

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
November 2022 - Volume 29, Issue 11

Employee of the Month

Jackson Keeps State Fleet Rolling with Her Dedication



Leigh Jackson
November Employee
of the Month

Leigh Jackson, an Office Assistant III for the Fleet Management Division (FMD), has been selected as the Department of Administration's *Employee of the Month* for November.

A state employee for seven years, Jackson has been with FMD for two of those. Her duties include managing the Capitol motor pool, which makes her the first point of contact for state employees who want to rent a vehicle. She coordinates the training of state employees on the use of the Fleet Commander program, troubleshoots issues, keeps the vehicles clean and sanitized, takes care of the maintenance, and makes sure the program is successful in all attributes.

"Leigh always makes sure all her bases are covered no matter her situation. She is very conscious

of her position and makes sure each of her customers has a complete understanding of our reservation processes," said the co-worker who nominated her. "I can always count on her to make sure all deadlines are met, and that her job responsibilities are exemplary. She is highly resourceful and always eager to assist her co-workers in any situation."

When she's not working, Jackson enjoys spending time with her children. She also enjoys woodworking, including building shelves, tables, or holiday projects for her family.

Jackson will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Mark D. Scott on Wednesday, Nov. 9, 2022, at 11 a.m. at the FMD offices in Building 17.

West Virginia Earns 'B' in Digital States Survey

The Center for Digital Government (CDG) has announced the results of its 2022 Digital States Survey, a biennial evaluation of the information technology (IT) practices of all 50 states.

Since its inception 25 years ago, this biennial e-survey has helped benchmark state government use of digital technologies to improve service delivery, increase capacity, streamline operations, and reach policy goals. The survey assigns a letter grade based on quantifiable results.

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SNEAK PEEK

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In Person, Remote Public Hearings Scheduled for Comments on PEIA Plan Year 2024

The Public Employees Insurance Agency (PEIA) is extending an invitation to all state employees to attend planned public hearings on the proposed financial plan for Fiscal Year 2024. Attendees will have the chance to discuss and provide comments on the plan. As with previous years, PEIA will host one telephonic hearing and multiple in-person meetings. Registration for the in-person sessions opens at 5 p.m. on the day of the hearing, and any individual who wants to speak must indicate so during registration.

All hearings will begin promptly at 6 p.m. An hour prior to each in-person hearing's start time, PEIA staff will also provide customer service to those members who have questions about the proposals being discussed or the medical, prescription, and/or life insurance benefits.

The proposed plan will be available online at www.wvpeia.com no later than Nov. 7, 2022. To view the changes, visit the News Center on PEIA's website. Comments from those who cannot attend may be submitted in writing to the Finance Board at 601 57th St. SE, Suite 2, Charleston, WV 25304-2345, or by email to PEIAComments@wv.gov.

2022 PEIA Hearing Dates

All hearings, both in-person and telephonic, begin promptly at 6 p.m.

Registration begins at 5 p.m. Individuals must indicate at the time of registration if they wish to speak.



Nov. 15: Teleconference
Dial-In: 1-419-901-8992
Conference ID: 190384615
Meeting Link: meet.google.com/gyf-fxqr-utt

Nov. 9: Charleston
Culture Center

Nov. 10: Beckley
Beckley-Raleigh County Convention Center

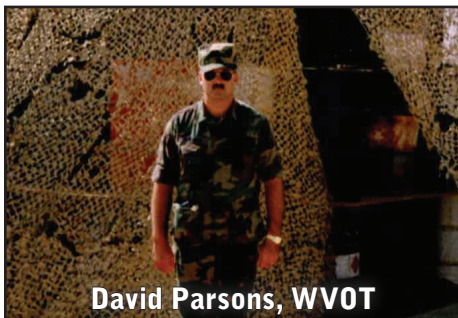
Nov. 16: Martinsburg
Holiday Inn

Nov. 17: Morgantown
WVU Erickson Alumni Center

Nov. 18: Triadelphia
Highlands Event Center

Honoring Department of Administration Veterans

The Department of Administration is pleased to recognize many of the veterans who served our country and now serve the citizens of West Virginia through our department. Thank you all for your sacrifices and for your service.



David Parsons, WVOT



Jerry McKee, WVOT

Air Force

Jeremiah Jones
Office of Technology
12 years of service

Wesley Moats
Office of Technology
1974-1994

Robert (Tim) Richmond
Office of Technology
1985-1989

Msgr. David Parsons
General Services
1981-1995

Joshua Spence
Office of Technology
2000-present

Army
Marsha Aubrey
Public Defender Services
March 1993-November 2006

Aaron Armstrong
General Services Division
8 years of service

Army Cont'd.

Daniel Ball
General Services Division
6 years of service

Philip Beckett
Office of Technology
4 years of service

David Lester
Office of Technology
1987 to 1992

Jamison Mitchell
Office of Technology
20 years of service (retired)

John McHugh
Real Estate Division
1986-2017

Marines

Mark D. Scott
Cabinet Secretary
1986-1990

Navy

Jerry McKee
Office of Technology
1997-2007

Department Collects Socks, Donations for United Way

State employees have until Dec. 16, 2022, to donate through payroll deduction to the United Way's West Virginia State Employee Combined Campaign (WVSECC) to help aid youth, families, neighborhoods, and aging populations. Payroll deductions begin Jan. 1, 2023.

As we enter into the cold months, please also consider donating your gently used coats. This will be an ongoing effort, and coats will be accepted over the next couple of months. You can give your coats to your agency's campaign coordinator or place them in the box located inside the Department of Administration's Cabinet Secretary's Office in Building 1's East Wing. Last year, the United Way of Central West Virginia distributed more than 1,000 coats to individuals in need.

Should you have additional questions regarding the campaign, you may reach out to Department of Administration Campaign Coordinator Marsha Bowling at Marsha.L.Bowling@wv.gov or to your agency's campaign coordinator directly. Agency coordinators are listed below.

Last year, the United Way of Central West Virginia assisted 79,025 individuals, including 14,882 children. Past campaigns in West Virginia have been just as successful, and state employees are encouraged to give again this year. Go to www.unitedwaycwg.org/give-now for ways to donate.



The Department of Administration collected new socks for the United Way as part of its Sock-tober campaign.

DEPARTMENT OF ADMINISTRATION CAMPAIGN COORDINATORS

| | | | |
|---|---|--|---|
| <u>Aviation</u> Tierra Gable | <u>Ethics</u> Teri Anderson | <u>Grievance</u> Meredith Ayers | <u>Public Defender Services</u> Emily Hatfield |
| <u>BRIM</u> Lora Myers | <u>Finance</u> Leanne Necuzzi | <u>PEIA</u> Erika Smith | <u>Purchasing</u> Samantha Knapp |
| <u>CPRB</u> Brittney James | <u>Fleet Management</u> Kenny Yoakum | <u>Personnel</u> Jimmy Knapp | <u>Real Estate Division</u> Gail Delmaar |
| <u>Equal Opportunity</u> Brittany Rutrough | <u>General Services</u> Kim Miller | <u>Prosecuting Attorneys Institute</u> Amy Leslie | <u>Technology</u> Madeline Fitzwater |

CPRB Receives National Public Pension Award

The West Virginia Consolidated Public Retirement Board (CPRB) has been awarded the 2022 Public Pension Standards Award. This award, offered by the Public Pension Coordinating Council (PPCC), recognizes public retirement organizations that meet or exceed professional standards in plan funding and administration.



"I'm very excited for the Consolidated Public

Retirement Board to receive this prestigious award," said CPRB Executive Director Jeffrey Fleck. "West Virginia's public pension plans are among the best-funded and administered plans in the country, and this award just validates the hard work and dedication of our wonderful employees. We take pride in our motto: 'Serving those who serve West Virginia.' We also thank Gov. Jim Justice and the West Virginia Legislature for their support."

The PPCC is a coalition of three national associations that represent retirement systems and administrators.

The Public Pension Standards reflect minimum expectations for public retirement systems management and administration and serve as a benchmark by which all defined benefit public pension plans should be measured.

Quotes, Notes and Anecdotes

Department Employees of the Month Earn Bonus

Employees who stand out from the crowd get more than a framed certificate each month. Those who are chosen as the Department of Administration's *Employee of the Month* (EOM) award receive a bonus of \$600 before taxes, with an opportunity for an additional monetary award of \$2,500 before taxes if chosen as the *Employee of the Year*.

The nomination form can be found online at <https://bit.ly/3TFEQHb>. When completing this form, employees should be as detailed as possible as to why this individual should be selected as the *Employee of the Month*.

The selection committee, which includes representatives from each Department of Administration agency, will review the application based on the following criteria:

- How your nominee produces work-related service that is above and beyond normal expectations;
- How your nominee promotes harmony with co-workers;
- How your nominee promotes a positive image of the Department/Section/Unit;
- How your nominee demonstrates exemplary work standards through initiative, creativity, assistance, and professionalism;
- How your nominee presents a helpful/cooperative attitude;
- How your nominee demonstrates exemplary use of time (including work time and leave use); and
- How your nominee improves their community.

For more information on the *Employee of the Month* program, visit <https://administration.wv.gov/employee-of-the-month>.

Questions may also be directed to your agency's EOM representative:

Combined Agency Representative

Valerie Poindexter | Valerie.C.Poindexter@wv.gov

CPRB

Sherry Stowers | Sherry.L.Stowers@wv.gov

Finance

Kaye Parks | Kaye.J.Parks@wv.gov

General Services

Kim Miller | Kim.A.Miller@wv.gov

Office of Technology

Barbara Fields | Barbara.J.Fields@wv.gov

PEIA

Jessica Vitz | Jessica.L.Vitz@wv.gov

Personnel

Myrisha Harrison | Myrisha.Y.Harrison@wv.gov

Purchasing

Greg Clay | Gregory.C.Clay@wv.gov

Trick or Treaters Visit Capitol

The children of the Public Employees Day Care made their way through the Capitol on Oct. 21, 2022, as part of their annual trick or treat march. As they entered the building, they passed by the Department of Administration's main office, where staff celebrated the many creative costumes and passed out candy.



DIGITAL SURVEY

Continued from Page 1

West Virginia has achieved an overall grade of "B" in the 2022 Digital States Survey. The grade of "B" reflects a state with technology leaders who use appropriate, consistent, and standard good government practices in all aspects of state operations, governance, and administration.

In the 2022 Category Awards, West Virginia received third place for exemplary work in Connected Infrastructure, which recognizes that the state has provided comprehensive information technology enabled services – computing, storage, and networks.

"Technology is now woven into the fabric of government services and operations," said West Virginia Chief Information Officer Josh Spence. "The Digital States Survey highlights the best and emerging technology practices, creating opportunities for sharing and collaboration among the states. The Justice administration is committed to effectively leveraging technology in the delivery of government services."

To view the list of the results for all states, visit www.centerdigitalgov.com.

Quotes, Notes and Anecdotes

Applications for 2023 Cohort Program Due December 1

New supervisors and managers who have not taken the required DOP-P18 courses are eligible to apply for the Division of Personnel's (DOP) Cohort Program. Successful applicants move through the courses as one group over the course of one calendar year. In addition, participants are eligible to receive one-on-one coaching and support from the Organization and Human Resource Development's (OHRD) Training and Development staff.

To apply, follow these steps:

1. Complete a Cohort Application Form (Cohort 2023 Application Deadline: Dec. 1, 2022). As you complete your application in Google Forms, be sure to put your direct supervisor/manager's email address. This will ensure that your application successfully makes it to the next step (i.e. your supervisor's approval).
2. Ensure your direct supervisor receives and submits his/her approval of your application WITH comments of support for your application to be considered complete. This approval form will be submitted to your supervisor via email after you submit your application and will include instructions on how to correctly complete this step. Applications that do not have both supervisor approval AND comments of support will be returned to you to resubmit.

The cohort program was created to provide an opportunity for new state government managers/supervisors to quickly enhance their management practices in an environment that fosters relationship building and facilitates completion of all DOP-P18 requirements within one year. In order to achieve these goals, it is imperative that each participant attend all sessions. Participant may be asked to leave the cohort if they cannot complete and attend the required courses.

If you have any questions regarding Cohort or the application process, please contact Kim Schleicher at Kim.A.Schleicher@wv.gov. A Cohort Program Information webinar will be conducted on Nov. 4, 2022. During this webinar, attendees will hear from OHRD staff and past Cohort participants as they detail the application process and program requirements and what it means to be a part of a cohort.

2023 Cohort Schedule

| | |
|------------|---|
| Jan. 20 | Orientation Webinar |
| Jan 24-26 | Supervising for Success I: <i>Critical Skills for Supervisors</i> |
| Feb. 15-16 | Conflict Management |
| March* | Employee Performance Appraisal: |
| April 12** | Discipline & Documentation |
| April* | Managing and the Law |
| May* | The Drug-Free Workplace AND Preventing Harassment |
| May 31 | Attendance Management |
| Aug.* | Workplace Safety: Your Responsibility |
| Sept. 14 | Navigating Difficult Conversations |
| Oct. 12 | Leading Change in Turbulent Times |
| Nov. 15-16 | Supervising for Success II: <i>Leadership Essentials</i> |

*On Demand

**Online Class

In person classes will be held at the Capitol Complex, Bldg. 7, in Charleston.

Ornaments and Bows Sought for First Lady's Trees

First Lady Cathy Justice is inviting all West Virginians to participate in holiday activities by creating decorations for Christmas trees at the Culture Center.

All kindergarten through 12th grade students who attend public, private, or home schools are encouraged to create a "Nutcracker" themed ornament for a tree that will be on display at the Culture Center in Charleston during the holiday season. Ornaments will be classified in four divisions according to grade: K-2, 3-5, 6-8, and 9-12. Each ornament will be individually judged, and four winning classes will be selected, one from each division. In January 2023, the winning ornaments will be donated to the West Virginia State Museum for a permanent collection. The four winning classes will receive a gift card to help purchase supplies for their class. Ornaments must be received by Nov. 18, 2022, to be eligible for judging.

In addition, all West Virginians aged 19 years and older are invited to participate in the 2022 Best Bow Christmas Contest. Eligible West Virginians are encouraged to create their best

Christmas bow, which will be hung on a special "bow tree" at the Culture Center. The three winning bows will receive a cash prize. In January 2023, all of the bows will be donated to an assisted living facility, hospital, or veterans' organization. Bows must be received by Nov. 18, 2022, to be eligible for judging.

The handmade ornaments, bows, and Christmas trees will be unveiled on Dec. 3, 2022, in conjunction with Joyful Night, the annual holiday celebration at the State Capitol.

Mail ornaments and bows to:

Elizabeth Yeager

The Culture Center

1900 Kanawha Blvd. East

Charleston, WV 25305

Entrants must include their contact information (phone, email and mailing address, and teacher name, school and class if a student) in the submission. For questions, contact Elizabeth Yeager at Elizabeth.A.Yeager@wv.gov.

Employee Question of the Month

With the Thanksgiving holiday approaching, Department of Administration employees were invited to share the little things they are thankful for. Thank you to all who participated. For next month's question, see below.

Little things I am thankful for include...

- The flexibility to work remotely
- I'm thankful for hitting a bunch of green lights in a row.
- Coffee, tea and a good snack make each day better.
- Sunshine
- Grandbabies' smiles
- Memories and someone to share it all with
- I am thankful to live in the beautiful mountains of WV.
- Reese cups
- The cool and beautiful fall days
- Coffee
- Autumn temperatures
- Walks in the woods
- Friendly dogs
- Dessert
- Hugs and kisses from my baby girl!
- Evening snuggles with my hubby!
- Grandkids
- The snooze button
- Having great co-workers
- Sunshine on my face
- Thankful for Jesus loving and forgiving me
- Fall in WV
- Iced coffee
- Podcasts
- TikTok
- The greeting I get from my dogs when I get home

For our next Employee Question of the Month, we want to know, "**What is your New Year's Resolution?**" To answer this question, visit <https://bit.ly/3gGGeKS>.

Welcome! ... The Department of Administration is pleased to welcome **Marissa White** (General Services); **Billie Landers** (PEIA); and **Lisa Conley, Emily Hatfield, and James Nelson** (Public Defender Services). The Department had two internal transfers with **Katrina Hamdan** transferring from CPRB to PEIA and **Leslie Gwinn** transferring from Purchasing to Finance.

Best Wishes ... to **Nancy Butcher** (CPRB); **Taylor Cole** (Finance); **Michael Hamrick** and **Richard Cunningham** (General Services); **Lynne Lovejoy** (PEIA); and **Crystal Walden** (Public Defender Services), who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Tena Dye** (Finance); **Jesse Erby** (General Services); **William McGinley** (Grievance); **Rhonda Ashworth** (Public Defender Services); and **Natalie Faulkner** (Technology) the very best during their retirements.

Holidays ... West Virginia state government will be closed on the following days in November:

- *Election Day* — Nov. 8
- *Veterans Day* — Nov. 11
- *Thanksgiving* — Nov. 24-25

Flu Clinic... The Kanawha County Health Department, in partnership with the WV Division of Protective Services, will be hosting a flu clinic on Wednesday, Nov. 9, 2022, from 9 a.m. to 3 p.m. in the main Capitol building Upper Rotunda on the Senate Side.

HAPPY BIRTHDAY ... in NOVEMBER

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

| | |
|-------------------------------------|------------------------------------|
| Tierra Gable.....Aviation | Mark Atkins.....Purchasing |
| Sarah Tignor.....Aviation | David Botkins.....Purchasing |
| Charles Mozingo.....BRIM | Josh Hager.....Purchasing |
| Ashley Summitt.....BRIM | Shane Hall.....Purchasing |
| Rhonda Bolyard.....CPRB | Matt Harper.....Purchasing |
| Elizabeth Crowder.....CPRB | Guy Nisbet.....Purchasing |
| Laura Harvey.....CPRB | William Pierce.....Purchasing |
| Pamela Russell.....CPRB | Franklin Sisson.....Purchasing |
| Sherry Stowers.....CPRB | Anthony Signorelli.....Real Estate |
| Karen Disibbio.....Ethics | Laura Belcher.....Technology |
| Lisa Worledge.....Finance | Crystal Cook.....Technology |
| Rickie Adkins.....Gen.Srvs. | Megan Gallagher.....Technology |
| Michael Clendenin.....Gen.Srvs. | Bryan Gantzer.....Technology |
| Mark Crites.....Gen.Srvs. | Angela Graham.....Technology |
| Charles Hager.....Gen.Srvs. | Charles Hartman.....Technology |
| John Nichols.....Gen.Srvs. | William Judy.....Technology |
| Cody Taylor.....Gen.Srvs. | David Lalone.....Technology |
| Michael Urban.....Gen.Srvs. | Raymond Mullin.....Technology |
| Frances Anderson.....PEIA | Debra Pendleberry.....Technology |
| Susan Beaty.....PEIA | Gilbert Richard.....Technology |
| Billie Landers.....PEIA | Jeremy Tyler.....Technology |
| Robin Rose.....PEIA | William Ward.....Technology |
| Diana Gibson.....Personnel | Jeffery Whitman.....Technology |
| Layna Valentine-Brown.....Personnel | Terry Young.....Technology |
| Steven Thompson.....Pub.Def. | |

Quotes, Notes & Anecdotes

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