

Quotes, Notes & Anecdotes

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

Graham's Dedication and Helpfulness Shines at GSD



Billy Graham
January Employee
of the Month

Billy Graham, a facilities equipment maintenance technician with the General Services Division (GSD), has been selected as the Department of Administration's *Employee of the Month* for January.

A state employee for six years, Graham completes maintenance projects and daily maintenance of Department of Administration facilities. His work also includes welding and operating a skid steer and forklift.

"Billy takes great pride in his work and is very dedicated to GSD," said the co-worker who nominated him. "He frequently volunteers to assist co-workers with various projects, completes tasks in a

very timely manner, and is well thought of among the tenants.

"Billy treats all those around him with great respect," the co-worker continued. "Those who work in the other trades consistently ask for his assistance."

When he's not working, Graham enjoys hunting, fishing, and traveling.

Graham will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Mark D. Scott on Wednesday, Jan. 17, 2024, at 11:30 a.m. in the first floor conference room of Building 3.

PEIA's Teresa Burdette Named Employee of the Year

Teresa Burdette, an administrative services assistant III with the Public Employees Insurance Agency (PEIA), has been selected as the Department of Administration's *Employee of the Year* for 2023.

Burdette was named the winner at a ceremony in the Upper Rotunda of the Capitol on Wednesday, Dec. 13, 2023.

A state employee since 2008, Burdette began her employment with PEIA through a temp service and became a full-time employee in September 2010. As the PEIA eligibility and mailroom supervisor,



Teresa Burdette
(center) poses
with her
*Employee of
the Year* award
alongside PEIA
Director Brian
Cunningham and
her supervisor
Deputy Director
of Operations
Charlotte
Stover.

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**SNEAK
PEEK**

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Department Celebrates 2023 Agency Successes

As we head into 2024, the Department of Administration is celebrating and building upon the many successes that were realized last year within its agencies and divisions. Below are just a few highlights of the Department's accomplishments:

Aviation Division - Six state aircraft, including one helicopter, flew a total of 668 flights, transported 255 passengers, and logged 530.6 flight hours in all weather conditions over mountainous terrain without incident or accident. The Division also performed 66 flights in response to critical lifesaving search and rescue missions as well as law enforcement missions including but not limited to aerial transportation of personnel, fleeing suspects, marijuana eradication, and missing persons.

Board of Risk and Insurance Management (BRIM) - BRIM received the GFOA Certificate of Excellence for the FY 2022 Annual Comprehensive Financial Report for the 28th consecutive year. BRIM also held two Loss Control Safety Boiler Seminars with 120 individuals participating; successfully completed Data Privacy Week; and created individual training modules for privacy officer orientation, general privacy and HIPAA (Health Insurance Portability and Accountability Act.) In addition, BRIM completed the second year of the Property and Casualty Insurance Inspections with Tawney Insurance. Additional loss control inspections were added for insureds that house individuals and supervise children.

Consolidated Public Retirement Board (CPRB) - CPRB moved to a new location in Kanawha City, into what is commonly referred to as the DEP building. The agency processed more than 2,600 new retirements; more than 2,400 refunds; and more than 3,000 benefit estimates during 2023. In addition, the agency reported a 7.5% reduction in time for new retirees receiving their first paycheck. The CPRB-administered Public Employees Retirement System (PERS) is funded at 98.8% and the Teachers Retirement System (TRS) is funded at 78.4%, a record high for both. In addition, the agency processed approximately 70,000 re-

tirement payments totaling approximately \$1.46 billion and approximately 2,700 refund payments totaling approximately \$31 million during FY 2023.

Office of Equal Opportunity (OEO) - OEO hosted a 2023 Annual OEO Training Conference with 141 state employees in attendance. The office also held five in-person trainings with a total of 181 people in attendance.

Ethics Commission - The Ethics Commission issued 14 advisory opinions giving formal interpretations of the Ethics Act, processed 105 formal complaints filed by individuals, and opened 26 new informal investigations. In addition, the Commission responded to 1,918 telephone inquiries and 483 written inquiries, granted 89 employment exemptions, and processed 686 lobbyist spending reports.

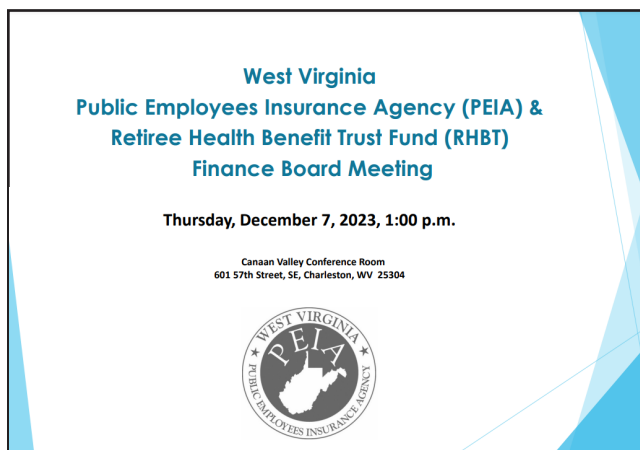
Finance Division - The Annual Comprehensive Financial Report (formerly known as CAFR) has been completed on time each year since FY 2017. The Shared Services section continues to offer financial, accounting, and payroll services to state agencies at a lower cost and/or in a more efficient manner than the agency could offer themselves. Shared Services offers services to 45 state agencies throughout state government. Shared Services is responsible for the generation, accounting, and collection of \$100 million in revenues annually.

Fleet Management Division - The Capitol Complex Motor Pool Kiosk was moved from the guard shack on Piedmont to the corner of the parking lot at Laidley Field, which puts the vehicles and kiosk at the same location. In addition, the Division held six cohort meetings with agency fleet coordinators (AFC) and had 18 new AFCs complete fleet training.

General Services Division (GSD) - In January 2023, the GSD added more than 500,000 square feet to its existing inventory

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PEIA Adopts Plan for Fiscal Year 2025



On Dec. 7, 2022, the Public Employees Insurance Agency (PEIA) Finance Board met to discuss and adopt the financial plan for FY 2025. The plan adopted at this meeting will go into effect on July 1, 2024.

As part of the changes to this year's plan, PEIA employees can expect some increases. State Fund Employees will see a 10.5% increase while the Local/Nonstate Employers fund will increase by 14% increase.

A copy of these and other changes can be seen in the Finance Board's presentation at https://peia.wv.gov/Forms-Downloads/Documents/Finance_Board/2023%20DEC%2007%20FB%20Presentation%20-%20MAIN%20-%20FINAL.pdf.

For more information regarding these changes, please visit www.peia.wv.gov or call 1-888-680-7342.

Capitol Dispensary Available During Legislative Session

The Division of Protective Services would like to remind state employees and those who will visit the Capitol during the Legislative Session that the Capitol Dispensary is open each weekday from 8 a.m. to 4 p.m.

Located in Room 9-A of Building 1, the dispensary is available to assist your medical needs and is operated by registered nurse Elizabeth George, who can provide a variety of over-the-counter pain relievers, as well as medications for colds, allergies, insect bites, and stings. The Dispensary also has medications for medical emergencies, such as EpiPens for anaphylaxis and nitroglycerin pills for angina. The Dispensary does not maintain antibiotics or provide any other medication that requires a prescription.

To speak with the nurse at the Capitol Dispensary, please call 304-558-3663. If you have a medical emergency outside of the hours of operation, please call 911 or the Capitol Police Command Center at 304-558-5715. The Capitol Dispensary telephone number will also automatically forward to the Capitol Police Command Center if dialed after business hours.

2024 Legislative Calendar and Reminders

Jan. 10: *First day of session*

Jan. 29 (20th Day): *Legislative Rule-Making Review bills due*

Feb. 13 (35th Day): *Last day to introduce bills in the House*

Feb. 19 (41th Day): *Last day to introduce bills in the Senate*

Feb. 25 (47th Day): *Bills due out of committees*

Feb. 28 (50th Day): *Last day to consider bill on third reading*

March 9 (60th Day): *Last day of session*

Please be mindful of the high demand for parking during the Legislative Session. Metered parking around the Capitol Campus is monitored on weekdays from 8 a.m. to 5 p.m., excluding state holidays. A vehicle may be ticketed up to four times per day. If using the app to pay for metered parking, make sure to correctly enter your license plate to avoid receiving a ticket.

Employees and visitors are encouraged to utilize the complimentary Capitol Shuttle. During the Legislative Session, shuttle service will be offered every 10 to 15 minutes from 6 a.m. to 9:15 a.m., 11:30 a.m. to 1:30 p.m., and 3:00 p.m. to 5:15 p.m. The shuttle can be requested during down times by calling 304-558-0248. Please note that the shuttle does not operate on weekends or state holidays.

For more information regarding the shuttle schedule or questions regarding parking on the Capitol Campus, call the Real Estate Division's Parking Section at 304-558-3062.

Travel Card Information Must Be Kept Current at Auditor's Office and with Rental Companies

To ensure that vendors receive proper and timely payment for services, state employees utilizing the statewide vehicle rental contracts should keep their payment information with those entities current. While some travel arrangements can be made using the *wvOASIS* Online Booking Tool, reservations can still be made manually. When booking manually with Enterprise, a GAR number is required. Each GAR number has a corresponding P-card on file with the Auditor's Office. Agencies should keep their payment information that corresponds to GAR numbers current with the Auditor's Office. Updates will be needed if P-Card holders change and when new cards are issued with new expiration dates.

The Travel Management Office

(TMO) frequently receives decline messages from Enterprise, and because the TMO does not manage P-card information, any updates must come directly from the agency cardholder. Cardholders needing to update their P-card information with the State Auditor's Office may do so by contacting Nathan Ellis at 304-558-2261 ext. 2108 or Nathan.Ellis@wvsao.gov. The updated information should not be emailed.

For agencies utilizing the Hertz contract, the payee should submit the *Guaranteed Credit Card Applicant Program Letter of Agreement* following the instructions located at www.state.wv.us/admin/purchase/travel/GCCAPPLICATIONincludingup-datingexisting.pdf.

The *Letter of Agreement* and its required information must be prepared on agency letterhead. Once Hertz receives the information, the agency will be assigned a new billing ID. Upon completion and submission of the *Letter of Agreement* to Hertz, the agency will be provided with a new billing number as well as a discount number. The discount number, while not related to billing, may be used by Hertz to bring up the contract rates for West Virginia.

If you aren't sure if you have current information on file, follow up with the appropriate entities to verify your agency's information.

Department of Administration Employees Share Their New Year's Resolutions for 2024

Happy New Year from the Department of Administration!

We recently invited employees to share their New Year's resolutions for 2024. Good luck to all those striving to make a positive change and achieve their goals. Let's make 2024 a great year!

- I want to be kinder to myself - less demands on time, less high expectations, enjoy things more.
- To be a better person than I was in 2023! More kind and understanding also helping people more!
- To become more organized
- Getting in the best shape possible
- #1 goal is to get healthier
- Clear the clutter

- Prioritize self care
- To try and shed some laughter and happiness to others and be a better person.
- To pay off all of my and my mom's hospital bills.
- To slow down and enjoy the little things of life
- Stay healthy and spend more time with family!
- Get a new position/job to continue growing professionally
- To continue my personal and professional growth and improvement.
- Be the best child of God I can be
- Be grateful for what I have.
- Achieve my SEC+ certification

- Improve my health holistically
- Spend more time with my family
- Take more adventures
- Make the long trip to see parents more often
- Getting back on right path of healthy eating and walking
- Just to survive
- I do not make New Year's resolutions. Such things are never really upheld so I do not "keep up with the Jones' in that manner"
- Not to stress out so much over the little things
- Work on maintaining healthy relationships with my family
- Run a 5k!

2023 EOY

Continued from Page 1

she manages and coordinates all staff and processes for maintaining the eligibility for health and life benefits for PEIA members. She also assists with all other units of PEIA as needed, including working with the West Virginia Office of Technology, vendors, members, and staff to ensure escalated issues are resolved in a timely manner.

Burdette was among the *Employee of the Month* recipients who were eligible for the award. Prior to naming the *Employee of the Year*, each monthly recipient received a special gift at the ceremony. A catered luncheon followed the ceremony for the monthly recipients and division directors. Cabinet Secretary Mark D. Scott extended his appreciation to those selected this year for this coveted monthly recognition but also noted the hard work that is accomplished by all Department of Administration employees.

Department of Administration employees may nominate their peers for this program by completing a nomination form. For additional information on this program, please visit the Department's website at <http://administration.wv.gov/employee-of-the-month>.

Congratulations to the *Employees of the Month* in 2023 and especially to Burdette for being selected as the *Employee of the Year*!



Recipients of *Employee of the Month* in 2023 gathered together at the 2023 *Employee of the Year* ceremony.

Front Row: Amy Hayes, Teresa Taylor, Cabinet Secretary Mark D. Scott, Donna Lipscomb, John Nichols

Middle Row: Tara Lyle, Mallory Thompson, Sharon Whittaker, Diane Corker

Back Row: Kevin Kerns, Andrew Lore, Chris Boggess

DEPT. ACCOMPLISHMENTS

Continued from Page 2

of facilities for which it has operational responsibilities by taking over maintenance of the Diamond Building (Bldg 35) and its Parking Garage (Bldg 31) in downtown Charleston. GSD also completed the update to the exterior lighting of the North Plaza of the main Capitol. In addition, construction began for the second and final phase of the Main Capitol North Stair Repair project in March 2023. The construction consisted of repairing limestone stairs damaged due to normal wear and tear using historically accepted methods, replacing existing stair treads that were irreparable, and providing a new waterproofing system. The underside of the existing concrete stair slab was fully waterproofed to eliminate, or minimize, future concrete deterioration due to natural weathering and/or chemical reactions.

Personnel Division - Personnel created and/or revised 59 class specifications, participated in 40 national surveys pertaining to classification or compensation, and attended 26 grievance mediation hearings and 10 Level 3 hearings. The Division also reviewed 1,678 position description forms, processed 5,092 WV OASIS transactions, and conducted 57 job audits.

Prosecuting Attorneys Institute (PAI) - PAI appointed 369 special prosecutors over the last year. PAI also reduced the number of training dates offered, but did it in such a way that more trainees attended than in recent years. The training sessions reached 385 prosecutors and 425 law enforcement officers.

Public Defender Services - In furtherance of the agency's mission of ensuring a holistic defense, the seven parental mentors in the public defender corporations made referrals in 291 cases; the seven recovery coaches in the public defender corporations made referrals in 566 cases; and the one social worker in the pilot project for trauma informed defense of female clients made 42 referrals. In addition, 35,299 vouchers for the compensation of court-appointed counsel have been processed in the amount of \$29,908,772.76. Vouchers are processed within five days after submission to the agency. The agency's Habeas Corpus division opened 11 new cases and closed seven cases. The agency's Criminal Law Research Center hosted 12 seminars, including the agency's annual conference for which 160 attorneys were in attendance. More than 170 attorneys attended the remaining seminars.

Public Employees Insurance Agency (PEIA) - PEIA hosted seven Benefit Fairs around the state and developed and implemented a new system for collecting data regarding the spousal surcharge. In addition, PEIA had successful implementation and near completion of two online diabetic pilot programs. PEIA removed the additional \$500 copay for injuries resulting from high-risk behavior, as well as the time frame limitations for treatment of dental accidents under health coverage. The organization also welcomed a new vision carrier, Humana EyeMed, and a new dental carrier, SunLife.

Purchasing Division - The Purchasing Division wrapped up the second phase of its Toyota project, which focused on customer service; revamped the Agency Resource Center on its website; and implemented a new Support Email Helpline for everyday procurement officer questions. The Division also began sending monthly emails to purchasing distribution lists with status updates on expiring, new, and upcoming statewide contracts. Fi-

PDS Sponsors Holiday Tree



With donations from agency employees, a tree from the Public Defender Services was sponsored in the Brawley walkway in Charleston. The tree was decorated with art done by incarcerated individuals.

nally, the Purchasing Division also added quarterly conference calls to its comprehensive training program as a way to increase networking opportunities between state agency procurement officers and Purchasing Division staff.

Real Estate Division - An annual report on Real Estate's properties was completed and presented to the Legislature. Also, Arlie Hubbard was promoted to executive director and Gail Delmaar was promoted to executive assistant/operations manager. Lastly, parking attendant Dawn Taylor received the Department of Administration's Shining Star Award.

West Virginia Office of Technology (WVOT) - WVOT reduced external/public-facing vulnerabilities by 52%; reduced internal vulnerabilities by 76%; and provided outreach activities to five local governments with ransomware. The agency also responded to various cyber events, including malware attempts, scripting attacks, and 394 ransomware attempts. In addition, WVOT upgraded network infrastructure, routers and switches at offices across the state, and established a State Records Center to provide records storage services for state agencies on a rate-based service. WVOT also partnered with the West Virginia Community and Technical College System, Blue Ridge Community and Technical College in Martinsburg and BridgeValley Community and Technical College in Charleston to provide internship opportunities to students and utilize grant money to fund 50% of intern salaries.

Quotes, Notes and Anecdotes

Winter Must-Try Experiences

Looking for something to do this winter? Check out this list of winter adventures presented by WV Tourism.

- Hit the trails on the Hatfield-McCoy Trail System in McDowell County
- Enjoy some craft brews at Abolitionist Ale Works in Jefferson County or visit Big Timber Brewing Company in Randolph County
- Experience cross-country skiing and snowshoeing at the White Grass Ski Touring Center in Tucker County
- Take it easy at the Coca-Cola Tube Park at Snowshoe Mountain Resort or take it on at night during its Galactic Tubing
- Enjoy the longest sled run on the East Coast at the Blackwater Falls State Park Sled Run
- Ski at one of the 47 trails at Canaan Valley
- Looking for a bigger thrill? With four black diamond skiing and snowboarding slopes, Winterplace Ski Resort is just the place.
- Stay indoors and take a look at the treasures at the Nitro Antique Mall, Somewhere In Time store, and the Nitro Auction House & Antiques.
- Want to try something a little more unique? The Stonewall Sporting Clays in Lewis County gives you a complete sporting clay shooting experience.

Need more ideas or want to learn more? Check out the complete list from WV Tourism at <https://wvtourism.com/avoid-the-winter-slump-with-these-6-must-trys>.

Welcome! ... The Department of Administration is pleased to welcome **Bobbie Williams** (General Services).

Best Wishes ... to **Jennifer Scarbro** (CPRB) and **Kathleen Craddock** (Grievance) who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Christopher Bostick** and **Charles McDowell** (Aviation); **John Beane** (CPRB); **Rickie Adkins**, **Daniel Ball**, **Mark Crites**, and **Robert Hensley** (General Services); and **Beverly Toler** (Purchasing) the very best during their retirements.

Holidays ... West Virginia state government will be closed on Jan. 1, 2023, in observance of the New Year's holiday and Jan. 15, 2023, in observance of Martin Luther King Day.

Employee Question of the Month ... Last month Department of Administration employees were invited to share their New Year's Resolutions. Answers to this question can be seen on Page 4. This month we want to know... **"What was your first car?"** To answer this question, visit <https://forms.gle/wYQq3p-BApRERqSub9>.

Got News? ... Share YOUR good news with all of your department co-workers! Email Samantha.S.Knapp@wv.gov with detailed information so we may include it in the next issue of the newsletter.

HAPPY BIRTHDAY ... in JANUARY

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

Stephen Panaro.....BRIM	Kari Westfall.....Gen.Srvs.
Tonya Pugh.....BRIM	Joni Blankenship.....PEIA
Shannon Shaffer.....BRIM	Elizabeth Arthur.....Personnel
John Beane.....CPRB	Amy Hayes.....Personnel
Virginia Goff.....CPRB	Lee Carper.....Pub.Def.Srvs.
Deana Gose.....CPRB	Blake Collias.....Pub.Def.Srvs.
Alyssa Jones.....CPRB	Elizabeth Hatfield.....Pub.Def.Srvs.
Kimberly Pauley.....CPRB	Emily Hatfield.....Pub.Def.Srvs.
Nora Shanklin.....CPRB	Wendy Pettry.....Purchasing
Andrew Herrick.....Ethics	Kim Nuckles.....OEO
Kaye Parks.....Finance	Regina Reynolds.....Real E State
Jonathan Barrett.....Gen.Srvs.	Scott Birchfield.....WVOT
Gregory Carrier.....Gen.Srvs.	Mary Burkey.....WVOT
Tyrone Clark.....Gen.Srvs.	Tina Christian.....WVOT
Vaughn Gold.....Gen.Srvs.	David Douglas.....WVOT
James Jobe.....Gen.Srvs.	David Fitzwater.....WVOT
David Lawrence.....Gen.Srvs.	Richard Gauldin.....WVOT
William Lawson.....Gen.Srvs.	Brian Hatcher.....WVOT
Eric Loffis.....Gen.Srvs.	Travis Hysell.....WVOT
James Morrow.....Gen.Srvs.	Joshua Kerns.....WVOT
Mark Nelson.....Gen.Srvs.	Lisa Maurer.....WVOT
Eric Pardue.....Gen.Srvs.	Jose Molinar.....WVOT
Baxter Parsons.....Gen.Srvs.	Tina Snyder.....WVOT
Chris Sanders.....Gen.Srvs.	Danny Stover.....WVOT
Leonard Spencer.....Gen.Srvs.	Christopher Thornton.....WVOT

Administrative Notes

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