



Quotes, Notes & Anecdotes

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Employee of the Month

Kaye Parks Goes the Extra Mile in Finance Division

Kaye Parks, an Accountant/Auditor III for the Finance Division, has been selected as the Department of Administration's *Employee of the Month* for September.

A state government employee for 24 years, Parks' duties consist of leading the Department of Administration payroll team and working closely with wvOASIS.

"Kaye took on the role as

the Department of Administration's subject matter expert for the payroll phase of wvOASIS," said a co-worker. "She has worked long hours to meet time-sensitive deadlines and to monitor the new leave system in Kronos to ensure it is working properly."

Another co-worker said, "Even though Kaye took on extra responsibilities, she has never let her regular duties

fall behind. She is always willing to go the extra mile to do whatever it takes to get the job done."

In her spare time, Parks enjoys singing and spending time with her family. She will be joined by friends and co-workers at a special ceremony presented by Secretary Jason Pizatella on Tuesday, Sept. 8 at 3 p.m. at the Finance Division offices in Building 17.



KAYE PARKS
September Employee of the Month

Aviation Division Participates in National Night Out



Photo Courtesy: State Aviation Division

The West Virginia Aviation Division participated on August 3 in Charleston's National Night Out, an annual nationwide event intended to promote police-community partnerships.

As part of the event, the Aviation Division brought its Bell 407 helicopter as part of a static display at Orchard Manor in Charleston.

Neighborhoods across the nation hosted block parties, festivals, parades and cookouts with safety demonstrations, seminars, youth events, visits from emergency personnel and exhibits.

Pictured at left, Acting Aviation Division Director Charles "Chip" McDowell (in blue and gold) talks about the helicopter with community members.

SNEAK PEEK

- Prosecuting Attorney Institute Trains Law Enforcement / **Page 2**



- New Personnel Section Focuses on Facilitating Change / **Page 3**

- Renovations Underway for Building 3 on Capitol Campus / **Page 5**

Closed Point of Dispensing Exercise Planned for September 16

The State Capitol campus' closed point of dispensing (CPOD) is meant to allow the quick dispensing of medication to employees and their families in the event of a public health emergency.

It was designed to ensure the continuity of state government during a public health emergency by protecting the health of employees and their immediate households while also lessening the burden on public dispensing sites. In initiating the project, the Department of Military Affairs (DMAPS) spearheaded a practice exercise in 2014 to test the responsiveness and efficiency of the CPOD.

DMAPS has organized another practice exercise set for September 16 in Building 7. Matthew Brown, a security systems manager for the Division of Protective Services, said the CPOD committee overseeing the project began studying the resulting after-action report following last year's exercise to find areas in which they could improve. "We wanted to know what things we did right and what things we did wrong," Brown said. "One place we found deficiencies was with training."

With that in mind, DMAPS joined forces with the Division of Personnel's Office of Human Resource Development (OHRD). "We found one of the shortcomings of the project was that people did not understand the concept of what we were trying to do," Brown said. "We engaged with the Division of Personnel to create a training program that would solve this problem."

OHRD created an online training module for evacuation team members to better understand the project. A face-to-face training was also conducted August 20. The September 16 event is meant to measure the

Please see CPOD, Page 6

Prosecuting Attorneys Institute Serves the State by Training Prosecutors and Law Enforcement



The Prosecuting Attorneys Institute staff is pictured: from left, Executive Director Philip Morrison II; Administrator Clyde Arline; Forensic Medical Examination Fund Coordinator Amy Leslie; and Violence Against Women Prosecutor Sherry Eling.

Prosecuting Attorneys Institute Executive Director Philip W. Morrison II says his agency serves a very specialized clientele. "We were created for the purpose of helping prosecuting attorneys throughout the state of West Virginia," he said. "By assisting them, we serve the citizens of the state."

Part of that assistance comes in the way of a variety of training programs the Prosecuting Attorneys Institute (PAI) provides to prosecuting attorneys and law enforcement officials. "We are the resource they reach out to when they need advice or ask questions," Morrison said.

The programs run the gamut from teaching at seminars and offering continuing legal education credits to the Finding Words program, which teaches investigators how to talk to children. "It is significantly different talking to young children than it is teenagers or adults. We have trained more than 600 people in how to talk to children, to assist in investigating abuse cases," Morrison said.

Morrison also cited the Forensic Examination fund, which refunds hospitals for the cost of gathering forensic samples in sexual assault cases. Morrison said the fund is one of two general appropriations PAI receives from the Legislature every year. "It is considered a 'down payment,' because as long as it funded, it keeps West Virginia entitled to ask for grant money for violence against women programs," he said.

Sherry Eling, the Violence Against Women prosecutor, joined PAI in April, following 10 years as a prosecuting attorney in Cabell and Mason counties. She

Please see PAI, Page 4

"We were created for the purpose of helping prosecuting attorneys throughout the state of West Virginia. By assisting them, we serve the citizens of the state."

Philip W. Morrison II
Executive Director
Prosecuting Attorney's Institute

New Personnel Section Focuses on Facilitating Effective Change Within State Government

An organization's ability to successfully lead and manage change has been a point of interest to Mark Isabella for years. As a staff member for the Division of Personnel's Organization and Human Resource Development (OHRD) section, Isabella led numerous classes that focused on organizational change efforts ranging from leadership initiatives to new system implementation.

"Change is typically difficult to navigate," Isabella said. "Studies show that organizational change efforts fail roughly 50—70 percent of the time." Isabella said one of the leading factors in change failure is that leaders are unable to both drive change *and* fulfill obligations to get work done. "Current research suggests that successful change requires two operating systems: the normal day-to-day operational system and a second, networked structure to deal with the change process."

Personnel Director Sara Walker said the need to provide that second system led to the Division of Personnel creating the Office of Innovation and Change Leadership (ICL). "ICL was designed to initiate, accelerate and facilitate change efforts that enhance human resources in state government," Walker said. "We



Bethany Sharp and Mark Isabella are members of the Division of Personnel's Office of Innovation and Change Leadership. The office was formed to assist in navigating change throughout government.

are looking to confront tough problems and avoid the stagnation that can occur in hierarchies."

With a staff consisting of himself and Bethany Sharp, an OHRD employee splitting her time between the two sections, Isabella said ICL joins with organizations in solving problems and embracing opportunities. "We want to

create true partnerships with the agencies that choose to work with us," he said. "Our goal is to help channel the energy and knowledge of subject-matter experts to develop creative solutions."

In its first weeks of operation, ICL

Please see PERSONNEL, Page 5

Construction Underway on New Building at Surplus Property

"The new warehouse area is designed to be more inviting, better organized and better suited to customers."

Elizabeth Perdue
Manager,
West Virginia
State Agency for
Surplus Property

Work has begun at the West Virginia State Agency for Surplus Property (WVSASP) on a scheduled 18-month construction project that will dramatically change the look and offerings of the agency.

July marked the beginning of demolition work on the agency's offices in Dunbar, beginning with the existing auction room followed by the federal warehouse and main office buildings. Construction will involve an all-inclusive building that will incorporate the administrative offices and warehouse space, eliminating visitors from having to walk across the parking lot to or from the current office building or warehouse. To address the need for more security, the design plans also include an enclosed parking area.

WVSASP Manager Elizabeth Perdue said the goal is to continue improving on efforts made by the agency to create a more retail-friendly shopping environment for customers and to prevent visitors from being exposed to the elements. "When individuals

come to WVSASP, we want them to have the most pleasant experience possible," Perdue said. "The new warehouse area is designed to be more inviting, better organized and better suited to customers, so they can find exactly what they are looking for."

Perdue said construction will force a temporary shift in its vehicle lot. Other daily operations may also expect some slight interruptions while dealing with the ongoing construction work. "We will be posting signs to ask that customers 'Pardon our mess' as the work progresses," she said.

But the short-term inconvenience will lead to what Perdue foresees as a long-term improvement for customers and employees alike at WVSASP. "We feel this will dramatically change the overall customer experience for the better," she said. "It is a change that has been a long time coming, and it will be the next phase of this agency's ever-changing future."

WVSASP is organized under the West Virginia Purchasing Division.

Charleston Area Seniors Win Gold Medal at the Senior Olympics



Real Estate Division Operations Manager Carolyn Flanigan is pictured with her father, Sam Dye. Dye was part of the West Virginia Generals, which brought home gold medals last month from the Senior Olympics in St. Paul, Minnesota.

There is a saying... *"You are never too old to set another goal, or to dream a new dream."* A basketball team from Charleston is living proof of this. Fred Duffield, Sam Dye, Don Griffith, Dennis Parker, and Harold Vealey, collectively known as the West Virginia Generals, won the gold medal at the Senior Olympics in St. Paul, Minnesota, last month. The team plays basketball every Wednesday and Friday at Bream Presbyterian Church on Charleston's West Side and is made up of graduates from Stonewall Jackson High School and Charleston High School.

The team's families are proud of the accomplishment. Carolyn Flanigan, Operations Manager for the Real Estate Division, is especially proud of her father, team member Sam Dye.

The Generals beat teams from Georgia, Mississippi, Oregon, Rhode Island, South Carolina, and defeated the team from Minnesota twice to take home the gold. There are 15 teams in the 75 to 80 age group. The Senior Olympics basketball tournament is held every two years. This year, the competition was held at St. Thomas Academy and the University of St. Thomas. The Senior Olympics consist of a 3-on-3 tournament with two 15-minute halves. Games last approximately an hour, and teams typically play two games per day.

Congratulations to the West Virginia Generals on their win!

PAI

Continued from Page 2

works as a resource for prosecutors on cases involving violence against women. She said the program's emphasis is to create a team approach within the counties.

"We encourage counties to create 'stop violence' and 'sexual violence' teams, where we bring in prosecutors, medical professionals, local rape crisis centers – anyone who might be able to help the victim," she said.

And while this work has taken her out of the courtroom, she said it still

utilizes the skills she developed as a prosecuting attorney. "I am able to use my experience to help and teach people," she said. "I have seen too many of these types of cases and can work to offer the education that is needed to make change."

Morrison admits that everyone on his small staff tends to wear more than one hat. "We are constantly busy with work that we hope will ultimately benefit the people," he said.

Fleet Management Office Provides Monthly Tips to State Vehicle Drivers

Did you know that the Fleet Management Office offers a "Tip of the Month" on their website? To learn more as a state vehicle driver, simply visit the website fleet.wv.gov to find Defensive Driving Monthly Tips. This month's topic is tire safety.

According to the Fleet Management Office, maintaining the tires on a vehicle is one of the most important things a car owner can do, as it ensures both the safety and efficiency of the vehicle. Underinflated tires are more prone to damage and failure. Moreover, underinflated tires can lead to higher fuel costs by as much as 5 cents per gallon.

The following safety checklist is provided by the National Highway Traffic Safety Administration (NHTSA):

- Check tire pressure regularly (at least once a month), including the spare.
- Inspect tires for uneven wear patterns on the tread, cracks, foreign objects, or other signs of wear or trauma. Remove bits of glass and other foreign objects wedged in the tread.
- Make sure all tire valves have valve caps.
- Check tire pressure before going on a long trip.
- Do not overload your vehicle. Check the tire information placard or owner's manual for the maximum recommended load for the vehicle.
- If you are towing a trailer, remember that some of the weight of the loaded trailer is transferred to the towing vehicle.

Below are a few additional safety tips that may help maintain the life of your tires:

- Slow down if you have to go over a pothole or other object in the road.
- Do not run over curbs, and try not to strike the curb when parking.



Renovations began in July on Building 3, popularly known as the DMV Building.

Building 3 Renovation Underway

There are visible signs that renovation work has begun on the historic Building 3 located on the Capitol campus.

The contractor, Paramount Builders of St. Albans, West Virginia, started work recently on the extensive updates planned for the building in what is termed the largest construction project on the Capitol grounds since the Culture Center was built in 1976.



Please see **RENOVATIONS**, Page 6

Website Allows PEIA Members to View Medical Claims and More

Public Employees Insurance Agency (PEIA) PPB Plan members can view their medical claims, find out about the cost of medical care, and find providers by visiting HealthSmart's secure member portal at <http://myHealth.HealthSmart.com>.

Members who have already registered on HealthSmart's site can log in with their username and password. For those who have not registered, registration is easy. Simply use the member and group numbers located on the medical ID card.

This portal gives members access to HealthCare Bluebook, PEIA's newest price comparison tool. HealthCare Bluebook equips members with a wide range of options to assist them in making decisions about healthcare by providing transparent cost and quality information.

Members can also click the link to View My Claims and Enrollment to gain access to all medical claims processed by HealthSmart or to print a temporary medical ID card. Click on "Search Health Claims" and enter the dates of service, claim number or provider to see claims processed, what was charged, and what PEIA paid. Users may also print their Explanations of Benefits.

To get started, visit <http://myHealth.HealthSmart.com>.

PERSONNEL

Continued from Page 3

has collaborated with DOP specialists and agency staff on projects that have addressed compensation issues, organizational inefficiencies, and on-the-job training opportunities for employees. "We want to move from talking about the problem to finding answers and taking action," Isabella said.

For more information on ICL, please visit www.personnel.wv.gov/sections/innovation/Pages/default.aspx.

RENOVATIONS

Continued from Page 5

Perifidio, Weiskopf, Wagstaff + Goettel of Pittsburgh, Pennsylvania, designed the renovation plan. The eight-story building, which is commonly referred to as the DMV building after housing the Division of Motor Vehicles for many years, is expected to be completed in October of 2016.

The building was constructed circa 1951 and is known for such features as a marble art deco lobby and architectural embellishments, including the “Spirit of West Virginia” design on the front entrance and the winged wheel design on its east side.

Upon completion, approximately 450 state employees will be located in this building. Tenants will include Department of Commerce agencies, including the Division of Tourism, WorkForce West Virginia, the Office of Economic Opportunity, the Division of Labor, and the State Development Office.

CPOD

Continued from Page 2

degree of improvement over last year’s practice exercise.

“Our goal with this has been to identify the problem, create a solution, plan the solution, and test the solution,” Brown said. “This is another step in that process.”

Brown emphasized that the practice exercise is important for not just assisting in the continuity of government, but for the affected state employees.

“Having a program such as this means that, in the case of an emergency, you can obtain the necessary medicines for yourself and your family here at the Capitol,” he said.

Welcome! ... The Department of Administration is pleased to welcome **Lora Myers** (BRIM); **Derek Knopp** (Ethics); **Thomas Hymes** and **Maria Yoakum** (Finance); **Eric Pauley** (General Services); **Kathy Robinette** (PEIA); **Tony Pauley** (Real Estate); and **Barbara Fields** and **Robin Moss** (Technology).

Happy Retirement! ... After years of hard work and dedication, we would like to congratulate **Nancy Stark** of the Office of Technology on her retirement. Congratulations!

Best Wishes ... to those who recently resigned from our department: **Joshua Elkins** and **Carmen Hanna** (CPRB); **John Poindexter** (Ethics); **Daniel Nary** (Finance); **Janese Sexton-Haynes** (PEIA); **Evelyn Melton** (Purchasing); and **Meghan Salmon** (Technology).

Fleet Seminar ... The Fleet Management Office will conduct a Fleet Management–Agency Fleet Coordinator Seminar from 8:30 a.m.–4 p.m. in the Capitol Room in Building 7 on September 9. Due to space limitations, attendance is limited to one fleet coordinator per agency. For more information, contact Mandy Parsons at Mandy.F.Parsons@wv.gov.

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 September

2	Connie Byrne Finance	22	Franklin Buskirk Technology
	Ada Kennedy General Svcs.		Edward Dailey General Svcs.
3	Ricky Howerton General Svcs.	23	Teresa Asbury Public Def.
4	Cindy Baker Personnel		Ali Dabiri Technology
5	Lu Anne Cottrill Purchasing		James Huffman General Svcs.
	Rachel Flynn Public Def.		Terry Parsons General Svcs.
6	Diane Corker Technology		Tammy White CPRB
7	Randall Arbogast Technology	24	Patricia Ebert Technology
	Kenneth Casto Technology		Dana Eddy Public Def.
8	Henry Moore Technology		James Farmer Purchasing
8	Margaret Briggs Ethics		Amber Harper PEIA
	John Cummings General Svcs.		Dan Morris CPRB
9	Krista Scott Technology		Daniel Pauley Technology
10	Ernest Green General Svcs.		Deidre Rainwater Technology
11	Diana Davis CPRB	25	Lionel Adams CPRB
	Sherry Fewell Purchasing		Kevin Kerns CPRB
	Scotty Pauley General Svcs.		Virginia May CPRB
13	Robert Desmond General Svcs.		Thompson Mickiff Aviation
	Madeline Harper Technology		Michael Moore Technology
14	Alicia Holman Technology	26	Derek Knopp Ethics
16	Jon Amores Real Estate		Jeffrey White Technology
	John Foster Technology	27	Jennifer Curia Technology
	Mark Smith Technology		Gail Delmaar-Mines .. Real Estate
	Stephen Windon Technology	28	Joan Chapman Technology
17	Wesley Moats Technology		Adena Harvey Technology
18	Dave Hildreth Real Estate	29	Thomas Allen Technology
	Larry Sutters Technology		Derrick Day Technology
19	Kenny Yoakum Fleet	30	Barbara Moss CPRB
20	Jessica Blankenship PEIA		Jennifer Priddy PEIA
	Matt Cordie General Svcs.		Paige Strickland CPRB
21	Emily Kilgore Technology		Anthony Walizer General Svcs.
21	Stephen Kolar Technology		

Administrative Notes

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

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