



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
December 2022 - Volume 29, Issue 12

Employee of the Month

Rose is Driving Force Behind Smooth Transactions



Cody Rose
December Employee
of the Month

Cody Rose, an Inventory Control Associate for the West Virginia State Agency for Surplus Property (WVSASP), has been selected as the Department of Administration's *Employee of the Month* for December.

A state employee for four years, Rose started as an intern with WVSASP in 2018. As vehicle inventory coordinator, he is responsible for receiving, recording, and storing vehicles for WVSASP. He maintains records, reports, and the vehicle database for the agency. He also schedules agency vehicle deliveries and ensures all vehicles are received properly, reconciled to retirement documents, inspected, and priced.

"Cody keeps the vehicle section running smoothly and is often praised by other agencies

for his customer service," said the co-worker who nominated him. "He has developed procedures to make the transfer of vehicles smoother as Surplus has been picking up federal vehicles in other states. He volunteers to assist with the pick-ups which require overnight stays and also assists in the warehouse and with local pick-ups. In addition, he has volunteered to maintain our new Surplus website."

In his free time, Rose likes coaching baseball, hunting, fishing, and generally being outdoors.

Rose will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Mark D. Scott on Wednesday, Dec. 7, 2022, at 1 p.m. at WVSASP in Dunbar.

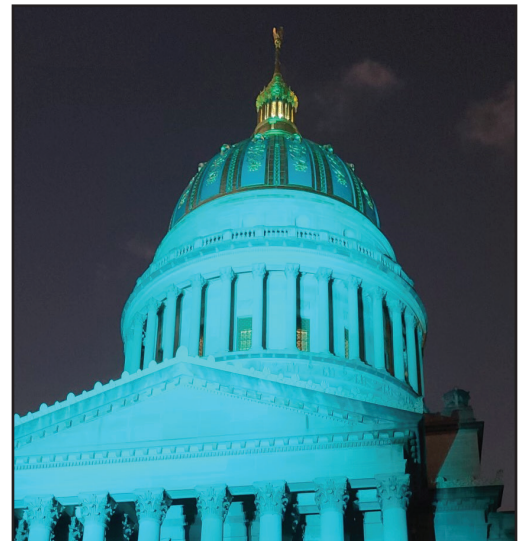
State Capitol Dome Lights Up

The Capitol dome lit up on two occasions in November to bring awareness to two important causes.

On Nov. 3, 2022, the Capitol was one of more than 800 buildings worldwide that were lit in teal to recognize Alzheimer's Awareness Month.

The goal of the annual "Light the World in Teal" initiative was to show support for the Alzheimer's Foundation of America (AFA) and its efforts to educate people about Alzheimer's Disease and the importance of early detection. Teal is AFA's Alzheimer's awareness color. Alzheimer's affects more than 6.2 million Americans and more than 50 million people worldwide.

A week later, the dome featured alternating purple and red, white, and



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SNEAK PEEK

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Department of Administration's *Employee of the Year 2022* Nominees Recognized



Andrew Spangler
January Recipient



Linda Harper
February Recipient



Renee Brooks
March Recipient



Sarah Smith
April Recipient



Kevin Cecil
May Recipient



Chris Barr
June Recipient



Cal Colangelo
July Recipient



David Lawrence
August Recipient



Steve Pinkerton
September Recipient



Krista Chadband
October Recipient



Leigh Jackson
November Recipient



Cody Rose
December Recipient

Each year, the Department of Administration recognizes an employee as its *Employee of the Year*. This year's nominees (highlighted below) will be joined by their agency directors and *Employee of the Month* committee members on Dec. 14, 2022, for a small, private ceremony, where the recipient will be announced by Department of Administration Cabinet Secretary Mark D. Scott. An official email announcement of the 2022 *Employee of the Year* winner will be sent to all Department of Administration employees following the ceremony.

Congratulations to our deserving *Employee of the Month* recipients for this year!

ANDREW SPANGLER, our January *Employee of the Month*, is a Data Warehouse Specialist with the Public Employees Insurance Agency.

LINDA HARPER, our February *Employee of the Month*, was a Buyer Supervisor for the Purchasing Division. *Harper has retired and is no longer eligible for this award.*

RENEE BROOKS, our March *Employee of the Month*, is an Office Assistant III for the General Services Division.

SARAH SMITH, our April *Employee of the Month*, is an Accounting Technician 4 for the Finance Division.

KEVIN CECIL, our May *Employee of the Month*, is an Information Technology Client Analyst 2 for the West Virginia Office of Technology.

CHRIS BARR, our June *Employee of the Month*, is an Administrative Services Manager I for the Consolidated Public Retirement Board.

CAL COLANGELO, our July *Employee of the Month*, was a Human Resources Specialist II for the Division of Personnel. *Colangelo has transferred from the Department and is no longer eligible for this award.*

DAVID LAWRENCE, our August *Employee of the Month*, is a Trades Specialist for the General Services Division.

STEVE PINKERTON, our September *Employee of the Month*, is an Administrative Services Assistant for the Finance Division.

KRISTA CHADBAND, our October *Employee of the Month*, is an Office Assistant III for the Purchasing Division.

LEIGH JACKSON, our November *Employee of the Month*, is an Office Assistant III for the Fleet Management Division.

CODY ROSE, our December *Employee of the Month*, is an Inventory Control Associate for Surplus Property.

Quotes, Notes and Anecdotes

Holiday Trees with West Virginia History Donated for Capitol Display

A holiday tradition has returned to the Capitol campus with the display of two large Christmas trees. Donated by Christmas tree farmer Jim Rockis, the two Canaan firs on display came from Morgantown. Lights and decorations placed by the General Services Division will be lit during the annual Joyful Night celebration on Dec. 3, 2022. A copy of this schedule can be seen below.

“When you think of the perfect Christmas tree to be displayed at our Capitol that reflects what it means to be a West Virginian, you can’t find a better choice than a Canaan fir,” said Rockis.

In the early ’90s, Jim Rockis worked with Dr. Franklin C. Cech, a forest genetics professor at West Virginia University, who was involved with quantitative genetics. Together they worked to improve the Canaan fir, a tree similar in appearance to the highly sought-after Fraser fir but native to certain regions of West Virginia. The Canaan fir, also known as the West Virginia balsam, is becoming increasingly in demand.

“To donate a Canaan fir tree that I have championed the genetic improvement for over 35 years means so much to me,” said Rockis. “I wish my friend and mentor Frank Cech were still alive to see this honor and to share that with him.”

The trees donated by Rockis were ones he planted on his personal property in Morgantown, WV. When he realized the trees were growing too large for their area and were a danger to nearby power lines, Rockis decided to donate them for the Capitol display. Because it is a busy time of year to be a Christmas tree farmer, Rockis needed assistance. That is when Monongalia County Commissioner Sean Sikora



Photo Courtesy of the Governor's Office

Two Canaan fir trees are on display at the Capitol campus through the holiday season. Both trees were donated by Morgantown resident and Christmas tree farmer Jim Rockis.

helped coordinate with Ron Lyfte, owner of Lytle Construction Corp. Lytle was willing to donate his services to provide a Morgantown-grown tree to the Capitol.

“If we are anything here in Mon County, we are certainly proud of our citizens and local businesses,” said Sikora. “It will be awesome having trees from Mon County highlighting the holiday season at the Capitol.”

Rockis’ Christmas tree farm maintains more than 12 different conifer seed orchards and supplies a variety of seed and transplant materials to the farm and nursery industries throughout the country. With the donation of the Canaan firs, Rockis plans to plant two replacement trees in the same spot.

Joyful Night Celebration Calendar of Events

www.governor.wv.gov

The annual Joyful Night celebration will begin on Saturday, Dec. 3, 2022 at the State Capitol. Additionally, the celebration will be broadcast statewide by West Virginia Public Broadcasting on the West Virginia Channel. To find your station, click here.

5:30 p.m. / South Plaza Fountain (Kanawha Blvd. side)

Pre-Concert Performance

6:00 p.m. / South Plaza Fountain (Kanawha Blvd. side)

Tree Lighting Ceremony

6:30 p.m. / Culture Center Public Reception

-Viewing of Student Ornament Content Winners

-Display of West Virginia artist's Christmas Bow tree

-Refreshments

6:30 p.m. / West Rotunda of State Capitol

-Viewing of Trees for Gold Star Mothers, Armed Forces members, First Responders

-Christmas Cards for military families hosted by the Red Cross

6:30 p.m. / Special TV Broadcast

Individuals tuning in to the televised broadcast of the Tree Lighting Ceremony will be treated to a special presentation from the Governor’s Mansion featuring:

- A reading of “Frosty the Snowman” by the Governor and First Lady;
- A virtual tour of trees inside the State Capitol building in honor of West Virginia’s first responders, military members, and Gold Star families;
- An announcement from First Lady Justice on the Student Ornament Contest winners; and,
- Unveiling additional trees decorated with ornaments made by students and West Virginia artists that are displayed in the State Culture Center and a tree that stands in the Foyer of the Governor’s Mansion with decorations made by Communities In Schools students.

Department Continues United Way Campaign

The Department of Administration collected 673 pairs of socks and \$289 during its Sock-tober campaign for the United Way. The Department reminds employees the United Way's West Virginia State Employee Combined Campaign (WVSECC) for payroll deductions continues until Dec. 16, 2022.

State employees can donate through payroll deduction to the United Way to help youth, families, neighborhoods,

and aging populations. Payroll deductions begin Jan. 1, 2023.

The WVSECC is the only state-sanctioned fundraising effort in which employees can use payroll deduction, and donations can be directed to any United Way location of the employee's choice. Donations may also be tax deductible as part of an individual's itemized federal tax return.

For a downloadable copy of the

pledge form, go to www.unitedway-cwv.org/give-now.

As we enter into the cold months, please also consider donating your new or gently used coats, hats, gloves, scarves and hand warmers. This will be an ongoing effort, and these items will be accepted throughout the next couple of months. You can give your donations to your agency's campaign coordinator or place them in the box located inside the Department of Administration's Cabinet Secretary's Office in Building 1's East Wing. Last year, the United Way of Central West Virginia distributed more than 1,000 coats to individuals in need.

Should you have additional questions regarding the campaign, you may reach out to Department of Administration Campaign Coordinator Marsha Bowling at Marsha.L.Bowling@wv.gov or to your agency's campaign coordinator directly. A list of each agency's campaign coordinator can be found in the November 2022 issue of *Quotes, Notes, & Anecdotes*.

Last year, the United Way of Central West Virginia assisted 79,025 individuals, including 14,882 children. Past campaigns in West Virginia have been just as successful, and state employees are encouraged to give again this year. For more ways to donate, visit www.unitedwaycwv.org/give-now.

DONATE TODAY



Winter Needs Drive

Hats, Gloves, Scarves, Coats, Hoodies, Hothands, Ear Muffs



We need your help this winter!
Donate new or gently used adult and kids coats, hoodies, gloves, scarves, and hats!

CHANGE HAPPENS HERE!



DOMESTIC LIGHTING

Continued from Page 1

blue lights in honor of the 240th anniversary of the Purple Heart Award.

The true anniversary of the distinguished Purple Heart is on Veterans Day, but the lighting was moved up a day due to inclement weather.

The "Light to Unite" initiative was started by the National Flag Foundation to show national unity and support for our military heroes. The Capitol dome joined several other landmarks this year, including One World Trade Center, The Willis Tower, Philadelphia

International Airport, and U.S. Steel Tower.

The original Purple Heart was established by George Washington in 1782 when he was the Commander-in-Chief of the Continental Army, but it wasn't until after World War I that the award earned worldwide recognition. More than 1.8 million Purple Hearts have been awarded to service members nationwide as of August 2022, according to the Department of Defense.



Quotes, Notes and Anecdotes

Pipestem State Park Offers a Wintry Getaway

While snow may limit some outdoor activities, many state parks are preparing for winter sports and other seasonal activities. Located on the borders of Summers and Mercer counties, the 4,050 acres of Pipestem State Park offer something for everyone.

In addition to cabins and campsites, Pipestem also offers two lodges: the McKeever Lodge with 111 guest rooms and a seasonal lodge, Mountain Creek, open May through October. The year-round McKeever Lodge offers two restaurants, an indoor heated pool, game room, exercise facility, and saunas. The observation deck offers beautiful views of the gorge.

During the summer months, visitors can play golf, ride the aerial tramway, and enjoy a variety of water sports. Once the snow falls though, Pipestem switches gears into a winter wonderland with cross-country skiing and sledging. Visitors may bring their own equipment or rent from the Pipestem Pro Shop.

Visitors looking for more relaxation may want to treat themselves to massages, facials, waxing, and nail services at Pipestem Resort's Mountain Serenity Spa. The state park also offers a variety of shopping experiences. In addition to outdoor and sports gear, stores such as the Mountain Artisan Center feature West Virginia hand-crafted merchandise.

To learn more about Pipestem State Park or other West Virginia state parks, visit <https://wvstateparks.com>.

STATE PARK HIGHLIGHT

PIPESTEM STATE PARK

3405 Pipestem Dr. • Pipestem, WV 25979

304-466-1800 • PipestemSP@wv.gov

ACCOMMODATIONS

- Camping
- Cabins
- Lodge

ACTIVITIES:

- Aerial Tours
- Biking
- Boating
- Camping
- Fishing
- Golf
- Hiking
- Horseback riding
- Museums/ Historical sites*
- Rafting
- Snow sports
- Swimming
- Water sports
- Zipline

*Located outside of park

NEARBY:

- Bluestone State Park
- Camp Creek State Park and Forest
- Chuck Mathena Center
- Hinton Railroad Museum
- National Coal Heritage Trail Interpretive Center
- New River Gorge National Park and Preserve
- Those Who Served War Museum
- Veterans Memorial Museum

Department of Administration Employees Share Their New Year's Resolutions for 2023

With the new year only a month away, many individuals are setting goals for 2023. For our *Employee Question of the Month*, we invited employees to share their New Year's resolutions for 2023. Good luck to all those striving to make a positive change and achieve their goals. Let's finish 2022 strong and make 2023 a great year!

In 2023, our Department employees want to...

- Do the polar plunge in a Speedo
- Be the best I can be
- Take time for ME
- Don't fret over the small stuff.
- Use more annual leave than I did last year
- Be kinder
- Find a better job
- Finally become financially stable
- Run the year in miles (2023 miles)
- Be more organized at home
- Spend more time with family and friends. Life is too short!
- Draw closer to my beloved!
- Move
- Eat better, live more, love harder
- Buy a house
- My resolution is to find the missing half of my pairs of socks that have been hiding for what feels like years.
- Be healthier
- Enjoy every moment
- Make the best of whatever comes my way
- Start Christmas shopping earlier!
- Retire
- Live another year
- Finally start talking nicer to myself and not mentally beat myself up or tear myself down. To realize that I am worthy of the same love that I show others.
- Become a better child of God
- Not so much a resolution at day one, but I want to make steady improvement throughout the year and have a very healthy diet and regular exercise plan solidly established by the end of the year.

Office Tips and Tricks

For many individuals, using keyboard shortcuts is a great way to improve efficiency at work. But while many of us know how to copy and paste (ctrl+v), there are many keyboard shortcuts that can make working in Google Docs a lot easier. Here is a quick overview of some of these features:

- **Paste Without Formatting**
Ctrl + Shift + v
- **Find and Replace**
Ctrl + h
- **Find again**
Ctrl + g
- **Find Previous**
Ctrl + Shift + g
- **Hide the menus (compact mode)**
Ctrl + Shift + f
- **Insert page break**
Ctrl + Enter
- **Strikethrough**
Alt + Shift + 5
- **Superscript**
Ctrl + .
- **Subscript**
Ctrl + ,
- **Increase paragraph indentation**
Ctrl +]
- **Decrease paragraph indentation**
Ctrl + [
- **Numbered list**
Ctrl + Shift + 7
- **Bulleted list**
Ctrl + Shift + 8
- **Checklist**
Ctrl + Shift + 9
- **Insert comment**
Ctrl + Alt + m
- **Insert footnote**
Ctrl + Alt + f

For a complete list of Google Doc keyboard shortcuts, visit <https://bit.ly/3GrZBSK> or the Google Learning Center.

Welcome! ... The Department of Administration is pleased to welcome **Melissa Ash, Lindsey Atkins, Elijah Chance, and Larra Radord** (CPRB); **Robert Adkins and Jonathan Barrett** (General Services); **Katrina Hamdan** (PEIA); and **Carlos Kinder, Joshua Lerose, and Emily Stark** (Technology).

Best Wishes ... to **Chad Allen and Armelia Close** (General Services); **Cal Colangelo** (Personnel); and **Philip Skeen** (Technology), who recently resigned from our department.

Holidays ... West Virginia state government will be closed on Dec. 26, 2022, in observance of the Christmas holiday and Jan. 2, 2023, in observance of the New Year's holiday.

Employee Question of the Month ... Last month, we asked Department of Administration employee to share their resolutions for 2023. Responses to this question can be seen on Page 5. This month, we want to know **“What are your tips and tricks for developing new habits?”** Share your thoughts by visiting <https://forms.gle/VhQspR6aago3B52b6>.

HAPPY BIRTHDAY ... in DECEMBER

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

Chip McDowell.....Aviation	Amanda Downs.....PEIA
Johnny Fernatt.....BRIM	Karen Hall.....PEIA
Emily Fleck.....BRIM	Felice Joseph.....PEIA
Kimberly Hensley.....BRIM	Kathy Lester.....PEIA
Tina Baker.....CPRB	Jennifer Perry.....PEIA
Christopher Barr.....CPRB	Janice Powell.....PEIA
James Brisendine.....CPRB	Charlotte Stover.....PEIA
Jason Fewell.....CPRB	Susan Trail.....PEIA
Megan Fields.....CPRB	Amy Crook.....Personnel
Charles Hawkins.....CPRB	Brian Holmes.....Personnel
Brittney James.....CPRB	Melanie Larch.....Personnel
Charles Wolfe.....CPRB	Teresa Morgan.....Personnel
Theresa Kirk.....Ethics	Brittany Rutrough.....Personnel
Stephanie Bailes.....Finance	Bobbie Wisniewski.....Personnel
Renee King.....Finance	Pamela Clark.....Pub.Def.Srvs.
Stephanie Kirk.....Finance	Jonathan Friley.....Pub.Def.Srvs.
Matthew Reynolds.....Finance	Gordon Simmons.....Pub.Def.Srvs.
Robert Adkins.....Gen.Srvs.	Brandon Barr.....Purchasing
Steven Adkins.....Gen.Srvs.	Greg Clay.....Purchasing
Joseph Belcher.....Gen.Srvs.	Steven Bradbury.....Real Estate
Glenn Briscoe.....Gen.Srvs.	Robert Paulson.....ec. of Admin
Richard Casdorff.....Gen.Srvs.	Heather Abbott.....Technology
Shaun Dempsey.....Gen.Srvs.	Rodney Chapman.....Technology
William Dodson.....Gen.Srvs.	Jason Curia.....Technology
Robert Hensley.....Gen.Srvs.	Jennifer Harmon.....Technology
Christopher Hughart.....Gen.Srvs.	William Holmes.....Technology
Timothy Lee.....Gen.Srvs.	David Lester.....Technology
Kimberly Miller.....Gen.Srvs.	Gary Lewis.....Technology
David Parsons.....Gen.Srvs.	Kenneth Martin.....Technology
Matthew Pennington.....Gen.Srvs.	Christopher Rankin.....Technology
Steven Phillips.....Gen.Srvs.	Jeremy Rhodes.....Technology
Glenn Sigmon.....Gen.Srvs.	Geoff Richardson.....Technology
Jonathan Trout.....Gen.Srvs.	Georgina Richardson.....Technology
Michelle Bradley.....Grievance	Patrick Scragg.....Technology
Jennifer Barger.....PEIA	Vincent Sodaro.....Technology
Teresa Burdette.....PEIA	Joann Summers.....Technology

Administrative Notes

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