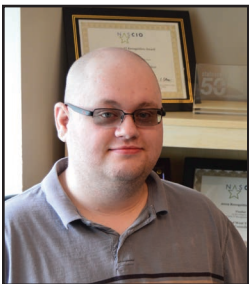


Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
October 2018 - Volume 25, Issue 10

Employee of the Month

OT's Fewell Provides Quality Work and Positive Attitude



Jason Fewell
Oct. Employee
of the Month

Jason Fewell, a Programmer Analyst II for the Office of Technology, has been selected as the Department of Administration's *Employee of the Month* for October.

A state employee for nearly four years, his duties include regularly communicating with PEIA staff to develop, test, and migrate to production new features or changes for PEIA's Manage My Benefits, Face-to-Face Diabetes, and Weight Management websites. He also debugs errors and

develops fixes for those three sites as the errors occur. Fewell offers the same support for two smaller websites for the Division of Natural Resources (DNR): the State Parks Guest Survey and the Rattlesnake Report.

"Jason has taken a lead role in several large projects, such as the Manage My Benefits browser upgrade and the Rattlesnake Survey for DNR, which received high praise as well as coverage by local news agencies," said the co-worker who nominated him. "He makes sure his work is always held to the highest standards. Jason is also an outstanding co-worker and always has a positive attitude which makes him a joy to work with. He is always willing to help anyone, regardless of how busy he may be himself, and is one of the most dependable people I have ever had the pleasure of working with. Jason is an incredible asset to the Office of Technology, Department of Administration, and the state of West Virginia. He truly deserves any recognition he receives."

When he is not working, Fewell enjoys playing video games and reading.

Fewell will be joined by friends and co-workers at a special ceremony presented on Thursday, October 4, 2018, at 3:30 p.m. at the Office of Technology's offices in Building 5.

Collaboration Among Various State Entities Aimed at Conserving Energy at the State Capitol

Since the creation of the General Services Division's Energy Office in May of this year, a great amount of research has been gathered in a short amount of time to formulate cost-saving ideas that are targeted at reducing the level of energy used at the State Capitol.

On August 30, 2018, the General Services Division's Energy Manager David Parsons met with Dr. Kenneth Means, a professor in the Mechanical and Aerospace Engineering (MAE) Department at West Virginia University (WVU), along with several of his students. This collaboration stemmed from a grant that was awarded to the West Virginia Office of



GSD Energy Manager David Parsons is pictured with WVU students on a visit to the Capitol to discuss cost-saving project ideas.

Please see **ENERGY COLLABORATION Page 3**

SNEAK PEEK

- State Agency Spotlight: PDS Funds Legal Defense for the Indigent / **Page 2**



- FY 2019 Mandatory Training for High-Level Officials Scheduled / **Page 4**
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State Agency Spotlight: Public Defender Services Division Funds Legal Defense for the Indigent

“There can be no equal justice where the kind of trial a man gets depends on the amount of money he has.” Griffin v. Illinois, 351 U.S. 12 (1956)

The employees of West Virginia’s Public Defender Services (PDS) live and work by that motto every day. PDS funds all indigent defense for the state. Representation is provided by two methods: private attorneys on a court-appointed basis and full-time public defenders.

“I am privileged to work shoulder to shoulder with people who understand how important their work is – from data entry personnel who work feverishly to get more than 700 court-appointed counsel paid so they can continue to work, to attorneys

appearing in the state’s highest court to ensure fair treatment of these citizens in the lower courts, to other specialists who provide assistance to the state’s court-appointed counsel and full-time public defenders in delivering needed legal services to resolve more than 60,000 cases annually,” said PDS Director Dana Eddy.

Public Defender Services does not provide representation from its office except in a limited number of appellate matters. However, research materials are available for minimal cost

Please see PUBLIC DEFENDER Page 5

Number of Employees: 23

Telephone: 304.558.2306

Fax: 304.558.6026

PDS.wv.gov

Address:

One Players Club Drive, Suite 301
Charleston, WV 25311



The staff of West Virginia’s Public Defender Services (above), which works to provide needed legal services to the indigent, helps resolve more than 60,000 cases annually. Among the cases are those for abuse and neglect, mental hygiene and juvenile proceedings.

2018 State Employees Combined Campaign Underway

The 2018 United Way West Virginia State Employees Combined Campaign (WVSECC) is now underway, with Cabinet Secretary Austin Caperton of the Department of Environmental Protection returning as this year’s Campaign Chairman. Please note that the 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. Donations can be made by cash, check, credit card, or payroll deduction. The last day to submit pledge forms is December 7, 2018. Deductions will start in the first pay period in January 2019.

Tammie Means of the West Virginia Office of Technology is spearheading the campaign for the Department of Administration, with help from Co-Coordinator Lora Myers of the Board of Risk and Insurance Management and the valuable assistance of each agency’s campaign coordinator.

According to Means, a donation of \$52 can feed a family of four for one month. All donations, even those in smaller amounts, add up to make a difference in the lives of West Virginians.

“Two agencies have already started their fundraising efforts



Please see UNITED WAY Page 4

ENERGY COLLABORATION

Continued from Page 1

Energy, a program of the West Virginia Development Office under the Department of Commerce.

According to Parsons, the students visited the Capitol campus to perform a “proof of concept” study on several projects the General Services Division has developed in hopes of generating energy savings in both cost and usage. “These types of partnerships are beneficial,” said Parsons. “Through our research, we have created several innovative solutions we believe may be viable for the campus. When the opportunity came to have these students investigate these concepts to ensure they are viable and would reduce costs, we most definitely jumped on this prospect.”

Parsons expressed that partnerships with state entities such as WVU and the Office of Energy will assist the General Services Division by exploring possible water capture and reuse solutions and ensuring the viability of potential projects in conserving energy, and will also help to determine the amount of dollars that could be saved and within what time frame.

Energy Development Specialist Karen Lasure with the Office of Energy stated that her agency has worked with the WVU Statler School of Engineering for more than 10 years.

“With funding from our State Energy Program, the Projects with Industry program uses senior-level engineering students to provide no-cost energy services and technical assistance to public entities, organizations, utilities, and businesses in West Virginia,” she said. “Participating students receive 60-80 field hours and credit in two three-credit-hour classes offered in senior design by the MAE Department. Projects focus on process and technological improvements.



“To date, more than 400 students have participated in 200 projects. During the 2017 project year, more than 20 students participated in projects involving design for manufacturers and commercial establishments and energy audits of school districts and municipalities,” Lasure said. “Estimated potential savings through these projects is more than 2,200,000 kWh and \$500,000, encompassing more than 1 million feet of building space,” she added.

Dr. Means, who is advising the four WVU students, believes this is a great project for their group to evaluate. The students are reviewing these projects as part of their mechanical engineering capstone.

“The students do a lot of book learning and don’t get to see the real-life application,” Dr. Means commented during a tour of the Chiller Plant and around the Capitol Campus. “This partnership is a great way to see it in reality.”

One of the ideas that is being reviewed is the creation of a water loop which will transfer water from condensation from equipment to the cooling tower. “We predict that just this one project could shave a substantial amount of usage from the current one million gallons used each month at the Chiller Plant,” Parsons said.

Other ideas that are being reviewed include the following: developing an ice plant that will make ice to supplement the Chiller Plant during peak seasons; creating a natural gas supplemental turbine to be used as a backup for power; implementing a demand flow that incorporates a series of computer-controlled valves that can detect the appropriate amount of cooling to be released to each building; constructing a different type of cooling plant; installing a supplemental chiller to run the water for the Culture Center; and looking at more innovative ways to reuse water from condensation.

Parsons invites state employees to share any energy savings ideas with him for consideration. These suggestions may be emailed to David.K.Parsons@wv.gov.

“I’m pleased that we are generating so much interest from various entities on exploring energy conserving solutions at the Capitol,” Parsons said. “We value the collaboration of the WVU students during their visit in reviewing our existing footprint and determining if some of our ideas may result in savings on the campus.”

Fleet Streamlines Maintenance and Fueling Services Reporting for State Vehicles

The West Virginia Fleet Management Division (FMD) and its vendor for maintenance management and fueling services, Automotive Resources International (ARI), recently worked together to streamline vehicle reporting requirements and assist agencies in better managing their fleet. Agency fleet coordinators can now utilize the web-based ARI dashboard to monitor their vehicle usage and total operating costs.

Among the tools offered by the ARI dashboard are widgets and alerts to assist the agency fleet coordinator in identifying potential problems.

Some of the fueling indicators are as follows:

- Fuel purchases that exceed the vehicle’s tank capacity;
- Vehicles that purchase premium fuel;
- Transactions for gas and diesel for a single vehicle; and
- Non-fuel transactions.

Maintenance indicators include:

- Vehicles overdue for preventive maintenance;
- Repairs awaiting authorization;
- Open maintenance purchase orders; and
- Vehicles with a Life-of-Vehicle maintenance cost exceeding \$20,000.

Agency fleet coordinators also have access to several reports and auto-generated emails to help identify fleet operation costs, as well as minimize fraud and misuse of the state’s vehicles. Among the reports and emails available are the Preventative Maintenance and Fuel Exceptions report, which

Please see **FLEET** Page 6

Quotes, Notes and Anecdotes

Fiscal Year 2019 Mandatory Training for High-Level Officials Scheduled for November 1, 2018

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 Thursday, November 1, 2018, and will be available online as a webinar 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.

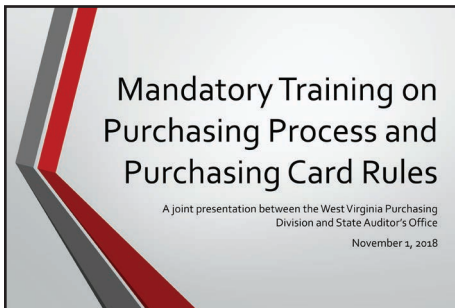
Space is limited to the first 100 people who register. To register for this live online training, visit www.state.wv.gov/admin/purchase/training/mandatory.html. Only individuals in the positions stated above are required to attend.

The training is required once per fiscal year. The content of this training is updated each fall 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 the competitive bid process, as well as discuss

the procurement methods utilized in the West Virginia state 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. The next live webinar will be offered in the spring of 2019. To meet the requirements for Fiscal Year 2019, high-level officials must attend one of the webinars or view the online recording. Individuals who view the online video recording to meet the requirement must submit the Certificate of Completion to the Purchasing Division by email to Purchasing.Training@wv.gov.

Verification of participation in this online training or viewing the online recording is required to meet the stipulations mandated by the law. For more information on this training, email Purchasing.Training@wv.gov.



UNITED WAY

Continued from Page 2

and we have close to \$200!" Means said. "We are also excited about the Department of Administration Yard Sale that will raise money for the United Way while also allowing participants to make some money as well."

The Department of Administration Yard Sale will be conducted on Saturday, October 27, 2018, in Lot 9 of the Capitol Complex, on the first floor of the parking garage. Participants will be allowed to set up at 6:15 a.m. The sale will run from 8 a.m. until 12:00 p.m. Spaces are available for only \$15 each and that money will be donated to the State Employees Combined Campaign. Participants will keep money from items sold. Tables will not be supplied, so participants need to bring their own. No weapons or inappropriate items of any kind may be displayed or sold at this yard sale.

Anyone interested in reserving a space to sell items at the yard sale should email Means at Tammie.S.Means@wv.gov or call 304.558.8100. The deadline to pay for a reserved space is October 19, 2018.

Make checks payable to United Way of Central WV and mail to:

Tammie Means
Capitol Complex, Bldg 5 – 10th Floor
Charleston, WV 25305

Please include your name and contact number with your check.

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

Department – Lora Myers

Lora.D.Myers@wv.gov

Aviation – Tierra Gable

Tierra.S.Gable@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 – Stephanie Lane

Stephanie.E.Lane@wv.gov

Grievance – Vicky Charley

Vicky.B.Charley@wv.gov

GSD – Steve Pinkerton

Stephen.E.Pinkerton@wv.gov

PEIA – Frances Buchanan

Frances.V.Buchanan@wv.gov

PEIA (backup) – Jennifer Perry

Jennifer.L.Perry@wv.gov

Personnel – Erica Henson

Erica.N.Henson@wv.gov

Prosecuting Atty. – Amy Leslie

Amy.R.Leslie@wv.gov

Public Defenders – Betsy Chapman

Betsy.E.Chapman@wv.gov

Purchasing/Surplus – Dianna Kirk

Dianna.K.Kirk@wv.gov

Real Estate Division – Ashley Means

Ashley.M.Means@wv.gov

Secretary's – Carol Nichols

Carol.J.Nichols@wv.gov

Secretary's (backup) – Tammie Means

Tammie.S.Means@wv.gov

Technology – Crystal Nichols

Crystal.G.Nichols@wv.gov

Agencies Receive National Recognition for Financial Reporting

Three Department of Administration agencies were recently honored for excellence in financial reporting. The Board of Risk and Insurance Management (BRIM), the Consolidated Public Retirement Board (CPRB), and the Finance Division, who submitted the reports on behalf of the state of West Virginia, all received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada (GFOA).

The Certificate of Achievement for Excellence in Financial Reporting is awarded by GFOA after reviewing the agencies' Comprehensive Annual Financial Reports (CAFR) for the fiscal year ending June 30, 2017. In making this prestigious national award, GFOA recognizes conformance with the highest form of recognition in the area of governmental accounting and financial reporting.

This is the 23rd year of receiving this honor for BRIM and the Finance Division.

"BRIM is honored to once again receive this award from GFOA," said BRIM Director Mary Jane Pickens. "Each year, our Finance Department works hard to earn this prestigious designation. It's a testament to the dedication and professionalism of Steve Schumacher, Stephen Panaro, and the rest of our small but mighty Finance Department that BRIM has been recognized by GFOA for excellence so many years in a row."

"I would like to congratulate the Financial Accounting and Reporting Section on receiving the 'excellence' award for the submission of the state's Comprehensive Annual Financial Report," shared Acting Finance Director Dave Mullins. "I want to thank each of them for their hard work and dedication. Their endless commitment to this project is second to none!"

CPRB is also a multiple winner of this award and received the certificate for its sixth year.

"We're very proud to once again receive the Certificate of Achievement for Excellence in Financial Reporting from the GFOA," added CPRB Director Jeff Fleck. "This is one of our goals every year and it demonstrates the fiscal responsibility and transparency that we strive for."

The GFOA is a major professional association servicing the



CPRB (above), the Finance Division (below), and BRIM (not pictured) were among 10 entities in West Virginia recognized for their excellence in financial reporting by the Government Finance Officers Association.



needs of nearly 19,000 appointed and elected local, state and provincial-level government officials and other finance practitioners. Only 10 entities in West Virginia were recognized by the GFOA for the last fiscal year.

List of Training Opportunities Offered by the Department Now Available

The Department of Administration is pleased to offer a listing of training opportunities available to state employees relating to a variety of topics. Several of its agencies, including the Equal Employment Opportunity Office, Division of Personnel (DOP), Office of Technology, Purchasing Division and the Public Employees Insurance Agency have compiled a list of training resources for state employees.

DOP course subjects include attendance management, leadership, new employee orientation, employee appraisal, preventing harassment, and coaching and developing employee performance. In addition to these courses, DOP also offers the Human Resource Academy, which is geared toward human resource professionals within state government. Some of the courses incorporated into the Human Resource Academy include About Time: Learning the Basics of Leave Usage; Before You Choose: Application Review at the Agency Level; Leave Basics Part II: Understanding the FLMA Process; and The Pay Plan Policy: Making it Work for Your Agency.

To access this training resource list, please visit <https://administration.wv.gov/department-of-administration-employee-information> and click the Department of Administration Training Resources link.

PUBLIC DEFENDER

Continued from Page 2

through the Criminal Law Research Center.

PDS pays each private attorney and other service providers for each case pursuant to a court order following a review by a circuit judge. Full-time public defenders are employees of a Public Defender Corporation organized at the circuit court level. These Corporations are separate legal entities but are funded by grants from PDS.

In addition to payment for legal services in criminal proceedings, Public Defender Services pays for representation of indigent parties in abuse and neglect, mental hygiene and juvenile proceedings.

Quotes, Notes and Anecdotes

Best Wishes Jann Hoke

Congratulations to Jann Hoke on her recent retirement. Hoke served as the Equal Employment Opportunity Office Director from 2009 to 2018.



FLEET

Continued from Page 3

identifies vehicles that have exceeded certain established parameters and is sent each month to agency fleet coordinators, and the Life-of-Vehicle report, available on the dashboard. The latter report provides the agency with its vehicles' attributes, including Vehicle Identification Numbers and the year, make and model of each vehicle. Other data in this report includes odometer readings, as well as key performance indicators, such as average miles per gallon and maintenance costs per month and mile.

The FMD encourages agency fleet coordinators to log in to the ARI dashboard to review the tools available. Utilizing the dashboard and available reports and auto-generated emails will enable agencies to manage their fleet in a more effective and efficient manner while also assisting them in identifying potential problems. For more information, contact the Fleet Management Division at 1.855.817.1910 or visit fleet.wv.gov.

Welcome! ... The Department of Administration is pleased to welcome **Stachia Fields, Tommie Harless and Bonita Knapp** (CPRB); **Robert Tanner** (Finance); **Jason Bowling and Jeffrey Moore** (General Services); **Lisa Amoroso** (Grievance); **Lisa Newell and Stephanie Whitney** (PEIA); **Joshua Kirwan** (Personnel); and **Christina Clendenin and Bridgett Sweeney** (Technology).

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Jann Hoke** (EEO) the very best during her retirement.

Best Wishes ... to **Chrissy Courtney and Sherry McCormick** (CPRB); **Laura Surface** (Personnel); and **Karen Roberts** (Purchasing) who recently resigned from our department.

John Myers ... has been appointed by Governor Jim Justice to serve as Director of the West Virginia Lottery. Thank you for your hard work as our former Department of Administration Cabinet Secretary.

Columbus Day ... is Monday, October 8, 2018. West Virginia state government will be closed for the federal holiday.

Employee Question of the Month! ... A big THANK YOU to our employees who are participating in our **Employee Question of the Month**. Last month, we asked you to share your favorite professional football team. While the Department of Administration has a lot of Cleveland Browns fans, responses also came in from fans of the Carolina Panthers, Denver Broncos and Pittsburgh Steelers.

This month's Department Employee question is, "**What is your favorite scary movie?**" Share your comments with us by **October 10, 2018**, by visiting www.surveymonkey.com/r/favScaryMovie.

HAPPY BIRTHDAY ... in October!

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

Melody Duke.....BRIM	Joshua McAtee.....Personnel
Lori Tarr.....BRIM	Kerri Nice.....Personnel
Kinsey Fox.....CPRB	James Rollins.....Personnel
David Jeff.....CPRB	Joseph Thomas.....Personnel
Shelia Robertson.....CPRB	Kelly Turner.....Personnel
Marie Shelton.....CPRB	Sherry Eling.....Pros. Atty
Lisa Trump.....CPRB	Luke McVay.....Pros. Atty
Virginia Wright.....CPRB	Rhonda Ashworth....Pub. Def. Svcs.
Shelia Gray.....Finance	Cheryl Cohen.....Purchasing
Jason Bowling.....Gen.Srvs.	James Elkins.....Purchasing
Steven Bratchett.....Gen.Srvs.	Lee Fuller.....Purchasing
Philip Brooks.....Gen.Srvs.	Courtney Sisk Johnson...Purchasing
James Debolt.....Gen.Srvs.	Jessica Riley.....Purchasing
Clifford Garnes.....Gen.Srvs.	Diana Arden.....Technology
Randall Hazlewood.....Gen.Srvs.	Jennifer Ayers.....Technology
Andrew Mitchell.....Gen.Srvs.	James Bowles.....Technology
Carl Westfall.....Gen.Srvs.	Jeremy Boykin.....Technology
Marie Wilmer.....Gen.Srvs.	Robert Caldwell.....Technology
Harold Young.....Gen.Srvs.	Eric Daniel.....Technology
Meredith Ayers.....Grievance	Scott Dobson.....Technology
Beverly Hedrick.....PEIA	Brian Dunbar.....Technology
Cheryl Jackson.....PEIA	Tate Hamon.....Technology
Tammy Scarberry.....PEIA	Christopher Johnson....Technology
Andrew Spangler.....PEIA	Adam Malone.....;.....Technology
Jessica Virtz.....;.....PEIA	Larry McDonnell.....;.....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
Sarah Longacre.....Personnel	Ruby White.....Technology

Administrative Notes

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