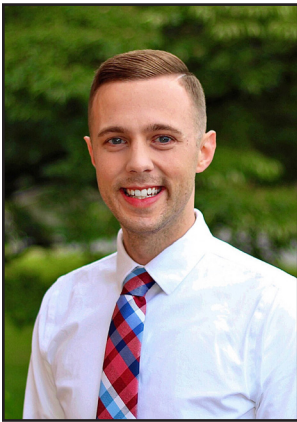


Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
December 2023 - Volume 30, Issue 12

Employee of the Month

Lore Streamlines Procurement for Office of Technology



Andrew Lore
December Employee
of the Month

Andrew Lore, IT procurement and business services manager for the West Virginia Office of Technology (WVOT), has been selected as the Department of Administration's *Employee of the Month* for December.

A state employee for 11 years, Lore started his tenure with the state as a Governor's Intern in 2012 and then worked for the Division of Culture and History and the School Building Authority. His duties include overseeing the purchases made by WVOT, the agency's vendor management program, and the CIO review process.

"Andrew has helped implement formal procurement processes in the agency that mirror the Purchasing Division," said the co-worker who nominated him. "The agency has been able to reduce confusion, both internally and externally,

about the state's processes. He gives clear and direct responses on how to get things accomplished for WVOT purchasing. He regularly speaks with Purchasing Division staff members to resolve tough issues or to strategize on the best procurement method to accomplish the agency's goals.

"He has a great sense of humor," the co-worker continued. "You can always count on him knowing the facts and providing the backup to support the information he is providing."

When he's not working, Lore enjoys traveling, reading, spoiling his dog, and cooking for friends and family.

Lore will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Mark D. Scott on Wednesday, Dec. 6, at 11 a.m. in the WVOT office on the 10th floor of Building 5.

Major Revisions to the Employee Performance Appraisal Policy Effective Jan. 1, 2024

Changes to the *Employee Performance Appraisal* (EPA) policy (DOP-17) and to the actual performance evaluations in NEOGOV Perform will start with the 2024 performance year in January.

Those include:

- **Performance Year 2024 will have longer open periods for EPA tasks.** There will now be a 60-day open window for the EPA-1, -2, and -3. EPA-3s will open early to allow managers time in December

Please see EPA, page 4



SNEAK PEEK

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Department of Administration's 2023 *Employee of the Year* Nominees Recognized



Teresa Burdette
January Recipient



Kevin Kerns
February Recipient



Sharon Whittaker
March Recipient



Tara Lyle
April Recipient



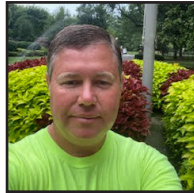
Amy Hayes
May Recipient



Chris Boggess
June Recipient



Donna Lipscomb
July Recipient



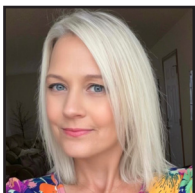
John Nichols
August Recipient



Diane Corker
September Recipient



Mallory Thompson
October Recipient



Teresa Taylor
November Recipient



Andrew Lore
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. 13, 2023, 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 2023 *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!

TERESA BURDETTE, our January *Employee of the Month*, is an Administrative Services Assistant III with the Public Employees Insurance Agency (PEIA).

KEVIN KERNS, our February *Employee of the Month*, is a retirement advisor for the West Virginia Teachers' Retirement System within the Consolidated Public Retirement Board (CPRB).

SHARON WHITTAKER, our March *Employee of the Month*, is manager of the Deaths and Refunds Department for the CPRB.

TARA LYLE, our April *Employee of the Month*, is a buyer supervisor in the Purchasing Division.

AMY HAYES, our May *Employee of the Month*, is a Human Resource Specialist 3 in the Division of Personnel (DOP).

CHRIS BOGGESS, our June *Employee of the Month*, is an annuity payroll supervisor for the CPRB.

DONNA LIPSCOMB, our July *Employee of the Month*, is the records management program administrator within the West Virginia Office of Technology (WVOT).

JOHN NICHOLS, our August *Employee of the Month*, is a groundskeeper for the General Services Division.

DIANE CORKER, our September *Employee of the Month*, is an Accounting Tech 4 in the Finance Division.

MALLORY THOMPSON, our October *Employee of the Month*, is coordinator of programs for Public Defender Services.

TERESA TAYLOR, our November *Employee of the Month*, is an Administrative Services Assistant 1 in the Fleet Management Division.

ANDREW LORE, our December *Employee of the Month*, is an IT procurement and business services manager for WVOT.

Quotes, Notes and Anecdotes

Christmas Tree Displayed on Campus

Each year, the General Service Division (GSD) beautifully decorates Christmas trees on the Capitol Campus thanks to generous donations from West Virginia residents. While the tree on the South Plaza is being provided this year by the Governor's Office, GSD has displayed a tree in the North Stage area.

This year's North Stage tree is a Norway Spruce and is around 22 feet tall. The tree was donated by Al Tolliver, who owns and operates Crickmer Tree Farm in Danese, W.Va. Tolliver has generously donated many trees over the years to be displayed on the Capitol Campus.

On the South Plaza, GSD also assisted the Governor's Office with the installation of a Balsam Fir which is 50 feet tall and was harvested from Kumbrabow State Forest in Randolph County.

An official lighting ceremony for the trees will be conducted during the annual Joyful Night celebration on Dec. 5, 2023. A copy of this schedule can be seen below.



Joyful Night Celebration Calendar of Events

The annual Joyful Night celebration will begin on Tuesday, Dec. 5, 2023 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.

6:00 p.m.

South Plaza Fountain (Kanawha Boulevard side)
Pre-Concert Performance

6:30 p.m.

South Plaza Fountain (Kanawha Boulevard side)
Tree Lighting Ceremony

7:00 p.m.

Culture Center Public Reception

- Viewing of Student Ornament Contest Winners
- Display of West Virginia artists' Christmas Bow tree
- Refreshments

7:00 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

For more information, visit www.governor.wv.gov.

State Capitol Campus Lights Bring Awareness and Fun

The Capitol Campus has been lighting up recently thanks to two events. On Nov. 2, 2023, the main Capitol building was lit in the color teal for Alzheimer's Awareness Month. This is the second time the state has participated in this event. On Nov. 7,

2023, the south side campus lit up with festive lights as visitors gathered for a special send-off event for the national Christmas tree. The free event featured a parade, family friendly activities, and a light display on the Capitol lawn.

Photo courtesy of GSD



Photo courtesy of the Governor's Office



Capitol Complex Buzzing with Improvement Activities

The General Services Division (GSD) has multiple projects underway across the Capitol Complex, all of which have brought construction crews and equipment to the area.

The East Campus Metal Buildings Project involves the erection of metal buildings to permanently house the GSD's Inventory Control, Grounds and Maintenance Sections, plus the West Virginia Office of Technology's (WVOT) Central Mailroom, all on property located to the east of California Avenue on the

Capitol Complex. The project includes the creation of a large, consolidated parking lot area located between California Avenue to the west, Washington Street to the south, the Central Chilled Water Plant to the north, and Michigan Avenue to the east. The project began on June 20, 2022, and is scheduled to be completed by August 2024.

The Main Capitol North Steps Project was a two-phase project to remediate moisture intrusion issues and address concrete and steel deteriorated by age in

and underneath the steps at the north portico entrance of the main Capitol building. The first phase, covering demolition and investigation of the steps, began in May 2022 and concluded in January 2023. The second phase, to reinstall the steps with improved waterproofing and structural steel and concrete reinforcement, began in March 2023 and was completed last month.

The crossovers between the main Capitol building and the East and West wings are also under construction as workers build covered walkways. GSD is providing construction administration support for the project conducted by the Legislature. It began in May 2023 and is scheduled to be completed this month.

Other projects on campus include Building 4 renovations and HVAC renovations in several buildings, as well as an exterior lighting project on the West lawn.



EPA

Continued from Page 1

to begin work. The 2024 EPA timeline will be:

- EPA-1: Jan. 1, 2024, through March 1, 2024
- EPA-2: July 1, 2024, through Aug. 30, 2024
- EPA-3: Dec. 2, 2024, through March 1, 2025

- **First-year evaluations will go a full twelve-month year.** Instead of doing shortened first-year evaluations, the new first-year performance period will go a full twelve months from an employee's position start date.
- **New "Responsibilities" section for agency, managers, and employees.** Because EPAs are such an important part of performance management, and because they are required for many types of discretionary pay increases, a "Responsibilities" section was added to ensure all parties know their roles and responsibilities in the new system.

Changes to the evaluation include combining all the EPA tasks into one program. This will eliminate issues such as an EPA-3 missing job duties and goals because an EPA-1 was not completed. Managers cannot move to the EPA-2 before doing an EPA-1, and they cannot move toward an EPA-3 without doing the previous EPA-1 and EPA-2. Performing any task late will result in an incomplete cycle even if all three steps are eventually done. Another change adds functionality that will allow expectations to be imported from a previous year.

EPA-3s for 2023 are due Jan. 30, 2024.

Timeline of EPA Events

Dec. 1, 2023 -

EPA-3s for Performance Year (PY) 2023 will be open for rating.

Jan. 1, 2024 -

EPAs for PY24 will be created. Managers can begin working on EPA-1 tasks.

Jan. 30, 2024 -

EPA-3s for PY23 are due.

March 1, 2024 -

EPA-1 tasks are due.

Please note the EPA-2 notice will be sent to you immediately after the employee signs the EPA-1. Disregard it until the EPA-2 window is open (July for Annual Performance Year, after six months for first year).



WVOT Mailroom Moving to New Location This Month

The West Virginia Office of Technology (WVOT) mailroom is moving to a new location this month.

The mailroom is moving into a new building on the other side of Jefferson Street from its old location and behind the West Virginia Public Employees Daycare Center. The new building was constructed as part of the East End Plan Project by the General Services Division (GSD), which included a new parking lot and warehouse.

“We are very excited to move into a brand new building. It’s about the same size as the old one, but everything is brand new. This is very significant,” said Charlene Good, mail/print/warehouse manager for the WVOT. “The mailroom had been on the first floor of Building 6 where the print shop is until the anthrax scare in 2001. For protection and to isolate any possible threat, we moved to Jefferson Street.”

Good believes the building from which they are moving is at least 100 years old and has had its share of problems, including flooding from spring rains.



The newly constructed WVOT mailroom is located on Jefferson Street near the state daycare center and will improve security for all mailroom operations.

Payroll Deductions, Cold Weather Gear Collected for United Way

The United Way’s West Virginia State Employee Combined Campaign (WVSECC) is taking applications for payroll deductions until Dec. 15, 2023. State employees can donate through payroll deduction to the United Way to help youth, families, neighborhoods, and aging populations. Payroll deductions begin Jan. 1, 2024.

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.unitedwaycwwv.org/give-now.

As we enter into the cold months, please also consider donating new or gently used blankets, coats, hats, gloves, scarves, and hand warmers. These items will be accepted through the end of December. Employees can give donations to their agency’s campaign coordinator or place them in the box located inside the Department of Administration Cabinet Secretary’s Office.



The Public Employees Insurance Agency (PEIA) made a delivery of winter items to the United Way in November to help support the outreach efforts for those affected by the utility outage on Charleston’s West Side last month. Thank you to all the PEIA staff members who have already donated to the winter drive.

DOP Trainer Certification Program Offered in 2024

The Division of Personnel (DOP) is offering a certification opportunity for trainers in 2024. Participants will learn how to enhance their agency's training events to make them more engaging and effective for learners.

The program includes the following DOP classes: Introduction to Adult Learning; Enhancing Performance Through Active Training; Train the Trainer: Developing Learning Leaders; and the Train the Trainer: E-Learning Edition online module. The program also includes performance tests, additional study materials, and a comprehensive exam.

Anyone who is interested in obtaining this certification must apply by Dec. 31, 2023. For more information visit <https://personnel.wv.gov/ohrd/certifications/Pages/TrainerCertification.aspx>.



Click here to share your New Year's resolutions!

Welcome! ... The Department of Administration is pleased to welcome **Michael Linkenauger** (Aviation); **David Arreaga** (CPRB); **Christina Knapp** (General Services); **Rita Schoolcraft** and **Lisa Lorence** (Personnel); **Elizabeth Cotton** and **Michelle Barnes** (Purchasing); and **Riken Nowlin** (Technology).

Best Wishes ... to **Shane Parsons** (CPRB); **Bob Topp** and **Mark Fletcher** (General Services); and **Charles King** (Technology) who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to wish **James Rollins** (OEO); **Teresa Morgan** (Personnel); **John Dotson** (Real Estate); and **Donnie Lively**, **Wesley Moats**, and **Joseph Perks** (Technology) the very best during their retirements.

DOP Schedule ... The Division of Personnel has released its first semester program schedule of virtual and face-to-face classroom training. All sessions scheduled for January through June 2024 are now open for registration on the state's Learning Center website (CourseMill).

HAPPY BIRTHDAY ... in DECEMBER

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

Chip McDowell.....Aviation	Kathy Lester.....PEIA
Mary Escarda.....BRIM	Jennifer Perry.....PEIA
Johnny Fernatt.....BRIM	Janice Powell.....PEIA
Emily Fleck.....BRIM	Charlotte Stover.....PEIA
Kimberly Hensley.....BRIM	Susan Trail.....PEIA
Tina Baker.....CPRB	Amy Crook.....Personnel
Christopher Barr.....CPRB	Brian Holmes.....Personnel
James Brisendine.....CPRB	Melanie Larch.....Personnel
Jason Fewell.....CPRB	Brittany Rutrough.....Personnel
Charles Hawkins.....CPRB	Bobbie Wisniewski.....Personnel
Brittney James.....CPRB	Pamela Clark.....Pub.Def.
Tiffany Rucker.....CPRB	Jonathan Friley.....Pub.Def.
Charles Wolfe.....CPRB	Gordon Simmons.....Pub.Def.
Theresa Kirk.....Ethics	Joseph Thornton.....Pub.Def.
Stephanie Bailes.....Finance	Brandon Barr.....Purchasing
Renee King.....Finance	Greg Clay.....Purchasing
Stephanie Kirk.....Finance	Christopher Morton.....Real Estate
Matthew Reynolds.....Finance	Steven Bradbury.....Real Estate
Steven Adkins.....Gen.Srvs.	Robert Paulson.....Sec. of Admin
Joseph Belcher.....Gen.Srvs.	Heather Abbott.....WVOT
Richard Casdorph.....Gen.Srvs.	Rodney Chapman.....WVOT
Shaun Dempsey.....Gen.Srvs.	Jason Curia.....WVOT
William Dodson.....Gen.Srvs.	Jennifer Harmon-Boykin.....WVOT
Robert Hensley.....Gen.Srvs.	William Holmes.....WVOT
Christina Knapp.....Gen.Srvs.	Charles King.....WVOT
Timothy Lee.....Gen.Srvs.	David Lester.....WVOT
David Parsons.....Gen.Srvs.	Gary Lewis.....WVOT
Steven Phillips.....Gen.Srvs.	Kenneth Martin.....WVOT
Glennis Sigmon.....Gen.Srvs.	Christopher Rankin.....WVOT
Jonathan Trout.....Gen.Srvs.	Jeremy Rhodes.....WVOT
Michelle Bradley.....Grievance	Geoff Richardson.....WVOT
Jennifer Barger.....PEIA	Georgina Richardson.....WVOT
Courtney Blankenship.....PEIA	Patrick Scragg.....WVOT
Teresa Burdette.....PEIA	Vincent Sodaro.....WVOT
Amanda Downs.....PEIA	Joann Sturgeon.....WVOT
Felice Joseph.....PEIA	

Administrative Notes

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