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’ 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

Please see ACTIVE SHOOTER, Page 3
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 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

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.
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.

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 inception. 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.

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

The 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 inception. 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.

The 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 inception. 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.
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.
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.

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.

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

Winter Loan Promotion

Your State Credit Union is starting 2016 off with reduced & discounted loan rates... See us now, they won’t last long.

- **Autos,** save up to 0.50% off your current rate by refinancing from another institution, or on any auto purchases. Big savings off of already low rates!!
- **6.99% Credit Card Rates,** new lower monthly payment requirement. Apply now!!
- **Unsecured Loan Rates,** reduced to save you money.
- **Real Estate Loans:**
  - 5 & 10 yr fixed as low as 3.99%
  - 5 & 10 yr balloon as low as 3.99%

Lock that real estate or auto loan rate now! It could be your last chance for a while?

*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.
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.wvssa.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:


Quotes, Notes and Anecdotes

Administrative Notes

Earl Ray Tomblin
Governor
Mary Jane Pickers
Acting Cabinet Secretary
Diane Holley-Brown
Communication Director
Samantha Knapp/Editor
Production
Aimee Cantrell
Jess Chambers
Special Thanks
Kaye Parks

Quotes, Notes & Anecdotes is published by the
West Virginia Department of Administration

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: