

Quotes, Notes & Anecdotes

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

OT's Adena Harvey Always Ready to Lend a Helping Hand



Adena Harvey
February Employee
of the Month

Adena Harvey, an Administrative Assistant with the West Virginia Office of Technology (OT), has been selected as the Department of Administration's *Employee of the Month* for February.

A state employee for five years, Harvey's duties include creating and designing programs for OT, assisting with the management of telecommunications for the state, and assisting with the business analysis of systems.

"Adena always goes above and beyond to help wherever she can," said one co-worker. "I don't think Adena would ever think that she is actually going above and beyond her normal duties.

Instead, she sees it as helping someone who is in need. Adena stepped in and kept the accounting section functioning when an employee left on short notice and no one was trained on what that person did." Another co-worker added, "Adena always has a smile for everyone even when she is overwhelmed."

In her spare time, Harvey enjoys spending time with her sons, reading, doing crafts, cooking, and watching movies and TV. Adena will be joined by friends and co-workers at a special ceremony on Thursday, February 4, at 1 p.m. in the Office of Technology's conference room in Building 5.

Governor Tomblin Outlines his Priorities During the State of the State Address

Gov. Earl Ray Tomblin delivered his 2016 *State of the State Address* in the House Chamber at the State Capitol Complex on January 13, 2016, providing an overview of new programs and initiatives related to his top priorities as governor. He also outlined a number of new pieces of legislation he plans to introduce during the 2016 Legislative Session.

Some of the highlights which Governor Tomblin addressed during his speech related to workforce development, combatting substance abuse, strengthening



Photo courtesy of the Governor's Office

Gov. Earl Ray Tomblin delivered the 2016 State of the State Address in the House Chamber at the State Capitol on January 13, 2016.

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SNEAK PEEK

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Protective Services Increases Security Measures with New Screening Checkpoint at State Capitol

Visitors to the State Capitol Building must now enter through public access points and undergo screening, according to the Division of Protective Services. The two access points are located in the East and West Wings, at the wheelchair-accessible entrances.

The West Wing directed public access point is also the building's closest entrance to both the new Bus Turnaround Loop, used by the parking shuttles, and the metered public parking north of the West Virginia Veterans Memorial.

All members of the public, including visiting media, contractors, and vendors, must pass through an access point to enter the State Capitol. Each visitor is screened by a magnetometer and asked to empty their pockets into provided containers so those items can be inspected. Briefcases, purses, packages, and similar items are screened by an X-ray machine.

State employees and other individuals with electronic card access to the State Capitol building, also known as Building 1, can continue to enter through the building's other entrances. However, propping open building entrance doors is prohibited, as is allowing others without an electronic card to enter one of those entrances. Anyone exiting the building should avoid the two access point entrances, to allow for the incoming traffic.

The directed public access points are open from 7:45 a.m. to 5:30 p.m. Monday through Friday, 10 a.m. to 5:30 p.m. on Saturday, and from noon to 5:30 p.m. on Sunday. These hours may be adjusted to accommodate state government meetings when necessary.



Division of Protective Services' security guards David Brown (left) and Ronald Eads (middle) observe the east entrance to the Capitol building as a visitor enters through the X-ray machine.

Visitors will not be allowed to enter the State Capitol with prohibited items, as defined in *West Virginia Code* §61-7-2, or personal defense items. Other items or materials may be prohibited if they appear to pose a risk to people or property.

According to Gov. Earl Ray Tomblin, this new effort to ensure the safety of state employees and visitors will bring the Capitol building into line with measures already taken by much of the country.

CPRB Introduces New Automated System, COMPASS

The West Virginia Consolidated Public Retirement Board (CPRB) will unveil Phase I of its new automated system, the Consolidated Multiplan Pension Administration Service System (COMPASS), in mid-February. Once fully implemented, COMPASS will replace CPRB's current operating system, thus improving the agency's internal work flow processes, retirement reporting and customer service.

Phase I, which will go live in mid-February 2016, is expected to affect current retirees only. Phase II, which is scheduled to take effect during the first quarter of 2017, will affect current employees and employers, and will make the transition to retirement more seamless. After Phase II

is actualized, current state employees will be able to utilize Employee Self-Service features in COMPASS to view contributions and service years electronically.

Perhaps one of the most anticipated aspects of Phase II will be the shorter time between an employee's retirement date and the date they receive their first pension check. Currently, it takes approximately eight weeks for newly retired employees to receive their first pension check. Phase II will shorten the wait time to within 30 days of retirement.

"The COMPASS system will help bring us into the 21st century by allowing us to offer web-based self-service utilities, such as changing their address or viewing contri-

butions," said Jeff Fleck, Executive Director of CPRB. "I'm very excited about the services we can offer once COMPASS is fully implemented."

The old system had been in place since 1991, when CPRB was established. The process to establish a new system began in March 2014. CPRB staff, including three business leads, worked tirelessly with the Purchasing Division to write the specifications, bid out the solicitation, and ultimately award the contract to Deloitte in spring of 2014.

CPRB offers nine retirement plans. The new system will meet the needs of each individual plan. CPRB has been testing the COMPASS system to ensure a smooth

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Department of Administration Recognizes the Many Accomplishments of its Agencies During 2015

With 15 different agencies under its purview, the Department of Administration offers a wide range of services to the state of West Virginia and its citizens. Services include but are not limited to those relating to personnel, purchasing, real estate and technology, as well as employee health care and retirement.

The Department also provides state-wide oversight through its agencies, including the Ethics Commission, Public Defender Services and the Prosecuting Attorneys Institute.

Each of the agencies realized many successes during this past year. These achievements are the result of effective planning and execution by our dedicated workforce. The Department has approximately 750 employees throughout all 15 agencies.

Due to space limitations, below are only a few of the many accomplishments of the Department of Administration during 2015.

- In January 2015, the Department led the refunding of \$71,655,000 of General Obligation Infrastructure Bonds. The refunding resulted in a present value savings of \$9,552,580, representing a true interest cost to the State of 1.8%.
- In April, 2015, the Department led the effort to refund \$133,710,000 in General Obligation Road Fund Bonds. This refunding resulted in a present value savings of \$25,917,634, representing a true interest cost to the State of 1.7%.
- The Board of Risk and Insurance Management (BRIM) obtained the renewal of the state's Cyber Liability Policy at only a slight increase in premium. BRIM has worked with state insureds to have them added to the policy and currently all but approximately 25 are covered. Covered entities include the Legislature and most Constitutional officers. BRIM's goal is to have all state insureds covered before the end of fiscal year 2016. BRIM, the Consolidated Public Retirement Board (CPRB) and the Finance Division all received the Government

Finance Officers Association's award for excellence in financial reporting for fiscal year 2014. This represented the 20th consecutive years for receiving the award for BRIM and Finance and the third consecutive year for CPRB.

- BRIM conducted 45 Active Shooter Survival Training classes, training approximately 900 civilians on strategies, tactics, and skills to survive an active shooter attack.
- CPRB processed a record amount of retirements in fiscal year 2015; there were 1,610 that retired in Public Employees Retirement System (PERS). CPRB expects to continue to see an increase in retirements as the "Baby Boomer" generation.
- CPRB continued implementation of a state-of-the-art, web-based computer system designed specifically for public pension plans (COMPASS system). This new system will allow our customers the ability to access self-service features and information on their retirement account 24 hours a day/7 days a week and will allow the CPRB to provide more efficient, accurate and cost effective service to our customers. The first phase of the system is scheduled to go live in January 2016 and will affect retiree payroll and retiree self-service. The second phase, which will affect current employees and employers, is scheduled to go live at the beginning of 2017.
- The TRS Plan is funded the best it has ever been at over 66%; it was funded at 9% in 1991. It has been discussed on a national level as a success story for defined benefit public pension plans.
- The General Services Division focused on several major projects on the Capitol campus this year. Some of the highlights include the award of the Building 3 renovation for \$34M; the completion of the Veteran's Memorial renovation; and the completion of construction of new Fairmont State Office Building.
- In June 2015, the Division of Personnel (DOP) created a new section,

Innovation and Change Leadership, to help lead and manage strategic change initiatives.

- DOP hosted its Fourth Annual Career Fair at the Culture Center in collaboration with WorkForce West Virginia. More than 300 candidates and 19 agencies participated in the event.
- DOP also participated in 44 outreach recruitment events, speaking to more than 1,600 prospective employees.
- The Public Employees Insurance Agency (PEIA) reports that it became the first State covered entity to complete a required Security Risk & Vulnerability Audit, which found that PEIA was substantially compliant with the provisions of HIPAA.
- PEIA also conducted a successful Open Enrollment with 91% of active Preferred Provider Benefit (PPB) and non-Medicare retiree PPB policyholders (the population that was required to name a PCP) naming a Primary Care Physician for the Healthy Tomorrows initiative.
- During fiscal year 2015, the Purchasing Division trained 602 state employees through the Purchasing Division's comprehensive training program, which includes the agency purchasing conference, in-house training curriculum, online resource modules, webinars and the mandatory training for high level officials.
- Office of Technology (OT) expanded vulnerability scanning program and initiated regularly scheduled scans on more than 40,000 devices for the agencies. The agency also developed an executive level vulnerability management metrics report to be provided to the departments for the 2015 calendar year and integrated the analysis with other OT divisions to facilitate remediation of findings.
- OT also conducted two Cyber Security Exercises evaluating incident response capabilities improving our awareness through the educational process and lessons-learned.

Finance Director Ross Taylor Retires; Dave Mullins Appointed as Acting Finance Director

The Department of Administration bids a fond farewell to Finance Director Ross Taylor, who retired from state government on December 31, 2015, after more than 13 years of service.

Taylor began his career in state government working for the Department of Administration in July 2002 as the Deputy Director for the Finance Division. He was selected as the Director/State Comptroller for the Finance Division three years later.

In February 2012, Taylor was named Acting Cabinet Secretary of Administration. He served in this capacity until September 2014, when he returned to his post as Director of the Finance Division.

Effective January 23, 2016, Dave Mullins, who has worked for the Finance Division since September 2003 in various positions, including Internal Auditor, will serve as the Acting Director for the Finance Division.

In this capacity, he will oversee various accounting functions, including managerial accounting, payroll, accounts receivable, accounts payable and 1099s, as well as the preparation of various agency budgets within the Department and the State's Comprehensive Annual Financial Report.

The Department of Administration would like to wish Taylor the very best in his retirement and welcomes Mullins in his new role as Acting Finance Director.



Ross Taylor
Former Finance Director



Dave Mullins
Acting Finance Director

ADDRESS

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southern West Virginia, energy, juvenile system, responsible fiscal policies and job creation.

Throughout his administration, Gov. Tomblin indicated that he made sure to enact and uphold fiscally responsible policies. He stated that he understands the state's significant budget challenges, but that he remains committed to making difficult choices now that will help ensure West Virginia has a bright future today and for years to come.

To ensure West Virginia's tax base remains both stable and diverse, Gov. Tomblin also proposed raising the state's tobacco tax by 45 cents to a total of \$1 per pack. This increase would provide the state with an additional \$71.5 million annually to support health-related costs while also helping to discourage West Virginians from smoking or using tobacco products. Furthermore, it was noted that \$43 million of this revenue would help fund the Public Employees Insurance Agency (PEIA), ensuring public employees do not see the dramatic benefit reductions initially proposed.

Despite all of his proposed changes, the 2017 budget presented by Gov. Tomblin would use no money from the state's Rainy Day Fund. Instead, the proposal predicts surpluses for the state beginning in 2019.

To read Gov. Tomblin's State of the State address, as prepared for delivery, visit www.governor.wv.gov/media/pressreleases/2016/Documents/WEBSITE%20COPY.pdf.

W-2s for 2015 Accessible through myApps Account

West Virginia state employees can view and print their W-2s for the 2015 calendar year electronically through their myApps account by logging in through the State Auditor's Office website at wvsao.gov or the wvOASIS website at wvOASIS.gov.

Due to the implementation of wvOASIS, employees will need to obtain two separate documents, one for wages received on or before May 31, 2015, and one for wages received after that date.

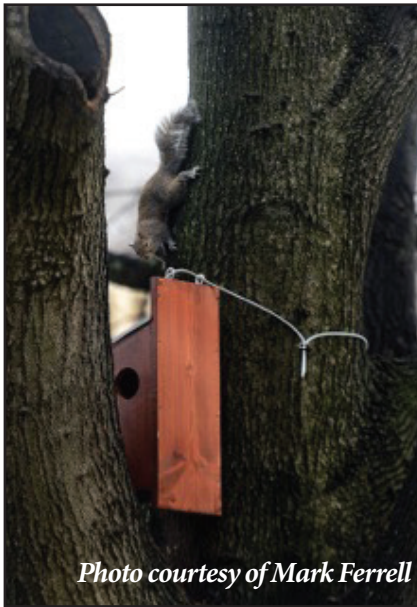
After logging into their myApps account, employees may click on the orange "Employee" tab and then select the W-2s option from the menu on the left to view the W-2 for wages received on or before May 31, 2015.

To view the W-2 document for wages received after May 31, 2015, employees will need to click on the green Employee Self-Service (ESS) tab from the original menu, then click on the "more" link

from the Pay Summary section of the ESS homepage. Once directed to the Pay Summary page, employees should click on the View Tax Forms (ex. W-2) option from the menu located at the top. Select attachments, download and open.

If you do not have a myApps account, you may obtain one by going to wvsao.gov, clicking on the myApps link, and then clicking on the Create Account option.

Local Boy Scout Completes Eagle Scout Project at Capitol



Local boy scout Brece Ferrell (above) completed his Eagle Scout Service Project with the help of his dad, Mark, and several other scouts, by removing old squirrel boxes on the Capitol campus and replacing them with new ones he built.

The boxes serve as homes to the squirrels and provide them with protection from the weather elements and predators. A squirrel (left) shows interest in one of the seven boxes that were replaced.

According to the Boy Scouts of America, an Eagle Scout Project provides the opportunity for a Boy Scout to demonstrate leadership of others while performing a project for the benefit of his community.

Agencies Receive National Award for Financial Reporting

Several state employees were recently recognized for their dedication and hard work in preparing their agency's comprehensive annual financial reports (CAFR). This recognition for excellence in financial reporting was offered by the Government Finance Officers Association of the United States and Canada (GFOA).

The *Certificate of Achievement for Excellence in Financial Reporting* was awarded to the Consolidated Public Retirement Board (CPRB), the Board of Risk and Insurance Management (BRIM), and the Finance Division based on these agencies' comprehensive annual financial reports (CAFR) for the fiscal year ended June 30, 2014.

In making this prestigious national award, GFOA recognizes conformance with the highest standard for preparation of state and local government financial reports. According to GFOA, the *Certificate of Achievement* is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

This is the 20th year of receiving this honor for BRIM and the Finance Division and the 3rd year for CPRB. The CAFR is judged by an impartial panel to meet the high standards of the program, including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users to read the CAFR.

This award is the highest form of recognition in governmental budgeting. In order to receive this award, the State had to satisfy nationally recognized guidelines for effective budget presentation, including a policy document, a financial plan, an operations guide and a communication device. The GFOA's *Distinguished Budget Presentation Awards* program is the only national awards program in governmental budgeting.

The GFOA is a major professional association servicing the needs of more than 18,000 appointed and elected local, state and provincial-level government officials and other finance practitioners.

COMPASS

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transition for current retirees, employers, and CPRB staff.

"Every step has to be automated," said Deana Gose, one of the business leads managing the transition process. "It's been a huge challenge. We have to deconstruct every part of the process and then reconstruct the components so they integrate into the automated system."

Lisa Trump and Chrissy Courtney are the other two business leads who have played crucial roles in implementing the new system.

The changes that will occur through the transition will affect CPRB in a variety of ways. Currently, CPRB is organized by plan. Following the Phase II implementation, CPRB plans to restructure their organization, delegating duties by function rather than by plan.

"Our goal is to improve our customer service," said Fleck. "We believe we can make this happen by restructuring duties to better meet our needs."

For more information about the West Virginia Consolidated Retirement Board, visit www.wvretirement.com.

State Employees on Capitol Campus Encouraged to Subscribe to NIXLE

The Department of Military Affairs and Public Safety's Division of Protective Services (DPS) invites state government employees to subscribe to the NIXLE communication system. NIXLE is a platform that communicates messages via text and e-mail to a targeted audience.

DPS uses NIXLE as a tool to ensure the safety and security of state employees who work at the state Capitol campus, as well as people living in surrounding neighborhoods, by quickly communicating short, simple alerts to this community.

There are different levels of notification: emergency and advisory. Emergency messages are sent and received immediately. Advisory messages are sent to notify subscribers of information, such as power outages, water outages, and other important but non-emergency notices.

Subscribers can receive messages by either text, e-mail, or both.

Employees who wish to subscribe to this alert system should go to <http://nixle.com>, click on the Residents link and then click on Sign Up to create an account. When prompted to enter an address, use either your home address or your work address.

If you use your work address, enter the zip code as 25311. If you choose to use your home address, you will receive a text message that asks if you want to receive alerts for more areas. Respond with 25311.

Questions regarding the use of NIXLE on the Capitol campus should be directed to Matt Brown with the Division of Protective Services at 304.558.9911.

Welcome! ... The Department of Administration is pleased to welcome **Shannon Shaffer** (BRIM); **Tina Baker, Kendrick Cox,** and **Tina Vanhose** (CPRB); **Matthew Wooddell** (General Services); **Steven Browning** (Purchasing); **Eric Cannetti, Jonathan Lupson, Kenneth Martin, John Moore, Matthew Nelson,** and **Ray Perkins** (Technology).

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

Best Wishes ... to **Curtis Hall** (General Services); **Joy Dalton** (Personnel); **Dustin Spry** (Purchasing); and **Philip College, Alexander Gamma, Robert Josephson,** and **James Weathersbee** (Technology), who recently resigned from our department.

A Proud Mom! ... **Stephanie Mosley** of the Purchasing Division is pleased to announce the birth of her first child, a son, Perrin James, on September 22, 2015. Perrin weighed 8 lbs. 13 oz. and was 20 inches long. Also of the Purchasing Division, **Katrina Dufourny** is pleased to announce the birth of her first child, also a son, Rowen Willgot, born on December 23. He weighed 7 lbs 8 oz. and was 19.75 inches long.

Congratulations! ... **Tammy Scarberry** of PEIA is proud to announce the birth of her grandson, Micah James Scarberry, at 1:03 a.m. on December 25, 2015. Micah weighed 7 lbs. 6 oz. and was 21 inches long. His parents are Joshua and Courtney Scarberry.

Other News ... To accommodate state employees located in the Capitol building who are nursing mothers and may require a space during the work day, Room 9-B in the Capitol has been designated as a lactation room. Room 9-B is located near the Lower Rotunda, just outside the Governor's Press Office, and may be utilized daily by any female employee in Building 1.

HAPPY BIRTHDAY ... in February

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

Kara Anderson Stewart.....Personnel
 Christopher Bailey.....Technology
 Thomas Barton.....Real Estate
 James Bateman.....Personnel
 Hollis Baumgartel Biondi.....Technology
 Landon Brown.....Grievance
 Crystal Broyles.....PEIA
 Aimee Cantrell.....Purchasing
 Marsha Casto.....Personnel
 Linda Coleman.....Technology
 Lisa Conley.....PEIA
 Ricky Counts.....General Services
 Chrissy Courtney.....CPRB
 Sara Davis.....Technology
 Heather Drake.....CPRB
 Matthew Fenney.....Technology
 Willadean Fisher.....Purchasing
 Amber Hawkins.....CPRB
 Diane Holley-Brown.....Purchasing
 Brusanna Jackson..General Services
 Kenneth Jackson...General Services

Carrie Lefevre.....Grievance
 Tenna Lillibridge Bell.....CPRB
 Jackie Linthicome.....Pub. Def. Svcs.
 Isaac Miller.....Technology
 Misty Moore.....Real Estate
 Kyle Mullins.....Technology
 Breanne Myers.....Personnel
 Gary Pennington...General Services
 Timothy Phillips.....Technology
 William Raines.....General Services
 Tracy Richardson.....Personnel
 Adam Robinson.....Technology
 Andrew Sabatino..General Services
 Joshua Spence.....Technology
 Victoria Sutton.....CPRB
 Kevin Walker.....General Services
 Jason Warner.....Technology
 Debbie Watkins.....Purchasing
 Emily West.....Ethics
 Jack Whitney.....Finance

Administrative Notes

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