

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
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Employee of the Month

General Services' Sigmon Always Willing to Assist



Glennis Sigmon
April Employee
of the Month

Glennis Sigmon, a Facility Equipment Maintenance Technician, has been selected as the Department of Administration's *Employee of the Month* for April.

A state employee for four years, Sigmon handles general maintenance work in Building 1 of the Capitol Complex, including repairing sinks, changing light bulbs, routine maintenance tasks on various types of HVAC equipment, electrical and plumbing systems and making masonry repairs. But it is his desire to help others that really makes him shine, said the co-worker who nominated him.

"In my job as a safety person, I have many opportunities to see people's work and their attitudes," said the

co-worker. "Glennis' attitude is the best that I've seen in many years. He is always very polite and willing to help anyone who needs it. The most important thing is his willingness to please the agencies that are located in our Capitol building. He is a fine example of a person who should be honored."

When he's not working, Sigmon enjoys hunting and fishing.

Sigmon will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary John Myers on Thursday, April 6, 2017, at 3:00 p.m. at the General Services Division office in the basement of Building 1.

Department Employees Asked to Reduce Energy Expenses

In following Gov. Jim Justice's commitment to operate state government more cost-effectively, Department of Administration employees have been asked by Cabinet Secretary John Myers to look for ways to reduce energy usage and promote the efficient and effective consumption of utilities within state office buildings.

Each employee can play an important part in this effort by performing simple tasks, such as turning off the lights at the end of the work day, shutting down computers, and making sure we are all serving as good "energy citizens."

The General Services Division, which oversees the maintenance and operation of many state buildings and facilities, is pleased to share some practices employees may follow to reduce consumption and save money.



Reducing energy costs among Department of Administration agencies can help state government be more cost-effective. Individual employees can play a critical role in this effort by making sure to turn off lights at the end of the day and shutting down their computers.

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SNEAK PEEK

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Employees Invited to PEIA Benefit Fairs in the State

The Public Employees Insurance Agency (PEIA) is planning for its annual benefit fairs for Plan Year 2018. With multiple events scheduled around the state during the open enrollment period, employees are provided the opportunity to speak with representatives from PEIA, the Health Plan, Minnesota Life, Humana, and PEIA's two new programs, iSelectMD and Rx Savings Solutions.

Open Enrollment for Plan Year 2018 is set to kick off April 2 and conclude May 15, 2017. Eligible employees may choose to enroll for benefits or update existing benefits online during this time by clicking on the green "Manage My Benefits" button on the PEIA website at www.wvpeia.com. Open Enrollment changes for Plan Year 2018 are effective July 1, 2017.

The benefit fairs will last from 3 p.m. to 7 p.m. in most locations. For more

PEIA Benefit Fair Schedule Throughout West Virginia

April 5 – Morgantown
Ramada Inn
20 Scott Avenue

April 6 – Martinsburg
Holiday Inn
301 Foxcroft Avenue

April 11 – Charleston (3-6 p.m.)
Holiday Inn Express Civic Center
100 Civic Center Drive

April 12 – Beckley
Tamarack
1 Tamarack Park

April 13 – Huntington
Holiday Inn
800 3rd Avenue

April 18 – Parkersburg
Comfort Suites
167 Elizabeth Pike

April 19 – Wheeling
WV Northern Community College
1704 Market Street

*Additional information available
online at www.wvpeia.com*

information or for questions regarding the various PEIA plans and the changes which go into effect July 1, 2017, consult the PEIA

Shopper's Guide, which is available on the PEIA website, or call the PEIA Open Enrollment Helpline at 1.877.676.5573.

Fleet Urges Caution during Wet Road Conditions this Spring

While April showers may bring May flowers, the State Fleet Management Office notes they can also bring hazardous driving conditions. Hydroplaning is a serious danger in rainy weather, and drivers should be aware of how to react in these situations. Routine maintenance, such as inspecting your windshield wipers, keeping your tires properly inflated and ensuring they have good tread can make a big difference while driving on wet roads.

Hydroplaning occurs when a vehicle drives through a volume of water that its tires cannot disperse and loses its grip with the road. Heavy rain can mix with oils and dirt to make roadways as slick as a sheet of ice. While good or new tires can

help reduce your risk, a vehicle traveling at 35 mph with as little as 1/12th of an inch of water must displace a gallon of water per second to maintain traction.

So what should you do if you hydroplane? The Fleet Management Office encourages individuals to follow the steps below if your vehicle begins to hydroplane:

- **Don't panic.**
- **Turn off cruise control if it was on.**
- **Don't slam on your brakes or oversteer.** Slamming the brakes can cause the vehicle to skid worse. Instead, hold the steering wheel firmly and keep the nose of the vehicle pointed straight ahead. You should steer just enough to keep the car traveling forward.
- **Gently decrease pressure on the accelerator pedal.**
- **Front-wheel drive vehicles.** If you are in a front-wheel drive vehicle with traction control and anti-lock brakes, steer toward an open area within the lane in front of you or on the side of the road. Do not swerve. Use light pressure on the accelerator while giving your vehicle time to adjust to the new driving environment.

- **Rear-wheel drive vehicles.** If you are in a rear-wheel drive vehicle without traction control or anti-lock brakes, you should also look for an empty area that will give you some space to regain control of the vehicle. Slowly decrease pressure on the accelerator. Be aware that you may not regain control of the vehicle before coming to a complete stop. If you must stop, make sure you move to the side of the road and turn on your emergency flashers.

Hydroplaning is most likely to occur at speeds greater than 35 mph. It is best to drive between five to 10 mph slower than the speed limit when there is heavy rain or windy conditions, and never use cruise control. In addition to regularly checking your tire pressure, have your vehicle's tires rotated and balanced every other time you have your oil changed, or approximately every 10,000 miles. Remember, if you can see standing water and puddles, there is a high probability of hydroplaning and you should use caution.

For more Defensive Driving topics and tips, visit the FMO website at www.fleet.wv.gov.



6th Annual State Government Career Fair Set for May 17

Do you know of anyone who may be looking for a job in state government? The West Virginia Division of Personnel (DOP), in collaboration with WorkForce WV, will host the 6th annual State Government Career Fair on May 17, 2017, from 9:00 a.m. to 3:00 p.m. at the Culture Center.

The public is invited to attend this event to learn about employment opportunities as well as the lucrative benefits package with the state. The primary goal of the State Government Career Fair is to bring attention to all of West Virginia's critical-need job vacancies.

Some of these include areas of health services, corrections/law enforcement, environmental services, natural resources, and information technology. By attending the Career Fair, agencies can easily connect with potential employees while applicants can receive DOP assistance. Last year's Career Fair was attended by more than 300 job seekers and 17 state agency representatives.

Potential job seekers are always encouraged to review the DOP's website for positions that are vacant and accepting applications. However, those attend-



The annual Career Fair is presented by the Division of Personnel and Workforce WV. This event is open to members of the public and allows individuals interested in working for the state learn about employment opportunities. In the photo above, Department of Environmental Protection representatives speak with an attendee about employment opportunities.

ing the State Government Career Fair have an opportunity to meet with and ask questions of state agency representatives to gain a better understanding of the mission and function of various agencies within state government.

For additional information on job opportunities and the State Government Career Fair, contact DOP at 304.558.3950 or visit www.personnel.wv.gov.

Registration Now Open for the Spring Mandatory State Officials' Purchasing Training

Registration is now open for the State Officials' Purchasing Procedures and Purchasing Card Training webinar. Co-presented bi-annually by the West Virginia Purchasing Division and the West Virginia State Auditor's Office, the training will be offered via WebEx on May 11, 2017 from 9 a.m. to 11 a.m.

The content of this training is updated each fiscal year to reflect the most up-to-date rules and regulations, as well as any changes in the law.

This training is mandatory for the state's high-level officials in accordance with *West Virginia Code* §5A-3-60. The law requires all cabinet secretaries, commissioners, directors, and their deputies and assistants to complete two hours of training annually on purchasing procedures and purchasing card processes. Designated procurement officers are prohibited from participating in this webinar unless they hold one of the aforementioned titles.

Space is limited. High-level officials who are required to attend should reserve their seat today. Attendance is required only once each fiscal year. To register, complete the online form posted at www.state.wv.us/admin/purchase/training/MandatoryTraining.shtml.

A video recording of the fall 2016 training has also been posted online and will be replaced by a new recording of the spring 2017 training following the webinar on May 11. Viewing the recorded training will suffice to meet this requirement. To view the recording, visit www.state.wv.us/admin/purchase/training/mandatory.html.

To gain credit for viewing the training, officials must submit the *Certificate of Completion* to the Purchasing Division's Communication and Professional Development Unit by emailing Stephanie.M.Mosley@wv.gov or faxing 304.558.6026. Questions regarding this training may be directed to Communication and Professional Development Manager Samantha Knapp at 304.558.7022.

Quotes, Notes and Anecdotes

West Virginia Historical Facts

Did you know that...

The New River Gorge Bridge is the longest steel-arch bridge and the third highest bridge in the United States? Completed on October 22, 1977, the New River Gorge Bridge became a critical travel way for visitors and residents of the Mountain State.

Spanning 1,815 feet across the New River Canyon, the bridge reduced a 40 minute drive to a drive that could be completed in a minute. Included in the National Register of Historic Places by the National Park Service, the New River Gorge Bridge is one of the most photographed places in the state and a popular tourist destination for the annual Bridge Day.

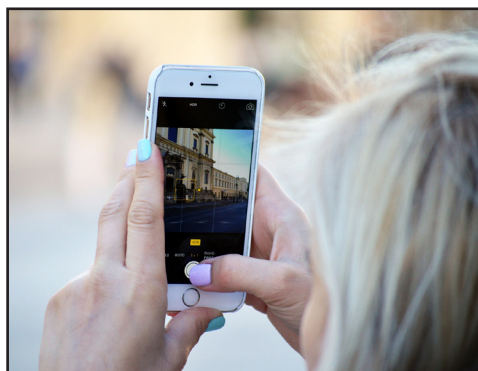


Ironically, the New River is actually one of the oldest rivers in the world. Opposite of most rivers, the New River actually flows from south to north. This uncommon feature is because the river was formed before the mountains surrounding it.

Keep Personal Information Safe as You Make Upcoming Travel Plans

Spring is just around the corner, and for many of us, that means it's time to get away! Naturally, cyber criminals target travelers, especially during busy travel times. Luckily, with a little care and attention, it's possible to protect yourself and avoid potential problems. The Cyber Security Office is pleased to share some tips that you can follow as you plan upcoming family vacations.

- Use discretion when posting information online. Consider keeping your social media pages private, so only authorized individuals can view your information.
- Password-protect your personal devices so if they are lost or stolen the information is protected, and enable device tracking.
- Do not access sensitive accounts (e.g. state data, banks, credit cards, etc.) or conduct sensitive transactions over public networks, including hotel and airport Wi-Fi and business centers, or internet cafes.
- Do not plug USB cables into public, or internet cafe, charging stations; only



While cell phones and digital devices make traveling fun, they do bring security concerns. From keeping your devices password protected to being cautious when accessing sensitive accounts, be safe and smart while traveling.

connect USB-powered devices using the intended AC power adapter as some USB cables can be used to siphon data off the device.

For more information about how to stay safe in cyberspace, visit www.technology.wv.gov/security.

Tell Us About Your Grad!

As in the past, *Quotes, Notes & Anecdotes* will be recognizing all of our graduates for this year in our next issue of the newsletter. If you have a child or grandchild graduating from high school or college that you would like to be featured in the May issue, please share with us the following information:



- Graduate's full name
- School from which the student is graduating
- Diploma/degree/certificate the graduate will be earning
- Any future plans your graduate may have in the works!

Please email all information to Jessica Chambers at Jessica.L.Chambers@wv.gov. All submissions must be received by April 13, 2017.

ENERGY SAVINGS

Continued from Page 1

Establish a set temperature and dress for comfort. Every degree above the recommended setting will increase utility costs up to three percent. In the winter, building temperatures will be 72 degrees, with a range plus or minus 2 degrees. The summer cooling range is 76 degrees, plus or minus 2 degrees. Setbacks for after hours and weekend/holiday occupancy should be approximately 62 degrees during the heating season and 78 degrees during the cooling season.

Reduce personal work space consumption. Turn off computers, monitors and printers daily; a desktop's sleep mode uses energy of up to 30 percent of the user's base usage. Eliminate individual convenience appliances, such as refrigerators, microwaves, and coffeepots and use a consolidated break area.

Be a good energy citizen. Turn off lights when not in use; report maintenance issues, such as a leaky faucet or running water; and promote a positive attitude toward conservation.

DID YOU KNOW...

- An average copy machine with a finisher left on after hours will cost \$611 a year.
- A single 48" light fixture left on after hours will cost in excess of \$81 in electricity each year.
- A desktop computer turned on for seven hours will cost \$33.50 in electricity to operate for a year.

Review operational requirements. Consider opportunities to network printers and copiers. Appoint an energy monitor or committee. Review operating hours or schedules.

Seek opportunities to improve energy efficiency. Look for operating improvements, such as closing and opening window shades for lighting modification. Close window shades and curtains at night to help retain heat in the room. Make sure exterior doors are not left open.

Ready to Nominate the Next Department of Administration Employee of the Month?

Do you have a co-worker who stands out from the crowd? Works beyond the call of duty to make sure the job is complete, no matter what it takes? A great way to let them know how much their hard work and dedication are appreciated is by submitting a nomination for the Department of Administration's **Employee of the Month** (EOM) award!

Each month, a Department of Administration employee is selected by a committee of our peers based on nominations submitted. Recipients are recognized by Cabinet Secretary John Myers during a special ceremony. In December, all Department employees vote from the 12 monthly recipients and choose one for the prestigious honor of being the Department's **Employee of the Year**.

Nominations forms may be found online at www.administration.wv.gov/employee-of-the-month/Documents/EOTM-nominationform.pdf.

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**.

Nomination forms must be signed and submitted to the Cabinet Secretary's office in Building 1, Room E119. Note that all nominations are confidential.

The committee reviews all nomination forms based on the following criteria:

- Producing work-related service above and beyond the norm;
- Promoting harmony with co-workers;
- Promoting a positive image of the Department/Section/Unit;
- Maintaining exemplary work standards;
- Presenting a helpful/cooperative attitude;
- Demonstrating exemplary use of time (includes work time and leave use); and
- Service to the community.

For more information on the **Employee of the Month** program, please visit www.administration.wv.gov/employee-of-the-month/Pages/default.aspx. Questions may also be directed to your agency's EOM representative.

The committee members and the agencies they represent are: Candi Kinslow (CPRB), Kaye Parks (Finance), Lee Orr (General Services), Jessica Vartz (PEIA), Sheena Lincolnogger (Personnel), Donald Stennett (Public Defender Services), Guy Nisbet (Purchasing), and Crystal Nichols (Technology). Joyce Jones of the Cabinet Secretary's office is the program chairperson and Finance's Anita Allen serves as the committee secretary.



Jesse Erby (center), pictured with General Services Director Greg Melton and former Acting Cabinet Secretary Mary Jane Pickens, was selected as the Department of Administration's **Employee of the Year** for 2016. A lead custodian for the General Services Division, Erby was chosen by his peers. All of the Employee of the Month recipients are invited to a special reception in December following the **Employee of the Year** ceremony.

CPRB's Harry Mandel Receives Distinguished West Virginian Award

After 15 years of service, Consolidated Public Retirement Board (CPRB) employee Harry Mandel retired from state government in February. In honor of his work, Mandel was presented the **Distinguished West Virginian Award**.

During his tenure at CPRB, Mandel worked as an actuary under the past four governors. Mandel provided advice and insight into the 2005 pension reform legislation, the closure of the Teachers' Defined Contribution (TDC) and reopening of Teachers' Retirement System (TRS) in 2005, the TDC to TRS transfer in 2008 and many years of actuarial valuations and input. Mandel (center) is pictured with Director Jeff Fleck and Deputy Director Terasa Miller.

Congratulations and best wishes!



Are You Prepared For a Disaster?

Is your family prepared to react in the case of an emergency? There is never a bad time to formulate your plan for reacting to a disaster, especially as the upcoming storm season approaches.

As seen with last year's June flooding and October's Hurricane Matthew, weather can be fierce, unpredictable and devastating. Below are a few questions to help you assess how prepared you are in the event of a disaster or emergency.

- Do you have all of your emergency contacts written down in one place (e.g. family, doctors, insurance, children's school)?
- Outside of your home, do you know where else you should keep an emergency kit?
- How many days should your emergency supplies last?
- Have you taught your child or children how to dial 9-1-1?
- If you depend on your cell phone to contact others, do you have a planned method to charge it if there is no electricity?
- Have you identified a family meeting place in case of a fire or other emergency?
- Do your family members know the appropriate response to a fire or severe weather?

While preparing for disaster situations can seem unnecessary or even intimidating, taking the time to prepare and keeping an updated plan can bring security and safety to your family.

For more information, please visit www.ready.wv.gov to find guides and resources for preparing your family for emergency situations.

Welcome! ... The Department of Administration is pleased to welcome **Mark Doyle** (Public Defender Services); **Milli-cent Mann** (Purchasing); **Luke McVay** (Prosecuting Attorneys); and **James Harrison, Christopher Johnson, and Sherri Moore** (Technology).

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Debra Asbury** (CPRB) and **Nidia Henderson** (PEIA) the very best during their retirement.

Best Wishes ... to **Meredith Johnstone** (Ethics); **Frederick Massey** (General Services); **Teresa Burdette** and **Vicky Jones** (PEIA); **Terry Blair** (Personnel); and **Cameron Clark** (Technology), who recently resigned from our department.

Congratulations ... **Misha DiFillippo** (BRIM) recently earned her insurance adjuster's license this week. This new credential will allow her to enhance her responsibility with BRIM's mine subsidence and property claims.

Baby News! ... **Edward Thaxton** (General Services) became a grandfather on February 28, 2017. His granddaughter, Ariella Faith, weighed 6 lb 6 oz.

PEIA Open Enrollment... Open enrollment for PEIA members begins April 2, 2017 and will conclude on May 15, 2017. For more information, visit www.peia.wv.gov.

Got News? ... We want you to share YOUR good news with your department co-workers! Send your information to Communication Director Diane Holley-Brown at Diane.M.Holley@wv.gov!

HAPPY BIRTHDAY ... in April

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

Jeffrey Lawrentz.....BRIM	Shelly Ellis.....Personnel
Deanne Stevens.....BRIM	Mark Isabella.....Personnel
Cynthia Adkins.....CPRB	James Knapp.....Personnel
Rosa Burgess.....CPRB	Kim Schleicher.....Personnel
Paul Hardy.....CPRB	Jeremy Walker.....Personnel
Delorah Logan.....CPRB	Matthew Brummond..Pub. Def. Svcs.
Tina Murdock.....CPRB	Donald Stennett.....Pub. Def. Svcs.
Lori Sayre.....CPRB	April Battle.....Purchasing
Stefanie Youngblood.....CPRB	Samantha Knapp.....Purchasing
Kimberly Weber.....Ethics	Melissa Pettrey.....Purchasing
Samantha Chapman.....Finance	John Dotson.....Real Estate
Michael Powell.....Finance	Karen Roberts.....Surplus
Jane Shinn.....Finance	Michael Cheeks.....Technology
Becky Farmer.....Fleet	Anne Crabtree.....Technology
Jason Agan.....General Svcs.	Melanie Lopez.....Technology
Keith Burdette.....General Svcs.	Byron Lusher.....Technology
Rodney Cheuvront.....General Svcs.	Samantha Lutsy.....Technology
Carles Farley.....General Svcs.	Carlos Neccuzzi.....Technology
Andrew Guz.....General Svcs.	Matthew Nelson.....Technology
Thomas Hackney.....General Svcs.	Aaron Ooten.....Technology
James Hawley.....General Svcs.	Ray Perkins.....Technology
Edward Thaxton.....General Svcs.	Matthew Short.....Technology
David Williams.....General Svcs.	Nathaniel Sizemore.....Technology
Brenda Gould.....Grievance	Donna Spano.....Technology
Robin Perdue.....Grievance	Jeremy Summers.....Technology
Bernard Huffman.....PEIA	Trent White.....Technology
Teresa Bellamy.....Personnel	Jeffrey Wilson.....Technology

Administrative Notes

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