



Quotes, Notes & Anecdotes

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Employee of the Month

Positive Attitude Helps Technology's James Easley

James Easley, an Information Technology Client Analyst II with the Office of Technology (WVOT), has been selected as the Department of Administration's *Employee of the Month* for September.

A state government employee for more than six years, Easley's primary duties include the monitoring of the state network devices for any outages or problems that may arise and assisting in the coordina-

tion of resolutions for those issues in a timely manner.

"Jim is a dependable team player. He will do what it takes to get the job done. He is very courteous and helpful to customers and co-workers alike," said a co-worker. "His attention to detail is exceptional."

Another co-worker commented, "Jim will always make the extra effort for the team and our customers. His dedication to the Office of Tech-

nology and our mission sets an outstanding example for all state employees."

In his spare time, Easley enjoys fishing, golfing, bowling and playing softball. He is also an active sports memorabilia collector.

He will be joined by co-workers at a special ceremony presented by Cabinet Secretary Ross Taylor on Thursday, September 4, at 11:15 a.m. at the WVOT office in Building 5.



JAMES EASLEY
September Employee of the Month

Department of Administration Agencies Introduce New Apps



The Department of Administration is taking the lead in the world of technology with new mobile applications to provide information on resources. The Purchasing Division and the West Virginia Prosecuting Attorneys Institute have both recently showcased resourceful apps.

The Purchasing Division introduced its new mobile application to serve as a central location for state procurement information for those who wish to do business with the state of West Virginia and for state agency procurement employees. This app is available for Apple iOS-based and Android OS-based devices and can be utilized from a wide range of

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Purchasing Division Intern Shannon Kelsh and Technical Services Unit Manager Mark Totten display the Purchasing Division app, available for both Android and Apple devices.

SNEAK PEEK

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Appellate Division Works to Help Ensure Constitutional Rights of the Convicted

The West Virginia Public Defender Services (PDS) is legislatively mandated to provide “legal representation to those who face an economic barrier to adequate legal counsel.” If an individual is convicted and wants to appeal his or her case, and lacks financial resources, the PDS may step in with the appellate division.

“What the appellate division does is, when someone is convicted by a jury, we get a copy of the trial transcript and we determine if any constitutional errors were raised in an attempt to get a new trial,” said Crystal Walden, lead attorney for the appellate division. Walden said the division looks mostly for cases that could potentially have a major impact on criminal law, but said that is not every case.

“We find a lot of violation of ‘search and seizure,’” Walden said. “There have been instances of people being arrested and questioned without being read their Miranda rights, or officers entering a house without a search warrant, which tend to be serious constitutional rights violations.”

Walden said the appellate division was previously housed under the Kanawha County Public Defender Corporation (PDC), but was moved under the state PDS earlier this year. She works with four other appellate attorneys, two paralegals and a secretary. Paralegal Sarah Saul came to the appellate division with more than 20 years of legal experience.



Appellate Division staff members are, seated, from left: paralegal Sarah Saul, attorney Lori Waller and attorney Crystal Walden. Standing are: attorney Jason Parmer, paralegal Leah Barker, attorney Duane Rosenlieb, secretary Rhonda Ashworth and attorney Matthew Brummond.

“I wore a lot of different hats with firms,” she said, ranging from research to investigative work. Coming into the appellate division, she said, offered her an opportunity to look at the legal process from a different angle.

“This really felt like the perfect fit,” she said. “This was especially true with

working on the appeals process, after the trial has already happened.”

Secretary Rhonda Ashworth had been with the appellate division when it was with the Kanawha County PDC. Working to take care of legal briefs for

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Prosecuting Attorneys Institute Leads ‘Handle with Care’ Initiative

The West Virginia Prosecuting Attorneys Institute is taking part in an initiative to assist the state’s children who experience or witness a violent event. The “Handle with Care” program is designed to ensure that children who are exposed to violence in their home, school or community receive appropriate interventions so they can succeed in school.

“Handle With Care” is modeled after a Department of Justice program, the Defending Childhood Initiative, but tailored to reflect the needs and issues affecting children in West Virginia. The initiative, a result of a collaborative effort of key stakeholders and partners, builds upon the success of proven programs throughout the country. Its goal is to prevent children’s exposure to violence, mitigate negative affects experienced by children’s exposure to violence, and to increase knowledge and awareness of this issue. Professionals (teachers, counselors, coaches, law enforcement, thera-

pist, shelter staff, etc.) play a critical role in preventing and reducing the impact of exposure to violence on children. Regardless of the source of trauma, the common thread for effective intervention is the school.

The “Handle with Care” program began its pilot program during the 2013-14 school year at a Charleston-area elementary school and is scheduled to be utilized at six schools during the 2014-15 school year, according to Andrea Darr of the West Virginia Prosecuting Attorneys Institute who serves as the program manager.

The primary focus of the program is to help a child succeed in school, particularly when a student has been exposed to crime.

“If a child is awakened at 2 a.m. in a household where

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The Purchasing Division, pictured in a June 2014 staff photo, worked together to achieve recognition by the National Procurement Institute (NPI). The division was awarded the Achievement of Excellence in Procurement Award from NPI based on judging criteria including innovation, professionalism, productivity, and leadership.

Purchasing Division Receives National Recognition for Second Consecutive Year

Department of Administration Cabinet Secretary Ross Taylor announced in August that the West Virginia Purchasing Division has been awarded the Achievement of Excellence in Procurement Award from the National Procurement Institute (NPI) for the second consecutive year.

The NPI recognizes public and non-profit organizations each year which demonstrate organizational excellence in public procurement. The West Virginia Purchasing Division is the only government agency in West Virginia and one of only seven state agencies in the United States to receive this award. Established judging criteria are designed to measure innovation, professionalism, e-procurement, productivity and leadership attributes of the procurement function.

“It is gratifying to see the Purchasing Division recognized nationally for the second consecutive year for its dedication in providing the gold standard of procurement practices on behalf of state agencies,” said Secretary Taylor. “It is important that we earn

and maintain the public’s confidence and trust in how we procure goods and services at the best possible price using state taxpayers’ dollars.”

The Purchasing Division will be recognized in October at the NPI’s 46th Annual Conference and Products Exposition in Dallas, which will include a presentation of all 199 award winners throughout the United States.

“I’m pleased and extremely proud of the dedication, innovation and, most importantly, professionalism of our staff,” said Purchasing Director Dave Tincher. “The tireless effort and work ethic of these state employees enable our West Virginia citizens to feel confident that the state procurement process is operating effectively and efficiently.”

Founded in 1968, the NPI establishes cooperative relationships among its members and develops efficient purchasing methods and practices in the areas of governmental, educational, and institutional procurement. The mission of NPI is to facilitate the educational and professional development of its members.

Preparing for Your Retirement? Here are Guidelines to Help!

With the end of a calendar year approaching, thoughts of retirement are common to those state employees who have served for many years and are ready to step away from full-time employment.

The Consolidated Public Retirement Board (CPRB) offers these guidelines which may prove helpful upon approaching the retirement process.

- Contact a Public Employees Retirement System (PERS) Retirement Advisor at least six months prior to the date in which you anticipate making application for retirement to determine your eligibility. It is important to note that members should not terminate employment until they first receive confirmation of their retirement eligibility.
- PERS members eligible to retire must first make application for retirement by submitting a completed retirement packet to CPRB for processing prior to his or her effective date of retirement.
- Although making an appointment is necessary to meet with a Retirement Advisor, CPRB personnel may be able to answer many initial questions over the telephone.
- Complete a Benefit Estimate Request form and mail it to CPRB prior to a scheduled advising appointment to better prepare the Retirement Advisor in answering your questions at the time of appointment. The Benefit Estimate Request can be located at www.wvretirement.com/PERS-Forms.html.
- Bring all documents needed for your file, including birth certificate and marriage certificate, if applicable.
- Once you have successfully completed the application processes for retirement, please allow six to eight weeks to receive your *first* paper annuity check via mail. Electronic direct deposit of your annuity is required thereafter.
- Allowable deductions from a retiree’s monthly annuity can include insurances (life, health, eye and dental), federal and state taxes, qualified domestic relations orders, Credit Union dues and union dues.

Contact the CPRB reception staff to speak to a PERS Retirement Advisor at 304.558.3570.

General Services Division Staff Provides the Governor's Mansion with a Unique Vegetable Garden



The Grounds Section of General Services Division was instrumental in the creation of the West Virginia-shaped outline that borders the Governor's Garden adjacent to the Governor's Mansion.

The raised vegetable garden adjacent to the Governor's Mansion has an appropriately-shaped bed, thanks to the effort and hard work of the General Services Division's Grounds Section.

The Governor's Garden now has the unique outline of the state of West Virginia that creates the boundary containing a variety of vegetables that has been growing next to the mansion since June.

General Services' Grounds Manager John Cummings said his personnel first removed approximately 2,000 square feet of the grass which surrounded the raised beds. They then prepared the soil for landscape fabric and followed by installing approximately 400 linear feet of aluminum border edging in the shape of the state's outline. Once those steps were complete, Cummings said they spread 19 tons of pea gravel for a walking area around the raised beds.

The garden was publicly unveiled on August 20 when Gov. Earl Ray Tomblin and First Lady Joanne Jaeger Tomblin donated a basket full of vegetables to a Charleston-area food shelter. The garden is a collaborative project of the West Virginia University Extension Service, its Master Gardener program and the West Virginia State University Extension Service.

Produce from the garden will be used in the Governor's Mansion, with any remaining produce that is not used to be donated to the local food shelter.

Driving While Distracted Puts Everyone at Risk

By Kimberly Hensley
*Safety and Loss Control Specialist,
WV Board of Risk
and Insurance Management*

Behavioral studies have shown that engaging in a secondary task disrupts driving performance. There are many ways to be distracted while driving, but one of the most talked about today is texting while driving.

Texting has become a growing trend and is quickly becoming one of the leading causes of death on the roadway. It has been reported that young drivers between the ages of 18-20 years old have more accidents because of the use of cell phones than any other age group. Besides texting, there are many other types of distraction, which include, but are not limited to, the following:

- Talking on a cell phone
- Eating
- Drinking
- Adjusting controls in the car
- Grooming, and
- Smoking

Texting requires visual, manual and cognitive attention so it is by far the most distracting. There are alarming statistics related to distracted driving. Texting while driving takes the driver's eyes off the road for an average of 4.6 seconds. If you do this while maintaining a speed of 55 mph, that amount of time is equivalent to the length of a football field. Texting while driving increases your risk of a crash by 23 times.

In 2011, 3,331 people were killed because of texting while driving.

In *West Virginia Code 17C-14-15g*, it is illegal to text and drive. As of July 1, 2013, it is a primary offense for talking on a cell phone without a hands-free device. Texting while driving, even while at a stop light, is already considered a primary offense.

The fight to end distracted driving begins with you!

APPS

Continued from Page 1

mobile devices. To download the app, search for “WV Purchasing Division” on either the Google Play Store or the App store.

The Purchasing Division app was made in-house by the Technical Services Unit and took approximately five weeks to complete, from its initial planning and development to submission and publication through Google and Apple’s application platforms.

The Prosecuting Attorneys Institute also announced its new app to provide

quick and reliable access to contact information for state and federal resources, which is key for people looking to help children who may be in danger. An initiative of the West Virginia Children’s Justice Task Force, the app, called **WVHelp**, provides help in an instant to important information.

The app is designed to quickly locate and contact resources throughout the state that deal with victims of abuse with a special emphasis on child maltreatment. Information on the app,

which works on devices running iOS or Android operating systems, can be found at <http://go.wv.gov/wvhelp>.

The West Virginia Children’s Justice Task Force, a multi-disciplinary body of public and private agencies and individuals, is committed to the protection of children. The organization’s mission is to identify barriers to the successful resolution of child abuse and neglect issues and to educate and advocate for change. It is a program under the purview of the West Virginia Prosecuting Attorneys Institute.

Public Service Recognition Week Ceremonies Set for September 15-19

Public Service Recognition Week is a national event that has been in place since 1985. Public servants in all levels of public service are honored during this week for the work they do each and every day. This year’s Public Service Recognition Week within West Virginia state government is scheduled for September 15–19.

Two of the highlighted events are the recognition ceremonies. For state employees who have tenured service (as of July 1, beginning with 30 years and thereafter increments of five years), Gov. Earl Ray Tomblin will honor these individuals at a special cer-

emony on Wednesday, September 17, beginning at 1:30 p.m. in the Upper Rotunda of the State Capitol. *This event is by invitation only.*

Additionally, the Department of Administration will conduct an invitation-only brunch and ceremony on Thursday, September 18, at 10 a.m. in the Capitol Room in Building 7 for department employees who have been working in state government for 20 years or more (in increments of five years).

Additional information on any other scheduled activities will be shared with our department employees via e-mail.

APPELLATE

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attorneys and preparing to go in front of the state supreme court, Ashworth said she has enjoyed the transition to state government and coming to the Capitol when necessary.

“I like seeing all of the things going on at the Capitol,” she said. “It is amazing to see what is going on around the grounds.”

And while she worked in the Charleston City Municipal Court under three different judges within 10 years, she said the difference is great working in the Appellate

Division. “The defense side is so different, because the acknowledgement is often that people have made mistakes,” she said. “You treat them with respect, regardless of what they have done.”

It is a sentiment echoed by Walden. “The perception for many is that someone is guilty, so why should we care? But if we are presenting ourselves as a fair society, we have to show a fair trial to justify the consequences. We are there to ensure constitutional rights are being abided,” she said.

CARE

Continued from Page 2

violence occurs and one parent is taken to a hospital while another is arrested resulting in the child being taken to another home, how do you think that child is going to do the next day on a spelling test? This program is designed to let the school know that a student is undergoing a difficult situation and that the student needs to be handled with care,” Darr explains. “Exact information is not revealed to school personnel, only that a child has been exposed to a difficult situation and may need extra attention. This way, if a child is not acting in an appropriate way as a result, school personnel is aware the child should be referred to the school counselor rather than be disciplined.”

The Children’s Justice Task Force is a multi-disciplinary group, composed of volunteer representatives from law enforcement, the judiciary, prosecuting attorneys, defense attorneys, child advocates, Court Appointed Special Advocates, health and mental health professionals, child protective services, developmental disabilities, and parent groups. This group trains the stakeholders in local communities to implement the “Handle with Care” initiative. Darr said the U.S. Attorney’s Office for the Southern District of West Virginia and the Charleston Police Department have been invaluable partners in making this program carry out its mission.

“Research shows that trauma can undermine children’s ability to learn, form relationships and function appropriately in the classroom,” Darr said. “This program is about keeping kids in school who are exposed to these situations. The program has been very well received in the schools and communities to whom we have presented. We are working on a grant that would allow us to make this a statewide program.”

Closed Point of Dispensing Exercise Set for Sept. 23

The Department of Military Affairs and Public Safety (DMAPS) will be organizing a practice exercise for its closed Point of Dispensing (POD) on Sept. 23. The intent of the exercise is to simulate an emergency situation that would necessitate the dispensing of medication to test how the current POD plan works.

The POD helps to ensure the continuity of state government during a public health emergency by protecting the health of employees and their immediate household while also lessening the burden on public dispensing sites, said DMAPS Communication Director Lawrence Messina.

“People should start hearing about this through their office floor captains,” Messina said. “Employees should understand that this is not an actual emergency but rather a walk-through on a public program that is helpful for people on campus.”

Messina said signage will be posted in and around Buildings 5, 6 and 7 on the Capitol. There will also be representatives from the Kanawha-Charleston Health Department and emergency personnel to help simulate the situation, which will focus on dispensing “medication” to volunteers as a practice exercise in case of an actual emergency.

“No one should be alarmed,” Messina said. “This is intended solely to help continue ensuring the safety of the Capitol population and the continuity of state government.”

Questions regarding this project may be directed to Messina at Lawrence.C.Messina@wv.gov.

Welcome! ... The Department of Administration is pleased to welcome our new employees: **Tina King** (Ethics); **Franklin Stone** (General Services); and **Timothy Bill, Kevin Cecil, Stephanie Turner**, and **Matthew Winfree** (Technology).

Happy Retirement! ... After years of hard work and dedication, we would like to congratulate **Thomas Bailey** of the General Services Division on his retirements.

Best Wishes ... to **Steven Rhodes** (General Services), **Amber Rose-Byble** (PEIA), **Hannah Toney** (Personnel), **Ralph McKinney** (Public Defender) and **Angela Riley** (Technology), who recently resigned from our department.

Reimbursement Rate ... The state mileage reimbursement rate for privately-owned vehicles for state use will remain at 47 cents per mile until the next review in January 2015.

Mark Your Calendar ... The West Virginia Office of Technology's Office of Information Security and Controls will offer a free, day-long cyber security program October 15 at the West Virginia Culture Center for public sector officials and employees. See the October issue of **Quotes, Notes and Anecdotes** for more information.

Got News? ... Share YOUR good news with all of your department co-workers! Kimberly Pickens of the Ethics Commission recently completed her first quarter of doctoral studies with a 3.50 GPA and is working toward a Ph.D. in Public Policy and Administration with emphasis on Public Management and Leadership. Congratulations! What's news would you like to share? E-mail Diane.M.Holley@wv.gov with detailed information.

HAPPY BIRTHDAY ... in September

- | | |
|--------------------------------------|--------------------------------------|
| 1 Evelyn Melton Purchasing | 21 Stephen Kolar Technology |
| 2 Connie Byrne Finance | 22 Franklin Buskirk Technology |
| Idesha Fox PEIA | Edward Dailey General Svcs. |
| 3 Ada Kennedy General Svcs. | 23 Teresa Asbury Public Def. |
| Ricky Howerton General Svcs. | Ali Dabiri Technology |
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| 6 Diane Corker Technology | Tammy White CPRB |
| 7 Randall Arbogast Technology | 24 Patricia Ebert Technology |
| Kenneth Casto Technology | Dana Eddy Public Def. |
| Henry Moore Technology | James Farmer Purchasing |
| 8 Margaret Briggs Ethics | Amber Harper PEIA |
| Kevin Chapman Aviation | Dan Morris CPRB |
| John Cummings General Svcs. | Daniel Pauley Technology |
| 9 Krista Scott Technology | Deidre Rainwater Technology |
| 10 Ernest Green General Svcs. | 25 Lionel Adams CPRB |
| 11 Diana Davis CPRB | Kevin Kerns CPRB |
| Sherry Fewell Purchasing | Virginia May CPRB |
| Scotty Pauley General Svcs. | Thompson Midkiff Aviation |
| 13 Robert Desmond General Svcs. | Michael Moore Technology |
| 16 Jon Amores Real Estate | 26 Jeffrey White Technology |
| John Foster Technology | 27 Jennifer Curia Technology |
| Mark Smith Technology | Gail Delmaar-Mines .. Real Estate |
| Stephen Windon Technology | 28 Joan Chapman Technology |
| 17 Wesley Moats Technology | Adena Harvey Technology |
| Steven Rhodes General Svcs. | 29 Thomas Allen Technology |
| 18 Dave Hildreth Real Estate | Derrick Day Technology |
| Larry Sutters Technology | 30 Barbara Moss CPRB |
| 19 Kenny Yoakum Fleet | Jennifer Priddy PEIA |
| 20 Jessica Blankenship PEIA | Paige Strickland CPRB |
| Matt Cordie General Svcs. | |
| 21 Emily Kilgore Technology | |

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