

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
MAY 2017 - Volume 24, Issue 5

Employee of the Month

Finance's Byrne a Team Player with Positive Attitude



Connie Byrne
May Employee
of the Month

Connie Byrne, a Financial Reporting Specialist III, has been selected as the Department of Administration's *Employee of the Month* for May.

A state employee for 18 years, Byrne works with agency personnel to provide training, gather financial information, prepare and review work papers, and answer questions relating to the state's Comprehensive Annual Financial Report and the state Single Audit Report. Her hard work and extra effort have not gone unnoticed among her co-workers.

"Connie has taken on additional duties that require her to work long hours to complete projects that are time-sensitive," said the co-worker who

nominated her. "Due to the workload, she often works weekends and never complains. She is a team player, has a positive attitude and takes initiative to carry out responsibilities above and beyond the call of duty. Connie is always helpful and treats everyone with respect."

When she's not working, Byrne enjoys being with her husband, children and granddaughter; reading; and spending time outdoors.

Byrne will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary John Myers on Thursday, May 4, 2017, at 3:00 p.m. at the Finance Division offices in Building 17.

PEIA Reminds Members to Make Changes during Open Enrollment

Open enrollment for the Public Employees Insurance Agency (PEIA) health plans began April 2, 2017, and ends May 15. During the open enrollment period, eligible employees can make changes to their health plan including adding, dropping or changing coverage for themselves or their dependents. Changes can also be made to the Mountaineer Flexible Benefits program.

PEIA distributed the Shopper's Guide in late March to all current policyholders. The Shopper's Guide offers information regarding the different types of coverage offered, including the PEIA PPB Plans and The Health Plan's HMOs and PPO. If you didn't get a Shopper's Guide or if you have additional questions, call the PEIA Open Enrollment Helpline at 1.877.676.5573.

Please see **OPEN ENROLLMENT, Page 5**

IMPORTANT REMINDER PEIA Open Enrollment

April 2 - May 15, 2017

Healthy Tomorrows Reporting Forms

(Due May 15, 2017)

Blood Pressure: Systolic >140 ≤140

Diastolic >90 ≤90

Total Cholesterol: >245 ≤245

Glucose: >125 ≤125

Waist Circumference Male >40 ≤40

(In Inches) Female >35 ≤35

SNEAK PEEK

- Women's History Month Celebrated at Capitol in March / **Page 2**



- Department Employees Recognize Their Graduates / **Page 3**

- Department Honors Employees During Public Service Recognition Week / **Page 5**

Women's History Month Celebrated at Capitol in March

March meant girl power at the Capitol during several events to celebrate Women's History Month.

The Division of Personnel (DOP) scheduled Governor's School for the Arts students to sing and play music written by West Virginia women during an event on March 8, 2017, in the Governor's Reception Room. First Lady Cathy Justice spoke to the group in her first solo appearance.

The DOP also helped sponsor the 2017 Women's and Girls' Day at the Legislature on March 27, 2017. The annual event's motto is "to lead, achieve and govern." The group spent the morning hearing from Department of Education and the Arts Secretary Gayle Manchin, touring the Capitol, visiting legislators and attending sessions in the House and Senate. Lunch was held at the Culture Center, which was followed by a program on giving back to local communities and developing a personal strategy for the future.

Models and nonprofit motivational speakers Erin and Leah Eliopulos addressed topics including diversity, anti-bullying and safety issues, politics, participation, community leadership, education, and economic empowerment. The day was a unique experience where women and girls learned together to lead, govern and have a voice in their communities.

"They also learned that although there are a lot of issues before them that need to improve, to remember that our current condition does not define us, or anyone," said Julie Palas, Interim Executive Director of the West Virginia Women's Commission. "We can do more. There is always one more move we can make, one more action we can take. Maybe others have tried to make improvements in the past using different tactics, but maybe they



The Division of Personnel helped sponsor Women's and Girls' Day at the Legislature. Motivational speakers Erin and Leah Eliopulos addressed topics including diversity, anti-bullying and safety issues, politics, participation, community leadership, education, and economic empowerment.

will have that one new idea that can make a difference now. And if they choose, they can run for office themselves and have an even greater impact on issues relating to women and families in West Virginia."

Women and girls who participated in this event were encouraged to take talking points and recommendations developed during the day back to their schools and organizations.

Registration Changes Begin May 15 for Instructor-Led Workshops

Beginning May 15, 2017, registration for instructor-led workshops scheduled for July 1 or later will be made through the state's Learning Center at www.onlinelearning.wv.gov.

The Division of Personnel (DOP) and Office of Technology (OT) will be moving registration for these courses from the current Conference and Education Reg-

istration site (GoSignMeUp) to the state's Learning Center. While online courses have used the Learning Center for years, this move for instructor-led courses will consolidate all registration activity into one system and allow DOP and OT more opportunities to offer blended learning, or a combination of online and in-person training.

Students who have logged into this site previously will need to use their unique User ID and Password to enter the Learning Center. Those who have not logged in recently should have a default password of "password." Students may click on the Forgot Your User ID or Password options to receive their login information.

All courses, both instructor-led and online, will be available in the Course Catalog for registration.

Training Now Offered on Adobe Acrobat XI Pro

The West Virginia Office of Technology is pleased to announce that it has added a new online self-study course to its offerings. The course, Adobe Acrobat XI Pro, can be found in the course catalog by jumping to "O" and scrolling to the bottom of the page.

All online courses, including the course on Acrobat XI Pro, may be accessed free of charge in the State Learning Management System at www.onlinelearning.wv.gov. These courses provide videos, workbooks, and practice files to allow a complete course experience for the student.

For more information, contact the Technology Learning Center at 304.558.6384.

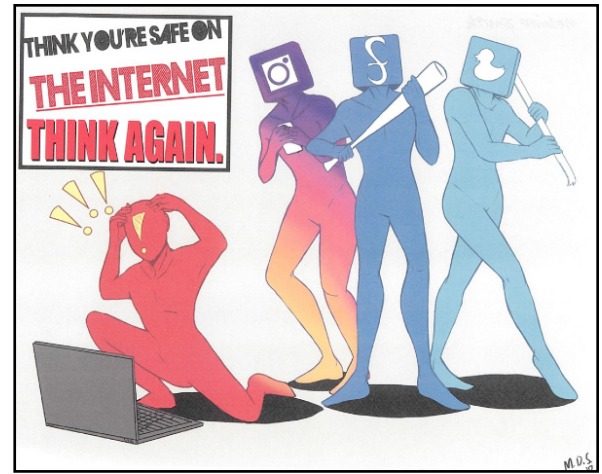


Mason County Student Selected as Winner in National Poster Contest

The Office of Technology (OT) is extremely pleased to announce that West Virginia student Melanie Smith has been selected as a winner in the 2017 Kids Online Safe Poster Contest. Smith, a 12th grader from Mason County, was one of thirteen entries selected in the contest. Each of the winner's art will appear in a 2018 calendar that is distributed nationally as part of National Cyber Security Awareness Month in October.

The Kids Online Safe Poster Contest is hosted each year by the Center for Internet Security, a national nonprofit dedicated to improving cyber security in the public and private sectors. Thousands of students from across the nation participated in the contest, which was open to public, private and home-schooled students in grades K-12. The artwork and messages focused on themes such as preventing cyber bullying, practicing good cyber ethics, staying safe on social networking sites, and protecting against worms and viruses.

Each year in West Virginia, the state-level part of the contest increases, and OT is thrilled to have so many students and schools involved. The creativity and imagination displayed in the entries speak volumes about the talent and cyber-awareness of West Virginia children. The



Each year, the Center for Internet Security, a national nonprofit group, hosts the Kids Online Safe Poster Contest. Mason County student Melanie Smith was selected as a winner this year for her artwork (pictured above).

Cyber Security Office within the Office of Technology will launch the 2018 poster contest this October as part of National Cyber Security Awareness Month. Details and entry forms will be posted online at www.technology.wv.gov.

Department Employees Recognize Their Graduates!

This is the season to celebrate the academic achievements of our children and grandchildren who are graduating from kindergarten, high school and college. Below we recognize the graduates of our proud employees:

Susan Aiello (Personnel): Son, **Andrew**, graduates Magna Cum Laude from Marshall University with a degree in business management. He has accepted a position in the Leadership Development Program with Chick-Fil-A in Atlanta, GA.

Chris Avis (Technology): Son, **Ivan**, graduates from Herbert Hoover High School, with plans to attend Marshall University, studying nursing.

Jamie Barton (Technology): **Jamie**, an intern for the Office of Technology for the past two years, graduates from West Virginia State University with a degree in English, with an emphasis on professional writing. She plans to attend graduate school at Marshall University for her master's before pursuing her PhD in English.

Dana Burns (General Service): Son, **Evan**, graduates from kindergarten at Cedar Grove Elementary.

Michelle Childers (Purchasing): Son, **David**, graduates from Winfield High School with plans to attend West Virginia State University.

Gail Delmaar-Mines (Real Estate): Son, **Kyle**, graduates from Sheldon High School in Eugene, OR, with plans to attend the University of Oregon, majoring in chemistry.

Linda Dexter (BRIM): Granddaughter, **Tiffany Joylynn Caldwell**, graduates from St. Albans High School and the two-year medical/nursing program at Ben Franklin Vocational School. She is completing her clinicals at CAMC with plans to keep working while pursuing a nursing degree at Bridge Valley Community and Technical College.

Scott Dobson (Technology): Son, **Zachary**, graduates from Capital High School with plans to attend Marshall University in the College of Arts and Media.

Jon Dotson (Real Estate): Son, **Brian Witter**, graduates from Capital High School with plans to enter the auto mechanics industry.

Eric Gartin (Technology): Daughter, **Alexandria**, graduates from Scott

High School with plans to attend West Virginia University, studying exercise physiology.

Linda Harper (Purchasing): Daughter, **Shannon Nicole Chaty**, graduates from the University of Charleston with a degree in nursing. She has accepted a position at Cabell Huntington Hospital in the Neonatal Intensive Care Unit.

Melissa Hitt (Purchasing): Son, **Joshua**, graduates from Capital High School with plans to attend Marshall University.

Felice Joseph (PEIA): Son, **Joseph**, graduates from West Virginia University with a degree in exercise physiology with plans to continue his education in the healthcare field.

Renee King (Finance): Daughter, **Kayla**, will graduate from Marshall University with plans to attend the West Virginia School of Osteopathic Medicine in Lewisburg.

Samantha Knapp (Purchasing): Daughter, **Lauren**, graduates from kindergarten at Morris Enrichment Center and will attend Overbrook Elementary next year.

Please see **GRADUATES, Page 4**

Quotes, Notes and Anecdotes

Purchasing Director Dave Tincher Retires After Many Years of Service

After serving nearly 40 years in various procurement capacities, Purchasing Division Director David Tincher retired on April 30, 2017.

During his tenure, he realized many accomplishments, including the transition from commodity-based to agency-based buying assignments to enhance procurement relationships between the Purchasing Division and state agencies; a vast expansion of the procurement training program; the creation of a statewide procurement certification program that is recognized by the Division of Personnel; and the achievement of the National Procurement Institute's Excellence in Procurement award for four consecutive years.

Additionally, he testified regularly in legislative hearings as the leading public purchasing authority in West Virginia to create and change laws, where appropriate; directed the Surplus Property Program that affected the acquisition and sale of federal and state surplus property and was also instrumental in constructing the new surplus property office and warehouse facility late last year; managed the state business travel program for all state employees required to travel as part of their job; and served on various committees and boards for the National Association of State Procurement Officials.

During the earlier years of his ten-



Purchasing Director Dave Tincher retired from the West Virginia Purchasing Division in April after nearly 40 years of public service. Tincher saw many successes during his tenure with the Division, including transitioning to agency-based buying assignments, creating a certification program that is recognized by the Division of Personnel, and more.

ure, he was also responsible for the statewide vehicle fleet, Capitol complex parking, statewide records management, and the central print shop.

A retirement reception was conducted by the Purchasing Division staff for Tincher on Friday, April 28, 2017, to celebrate his years of public service. The Department of Administration wishes him the very best as he begins the next chapter of his life.

Annual Vandalia Gathering Planned at Capitol Campus

With lively music, stories and dance, the Capitol campus will be full of excitement during the 41st Annual Vandalia Gathering, scheduled for May 26-28, 2017. The Vandalia Gathering celebrates West Virginia's rich Appalachian culture, which has roots in Irish, Scottish, Swiss, Morris, Croatian, and Native American cultures.

In celebration of the musical spirit of the region, a banjo, mandolin, and guitar competition will be held with youth and senior categories. For those not musically gifted, the annual Liars Contest, traditional dance shows and juried quilt exhibition and contest are Vandalia favorites. Local nonprofit organizations will also sell a variety of food and drinks for festival attendees.

The Craft Circle will bring together a wide assortment of West Virginia artists and their works, including pottery, folk toys and glass creations. Several craftspeople will offer live demonstrations. These live events, along with the Old-Time for Young'uns area, will offer children unique and engaging experiences of Appalachian culture and history.

Admission is free. Parking at the Capitol campus meters will be free after 5 p.m. on Friday and all day on Saturday and Sunday. Visitors may also park in the parking garage at no charge. For more information on the Vandalia Gathering, visit www.wvculture.org/vandalia.

GRADUATES

Continued from Page 3

Steven Martin (Technology): Son, **Jacob**, graduates from Buckhannon Upshur High School with plans to join the Air Force.

Thomas Miller (PEIA): Son, **Jacob**, graduates from Sissonville High School and has enlisted in the United States Army.

Janie Perdue (Personnel): Son, **Brandon**, graduates from West Virginia University with a degree in English.

Steven Phillips (General Services): Daughter, **Allison**, graduates from Ripley High School, with plans to attend Marshall University, majoring in physical therapy and sports medicine.

Travis Reynolds (Technology): Daughter, **Cailyn**, graduates from Roane County High School with plans to attend Fairmont State College.

Gene Walters (Technology): Sons, **Adam** and **Brandon**, and daughter, **Kaitlyn**, graduate from Winfield High School. Kaitlyn will be attending Belmont University in Nashville, TN. Adam and Brandon will also attend college, but are undecided on a school.

Amanda Wellman (Technology): Son, **Joshua**, graduates from Woodrow Wilson High School. He is currently completing his private pilot's license with plans to attend WVU's Institute of Technology in Beckley, majoring in aviation management.

Christie Yarbough (PEIA): Son, **DaQuan**, graduates from Marshall University with a bachelor of business administration in finance with plans to enlist in the United States Air Force.



MAY 7-13, 2017

Department Employees Recognized for Years of Service During Public Service Recognition Week

The Department of Administration will observe Public Service Recognition Week (PSRW) during the workweek of May 8-12, 2017. Created in 1985, PSRW honors public employees who serve in federal, state, county, and municipal government.

As part of PSRW, the Department is pleased to recognize its employees who have achieved twenty years or more of public service, in five-year increments, as follows:

35 YEARS OF SERVICE

John Beane, *Consolidated Public Retirement Board*

John Gibson, *Office of Technology*
 Larry Meninger, *Office of Technology*
 Scott Joslin, *Division of Personnel*
 Keith Huffman, *Public Employees Insurance Agency*

30 YEARS OF SERVICE

Byron Lusher, *Office of Technology*
 Robin Moss, *Office of Technology*
 Carlos Neccuzi, *Office of Technology*
 Lisa Worledge, *Finance Division*
 James Bateman, *Division of Personnel*

25 YEARS OF SERVICE

Elias Majdalani, *Office of Technology*
 Carla Maleski, *Office of Technology*
 Timothy Phillips, *Office of Technology*
 Cynthia Smith, *Office of Technology*
 Stephen Knotts, *Aviation Division*
 Jeffery Long, *Division of Personnel*

20 YEARS OF SERVICE

Tammy White, *Consolidated Public Retirement Board*
 Chris Avis, *Office of Technology*
 Jeffrey Bartlett, *Office of Technology*
 Amy Newman, *Office of Technology*
 Debra Pendleberry, *Office of Technology*

20 YEARS OF SERVICE, CONT'D

Jack Pullen, *Office of Technology*
 Robert Kilpatrick, *General Services*
 David Lawrence, *General Services*
 Lawrence Copley, *Aviation Division*
 Robert Fisher, *Board of Risk and Insurance Management*
 Tonya Pugh, *Board of Risk and Insurance Management*
 Lisa Collins, *Division of Personnel*

Thank you to these employees for their hard work, dedication, and many years of service to the state of West Virginia. Our appreciation is extended to all of the Department of Administration employees who continue to work tirelessly to provide the needed services of state government. **Watch your emails for more information regarding PSRW activities for our Department employees!**

First Lady Cathy Justice Celebrates at the Governor's Easter Carnival



The Annual Easter Carnival was coordinated by Governor Jim Justice and First Lady Cathy Justice last month on Saturday, April 15.

Pictured to the left are Department of Administration employees Matthew (Office of Technology) and Jessica (Purchasing Division) Riley and their son Connor. He was excited to be one of the winners of a new bike that was presented by the First Lady during the event.

OPEN ENROLLMENT

Continued from Page 1

PEIA also reminds PPB Plan members to complete their Healthy Tomorrows paperwork. **Healthy Tomorrows** is an initiative to make active employees and non-Medicare retirees aware of their modifiable risk factors, and to encourage them to be healthier. Members must show that their blood pressure, blood glucose and cholesterol levels are within an acceptable range or have a certification from a physician that those numbers cannot be met. The **Healthy Tomorrows** initiative applies only to the policyholder, not to any enrolled dependents.

To make changes, visit www.wvpeia.com and click on the green Manage My Benefits button. Open enrollment changes for Plan Year 2018 will go into effect on July 1, 2017.

PEIA Offers Rx Savings Solutions Program

The West Virginia Public Employees Insurance Agency (PEIA) is pleased to offer a new money-saving service to its members. *Rx Savings Solutions* is an innovative program that will analyze prescription data and inform PEIA members how they can save money on their prescriptions.

Rx Savings Solutions is a free service that provides clear cost comparisons among prescriptions with easy-to-understand healthcare terms. Members can be notified of this information by phone, email or text message and have access to support from certified pharmacy technicians.

The information gathered by this service is personalized to each member's medications, as well as the medications of his or her family and dependents.

With the user experience being HIPAA-compliant, all PEIA PPB plan members are eligible, even if they are not currently taking prescription medications.

Access *Rx Savings Solutions* by logging in to your HealthSmart account at my-health.healthsmart.com and selecting "Rx Savings Solutions" from the menu. Additional information can be found in the PEIA Shopper's Guide.

Should PEIA members have any questions regarding this new service, they are encouraged to contact *Rx Savings Solutions'* toll-free customer service at 1.800.268.4476.



Welcome! ... The Department of Administration is pleased to welcome **Andrew Herrick** (Ethics); **Andrea Thomas** and **Varsha Vaghela** (PEIA); and **Laura Surface** (Personnel).

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Harry Mandel** (CPRB) and **David Tinch** (Purchasing) the very best during their retirement.

Best Wishes ... to **Annamarie Short** (CPRB); **Terry Blair**, **Jacquelyn Hoppe**, **Jerri Nelson** and **Dustin Stover** (Personnel); **Victor Rogers** (Real Estate); and **Zane Stewart** and **Levi Wade** (Technology), who recently resigned from our department.

Congratulations ... to Department of Administration Cabinet Secretary John Myers on the birth of his grandson, Max Alan Davis. Max was born on April 27, 2017, and weighed 8 lbs 3 oz.

26th Annual Golf Tournament Set for May 8, 2017 ... The annual Public Employees Golf Tournament is scheduled for May 8, 2017, at Pipestem Resort State Park. Call or email Steve Robertson at 304.466.1800/steve.w.robertson@wv.gov for details.

Public Service Recognition Week ... This special week is scheduled for Monday, May 8, through Friday, May 12, 2017. Department of Administration employees are encouraged to look for future emails with details of events that are being planned.

HAPPY BIRTHDAY ... in May!

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

Niki Miller-Casdorph.....BRIM	Martha Mohammad.....Personnel
Mary Jane Pickens.....BRIM	Christy Romeo.....Personnel
Cynthia Boyd.....CPRB	Bethany Sharp.....Personnel
Caroline Brady.....CPRB	Michelle Childers.....Purchasing
Lynn Browder.....CPRB	Anthony Cooper.....Purchasing
Jessica Cain.....CPRB	Jimmy Meadows.....Purchasing
Ellen Fleet.....CPRB	Stephanie Mosley.....Purchasing
Judith Jarrell.....CPRB	Mark Totten.....Purchasing
William McCallister.....CPRB	Brett Clutters.....Real Estate
Sara Poe.....CPRB	Carolyn Flanigan.....Real Estate
Melody Scott.....CPRB	Jennelle Jones.....Sec. Office
Robert Sheff.....CPRB	Frank Barone.....Technology
Leslie Young.....CPRB	Jeffrey Bartlett.....Technology
Betsy Chapman.....Finance	Louis Blair.....Technology
Dave Mullins.....Finance	Eric Cannetti.....Technology
Kay Walden.....Finance	Donald Clark.....Technology
James Parsons.....Fleet	CindiCvechko.....Technology
Bill Barry.....General Srvs	Jerry Digman.....Technology
Dana Burns.....General Srvs	James Easley.....Technology
Eric Cutlip.....General Srvs	Diane Ferris.....Technology
Micheal Evans.....General Srvs	Diane Fletcher.....Technology
Carolyn Hager.....General Srvs	Thaddeus Fortner.....Technology
Matthew Jackson.....General Srvs	Jason Fox.....Technology
Thomas Lucas.....General Srvs	Ryan Jett.....Technology
Harold McVay.....General Srvs	Candace Kimble.....Technology
Timothy Nichols.....General Srvs	Elias Majdalani.....Technology
William Pate.....General Srvs	Douglas Martin.....Technology
Franklin Stone.....General Srvs	Alan Nease.....Technology
Jeffery Swisher.....General Srvs	Robin Roberts.....Technology
Roger Wines.....General Srvs	Edwin Trader.....Technology
Robin Duncan.....PEIA	Stephanie Turner.....Technology
Helen Estep.....PEIA	Lon Vannoy.....Technology
Tamala Skidmore.....PEIA	Gene Walters.....Technology
James Davis.....Personnel	Kelly Williams.....Technology
NicoleMichaelis.....Personnel	Andrew Zicafoose.....Technology

Administrative Notes

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