



# Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration  
October 2019 - Volume 26, Issue 10

## Employee of the Month

### Nelson's Knowledge Keeps Clients, Co-workers Happy



**Matthew Nelson**  
**October Employee**  
**of the Month**

Matthew Nelson, a Programmer Analyst I for the Office of Technology, has been selected as the Department of Administration's *Employee of the Month* for October.

A state employee for three years, his duties include building and maintaining state agency web applications. He also assists clients with hardware, software, and networking problems, as well as service requests.

"He is an amazing co-worker who is always there for you when you need him. He is such a joy to work with and he brings smiles to everyone's faces," said the co-worker who

nominated him. "He works hard to make sure all the clients are happy with the work that he completes. Matt powers through the mundane to accomplish his tasks no matter what. He is very proficient in what he does and tries to accomplish it in a timely manner.

"He gets the job done efficiently and effectively," the co-worker continued. "He is very knowledgeable in the applications he assists with. He goes above and beyond to provide customer service and takes time for detail and thoroughness."

When he's not working, Nelson enjoys building and repairing computers.

Nelson will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Allan McVey on Thursday, October 3, 2019, at 3:00 p.m. at the Office of Technology offices in Building 5.

## EEO Office Conducts 2019 Annual Conference

More than 100 people attended the West Virginia Equal Employment Opportunity (EEO) office's annual conference on September 12, 2019, in Beckley. The day-long conference agenda featured EEO updates and case law with opportunities for questions and answers.

Department of Administration Cabinet Secretary Allan McVey and U.S. Senators Joe Manchin and Shelley Moore Capito were among the guest speakers. Meanwhile, Marcel Baldwin from the U.S. EEO Commission's Cleveland field office presented on sexual harassment, while Jeff McCormick of the Federal Bureau of Inves-



**West Virginia Human Rights Commissioner Dr. Darrell Cummings served as the keynote speaker during the state's Equal Employment Opportunity office's annual conference in September.**

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# 2019 State Employees Combined Campaign Underway

The 2019 United Way West Virginia State Employees Combined Campaign (WVSECC) kicked off last month with Cabinet Secretary Austin Caperton of the Department of Environmental Protection returning as this year's Campaign Chairman. The WVSECC is the only state-sanctioned fundraising effort in which state employees can use payroll deduction.

Employees may contribute to the general fund, known as the Community Impact Fund, or can designate their gift toward a specific United Way agency. Donations can be made by cash, check, credit card, or payroll deduction. The

last day to submit pledge forms is December 20, 2019. Deductions will begin during the first pay period of January 2020. Special fundraising events may continue through March 2020.

Lora Myers of the Board of Risk and Insurance Management is spearheading the campaign for the Department of Administration, with the valuable assistance of each agency's campaign coordinator.

"A donation of \$52 can feed a family of four for one month. But all donations, even those in smaller amounts, do add up and make a difference in people's



lives," she said. "In 2018, more than 55,000 people were helped by programs that are supported by the United Way."

Questions regarding this statewide voluntary effort may be directed to the following individuals serving as coordinators for their respective Department of Administration agency:

**Department – Lora Myers**

Lora.D.Myers@wv.gov

**Aviation – Steven McConihay**

Steve.M.McConihay@wv.gov

**BRIM – Lora Myers**

Lora.D.Myers@wv.gov

**CPRB – Sharon Whittaker**

Sharon.L.Whittaker@wv.gov

**EEO – Beverly Reed**

Beverly.R.Reed@wv.gov

**Ethics – Teri Anderson**

Teri.L.Anderson@wv.gov

**Finance – Shelia Gray**

Shelia.A.Gray@wv.gov

**Fleet – Kristi Abdalla**

Kristi.L.Abdalla@wv.gov

**Grievance – Ashley Mong**

Ashley.J.Mong@wv.gov

**GSD – Steve Pinkerton**

Stephen.E.Pinkerton@wv.gov

**PEIA – Frances Buchanan**

Frances.V.Buchanan@wv.gov

**Personnel – Erica Henson**

Erica.N.Henson@wv.gov

**Prosecuting Atty. – Amy Leslie**

Amy.R.Leslie@wv.gov

**Public Defenders – Mark W. Browning**

Mark.W.Browning@wv.gov

**Purchasing/Surplus – Amber Koerber**

Amber.L.Koerber@wv.gov

**Real Estate Division – Ashley Means**

Ashley.M.Means@wv.gov

**Technology – Madeline Fitzwater**

Madeline.L.Fitzwater@wv.gov

## State Retirement Board Shares Valuable Information to Employees Planning for Retirement

As many state government employees prepare to retire October 31, 2019, and for those individuals planning for a future retirement date, the Consolidated Public Retirement Board (CPRB) would like to share a few reminders about what those individuals can expect post-retirement.

On average, new retirees can expect to receive their first check within 30 days following their retirement date. Individuals should allow adequate time for CPRB to process their retirement paperwork as the process can take anywhere from six to nine weeks. That time frame could be longer in the summer, due to the large number of teachers who retire July 1<sup>st</sup>. October 31<sup>st</sup> is another popular time for retirements because employees can get credit for working the entire calendar year without having to work the final two months.

Once retirees receive their first payment, they can sign up for the Retiree Self-Service (RSS) to obtain information about their benefits and make transactions, 24 hours a day. Examples of the services available via the RSS include viewing the monthly pay statement a couple of days prior to payment receipt as well as printing annual 1099-R tax documents.

For those individuals considering retirement next October or some other future date, there are some requirements necessary to start the process. First, they are encouraged to schedule an appointment with a retirement advisor at least six months prior to the date they wish to retire. This will allow adequate time for proper retirement planning.

Once the individual nears the retirement date, the retiree must terminate employment and submit all retirement forms filled out completely and correctly. The employer will provide the termination date and the last date on its payroll. CPRB will use the data on file to make an initial benefit calculation. Once funds are made available, the retiree will be paid based on that calculation. Afterward, the employer will send all final salary information and verification. At that time, CPRB will check their benefits to see if an adjustment is needed.

For questions related to retirement, individuals can visit <https://mywvretirement.wv.gov>. A guide to register for the Retirement Self-Service can also be accessed at [www.wvretirement.com/Forms/2017RetSelfServ.pdf](http://www.wvretirement.com/Forms/2017RetSelfServ.pdf).

# Purchasing Goes Green with New Conference App

This year at the 2019 Agency Purchasing Conference hosted by the West Virginia Purchasing Division, something was different. For the first time ever, the Purchasing Division introduced a mobile application that hosted all of the pertinent conference information.

“We continually seek ways to better share information with our conference attendees,” said Acting Assistant Purchasing Director Samantha Knapp. “When the idea to offer our information via an app was suggested, we knew it was the way to go. Not only did we save money and paper, at-

tendees had information at their fingertips in real time.”

Previously, the Purchasing Division printed a paper directory which came to more than 14,000 sheets of paper printed each year. The app provided the same information while offering unique features such as the ability to take notes, view PowerPoints and handouts, and access one’s own personalized schedule.

“Loved using the app and saving all the paper and did not miss carrying a heavy notebook with me to classes,” shared one conference attendee.

According to post conference data, approximately 76% attendees installed and utilized the app with another 63% using the website version of the app. The post-conference evaluation also revealed that:

- 79% rated its ease of accessibility as excellent or good (17% rated it as N/A);
- 76% rated the variety of information contained within the app as excellent or good (16% rated it as N/A); and
- 74% supported the use of an app in the future, with 17% still undecided.

The Purchasing Division was pleased with the success of the app as well as the benefits it provided.

“Anytime we can provide a more convenient and effective way of offering information while saving the state money certainly is worth considering again for future uses,” Knapp continued.



## Having a Plan of Action Can Help You Prepare for and React During Mass Shootings in Public Spaces

News of mass shootings can put everyone on edge, whether at home, work, or at public events. In the event you are involved in an active shooter situation in a large public space, there are some things you can do to reduce your risk of injury or death.

### Memorize the exits

When you first arrive at an event, know where the exits are, including secondary exits like fire escapes and service hallways. People tend to default to exiting the way they came in. However, that’s where traffic jams will occur. Once you’ve identified the secondary exits, point them out to the people you’re with. You don’t need to be paranoid, but you need to be prepared.

### Leave the “kill zone” as quickly as possible

If you’re in a crowd and someone starts shooting, don’t crouch and wait. Do what you can to get out of the way as soon as possible. Combat soldiers are trained that if they get caught in an ambush, to get out of the kill zone as quickly as possible. Remember, speed is safety. Don’t wait to see what everybody else is doing. If something bad happens, act immediately.

### Get out of the shooter’s line of vision

If you’re in a confined space, seeking cover is crucial. Look for anything that will stop bullets, like a vending machine, curb, or concrete pillar. Locate these areas as part of your threat assessment when you first enter the venue space. If you can’t find cover, look for something that can conceal you, like a vendor’s tent if you’re in an outdoor space, or a chair if you’re indoors. If you can stay out of the shooter’s line of sight, your chances of surviving go up significantly.

### Stay low to the ground and zigzag

It’s important to be constantly assessing the situation and looking for an opportunity to exit. If possible, listen for pauses in the shooting and use these pauses as chances to move. When you run, stay low to the ground and zigzag between cover and concealment and try to get as far away as possible.

The Board of Risk and Insurance Management (BRIM) has prepared a document for agencies to review and reinforce their current efforts to lessen the risk of death or injury in an active shooter situation. BRIM also offers a 3 ½ hour training that is free of charge. For more information about these offerings, please contact BRIM at 304.766.2646, extension 57617 or 57608.



# Agencies Retiring Vehicles Reminded of Delivery Requirements

From laptops and printers to large vehicles, all retired items make their way to the West Virginia State Agency for Surplus Property (WVSASP). State agencies are reminded that before retiring vehicles to the WVSASP, all decals and personal belongings must be removed and the vehicle must be delivered in an otherwise acceptable condition.

"If a vehicle has a logo for a state agency or division, we will not be able to accept it," explained WVSASP Manager Elizabeth Perdue. "Likewise, the vehicle may not contain any cracks in windows, accident damage, or have belongings in the cab or trunk of the vehicle. The vehicle must also be delivered with at least 1/8 of a tank of gas."

Once a vehicle is made available to the public for purchase, it is important to ensure it does not have any logos or markings identifying it as a state vehicle since doing so could affect public perception when that vehicle is seen out on the roads for private use.

"It would be concerning to see a vehicle with an official state decal being used to buy groceries on a Saturday afternoon," added Perdue. "Removing any label or marking minimizes confusion regarding what is and is not an official state vehicle."

WVSASP inspects all vehicles upon arrival at the Surplus lot in Dunbar and may refuse delivery of vehicles based on that inspection. Agencies must contact WVSASP five days prior to delivery of the vehicle to ensure there is adequate time for the inspection process to occur, and individuals dropping off vehicles



**Agencies retiring state vehicles to the West Virginia State Agency for Surplus Property are reminded of vehicle delivery requirements, including the removal of state decals and personal belongings from the vehicle as well as ensuring the vehicle has no accident damage and at least 1/8 tank of gas.**

are not permitted to leave the property until the inspection has been completed.

For more information on retiring state assets, please speak with your agency's Asset Management Coordinator or visit [WV-Surplus.gov](http://WV-Surplus.gov).

## Know the Risks of Carbon Monoxide

*By: Kimberly Hensley, Risk and Insurance Analyst II -- OSHA.gov*

Many deaths occur at work and home due to carbon monoxide exposure. Carbon monoxide is a poisonous, odorless, and colorless toxic gas. It is a non-irritant that can overcome a person within minutes, without notice. The Board of Risk and Insurance Management (BRIM) encourages Department of Administration employees to know the signs and symptoms of carbon monoxide poisoning and the steps to prevent the risks associated with it.

Carbon monoxide is an industry hazard resulting from the insufficient burning of natural gas and other materials containing carbon (i.e. gasoline, oil, kerosene, etc.). Breweries, warehouses, refineries, and steel production are a few industries at risk of producing carbon monoxide. Carbon monoxide is also a hazard that is found in homes as a result of fuel burning appliances.

Carbon monoxide displaces and depletes the brain and other important organs of oxygen. Common symptoms of carbon monoxide poisoning include headaches, drowsiness, dizziness, and nausea. Prolonged exposure can cause vomiting, confusion, collapse, loss

of consciousness, and muscle lapse. Severe exposure can cause permanent neurological damage, coma, and even death.

Many people are unaware of when and where carbon monoxide can pose a risk. Internal combustion engines like generators, compressors, and gasoline-powered machinery have the potential to create carbon monoxide disasters. Hotels and households can be at risk due to leaks in heating units.

Learning prevention is key to any hazard risk. Ventilation is a common technique to reduce carbon monoxide hazards in the workplace and at home. Frequently inspecting equipment that poses a threat is one way to prevent the risks associated with leaks. A carbon monoxide detector should also be placed in any home with fuel burning appliances.

If you believe carbon monoxide poisoning has occurred, move the victim to fresh air, call 911, and administer CPR if breathing has stopped. Carbon monoxide is a silent and deadly killer. Take preventative measures and use carbon monoxide detectors to ensure your safety.

## EEO Conference

Continued from Page 1

tigation's Charleston office presented on social media. West Virginia Human Rights Commissioner Dr. Darrell Cummings served as the keynote speaker during the luncheon.

To round out the afternoon, a panel discussion of industry experts included Kim Nuckles, West Virginia State Americans with Disabilities Act (ADA) Coordinator; Cameron McKinney, West Virginia Human Rights Commission; Anne Hirsh, Job Accommodation Network; Beth Wolfe, West Virginia Women's Commission; Joseph Cohen, ACLU; and Kitty Dooley, Dooley Law Offices.

"We received a lot of favorable responses and feedback," said EEO Director Tia Welch. "We look forward to making this conference bigger and better next year."

Quotes, Notes and Anecdotes

# Personnel Revises Supervisor/Manager Training Policy



The Division of Personnel (DOP) has revised its Supervisor/Manager Training Program Policy (DOP Policy-18), effective September 1, 2019. The purpose of this policy is to ensure that all supervisors and managers in all affiliated agencies possess the knowledge, skills, and abilities to successfully execute the duties and responsibilities of their positions.

Among the changes, any agency has the authority to require its supervisors/managers to retake any DOP-P18 class, as well as impose its own additional training requirements separate from this policy. The revised policy also re-categorized the required coursework and expanded the offerings.

The revised policy is devised of three components, and the topics contained within each component are noted below.

## Component I

- Supervising for Success I: Critical Skills for New Supervisors;
- Preventing Harassment: A Shared Responsibility;
- The Drug-Free Workplace; and
- Employee Performance Appraisal: The Foundation for Performance Management.

## Component II

- Discipline and Documentation;
- Managing and the Law;
- Workplace Safety: Your Responsibility; and
- Attendance Management.

## Component III:

- Navigating Difficult Conversations;
- Conflict Management;
- Leading Change in Turbulent Times;
- Coaching and Developing Employee Performance;
- Let Go and Stay Close: Skills and Techniques for Successful Delegation; and
- Leading Teams That Thrive.

To support compliance of this policy, DOP's Office of Human Resource and Development (OHRD) section offers two distinct paths: the traditional DOP-P18 path with compliance achieved in approximately three years, and the Cohort program, which involves an intensive leadership development program. The cohort program includes the required DOP-P18 courses, as well as extra coursework, and spans one 12-month period.

Policy details can be found on the DOP-P18 section of the OHRD website at <https://personnel.wv.gov/ohrd/learning/Pages/DOPPolicy-18Courses.aspx>.

## Techniques Help Prevent Crashes from Distracted Driving

With the many modern amenities available to drivers, including cell phones, distracted driving is much more prevalent and the cause for many crashes. Distracted driving involves any activity that diverts the driver's attention away from the road, including talking or texting on your cell phone, eating and drinking, talking to people in your vehicle, fiddling with the stereo, entertainment or navigation system — or anything that takes your attention away from the task of safe driving. To minimize the risk of distracted driving, the Fleet Management Division (FMD) would like to make Department employees aware of these risks and ways to mitigate them.

Texting is the most alarming distraction. Sending or reading a text takes your eyes off the road for an average of five seconds. At 55 mph, that's like driving the length of an entire football field with your eyes closed. An individual cannot drive safely unless the task of driving has his or her full attention. Any non-driving activity engaged in provides a potential distraction and increases your risk of crashing.

There are some techniques you can use to keep safe while giving your full attention to the roadway. These include scanning the road, ensuring a safe following distance, and allowing tailgaters to pass.

### Scan the Road

To be a defensive driver, you must see what's going on. The best way to spot potential trouble is by scanning the road. Avoid a fixed, straight-ahead stare that may let you drift off into daydreams while on the road.

- Look ahead: Good drivers keep an eye on what's happening about 10 to 12 seconds ahead. That's about a block in city driving.
- Look to the sides: As you approach any place where other cars, people, or animals may cross your path, look to both sides.
- Look behind: Check the traffic behind you frequently (several times a minute) so you'll know if somebody is tailgating, coming up too fast, or trying to pass.
- Be aware of blind spots: These are areas near the left and right rear corners of your vehicle that are not visible in your mirrors (never rely on your mirrors alone).

### Maintain a Safe Following Distance

A safe following distance is a minimum of two (some states suggest three) seconds of space that you should maintain in front of your vehicle.

- It should take at least two seconds (by counting "one one-thousand, two one-thousand...") for the front of your car to reach the same checkpoint as the car in front of you. Based on the current road conditions, you may need to add additional seconds.

### Dealing with a Tailgater

Drivers being tailgated are advised to slow down or change lanes to encourage the tailgating driver to pass. If the tailgater persists, go to a well-lit public place or police station and pull off the road.

## State Credit Union's Fall Loan Fest

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**Welcome!** ... The Department of Administration is pleased to welcome **Tanner Mann** (CPRB); **Michael Stone** (General Services); **Ashley Mong** (Grievance); **Brittany Cochran** and **Kenna DeRaimo** (PEIA); **Anna Burford** (Personnel); **Lora Walker** (Public Defender); **Dusty Smith** (Purchasing); and **Dwayne Bartley**, **Michael Ebert**, **Ashley Huffman** and **David Roberts** (Technology). **Ada Kennedy** also transferred from Finance to General Services.

**Best Wishes** ... to **Stephen Knotts** (Aviation); **Michael Farren** and **Rebecca Vanness** (CPRB); **Nancy Baire**, **Kacy Evans**, **Michael Evans**, and **Brandi Hicks** (General Services); **Amber Harper** and **Lisa Lively** (PEIA); and **Anthony Signorelli** (Real Estate), who recently resigned from our department.

**Happy Retirement!** ... After years of hard work and dedication, we would like to wish **Jean Brown** (Personnel) and **James Farmer** (Purchasing) the very best during their retirement.

**Columbus Day** ... is Monday, October 14, 2019. West Virginia state government will be closed for the federal holiday.

**Mandatory Training for High-Level Officials** ... is required annually by W. Va. Code §5A-3-60. A two-hour webinar fulfilling this requirement is scheduled for November 7, 2019. To register, visit [www.state.wv.us/admin/purchase/training/mandatory.html](http://www.state.wv.us/admin/purchase/training/mandatory.html).

## HAPPY BIRTHDAY ... in October

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

Melody Duke.....BRIM	Joshua McAtee.....Personnel
Lori Tarr.....BRIM	Dori McDonough.....Personnel
Kinsey Fox.....CPRB	Kerri Nice.....Personnel
Shelia Robertson.....CPRB	Joseph Thomas.....Personnel
Marie Shelton.....CPRB	Kelly Turner.....Personnel
Lisa Trump.....CPRB	Sherry Eling.....Pros.Atty.
Virginia Wright.....CPRB	Luke McVay.....Pros.Atty.
James Rollins.....EEO	Rhonda Ashworth.....Pub.Def.Srvs.
Shelia Gray.....Finance	Cheryl Cohen.....Purchasing
Carmen Looney.....Finance	James Elkins.....Purchasing
Kristina Abdalla.....Fleet	Lee Fuller.....Purchasing
James Atkins.....Gen.Srvs.	Courtney Johnson.....Purchasing
Jason Bowling.....Gen.Srvs.	Jessica Riley.....Purchasing
Steven Bratchett.....Gen.Srvs.	Jennifer Ayers.....Technology
Philip Brooks.....Gen.Srvs.	Dwayne Bartley.....Technology
James Debolt.....Gen.Srvs.	James Bowles.....Technology
Randall Hazlewood.....Gen.Srvs.	Jeremy Boykin.....Technology
Andrew Mitchell.....Gen.Srvs.	Robert Caldwell.....Technology
Carl Westfall.....Gen.Srvs.	Eric Daniel.....Technology
Marie Wilmer.....Gen.Srvs.	Scott Dobson.....Technology
Harold Young.....Gen.Srvs.	Brian Dunbar.....Technology
Meredith Ayers.....Grievance	Tate Hamon.....Technology
Beverly Hedrick.....PEIA	Christopher Johnson.....Technology
Cheryl Jackson.....PEIA	Adam Malone.....Technology
Tammy Scarberry.....PEIA	Larry McDonnell.....Technology
Andrew Spangler.....PEIA	Gregory Pittman.....Technology
Jessica Virtz.....PEIA	Robert Richmond.....Technology
Mary Ayooob.....Personnel	Michael Ross.....Technology
Drema Gibson.....Personnel	Wanda Shafer.....Technology
Katherine Hardway.....Personnel	Ruby White.....Technology
Erica Henson.....Personnel	

## Administrative Notes

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**Jim Justice**  
Governor

**Samantha Knapp/**  
Communication  
Director/Editor

**Production**  
**Jess Chambers**  
Courtney  
Johnson

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