

# Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration  
JUNE 2017 - Volume 24, Issue 6

## Employee of the Month

### Technology's Becky Hall Serves as a Great Asset



**Becky Hall**  
June Employee  
of the Month

Becky Hall, an Administrative Services Assistant I with the Office of Technology, has been selected as the Department of Administration's *Employee of the Month* for June.

A state employee for five years, Hall is the time-keeper and leave administrator for all full-time and temporary employees of the Office of Technology. Her responsibilities include reconciling and reviewing timecards and leave requests, ensuring all employees and managers have approved leave and timecards before the close of the pay period, and auditing the payroll register for accuracy before forwarding to the Department's payroll division. The co-worker who nominated her said Hall goes above and beyond, and not only as part of her job. "She

will help anyone any way that she can," said the co-worker.

"I can't begin to say how great Becky was during wave 1 'go live' of Kronos," continued the co-worker. "With her experience and knowledge, she was prepared and handled it very well. She's a hard and dependable worker. She is such a great asset to the Office of Technology!"

When not working, Hall enjoys spending time with family and friends, bowling, movies, camping and vacationing at the beach.

Hall will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary John Myers on Thursday, June 1, 2017, at 3:00 p.m. at the Office of Technology in Building 5.

### CPRB Introduces Final Phase of COMPASS Automated System for Employees and Non-Retired State Employees

On May 1, 2017, the West Virginia Consolidated Public Retirement Board (CPRB) went live with the final and biggest phase of its new automated system, COMPASS. The agency has been working on this project since 2013. COMPASS replaces CPRB's previous pension administration system and will greatly

improve the agency's internal workflow processes, retirement reporting and customer service.

The first phase of the COMPASS project went "live" in early 2016. Since then, **already-retired members** have had access to a "Self-Service" portal, in which they could get details about their benefits and make some changes to their accounts electronically.

This final phase of COMPASS affects participating **employers** and **non-re-**

**tired state employees** and has benefits for both.

"COMPASS now affects all of the 800 employers in our plans and changes how they report information to us," said Jeff Fleck, CPRB's Executive Director. "We will get member information in real time instead of sending paperwork back and forth to verify leave balances.



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#### SNEAK PEEK

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# Legislators Pass Many Bills Affecting the Department

The 2017 Regular Legislative Session proved to be a busy one with the passage of several bills that affect the Department of Administration.

A total of 1,802 bills were introduced during the 2017 Regular Session. The House of Delegates introduced 1,108 bills and the Senate introduced 694 bills. Only 262 of those bills completed legislation. Of the bills that passed, 16 were vetoed by the Governor.

The Department of Administration ultimately had four agency-requested bills introduced in each house, not including supplemental spending requests. Of the four agency-requested bills, three completed legislation.

All bills and resolutions introduced may be found on the Legislature's website at [www.wvlegislature.gov](http://www.wvlegislature.gov).

Some of the bills which passed that may affect or be of particular interest to the Department of Administration are listed below.

## SENATE BILLS

**SB 151** – Authorizes the Board of Risk and Insurance Management to promul-

gate two legislative rules—one relating to the Patient Injury Compensation Fund and one relating to mine subsidence insurance. Both rule changes were necessary because of legislation that was passed during the 2016 Regular Session. The bill also authorizes the Ethics Commission to promulgate a legislative rule relating to the use of office for private gain, including nepotism. The changes to the Ethics Commission rule also included a number of cleanup changes to reflect the current makeup of the Ethics Commission and other changes to policy.

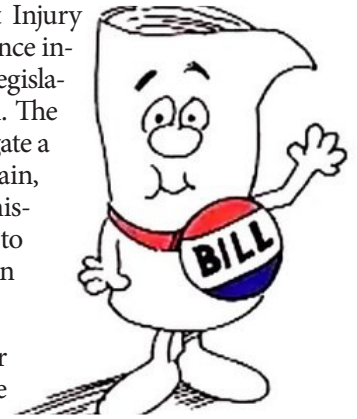
**SB 221** – Changes the experience requirements for members and reduced the number of members of the Public Employees Insurance Agency Finance Board.

**SB 247** – Authorizes a prosecuting attorney to designate and deliver grand jury records to law enforcement officers or investigators for investigative purposes.

**SB 300** – Supplemental appropriation from unappropriated balance in Treasury to Division of Personnel. This supplement was necessary to cover costs associated with the Division of Personnel's move to Building 3.

**SB 321** – Provides minimum reporting requirements for employee information to the Consolidated Public Retirement Board (CPRB). This was an agency-requested bill which mandates that specific uniform information is reported to the Board to help make eligibility determinations.

**SB 392** – Provides a definition for “vested” to the Municipal Police and Firefighter Pension plan and clarifies duty and non-duty disability status. This was a CPRB agency bill necessary to bring parity to this pension plan and make clarifying changes.



## Electronics Recycling Event Scheduled for Government Agencies at WVSASP on June 14

State agencies are invited to participate in an electronics recycling event at the West Virginia State Agency for Surplus Property (WVSASP) in Dunbar. The eScrap Recycling Event, sponsored by WVSASP, the U.S. General Services Administration and UNICOR, will be offered on Wednesday, June 14, 2017, from 9 a.m. to 3 p.m. This free event is open to all federal, state and local governmental agencies. Proper state retirement procedures for electronic equipment must be followed.

A list of acceptable items eligible for recycling can be found online at [www.unicor.gov/RecyclingAcceptableItems.aspx](http://www.unicor.gov/RecyclingAcceptableItems.aspx). A training webinar is scheduled for Wednesday, June 7, 2017, and will explain the Abandonment and Destruction regulations and requirements for eScrap recycling. A question and answer session will follow the webinar and be specific to the event at WVSASP. Registration is required for the training and can be completed online at <https://interact.gsa.gov/gsa-event/west-virginia-escrap-recycling-event-june-14th-2017>

In the event of rain, the event will be held on Thursday, June 15, 2017. Questions regarding this event may be directed to Christina Shaw at [christina.shaw@gsa.gov](mailto:christina.shaw@gsa.gov) or by calling 215.446.5083.



**SB 461** – Exempts the WV State Police from state purchasing requirements. The bill would require the Legislative Auditor to review the purchases of the State Police in 2019 to determine if the changes have resulted in savings or efficiency.

**SB 634** – Creates an exemption for the Department of Health and Human Resources (DHHR) from the requirements of the Purchasing Division when entering into agreements with West Virginia University or Marshall University for the provision of services, which will encourage collaboration and cost-savings between the Universities and DHHR.

**SB 686** – Exempts facilities from state purchasing requirements that are governed by DHHR that provide direct patient care.

## HOUSE BILLS

**HB 2001** – Modifies the ethics and purchasing laws to provide more transparency in government. This bill reflects changes made to the Ethics Commission's

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# BRIM and CPRB Recognized for Excellence in Financial Reporting for Fiscal Year 2016

The Government Finance Officers Association (GFOA) of the United States and Canada has recognized two agencies within West Virginia state government for their excellence in financial reporting.

The *Certificate of Achievement for Excellence in Financial Reporting* was awarded to the Consolidated Public Retirement Board (CPRB) and the Board of Risk and Insurance Management (BRIM) based on these agencies' Comprehensive Annual Financial Reports (CAFR) for the fiscal year ending June 30, 2016.

In making this prestigious national award, GFOA recognizes conformance with the highest standard for preparation of state and local government financial reports.

According to GFOA, the Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant ac-

complishment by a government and its management.

"BRIM is very proud to be recognized by the GFOA for the quality of its financial reporting for the past 22 years," said BRIM Executive Director Mary Jane Pickens. "We make every effort to ensure that users of our financial statements have the information needed to assess our agency's financial health and to assess how public resources are being used. We understand that transparency in government is critical, especially during these challenging budget times."

Likewise, CPRB Director Jeff Fleck made it his goal to develop and submit a Comprehensive Annual Financial Report when he joined CPRB six years ago. "I'm very proud and honored for our agency to now receive the Excellence in Financial Reporting award for the fifth year in a row," Fleck said. "I would especially like to thank our CFO, Darden Greene; our Ac-

counting Manager, Lori Cottrill; our Actuarial Analyst, Melody Bailey, and all of the CPRB staff members who worked so hard to accomplish this goal."

This is the 22<sup>nd</sup> year of receiving this honor for BRIM and the fifth year for CPRB. The CAFR is judged by an impartial panel to meet the high standards of the program, including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users to read the CAFR.

The GFOA is a major professional association servicing the needs of more than 18,000 appointed and elected local, state and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services and products designed to enhance the skills and performance of those responsible for government finance policy and management.

## Department Employees Recognized During PSRW

The Department of Administration observed Public Service Recognition Week (PSRW) during May 8-12, 2017. During the week, employees were invited to participate in events, such as a walk around

the Capitol campus and a Power Park baseball game with their families. Some agencies, such as the Board of Risk and Insurance Management, hosted different activities, such as a Wacky Wednesday.

The Department also recognized its employees who have achieved twenty years or more of public service, in five-year increments. (See the May 2017 newsletter for a full list of honorees.)



# WVSASP Offers Open House for Eligible Organizations

On May 18, 2017, the West Virginia State Agency for Surplus Property (WVSASP) organized an Open House for eligible organizations, including state agencies, local governments and non-profit organizations. More than 50 representatives from eligible organizations attended the event in Dunbar to learn about the benefits of shopping at and partnering with WVSASP. Several state agencies, including the Division of Corrections, the Alcohol Beverage Control Administration, and the Department of Health and Human Resources, attended this event.

“WVSASP has so much to offer state agencies, nonprofits and other eligible organizations,” shared Elizabeth Perdue, Assistant Purchasing Director and Manager of WVSASP. “This event was the perfect opportunity to educate new eligible organizations as well as our current customers on the variety of services we offer.”

During the Open House, WVSASP conducted three informational sessions: *An Orientation to WVSASP*, *How to Complete the Application for Eligibility*, and *Screening for Federal Property*.

State agencies interested in learning more about WVSASP should visit [WVSurplus.gov](http://WVSurplus.gov). WVSASP also maintains a Facebook page at [www.facebook.com/wvsurplus](http://www.facebook.com/wvsurplus) with information regarding weekly deals, vehicles and unique inventory.



**The West Virginia State Agency for Surplus Property conducted an Open House for Eligible Organizations at its Dunbar location on May 18, 2017. More than 50 representatives from eligible organizations participated. Above, two attendees leave the warehouse after viewing available inventory.**

## WVSASP to Offer Extended Hours for Customers on June 8

The West Virginia State Agency for Surplus Property (WVSASP) would like to invite state employees and members of the general public to attend a special **Customer Appreciation Day** on Thursday, June 8, 2017, from 10 a.m. to 6 p.m. at its newly constructed warehouse in Dunbar. On this day, WVSASP will be recognizing its loyal customers by offering extended hours.

“Our customers have been very supportive of WVSASP over the years,” said Elizabeth Perdue, WVSASP Manager. “Offering extended hours is a great way to show our appreciation.”

WVSASP completed construction on its new warehouse in late 2016. Featuring a climate-controlled showroom and security fence, the new building makes WVSASP a shopping destination for great deals. For individuals who have not recently visited WVSASP or are just now learning about what it has to offer, the extended hours provide an opportunity to see the new warehouse and the inventory available.

All state employees, excluding Purchasing Division employees, can purchase from WVSASP as a member of the public. To learn more about WVSASP, visit [WVSurplus.gov](http://WVSurplus.gov). WVSASP also maintains a Facebook page at [www.Facebook.com/WVSurplus](http://www.Facebook.com/WVSurplus).

## BILLS

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legislative rules, as well as updates language relating to a quorum. The bill also requires reporting on certain contracts.

**HB 2475** – Authorizes the Tax Commissioner to collect tax, interest and penalties due and owing from payments to vendors and contractors from the Auditor and other state, county, district or municipal officers and agents.

**HB 2586** – Relates to required minimum distribution of retirement benefits of plans administered by the CPRB. This was an agency-requested bill by CPRB.

**HB 2740** – Makes a supplementary appropriation to the Department of Administration. This supplement was required to allow Public Defender Services to pay costs incurred by court-appointed attorneys for the rest of the fiscal year.

**HB 2759** – Creates a Statewide Interoperable Radio Network and exempts the Network from certain Purchasing Division and Office of Technology requirements.

**HB 2796** – Allows the National Guard to contract for specialized technical services with the federal government, its instrumentalities and agencies, any state, territory or the District of Columbia and its agencies and instrumentalities, municipalities, foreign governments, public bodies, private corporations, partnerships, associations and individuals for specialized technical services to support specific activities related to national security, homeland security and other military-related programs.

**HB 2897** – Raises the amount required for competitive bidding of construction contracts by the state and its subdivisions, public service districts, and sanitary boards to \$50,000; and excepts public service districts from competitive bidding for emergency repairs.

**HB 2949** – Exempts specified Division of Natural Resources' contracts for some replacement, repair or design for repairs to facilities from review and approval requirements of the Purchasing Division.



## Purchasing Division's 10<sup>th</sup> Annual Open House Deemed a Success

Approximately 75 agency procurement officers and representatives attended the Purchasing Division's 10<sup>th</sup> annual Open House, which was held May 2, 2017, at the Division's offices at 2019 Washington Street East. The event provided agency purchasers with the opportunity to talk one-on-one with Purchasing Division staff and meet procurement personnel from other agencies.

State agency procurement officials were invited to meet with Purchasing staff to discuss issues related to contracts or topics specific to their agency. Purchasing buyers and inspectors were on hand, as well as representatives from Surplus Property, to answer any questions.

"This Open House is a chance for procurement officers to put names with faces, and it helps build relationships between our staff and the agencies that fall under our authority," said Acting Purchasing Director Mike Sheets. "Maintaining a high standard of customer service is vital for the Pur-



**Department of Administration Cabinet Secretary John Myers (right) chats with Purchasing Division Acting Director Mike Sheets (center) and an attendee at the 10<sup>th</sup> annual Purchasing Division Open House. This event allowed Purchasing Division staff to meet one-on-one with agency officials to discuss procurement-related issues.**

chasing Division, and an event such as this helps us continue to meet that standard."

The Purchasing Division was pleased to offer this event and would like to thank all attendees for their commitment to the state purchasing process.

## Mandatory High-Level Officials Training Now Available Online

The bi-annual *Purchasing Procedures and Purchasing Card* training, required for the state's high-level officials in accordance with *West Virginia Code* §5A-3-60, was held via webinar on May 11, 2017. The webinar was co-presented by the State Auditor's Office and the West Virginia Purchasing Division.

*West Virginia Code* requires all "executive department secretaries, commissioners, deputy commissioners, assistant commissioners, directors, deputy directors, assistant directors, department heads, deputy department heads, and assistant department heads" to annually complete two hours of training on purchasing procedures and purchasing card rules each year. Designated procurement officers are

prohibited from attending unless they hold one of the aforementioned titles.

The content of this training is updated each year to reflect the most up-to-date purchasing rules and regulations, as well as any changes in the law.

The May webinar was recorded and published online at [www.state.wv.us/admin/purchase/training/mandatory.html](http://www.state.wv.us/admin/purchase/training/mandatory.html). Viewing this recording will suffice to meet the requirement. Viewers must submit the Certificate of Completion to the Purchasing Division in order to receive credit.

For more information regarding this training, contact Communication and Professional Development Manager Samantha Knapp at 304.558.7022 or [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

## Personnel Now Offering Additional Saturday Testing Dates

The West Virginia Division of Personnel (DOP) has added an additional Saturday test date to the schedule at its Charleston test center for state positions requiring written examinations.

Saturday testing will now be offered on the first and third Saturdays of each month following a trial basis of Saturday test dates which proved to be successful. Following the implementation of Saturday testing in February 2017, DOP has seen an increase in participants testing statewide.

The testing is conducted at the Kanawha-Charleston Health Department located at 108 Lee Street East in Charleston. Free parking is available and testing begins promptly at 9:00 a.m. on designated Saturdays, with doors opening at 8:30 a.m. Applicants are encouraged to arrive at that time to show their photo ID and complete the proper paperwork. Applicants have three hours to complete the multiple choice test, working at their own pace. Testing at the Charleston location is also available on Tuesdays, Wednesdays and Thursdays at 6 p.m.

Interested candidates must first apply online at [www.personnel.wv.gov](http://www.personnel.wv.gov). Open positions that require a test will have a "W" by the position listing, indicating a written examination is required. The posting description will also state that an examination is required. Note that not all positions require an examination. There is no fee to apply or to take the test and the applicant has 90 days to complete the test once they have applied.

There are 13 DOP test centers around the state. For information about these locations and test dates, call 304.558.3950 ext. 0 or log on to [www.personnel.wv.gov/job\\_seekers/testlocations/Pages/default.aspx](http://www.personnel.wv.gov/job_seekers/testlocations/Pages/default.aspx).

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## COMPASS

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This will ultimately save time for everyone. And that means better service to our customers.”

The CPRB conducted webinar trainings for all employers on how to use *wvOASIS* with the new COMPASS Employer Self-Service portal. Soon, state employees will be able to use a Member Self-Service portal in COMPASS. They will be able to view contributions and years of service online. CPRB expects this functionality to be available in mid-2017.

“It used to be that employees would get a statement once a year,” said Fleck. “Once we go live with the Member Self-Service, they will be able to take a look at their retirement savings anytime. They will also be able to address changes and use other services online.”

Another major benefit of COMPASS is that it will take much less time for a newly retired employee to get their first pension payment. COMPASS will shorten the wait time from 10-12 weeks to within 30 days of retirement.

The old system had been in existence since 1991, when CPRB was established. CPRB staff worked closely with the Purchasing Division to prepare the specifications for the new system, release the solicitation and make the award in the spring of 2014.

The CPRB offers nine retirement plans. The new system will meet the needs of each individual plan.

For additional information about CPRB and the benefits of COMPASS to state employees, visit [www.wvretirement.com](http://www.wvretirement.com). CPRB will update its website to let everyone know when the Self-Service becomes available to non-retired employees.

**Welcome!** ... The Department of Administration is pleased to welcome **Benjamin Samples** (Aviation); **Marcia Howard** (CPRB); **Lucy Hill** and **Connie Schoolcraft** (Personnel); **Katya Ross** (Public Defenders); and **Gail Delmaar-Mines** (Real Estate).

**Happy Retirement!** ... After years of hard work and dedication, we would like to wish **Brusanna Jackson** of the General Services Division the very best during retirement.

**Best Wishes** ... to **Nathan Bledsoe**, **Jerry Bolen**, **Rodney Chevront**, **Brandon Merritt** and **Jeffrey Young** (General Services); **Tracie Hallman** (Purchasing); and **Dianna Gertz**, **Kevin Kidd** and **Nathaniel Sizemore** (Technology); who recently resigned from our department.

**2<sup>nd</sup> Semester Training Schedule** ... The Division of Personnel’s Organization and Human Resource Development section is pleased to share that its 2<sup>nd</sup> Semester Program Schedule is now available. For complete details, visit [www.personnel.wv.gov/ohrd](http://www.personnel.wv.gov/ohrd).

### **In Other News...**

**West Virginia Day...** Our fine state will be turning 154 years old on Tuesday, June 20, 2017! *West Virginia Day* is an official state holiday, in accordance with the Division of Personnel’s Administrative Rule.

**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](mailto:Diane.M.Holley@wv.gov)!

## HAPPY BIRTHDAY TO YOU ... in June!

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

Lora Simmons-Myers.....BRIM	Joyce Jones.....Sec. Office
Samantha Anderson.....CPRB	James Amos.....Technology
Tracy Batman.....CPRB	Kelly Breedlove.....Technology
Eddie Bell.....CPRB	Bill Brogan.....Technology
Tina Eddy.....CPRB	Jody Brown.....Technology
Susan Estep.....CPRB	Victoria Carrel.....Technology
Jeffrey Fleck.....CPRB	James Carter.....Technology
Beth Lukowski.....CPRB	Roger Chapman.....Technology
Kimberly Scott.....CPRB	Danielle Cox.....Technology
Rebecca Stepto.....Ethics	Dempsey Dickson.....Technology
Joey Campbell.....General Svcs	Eric Farr.....Technology
Gregory Edelman.....General Svcs	Michael Green.....Technology
William McDonald.....General Svcs	James Harrison.....Technology
Lee Orr.....General Svcs	Jeremiah Jones.....Technology
John Persinger.....General Svcs	Tracy Jones.....Technology
Ronald Reece.....Grievance	Scott Kebler.....Technology
Karen Gray.....PEIA	Jonathan Lupson.....Technology
Amy Stalnaker.....PEIA	Amy Newman.....Technology
Wendy Elswick.....Personnel	Kim Patrick.....Technology
Mary Youngblood.....Personnel	Travis Reynolds.....Technology
Amy Leslie.....Pros. Atty Institute	Cavan Riley.....Technology
Kimberly Stopani.....Pub. Def. Svcs	Daniel Shriver.....Technology
Crystal Walden.....Pub. Def. Svcs	Gary Smith.....Technology
Jessica Chambers.....Purchasing	Joshua Tinnel.....Technology
Linda Harper.....Purchasing	James Wilson.....Technology
Frank Whittaker.....Purchasing	Shannon Workman.....Technology

# Administrative Notes

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