

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
JUNE 2018 - Volume 25, Issue 6

Employee of the Month

Amy Stalnaker a True Problem Solver for PEIA



**Amy Stalnaker
June Employee
of the Month**

Amy Stalnaker, an Insurance Assistant Lead for the Public Employees Insurance Agency (PEIA), has been selected as the Department of Administration’s *Employee of the Month* for June.

A state employee for more than five years, Stalnaker’s duties include training and mentoring new employees; answering written and verbal inquiries from members, retirees, providers, attorneys, third party administrators, state and local government

agencies, and the general public by explaining rules, regulations and agency policies; and resolving problem claims by

interacting with claimants, payroll clerks and providers. She also performs data entry when needed.

“Amy has exhibited excellent lead qualities,” said the co-worker who nominated her. “She calmly and accurately aids her co-workers in resolving member issues. She follows up and corrects all issues she can and informs those who are directly responsible for other issues. She is always positive and easygoing, even in stressful situations. She is an excellent example of a lead employee in her department.”

When she’s not working, Stalnaker likes to spend time with her husband, son, and other family and friends. She also enjoys camping, fishing and riding side-by-side all-terrain vehicles. She will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary John Myers on Thursday, June 7, 2018, at 3:00 p.m. at the PEIA offices in Kanawha City.

Fleet Division Educates Agency Coordinators on New Law Set to Take Effect June 5, 2018

State agencies are preparing for a new fleet management law passed by the Legislature during the 2018 Regular Session. Signed into law by Governor Jim Justice, House Bill 4015 will enhance reporting requirements for state-owned vehicles.

The new law, which goes into effect June 5, 2018, requires every state-owned vehicle to be entered into the WV OASIS Fixed Assets System and re-registered with the state’s Division of Motor Vehicles (DMV). The bill also requires every state agency to replace existing green and white license



The newly renamed Fleet Management Division conducted three workshops in May to educate state agency fleet coordinators on upcoming changes resulting from House Bill 4015, set to go into effect June 5, 2018.

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State Agency Spotlight: Division of Personnel Builds Qualified and Competent State Workforce

Take a look around your office. The Division of Personnel (DOP) is responsible for bringing just about everyone into their current positions.

The DOP was created by statute in 1989 to provide leadership in human resource management, including administration of a merit system (i.e. civil service), for the executive operating agencies of state government.

The agency operates in six areas, including Administration; Classification and Compensation; Employee Relations; Organization and Human Resource Development; Personnel Transaction Review; and Staffing Services. These areas are administered by the Director of Personnel with oversight by a five-member State Personnel Board. The Director's Office provides overall management of the Division.

The mission of the DOP is to:

- Support state agencies in employing and retaining individuals of the highest ability and integrity;
- Provide efficient and effective gov-



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Created in 1989, the Division of Personnel (DOP) plays a critical role in keeping state government fully staffed. Made up of six sections, including Employee Relations and Staffing Services, DOP is committed to the recruitment, selection, development and promotion of state employees.

ernmental services for the citizens of West Virginia;

- Create an environment that engenders trust and confidence at all levels; and
 - Create an environment that promotes personal and professional growth.
- DOP recruiters regularly attend job fairs and other recruitment events sponsored

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General Services Seeks Potential Trees for Holiday Season

While the holiday season is still many months away, it is never too early for the General Services Division (GSD) to begin planning. For this year's holiday season, GSD is seeking two tree donations—one to be displayed on the south plaza (Lincoln side) of the State Capitol Complex and one on the north plaza (at the fountain circle). The two trees will be on display from just after Thanksgiving until New Year's Day.

Each tree selected needs to stand between 25 to 30 feet tall. While a Blue Spruce is preferred, recently used trees include a Norway Spruce and a Douglas Fir. Ideally, the tree will need to be uniform in shape since it will be seen from all angles.

"We begin looking at potential trees as early as July," shared John Cummings, who serves as the Grounds Manager for the General Services Division. "In addition to finding an aesthetically pleasing tree, there are several lo-



Although the holiday season is still many months away, the General Services Division (GSD) must begin planning early for the perfect trees to adorn the Capitol campus. Beginning in July, GSD will inspect different trees from around the state, and upon making their selection, coordinate the logistics of their delivery. The selected trees are donated to the state.

gistical factors that go into making the decision."

When traveling to view potential tree donations, Cummings and his team must consider the ease of access for the Division of Highways' trucks, which will be used to load and haul the trees back to the Capitol campus. The area surrounding each tree also needs to be relatively flat to accommodate the

truck and hoist. Any power line, utilities or gas meters surrounding the tree may also be a hazard and should be considered.

If you or somebody you know would be interested in donating a tree to be displayed during the 2018 holiday season, please contact the General Services Division at 304.558.2317.

New Shared Services Section in Finance Division to Provide Financial Services

A bill to create a centralized Shared Services Section within the Finance Division of the Department of Administration becomes effective on June 8, 2018.

The new section will provide accounting and financial reporting services to spending units that have entered into an agreement with the Shared Services Section. These services will include general financial accounting, payroll, accounts payable, financial reporting, budgeting services and accounts receivable.

The Shared Services Section will be under the supervision of a deputy director, appointed by the Secretary of the Department of Administration, and will include necessary personnel, such as accountants, auditors and procurement officers.

The deputy director may charge a reasonable fee to spending units for the services provided to agencies. By July 1, 2018, the Department of Administration is required to develop a

cost-performance assessment. Each state spending unit will use the assessment to measure the costs of that spending unit associated with providing its own accounting and financial reporting services.

“Beginning April 1, 2019, all state spending units will send us information from that assessment to show the costs of providing their own accounting and financial reporting services,” said Finance Director Dave Mullins. “The deputy director will evaluate that information and determine if the same services could be provided by the Shared Services Section more efficiently and at a lower cost.”

The bill also establishes deadlines for the submission of information that is necessary for the Consolidated Annual Financial Report and authorizes the Department of Administration to contract for accounting services if a spending unit cannot provide the necessary information by the deadline.

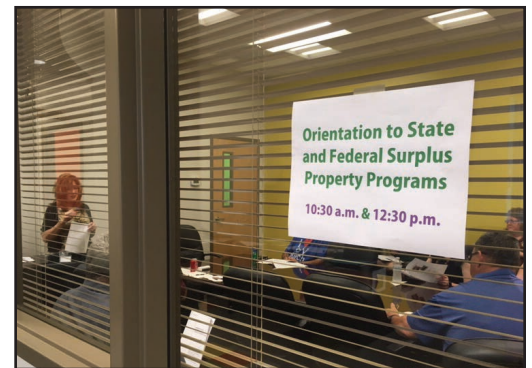
Purchasing Division Hosted Three Successful Events

During the month of May, the Purchasing Division hosted three events: its annual Open House on May 1, 2018; its first legal seminar on May 15, 2018; and the West Virginia State Agency for Surplus Property (WVSASP) Open House for Eligible Organizations on May 23, 2018.

The annual Purchasing Division Open House event was attended by 75 agency procurement officers and provided an opportunity for attendees to talk one-on-one with Purchasing Division staff and meet people from other agencies. Additionally, three 30-minute informational sessions were offered on various topics, including recent legislative updates resulting from Senate Bill 283, forms and documentation, and a question and answer session with Purchasing Division leadership.

Meanwhile, the legal seminar was attended by approximately 70 state-employed attorneys from various departments and agencies throughout the state. The seminar included presentations by Sallie Milam from the State Privacy Office, Jennelle Jones and Bob Paulson from the Department of Administration, Kimberly Weber from the Ethics Commission, John Gray from the Attorney General’s Office, and Purchasing Division General Counsel Jimmy Meadows. Topics discussed included privacy issues, ethics in procurement, the legislative process, Freedom of Information Act requests, Office of Technology approvals related to contracts and more. Attendees received 5.3 In-House Continuing Legal Education credits, with .60 Ethics credits.

WVSASP, overseen by the Purchasing Division, hosted an Open House for Eligible Organizations. More than 30 individuals representing 20 nonprofit organizations, state agencies and local government entities attended the event. During the Open House, WVSASP conducted two informational sessions on the state and federal surplus property programs. WVSASP staff was also available to meet with attendees one-on-one and learn about their individual needs.



The Purchasing Division was busy in May hosting various events for its customers, including its 11th annual Open House (left photo), its first-ever legal seminar on state procurement practices (top photo), and the West Virginia State Agency for Surplus Property Open House for Eligible Organizations (bottom photo).

Agencies Celebrate Public Service Recognition Week

The Department of Administration observed Public Service Recognition Week May 6-12, 2018. Some of our agencies, including the Board of Risk and Insurance Management, Finance Division and the Division of Personnel, hosted various activities throughout the week. Among the activities were lunchtime cornhole games, potluck luncheons and a special ice cream cart. The Department also recognized its employees who have achieved twenty years or more of public service, in five year increments. (See the May 2018 newsletter for a full list of honorees.)

Photos courtesy of various Department employees



BRIM's Robert Fisher is pictured during their Western Wednesday luncheon; Finance employees compete in a cornhole game during lunch on a sunny day; and Personnel Director Sheryl Webb took on a new role as the ice cream lady for her employees.



FLEET UPDATES

Continued from Page 1

plates, which never expire, with new blue and gold plates that must be renewed every two years.

The Fleet Management Division (FMD) has been verifying, adding and formatting current data in preparation for the new bill. The 2018 Fleet Inventory Integrity Project is a continuation of the 2017 Fleet State Licensed Inventory Project, which accounted for 10,500 state vehicles matching the inventory number provided by the DMV.

FMD officials have been working with *wv*OASIS and individual state agencies to get ready for the changes required under the new law. In May, the FMD conducted three workshop sessions for 137 fleet coordinators and staff from various state departments and agencies. For the first time, it was mandatory for fleet coordinators to attend at least one day of the training as required by the new law.

"We have both a new law, which stems from House Bill 4015, and the new rule in the Code of State Rules, which goes into more detail, so there was a lot of new information to present," said Fleet Coordinator Mandy Parsons. "In addition, this bill required us to provide training on the State Vehicle Title, Registration & Relicensing Project of 2018."

Other important dates for the implementation of House Bill 4015 include the following:

— **June 5, 2018:** The bill becomes effective, and the Fleet Management Office becomes a division within the Department of

Administration, known as the "Fleet Management Division."

— **July 15th of each year:** Agencies must affirm that all vehicles in the *wv*OASIS Fixed Assets System are accurate and current as part of its annual certification to the West Virginia State Agency for Surplus Property.

— **Oct. 1, 2018:** Agencies must report mileage reimbursement and vehicle rental expenses to the Fleet Management Division. Agencies not using Fleet Management Division services must instead report all vehicles, along with maintenance and fuel costs per vehicle, indirect operating costs per vehicle, commuting miles, vehicle logs, accident logs and complaint logs.

— **Dec. 31, 2018:** Agencies must report and obtain new titles, registration cards and license plates for all owned or leased state vehicles from the DMV as part of the State Vehicle Title, Registration and Relicensing Project of 2018.

— **July 1, 2019:** The State Auditor will conduct a spot compliance on not less than 20 percent of the state fleet.

— **Dec. 31, 2019:** The Fleet Management Division will report all state vehicles, along with direct and indirect operating costs, a summary of complaints received and the copy of the State Auditor's spot compliance report, to the Governor and Joint Committee on Government and Finance.

— **Dec. 21, 2020:** The Fleet Management Division will be audited for compliance with the reporting requirements and applicable provisions of the bill.

Department Agencies Required to Develop and Follow Policies for Records Retention per W. Va. Code

The Department of Administration is stepping up efforts as a result of W. Va. Code § 5A-8-1, et seq. to make sure state agencies are keeping the documents they should and destroying those that are no longer needed.

This section of the Code, which outlines the Records Management and Preservation of Essential Records Act, designates the Cabinet Secretary of the Department of Administration as the state records administrator.

To fulfill this obligation, Cabinet Secretary John Myers has requested agencies to identify the person in charge of records retention for that agency for documents such as state purchasing card reconciliation and payroll. Additionally, each agency must develop a policy to be approved by the State Archives office and the Cabinet Secretary's office. The Department of Administration will then ensure the established policy is being followed.

"We've received a good response from agencies regarding their records managers and policies," said Jennelle Jones, Deputy General Counsel for the Department of Administration, who is overseeing this pro-

gram. "Each agency might have a reason to keep certain documents longer than others, so each policy should be different to meet the needs of that particular agency."

When developing a policy, it is important to remember that documents may not have to be kept forever. After a period determined by the agency based on their specific laws and rules, when documents are no longer needed, they should be destroyed.

"Agencies should keep in mind that keeping records with personal information presents the risk of exposing themselves to liability," Jones said. "Paper files can be lost, and electronic files can be hacked."

A statewide contract with Iron Mountain is available to handle the state's paper storage needs. For more information on this contract, visit www.state.wv.us/admin/purchase/swc/RECMGT.htm. The Office of Technology (OT) can also run reports for any agency that has questions about what it has stored at Iron Mountain. OT is in the process of contracting for more electronic storage space.

For questions related to your agency's records management policy, please contact your agency's records management coordinator.

PERSONNEL

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by colleges and community organizations throughout the state to provide information about the wide variety of state government job opportunities, job requirements and the application process.

In May, the Division of Personnel sponsored its annual career fair at the Culture Center, in cooperation with Workforce West Virginia. Representatives from more than 15 state agencies were there to provide job seekers with information on full-time state government employment opportunities and benefits.

"The DOP is proud of its role in the state's effort toward providing employment opportunities equally to everyone and promoting a diverse workforce," said Personnel Director Sheryl Webb. "Both the state and the agency are strongly committed to the recruitment, selection, development and promotion of employees based on their merits. Our policy is to provide opportunity to all people without regard to race, color, religion, sex, national origin, age or disability."

The DOP's application and referral procedures are based on the public's expectations of a state workforce that is efficient, fair, open to all, free from political interference, and staffed by honest, competent and dedicated employees.

All individuals who are qualified are encouraged to apply for state government employment, and all qualifications will be fully and fairly considered.

Second Semester Schedule of 2018 Classes Released by OHRD

The Division of Personnel's (DOP) Organization and Human Resource Development (OHRD) office has released the second semester of its 2018 program schedule. State employees may now register for online and instructor-led classes from July through December 2018 via the WV Learning Center website at onlinelearning.wv.gov and searching for "OHRD" in the Course Catalog ID.

Individuals interested in registering for classes are asked to consider their schedule and availability prior to registering to reduce the number of last-minute cancellations. Classes listed under DOP Policy 18 are the most in-demand sessions and fill up quickly. If a desired class is full, employees are urged to call the week before the class to ask about openings due to cancellations.



OHRD can also accommodate special requests for training based on your unit or agency's needs but a 20-person minimum is required for the class. For a special request form or more details regarding available classes, visit the OHRD website at www.personnel.wv.gov/ohrd.

Mandatory High-Level Officials' Training Now Available

A link to the recording of the bi-annual training on state purchasing procedures and the Purchasing Card Program, required for the state's high-level officials in accordance with W. Va. Code § 5A-3-60, has been posted on the Purchasing Division's website. Any state official who was unable to participate in the live webinar on May 10, 2018, may view the recording at www.state.wv.us/admin/purchase/training/mandatory.html.

Viewing the training online will suffice to meet the requirement. A Certificate of Completion, which can also be accessed at the link above, must be submitted to the Purchasing Division no later than June 30, 2018, to receive credit for Fiscal Year 2018.

For more information regarding this training or to confirm whether you have already completed this training for this fiscal year, email Purchasing.Training@wv.gov.

Are you following the Department of Administration on Twitter for news and announcements at [@westvirginiadoa](https://twitter.com/westvirginiadoa)? Stay informed on the latest information!

Welcome! ... The Department of Administration is pleased to welcome **Kenneth Woodson Jr.** (CPRB); **Trent Kirk** and **Luke Murray** (Finance); **Stephanie Lane** (Fleet); **Brandon Perdue** (General Services); and **Jamison Mitchell** and **Terri Sheets** (Technology).

Best Wishes ... to **Michael O'Dell** (General Services) and **Amanda Wellman** (Technology), who recently resigned from our department.

PEIA News ... The RX Savings Solutions Program has been canceled effective May 20, 2018.

Customer Appreciation Day ... is scheduled for June 6, 2018, at the West Virginia State Agency for Surplus Property in Dunbar. State employees can take advantage of extended hours until 6 p.m. where they can purchase as members of the general public.

Congratulations ... to **Tim Persinger** (General Services) on the birth of his first grandson, Luke Andrew Huffman. He was born on May 30, 2018, and weighed 8 lb. 1 oz.

Employee Question of the Month! ... A big THANK YOU to our employees who have participated in our **Employee Question of the Month**. Last month, we asked you to share your favorite flower. The most popular flowers were the tulip, bleeding heart, daisy, stargazer lilies, peony and snapdragons.

This month's question is, **"What is your favorite summer vacation spot?"** Share your comments with us **by June 13, 2018**, by visiting www.surveymonkey.com/r/juneVacation.

West Virginia Day... Our fine state will be turning 155 years old on Wednesday, June 20, 2018! **West Virginia Day** is an official state holiday, in accordance with the Division of Personnel's Administrative Rule.

HAPPY BIRTHDAY ... in June!

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

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

Administrative Notes

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