entry sidewalk, Governor's entry sidewalk and East Wing west entry steps; steam valve replacements; and Building 6 boiler replacements.

- The Division of Personnel (DOP) implemented a new website and has continued to make improvements in the services provided.
- DOP successfully updated the Schedule of Salary Grades and created 38 new class specifications while updating and abolishing existing class specifications as needed.
- DOP increased recruitment efforts at high schools, vocational schools, technology schools and colleges in support of Governor Justice's Jobs and Hope program.
- Public Defender Services participated in the development of several programs including wellness programs for attorneys, family treatment courts, a review of mental hygiene proceedings, and the embedding of recovery coaches throughout the state to provide treatment options for clients at the earliest intersection with the criminal justice system.
- During Fiscal Year 2019, the Grievance Board closed 50 Level 2 mediations as successful with 24 closed as unsuccessful

but not appealed to Level 3. With the average total cost of a Level 3 hearing as \$23,308.00, these 74 mediations represented a cost avoidance (of a Level 3 hearing) of \$244,857.12.

- The Public Employees Insurance Agency (PEIA) transitioned to a new Third-Party Administrator, UMR, for health benefits.
- The Purchasing Division solicited and awarded a contract for school bus tires on behalf of the county boards of education, as well as entered into a cooperative contract for the procurement of fire trucks on behalf of the City of Charleston, available to all political subdivisions.
- The Office of Technology addressed a critical issue concerning enterprise data backup, began migrations to the new hosted voice telephony contract, and overhauled the Chief Technology Officer review process, reducing operational expenses and review time from approximately 40 days to an average of four days while also ensuring accountability and efficiencies in technical procurements.
- The Real Estate Division worked in partnership with WV-OASIS to develop a reporting template to collect information from all state spending units on property that they own or lease.

## Toys for Tots Campaign Wraps Up Giving Spirit



Several Department of Administration agencies participated in gathering toys for the Toys for Tots program which has provided families with toys throughout the country since 1942

Crystal Nichols and other Office of Technology (WVOT) employees coordinated a luncheon with the cost being an unwrapped toy or \$5.00. WVOT raised \$154.00 and collected approximately 45 toys.

The Aviation Division worked with Yeager Airport for their event Stuff a Plane. The King Air 350 airplane (shown below) and Bell 407 helicopter were on static display at the event. Visitors were encouraged to bring a toy and were invited to have a photo taken with Santa and Hercules, Yeager Airport's wildlife control canine.

Thank you to all the agencies who participated in raising money for the Toys for Tots program.



# Limited Parking During Session

With the 2020 Legislative Session fast approaching, the Real Estate Division's Parking Section would like to remind employees of its parking regulations. With the 60-day Regular Session of the State Legislature kicking off January 8, 2020, there will be a much greater demand for parking around the Capitol campus.

Parking will be near capacity during the Legislative Session. Therefore, state employees are reminded of the following policies and procedures for parking as outlined in W. Va. Legislative Rule 148 CSR 6.

To ensure that employees parked in designated parking spots are not ticketed, parking placards must be displayed directly behind the vehicle's rear-view mirror or parking decals on the bottom left corner of the windshield. Copies or notes placed on dashboards will not be accepted in lieu of the placard or parking decal. Employees may purchase one additional placard for \$20 for a second vehicle. Employees who forget their placard should report it to the Piedmont Avenue guardhouse immediately at 304.558.0248.

During the Legislative Session, state employees should also advise guests visiting state offices and those who do not have designated parking spots where to find available parking. Complimentary park-

ing is available at Laidley Field, Lots 7a and 7b on the stadium side of Elizabeth Street. For guests and state employees parked at a meter that appears not to be working, that individual must report the malfunctioning meter on the same day it is used to the Piedmont Avenue guardhouse as well. The malfunction must be verified by the for a ticket to be voided.

Tickets will not be voided for unauthorized parking in handicapped areas, including parking spaces and access aisles. Payment of parking fines should be submitted within 10 days of the time the ticket was issued and may not be paid by cash. Fines not paid within 10 days may be doubled. Vehicles which are found to have more than 10 unpaid violations are subject to immobilization and/or towing at the owner's expense. Furthermore, any vehicle owner with a state-issued parking space who has more than 10 unpaid violations may have that parking space revoked. A vehicle owner is responsible for the payment of fines, penalties or costs assessed for his or her vehicle regardless if the owner was operating the vehicle at the time of the violation.

Metered parking around the Capitol campus is monitored from 8 a.m. – 5 p.m., Monday through Friday, except state holidays and weekends. A vehicle may be tick-

## 2020 Legislative Calendar

January 8: First day of session.  
State of the State address.

January 27: Submission of Legislative Rule-Making Review bills due

February 11: Last day to introduce bills in the House

February 17: Last day to introduce bills in the Senate

February 23: Bills due out of committees

February 26: Last day to consider bills on third reading

March 7: Adjournment at midnight

eted up to four times per day.

For those riding the Capitol shuttle during the Legislative Session, service will be Monday through Friday, every 10 to 15 minutes: 6:45 a.m. – 9:15 a.m.; 11:30 a.m. – 1:15 p.m.; and 3:00 p.m. and completing its last run to Laidley Field at 5:15 p.m. The shuttle will not run on Saturdays, Sundays and state holidays. For more information regarding the shuttle schedule, call the 304.558.3062.

During the interims and Regular Session, no temporary parking requests will be granted due to limited parking spaces.

## Department Employees Reflect on a Decade of Life Lessons

As we begin a new decade, it is important to reflect on the lessons we have learned. Thank you to the Department of Administration employees who took time to share what they have discovered. May we continue to learn and grow in these coming years.

*What I learned over the last decade:*

- Don't hold onto other people's words and actions that hurt you forever. They aren't worth it. Remove them from your life and you'll meet someone new who appreciates you.
- Take care of your body.
- That I need to retire.
- To appreciate every minute and person in your life because it is all subject to change by the second.
- Doctor appointments are very important. Never take your health for granted.
- Self-reliance.
- You can't lose if you don't quit.
- Not to take life too seriously. We get too wrapped up in logic to remember that the bigger picture is to connect and win someone over emotionally.
- It is better to give than receive.
- Invest in yourself, first and foremost.
- Life is too short. Appreciate your loved ones because in a blink of an eye they will be gone.
- Forgive, forget and be happy.
- That you can survive without credit cards.
- Anything is possible, dream big.
- Not to worry about the things I have no control over.
- Pay attention to your health and be on top of anything out of the ordinary. It can literally mean the difference between life and death.
- Never count on anything and be self-sufficient.
- Don't take things so personally. Worry doesn't help things.
- To love like there is no tomorrow. Regret nothing. Never look back.
- You can't pour from an empty cup. You have to take care of yourself.
- The importance of using my power and privilege for good.
- It is important to recognize toxic individuals and reduce their influence in your life.
- I am who I am and that's grand. 🌈

Quotes, Notes and Anecdotes



## Know How to Protect Information Technology

Kickoff 2020 prepared to protect your computer from bugs, worms and other malicious intrusions. Here are some tips from the State Privacy Office on how to better protect your connected devices.

**Always keep your devices up to date.**

- It is important to ensure you have the latest security software, web browsers and operating systems.
- Be wary of unprotected or unpatched devices.

**Be Cautious of Wi-Fi**

- When connecting to public WiFi, confirm the exact name and log-in procedures. While a WiFi may be labeled with the hotel/restaurant's name, it may not actually belong to that establishment.
- If you are using unsecured public WiFi, do not visit websites with sensitive information such as your personal health portal or online banking.
- If you travel and use WiFi frequently, consider purchasing a personal hotspot.

**Keep Data Safe**

- Be aware of all policies required when collecting and storing data.
- Only collect the data you need to perform a task.
- Keep paper documents in a safe space. Do not leave documents with important data out when not in use.

For more information on keeping your computer safe, visit the State Privacy Office website at <https://privacy.wv.gov>.

**Welcome!** ... The Department of Administration is pleased to welcome **John Hickman**, **Tamera Hunt**, **Matthew Short**, and **Sherry Stowers** (CPRB); **Sharon Withrow** (PEIA); **Layna Valentine-Brown** (Personnel); **Gordon Simmons** (Public Defender Services); and, **James Caraballo**, **Rodney Chapman**, **John Daniels**, **Tara Fout**, **Brandon Hill**, **David Lalone**, and **Jerry McKee** (Technology). **Sarah Jarrett** also transferred from Personnel to Finance.

**Best Wishes** ... to **Timothy Mullins** (General Services); **Ashley Mong** (Grievance); **Jeanna Huffman** (PEIA); and, **April Battle** and **Amber Koerber** (Purchasing), who recently resigned from our department.

**Happy Retirement!** ... After years of hard work and dedication, we would like to wish **Charles Mozingo** (BRIM) and **Larry Arnold** (Technology) the very best during their retirement.

**Thank You** ... to all Department employees who pledged payroll contributions or made a one-time donation to the United Way West Virginia State Employees Combined Campaign.

**Happy New Year!** ... See some of our employees resolutions on page 2.

**Martin Luther King Day** ... Please remember that state employees will recognize Monday, January 20, 2020, as a state holiday in remembrance of Dr. Martin Luther King.

**Got News?** ... Share YOUR good news with all of your department co-workers! Email [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov) with detailed information so we may include it in the next issue of the newsletter.

## HAPPY BIRTHDAY ... in JANUARY

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

Lawrence Copley.....Aviation	Joni Blankenship.....PEIA
Stephen Panaro.....BRIM	Heather Meredith.....PEIA
Tonya Pugh.....BRIM	Susan Aiello.....Personnel
Shannon Shaffer.....BRIM	Elizabeth Arthur.....Personnel
John Beane.....CPRB	Scott Joslin.....Personnel
Nancy Butcher.....CPRB	Kim Nuckles.....Personnel
Virginia Goff.....CPRB	Lee Carper.....Pub.Def.Srvs.
Deana Gose.....CPRB	Blake Collias.....Pub.Def.Srvs.
Tommie Harless.....CPRB	Jessica Hudnall.....Pub.Def.Srvs.
Rajahnea Patrick.....CPRB	Wendy Pettry.....Purchasing
Nora Shanklin.....CPRB	Ashley Means.....Real Estate
Andrew Herrick.....Ethics	Regina Reynolds.....Real Estate
Tena Dye.....Finance	Allan McVey.....Sec.of.Admin
Kaye Parks.....Finance	Scott Birchfield.....Technology
Sarah Smith.....Gen.Srvs.	Mary Burke.....Technology
Marsha Bowling.....Gen.Srvs.	Tina Christian.....Technology
Gregory Carrier.....Gen.Srvs.	David Douglas.....Technology
Armelia Close.....Gen.Srvs.	David Fitzwater.....Technology
Richard Cunningham.....Gen.Srvs.	Richard Gauldin.....Technology
Kari Dean.....Gen.Srvs.	Brian Hatcher.....Technology
David Jarrell.....Gen.Srvs.	Travis Hysell.....Technology
David Lawrence.....Gen.Srvs.	Lisa Maurer.....Technology
William Lawson.....Gen.Srvs.	Justin McAllister.....Technology
Eric Pardue.....Gen.Srvs.	Jose Molinar.....Technology
Baxter Parsons.....Gen.Srvs.	Joseph Perks.....Technology
Chris Sanders.....Gen.Srvs.	Tina Snyder.....Technology
Leonard Spencer.....Gen.Srvs.	Danny Stover.....Technology
Renee Bailey.....PEIA	Christopher Thornton.....Technology

## Administrative Notes

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Jim Justice  
Governor

Samantha  
Knapp/  
Communication  
Director/Editor

Production  
Jess Chambers  
Courtney  
Johnson

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