

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
March 2022 - Volume 29, Issue 3

Employee of the Month

Brooks' Dependability Benefits Agency as a Whole



Renee Brooks
March Employee
of the Month

Renee Brooks, an Office Assistant III for the General Services Division (GSD), has been selected as the Department of Administration's *Employee of the Month* for March.

A state employee for a year and three months, Brooks' duties include paying invoices, creating ADOs in wvOASIS, sorting mail, operating the service desk phone line, entering service desk tickets, assisting with scheduling events, and ordering supplies.

"Renee is extremely dependable when it comes to getting work done in as timely a manner as possible. She's never afraid to ask questions or seek assistance to ensure that her work product is of the highest quality," said the co-worker who

nominated her. "Renee never backs down from the opportunity to perform any work that will benefit the agency. She routinely volunteers to take an active role in assisting all other sections of the agency with any matters that are outside of the normal business practice."

When she's not working, Brooks enjoys crocheting, reading, watching anime, and playing video games. She also runs a small social media business.

Brooks will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Mark D. Scott on Tuesday, March 8, 2022, at 11:00 a.m. in Building 18.

New General Services Project Brings New Light to Capitol Campus

The Capitol Campus is beginning to look a lot brighter thanks to a multi-phase lighting project by the General Services Division (GSD). Phase one of the project, which is scheduled to finish in mid-March, saw an upgrade to the lights in the North Circle (north side of the capitol) along each side of the building.

"When beginning this project, we spent a lot of time considering the architectural and aesthetics of the campus in addition to the cost/energy savings we could bring," said GSD Energy Manager Dave Parsons. "We want to enhance the beauty of the campus while using long-term solutions."

The new additional streetscape lighting complements the existing 122 street lights around the campus (seen right) that were selected to be reminiscent of the gas lights



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SNEAK PEEK

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State of West Virginia
Administrative Policy:
Employee Use of Employer
Provided Motor Vehicles

Effective: September 1, 2011

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March Proclaimed as Purchasing Month by Gov. Jim Justice

Gov. Jim Justice has proclaimed March 2022 as Purchasing Month in the state of West Virginia. This proclamation is part of an annual nationwide recognition initiated by the National Institute of Governmental Purchasing. The Purchasing Month proclamation highlights the initiatives that develop, support, and promote public procurement practitioners through educational and research programs.

“As the spender of taxpayer dollars, state procurement officers must maintain the public’s trust, while still playing an integral role in the development of state government,” said Purchasing Director Mike Sheets. “We are pleased the governor has again chosen to recognize the state’s commitment to responsible public procurement. Our staff does tremendous work each year.”

During Fiscal Year 2021, the following procurement successes were realized:

- Processed 39,101 purchasing award transactions for a total amount of \$504,628,044.27
- Trained 157 high-level officials on the purchasing process and Purchas-

ing Card program

- Entered into a terms agreement with Amazon Business Prime on behalf of the state

Additionally, the Purchasing staff has continued to handle pandemic-related issues and supply chain disruptions, always mindful of the needs of the state as well as the principles of ethical procurement practices.

The Purchasing Division’s mission is to:

- Provide valued services to its customers by making sound and effective decisions in accordance with state law
- Exercise prudent and fair spending practices in acquiring quality goods and services in a timely fashion at the lowest possible price
- Continually improve the services it offers to maximize the efficiency of state government
- Provide leadership and guidance to its customers – state agencies, vendors, legislators, and the general public – while building lasting business relationships.



The Purchasing Division is pleased that this vital function in the operation of state government has been recognized by Gov. Jim Justice. Purchasing Month has been recognized in West Virginia since 2011 and honors the integrity and professionalism of all state purchasers who are entrusted with the spending of tax dollars.

Employees Required to Complete Fleet Training

The Fleet Management Division requires that all state employees complete the *Employee Use of Employer Provided Vehicles* training annually. The training, which must also be completed by new employees prior to operating a state vehicle, outlines the authorized use of state vehicles, such as travel to and from a state office to the place where official state business is to be performed, as well as unauthorized use, such as transporting

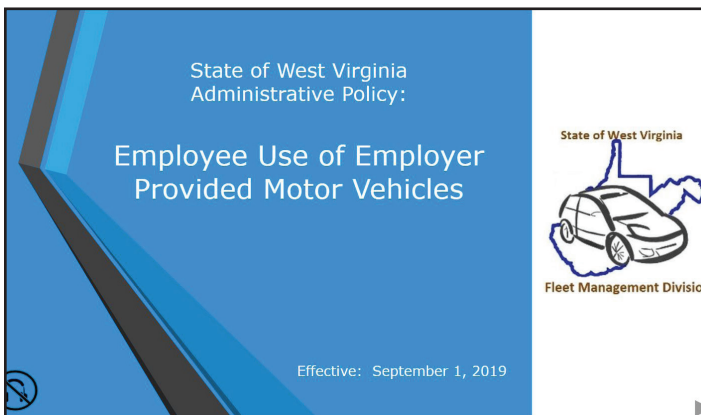
friends, family, or other persons who are not serving the interest of the state.

The training can be accessed through CourseMill. To register, visit www.onlinelearning.wv.gov and log in using your unique ID number (e.g. A, B or E number) and password.

If you have not logged in before, the password should be “password”. If you have but cannot remember the password, simply click on the “Forgotten your User ID or Password?” link. If your email is in the system correctly, you should receive a message within five minutes of submitting your email address. Be sure to check your Spam folder to see if the message went there. If you do not receive an email, call the Office of Technology’s Service Desk at 304.558.9966 for assistance.

Once in CourseMill, click on the Course Catalog tab and then type in the Catalog ID “FLT100-2022” Select the “Enroll” button. This will enroll you in the course. Once enrolled, click on the “My Courses” tab at the top of the page. Click left of the course title to begin the training.

Upon completing the course, you will submit your signature electronically and then receive a Certificate of Completion via email.



Finance Completes CAFR, Turns Attention to Single Audit

Since 1992, West Virginia has completed a Comprehensive Annual Financial Report (CAFR), and since 1995, the state has been awarded the Government Finance Officers Asso-

ciation's Certificate of Achievement for Excellence in Financial Reporting. Governments that participate in the Certificate of Achievement for Excellence in Financial Reporting must submit their CAFR within six months of the fiscal year end. For West Virginia, that means December 31. West Virginia submitted its Fiscal Year 2021 CAFR on Dec. 17, 2021.

To produce the CAFR, the Financial Accounting and Reporting Section (FARS) of the Finance Division gathers information from all areas of state government, including departments, state agencies, and boards and commissions. West Virginia has approximately 27 component units and enterprise funds that are required to submit audited financial statements based on Generally Accepted Accounting Principles. For agencies not audited, work papers are prepared from information gathered

in the form of "closing book forms." In Fiscal Year 2021, the FARS used 20 closing forms that were completed by approximately 60 state agencies.

West Virginia also files a Single Audit report each year and has since 1986. The Single Audit allows the federal government to verify that the state expends federal monies in a proper manner. For Fiscal Year 2021, West Virginia received more than 465 individual grant awards, with approximately 17 major federal programs. These grants were received from 28 different federal grantor agencies. The Single Audit report must be submitted within nine months of the fiscal year end, or March 31 for the state. However, due to the COVID-19 pandemic, that deadline has been extended to September 30. Even with this extension, the state still plans to complete the Single Audit by March 31, 2022.



Heavy Lifting Brings New Energy Solutions to Capitol

Last month, the General Services Division (GSD) oversaw the delivery and installation of two generators to the Capitol Campus. Weighing approximately 42,000 pounds each, the generators had to be carefully moved with a crane to their new location in the chiller plant annex located near Building 19.

GSD's Energy Office began working on the chiller plant annex in November 2020 as a way to save the state money when cooling the campus. The two generators will allow the chiller plant to operate off of the AEP power grid during high demand times. This will help reduce what the state pays to the power company.

A third, smaller generator was previously delivered to Building 4 and can provide 100% of that building's power needs. These generators are integral to a future "Demand Response" load shedding program.

The installation of the generators is one of the many ways GSD is working to ensure compliance with House Bill 2667 that was signed into law last year.



State Agencies Invited to Participate in Annual Governor's Internship Program

West Virginia state agencies are encouraged to consider hosting an intern this summer through the 2022 Governor's Internship Program. Hosts of the Governor's Internship Program must apply at <https://apps.wv.gov/Portal/Intern/HostApp.aspx>. Once they have applied, hosts will get access to a database of college students that have a 3.0+ GPA, have completed at least one year of undergraduate study, and are West Virginia residents attending a college/university in or out of state.

Hosts will be responsible for interviewing and selecting their own intern(s). This process ensures that each agency can select an intern whose skills best fit the needs of the

position and the agency. Host agencies must pay interns at least minimum wage and give them meaningful work assignments related to their field of study. Interns generally work for nine to 13 weeks throughout the summer. Outside of state government, nonprofits and private businesses may also host interns through this program.

More information can be found at www.intern.wv.gov. Questions regarding the program or the application process can be directed to Andrea Thompson at 304.558.0220/Andrea.D.Thompson@wv.gov or Mary Jane Ayoob at Mary.Jane.Ayoob@wv.gov.



LIGHTING PROJECT

Continued from Page 1

of the 1930s when the Capitol was first constructed. The bulbs used within these lights are dimmable LEDs that are more energy efficient while allowing additional control for GSD. The previously installed lights used 1,000 watts, while the new lights only use 59 watts.

"Many of the old light fixtures around the campus were becoming hard to replace," added Parsons. "They were origi-

nally installed in the 1970s and often shorted out, resulting in new wiring in addition to a new bulb."

Good lighting not only highlights the stunning architecture of the campus, but it also enhances the safety of visitors and employees. GSD consulted with the Capitol Police to ensure there was ample lighting in the proper areas. New LED lighting was also added to the parking

lot behind Building 3 to enhance security for those who park in that area or the parking garage.

As part of this project, new LED lights were also installed at the base of the Capitol building and strategically placed to accent the design of the building.

"Special consideration was given to the placement of these lights. Computer modeling was done to plan how the Capitol should be lit," said Parsons. "Each LED light has a specific angle at which it needs to be installed."

Phase two of the five-part project is expected to begin in the summer of 2022 on the west side of the Capitol. This includes the area in front of the Culture Center to the Governor's Office.



New lights were installed at the base of Building One to highlight the architecture of the historic building.

WVSASP Submits Semi-Annual Commodity Report to Legislature

The West Virginia State Agency for Surplus Property (WVSASP) is required to submit a report to the West Virginia Legislature reporting all commodities sold to eligible organizations. WVSASP, which is overseen by the Purchasing Division, submits this report twice a year pursuant to W. Va. Code § 5A-3-45. The most recent report covers WVSASP sales from July 2021 through December 2021.

According to this report, WVSASP sold goods to 35 eligible organizations in 10 different counties during this period. Eligible

organizations include state agencies, municipalities, and nonprofits. While office furniture was the most popular commodity sold during the six-month period, eligible organizations also purchased vehicles, flower bulbs, laptop bags, and more. State agencies that received property through WVSASP include the Division of Highways, Department of Health and Human Resources, Division of Natural Resources, Department of Transportation, and the Attorney General's Office.

A copy of this and past WVSASP reports are available on the Transparency section of the Purchasing Division's website at www.state.wv.us/admin/purchase/LegisReports.html. State agencies that are interested in acquiring property through WVSASP are encouraged to visit WVSurplus.gov or call 304.766.2626.



The West Virginia State Agency for Surplus Property sells a variety of inventory, such as office furniture and vehicles, to the general public and eligible organizations (including state agencies).

Quarterly Ethics Newsletter Available

Department of Administration employees are encouraged to stay up to date with the West Virginia Ethics Commission by viewing the agency's newsletter. Published quarterly, the Ethics' newsletter covers a variety of topics relevant to employees at every level.

The most recent newsletter, which was published in January 2022, provided information on upcoming training and the financial disclosure statements required by appointed members of state boards, commissions, and certain executive branch state employees. The newsletter also reviewed public opinions issued by the Ethics Commission, which focused on running for public office.

To view the ethics newsletter, visit <http://ethics.wv.gov> and select "newsletter" from the right-side menu.

West Virginians Invited to Provide Feedback on American Rescue Plan Act Spending Plan

The Herbert Henderson Office of Minority Affairs (HHOMA) invites the people of West Virginia to join them for their 2022 listening tour locations. The listening tour, which began in August 2021, was launched to learn what communities need and how West Virginia's American Rescue Plan Act of 2021 (ARPA) allocation can help. The ARPA was passed by Congress to stimulate the nation's recovery from the economic and health effects of the COVID-19 pandemic, with West Virginia receiving \$1.6 billion of ARPA funding.

At each event, HHOMA will have discussions on facing pandemic-related challenges, identifying greatest needs, making an impact, achieving sustainability, and pooling resources. Local leaders and com-

munity members are invited and encouraged to attend and be active participants in these discussions on how the ARPA funding should be used.

HHOMA has several stops around the state planned for March:

- **March 7 – 11**
Randolph County
- **March 14 – 18**
Pleasants and Tyler County

- **March 21 – 25**
Wood County
- **March 28 – April 1**
Ritchie County

For a full list of dates and times, please visit <https://minorityaffairs.wv.gov/ARPAtour>. For more information on HHOMA or questions regarding these events, visit minorityaffairs.wv.gov or call 304.356.2023.



HHOMA
American Rescue Plan Act (ARPA)
LISTENING TOUR
Aug 2021 – Dec 2022



Employee Question of the Month

Each month, we invite Department of Administration employees to share their opinions on a unique topic. Last month, we asked *"Your true love is going to whisk you away for a romantic getaway for Valentine's Day. You can go anywhere in the world for one day or night. Where do you choose to go?"* Here are some of the answers:

- Alaska
- Mountains of WV
- Aruba!
- Beach, sunny and warm
- Bermuda
- Bora Bora or Maldives
- Castle in Ireland
- Does not matter, as long as we are together
- Greece
- Hawaii
- Hawks Nest Lodge
- Ireland
- Italy
- Joan C. Edwards Stadium
- Mackinac Island Grand Hotel in Michigan
- Macquarie Island
- Mykonos
- Nags Head
- Normandy, France
- Paris
- Peytona Beach, Boone County, WV
- Scotland
- Snowy cabin in the woods
- Tetiaroa Island (Tahiti)
- The Gorge
- The Grand Canyon
- The Shire - Hobbit Life
- Tibet
- To a cabin in the mountains
- Walt Disney World

Thank you to all of the individuals who have participated in our **Employee Question of the Month** series. To answer next month's question, visit <https://forms.gle/XHKp-3GUuu8qchZGX9>.

Welcome! ... The Department of Administration is pleased to welcome **Jonathan Hughes** (General Services); **Kelly Davis** (PEIA); and **Donald Rogers** and **Jacob Welch** (Technology). **Brandon Perdue** also transferred from General Services to Personnel.

Best Wishes ... to **Raymond Barron** and **Heather Drake** (CPRB); **Bonnie Brady** (General Services); **Brandon Armstrong** (PEIA); **Karissa Blackburn** (Public Defender Services); and **Joseph King** (Technology), who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Pamela Russell** (CPRB) and **Gene Walters** (Technology) the very best during their retirement.

Did You Know? ... Address changes made in wvOASIS will now be sent to the Public Employees Insurance Agency (PEIA). PEIA members will no longer have to file separate paperwork to update their address with the agency.

When updating your address in wvOASIS using the ADDR or MYADDR documents, enter it carefully! All addresses must be read as correct by the U.S. Postal Service to ensure agencies such as PEIA, wvOASIS and the State Auditor's Office do not fail to send important correspondence.

EEO Training ... EEO Coordinators are invited to participate in a training session on Thursday, March 31, 2022 at 10:00 am in the Regents Room in Building 7. Contact Brittany Rutrough at Brittany.N.Rutrough@wv.gov for more information.

HAPPY BIRTHDAY ... in MARCH

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

Connie Bloss.....BRIM	Mary Stevenson.....Personnel
Mischa Difilippo.....BRIM	Sheryl Webb.....Personnel
Jeremy Wolfe.....BRIM	Philip Morrison.....Pros.Atty.
Christopher Boggess.....CPRB	Gary Collias.....Pub.Def.Srvs.
Lori Cottrill.....CPRB	Jordan Gunnoe.....Pub.Def.Srvs.
Brittani Huffman.....CPRB	Crystal Husted.....Purchasing
Kimberly McCormick.....CPRB	Tara Lyle.....Purchasing
Lisa Scarberry.....CPRB	Alisha Pettit.....Purchasing
Teri Anderson.....Ethics	Richard Rach.....Real Estate
Robert Tanner.....Finance	Shelly Eads.....Real Estate
Robert Worledge.....Finance	Misty Peal.....Sec. of Admin
Cheryl Garner.....Finance	John Daniels.....Technology
Daniel Ball.....Gen.Srvs.	Natalie Faulkner.....Technology
Billy Clark.....Gen.Srvs.	Barbara Fields.....Technology
Robert Hovatter.....Gen.Srvs.	Charlene Good.....Technology
Aaron Rollins.....Gen.Srvs.	William Hargus.....Technology
Michael Stone.....Gen.Srvs.	Sandra Henson.....Technology
Matthew Wooddell.....Gen.Srvs.	Ernest Hunter.....Technology
Billie Catlett.....Grievance	Timothy Hyatt.....Technology
Jason Haught.....PEIA	George Muncey.....Technology
Cathleen Hearnshaw.....PEIA	Crystal Nichols.....Technology
Jenny Manhart.....PEIA	Aaron Pusateri.....Technology
Lisa Newell.....PEIA	Sandra Shaffer.....Technology
Sharon Withrow.....PEIA	Daniel Ziesemer.....Technology
Paula Dean.....Personnel	

Administrative Notes

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