

# Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration  
August 2021 - Volume 28, Issue 8

## Employee of the Month

### Cohen Goes the Extra Mile for WVSASP/Purchasing



**Cheryl Cohen**  
August Employee  
of the Month

Cheryl Cohen, an office assistant II for the West Virginia State Agency for Surplus Property (WVSASP), has been selected as the Department of Administration's *Employee of the Month* for August.

A state employee for more than three years, Cohen's duties include the receiving of new fleet and agency vehicles. She is also responsible for the inspection and upkeep of retired vehicles, as well as the showing of retired vehicles for sale to eligible orga-

nizations and the public.

"Cheryl is a hard worker who volunteers to help wherever she is needed," said the co-worker who nominated her. "Cheryl is assigned to the vehicle section but serves as a backup for the warehouse and the receptionist. She does everything from cutting grass to inspecting vehicles to operating a forklift. She has a positive attitude and does what she can to make everyone happy."

When she's not working, Cohen enjoys listening to music and reading a good book. She is a sports fan and roots for the Dallas Cowboys.

Cohen will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Allan McVey on Thursday, Aug. 12, 2021, at 2:30 p.m. at WVSASP in Dunbar.

## West Virginia Office of Technology Keeps Government Connected Through Pandemic

The West Virginia Office of Technology (WVOT) does much more than respond to PC connection issues or computer trouble. The Office can be described as the backbone that keeps state government technologically operating. One of the WVOT's priorities is to assist with Gov. Jim Justice's initiatives, which recently have included the "Do It For Babydog" vaccine sweepstakes and the COVID-19 vaccine-related gift card registrations.

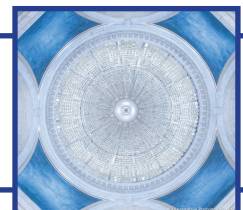
The WVOT worked with the State Privacy Office, the Governor's Office, the Department of Health and Human Resources, and the West Virginia Lottery to develop the "Do It For Babydog" website. Technology staff also worked with the state's web host, WV Interactive, to get the website up and running in a matter

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**DO IT FOR**  
  
**BABYDOG**  
SAVE A LIFE. CHANGE YOUR LIFE.

## SNEAK PEEK

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- Capitol Chandelier Reassembled / Page 5



# State has Hidden Gem with W. Va. Conference Center

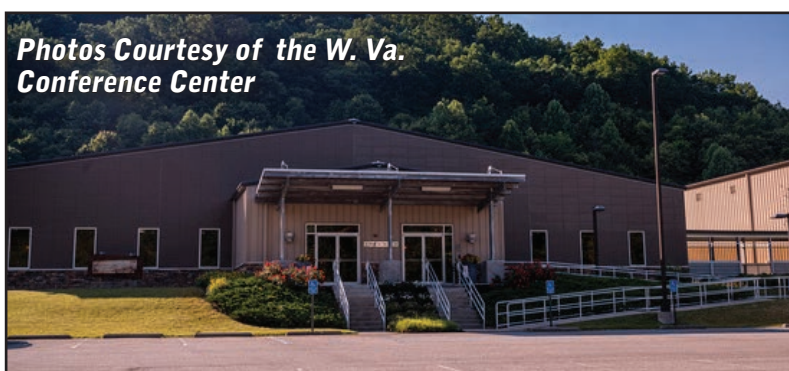
Now that in-person meetings are resuming, state agencies may want to consider using the West Virginia Conference Center. The West Virginia Office of Technology held its Senior Leadership Strategic Planning meeting there in June. Located 15 minutes south of Charleston on Corridor G at 431 Running Right Way in Julian, the West Virginia Conference Center is owned and operated by the West Virginia Office of Miners' Health Safety and Training, which is housed under the West Virginia Department of Commerce. Kim Bradley, director of operations, said the center is a hidden gem in a convenient location.

"The center takes you out of the hustle and bustle of the city without being too far from what the city has to offer," Bradley said.

The Center offers conference, meeting and training rooms for large and small events, team meetings, depositions, interviews, training seminars, and more.

"The Center is convenient and has everything you would need," said Anet Vance, executive assistant to the CIO. "Everyone there is helpful and easy to work with."

The Center has a banquet hall with capacity for 350 people, nine meeting rooms with varying setups, a theater classroom, and plenty of free parking for 225 vehicles.



*Photos Courtesy of the W. Va. Conference Center*

Each meeting space is equipped with state-of-the-art audiovisual systems including Bose sound systems, flatbed video projectors, high resolution LCD projectors, and remote-control screens.

"All of the technology is included in the rental fee, and someone on staff will help you arrange and set up what you need," Bradley said. "We all help each other."

While the center does not provide food service, agencies can use their own caterers or bring in their own food. Bradley said food service is being discussed as a future offering.

In addition to the meeting space, the center has a 96,000-square-foot simulated mine lab that provides a venue for various types of training including production, safety, operational management, maintenance, first aid, and accident investigation procedures. The training facility is stocked with real working mining equipment so that mining trainees can have the most authentic and immersive training experience possible. The expansive property also provides space for surface mining and fire safety training.



*Photos Courtesy of the W. Va. Conference Center*

The West Virginia Office of Technology recently hosted its Senior Leadership Strategic Planning meeting at the West Virginia Conference Center. Located conveniently outside of the Charleston area, the facility includes nine meeting rooms, a theater classroom, specialized mine training, and a banquet hall.

## Fleet Division Educates Agency Fleet Coordinators, Provides Online Resources

Fleet coordinators from agencies across the state have participated in monthly training seminars this summer, and the information is available to anyone who drives a state vehicle and needs to be apprised of the latest policies.

June's session focused on HB 4015, Rule 148, HB 103, and the Governor's Office policy on the employee use of state vehicles. In July, coordinators discussed wvOASIS reports and procedures. The next session, scheduled for Aug. 11, 2021, will focus on ARI Insights training. ARI is the vendor that provides fuel and maintenance management services to the state.

Video recordings of these trainings are available at [https://fleet.wv.gov/AFC\\_Resources](https://fleet.wv.gov/AFC_Resources) in the "Agency Fleet Coordinator Seminar" section.

### Agency Fleet Coordinator Resources

Fleet Management Division's Benefit of Services and Programs - **UPDATED MARCH 20**

#### Driver Safety Program Information

#### Vehicle Ordering and Decommissioning

- Mandatory Vehicle Vendor Requirements
- Certificate for Title of Motor Vehicle (DMV-1-TR)
- Vehicle Ordering Instructions
- MV and MVTRUCK21 Synopsis - 6/25/2021

#### BRIM Reporting and Insurance Certificate

- Annual BRIM vehicle reporting Click on the Underwriting tab. Each agency has their own account
- State Owned Vehicle Certificate of Insurance July 2020 - June 2021 (DOA-FM-017)
- State Owned Vehicle Certificate of Insurance July 2021 - June 2022 (DOA-FM-017)



# Photos of Dome Project on Display at Culture Center

With the completion of the dome project earlier this year, the West Virginia Culture Center is offering a new exhibit titled "Design and Restoration of the West Virginia State Capitol." This exhibit features photos across the timeline of the project.

In addition to this exhibit, the Culture Center's current exhibits include "Absence of Color in the Balcony Gallery," "West Virginia: The Land We Love" in the Commissioners' Gallery, and an exhibit on the Blenko glass company titled "Blenko: A Century in West Virginia." The Culture Center also recently opened a new exhibit on the 45<sup>th</sup> anniversary of the State Culture Center.

The Culture Center also features the West Virginia State Museum, the state archives, gift shop, and events throughout the year. For more information, visit [www.wvculture.org](http://www.wvculture.org).

**A new exhibit at the West Virginia Culture Center features progress photos of the Capitol Dome project, completed earlier this year.**



## Risks Associated with Working in Warm Weather

By: Kimberly Hensley,  
Safety and Loss Control Specialist  
Board of Risk and Insurance Management

In the summer, not understanding the importance of safety practices can cause heat stress. We must be aware of risks associated when performing any variety of prolonged or strenuous ac-



tivities in warmer temperatures.

When planning activities for employees or for yourself, you must consider several factors, including job environment situations, personal protection, exertion, and physical health conditions. Each activity has its own hazards that require evaluation. It is also important that the proper intake of cool fluids is practiced.

The most significant factor when looking at heat stress can be the job environment. High temperatures can affect output and productivity. Is the work executed in an area that has low or no air movement? Can factors in the area cause the temperature to elevate higher? Making sure that the area is well ventilated with fresh air can reduce the risk of heat stress.

Heat generating equipment and the intensity of energy required to complete a task are job situational factors.

It is imperative to find ways to reduce these risks. Heat generating sources, like boilers and motors, may need shielding. The amount of energy required to perform the task should also be considered. Longer task duration requires more and longer breaks.

An individual's physical condition is another key factor. Everyone's body type and health circumstances are different. This needs to be considered when evaluating work that could result in heat stress. Everyone should know their limitations and address each task at hand.

In summary, factors such as amount of exertion and physical limitations should be considered. Intake of water or other cool liquids is essential. When necessary precautions are taken both at work and during activities away from the workplace, heat stress and heat stroke are preventable.

Quotes, Notes and Anecdotes

# Fleet Management Division Introduces New Kiosk System, Celebrates Successes with Ribbon Cutting

The Justice Administration is continually working to bring efficiencies to the management of West Virginia's state vehicles. Recently, the Fleet Management Division (FMD) worked with the West Virginia Legislature to accurately identify the number of vehicles owned by state agencies. Now that the inventory questions have been addressed, the Fleet Management Division has turned its focus to utilization and reducing the number of underutilized state vehicles.

In May 2021, the FMD introduced the Agile's FleetCommander Kiosk System. The FleetCommander system is a platform that allows the state to share vehicles across agencies. This single centralized motor pool approach brings additional savings and efficiencies to the state's fleet.

The kiosk is located at the state's Capitol Complex, where agencies can pick up their reserved vehicle(s) without hassle. Reservations can be made in advance using the FleetCommander online reservation system through any web browser,



or at the kiosk itself. Once a user has set up his or her profile, a vehicle reservation may be made for short- and/or long-term rentals. There are no additional charges for mileage and fueling is included in the rental rates.

The goal of the Capitol Complex Motor Pool is to reduce the number of individual agencies with their own state vehicle pools and the time and cost required to administer those motor pools. Providing a platform that reduces the administrative

duties of managing a car sharing program while improving the vehicle reservation process for state agencies and ensuring greater availability is a win-win for everyone," FMD Director Kenny Yoakum said. "We believe these are cost-effective undertakings that will promote the state's strategic goals and objectives, all while saving taxpayer dollars in the process. Over time,

**Please see FLEET KIOSK, Page 5**

## Probable Cause Review Board Enforces Ethics Act

The Ethics Commission serves an important role in state government. The Commission, established in 1989, investigates complaints of violations of the Ethics Act and answers oral and written questions from governing bodies and the public concerning the Ethics Act.

After a verified complaint is filed with the Ethics Commission, it is referred to the Commission's Probable Cause Review Board. This Board consists of three members who have been appointed by the Governor with the guidance and consent of the Senate.

The Probable Review Board initially determines whether the allegations in a complaint, if taken as true, state a material violation of the Ethics Act. A material violation is one which is not trivial or inconsequential. If the Review Board finds that a complaint contains a material violation of the Ethics Act, it issues a Notice of Investigation and begins a confidential investigation of the allegations in the complaint.

In addition, persons against whom complaints have been filed, referred to as Respondents, may file a written response to a complaint and present a 30-minute oral response to the Review Board.

When the investigation has been concluded, the Review Board determines whether there is probable cause to believe that a violation of the Ethics Act has occurred. If it finds that probable

cause exists, it issues a Probable Cause Order and directs the staff to prepare a Statement of Charges and Notice of Hearing. This document is made public and published on the Ethics Commission's website.

If the Review Board finds that there is not probable cause to believe that a violation of the Ethics Act has occurred, the complaint is dismissed.

The Ethics Commissioners, members of the Review Board, and Ethics Commission staff members are not permitted to acknowledge the existence of a complaint until and unless the Review Board has issued the Probable Cause Order.

Kimberly Weber, executive director of the Ethics Commission, said a long-time member of the Probable Cause Review Board has retired, creating a vacancy. The new member of the Board, who must be appointed by the Governor, does not need to be an attorney, may be from any political party, and may reside anywhere in the state. Furthermore, the appointee to the Board may not hold or be a candidate for any political office, be a registered lobbyist, or be a public employee.

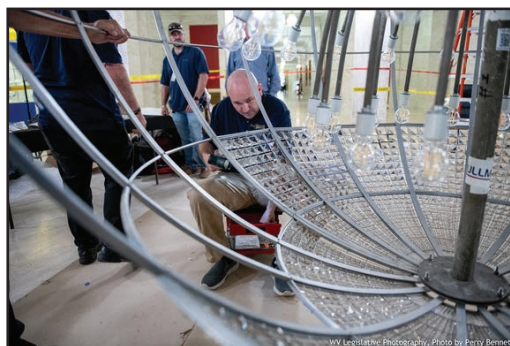
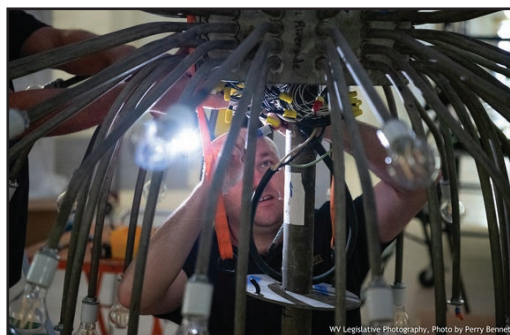
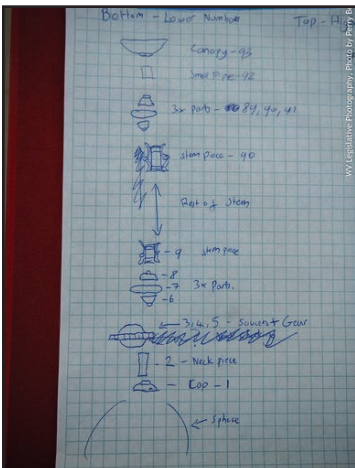
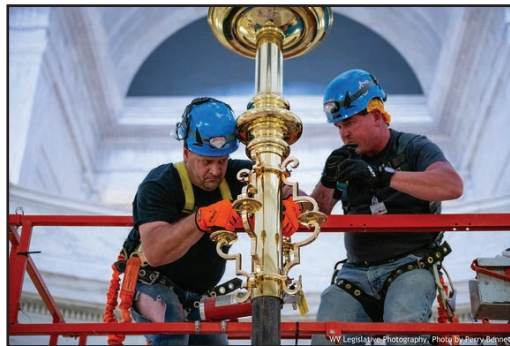
Commission news and announcements, as well as information on the Ethics Act, open meetings, and statutes and rules, etc., can be found on the Ethics Commission website at <https://ethics.wv.gov>.



# Capitol Chandelier Reassembled Following Dome Project Completion

In February 2018, the chandelier in the Capitol's Rotunda was lowered and disassembled as part of a multi-year General Services Division project. While repairs were being made to the Capitol dome, the chandelier was given a complete restoration. In June 2021, crews spent days reassembling and rehanging the chandelier in the rotunda, where it now shines bright.

All photos are courtesy of the West Virginia Legislature. To see more photos of this project, visit <https://westvirginialegislature.zenfolio.com/f884481774>.



## FLEET KIOSK

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the Capitol Complex Motor Pool should reduce the number of individual agency-operated vehicle pools, saving the agencies and ultimately the taxpayers money.”

In addition to facilitating online reservations, the FleetCommander Kiosk System will eliminate the agencies’ arduous manual and paper processes for the management of individual agency pool vehicles, collect vehicle-usage data needed to identify underutilized vehicles, adjust vehicle types needed by drivers, aid in right-sizing the fleet, enforce state fleet policies, rotate vehicles based on mileage to evenly spread usage, and bring savings and efficiencies to the agencies and department that opt to join the motor pool. These factors, along with FMD’s role in vehicle reassignments, reductions, and composition changes will further promote the goal to reduce fleet costs and optimize the use of existing vehicles.

Yoakum said he is hopeful that the Capitol Complex Motor Pool will be the first of many. As the program progresses, he said additional kiosks could be implemented around the state for those locations that have multiple underutilized vehicles. “The beauty of the program is that FleetCommander offers a platform for agencies to share and be aware of the availability of current assets before spending additional dollars to rent from a third party or lease a vehicle,” Yoakum shared.

Often overlooked metrics that affect an organization’s bottom line include the use of outside rental vehicles and personal vehicles to perform the organization’s mission. Additionally, costs for underutilized vehicles such as parking, insurance, maintenance, depreciation, etc., add to an agency’s fleet finances.

“We look forward to automating our motor pool, reducing the number of underutilized vehicles and maximizing the utilization of current inventory,” Yoakum said.

The Fleet Management Division celebrated the new kiosk with a ribbon cutting ceremony on July 15, 2021, at the Capitol Complex. The event was attended by Deputy Chief of Staff Ann Urling, Cabinet Secretary Allan McVey, Yoakum, and others.

## WVOT INITIATIVES

Continued from Page 1

of days. Each week's drawing is conducted by the Lottery.

The vaccine gift card promotion was developed prior to the "Do It For Babydog" sweepstakes. The promotion provided gift cards for people between the ages of 18 and 35 who had been vaccinated. Jennelle Jones, general counsel for the WVOT, said there were thousands of registrations.

"Our mail room and print shop have been really busy getting all that together for the Governor's Office," Jones said.

The WVOT's support of government operations has always existed but catapulted to a new level when the pandemic hit and workers went remote. The WVOT had to immediately provide support by making sure state workers had laptops and VPN access.

"We had to pivot to supporting the whole executive branch remotely, which was a huge challenge," Jones said. "No one saw this coming."

The WVOT also assisted Workforce WV with its case load. The enhanced unemployment benefits led to a flood of phone calls, and the system was not set up for such volume. The WVOT developed a more secure phone system that helped direct calls to the appropriate office.

"It was a large undertaking and happened so fast, and government still had to operate," Jones said.

Now some agencies are considering a part-time or hybrid telework option for employees. The WVOT will continue its agency support and make sure employees have the technology they need.

"With moving everything to cloud-based Google, it will be easier for employees to access agency files and their work remotely," she said.

**Welcome! ...** The Department of Administration is pleased to welcome **Alyssa Eads**, **John Houston**, **Jennifer Scarbro**, and **Tara Spruce** (CPRB); **Billy Stephens** (General Services); **Kathy Lester** and **Rebecca Smith** (PEIA); **Ronald Pleasant** (Real Estate); and **Ernest Hunter** (Technology).

**Best Wishes ...** to **Tia Welch** (EEO) and **Samantha Lutsy** and **Lon Vannoy** (Technology), who recently resigned from our department.

**Happy Retirement! ...** After years of hard work and dedication, we would like to wish **Stanley Stewart** (General Services) and **Jeffrey Bird** (Technology) the very best during their retirements.

**Ethics and Open Meetings Act ...** The Ethics Commission is offering a virtual training to all public officials and employees on the Ethics Act and the Open Meetings Act on Aug. 11, 2021, at 12 p.m. If interested in attending, please email [kimberly.b.weber@wv.gov](mailto:kimberly.b.weber@wv.gov) for an invitation.

## HAPPY BIRTHDAY ... in AUGUST

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

Chris Bostick.....Aviation	Karissa Blackburn.....Pub.Def.Srvs.
Shelley Brightwell.....BRIM	Justin Collin.....Pub.Def.Srvs.
Robert Fisher.....BRIM	Rosa McFarland.....Pub.Def.Srvs.
Jennifer Belcher.....CPRB	Jessica Chambers.....Purchasing
Patricia Bowgren.....CPRB	Elizabeth Cooper.....Purchasing
Michael Ciarochi.....CPRB	Timothy Miller.....Purchasing
Amber Derrick.....CPRB	Cody Rose.....Purchasing
John Galloway.....CPRB	Mike Sheets.....Purchasing
Ashley Gunnoe.....CPRB	Melissa Skiles.....Purchasing
Shane Parsons.....CPRB	Beverly Toler.....Purchasing
Brittany Smith.....CPRB	John Vance.....Purchasing
Tara Spruce.....CPRB	James Caraballo.....Technology
Ethan Strickland.....CPRB	Brandon Curnutte.....Technology
Debra Young.....CPRB	Hope Fout.....Technology
Jessica Wiseman.....Finance	Brandon Fox.....Technology
David Scruggs.....Finance	Greg Ganoe.....Technology
Renee Brooks.....General Srvs.	Jennifer Harless.....Technology
Robert Clark.....General Srvs.	James Hicks.....Technology
William Graham.....General Srvs.	Brandon Hill.....Technology
James Jones.....General Srvs.	Kelly Klein.....Technology
Charles Long.....General Srvs.	Jamison Mitchell.....Technology
Greg Melton.....General Srvs.	Sherri Moore.....Technology
Zachary Paxton.....General Srvs.	Edward Nelson.....Technology
Robert Stafford.....General Srvs.	Mitchell Olive.....Technology
Billy Stephens.....General Srvs.	Rebecca Owens.....Technology
Kathleen Craddock.....Grievance	Donald Patterson.....Technology
Ryan Lawler.....Grievance	Charles Persinger.....Technology
William McGinley.....Grievance	Melissa Ramsey.....Technology
Marcia Booker.....PEIA	Bryant Reynolds.....Technology
Johnathan Brannon.....PEIA	David Roberts.....Technology
Frances Buchanan.....PEIA	Cindy Smith.....Technology
Cynthia Dotson.....PEIA	Michael Smith.....Technology
Kayla Smith.....PEIA	Sean Smyth.....Technology
Varsha Vaghela.....PEIA	Sabrina Snead.....Technology
Tracy Dennis.....Personnel	Richard Wickert.....Technology
Aju James.....Personnel	Matthew Winfree.....Technology
Mary Perdue.....Personnel	Bradlee Wolfe.....Technology
Trevor Veltri.....Personnel	

# Administrative Notes

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