Employee of the Month

Purchasing’s Mosley Offers Services with a Smile

Stephanie Mosley, an Office Assistant III with the Purchasing Division, has been selected as the Department of Administration’s Employee of the Month for November.

A state employee for three years, her duties include tracking registration and attendance for all Purchasing Division trainings, maintaining the State Government Directory, and working with certification participants to complete the final steps of the state procurement certification program. She also maintains the Division’s procurement officer listings, proofs the Department and Division newsletters, and serves as the contact for Building 15 maintenance and janitorial needs.

“Stephanie’s range of duties vary in scope and size, but she is always willing to take on any project or duty necessary to help further the Purchasing Division’s goals and mission,” said the co-worker who nominated her. “In the last year, Stephanie has taken on the responsibility of fully managing registration for the Purchasing Division’s training program, including in-person training workshops, webinars, and more. She has done this without complaint and has assisted hundreds of agency purchasers across the state in addressing their training needs.

“She always has a smile on her face and is very positive no matter the day or time,” continued the co-worker. “She excels at managing her time efficiently and completes all her tasks in a quick and professional manner.”

When she’s not working, Mosley enjoys reading, going to yard sales, and spending time with her family.

Mosley will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary John Myers on Thursday, November 9, 2017, at 3:00 p.m. at the Purchasing Division office in Building 15.

Department Agencies Complete Updates to COOP

While most employees have participated in fire drills and know where the emergency exits are in their workplace, sometimes emergencies or disasters can be so severe that they can displace employees for a period of time. To plan for all types of emergency situations and their resulting consequences, Department of Administration agencies recently updated their Continuity of Operations Plans (COOP).

The primary purpose of a COOP is to ensure that individual state agencies...
Mail Tips to Save Department Agencies Time and Money

In state government, there is more to mailing an item than just licking a stamp and dropping the item in a box. According to Danny Pauley of the Office of Technology’s mailroom, a few simple steps in the mailing process can save your agency both time and money. They include the following:

• Check the size of the envelope. If you are using a 7” x 9” envelope but a 6” x 9” would suffice, the smaller-sized item could be sent to a pre-sort vendor and save money on postage. Furthermore, a 6” x 9” envelope that weighs 3.5 ounces or less and is less than ¼-inch thick can cost approximately .403 cents in postage compared to $1.61 for a flat-sized envelope.

• Make sure the address is complete. Many items are often missing the city, state, or zip code. Although it may make it through the system, often it is returned to the sender.

• When corresponding with people outside of state government, make sure they use your name and the name of your agency on the envelope or box. “We receive mail that just says, ‘State of West Virginia’ and we have no idea where that person works or where it needs to go. It holds up the process,” said Pauley.

• Correctly use your agency’s six-digit account number to bill postage. Make sure to put the number on each individual piece of mail, below the return address.

“Some agencies have multiple account numbers, so it helps to know which one to bill, and it keeps everything moving along,” Pauley noted.

• If you are using an envelope with a window, fold the letter so the entire address is visible through the window. Often letters are folded in such a way that the city, state, and zip code are located below the window, hiding the information. This will result in the item being returned to the sender.

• Always include your return address in case your piece of mail needs to be returned.

Questions about mailings may be directed to Danny Pauley at 304.558.2333 or Danny.M.Pauley@wv.gov.
Purchasing Participates in 4th Annual Minority Business Expo

The West Virginia Purchasing Division participated in the 4th Annual Minority Business Expo (MBExpo) conducted on October 25, 2017, at the Charleston Civic Center. The event was coordinated by the Herbert Henderson Office of Minority Affairs (HHOMA).

During the event, Quality Control and Transparency Specialist Lu Anne Cottrill and Senior Buyer Stephanie Gale managed an informational booth where attendees could learn how to conduct business with the state of West Virginia, including how to register with the Purchasing Division, how to request certification as a small, woman-, and/or minority-owned (SWAM) business as part of its vendor record with the Purchasing Division, and where to find bid opportunities with the state.

According to HHOMA, West Virginia ranks last in the nation in minority workplace participation. The MBExpo provided an opportunity for minority business owners and entrepreneurs to network and receive free education on how to further their businesses. The Purchasing Division is pleased to have attended this event which had more than 300 participants and 71 exhibitors.

Technical Services Manager Mark Totten also presented a general session to attendees on the laws and rules which govern the state purchasing process.

To learn more about HHOMA, visit its website at www.minorityaffairs.wv.gov. More information on SWAM certification can be found on the Purchasing Division’s website at www.state.wv.us/admin/purchase/minority.html.

Statewide Public Hearings Scheduled in November for Comments on PEIA Fiscal Year 2019 Plan

The Public Employees Insurance Agency (PEIA) Finance Board has scheduled public hearings to discuss and take comments for its proposed financial plan for Fiscal Year 2019. Registration for the sessions opens at 5 p.m. on the allotted dates noted below, and the hearings begin at 6 p.m. Those wishing to speak at the hearings must indicate so during registration.

Projections indicate that PEIA will need an additional $50 million in 2018-19, $55-$60 million in 2019-20, and close to $70 million for 2020-21.

PEIA staff will provide customer service in each location from 5-6 p.m. for those members who have questions about medical, prescription, and/or life insurance benefits.

Dates and locations for the 2017 public hearings are:

- **November 6, 2017** – Morgantown, WVU Erickson Alumni Center
- **November 7, 2017** – Martinsburg, Holiday Inn
- **November 14, 2017** – Beckley, Tamarack Conference Center
- **November 15, 2017** – Charleston, University of Charleston Ballroom

There will also be one public hearing on November 13, 2017, conducted via webinar. To call-in, dial 304.410.0513. The participant pin number is 987342. For more information, visit the PEIA website at www.wvpeia.com.
New DOP Module Educates Human Resources Personnel on Leaves of Absence Same Day Documentation

The Division of Personnel (DOP) recently developed an online learning module detailing how to document leaves of absence for employees who return to work the same day, specifically for employees who have not accrued leave and must go off payroll for any amount of time or for employees who are denied annual or sick leave.

The module is geared toward human resources managers and was developed after the Personnel Transaction Review (PTR) section noticed several errors in the documentation for these types of leaves of absence.

“Documenting these leaves of absence can be tricky for agencies to manage, so we thought there was a need for online training to show how to document them in wvOASIS,” said Bobbie Seyedmonir, assistant director of Organization and Human Resource Development (OHRD).

“The new module shows the needed documentation, how to submit it, and what exactly is needed so that the transaction is not rejected.”

DOP has developed several modules focusing on other HR-related topics within wvOASIS, including one on the inclement weather policy, how to apply for employment in NEOGOV, and how to design online modules for those who conduct training. Currently, PTR and OHRD are collaborating on the development of an online module to support the correct use of progression date calculators.

According to Teresa Morgan, assistant director of the PTR section, the calculator assists agencies in determining dates in wvOASIS so employees get the correct amount of annual leave accrual and annual increment pay. “The increment is included in overtime pay, so it’s important to keep it up-to-date. This makes it easier for agencies to not have to manually calculate what the new benefit date should be,” Morgan noted.

To view the new online module, visit www.personnel.wv.gov/sections/emplinfo/Documents/LOAD%20Into%20wvOASIS/Entering%20LOASD%20Into%20wvOASIS/wp4.

A new online learning module was recently released by the Division of Personnel. The new module focuses on how to properly document leaves of absence for employees who return to work the same day. These situations could affect new employees as well as those who have exhausted their sick or annual leave.

Department Employees Share Thankful Thoughts

Last month, Department of Administration employees were encouraged to share what they are thankful for. Below are some of the submissions received:

• I am thankful to have a good job here in West Virginia. I am very lucky to work with such kind and thoughtful people.
• I’m thankful for good health that I can come to work every day. Thankful for two sons who have been a blessing all their lives and never given me or their dad any heartache. Thankful for two grandchildren, who have been so much fun, I should have had them first. Thankful for a good marriage that lasted for 46 years until my husband left me to live with Jesus.
• In August 1971, at the age of 17, I moved out of my parents’ house to go away to college. I never moved back home, and have lived most of the last 43 years 200 or more miles from them. In November 2014, I was able to move my now elderly parents (ages 86 and 88) into the house next door to me in South Charleston. I am thankful that for these past three years, we have shared daily visits, small talk, and backstories about their lives as children, young adults, working people, and now as old folks. I’ve learned from them my entire life, and today, as they live their final years with grace and humor, I’m thankful those life lessons continue.
• This year, we feel very blessed and thankful that we were able to see our youngest son graduate on October 12, 2017, from Parris Island, South Carolina, to become a United States Marine. Two weeks later, we were blessed again to see our older son marry his wonderful bride and start a beautiful new life together. Last but certainly not least, we are thankful to still have with us our sweet little 88- and 91-year-old mothers.
• While the last year has brought a lot of challenges, I’m thankful my family is still together and will be able to celebrate the upcoming holidays together. Thank you to all who submitted your blessings. For the next issue, we want to know, What’s your favorite holiday tradition? Share with us what brings you joy, and watch for a special feature article in the December issue of Quotes, Notes & Anecdotes.

All shared submissions will be anonymous and should be sent to Jessica.L.Chambers@wv.gov by November 16, 2017.
Aviation
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• Air transportation of state personnel;
• Air search and rescue;
• Aerial surveys;
• Aerial observation and regulatory oversight;
• Aerial Medivac, life support and missions of mercy; and
• Aerial photography.

The Aviation Division can provide transportation to most locations in the state or across the nation. One to two days of travel by vehicle can be accomplished in one to two hours of flight. Air transportation saves time and maximizes productivity of personnel. Using the state’s Aviation Division is often more efficient and cost effective than auto, commercial airline, or charter service. As an example, Martinsburg is a 45-minute flight, whereas drive time one way is five hours from Charleston.

The Aviation Division provides the following benefits to the state:
• Greater effectiveness in providing state employees with travel flexibility;
• Access to travel points not served by commercial airlines;
• Travel time can be spent preparing for meetings, fine tuning presentations, or in private conferences;
• Indirect cost savings due to more efficient use of work time, and a reduction of out-of-office time and hotel expenses for personnel;
• Reliable transportation, and dependability of skilled maintenance and flight crews; and
• Capability of express air courier and emergency service.

Aviation Division pilots collectively possess more than 50,000 hours of flying experience. Each pilot holds an Air Transport Pilot (ATP) rating, the same as required for a captain of any major U.S. airline.

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can continue to perform essential functions during emergencies. COOPs consider a wide range of emergencies, including severe acts of nature, accidents, technological disruptions, and attack-related emergencies.

“The recent hurricanes have highlighted the unpredictable world we live in and how important it is for government to resume operations in chaotic situations with as little break in services as possible. This is accomplished by having a current Continuity of Operations Plan,” shared Mary Jane Pickens, Executive Director for the Board of Risk and Insurance Management (BRIM) and Deputy Secretary for the Department of Administration. “It isn’t enough to just create it and put it on a shelf to await a disaster; the COOP must be regularly reviewed and updated, and regular training ensures that the people who will coordinate the emergency response and head up committees charged with responding to specific needs will be prepared when the time comes.”

Details of the COOP include alternate location sites, varying levels of emergencies, and delegation of duties and responsibilities. Each agency director has designated individuals to serve in the various roles.

“Each Department of Administration agency has its own COOP to respond to an event affecting that agency, while the Secretary of Administration’s COOP will provide guidance at the Department level when an event affects some or all its agencies,” explained Pickens. “All Department of Administration directors recently updated their agency’s COOP to reflect current staff and contact information, office locations, and arrangements for alternate work locations.”

The Department of Administration encourages all employees to be aware of their agency’s COOP and what actions to take in the case of an emergency. To view your agency’s COOP or to ask questions regarding your agency’s plan, contact your agency’s point of contact.
Welcome! ... The Department of Administration is pleased to welcome Timothy Abraham and Rajahnea Patrick (CPRB); Jamie Bowles and Zachary Paxton (General Services); Jenny Manhart (PEIA); Gary “Dwaine” Goble (Personnel); John Carney (Public Defender Services); Randy Gifford and Carina Ferrell (Real Estate); and Garrett Harding and Roger Young (Technology).

Happy Retirement! ... After years of hard work and dedication, we would like to wish John David Hildreth (Real Estate) and Brian Pratt (Technology) the very best during their retirements.

Best Wishes ... to Kimberly Scott (CPRB); Rachel Flynn (Public Defender Services); Katrina Dufourny, and Sabrina Stollings (Purchasing); and Susannah Carpenter (Secretary’s Office), who recently resigned from our department.

Congratulations ... to Sheena Lincolnogger (Personnel) who welcomed a niece, Emily Jane Lincolnogger, born October 2, 2017. She was welcomed by her parents, David and Rebekah, and big sister Aliceson, who all live in Georgia.

What’s Your Holiday Tradition? ... Do you have a special holiday tradition that you look forward to each year? Share with us what brings you joy during the holiday season. All shared submissions will be anonymous and should be sent to Jessica.L.Chambers@wv.gov by November 16, 2017. In honor of the holiday season, we will share responses in a special article featured in the December issue of Quotes, Notes & Anecdotes.