



Quotes, Notes & Anecdotes

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

PEIA's Karen Gray Serves as an Essential Team Player



Karen Gray, an Eligibility Lead for the Public Employees Insurance Agency, has been selected as the Department of Administration's Employee of the Month for March.

Gray has been a state government employee for nine years. Her primary duties include processing eligibility forms for all state agencies.

"Karen is always willing to take on new challenges and help in areas outside of her 'normal'

Karen Gray
March Employee of the Month

daily duties. She does so without complaint and with a smile," said one co-worker.

Another co-worker observed, "Karen is an essential part of the Eligibility Unit at PEIA."

In her spare time, Karen enjoys reading, traveling, walking, and is an active member of Women of the Moose.

She will be joined by friends and co-workers at a special ceremony presented by Acting Cabinet Secretary Mary Jane Pickens on Thursday, March 3, 2016, at 3:00 p.m. at the PEIA offices located in Kanawha City.

BRIM Offers Active Shooter Training to State Agencies

In 2010, Chuck Mozingo and John Fernatt from the West Virginia Board of Risk and Insurance Management (BRIM) developed a training class on how to respond to an active shooter in the workplace. Since that time, they have conducted more than 175 workshops and educated more than 5,000 participants.

"People don't understand what their options are. They don't believe they have any," explains Fernatt. "You don't have to be a Marvel superhero to keep your head and wits about you."

Having the knowledge is the first step. After developing the program, Mozingo and Fernatt approached the West Virginia State Police for an endorsement. The State Police not only endorsed the training but



Chuck Mozingo (left) and John Fernatt (right) from the Board of Risk and Insurance Management discuss how to respond in an active shooter situation during a training conducted for the Purchasing Division staff on February 9.

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SNEAK PEEK

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Real Estate's Parking Section Manages Capitol Campus Parking During Legislative Session and All Year Round

Editor's note: This is part of an on-going series of articles which takes a closer look at Department of Administration agencies.

To ensure parking around the Capitol campus remains available and accessible, the Real Estate Division's Parking Section (hereby referred to as "Real Estate Parking") manages approximately 3,000 parking spaces for employees, visitors and legislators throughout the year, including those on the Capitol campus and in surrounding lots.

According to Real Estate Division Director Jon Amores, the Parking Section has had to deal with major disruptions to parking spaces on the Capitol campus due to various construction projects. Despite this on-going work, Real Estate Parking has continued to make improvements to its parking conditions with recent repainting of lines on the various parking lots.

"We appreciate employees' cooperation and patience during this period," said Amores. "Considering all of the construction taking place, we are pleased that we have been able to improve parking conditions for everyone as much as possible."

During the 60-day Legislative Session, which comes to a close on March 12th, Real Estate's Parking Section does



The security guard station on Piedmont Avenue helps coordinate parking throughout the Capitol campus.

more than just monitor and improve parking conditions; they also work closely with the Kanawha Rapid Transit to determine its schedule and number of stops along its Capitol

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Division of Personnel Launches New Social Media Initiative Aimed at Increasing its Statewide Job Recruitment Efforts

In an economy where jobs are scarce and competition continues to grow, businesses and organizations must utilize every resource they may have at their fingertips to increase job recruitment opportunities. One resource that is effective and free of charge, which comes in particularly handy to West Virginia state government, is social media.

The West Virginia Division of Personnel (DOP) has launched a new social media initiative to assist in its efforts to increase its job recruitment numbers. To ensure that this initiative is successful, DOP is calling on state agencies under its authority for help.

"Some of our agencies experience chronic vacancies," said DOP Public Information Specialist Erica Henson. "We're hoping the implementation of this project will help potential employees learn more about agencies they wouldn't have known much about otherwise. It may help them see an agency in a new light and lead to a successful career."

As part of this initiative, DOP plans to showcase an *Agency of the Week* on its Facebook page. Information which should be submitted by interested agencies includes:

- A 2-3 sentence snapshot of the agency and what they

do;

- A highlight of the positions frequently vacant and filled by the agency;
- Location(s) of the agency's main offices;
- Links to additional information about the position that is not included in the job posting; and,
- Any other information which would give individuals a sense of the culture of the agency, including monthly newsletters, websites, etc.

The information noted above should be e-mailed to Senior Personnel Specialist Jon Hague, DOP Staffing Services, at Jon.D.Hague@wv.gov. Questions regarding this initiative or the DOP Facebook page may be directed to Ms. Henson at Erica.N.Henson@wv.gov or 304.558.3950 ext. 57215.

The DOP Facebook page can be accessed at www.facebook.com/wvdop/timeline?ref=page_internal or by visiting Facebook and searching WV Division of Personnel – WV DOP. DOP encourages all individuals to "like" the DOP Facebook page to learn more about job vacancies, career fairs and other related news and information.

PEIA Policyholders Encouraged to Report Screening Numbers before Open Enrollment Ends

The West Virginia Public Employees Insurance Agency (PEIA) will hold its open enrollment period April 2-May 15, 2016. As a part of the Healthy Tomorrows initiative, all PEIA PPB Plan policyholders must report their biometric numbers prior to the end of open enrollment to avoid a \$500 medical deductible penalty for Plan Year 2017.

PEIA's Healthy Tomorrows initiative is a three-year plan to encourage active employees and non-Medicare retirees in the PEIA PPB Plans to name and develop a relationship with a primary care provider (PCP), to know their numbers for certain biometric tests, and to get their numbers within the acceptable range. The Healthy Tomorrows initiative applies only to the policyholder, not to any enrolled dependents. In any year that PEIA policyholders do not comply with the initiative, they will face an additional \$500 medical deductible.

This is the second year of the initiative, so PEIA policyholders are required to have a PCP named (if you named a PCP last year, you've met this

requirement) and report their biometric numbers (blood pressure, cholesterol, blood glucose, and waist circumference) on the Healthy Tomorrows Reporting Form. The biometric numbers must have been taken between April 1, 2015, and May 15, 2016. Now, you just need to submit your form, which can be downloaded at: www.peia.wv.gov/Forms-Downloads/Documents/ppb_plans/members/Healthy-Tomorrows-Reporting-Form.pdf. The form requires a PCP's signature.

For the third year of Healthy Tomorrows, prior to the end of open enrollment in spring 2017, PEIA policyholders must have their blood pressure, blood glucose, and cholesterol within an acceptable range or have their PCP certify that those numbers cannot be met.

For more information on the Healthy Tomorrows initiative, go to www.wvpeia.com and click on Wellness Tools. For questions regarding the Healthy Tomorrows initiative or PEIA's open enrollment period, contact PEIA's Open Enrollment Helpline at 304.558.7850 or 877.676.5573.

ACTIVE SHOOTER

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also requested to be a part of it. From that point, 1st Sergeant Michael Lynch, now retired, was brought on board.

The course lasts three hours in length and is more than just a traditional lecture. Mozingo and Fernatt provide multiple hands-on exercises to demonstrate how attendees can defend themselves should a gunman open fire in the workplace, specifically when he or she is at close range and when the gunman enters the room in which the employee is hidden.

"We understand the benefits that offering hands-on exercises provide," said Mozingo. "We want this training to be fun while also equipping attendees with the necessary tools to survive an active shooter situation."

At the end of each class, participants are asked to provide feedback. Mozingo and Fernatt said the comments received have been overwhelmingly positive. In addition to requests for longer training and more exercises, there is one comment that stands out to Fernatt.

"The one word we hear repeatedly," Fernatt shared, "is empowered."

To learn more about this active shooter training or to schedule a training session, contact Mozingo or Fernatt at 800.345.4669.

Governor's Internship Program Currently Accepting Student and Agency Applications for Summer 2016

The West Virginia Governor's Internship Program is currently accepting applications from students and host employers for summer 2016. The program, which is jointly administered by the West Virginia Division of Personnel and the Department of Education and the Arts, coordinates internships with West Virginia state agencies, private businesses, and non-profit organizations.

The Governor's Internship Program is in its 27th year and has placed over 1,800 college students since its incep-

tion. It is designed to create internship opportunities for high-achieving college students who meet certain requirements.

These students must have completed one year or more of college courses in the traditional college setting and have a grade point average of 3.0. Applicants must be currently enrolled at a West Virginia college or university or be a West Virginia resident attending an accredited college or university out of state.

Participating state agencies select

candidates who best fit the needs for the positions available. These students are invited to several educational and cultural events while employed as an intern.

Students interested in the program can apply online by visiting the program's website at www.intern.wv.gov. The deadline to submit an application is July 6, 2016. Questions regarding the program or the application process should be directed to Mary Jane Ayoob at 304.558.3950 ext. 57280 or mary.jane.ayoob@wv.gov.

Drive Like a Pro When Inclement Weather Hits

Although the cold winter months will soon be behind us, the Fleet Management Office would like to advise state employees that there is still a chance for inclement weather, be that snow or rain. Snow-covered and wet roads shouldn't be a source of dread or apprehension.

Following these tips from AAA should keep you safe during heavy snow or rainfall.

- Stay home. Unless you have somewhere to go, stay off the roads and away from poor driving conditions.
- Accelerate and decelerate slowly.
- Give yourself more time when accelerating, coming to a stop, or turning.
- Allow more distance between you and the car in front of you. The recommended following distance of four seconds on normal dry pavement should be increased to eight to ten seconds on wet and snow-covered roads.
- Don't power up hills. Applying extra gas on snow-covered roads can lead to spinning out. Try to get a little inertia going before you reach the hill and let that inertia carry you to the top. When you reach the top, reduce your speed and proceed downhill as slowly as possible.

To learn more on safety driving tips, please visit the Fleet Management Office's website at www.fleet.wv.gov. A new defensive driving topic is posted each month.

Capitol Dispensary Offers Medical Option on Campus

Capitol campus nurse Holly Smith calls herself "a school nurse for adults." As the nurse at the Capitol Dispensary, Smith frequently finds herself working with the needs of a broad and diverse population, ranging from state employees to Capitol visitors. Her days range from treating headaches to teaching CPR to being the first responder for medical emergencies on the Capitol campus.

"The dispensary tends to deal with a little bit of everything," Smith said. She noted that the dispensary carries a variety of over-the-counter pain relievers, as well as medications for colds, allergies, and bites and stings. And while the dispensary has medications for medical emergencies, such as EpiPens for anaphylaxis or nitroglycerin pills for angina, it does not maintain antibiotics or any other medication that requires a prescription.

Smith also finds herself offering a number of medical procedures, from checking blood pressure to assisting employees who require regular injections. "Coming by the dispensary can be easier than going to the doctor, and from this point, we can determine if they need to see a physician," Smith said.

Smith said that there is not any point



Nurse Holly Smith provides medical care to workers and visitors on the campus at the Capitol Dispensary.

in the year that really slows down for the Capitol Dispensary. "When the Legislature is in session, everyone is overworked and tired, so there is a higher tendency for people to get sick," she said. "During the school year, schoolchildren come in for field trips and kids may fall or get stung. The summer typically sees an increase in visitors, which also increases the possibility of medical needs."

For questions about the Capitol Dispensary, call 304.558.3663 or stop by her office in Room 9-A, near the lower Rotunda in Capitol.

Progress Continues on the New Surplus Property Building in Dunbar



Construction on the new warehouse and administrative building continues at the West Virginia State Agency for Surplus Property (WVSASP). WVSASP employees are expected to move into the new building in April.

Mary Jane Pickens Announced as Acting Cabinet Secretary for the Department of Administration

Mary Jane Pickens was appointed Acting Cabinet Secretary for the Department of Administration by Governor Earl Ray Tomblin on February 10, 2016.

Prior to this appointment, Pickens served as Deputy Secretary for the Department and Executive Director of the Board of Risk and Insurance Management, a role which will continue following her appointment. Pickens was selected for this position following the resignation of former Secretary Jason Pizatella.

"I'm very honored to be named Acting Cabinet Secretary for the Department of Administration," shares Pickens. "As a department, we touch so many other agencies of state government and by extension, the people of our state. While it's a lot of responsibility, it's also a great opportunity to continue working in the public sector and to be involved in the many challenges facing our state."

Pickens is a West Virginia native and has spent many years in the private and public sectors. She graduated from West Virginia University in 1982 and earned her law degree from Ohio Northern University in 1985.



**Mary Jane Pickens
Acting Cabinet Secretary**

After taking the West Virginia State Bar, Pickens worked in private practice from 1985-2000. From 2003 through 2011, she served as General Counsel for the West Virginia Offices of the Insurance Commissioner, and from 2011-2014, Pickens worked for a Charleston law group in the Government Relations and Regulatory Compliance Practice Group.

The Department of Administration is pleased to welcome Mary Jane in this new role.



Winter Loan Promotion

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*Some restriction applies, additional terms and rates available. Please check our website www.wvpecu.com or contact the SCU for more information **304-558-0566**.

PARKING

Continued from Page 2

campus route.

During the Legislative Session, the shuttle, which is free of charge to employees and visitors, operates non-stop between the Capitol campus and Laidley Field parking lots from 6:45 a.m. to 5:15 p.m., Monday through Friday, with a 20-minute break during the 11 o'clock hour.

The shuttle runs from 6:45 a.m. to 9 a.m. and from 3:15 p.m. to 5:15 p.m. during the remainder of the year, except for on holidays and weekends.

The shuttle serves each stop approximately every 10-15 minutes.

The Real Estate Division employs

LOOKING AT ADMINISTRATION: Real Estate Division's Parking Section

Statutory Authority:

WV Code 5A-4-5

Mission Statement:

To manage approximately 3,000 parking spaces for employees, visitors and legislators at the Capitol Complex in compliance with the rules and regulations as set forth by the Cabinet Secretary of the Department of Administration.

Website:

www.realestatedivision.wv.gov/parking

Telephone Number:

304.558.3062 – Administrative Office
304.558.0248 – Piedmont Guard House

Physical Address:

Real Estate Parking
Administrative Offices
900 Pennsylvania Avenue, Suite 500,
Charleston, WV 25302

Main Guard House/Piedmont:

1019 Kanawha Blvd., East,
Charleston, WV 25305

nine in its Parking Section, including one manager, one parking supervisor, one office assistant, and six parking attendants.

Quotes, Notes and Anecdotes

Registration for Mandatory High-Level Officials Training Open

Registration is now open for the *State Officials' Purchasing Procedures and Purchasing Card Training*. Co-presented bi-annually by the West Virginia Purchasing Division and the West Virginia State Auditor's Office, the training will be held on April 27 from 9-11 a.m. in the West Virginia State Training Center, located in Building 7 on the State Capitol campus.

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.

This training is mandatory for the state's high-level officials in accordance with *West Virginia Code* §5A-3-60. The law requires all cabinet secretaries, commissioners, directors, and their deputies and assistants to complete two hours of training annually on purchasing procedures and purchasing card processes. Designated procurement officers are prohibited from attending unless they hold one of the aforementioned titles.

Space is limited. High-level officials who are required to attend should reserve their seat today! To register, complete the online form posted at www.state.wv.us/admin/purchase/training/mandatory.html.

Video recordings from the fall 2015 training have also been posted online and will meet this requirement. To view the recordings, visit www.wvsao.gov/Purchasing-Card/StateGovernment/SOP-PCardTrain.aspx. Upon completion, submit the *Certificate of Completion* to Purchasing Division's Samantha Knapp at Samantha.S.Knapp@wv.gov.

Questions regarding this training may also be directed to Ms. Knapp at 304.558.7022.

Welcome! ... The Department of Administration is pleased to welcome **Martha Reynolds** (Finance); **Robert Clark** (General Services); **Dawn Wallace** (PEIA); **Jessica L. Chambers**, **Jessica S. Chambers** and **Karen Roberts** (Purchasing).

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Mario Torres** (Finance) the very best during his retirement.

Best Wishes ... to **Jason Pizatella** (Office of the Secretary) and **Kathy Robinette** (PEIA), who recently resigned from our department.

Congratulations... to **Beverly Toler** (Purchasing), who is pleased to announce the birth of her grandson, Ryder Andrew Toler. He arrived on February 19, weighing 8 lbs 7oz. and 20.5 inches long. He is the son of Chris Toler and Aimee Harris.

Governor & First Lady's Easter Carnival ... Scheduled for Saturday, March 26th from 11 a.m. to 1 p.m. at the Capitol Complex.

Spring Arrives! For everyone who may be feeling the winter blues, we've got good news for you. Spring arrives on Sunday, March 20th.

Got News? ... 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 March

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

James Adkins	CPRB	Robert Hovatter ...General Services
Larry Allphin	Technology	Brittani HuffmanCPRB
Clyde Arline	Pros. Atty	Timothy HyattTechnology
Daniel Ball	General Services	Thomas HymesTechnology
Leah Basford	Personnel	Kevin KiddTechnology
Connie Bloss	BRIM	Tara LylePurchasing
Mary Bolton	Personnel	Tammie MeansTechnology
Cleophus Booth	General Services	Philip MorrisonPros. Atty
Billie Catlett	Grievance	Therman MullinsTechnology
Krista Charley	Grievance	George MunceyTechnology
Megan Cobb	Sec. of Admin.	Crystal NicholsTechnology
Lori Cottril	CPRB	Jorden ParsonsPurchasing
Catherine Demarco	Purchasing	Alisha PettitPurchasing
Christine Derinzo	PEIA	Brad PhelpsAviation
Mischa Difilippo	BRIM	Aaron PusateriTechnology
Katrina Dufourney	Purchasing	Crystal RinkPurchasing
John Dunlap	Technology	Ora SalyersPersonnel
Shelly Eads	Real Estate	Lisa ScarberryCPRB
Natalie Faulkner	Technology	Christine SforzaFinance
Barbara Fields	Technology	Sandra ShafferTechnology
James Fields	General Services	Marilyn SummersTechnology
Darlene Fletcher	Personnel	Jack TolerTechnology
Cheryl Garner	Finance	Ray ToneyTechnology
Charlene Good	Technology	Leslie TownsendBRIM
David Hall	General Services	Lori WallerPub. Def. Svrs.
Timothy Hall	General Services	Jeffrey WilliamsTechnology
Jamie Hardman	CPRB	Thomas WilliamsPersonnel
William Hargus	Technology	Jeremy WolfeBRIM
Gregory Harman ...	General Services	Matthew Wooddell .General Services
Thomas Harper	PEIA	Robert WorledgeFinance
Jason Haught	PEIA	Staci YoungCPRB
Sandra Henson	Technology	

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Earl Ray Tomblin Governor

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