

Quotes, Notes & Anecdotes

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

Houchins Brings Equal Parts Experience, Competence and Grace to the Board of Risk and Insurance Management



Barbara Houchins
July Employee of the Month

Barbara Houchins, a Liability Insurance Claims Manager for the Board of Risk and Insurance Management (BRIM), has been selected as the Department of Administration's *Employee of the Month* for July.

A state government employee for more than 11 years, Barbara's responsibilities include investigating and evaluating approximately 300 property and casualty insurance claims made against various West Virginia state agencies, including liability, property and mine subsidence claims.

"Barb handles cases ranging from the mundane, such as damage from a leaky roof, to the complicated, such as medical malpractice litigation," said one co-worker. "She brings equal parts of experience, competence, and grace to the job."

Another co-worker noted that Barbara has always been quick to volunteer for extra duties for the good of her co-workers and is well-liked and respected by her peers.

In her spare time, Barbara enjoys visiting with her grandchildren and traveling with her husband to their farm in Monroe County. She also enjoys reading, gardening and canning.

Barbara will be joined by friends and co-workers at a special ceremony presented by Acting Cabinet Secretary Mary Jane Pickens on Tuesday, July 12, 2016, at 1:30 p.m. in the BRIM offices located in South Charleston.

Fleet Management Office Expands Motor Pool to Include Hybrids

The West Virginia Fleet Management Office (FMO) recently updated its fleet of vehicles available for use by state agencies. The FMO's motor pool, which consists of 10 vehicles, now includes two hybrid, fuel-efficient vehicles.

These new additions to the fleet motor pool use the latest eAssist mild-hybrid technology provided by General Motors. The hybrid vehicles (i.e. 2015 Chevy Impalas) are equipped with technology that uses both Stop-Start engine capability and a 115V lithium-ion battery to power a 15-kW electric motor-generator, saving approximately one mile per gallon.

In simpler terms, when the vehicle is stopped, the engine will stop running in an effort to save fuel. When the brake pedal is released, the engine restarts



Two hybrid, fuel-efficient vehicles were recently obtained by the West Virginia Fleet Management Office for use in the agency's motor pool. The two 2015 Chevy Impalas joined eight other vehicles available for rental by West Virginia state agencies for use in their operations.

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SNEAK PEEK

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College Students Join Administration Agencies as Part of the 2016 Governor's Internship Program

This summer, the Department of Administration continues to benefit from the West Virginia Governor's Internship Program (WVGIP). The WVGIP offers high-achieving West Virginia college students the opportunity to step beyond the classroom into the real world work environment of state agencies. Students are placed in internships where they can gain experience relevant to their academic interests while learning under a professional in that field and assisting agencies with their projects.

The West Virginia Department of Education and the Arts and the Division of Personnel collaborate each year to make this program available to all state agencies and allow these prestigious students the opportunity to gain valuable experience and insight. This year, the Department of Administration has 11 interns from the program.

This summer's interns include:

Jaime Barton is a second year program participant, working for the Office of Technology. Her responsibilities include assisting with IPT Data Gathering Projects, as well as collaborating with engineering and field operations. She is a senior at West Virginia State University and is pursuing her bachelor's degree in English (Professional Writing) with a minor in French.

"The Governor's Internship Program is a great opportunity for college students to gain experience and learn about the field they want to go into, or even a field they

might just be considering!" she said.

Ryne Faber is a first year program participant working as a PMO intern for the Office of Technology. Faber's responsibilities include assisting with newsletter articles and website updates. Faber, who will be a junior at West Virginia University this year, is studying Print Journalism with a minor in Sports Communication.

Faber noted that the best thing about the program is getting to be in a professional environment and adjusting to office life while also gaining work experience.

Paul Fox is a rising senior at Marshall University, majoring in Computer Science. A first year intern, he is working with the Office of Technology and is responsible for documenting and detailing the various systems and their uses, as well as various fixes to common problems within the system.

Fox stated that the WVGIP is a great program that offers many different possibilities to students looking for internships.

Aaron Graham, who worked as a temporary state employee for three years, is a first year intern for the Office of Technology, assisting with various security projects. A senior at Marshall University, he is pursuing a degree in Digital Forensics and Information Assurance.

"As part of this internship, I am getting to see what it is like working on a security team for a huge company, which is an eye opener," stated Graham.

Chedli Ben Hassine is a first year intern, working in the Technical Services

Unit for the Purchasing Division. Hassine assists with bid openings, managing the Purchasing Division website, and updating the Google directory. He will be finishing his senior year at West Virginia University Institute of Technology with a degree in Information Systems and a minor in Computer Science.

"The WVGIP is a nice initiative and good opportunity for students to enhance their knowledge and train for their future career," he said.

Hannah King is a two year participant working as a communication intern for the Purchasing Division, assisting with newsletter articles, the annual report, and various conference duties. King is a junior at West Virginia Wesleyan College and is a Political Science major with a minor in English.

"The WVGIP is a great opportunity for college students to expand their knowledge and gain useful experience within the workforce," she said.

Josh Massey will return to West Virginia University Institute of Technology as a senior this fall, studying Information Systems and minoring in Computer Science. As a first year summer intern, Massey is working with the Office of Technology. His responsibilities include testing, debugging, fixing, and maintaining various sites and pieces of software used throughout the state.

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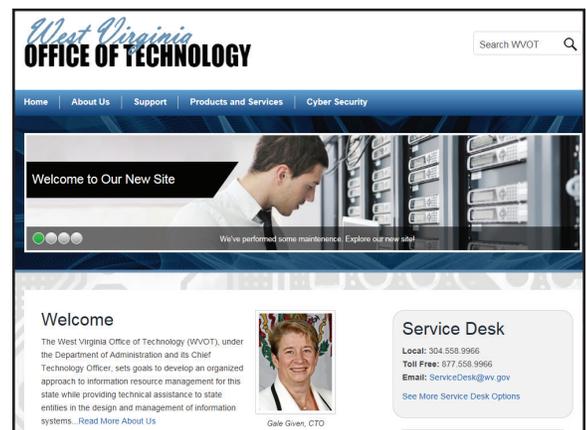
Technology Revamps its Website

The climate isn't the only thing heating up this time of year! The West Virginia Office of Technology recently revamped its website to give it a fresh, new look.

Danielle Cox, Cybersecurity Administration Manager for the Office of Technology, described the newly renovated website as "responsive." A responsive site allows the layout to display on multiple devices, such as desktops, tablets, and phones, and allows for easier and more user-friendly navigation of the site.

Other features included in the website renovation include easy-to-locate contact information, a rotating information banner updated regularly with current content, translation services, and an improved search function.

To view the revamped website, visit www.technology.wv.gov/Pages/default.aspx.



The West Virginia Office of Technology recently updated the look of its website to be responsive and more user friendly.

Surplus Property Prepares to Open Doors to New Warehouse

Big changes have been underway at the West Virginia State Agency for Surplus Property (WVSASP) site in Dunbar. Last July, construction began on a new facility that will serve as a modern warehouse and office space. Featuring a climate-controlled showroom and utilizing a new inventory system, WVSASP will be able to provide better customer service and a more respectable purchasing experience to state agencies, qualifying organizations and the general public.

WVSASP will re-open this month after the staff relocated offices and transferred its inventory to the new building. While WVSASP is located in the same physical location in Dunbar, this new facility will be a great improvement over the previous warehouse which had ongoing structural and maintenance problems. Further construction is planned around the WVSASP property with the removal of the old administrative building and federal warehouse expected later this month; however, this remaining work is not expected to affect normal business operation or hours.

“We’ve waited a long time for this moment. It is an exciting time for us,” said Purchasing Director David Tincher. Surplus Property Manager and Assistant Purchasing Director Elizabeth Perdue added in the enthusiasm. “Our staff has worked tirelessly to ensure a smooth transition to the new warehouse; we know our customers will be impressed with the new shopping experience,” she said. “We encourage folks to come check out what we have to offer, see the new building, and let us know what you think!”

A grand re-opening ceremony is planned for later this fall. More information will be shared on the WVSASP Facebook page as details become available. To “like” WVSASP on Facebook, visit www.facebook.com/WVSurplus. The new warehouse can be visited Monday-Friday from 8:30 a.m. to 4:30 p.m.



One year after beginning renovations on its new warehouse, the West Virginia State Agency for Surplus Property will open its doors to customers this month. The new warehouse will feature a showroom for merchandise and new office space for staff members.

CPRB to Conduct Seminars for PERS Members in July and August

The West Virginia Consolidated Public Retirement Board (CPRB) is conducting its annual retirement seminars at its offices in Charleston during July and August. All Public Employees Retirement System (PERS) members are invited to attend.

Registration is required for all participants wishing to attend the 2016 seminars as seating will be limited. Registration will be given on a first-come, first-served basis. To register, send an e-mail to cprb@wv.gov with your first and last names, place of employment, the first and last names of any guests attending with you, and the chosen date for which you would like to be registered. CPRB will provide a daily attendance counter on its website, www.wvretirement.com, to inform members how many spaces are available for each session. This information is located under the “NEWS” section on the website’s homepage entitled “2016 PERS Outreach Seminars.”

The PERS seminars are scheduled for July 5, July 20, and August 2, 2016. All sessions will be from 5:30 p.m.-7:30 p.m.

secondlaunchWV Provides Free Technology to Schools

In May, Chesapeake Elementary School received 20 computers, five notebooks and four laser printers. What makes this technology so special? It was acquired for free through secondlaunchWV.

Since its creation two years ago, secondlaunchWV has collected and distributed \$2 million worth of recycled technology to West Virginia schools. All of the computers and other technology equipment is donated from agencies within the Executive Branch of state government. Once received, it is wiped, cleaned, and upgraded for use within schools.

The computers, monitors, keyboards and other devices are packed together at

the secondlaunchWV warehouse where schools can pick up the computers at no cost.

“It is important that technology is embraced to make education engaging, because when students are engaged and interested, learning takes place,” explained Justin McAllister of the West Virginia Office of Technology. “This program allows West Virginia schools to embrace technology—free technology—enabling learning.”

The creation of secondlaunchWV resulted from the state’s desire to utilize unwanted surplus equipment by placing it back within schools. The Office of

Technology’s E-Recycle Program and the West Virginia Department of Education (WVDE) partnered together to pilot test this project and the success has been overwhelming.

To date, secondlaunchWV has served 33 counties within the state and has plans to reach all 55 counties.

If your agency is interested in donating old computer equipment or other technology to this program, contact Dave Cartwright at dcartwri@k12.wv.us. A special online video regarding the recent donation to Chesapeake Elementary was also released by WVDE and can be viewed at <https://vimeo.com/167133914>.

Renovations Nearly Complete on the Former Greenbrooke Building

Renovations began this spring on the Albert T. Summers Center, formerly known as the Greenbrooke Building, located across from Appalachian Power Park in Charleston. When completed, the building will host multiple divisions and agencies including the Board of Risk and Insurance Management, the Prosecuting Attorneys Institute, the Real Estate and Tax Divisions, and the Board of Social Work.

“These agencies will be moving out of private property into state-owned space, which was one of Gov. Earl Ray Tomblin’s goals—to reduce the amount of taxpayer dollars going to private leases whenever possible,” shared Jon Amores, Director of the Real Estate Division. “The Albert T. Summers Center project helps achieve that goal.”

The Albert T. Summers Center renovation is a collaborative effort between multiple agencies: the Purchasing Division, Real Estate, General Services and the Office of Technology. Each agency has played a critical role during this project.

“The renovation project for the Albert T. Summers Center is a perfect example of state agencies working together with a single goal in mind,” shared Mary Jane Pickens, Acting Cabinet Secretary for the Department of Administration. “The scale of this project would not have been possible without the cooperation and dedication of these agencies. When the renovations are completed later this summer, this project will be an asset not only to the state agencies moving in but to the entire state of West Virginia.”

In addition to new carpeting throughout the building, the Office of Technology is re-cabling the building to update its data speed and remove the outdated cabling. Construction on the third and fourth floors will help accommodate the space to the specific needs of the new tenants.

Several agencies are expected to begin moving into the building in August thanks to the hard work of the General Services Division and the Office of Technology, who have made this project a priority. Renovations on the Albert T. Summers Center are expected to be fully completed in August.

Department of Administration Launches New Twitter Account

Looking for a quick and easy way to stay up-to-date with news from the Department of Administration? Follow us on our new Twitter account [@westvirginiadoa](https://twitter.com/westvirginiadoa). From the latest department news to Employee of the Month announcements, our Twitter is a convenient way to stay connected.

“One of our initiatives for this year was to utilize social media to better communicate with our employees and the general public on the activities, news and events that are occurring within the West Virginia Department of Administration,” said Communication Director Diane Holley-Brown. “We continually seek ways to distribute information in a timely and accurate manner. Establishing our Twitter and Flickr accounts just enhances the avenues by which we inform our employees and customers.”

To view the Department of Administration’s Twitter account, visit <https://twitter.com/westvirginiadoa>. The Department of Administration also manages a Flickr account at www.flickr.com/photos/wvadministration with pictures from department events that are free to use with attribution.



INTERNS

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Massey noted that the Governor’s Internship Program is a great way to gain experience in his field while helping to pay for college. “It has been a huge help to me so far and I wish I had started it much sooner,” he said.

Drew Parrish is a first year participant in the Governor’s Internship Program. Working as an intern with the Fleet Management Office, Parrish is a junior at West Virginia University and is majoring in Finance.

Roy Pratt is a first year participant in the Governor’s Internship Program, working in the Office of Technology. A senior at Marshall University, Pratt is studying Digital Forensics and Information Assurance.

Jacob Sowards, a rising senior at Marshall University, is a first year participant with the Office of Technology. He assists with performing tasks and projects related to information security. He is a Digital Forensics and Information Assurance major.

“The experience that the WVGIP provides is a step above ‘going to class,’” said Sowards. “It is a program that I would recommend to any junior or senior in college.”

Josie Thomas is entering her sophomore year at West Virginia State University where she studies Social Work. An intern with the Finance Division, Thomas’ responsibilities include data entry, reception duties, and researching and proofing tax documents. This is her first summer as a program participant.

HYBRIDS

Continued from Page 1

seamlessly and the vehicle accelerates smoothly. Using battery power for additional acceleration helps keep the engine RPM’s low and assists in greater highway fuel economy.

The lithium-ion battery is recharged through regenerative braking, which takes place anytime the driver is coasting or stopping by using the generator-motor to send power back to the battery.

Vehicles may be rented through the Fleet Management Office for \$30 to \$50 per day, depending on the type of vehicle rented. If your agency is interested in renting a vehicle from the Fleet Management Office, please contact your agency’s fleet coordinator, who will coordinate the vehicle rental on your behalf with the Fleet Management Office. Agency fleet coordinators who have questions regarding the motor pool offerings may contact Dena Butler with the Fleet Management Office at 304.558.2614.

Quotes, Notes and Anecdotes

Purchasing Employees Participate in PEIA Wellness Programs

In June, the Purchasing Division began two six-week programs offered by the Public Employees Insurance Agency (PEIA). The programs, offered as part of the PEIA's Pathways to Wellness program, focus on water intake and exercise, specifically walking. The Back on Path and H2O Go! programs are offered to PEIA Preferred Provider Benefit and Health Plan worksites free of charge and are coordinated through each region's Health Promotion Consultant.

The Back on Path program takes place over a six-week period and is designed to help participants become more physically active by walking. Purchasing Division participants received pedometers, which are available for free to all participants while supplies last, so employees could track their steps throughout the day. Employees who also chose to enroll in the H2O Go! program were provided a 20 oz. reusable water cup to encourage them to track and increase their water intake.

"The Purchasing Division offered these programs concurrently to its staff to encourage them to be more mindful of their movement and water intake," said Stephanie Mosley, the Purchasing Division's ap-

pointed Employee Wellness Coordinator. "With summer temperatures, it felt right to incorporate the water challenge along with our walking program."

Mosley said they customized their participation in the Back on Path and H2O Go! programs so that results are individually tracked and publicly posted. "Documenting participants' water intake and mileage publicly opens the program up to fun competitiveness and additional motivation," she said.

The PEIA Pathways to Wellness program offers 15 different programs to its members. These programs can be completed by individuals, small groups, or an entire division. Activities range from cooking classes to exercise programs to personal lifestyle coaching. The length and time requirements vary from program to program.

"I hope these programs extend beyond the six weeks to become healthy routines in the participants' daily lives," added Mosley. "I believe the programs will help us build habits starting with small



The West Virginia Purchasing Division is participating in two PEIA Pathways to Wellness programs: Back on Path and H2O! Go. Stephanie Mosley, the Division's Employee Wellness Coordinator, is seen here with her H2O Go! cup. These programs focus on making healthy lifestyle changes.

changes that lead to healthier living."

To learn more about the PEIA Pathways to Wellness programs or to connect with your Regional Health Promotion Consultant, visit www.peiathways.com.

Public Defender Services Creates New Resource Center

The Public Defender Services (PDS) recently developed the Public Defender Corporation Resource Center (PDCRC) as part of its organization. Serving the entire state, the PDCRC will have a dedicated juvenile specialist and adult offender specialist. These specialists will be available to all public defender corporations and help ensure indigent clients have the assistance they need.

"PDS has deliberated on how to fund certain services for the corporations when funding cannot be provided to each corporation. Considering that the corporations range in size from a staff of 38 people (Kanawha County) to a staff of four people (Summersville), funding certain specialists for each corporation was impossible," explains Dana Eddy, Executive Director of PDS. "Accordingly, the decision was made to have certain individuals housed within PDS but dedicated solely to the public defender corporations."

When developing the PDCRC, there were two areas of need that PDS consistently noticed. The first was a representation of juveniles, which requires an understanding of youth development. The second need was for advocacy for adults in regard to sentencing and alternative placements to prison. It was important to PDS to staff individuals who could best address these special needs. One staff member is an attorney who is trained on the developmental issues faced by juveniles while the other specialist was trained in social work and understands the factors that might mitigate against harsh punishments or imprisonment of adult offenders.

"For the effective representation of clients, an attorney requires the services of persons knowledgeable about the factors that cause clients, young and old, to commit a crime. Once convicted, the advocacy of an attorney cannot end. The

attorney must argue for the punishment that best fits the client's circumstances which, for example, might include treatment rather than simply incarceration," explains Eddy.

"However, the State does not have the funding to ensure that each corporation has this resource. The PDCRC is leveraging the appropriation to the corporations in a manner that ensures that all the corporations have access to these needed resources," he continued.

The creation of PDCRC required no additional state funding. Instead, general funding for the public defender corporations was used to create the two new positions within PDCRC. While this funding change will mean some corporations receive less in their grant, other corporations will have access to these resources for the first time. To learn more about PDCRC and other services offered by PDS, visit their website at www.pds.wv.gov.

PEIA Offers Special Open Enrollment

PEIA is offering a Special Open Enrollment from July 1 - 15, 2016, should members need to make changes to their healthcare plans. It is a paper only enrollment and must be done on the form in the back of the Supplemental Shopper's Guide. No changes may be made using the "Manage My Benefits" system. Please note that the FBMC "Mountaineer Flexible Benefits" is offering a concurrent open enrollment during this same time.

For more information, visit the PEIA website at www.peia.wv.gov/Pages/Special-Enrollment-2017.aspx.

In Other News...

...**Joe Thomas** (Personnel) was presented with an "Employees Support of the Guard & Reserve (ESGR) Service" award on May 25, 2016 at Stonewall Jackson Resort. He has been a volunteer Uniformed Services Employment and Reemployed Rights Act (USERRA) Ombudsman for several years.

...The ability to make employee name and social security number changes through the *wvOASIS* Employee Self Service (ESS) application has been disabled. Employees are now required to make these changes through the Payroll Manager in their department, providing the required documentation to be attached by the Payroll Manager in the HRM application to the EICF document. Questions regarding this change can be sent to CPU_HRM-Payroll@wvOASIS.gov.

Welcome! ... The Department of Administration is pleased to welcome **Mandi Perez** (CPRB); **Preston Whitney** (Finance); **Steven Adkins** and **Rodney Chevront** (General Services); **James Knapp** and **Dustin Stover** (Personnel); **John Smolder** (Public Defender Services); **Ashley Means** (Real Estate/Parking); and **Matthew Beckett** (Technology).

Retirement! ... After years of hard work and dedication, we would like to wish **Robert Miller** (BRIM), **Twila Neil** (PEIA) and **Kitty Wilson** (Public Defender Services) the very best during their retirement.

Best Wishes ... to **Morgan Stutler** (BRIM); **Terry Light** (CPRB); **Ricky Counts**, **Clifford Garnes**, and **Kevin Walker** (General Services); **Beth Collins** and **Sheila Hannah** (Purchasing); **Jonathan Sweeney** (Prosecuting Attorney); and **Jennifer Grabowski** and **Andrew Lore** (Technology) who recently resigned from our department.

Happy Fourth of July.. The Department of Administration wishes you a safe and happy holiday this July 4th.

Got News? ... We want you to share YOUR good news with your department co-workers! Send your information to Communication Director Diane Holley-Brown at Diane.M.Holley@wv.gov!

HAPPY BIRTHDAY ... in July

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

Monica Ashford.....Personnel	Katherine Martin.....Technology
Heather Atkins.....Pub. Def. Svs.	Steven Martin.....Technology
Lori Bailey.....BRIM	Marilyn Mcminn.....BRIM
Carl Baldwin.....BRIM	Nathan Merritt.....Technology
Jeffrey Bird.....Technology	Alysia Miller.....CPRB
Steven Browning.....Surplus	Terasa Miller.....CPRB
Toney Broyles.....Technology	Thomas Miller.....PEIA
Dena Butler.....Fleet	Limber Munoz.....General Services
Jamie Cartwright.....Technology	Daniel Nary.....Finance
Kevin Cecil.....Technology	Shaun Neidlinger.....Technology
Staci Clutters.....Technology	Valerie Osburn.....Technology
Kelli Doyle.....Technology	Malechra Pannell.....CPRB
Tony Easley.....General Services	Jason Parmer.....Pub. Def. Svs.
Christopher Ellis.....General Services	Tony Pauley.....General Services
Jesse Erby.....General Services	Brian Pratt.....Technology
John Gibson.....Technology	Jack Pullen.....Technology
Rebecca Hall.....Technology	Ryan Pullin.....Finance
Lee Halstead.....PEIA	Lora Reese.....Technology
Tammy Haynes.....Technology	Cricket Reynolds.....Grievance
John Hemmings.....General Services	Thomas Riddell.....Technology
Jacquelyn Hoppe.....Personnel	Thaddeus Robinson.....Technology
Mitzie Howard.....Purchasing	Duane Ryder.....Technology
April Jarrell.....Technology	Hallie Sears.....Technology
Sarah Jarrett.....Personnel	Ruth Shaffer.....Technology
Patty Johns.....Technology	Nicole Simpkins.....PEIA
Raymond Jordan..General Services	Philip Skeen.....Technology
Eric Justice.....General Services	Nicholas Smith.....Technology
Jody Kaiser.....General Services	Stanley Stewart.....General Services
Bob Kilpatrick.....General Services	Deena Stone.....CPRB
Elizabeth Kim.....General Services	April Taylor.....PEIA
Kevin Kinder.....Technology	Teddy Thompson.....Technology
Candace Kinslow.....CPRB	Mario Torres.....Pros. Atty
Theresa Kline.....CPRB	Roger Williams.....Technology
Stephen Knotts.....Aviation	Christie Yarbough.....PEIA
Andrew Lore.....Technology	
Thomas Marchio.....PEIA	

Administrative Notes

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