Employee of the Month

Personnel’s Tracy Dennis Offers Excellent Support

Tracy Dennis, a Secretary II in the Employee Relations Section of the Division of Personnel, has been selected as the Department of Administration’s Employee of the Month for April.

A state government employee for nearly two years, Dennis serves as the administrative assistant to support the Assistant Director and Personnel Specialists of the Employee Relations Section. Dennis collects and maintains records of grievances filed by state employees, dismissals, disciplinary actions, settlement agreements, and secondary employment.

“Tracy is always courteous and helpful to co-workers and clients of the Division of Personnel. She greets visitors with a smile and readily offers assistance,” said a co-worker. “Her eager and confident attitude gives both co-workers and clients confidence in her ability to meet their needs.”

Said another co-worker, “Tracy consistently meets and exceeds her productivity requirements. She can always be relied on to complete her assignments on time and accurately.”

In her spare time, Dennis likes to run, read and spend time with her family. She will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Ross Taylor on Thursday, April 3 at 11:15 a.m. at the Division of Personnel office in Building 6.

Administration Employees Assist in Preparing for Changes with wvOASIS

With the timeframe for Phase C of the Enterprise Resource Planning (ERP) system wvOASIS approaching, members of the Department of Administration’s Change Leadership Team say the upcoming transition to the new system is exciting.

“For the past several months, many of our employees have been actively involved in the wvOASIS project, in order to prepare this transition,” said Cabinet Secretary Ross Taylor, who also serves as

Please see wvOASIS, Page 4

Members of the Department of Administration’s Change Leadership Team for wvOASIS are, from left, Janie Fouty (Personnel), Tim Phillips (Technology) Jason Haught (Public Employees Insurance Agency) and Diane Holley-Brown (Purchasing). Justin McAllister will assume responsibilities for Technology.
Fleet Management Office Conducts Conference to Help Open Communication for Coordinators

Personnel from approximately 60 different state agencies attended the March 18 conference organized by the West Virginia Fleet Management Office (FMO). The event followed a year of work for the office in restructuring and staffing.

Executive Director Kenny Yoakum said he wanted the conference to be an opportunity to show what the office had to offer.

“The FMO has spent time reorganizing and since it had been two years since the last training, we felt this was an excellent opportunity to get out in front and meet everyone working in fleet,” he said.

The one-day event was conducted at the Gaston Caperton Training Center (Building 7) at the State Capitol Complex.

Yoakum said emphasis was placed on the tools available for fleet coordinators. He cited the reorganization of the FMO into four categories: vehicle ordering, fueling, maintenance and retirement. He added the importance of working with the vendors.

“There is a great set of resources available through our vendors, and they are very helpful,” he said. “They can really help coordinators streamline and focus and work smarter and better.”

Yoakum said the conference displayed an energized group. “It was gratifying to see the interaction between coordinators,” Yoakum said.

The plan is to schedule future training events, he said. For more information on the FMO, please visit: www.fleet.wv.gov.

Stateline Newsletter Transitions to More Timely Newsroom Format

Readers of Stateline, the quarterly newsletter for the Division of Personnel, may now receive information on employee news in a different manner.

“For years, Stateline has been created in the traditional layout, beholden to the days when it was printed and sent to individual agencies,” said Division of Personnel Director Sara Walker. Now, Stateline will instead move to a strictly-electronic format, publishing articles straight to the Division of Personnel’s website.

“The Personnel Division has not offered a print edition of Stateline in several years, instead creating a PDF version available for download from the Personnel website,” Walker said.

“With this change, Stateline will become a ‘just in time’ publication.” The change takes the format from an online “newsletter” to an online “newsroom,” Walker said.

Walker said the newsletter will no longer be confined to a monthly or quarter deadline, instead publishing news and articles as they are completed. She said the change ensures timely, relevant news for state employees.

Please see STATELINE, Page 5
State employees will be able to participate in a closed Point of Dispensing program intended to assist in the dispensing of medication in the event of a public health emergency.

Capitol Campus Starts Closed POD Program for Employees

The Department of Military Affairs and Public Safety (DMAPS) is overseeing a project for employees at the State Capitol Complex to allow the quick dispensing of medication to employees and their family in the event of a public health emergency. The closed Point of Dispensing (POD) helps to ensure the continuity of state government during a public health emergency by protecting the health of employees and their immediate household while also lessening the burden on public dispensing sites.

The Capitol Campus closed POD is a pilot program that officials feel can be adapted to other state government sites. For the purpose of the closed POD, the Capitol Complex is defined as the area bounded by Kanawha Boulevard to the south, Elizabeth Street to the west, Piedmont Road to the north, and Michigan Avenue to the east.

To register for the closed POD, individuals will be required to complete an online registration form. The information requested on this form includes information necessary to ensure your safe participation. All information completed by individuals wishing to participate in the closed POD will be entered electronically via a secured website. Any information you enter will not be collected or saved by the state. The secured website merely provides a convenient means for you to complete and print the registration form. This initiative is completely voluntary, and on-campus employees are not required to participate.

Organization of the closed POD is not meant to suggest that the Capitol Complex or state employees face any specific threat.

DMAPS Communication Director Lawrence Messina credited a wide-ranging team for developing the closed POD pilot. Colleagues from his department and its Division of Protective Services worked alongside officials from the Department of Administration, the Board of Risk and Insurance Management and the Kanawha-Charleston Health Depart-

Please see POD, Page 5

State Government Career Fair at Culture Center Set for May 7

The West Virginia Division of Personnel and WorkForce WV are joining together again in sponsoring the 3rd annual State Government Career Fair on Wednesday, May 7 at the Culture Center on the State Capitol Complex from 9 a.m. – 3 p.m. The event is open to the public.

The State Government Career Fair is aimed at providing job seekers information on state government full-time employment opportunities and excellent benefits, particularly for the critical need fields, which include but are not limited to, nursing, physicians, social services, engineering, corrections and law enforcement, natural resources, environmental protection, human resources, and information technology.

More than 15 state agencies will be represented to discuss employment opportunities and information will be distributed for the Governor’s Internship Program aimed at college students. Employment counselors will be available to answer questions pertaining to the state employment application process. The agencies include: Department of Environmental Protection; Department of Transportation; Department of Military Affairs and Public Safety; and Department of Education and the Arts.

Mary Jane Ayoob, event coordinator with the Division of Personnel, said more than 400 job-seekers attended last year’s career fair and the previous two events has provided a tremendous boost to the state applicant pool.

“Just recently I spoke with an individual who attended our 2012 career fair. This person was out of work and needing a job and two months after the event, this person had a state job and within one-and-a-half years, the individual was promoted to a supervisor position,” Ayoob said. “This person remarked how state government employment provides job security and

Please see FAIR, Page 6
the chairman of the wvOASIS Executive Steering Committee. “Their hard work in gathering the necessary data for the ERP Board will prove beneficial to the successful implementation of the various phases of the project.”

Each department has individuals assigned as Change Leadership Team (CLT) members, who provide the leadership and expertise in the planning and implementation of the wvOASIS project. For the Department of Administration, the CLT members include Diane Holley-Brown, Assistant Purchasing Director for the Purchasing Division; Janie Fouty, Senior Personnel Specialist for the Division of Personnel; Jason Haught, Chief Financial Officer for the Public Employees Insurance Agency; and Tim Phillips, Director of Application Solutions for the Office of Technology. Justin McAllister will be assuming responsibilities for the Office of Technology.

In addition, each agency has an employee assigned as their liaison to coordinate all data collection and to assist in communicating with the members of their staff. The CLT members have been working closely with the agency liaisons for the past year in gathering data and sharing information. The Financial Division staff has been instrumental in assisting CLTs and agency liaisons in gathering information for this transition.

“A key aspect in preparing for the implementation of wvOASIS has been forming these relationships throughout the department to not only gather the necessary data but to help in communicating how the system will affect each of our employees,” said Holley-Brown.

wvOASIS is intended to replace more than 100 outdated existing systems throughout state government and standardize business procedures and practices across organizational lines. An ERP system is a suite of integrated modules that provide end-to-end support for statewide administrative functions. In state government, these statewide administrative functions include:
- Financial Management
- Procurement
- Asset Management
- Personnel Administration
- Payroll
- Time Reporting
- Benefits Administration
- Treasury
- Transportation

The purpose of this system is to facilitate the flow of information between all business functions inside the boundaries of the organization and manage the connections to outside stakeholders, such as vendors.

Fouty said the new system will allow employees to have better access to employment information.

“Many employees know their actual salaries, but it is surprising how many employees cannot tell you exactly what their pay is, or how much leave they have,” she said. wvOASIS will allow state employees to log into the system to check annual leave, sick time, and to input their timesheets.

Fouty said the role of change leadership team members is to help act as a first point of contact if agency liaisons have questions. “Liaisons can contact wvOASIS themselves, but oftentimes we can work out the answer between us, saving time for everyone involved,” she said. “I also do my best to make sure that the agency liaisons are keeping up with timeframes and submissions to ERP.”

Phillips said since the system will replace outdated systems, it will improve data updating and the timeliness of information available in decision making. “Probably the biggest advantage will be in efficiency gained, since previously, so many of the systems did not or could not communicate with one another,” he said. “These were dispirited systems that did not communicate with one another. With everything integrated, the efficiency will be incredible.” Phillips also emphasized the elimination of paper documents and reduced paper and handling costs.
The Public Employees Insurance Agency is sponsoring benefit fairs throughout the state during its Open Enrollment period (April 1-30) for Plan Year 2015. These sessions give policyholders an opportunity to make changes to their health insurance plans and benefits while providing a forum to ask questions. All changes become effective July 1, 2014.

For the first time ever, children of public employees may be eligible to enroll in the West Virginia Children’s Health Insurance Program (CHIP) which has expanded its coverage. The expansion makes CHIP benefits available to children of public employees who otherwise meet CHIP eligibility guidelines. State employees need to apply for CHIP before enrolling in PEIA.

For more information or questions about the various PEIA plans and what changes will be implemented July 1, 2014, consult the PEIA Shopper’s Guide which is mailed to policyholders’ homes and available on the PEIA website at www.peia.wv.com or call the PEIA Open Enrollment Helpline at 1-877-676-5573.

Members may review and update their accounts online by clicking on the “Manage My Benefits” button on their accounts online by clicking on www.personnel.wv.gov or call 1-877-676-5573. Please see PEIA, Page 6.

The PEIA Benefit Fair schedule

• April 8 - Martinsburg 
  Holiday Inn / Foxcraft Avenue
  • April 9 - Morgantown 
  Ramada Inn 
  • April 10 - Wheeling 
  W.Va. Northern Community College 
  • April 14 - Charleston 
  Holiday Inn / South Charleston from 3 – 6 p.m.
  • April 15 - Parkersburg 
  Comfort Suites / Mineral Wells
  • April 16 - Beckley 
  Tamarack

Please see PEIA, Page 6

POD

Continued from Page 3

...ment.

“Once a month, we will send out a reminder email to employees, letting them know about the latest articles we have published,” Walker said. “However, when there is something particularly timely and newsworthy, we can send out an email that alerts employees to the article.”

Articles for the current quarter are listed on the main Stateline Newsroom page. They will be archived on a quarterly basis. Links to those articles as well as to prior issues of the “newsletter” are still available.

These changes came as the Division of Personnel sought ways to increase the value of the publication. “Stateline is a valuable resource for employees, but we wanted to continue finding ways to make it more relevant,” she said. “Instead of keeping articles until the next publication deadline, this means we can post more frequently and keep information fresher for employees.”

To view the new Stateline Newsroom, please visit: www.personnel.wv.gov/employees/Stateline-Newsroom/Pages/default.aspx.

STATELINE

Continued from Page 2

“Once a month, we will send out a reminder email to employees, letting them know about the latest articles we have published,” Walker said. “However, when there is something particularly timely and newsworthy, we can send out an email that alerts employees to the article.”

Articles for the current quarter are listed on the main Stateline Newsroom page. They will be archived on a quarterly basis. Links to those articles as well as to prior issues of the “newsletter” are still available.

These changes came as the Division of Personnel sought ways to increase the value of the publication. “Stateline is a valuable resource for employees, but we wanted to continue finding ways to make it more relevant,” she said. “Instead of keeping articles until the next publication deadline, this means we can post more frequently and keep information fresher for employees.”

To view the new Stateline Newsroom, please visit: www.personnel.wv.gov/employees/Stateline-Newsroom/Pages/default.aspx.

Please see AVIATION, Page 6

Drew Moss

McDowell Named Interim Director of Aviation

Department of Administration Cabinet Secretary Ross Taylor announced that Charles “Chip” McDowell was named the interim director for the state Aviation Division, effective March 15, replacing Aviation Director/Chief Pilot Keith Wood who officially retires from the position April 30 but is currently on leave.

As interim director, McDowell oversees 10 employees and the operation of two airplanes, including the King Air 350 and Cessna Grand Caravan, and three helicopters, including Bell 407, Bell 206 LongRanger, and Bell 206 JetRanger.

A Charleston, W.Va., native, McDowell holds an Airline Transport Pilot license and has worked for the Aviation Division since March of 1999. Prior to becoming a dual-rated state pilot that enables him to fly both fixed wing and rotary aircraft, he worked as a commercial pilot and flight instructor in West Virginia and Kentucky.

The Department of Administration extends its gratitude to Wood for his services and wishes him the best during his retirement. Wood joined the Aviation Division in 1992 and served five governors while accumulating more than 8,000 accident-free flight hours on both state airplanes and helicopters.

When Wood joined the Aviation Division, four different agencies owned aircraft and operated independently of each other. During his time as director, all

Please see AVIATION, Page 6

A Charleston, W.Va., native, McDowell holds an Airline Transport Pilot license and has worked for the Aviation Division since March of 1999. Prior to becoming a dual-rated state pilot that enables him to fly both fixed wing and rotary aircraft, he worked as a commercial pilot and flight instructor in West Virginia and Kentucky.

The Department of Administration extends its gratitude to Wood for his services and wishes him the best during his retirement. Wood joined the Aviation Division in 1992 and served five governors while accumulating more than 8,000 accident-free flight hours on both state airplanes and helicopters.

When Wood joined the Aviation Division, four different agencies owned aircraft and operated independently of each other. During his time as director, all
Welcome! ... The Department of Administration is pleased to welcome our new employees: Lisa Scarberry (CPRB); Margaret Briggs (Ethics); William Coyle, Toni Hill and Pam Hodges (General Services); Jon Amores (Real Estate/ Director); and Christine Fernandes, Matthew Garrett, Robert Josephson and Joann Santoro (Technology). Jeffrey Lawrentz transferred from Public Defender to BRIM.

Best Wishes to Tracy Batman (CPRB), James Ancion (General Services), Joyce Lanham (Public Defender) and Krista Ferrell (Purchasing), who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to congratulate Charles Lawrence of the Real Estate Division on his retirement.

Let’s Congratulate Our Graduates! .... As in the past, Quotes, Notes & Anecdotes will be recognizing all of our graduates for this year. If you have a child or grandchild graduating from high school or college, please e-mail Chad Williamson at chaob.williamson@wv.gov by April 16 with the name, school and future plans of your special graduate.

Got News? ... We want you to share all of your good news with us! Contact Diane Holley-Brown, editor, at (304) 558-0661 or at Diane.M.Holley@wv.gov with information that you would like to share with the department’s employees.

HAPPY BIRTHDAY ... in April

1 April Battle .................. Purchasing 14 Ed Coleman ..................... CPRB
2 Paul Hardy ................. CPRB 15 Keith Huffman ............. PEIA
3 Samantha Knapp .......... Purchasing 16 Sarah Hunter ............... CPRB
4 Harry Mandel ............... CPRB 17 Torrie Williams ............ CPRB
5 Deanne Stevens .......... BRIM 18 Jeanne Barnhart .......... Purchasing
6 Chad Williamson ......... Purchasing 19 Michael Cheeks .......... Technology
9 Melanie Lopez .......... Technology 22 Nidia Henderson .......... PEIA
10 Craig Bosworth .......... Technology 23 Michael Powell .......... Finance
12 Perry Rawlings .......... Gen. Svcs. 25 Kelly Dean ............... CPRB
14 Rebecca Whetzel ........ Technology 27 Jeff Wilson .......... Technology
7 Benton Hall .......... Technology 28 Gary Reed ................. PEIA
9 Roger Townsend .......... CHIP 30 Jeffrey Lawrentz .......... BRIM
10 Rebecca Farmer .......... Travel 31 Carlos Neccuzi .......... Technology
11 Stefanie Youngblood .... CPRB 32 Leslie Adkins .......... Personnel
12 Mary Schafer .......... Pros. Afly. 33 Nathaniel Sizemore .... Technology
15 Roger Townsend .......... CHIP 36 Jeffrey Lawrentz .......... BRIM
16 Rebecca Farmer .......... Travel 37 Carlos Neccuzi .......... Technology
17 Stefanie Youngblood .... CPRB 38 Leslie Adkins .......... Personnel
18 Mary Schafer .......... Pros. Afly. 39 Nathaniel Sizemore .... Technology
21 Roger Townsend .......... CHIP 42 Jeffrey Lawrentz .......... BRIM
22 Rebecca Farmer .......... Travel 43 Carlos Neccuzi .......... Technology
23 Stefanie Youngblood .... CPRB 44 Leslie Adkins .......... Personnel
24 Mary Schafer .......... Pros. Afly. 45 Nathaniel Sizemore .... Technology
27 Roger Townsend .......... CHIP 48 Jeffrey Lawrentz .......... BRIM
28 Rebecca Farmer .......... Travel 49 Carlos Neccuzi .......... Technology
29 Stefanie Youngblood .... CPRB 50 Leslie Adkins .......... Personnel
30 Mary Schafer .......... Pros. Afly. 51 Nathaniel Sizemore .... Technology
33 Roger Townsend .......... CHIP 54 Jeffrey Lawrentz .......... BRIM
34 Rebecca Farmer .......... Travel 55 Carlos Neccuzi .......... Technology
35 Stefanie Youngblood .... CPRB 56 Leslie Adkins .......... Personnel
36 Mary Schafer .......... Pros. Afly. 57 Nathaniel Sizemore .... Technology
39 Roger Townsend .......... CHIP 60 Jeffrey Lawrentz .......... BRIM
40 Rebecca Farmer .......... Travel 61 Carlos Neccuzi .......... Technology
41 Stefanie Youngblood .... CPRB 62 Leslie Adkins .......... Personnel
42 Mary Schafer .......... Pros. Afly. 63 Nathaniel Sizemore .... Technology
45 Roger Townsend .......... CHIP 66 Jeffrey Lawrentz .......... BRIM
46 Rebecca Farmer .......... Travel 67 Carlos Neccuzi .......... Technology
47 Stefanie Youngblood .... CPRB 68 Leslie Adkins .......... Personnel
48 Mary Schafer .......... Pros. Afly. 69 Nathaniel Sizemore .... Technology
51 Roger Townsend .......... CHIP 72 Jeffrey Lawrentz .......... BRIM
52 Rebecca Farmer .......... Travel 73 Carlos Neccuzi .......... Technology
53 Stefanie Youngblood .... CPRB 74 Leslie Adkins .......... Personnel
54 Mary Schafer .......... Pros. Afly. 75 Nathaniel Sizemore .... Technology
57 Roger Townsend .......... CHIP 78 Jeffrey Lawrentz .......... BRIM
58 Rebecca Farmer .......... Travel 79 Carlos Neccuzi .......... Technology
59 Stefanie Youngblood .... CPRB 80 Leslie Adkins .......... Personnel
60 Mary Schafer .......... Pros. Afly. 81 Nathaniel Sizemore .... Technology
63 Roger Townsend .......... CHIP 84 Jeffrey Lawrentz .......... BRIM
64 Rebecca Farmer .......... Travel 85 Carlos Neccuzi .......... Technology
65 Stefanie Youngblood .... CPRB 86 Leslie Adkins .......... Personnel
66 Mary Schafer .......... Pros. Afly. 87 Nathaniel Sizemore .... Technology
69 Roger Townsend .......... CHIP 90 Jeffrey Lawrentz .......... BRIM
70 Rebecca Farmer .......... Travel 91 Carlos Neccuzi .......... Technology
71 Stefanie Youngblood .... CPRB 92 Leslie Adkins .......... Personnel
72 Mary Schafer .......... Pros. Afly. 93 Nathaniel Sizemore .... Technology
75 Roger Townsend .......... CHIP 96 Jeffrey Lawrentz .......... BRIM
76 Rebecca Farmer .......... Travel 97 Carlos Neccuzi .......... Technology
77 Stefanie Youngblood .... CPRB 98 Leslie Adkins .......... Personnel
78 Mary Schafer .......... Pros. Afly. 99 Nathaniel Sizemore .... Technology
81 Roger Townsend .......... CHIP 102 Jeffrey Lawrentz .......... BRIM
82 Rebecca Farmer .......... Travel 103 Carlos Neccuzi .......... Technology
83 Stefanie Youngblood .... CPRB 104 Leslie Adkins .......... Personnel
84 Mary Schafer .......... Pros. Afly. 105 Nathaniel Sizemore .... Technology
87 Roger Townsend .......... CHIP 108 Jeffrey Lawrentz .......... BRIM
88 Rebecca Farmer .......... Travel 109 Carlos Neccuzi .......... Technology
89 Stefanie Youngblood .... CPRB 110 Leslie Adkins .......... Personnel
90 Mary Schafer .......... Pros. Afly. 111 Nathaniel Sizemore .... Technology
93 Roger Townsend .......... CHIP 114 Jeffrey Lawrentz .......... BRIM
94 Rebecca Farmer .......... Travel 115 Carlos Neccuzi .......... Technology
95 Stefanie Youngblood .... CPRB 116 Leslie Adkins .......... Personnel
96 Mary Schafer .......... Pros. Afly. 117 Nathaniel Sizemore .... Technology
99 Roger Townsend .......... CHIP 120 Jeffrey Lawrentz .......... BRIM
100 Rebecca Farmer .......... Travel 121 Carlos Neccuzi .......... Technology
101 Stefanie Youngblood .... CPRB 122 Leslie Adkins .......... Personnel
102 Mary Schafer .......... Pros. Afly. 123 Nathaniel Sizemore .... Technology
105 Roger Townsend .......... CHIP 126 Jeffrey Lawrentz .......... BRIM
106 Rebecca Farmer .......... Travel 127 Carlos Neccuzi .......... Technology
107 Stefanie Youngblood .... CPRB 128 Leslie Adkins .......... Personnel
108 Mary Schafer .......... Pros. Afly. 129 Nathaniel Sizemore .... Technology
111 Roger Townsend .......... CHIP 132 Jeffrey Lawrentz .......... BRIM
112 Rebecca Farmer .......... Travel 133 Carlos Neccuzi .......... Technology
113 Stefanie Youngblood .... CPRB 134 Leslie Adkins .......... Personnel
114 Mary Schafer .......... Pros. Afly. 135 Nathaniel Sizemore .... Technology
117 Roger Townsend .......... CHIP 138 Jeffrey Lawrentz .......... BRIM
118 Rebecca Farmer .......... Travel 139 Carlos Neccuzi .......... Technology
119 Stefanie Youngblood .... CPRB 140 Leslie Adkins .......... Personnel
120 Mary Schafer .......... Pros. Afly. 141 Nathaniel Sizemore .... Technology