

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
May 2022 - Volume 29, Issue 5

Employee of the Month

WVOT's Cecil Recognizes Importance of His Job



Kevin Cecil
May Employee
of the Month

Kevin Cecil, Information Technology Client Analyst 2 for the West Virginia Office of Technology (WVOT), has been selected as the Department of Administration's *Employee of the Month* for May.

A state employee for more than seven years, Cecil's duties include on-site troubleshooting, repair, and upgrades of multiple state agency computers and networks in Region 5 in Putnam County. Prior to his current position, he was doing the same work with the Kanawha County field group and the Kanawha downtown group, both in Region 7.

"Kevin is responsible for critical testing of any new hardware and software that is to be

deployed statewide at the Division of Motor Vehicles (DMV). He is critical to the DMV," said the co-worker who nominated him. "Kevin is intelligent and quick to respond, and attentive to the seriousness of his position when issues arise."

In his free time, Cecil enjoys weightlifting, volunteering with his church, and spending time with family.

Cecil will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Mark D. Scott on Wednesday, May 11, 2022, at 11 a.m. at the WVOT offices on the 10th floor in Building 5 of the Capitol Complex.

Shoe Fund Drive Collecting New Shoes for Children in Need

The Department of Administration is partnering with the United Way of Central West Virginia to host an Equal Footing Shoe Fund Drive. Shoes will be provided directly to children in need within Kanawha, Putnam, Boone, Braxton, Clay, and Logan counties upon referrals from school counselors. With the end of the school year approaching, the goal is to collect as many shoes as possible to meet any outstanding needs before kids leave school for the summer.

Donated shoes should be new, in sizes 10Y to 12 Adult. Monetary donations are also acceptable. Those will allow United Way staff to purchase new shoes for specific requests for which they don't have the needed size currently in their inventory. All donations are due by Friday, May 20, 2022.

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DONATE TODAY
NEW KID'S ATHLETIC SHOES
GIRLS AND BOYS SIZES 8Y-12 Adult



Our **EQUAL FOOTING SHOE FUND** supports the needs of school age kids in **Kanawha, Putnam, Boone, Braxton, Clay & Logan Counties.**

Shoes are distributed by United Way of Central WV.



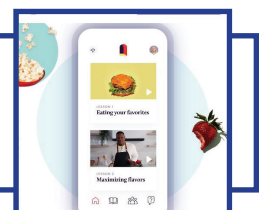
United Way of
Central West Virginia

Follow us on Facebook for the
latest news and events



SNEAK PEEK

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2022 West Virginia Legislature Passes Several Bills Affecting the Department of Administration

The West Virginia Legislature introduced 2,213 bills during the 2022 session, which ended March 12, 2022. Of those bills, 293 completed legislation (150 House bills and 143 Senate bills).

The Department of Administration's Consolidated Public Retirement Board and Office of Technology introduced agency bills during the 2022 session. The governor introduced a bill related to the purchasing process, which completed legislation and was signed into law. Of all the bills passed, the governor signed 280 and vetoed five, while six became law without the governor's signature.

The following are a few of the bills related to the Department of Administration that passed:

HB 4114 - *Department of Administration Rules Bundle*. Makes revisions to the Division of Personnel's *Administrative Rule* §143 CSR 1, Ethics Commission's *Rule Use of Office for Private Gain, Including Nepotism*, §158 CSR 06, and West Virginia Office of Technology's *Rule Chief Information Officer Review* §163 CSR 02.

HB 4540 - *To update all retirement plans to comport with federal law*. Amends the definition of "required beginning date" in all retirement plans administered by the Consolidated Public Retirement Board (CPRB) to age 72 (previously 70.5) pursuant to the federal Secure Act provisions. Amends federal law Required Minimum Distributions to the Teachers' Defined Contribution (TDC) retirement system to certain beneficiaries who are not "eligible death beneficiaries" and life expectancy treatment elections. Amends all defined benefit retirement plans administered by CPRB to comply with the federal "minimum distribution incidental benefit" (MDIB) regulations.

HB 4286 - *Relating to exempting persons employed as attor-*

neys from the civil service system. Exempts any person hired as an attorney beginning July 1, 2022, from coverage under the Division of Personnel's merit system.

SB 522 - *Combining offices of the West Virginia State Americans with Disabilities Act and the West Virginia Equal Employment Opportunity*. Creates the State of West Virginia Office of Equal Opportunity (OEO) within the Department of Administration. The Secretary of the Department of Administration appoints a Coordinator to direct the OEO. The OEO consults, collaborates, represents, and advises in relation to the Equal Employment Opportunity Act and Americans with Disabilities Act.

The approved budget for the state includes a 5% pay increase for state employees, effective July 1, 2022.

The full text and history of the introduced bills can be found on the Legislature's website at www.wvlegislature.gov.



WV Legislative Photography, Photo by Perry Bennett

Reminder: PEIA Open Enrollment May 15 Deadline

Department of Administration employees are reminded that the open enrollment period for health benefits for Plan Year 2023 ends on May 15, 2022.

Public Employees Insurance Agency (PEIA) officials are available to answer questions re-

garding Plan Year 2023. All questions should be directed to the PEIA Open Enrollment Helpline at 1.877.676.5573.

During open enrollment, you can change your health plan; add, drop, or change coverage for yourself and your dependents without a qualifying event; and make changes to your Mountaineer Flexible Benefits, if applicable.

The Plan Year 2023 Shopper's Guide is available online at https://peia.wv.gov/Forms-Downloads/Documents/shopper%27s_guides/Shopper%27s_Guide_Plan_Year_2023.pdf. Please note that the printed and mailed versions contain an error on page 11 that has been corrected in the digital version.


Members are also reminded that PEIA will be transferring to a new

Pharmacy Benefits Manager beginning July 1, 2022, with Express Scripts. A new preferred drug list is available at <https://bit.ly/3jR1dZL>. As part of this change, FreeStyle and OneTouch brand meters and test strips will be the preferred blood glucose products for PEIA members. Information and flyers for these products are available on the PEIA website.



To make changes to your benefits online, go to peia.wv.gov and click the green "Manage My Benefits" button. Online changes must be finalized no later than 11 p.m. on May 15. Enrolled members may also request a transfer form by phone at 1.877.676.5573.

Open enrollment changes for Plan Year 2023 become effective July 1, 2022.

Shopper's Guide



Plan Year 2023
July 1, 2022 - June 30, 2023
Open Enrollment is
April 2 - May 15, 2022



Department Employees Recognized During Annual Public Service Recognition Week

The Department of Administration will observe Public Service Recognition Week (PSRW) during the week of May 1-7, 2022. This national campaign honors public employees who serve in federal, state, county, and municipal government. As part of PSRW, the Department is pleased to recognize its employees who have achieved 20 years or more of public service, in increments of five.

20 Years of Service

James Amos, *Office of Technology*
Christopher Bostick, *Aviation*
Victoria Carrel, *Finance*
Mischa Difilippo, *BRIM*
Cynthia Dotson, *PEIA*
Tony Easley, *General Services*
Gary Goble, *Personnel*
Lee Halstead, *PEIA*

James Hicks, *Office of Technology*
Timothy Hyatt, *Office of Technology*
Tracy Richardson, *Personnel*
Robin Rose, *PEIA*
Wanda Shafer, *Office of Technology*
Lisa Trump, *CPRB*
Jeffrey Wilson, *Office of Technology*

25 Years of Service

Laura Belcher, *Office of Technology*
Robert Fisher, *BRIM*
Charles Hager, *General Services*
Robert Kilpatrick, *General Services*
David Lawrence, *General Services*

Amy Newman, *Office of Technology*
Debbie Pendleberry, *Office of Technology*
Tonya Pugh, *BRIM*
Jack Pullen, *Office of Technology*
Tammy White, *CPRB*

30 Years of Service

Elias Majdalani, *Office of Technology*
Timothy Phillips, *CPRB*
Cindy Smith, *Office of Technology*

35 Years of Service

James Bateman, *Personnel*
Carlos Neccuzzi, *Office of Technology*

40 Years of Service

John Beane, *CPRB*

Thank you to these employees for their hard work, dedication, and many years of service to the state of West Virginia, and thank you to all Department employees who continue to work tirelessly and devotedly to provide the needed services of state government.

General Services Annual Spring Maintenance Routine In Effect Around Capitol Campus



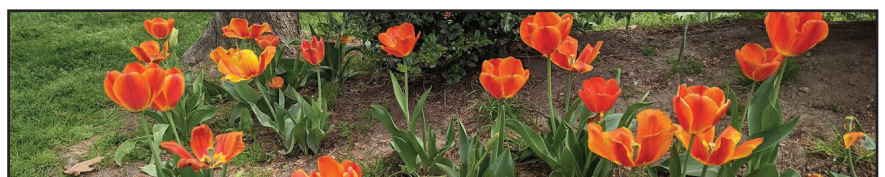
From mowing to planting, spring is a busy time for the General Services Division (GSD) around the Capitol Campus.

In order to keep the picturesque look visitors and employees have come to expect, GSD must work strategically to maintain and improve the grounds. Construction happening on the north side of the campus means GSD crews must adapt traditional plans to ensure areas are maintained while not interfering with construction.

Each spring, GSD trims tree branches to remove damaged and dead limbs that have developed during the last year. This project also allows GSD to evaluate the overall health of

the Capitol Campus and identify any areas that might need improvements. The removal of these tree limbs and other lawn debris had to be completed prior to the mowing season, which started recently.

Last fall, GSD employees also planted approximately 41,000 tulip bulbs which are now in bloom around the capitol. Planting for the summer annual bulbs began the last week of April. Due to the North Plaza construction project (which you can learn more about in the April 2022 issue of *Quotes, Notes & Anecdotes*), GSD will not be planting summer annuals in the north circle flower beds.



Administration Employees Celebrate Their Graduates

This is the season to celebrate the academic achievements of our children and family members who are graduating from high school and college. Below we recognize the graduates sent to us by our proud employees:

Nicole and Steven D. Adkins (General Services): Daughter, **Kameryn Olivia Lynch**, graduates from South Charleston High School with plans to study psychology. Daughter, **Taylor Reneigh Rowe** is also graduating from Huntington High School with plans to study medicine.

Marsha Bowling (General Services): Daughter, **Shaylee Lewis**, graduates from Sherman High School. She will be attending BridgeValley Community and Technical College and majoring in sonography.

Shelley Brightwell (BRIM): Daughter, **Elizabeth Brightwell**, graduates from George Washington High School with plans to attend BridgeValley Community and Technical College.

Crystal Broyles (PEIA): Niece, **Jaelyn Broyles**, graduates from Riverside High School with plans to study nursing.

Kevin Cecil (Technology): Daughter, **Emily Cecil**, graduates from Hurricane High School with plans to attend West Vir-

ginia University.

Krista Chadband (Purchasing): Daughter, **Ameris T. Chadband**, graduates from South Charleston High School with plans to attend West Virginia State University, majoring in biology.

Lori Cottrill (CPRB): Son, **Nathan Cottrill**, graduates from BridgeValley Community and Technical College with an Associate of Applied Science degree in mechatronics technology.

Dempsey Dickson (Technology): Son, **Grant Dickson**, graduates from West Virginia State University.

LeeAnn and Mark Doyle (Public Defender Services): Daughter, **Emma F. Doyle**, graduates from Nitro High School with plans to attend Marshall University.

Becky Ferrell (Technology): Son, **John Ferrell**, graduates from Sherman High School with plans to study engineering at West Virginia University. Daughter, **Sydnee Ferrell** is also graduating from Fairmont State University with a degree in

Please see GRADUATES, page 5

Sharing the Outdoors with Rodents, Snakes, and Insects

Whether you're on the job or doing house chores, take precautionary measures when it comes to rodents, snakes, and insects. When you're cleaning up debris or moving materials around outside, you may encounter one of the three. It is important to be prepared. Below are a few tips on how to handle these interactions:

Rodents and Wild Stray Animals:

- Avoid contact with wild or stray animals (dead or alive). They can spread diseases such as Rat Bite Fever and rabies.
- Wear protective gloves whenever possible.
- Dead carcasses should be removed from the area as soon as possible.
- Seek medical attention immedi-

ately if bitten or scratched.

Insects, Spiders, and Ticks:

- Wear long pants, socks, and a long-sleeved shirt to protect yourself from insect bites and stings.
- Use insect repellents.
- Treat bites and stings with first aid products that relieve pain and prevent infection.

Snakes:

- Wear heavy gloves when removing debris. Always watch where you are placing your hands and feet. If possible, don't place your fingers under debris being moved.
- If you see a snake, step back, give it space, and allow it to proceed.
- Wear boots that are at least ten

inches tall.

- Watch for snakes sunning on fallen trees or other debris.
- Snakes' striking distances are about half their body length.
- In case of a snake bite, keep the victim still and calm to slow the spread of venom if the snake is poisonous. Seek medical attention immediately.
- If bitten, pay attention to the color and shape of the snake's head to help with treatment.

There are various risks that should be taken into consideration to have a productive experience when outdoors. Being observant of your surroundings, planning your activities, and taking precautionary measures can go a long way toward getting tasks completed safely. These tips can be helpful in reducing unnecessary injuries. Remember, a big part of being safe is being alert and prepared.

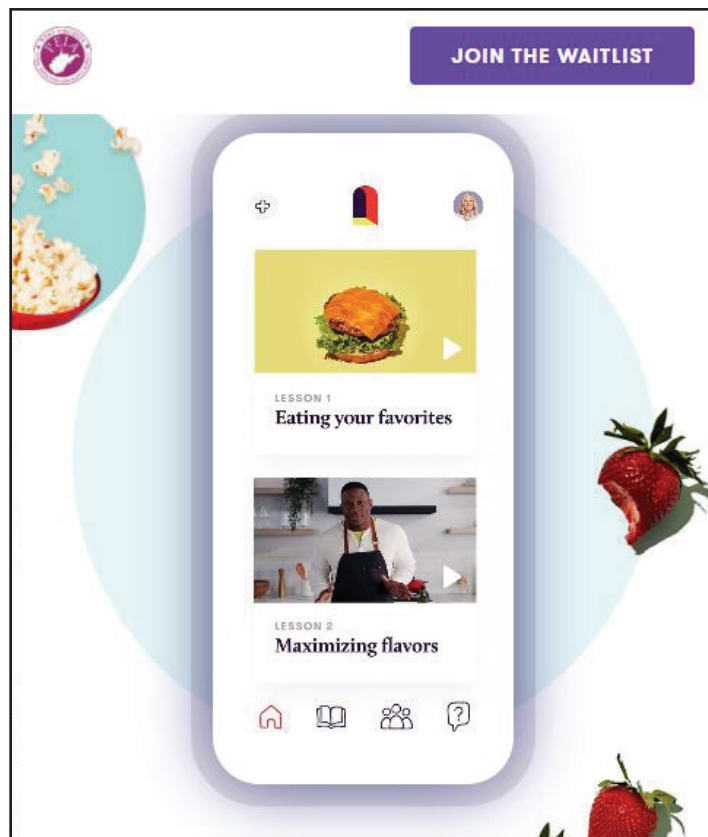


Free PEIA Wondr Program Offers Health Advice

The Public Employees Insurance Agency's (PEIA) health program Wondr recently kicked off its latest session. Designed as a skill-based program, Wondr is a resource that can help PEIA members lose weight and live healthier lives.

Formerly known as Naturally Slim, Wondr was designed in three stages. The first stage is made up of 10 weekly lessons to teach Wondr's core principles. These lessons range from 30–45 minutes and are comprised of several short videos to allow its members to watch more conveniently. Stage two begins with another series of 10 lessons that have been personalized to focus on reinforcing learned skills and applying them in your everyday life. In the final stage, participants have the option to choose the lessons they want to attend to help with long-term weight maintenance.

While Wondr is a free program, registration is limited and required. Enrollment for new sessions runs from August 15-28, 2022, for the program beginning September 19, 2022, and October 10-23, 2022 for the program beginning November 14, 2022. To join the waitlist for the next application period, visit wondrhealth.com/PEIA.



GRADUATES

Continued from Page 4

exercise science. She plans to work as a personal trainer.

Jennifer Fields (Purchasing): Daughter, **Jayden Piscopo**, graduates from Sissonville High School with plans to become a licensed cosmetologist. She will study business administration at West Virginia University.

Laura Harvey (CPRB): Daughter, **Destiney Brewer**, graduates from the University of Charleston with a degree in accounting.

Courtney Johnson (Purchasing): Son, **Andrew Workman**, graduates from Marshall University with a Bachelor of Business Administration degree in finance.

Bob Kilpatrick (General Services): Nephew, **Leyton Watts**, graduates from South Charleston High School. Leyton is valedictorian of his class and has acceptance letters from three Ivy League schools.

Christina Lanham (Technology): Daughter, **Tailey Peyton Clendenin**, graduates from George Washington High School with plans to attend college.

Donna Lipscomb (Technology): Daughter, **Bailey Pittman**, graduates from Capital High School with plans to study musical theatre.

Kim Miller (General Services): Grandson, **Logan Elkins**, graduates from Winfield High School with plans to attend West Virginia University.

Robert Richmond (Technology): Son, **Jason Richmond**, graduates from Summit High School in Bend, Ore.

Rob Roberts (Technology): Son, **Cade Roberts**, graduates from Sissonville High School with plans to begin a career in HVAC.

Lisa Scarberry (CPRB): Daughter, **Trista Scarberry**, graduates with honors from Ripley High School with plans to attend Fairmont State University to study nursing.

Crystal Walden (Public Defender Services): Daughter, **Emma K. Walden**, graduates from Charleston Catholic High School with plans to attend Savannah College of Art Design.

The Department of Administration would also like to offer special congratulations to the following employee:

Paul Sullivan (Technology) graduates from Marshall University with a degree in Cyber Forensics and Security.

UNITED WAY

Continued from Page 1

Please give all donations to your agency's campaign contact noted below. Any questions regarding this fundraiser should be directed to Department Coordinator Marsha Bowling at 304.352.5523 or Marsha.L.Bowling@wv.gov.

United Way Representatives

Aviation Division
Tierra Gable

BRIM
Lora Myers

CPRB
Bridget Hanshaw

EEO
Brittany Rutrough

Ethics Commission
Teri Anderson

Finance Division
LeAnne Neccuzzi

Fleet Management
Kenny Yoakum

General Services
Kim Miller

Grievance Board
Meredith Ayers

Personnel
Jimmy Knapp

Prosecuting Atty. Institute
Amy Leslie

Public Defender Services
Mark Browning

PEIA
Erika Crump

Purchasing Division
Courtney Johnson

Real Estate Division
Gail Delmaar

Technology
Madeline Fitzwater

Welcome! ... The Department of Administration is pleased to welcome **Katrina Hamdan** (CPRB); **Michelle Bradley** (Grievance); **Erika Crump** and **Trina Sweeney** (PEIA); **Marina Mack** (Personnel); **Hannah Knell-Warner** and **Lorena Litten** (Public Defender Services); **Derek Houston** (Purchasing); and **Christy Jarrett** (Technology).

Best Wishes ... to **Mary Jane Pickens** (BRIM); **Rajahnea Patrick** (CPRB); **Jason Bowling** (General Services); and **Kenneth Bowles** (Technology), who recently resigned from our department.

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

Employee Question of the Month ... Last month, we asked Department of Administration employees what pictures they wish they had. For these answers, watch for an upcoming email. This month, we want to know "What does public service mean to you?" Share your thoughts by visiting <https://forms.gle/9pGfY5zfocjaSCyw9>.

EEO Training ... The Equal Employment Opportunity office (EEO) will host a training for new EEO counselors on Thursday, May 26, 2022. To register for this training, email Brittany.N.Rutrough@wv.gov.

HAPPY BIRTHDAY ... in MAY

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

Niki Miller-Casdorph.....BRIM	Christy Romeo.....Personnel
Caroline Brady.....CPRB	Bethany Sharp.....Personnel
Jessica Cain.....CPRB	Cara Netzer.....Pub.Def.Srvs.
James Ferris.....CPRB	Teresa Cutlip.....Purchasing
Judith Jarrell.....CPRB	James Meadows.....Purchasing
Sara Poe.....CPRB	Terra Oliver.....Purchasing
Hannah Potter.....CPRB	David Pauline.....Purchasing
Melody Scott.....CPRB	Mark Totten.....Purchasing
Robert Sheff.....CPRB	Toby Welch.....Purchasing
Leslie Young.....CPRB	Brett Clutters.....Real Estate
Betsy Chapman.....Finance	Carolyn Flanigan.....Real Estate
Trent Kirk.....Finance	Shelley Whitehill.....Sec.Of.Admin.
Dave Mullins.....Finance	Frank Barone.....Technology
Kay Walden.....Finance	Louis Blair.....Technology
Kelly Williams.....Finance	Eric Cannetti.....Technology
Maria Yoakum.....Finance	Candace Colagrosso.....Technology
James Parsons.....Fleet	Cindi Cvechko.....Technology
Bill Barry.....Gen.Srvs.	Jerry Digman.....Technology
Troy Campbell.....Gen.Srvs.	Diane Fletcher.....Technology
Robin Casto.....Gen.Srvs.	Jason Fox.....Technology
Eric Cutlip.....Gen.Srvs.	Ashley Huffman.....Technology
Michelle Lusk.....Gen.Srvs.	Ryan Jett.....Technology
Harold McVay.....Gen.Srvs.	Jennelle Jones.....Technology
William Pate.....Gen.Srvs.	Christina Lanham.....Technology
Franklin Stone.....Gen.Srvs.	Elias Majdalani.....Technology
Jeffery Swisher.....Gen.Srvs.	Douglas Martin.....Technology
Robin Duncan.....PEIA	Robin Roberts.....Technology
Helen Gantt.....PEIA	Edwin Trader.....Technology
Cal Colangelo.....Personnel	Rachel Trahan.....Technology
Nicole Michaelis.....Personnel	Jacob Welch.....Technology

Administrative Notes

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