



Quotes, Notes & Anecdotes

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

Personnel's Mary Bolton Key to Success of Students



Mary Bolton
October Employee of the Month

Mary Bolton, a Senior Development Consultant with the Organization and Human Resource Development (OHRD) section of the West Virginia Division of Personnel, has been selected as the Department of Administration's *Employee of the Month* for October.

With more than 20 years of service in state government, she is responsible for the research, design, development, and facilitation of interactive leadership and employee development programs.

Her primary responsibility includes designing and facilitating interactive programs covering a wide variety of topics, including employment law, change leadership, team building, performance management, and leadership essentials.

Mary also provides coaching and consulting services to supervisors and employees.

"Mary is an outstanding employee who brings to her job a high degree of energy, commitment, and professional conduct," said the co-worker who nominated her. "As a lead trainer and consultant for the state, Mary provides critical support to the OHRD training process."

"She has a master's knowledge of training content, a professional spirit, and always leaves a lasting positive impression," the co-worker continued. "Mary goes out of her way to make sure each employee in her class has full knowledge of the subject matter and goes beyond her duties to consult with agencies outside of her training classes."

When she's not working, Mary enjoys spending time with her family, traveling, yoga, gardening, the arts, learning about natural health remedies, and exploring anything new.

She will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary John Myers on Thursday, October 5, 2017, at 3 p.m. in Building 3.

State Employees Combined Campaign Underway

The 2017 United Way West Virginia State Employees Combined Campaign (WVSECC) is now underway, with Cabinet Secretary Austin Caperton of the Department of Environmental Protection serving as this year's Campaign Chairman. Please note that WVSECC is the only state-sanctioned fundraising effort in which state employees can use payroll deduction.

Employees may contribute to the general fund, known as the Community Impact Fund, or can designate their gift toward a specific United Way agency.



United Way of Central West Virginia

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Department of Administration Introduces New Frequently Asked Questions Page to Website

The Department of Administration is pleased to announce a new resource available on its website. Recently, the Department added a Frequently Asked Questions page to its site, which can be accessed from www.administration.wv.gov.

The Frequently Asked Questions webpage provides a quick reference for information, with a wide range of questions relating to the Fleet Management Office, General Services, Division of Personnel and more. If state employees are ever unsure where to find the information they need, this new page may be helpful in finding the answer by directing them toward the pertinent resources.

“We continue to make updates to enhance the information offered on the Department of Administration’s website,” said Diane Holley-Brown, Director of Communication. “Recently, we incorporated the drop-down menu for direct links to our agency and division websites. We believe the addition of the Frequently Asked Questions webpage will also serve as a quick reference for those common questions that our agen-



The Frequently Asked Questions page is the newest resource to be introduced on the Department of Administration website. Currently, this guide has 33 questions covering a wide range of topics relating to the Fleet Management Office, General Services, Public Employees Insurance Agency, Division of Personnel and many more.

cies and divisions receive. As a customer-oriented department, the questions posed to us vary as do our core functions. Hopefully, users will find this new tool to be a helpful addition to our site.”

The Frequently Asked Questions page currently lists 33 questions and more may be added in the future. Questions answered on the page include:

- How can I rent a vehicle?
- How do I schedule an event at the Capitol?
- How can I view my health plan or make changes to my coverage?

- Where can I view the Department of Administration’s policies?
- Who do I call if I experience issues with my computer?
- How can I search for state government job opportunities?
- When are visiting hours for the Capitol?

The Department of Administration hopes this new guide will be a useful tool for state employees and members of the general public. Individuals may visit the guide directly at www.administration.wv.gov/Pages/department_FAQs.aspx.

DOP Cohort Program Open for Enrollment, Deadline Oct. 31

The Division of Personnel’s (DOP) Organization and Human Resource Development (OHRD) section is pleased to announce that the 2018 Cohort program is now open for enrollment. This program allows new supervisors/managers to complete all of the DOP-P18 required courses (as well as some additional courses) in one year. The application deadline is October 31, 2017.

New supervisors and managers who have not taken the required DOP-P18 courses are eligible to apply for the OHRD Cohort Program. Successful applicants will move through the courses as one group over the course of the calendar year. In addition, participants will be eligible to receive one-on-one coaching and support from OHRD’s Training and Development staff.

In order to register, interested applicants must:

- Complete a *Cohort Application Form* (the 2018 Application Deadline: October 31, 2017);
- Attach a letter of support from his/her supervisor; and
- Send the completed application package to:

WVDOP-OHRD
ATTN: Cohort
Capitol Complex, Bldg. 3, Suite 500
1900 Kanawha Blvd., East
Charleston, WV 25305
OR email: DOPRegistrar@wv.gov

The cohort was created to provide an opportunity for new state government managers/supervisors to quickly enhance their management practices in an environment that fosters relationship building and facilitates com-

pletion of all DOP-P18 requirements within one year. In order to achieve these goals, it is imperative that each participant attend all sessions.

OHRD staff will support attendance by checking in with participants and providing reminders for upcoming courses. However, if a participant is unable to attend/complete any of the required courses within the specified time frame, that participant may be asked to leave the cohort and would be responsible for completing the DOP-P18 requirements via the normal process and channels.

All face-to-face classes will be held in Charleston in Building 7 of the Capitol Complex. To view the dates or to learn more about the program, visit www.personnel.wv.gov/ohrd/learning/cohort/Pages/default.aspx.

Cabinet Secretary's Office Serves as Main Hub for Department of Administration Management

This is the first article in an ongoing series to highlight the agencies and divisions within the Department of Administration. The goal is to inform our employees of the various programs and services that are provided within our Department.

The West Virginia Department of Administration oversees 15 agencies and divisions that administer a variety of programs and services relating to personnel, finance, purchasing, technology, facility management, health and liability insurance, real estate, and more.

The Cabinet Secretary's office includes Secretary John Myers, Deputy Secretary Mary Jane Pickens, Chief Financial Officer and Assistant Secretary Susannah Carpenter, General Counsel Bob Paulson, Deputy General Counsel and Legislative Liaison Jennelle Jones, Executive Secretary Joyce Jones, and Executive Assistant Carol Nichols. The State Americans with Disabilities Act (ADA) Office also resides within the Cabinet Secretary's office, with Kim Nuckles serving as the State ADA Coordinator.

The staff's primary role is to serve as the main customer service hub for all agencies in state government. "Every single one of our agencies focuses on



Mission Statement:

The West Virginia Department of Administration strives to operate a cost-efficient, customer-oriented service department whose actions are transparent to the taxpayers resulting in innovative solutions and quality results for a government that effectively serves the Mountain State.

The Cabinet Secretary's Office within the Department of Administration oversees 15 agencies and divisions. Led by Cabinet Secretary John Myers, the staff's primary role is to function as a customer service hub. While the Cabinet Secretary's Office operates year round, the staff is especially busy during legislative sessions.

Number of Employees: 8

Website:

www.administration.wv.gov

Address:

Building 1, Room E119
1900 Kanawha Blvd East
Charleston, WV 25305

Phone:

304-558-4331

some aspect of customer service to the operation of state government, whether it is providing health care to active employees and retirees through the Public Employees Insurance Agency, procuring goods and services for the agencies, maintaining the technological needs for the operation of the programs, or offering personnel guidance for the state's workforce," said Secretary Myers. "The groundwork to meet the high expecta-

tion of excellent service that we've established for both our internal and external customers is laid in my office."

The staff is especially busy during the legislative session, when laws are proposed that could affect every agency in state government. The central office tracks this legislation, as well as attends and testifies at legislative hearings.

Above is a quick glance at the Cabinet Secretary's Office and its core function.

Mandatory Training for High-Level Officials Scheduled for Nov. 2

Registration is now open for the State Officials' Purchasing Procedures and Purchasing Card Training, co-presented by the West Virginia Purchasing Division and the State Auditor's Office. This two-hour session is scheduled for November 2, 2017, and will be available online via WebEx. This training, offered twice per year, is mandatory for high-level state officials as indicated in *West Virginia Code* §5A-3-60.

The Code requires all high-level state officials, including "executive department secretaries, commissioners, deputy commissioners, assistant commissioners, directors, deputy directors, assistant directors, department heads, deputy department heads, and assistant

department heads" to annually complete two hours of training on purchasing procedures and purchasing card processes.

Space is limited to the first 100 people to register. To reserve a spot for this live online training, complete the online form posted at www.state.wv.us/admin/purchase/training/mandatory.html. Designated procurement officers are prohibited from attending unless they hold one of the aforementioned titles.

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. Specifically, the Purchasing Division will outline its purchasing decision path from the time an

agency determines its need to the award of a contract, as well as discuss the procurement methods utilized in the West Virginia purchasing process.

For those individuals who are unable to attend this live online training, a video recording will be posted on the Purchasing Division's website following the event.

Verification of participation in this online training or viewing of the online recording is required to meet the stipulations mandated by the law. For additional information on this training or this requirement, contact Administrative Services Manager Samantha Knapp at 304.558.7022 or Samantha.S.Knapp@wv.gov.

PEIA Welcomes New Wellness Program Manager

The Public Employees Insurance Agency (PEIA) welcomed Cheryl Jackson as its new Wellness Program Manager. In this role, Jackson will help implement the next phase of the *Healthy Tomorrows* initiative and oversee a variety of wellness programs that are open to PEIA members.

"I love helping people to become better consumers and engage in their health and wellness," shared Jackson. "Most people have an interest in their health, but either feel overwhelmed with information or intimidated to start a behavior change program."

Jackson began her career teaching athletic training and other health-related courses in higher education. During that time, she also traveled and worked directly with student athletes,

sports teams, and coaches. In addition to her time as an educator, Jackson has worked in a variety of health facilities and as a personal trainer for more than 25 years.

"There is so much to be excited about in this position. First, there is a great foundation here and people in the organization who are truly enthusiastic about wellness. This is a huge blessing. Second, the *Healthy Tomorrows* initiative has been a successful program that we are continuing to build upon. I am crazy excited about the next phase that will kick off January 1, 2018."

While the next phase of *Healthy Tomorrows* has not been announced yet, there are several wellness programs already available to PEIA members: Face-to-Face Diabetes Management, Weight



As PEIA's new Wellness Program Manager, Cheryl Jackson coordinates special programs that are available to PEIA members.

Management, Sleep Management Services, and the Hemophilia Program. To learn more about these programs and other wellness tools, visit www.peia.wv.gov/wellness_tools.

Fog Sets Over Capitol Dome



Photo courtesy of Jenny Harless (Office of Technology)

From the University of Charleston grounds, the normal view of the West Virginia State Capitol is shrouded in fog. This unique view was shared with us by Jenny Harless from the Office of Technology.

Do you have a picture from the Capitol or of a special event at your Agency that you would like to share? Send your pictures in for a chance to be featured in an upcoming issue of *Quotes, Notes & Anecdotes*! Email your pictures to Jessica.L.Chambers@wv.gov, along with a short description, if applicable.

Statewide Public Hearings for PEIA Tentatively Scheduled for this Fall

The Public Employees Insurance Agency (PEIA) Finance Board has tentatively scheduled public hearings to discuss and take comments for its proposed financial plan for Plan 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.

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

Projections indicate that PEIA will need an additional \$50 million in plan year 2019.

The tentative dates and locations for the 2017 public hearings are:

- November 6, 2017 - Morgantown
- November 14, 2017 - Beckley
- November 15, 2017 - Charleston

Details on the specific locations in these cities are still being determined and will be shared in next month's issue of *Quotes, Notes & Anecdotes*.

Please note that there will also be two virtual public hearings conducted via webinar this year. Specifics of those hearings will be available soon on PEIA's website at www.wvpeia.com.

Department Employee Spotlight: The Spartan Race



Name: Samantha Knapp
Agency: Purchasing Division
Title: Administrative Services Manager

Q: Where was this picture taken?

A: This picture was taken at this year's first West Virginia Spartan Race in August. I had decided a few months before that I wanted to challenge myself, so I signed up for the Super race, which was eight miles long with 24 obstacles.

Q: What was your favorite part of the race?

A: Making it to the end and realizing that I have it in me to push myself. I had such a feeling of accomplishment when I crossed the finish line.

Q: What would you tell others about the race?

A: Sign up and try one! You won't regret it! Not only did I enjoy getting to experience this with my team, but it was also great to see the positive impact it had on our state. I heard so many out-of-staters say great things about this course (and its view!) and how they can't wait to come back next year.

The Department of Administration is pleased to introduce a new section to *Quotes, Notes & Anecdotes* celebrating our employees. If you have a special hobby or recent accomplishment, we want to hear about it! Submissions for consideration should be sent to Jessica.L.Chambers@wv.gov by the 10th of each month.

UNITED WAY

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All Department of Administration employees who donate \$52 (either by cash, check, credit card, or payroll deduction) will be entered into a drawing for a gift basket. *Did you know that a \$52 donation will feed a family of four for one month?* Your contributions do make a difference!

"All contributions are important to the United Way," said Secretary Caperton. "I know many state workers are hurting worse. And many state employees receive the benefit of organizations that the United Way supports. And remember that your donations are spent in your area."

Tammie Means of the West Virginia Office of Technology is spearheading the campaign for the Department of Administration, with the valuable assistance of each agency coordinator.

"This statewide campaign has been in place for decades and has helped thousands of West Virginians in need," said Cabinet Secretary John Myers. "Crisis can hit any of us with no warning. It is reassuring to know that there are organizations, such as the United Way, that are available and ready to help. Should any of our employees have questions about this statewide effort, I urge you to reach out to your agency coordinator for more information."

The deadline for DOA employees' names to be entered into the drawing is November 15, 2017. The last day to submit pledge forms is December 15, 2017; however, special events may continue through the end of March of 2018.

Questions regarding this statewide voluntary effort may be directed to the following individuals serving as coordinators for their respective Department of Administration agency:

Department – Tammie Means

Tammie.S.Means@wv.gov

Aviation – Brad Phelps

Brad.P.Phelps@wv.gov

BRIM – Lora Myers

Lora.D.Myers@wv.gov

CPRB – Barbara Moss

Barbara.P.Moss@wv.gov

EEO – Beverly Reed

Beverly.R.Reed@wv.gov

Ethics – Teri Anderson

Teri.L.Anderson@wv.gov

Finance – Sara Davis

Sara.N.Davis@wv.gov

Fleet – Dena Butler

Dena.K.Butler@wv.gov

Grievance – Vicky Charley

Vicky.B.Charley@wv.gov

GSD – Greg Edelman

Gregory.S.Edelman@wv.gov

Personnel – Erica Henson

Erica.N.Henson@wv.gov

Prosecuting Attorneys – Amy Leslie

Amy.R.Leslie@wv.gov

Public Defender Services – Betsy Chapman

Betsy.E.Chapman@wv.gov

PEIA – Frances Buchanan/Jenny Perry

Frances.V.Buchanan@wv.gov

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Jennifer.L.Perry@wv.gov

Purchasing – Jessica Riley

Jessica.L.Riley@wv.gov

Real Estate – Ashley Means

Ashley.M.Means@wv.gov

Technology – Crystal Nichols

Crystal.G.Nichols@wv.gov

PDS' Waller Accepted into National Program

Lori Waller, the juvenile resource specialist for Public Defender Services, has been accepted into a national Rural Ambassadorship training program, which concentrates on providing effective juvenile representation in rural areas.

"The Rural Ambassadors Program offers top-notch training in juvenile justice," Waller said. "In turn, as the juvenile resource specialist for all the public defender corporations in the state, I will be able to share the knowledge I gain with many juvenile defenders. Ultimately, the goal is to bring juvenile representation to a higher level and create resources for use throughout the state."

Waller is one of five attorneys selected to participate in the Rural Ambassadors Program, which will provide one year of training, support, and an opportunity to engage with a community of juvenile defenders. Program leaders hope to inspire enthusiastic, dedicated juvenile defenders in isolated areas to take a leadership role in improving the quality of juvenile defense in their respective counties and courthouses. The Rural Ambassadors Program runs from September 1, 2017, to August 31, 2018.



Lori Waller
Rural Ambassador Participant

Welcome! ... The Department of Administration is pleased to welcome **Carl Baldwin** (BRIM); **Emily Elassal** (CPRB); **Timothy Scites** (Finance); **David Baldwin** and **Joseph Belcher** (General Services); **Teresa Burdette** (PEIA); **Joseph Kozlowski** (Personnel); **Henry Bono** (Public Defender Services); **Bob Ross** (Purchasing); and **Mitchell Olive** (Technology). **Daniel Ball** also transferred from Technology to General Services.

Best Wishes ... to **Tracie Dolan-Priestley** (CPRB); **Larry Smith** (General Services); and **Christine DeRienzo** and **Dawn Wallace** (PEIA), who recently resigned from our department.

Got News? ... We want you to share YOUR good news with your department co-workers! Send your information to Communication Director Diane Holley-Brown at Diane.M.Holley@wv.gov!

Cyber Security Training... The 2017-2018 Cyber Security ("Information Security") Annual Training is available on Course-Mill and must be completed by all state employees no later than October 31, 2017.

What Are You Thankful For? ... Share your blessings. All shared submissions will be anonymous and can be sent to Jessica.L.Chambers@wv.gov by October 16, 2017. In honor of Thanksgiving, we will share all responses in a special article featured in the November issue of *Quotes, Notes & Anecdotes*.

HAPPY BIRTHDAY ... in October!

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

Melody Duke.....BRIM	Joseph Thomas.....Personnel
Lori Tarr.....BRIM	Kelly Turner.....Personnel
Kinsey Fox.....CPRB	Rebecca White.....Personnel
David Jett.....CPRB	Sherry Eling.....Pros. Atty
Shelia Robertson.....CPRB	Luke McVay.....Pros. Atty
Marie Shelton.....CPRB	Rhonda Ashworth...Pub. Def. Svcs.
Lisa Trump.....CPRB	James Elkins.....Purchasing
Virginia Wright.....CPRB	Lee Fuller.....Purchasing
Shelia Gray.....Finance	Courtney Johnson.....Purchasing
Steven Bratchett.....General Svcs.	Jessica Riley.....Purchasing
Philip Brooks.....General Svcs.	Diana Arden.....Technology
James Debolt.....General Svcs.	Jennifer Ayers.....Technology
Randall Hazlewood...General Svcs.	James Bowles.....Technology
Marie Larch.....General Svcs.	Jeremy Boykin.....Technology
Andrew Mitchell.....General Svcs.	Robert Caldwell.....Technology
Carl Westfall.....General Svcs.	Eric Daniel.....Technology
Harold Young.....General Svcs.	Scott Dobson.....Technology
Meredith Ayers.....Grievance	Brian Dunbar.....Technology
Beverly Hedrick.....PEIA	Tate Hamon.....Technology
Cheryl Jackson.....PEIA	Christopher Johnson...Technology
Tammy Scarberry.....PEIA	Adam Malone.....Technology
Andrew Spangler.....PEIA	Larry McDonnell.....Technology
Jessica Vitz.....PEIA	Robin Moss.....Technology
Mary Jane Ayoob.....Personnel	Gregory Pittman.....Technology
Katherine Blizzard.....Personnel	Robert Richmond.....Technology
Drema Gibson.....Personnel	Michael Ross.....Technology
Erica Henson.....Personnel	Wanda Shafer.....Technology
Joshua Mcatee.....Personnel	Ruby White.....Technology

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