

# Quotes, Notes & Anecdotes

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

### OT's Malone Shows Gratitude In and Out of the Office



**Will Malone**  
June Employee  
of the Month

Will Malone, an Information Technology Client Analyst 2 in the Office of Technology, has been selected as the Department of Administration's *Employee of the Month* for June.

A state employee for 21 years, Malone is responsible for providing information technology support to customers in multiple state agencies, including assisting with computers and peripherals, software, and network connectivity issues.

"Will provides positive rein-

forcement with each of his teammates and temporary workers assigned to tasks with him," said the co-worker who nominated him. "He shows gratitude toward his teammates by saying 'thank you' and appreciating others for the work they do and help him with. He helps other teammates get jobs done and never asks anything in return. He celebrates with co-workers on their accomplishments, listens to their ideas, and helps them come up with solutions, which creates a much-needed team environment."

When he's not working, Malone enjoys playing golf, coaching youth baseball, and spending time with family and friends.

Malone will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Allan McVey on Tuesday, June 15, 2021, at 11:00 a.m. at the Office of Technology office within the DHHR building in Charleston.

## Statewide Phone Service Getting an Upgrade

Changes in the telephone service for state agencies are underway. The new phone roll-out project is being completed by Segra. The contract provides updates to the state's phone systems that have fallen behind in technology, service, and parts.

Hope Fout, enterprise services manager for the West Virginia Office of Technology (WVOT), said this contract was established to replace approximately 10,000 phones in the state that were using old technology no longer supported or nearing its end of life.

Fout said that as of May 14, 2021, nearly 7,800 new phones had been installed across 144 sites in the state. In addition, another 2,100 phones are pending installation at 47 sites and should be completed by the end of 2021. The remaining phones at 25 final sites are pending order completion and review by various departments.

The main advantage to upgrading the phone system was to increase the



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## SNEAK PEEK

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# West Virginia's 2021 Legislative Session Passes Several Bills Affecting the Department of Administration

by Misty Peal, Cabinet Secretary's Office

During the year following a gubernatorial election, West Virginia's Legislative Session is delayed a month. Therefore the 2021 Regular Legislative Session ended on April 10, 2021. The Department of Administration's Consolidated Public Retirement Board (CPRB), Office of Technology (WVOT), and Purchasing Division introduced six agency bills during the 2021 Session. All but one agency-introduced bill completed legislation. Also passing were bills approving supplemental spending requests and a Department of Administration rules bundle. During the 2021 Session, three resolutions and several bills of particular interest to the Department of Administration became law or will take effect soon. They include:

**SCR 14** — *Creating WV Women's Suffrage Memorial* resolves the governor to establish a nine-member commission, staffed by the West Virginia Women's Commission. The commission will oversee the location of a memorial recognizing the historical legacy of West Virginia suffragists on the capitol grounds.

**HR 26** — *Requesting the Joint Committee on Government and Finance to study the extent to which the COVID-19 pandemic has revealed efficiencies and/or inefficiencies in the executive branch of government in West Virginia* resolves the Joint Committee on Government and

Finance to study efficiencies and/or inefficiencies discovered as a result of state agencies' responses to the COVID-19 pandemic. The Joint Committee must identify jobs and/or positions which could be reclassified to remote work jobs and/or positions without any loss in productivity or integrity, identify which state agencies' facilities were under 50% occupancy for more than 60 days, and identify any other measures which the various state agencies incorporated as a result of the COVID-19 pandemic that could be extended permanently without a loss in productivity or integrity. The goal is to identify areas that may generate savings to the citizens of West Virginia.

**HCR 98** — *For WV Public Employee Insurance Agency (PEIA) Finance Board to examine how they can enhance reimbursement rates to providers* resolves the Joint Committee on Government and Finance to study and report on how local health departments are funded and supported.

**SB 126** — *Authorizing Department of Administration to promulgate legislative rules* included updated rules from Board of Risk and Insurance Management (BRIM) and the Purchasing Division.

**SB 398** — *Limiting eligibility of certain employers to participate in PEIA plans* prevents certain employers from participation in the plan. Only mandatory participants, including the State of West Vir-

ginia, its boards, agencies, commissions, departments, institutions, or spending units and county board of education and employers participating on or before April 10, 2021 will be allowed to participate.

**SB 460** — *Relating to Deputy Sheriff Retirement System Act* is one of three bills introduced by the CPRB. All three bills passed during the 2021 session. The legislation will clarify language, and update definitions. This bill goes into effect on July 7, 2021. The two other successful CPRB bills were **2854** *Relating to WV Municipal Police Officers and Firefighters Retirement System*, effective June 22, 2021, and **2855** *Relating to Natural Resources Police Officers Retirement System*, effective June 22, 2021.

**SB 470** — *Limiting release of certain personal information maintained by state agencies* prohibits state or local governmental agencies from knowingly disclosing or redisclosing a home address or unpublished home or personal telephone number of any active, formerly active or retired judicial officer, prosecutor, or law enforcement officer, without prior written permission. Additionally, a person, business, or association cannot disclose or redisclose, without prior written permission, the information belonging to the

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## Capitol Campus Tulip Bulbs Made Available to Eligible Organizations and General Public through WVSASP

Individuals on the capitol campus are able to appreciate the beautiful tulip bulbs the General Services Division plants each spring, but after the blooms begin to wilt, what happens to these plants? While many might think they are simply thrown away, these tulip bulbs are actually retired to the West Virginia State Agency for Surplus Property (WVSASP). WVSASP is responsible for the retirement of state property—including tulip bulbs. From there, the tulip bulbs were made available for free to eligible organizations and for purchase to the general public.

"Because WVSASP is responsible for retired state property, we often find ourselves receiving unique inventory items such as tulip bulbs," explained WVSASP Manager Elizabeth Cooper. "Because the tulip bulbs are an organic material, we only offer them for a few short weeks each May."

This year, WVSASP provided tulip bulbs for free to several registered eligible organizations, including the Ronald McDonald House, Cross Roads Pregnancy Care Center, and the First Presbyterian Church of Dunbar.

To keep up to date with announcements from WVSASP, follow them on Facebook at [www.facebook.com/wvsurplus](https://www.facebook.com/wvsurplus) or join the WVSASP's email subscription list at [WVSurplus.gov](https://www.wvsurplus.gov).



*Photo courtesy of the Governor's Office*

# Agencies Reminded to Complete Annual BRIM Loss Control Questionnaire by August

It is time once again for the West Virginia Board of Risk and Insurance Management (BRIM) to gather information necessary for the calculation of loss control credits or surcharges for the Fiscal Year 2023 premium.

BRIM Loss Control Standards of Participation were established to assist customers in implementing initiatives that would help them to manage their risks and reduce the frequency and severity of incidents that could give rise to claims. Incurring fewer and less severe losses can be a factor toward a more favorable

insurance premium.

The Fiscal Year 2023 Loss Control Questionnaire is an opportunity for agencies to document their efforts. The more factors that can be shown in the management of risks and reduction of claims, the greater the likelihood of a better premium. The questionnaire was sent out in May and is due by August 1, 2021.

If you have any questions regarding the Loss Control Questionnaire, contact Jeremy Wolfe, Risk and Insurance Manager, at [Jeremy.C.Wolfe@wv.gov](mailto:Jeremy.C.Wolfe@wv.gov).

## LEGISLATION

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public official or officer if a reasonable person would believe such information provided would cause harassment or create a risk of harm to life or property.

Civil action by the officer or other person residing at the disclosed address is available against the disclosing entity. Also, the bill establishes a crime for someone to willfully refuse to remove information once a written request is made. This law does not prohibit disclosures required by state or federal law.

**SB 486** — *Relating to powers and duties of the Chief Technology Officer* was introduced by the WVOT. The bill updates and clarifies language. The legislation changes the title of Chief Technology Officer (CTO) to Chief Information Officer (CIO) to reflect more modern titles in the industry. The bill also provides authority to request resources for technology through a program for cybersecurity through the Department of Defense, codifies the advisory committee created by a previous executive order; and charges WVOT's project management office with assembling a technology portfolio to focus on the case behind technology investment and the ability to provide visibility and transparency.

**SB 587** — *Making contract consummation with state more efficient* expedites the contracting and negotiation process for state purchases. The bill codifies some common contract terms that are prohibited by common law and Attorney General Opinions. It goes on to clarify that if a state employee signs a contract containing these prohibited terms, the terms are con-

sidered void.

**HB 2011** — *Eliminating any time requirements for part-time personnel to work during a working year* removes the restriction on the number of hours worked during a year by temporary employees.

**HB 2290** — *Initiating a State Employment First Policy to facilitate integrated employment of disabled persons* provides for maximized employment of persons with disabilities by creating and providing for implementation of a state "Employment First" policy for agencies to facilitate employment. It establishes a task force, which includes the Department of Administration's Americans with Disabilities Act Coordinator, to initiate the policies.

**HB 2667** — *To create a cost-saving program for state buildings regarding energy efficiency* under the Office of Energy within the Department of Economic Development. The Office will promote cost savings by implementing an energy savings program to assess and implement projects throughout state buildings by establishing benchmarking and energy efficiency goals. The Office will collaborate with the Department of Administration to develop strategies for buildings under its control.

**HB 2763** — *Creating WV Cyber Incident Reporting* was supported by the WVOT and requires all executive agencies, constitutional officers, local government entities, and county boards of education to report defined cyber incidents to the WV Cyber Security Office.

**HB 2789** — *Supplementing and amending the appropriations to Public De-*

*fender Services* provides funding to Public Defender Corporations.

**HB 2933** — *Anti-Discrimination Against Israel Act* requires public entities entering a contract, valued at \$100,000 or more, for goods or services to obtain written certification that the company does not, and for the duration of the contract, will not engage in a boycott of Israel. Any contract violating the requirement will be voided.

**HB 2957** — *Relating to the repeal of outdated code sections* removes outdated language from the State Code. One provision being repealed formerly required the state's fleet to include a specific percentage of alternative fuel vehicles by the year 1997.

**HB 3191** — *Requiring employers to send notifications when retirants are hired as temporary, part-time employees* states that, prior to a state retirant becoming employed on a temporary full- or part-time basis, the employer must notify the retirement board and the retirant in writing if the potential employment will negatively impact the retirant's retired status or benefits. Upon the retirant's acceptance of employment, the employer must notify the board in writing of the retirant's subsequent employment.

**HB 3215** — *Amending the requirements to become an elected prosecutor* created eligibility standards for prosecuting attorneys in West Virginia. To qualify as a candidate, a person must be a licensed attorney in West Virginia at the time he or she files to run for the office.

Introduced bills and resolutions may be found at [www.wvlegislature.gov](http://www.wvlegislature.gov).

Quotes, Notes and Anecdotes



## Virtual Career Fairs Allow DOP to Promote Jobs and State

The Division of Personnel (DOP) has participated in virtual career fairs for the past few years, and the practice has become more valuable over the last year during the COVID-19 pandemic. Virtual career fairs have all the opportunities of a traditional career fair but with the added bonus of being able to track every attendee.

"We can reach out in direct chats with multiple candidates at once, and we're able to match each person we speak with to the jobs that would best suit their type of experience," said Steve Leach, Assistant Director of Staffing Services in the Division of Personnel.

Virtual career fairs bring in anywhere from 1,000 to 2,700 candidates who are typically mid- to higher-level employees.

"This is a national platform in which we are able to reach people from various career backgrounds with different levels of experience," Leach said.

In addition to promoting job vacancies, participation in the virtual career fairs allows for the promotion of the state as well. During each event there are individuals interested in moving to the state or returning to the state. The DOP produced an "employer spotlight" video that will be used to further educate candidates on the state and available state jobs.

"The outlook is bright as we move into a new phase of recruiting through our virtual career fairs," he added.

The state is part of the Lee Hecht Harrison system, which is an employment services company that facilitates virtual career fairs every six weeks. The DOP participates in about nine career fairs a year with this company but has no control over when they are scheduled.

Sheryl Webb, Director of the DOP, said the virtual career fairs began prior to the COVID-19 pandemic. However, she said the agency has done more since the pandemic started. As of now, there are no plans for an in-person career fair this year.



## PHONE UPDATE

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reliability of the state's telephony infrastructure. This contract has also provided significant savings for the state.

"In addition to significant savings, it provides full system redundancy plus 24-hour service. We are replacing systems that have been end-of-life for 5 to 8 years," said Roger Chapman, network director for the WVOT.

WVOT contacted each department to identify sites with the most error-prone phone systems to determine locations that should be converted to the new phone system first. Once the most critical sites were completed, WVOT and Segra prioritized the remaining phone upgrades by starting with the oldest, most out of date systems next. The project, which began in July 2019, was delayed by the COVID-19 pandemic but is on track to be finished by the end of this year.

## GSD Works to Keep Buildings Beautiful Across West Virginia



While the efforts of the General Services Division (GSD) can easily be seen and appreciated around the capitol campus, their hard work was recently recognized by the City of Parkersburg. City officials named their local Department of Health and Human Resources building as having the "Best Curb Appeal." Doug Pate of GSD attended the ceremony and thanked the city for its collaboration with the state to make the building a beautiful, safe place for both the employees and citizens of West Virginia.

**The West Virginia State Office Building in Parkersburg was recognized as having the "Best Curb Appeal," thanks in part to the efforts of the General Services Division.**

# New Legislation Requires Development of Energy-Saving Plan for West Virginia State Buildings

House Bill 2667 directs the Department of Administration, along with the Office of Energy, to establish an energy savings program designed to reduce energy consumption in all state buildings by 25% below 2018 levels by 2030. The bill also requires state-owned buildings be benchmarked into the Environmental Protection Agency's benchmarking



tool, the Energy Star Portfolio Manager. In addition, a utility audit of the state's utility accounts is requested. The audit will review 20% of accounts per year for five years and will look for billing errors, incorrect tariffs, and orphaned meters. Efforts will allow facility managers to see how buildings are performing and which have the most potential to save money, as well as contribute toward a strategic plan to address some of the deferred maintenance and energy inefficiencies in state buildings.

The bill came about after the Legislature was made aware of an effort by the Office of Energy to benchmark all state K-12 buildings through a U.S. Department of Energy grant award. Benchmarking is a way to look at how a building is functioning compared to its peers. When a building is benchmarked, it receives an Energy Use Intensity (EUI) score. The higher the number, the more it costs in energy use-

age. This score allows the comparison of similar buildings within a group, state or across the country. The K-12 effort is 80% completed, with 35 counties and nearly 500 buildings benchmarked.

Average savings found from utility audits average 3.5% of annual utility costs. Building owners who benchmark annually see an average of 2.4% in savings. The K-12 effort has determined that West Virginia's schools are running 30% less efficiently than the national average. For a 30,000-square-foot school, this equates to roughly \$18,000 extra in energy costs. The average EUI for a school building nationally is between 48-49. For West Virginia, that average is between 69-70. Bringing those scores down to the national average can save the state's schools \$11.6 million per year. Estimated savings from the combined audit and benchmark effort is expected to be 5% of the energy costs.

## Administration's CFO Publishes New Cookbook

Sarah Long already has an impressive list of titles: Certified Public Accountant, Chief Financial Officer and Assistant Secretary for the West Virginia Department of Administration. Now she can add published cookbook author to that list.

"I'm just a mom who was trying to solve a problem," Long said.

The problem was really her daughter Carrie's, a student at the University of Kentucky. Carrie didn't like the cafeteria food at the school.

A series of text messages between the two about what and how she could cook grew into a cookbook called "College Cooking 101: Fast Food Without a Kitchen."

"I had looked around for cookbooks that could help her, but there weren't any out there that offered tips on cooking without a stove or oven," Long said.

Long found her opportunity to write the cookbook during the COVID-19 shutdown last year. She spent evenings trying different recipes, with her 10-year-old daughter Grace often serving as taste-tester. Long said her kids' practices were cancelled during the shutdown so she was able to be at home in the evenings. This gave her time to settle on some recipes and start writing.

Long's favorite recipe in the book is an omelet in a mug.

"It's made in the microwave. It's round and easy to take with you," she said. "It takes one minute to cook and provides protein for the day."

Another of Long's children will benefit from the book. Her

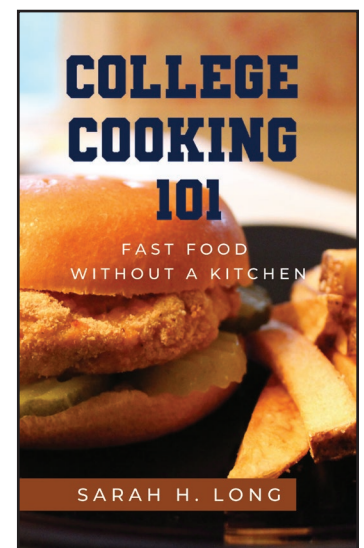
son Charlie is heading to WVU this fall. WVU doesn't allow as much when it comes to electric appliances in dorm rooms, so the cookbook will help him as well.

Long sent her idea to several publishers, and three made offers. She chose Beacon Publishing Group in New York City.

"College Cooking 101: Fast Food Without a Kitchen" contains more than 80 recipes for grab-and-go meals. According to the summary on Amazon, the cookbook is "perfect for the hungry student or apartment dweller who's picky about what they want to eat."

The recipes are designed for the microwave, toaster oven, electric skillet, small slow cooker, and blender. According to Amazon, "It even contains meals to be made with the clever hack of using the hot water of a Keurig coffee maker."

The book is now available in bookstores nationwide and online.



## WVSASP Invites State Employees to Customer Appreciation Day Event

The West Virginia State Agency for Surplus Property (WVSASP) is hosting a Customer Appreciation Day reception on June 24, 2021, from 4:30 p.m. to 6 p.m. State employees and members of the public are invited to take advantage of special extended hours and light refreshments while WVSASP says "thank you" to its customers.

"Like many organizations, WVSASP has had many changes in our operations due to COVID-19," shared WVSASP Manager Elizabeth Cooper. "Our Customer Appreciation Day reception will allow us to thank our loyal shoppers for their support during this time and see what new items are in the warehouse."

Currently, WVSASP's regular hours are from 9 a.m. to 3 p.m. Monday through Friday, which can be inconvenient for state employees. Cooper hopes this evening reception will encourage individuals who may not normally be able to visit the warehouse to stop by and shop.

While it is not required, individuals interested in attending this reception are asked to RSVP at <https://fb.me/e/2jmNRSEg9> or by emailing [Jessica.L.Chambers@wv.gov](mailto:Jessica.L.Chambers@wv.gov).

State employees, except for those in the Purchasing Division, may acquire property from WVSASP for personal use as long as they purchase as a member of the public. To learn more, visit [WVSurplus.gov](http://WVSurplus.gov) or call 304.766.2626.

**Welcome! ...** The Department of Administration is pleased to welcome **Vanessa George** (PEIA).

**Best Wishes ...** to **Leah Hoover** (CPRB) and **Samantha Smith** (Grievance), who recently resigned from our department. **Charles Quinnelly** (General Services); **Renee Bailey** (PEIA); and **Derek Bailey** and **Bethany Belding** (Technology) also resigned and transferred to other state agencies.

**Happy Retirement! ...** After years of hard work and dedication, we would like to wish **Shelia Robertson** (CPRB) the very best during her retirement.

**Happy Birthday West Virginia! ...** On June 20, 1863, West Virginia became the 35<sup>th</sup> state by presidential proclamation. To celebrate the state's 158<sup>th</sup> birthday, consider visiting one of West Virginia's 37 state parks or the United States' newest national park at the New River Gorge National Park and Reserve. For more ideas on ways to celebrate West Virginia, visit [wvtourism.com](http://wvtourism.com).

**Congratulations ...** to the nephew and niece of Lori Bailey (BRIM) for their recent graduations. **Lyndsey Pauley** and **Drew Riffe** graduated from Marshall University on May 1, 2021 with degrees in Biological Sciences, and also completed their first year of pharmacy school.

## HAPPY BIRTHDAY ... in JUNE

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

Lora Simmons-Myers.....BRIM	Amy Leslie.....Pros.Atty
Tracy Batman.....CPRB	Andrew Shumate.....Pub.Def.Srvs.
Eddie Bell.....CPRB	Crystal Walden.....Pub.Def.Srvs.
Samantha Chance.....CPRB	Linda Harper.....Purchasing
Tina Eddy.....CPRB	Frank Whittaker.....Technology
Jeff Fleck.....CPRB	Joyce Jones.....Sec. of Admin.
Tamera Hunt.....CPRB	James Amos.....Technology
Bonita Knapp.....CPRB	Philip Beckett.....Technology
Victoria Carrel.....Finance	Bill Brogan.....Technology
LeAnne Neccuzzi.....Finance	Roger Chapman.....Technology
Dena Smith.....Finance	Danielle Cox.....Technology
Stephanie Lane.....Fleet	Dempsey Dickson.....Technology
Chad Allen.....Gen.Srvs.	Eric Farr.....Technology
Roger Allen.....Gen.Srvs.	Michael Green.....Technology
Joey Campbell.....Gen.Srvs.	James Harrison.....Technology
Greg Edelman.....Gen.Srvs.	Jeremiah Jones.....Technology
William McDonald.....Gen.Srvs.	Scott Kebler.....Technology
John Persinger.....Gen.Srvs.	Jonathan Lupson.....Technology
Ronald Reece.....Grievance	Jerry McKee.....Technology
Vanessa George.....PEIA	Amy Newman.....Technology
Bill Hicks.....PEIA	Jeffrey Nichols.....Technology
Amy Stalnaker.....PEIA	Travis Reynolds.....Technology
Jon Castleberry.....Personnel	Cavan Riley.....Technology
Ricardo Figueroa.....Personnel	Daniel Shriver.....Technology
Myrisha Harrison.....Personnel	Gary Smith.....Technology
Laura Mann.....Personnel	Joshua Tinnel.....Technology
Wendelyn Mays.....Personnel	James Wilson.....Technology
Mary Youngblood.....Personnel	Shannon Workman.....Technology

## Administrative Notes

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