



Quotes, Notes & Anecdotes

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

Scruggs' Cheerful Attitude Brings Joy to His Coworkers



David Scruggs
April Employee
of the Month

David Scruggs, an Office Assistant I for the Finance Division, has been selected as the Department of Administration's *Employee of the Month* for April.

A state employee for more than 10 years, his duties include assisting the public by answering phones, transferring calls and taking messages; data entry; record retention; and serving as the Division's safety coordinator. He also serves as the "runner" on and off campus for mail and other requested items.

"Not only does David perform his job duties well, he also goes above and beyond to assist co-workers and other state agencies," said the co-worker who nominated him. "He is al-

ways friendly toward co-workers and others he encounters daily. He is always willing to lend a helping hand in any way he can. David is reliable, organized and cheerful every single day and is a very outgoing person. He goes above and beyond his assigned duties to make our office a great place to work."

When he's not working, Scruggs enjoys bowling in four different bowling leagues and spending time with his family.

Scruggs will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Allan McVey on Thursday, April 4, 2019, at 3:00 p.m. at the Finance Division offices in Building 17.

General Services Prepares Capitol Campus for Spring

As 2019 moves into spring, the General Services Division (GSD) is already hard at work beautifying the Capitol campus.

In recent weeks, the GSD grounds crew has begun prepping the Capitol campus by checking for winter snow and salt damage and pruning broken tree branches. While spring flowers have been planted, summer annual flowers cannot be planted until all danger of frost had passed. The planting beds, meanwhile, were prepped, particularly those with dry soil or soil that was compacted, and crews worked organic matter into



As the trees begin to bloom, the General Services Division is hard at work around the Capitol campus. Spring flowers have been planted, trees pruned and mulch replenished around the campus.

Please see **CAPITOL CAMPUS**, Page 6

SNEAK PEEK

- New Password Reset and Account Unlock Feature Now Available / **Page 2**
- Finance Division Recognized for Excellence in Financial Reporting / **Page 3**
- Aviation Division Participates in Aviation Day at the Legislature / **Page 4**



PEIA Invites Employees to Benefit Fairs Around the State

As Open Enrollment for Plan Year 2020 approaches, the Public Employees Insurance Agency (PEIA) is pleased to announce dates for its annual benefit fairs. With seven locations scheduled across the state, this is an important opportunity for

employees to speak with representatives from PEIA, UMR (PEIA's third-party administrator), the Health Plan, Securian Financial (Minnesota Life), Mountaineer Flexible Benefits, Humana and iSelect-MD.

During Open Enrollment, eligible employees can change their health plan; add, drop or change coverage for themselves and their dependents; and make changes to their Mountaineer Flexible Benefits. The Open Enrollment period for Plan Year 2020 is scheduled for April 2, 2019, through May 15, 2019. Changes to benefits can be made 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 2020 become effective July 1, 2019.

The benefit fairs will last from 3 to 7 p.m. unless otherwise noted. For more information, consult the PEIA Shopper's Guide that has been mailed and is on the PEIA website. Questions regarding the PEIA plans and changes for Plan Year 2020 should be directed to the PEIA Open Enrollment Helpline at 1.877.676.5573.

PEIA Benefit Fairs for Plan Year 2020

April 11 – Charleston
(3-6 p.m.)
Courtyard by Marriott
100 Kanawha Blvd E

April 16 – Beckley
Tamarack

April 17 – Huntington
Holiday Inn
800 3rd Ave.

April 18 – Parkersburg
Comfort Suites
167 Elizabeth Pike

April 23 – Wheeling
WV Northern
Community College
1704 Market St.

April 24 – Morgantown
University Holiday Inn
118 Pineview Drive

April 25 – Martinsburg
Holiday Inn
301 Foxcroft Ave.



New Self-Service Password Reset and Account Unlock Feature Available to State Employees

The West Virginia Office of Technology (WVOT) recently introduced a new program available to state employees. The program, called Microsoft Self-Service Password Reset (SSPR), will allow state employees to reset their password once registered and unlock their network account without the assistance of the WVOT Service Desk.

To set up the Microsoft SSPR program, employees must complete the following steps:

- Visit <https://aka.ms/ssprsetup>;
- Enter userID@wv.gov with their login number (i.e. A, B, or E number) where indicated, and click "Next;"
- If redirected to the sts.wv.gov page, re-enter userID@wv.gov and password;
- Select "Set Them Up Now;" If the option for the Self-Service Password Reset doesn't immediately show, the employee may be required to click on their profile and then click on the appropriate link under "Manage account;"
- The employee may be required to re-enter their password to proceed;
- The employee must complete three of the provided questions and select "save answers;" and
- Then click "Finish" and close the window.

Please note that WVOT cannot see the password reset questions and cannot change or delete the user's questions. To make changes, users must sign back into <https://aka.ms/ssprsetup> to modify their own questions.

If an individual forgets their password or gets locked out of their account and has already completed the Microsoft SSPR, they can follow these simple steps:

- Visit <https://pw.wv.gov>;
- Enter their userID@wv.gov and complete the CAPTCHA/security code;
- Select "I forgot my password" or select "I know my password but still can't sign in," and click "Next;"
- Complete their previously chosen security questions (which are not case-sensitive) and select "Next;" and,
- Create a new password or access their now unlocked account.

For any individual needing assistance setting up their Microsoft SSPR, contact the WVOT Service Desk at 304.558.9966 or servicedesk@wv.gov.

Finance Division Recognized for Excellence in Financial Reporting

By Stephanie Bailes, Finance Division

Since 1992, West Virginia has completed a Comprehensive Annual Financial Report (CAFR), and since 1995, the state has been awarded the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting. Governments that participate in the Certificate of Achievement for Excellence in Financial Reporting must submit their CAFR within six months of the year end. For West Virginia, that means December 31st. West Virginia submitted its Fiscal Year 2018 CAFR on December 21, 2018, a full 10 days ahead of schedule.

To produce the CAFR, the Financial Accounting and Reporting Section (FARS) of the Finance Division within the Department of Administration gathers information from all areas of state government, including departments, state agencies and boards and commissions. West Virginia has approximately 27 component units and enterprise funds which are required to submit Generally Accepted Accounting Principles-based audited financial statements. For agencies not audited, work papers are prepared from information gathered in the form of "closing book forms." In Fiscal Year 2018, the FARS used 20 closing forms that were completed by approximately 60 state agencies.

"FARS has a wonderful staff that is hardworking and dedicated to doing what is necessary to get the work done," explained Finance Deputy Director Stephanie Bailes. "I couldn't do my job without them. Our success is because of them and I want to thank every one of them."

West Virginia also files a Single Audit report each year and has since 1986. The Single Audit allows the federal government to verify that the state expends federal monies in a proper manner. For Fiscal Year 2018, West Virginia received more than 425 individual grant awards, with approximately 19 major federal programs. These grants were received from 26 different federal grantor agencies. The Single Audit report must be submitted within nine months of the year end, or March 31st for the state. The FARS completed and submitted the Fiscal Year 2018 Single Audit nearly two months ahead of schedule.

In order to meet the deadlines for Fiscal Year 2018, FARS added additional staff while working with the Division of Personnel to focus on retention of current staff. According to Bailes, it takes great collaboration for the FARS to meet its deadlines.

"The most important reason we met our deadline was the timely submission of information from state agencies," explained Bailes. "We could not do our job if it were not for the efforts of state agencies to report timely and accurate information to FARS."

Employee Question of the Month

In the March issue of *Quotes, Notes & Anecdotes*, employees were asked to share their favorite purchases. The special purchases that Department of Administration employees hold dear include:

- Fertility treatments and adoption costs
- Animal adoption fees (Including dogs, cats and horses!)
- Homes
- Vehicles
- 'In Memory Of' finger-print charm
- Divorce lawyers
- Engagement/wedding rings
- Deer rifle
- Special shoes
- Vacations

April 1-7, 2019, is National Public Health Week. We want to know what Department employees do to stay healthy mentally and physically. To answer this month's question, visit www.surveymonkey.com/r/VK3SD2S.

Ashley Summitt to Serve as State's New Chief Privacy Officer



Ashley Summitt
Chief Privacy Officer

The West Virginia Board of Risk and Insurance Management (BRIM) announced the selection of Ashley Summitt, Esq., to serve as the state's Chief Privacy Officer, effective March 2, 2019. Summitt will succeed Sallie Milam, who retired from state government in January after serving as the Chief Privacy Officer since 2002.

Before accepting this position, Summitt had worked as the Deputy General Counsel and Privacy Officer for the Governor's Office since 2017. From 2009 to 2017, she served as general counsel for the West Virginia Secretary of State and has also worked for the West Virginia Supreme Court of Appeals. "I feel that Ashley is an fantastic choice for this position as her background and experience shows that she will do an excellent job in her new role," said Department of Administration Cabinet Secretary Allan McVey.

According to BRIM Executive Director Mary Jane Pickens, Summitt has demonstrated a strong interest in the privacy field as a member of the Privacy Management Team and has a genuine concern for protecting the personal information of the state's citizens and workforce. The Privacy Management Team is comprised of appointed representatives from all executive branch department-level organizations, several constitutional offices and institutions of higher education.

Summitt has a Bachelor of Arts degree in English and a Bachelor of Science degree in Political Science from Hollins College, a master's degree in Public Administration from the London School of Economics, and a Doctor of Jurisprudence from Northeastern University School of Law.

DOP Now Accepting Applications for July 2019 Cohort

Are you a manager or supervisor who has not completed the Division of Personnel's (DOP) Supervisor/Manager Training Program (DOP-P18)? If so, the DOP would like to invite you to register for its Cohort Program offered by its Organization and Human Re-

source Development (ORHD) section. The Cohort Program allows for state government supervisors and managers to attend specialized classes with the same group of individuals from the beginning of the program to the end to fulfill the DOP-P18 requirements.

The Cohort Program is perfect for individuals who are looking for a more structured leadership development program. Course dates are provided in advance, and it is critical that participants attend and complete each of the required courses. If an individual is not able to adhere to the Cohort calendar, that participant may be asked to leave the Cohort and would be responsible for completing the DOP-P18 requirements as their schedule permits.

Individuals interested in learning more about the Cohort Program are invited to register and attend OHRD's one-hour Cohort Information Webinar. Registration information can be found online at <https://personnel.wv.gov/ohrd/learning/cohort>.

The application deadline for the 2019-2020 Cohort is April 30, 2019. Applicants must also submit a signed letter from their supervisor with this application. Questions regarding this application may be sent to jeremy.p.walker@wv.gov. Additional information can also be found at the link above.

2019-2020 Cohort Program Schedule

July 23	Orientation Webinar
July 30-Aug. 1	Supervising for Success II: Critical Skills for New Supervisors
Aug. 2019	Employee Performance Appraisal: The Foundation for Performance Management Online
Sept. 17	Discipline and Documentation (AM) / Managing and the Law (PM) (Blended)
Oct. 2019	The Drug-Free Workplace / Preventing Harassment: A Shared Responsibility Online
Nov. 7	Attendance Management
Dec. 4	Navigating Difficult Conversations
Jan. 2020	Workplace Safety: Your Responsibility Online
March 11-12	Conflict Management
April 8	Leading Change in Turbulent Times
May 6-7	Supervising for Success III: Leadership Essentials

Aviation Division Participates in Aviation Day at the Legislature

March 7, 2019, marked the second annual Aviation Day at the Legislature, which was held in the Upper Rotunda of the Capitol. The Aviation Division of the Department of Administration participated in the event by setting up a display table and had several staff members on hand to answer questions.

The event was hosted by the West Virginia Aeronautics Commission and the West Virginia Airport Managers Association. The goal was to highlight the importance of affordable, reliable and safe air service and the role it plays in the economy. Airports also play a critical role in the state's response to natural disasters, medical emergencies, and search and rescue operations.

Today, seven West Virginia airports provide commercial airline services that assist both residents and thousands of visitors each year. The state has 15 other general aviation airports and another 20 public-use airports of varying sizes.

West Virginia is home to several remarkable aviators, the most famous being the legendary Chuck Yeager. A P-51 Mustang fighter pilot during World War II, the Lincoln County native went on to become the first pilot to break the sound barrier on October 14, 1947. Charleston's airport is named in his honor.



Chris Bostick, Fixed Wing Supervisor for the Aviation Division, stands at a display table during Aviation Day at the Legislature. This was the second year the Aviation Division has participated in this event.

Gov. Justice Appoints Welch to Lead Equal Employment Opportunity Office

Governor Jim Justice appointed Tia Welch to serve as director of the West Virginia Equal Employment Opportunity (EEO) Office, effective March 14, 2019.

For the previous nine months, Welch had served as an Employer Engagement Specialist for Goodwill Industries of Kanawha Valley. Before that, she worked for the Charleston Job Corps Center in various roles for nearly 20 years.

In her role as EEO Director, Welch will work to increase state agencies' understanding of and compliance with equal employment laws and practices to prevent workplace harassment and discrimination; increase education and outreach efforts through various trainings, literature and materials; and collaborate with other agencies, higher education, and community organizations to promote diversity and inclusion and eliminate barriers to employment.

Welch has a master's degree in theology from Freedom Bible College, a Bachelor of Science degree from West Virginia State University, and a ministerial ordination from the Heart of God Ministries International Fellowship of Churches.



Tia Welch
EEO Director

New Hours and New Nurse at WV State Capitol Dispensary

Now that the Legislative Session has come to an end, the Capitol Police would like to inform state employees conducting business on the State Capitol campus of new Dispensary hours. The Dispensary, located in Room 9-A of Building 1, will be open Mondays and Wednesdays from 8:30 a.m. to 4:30 p.m. The Dispensary had been open full-time during the Legislative Session to account for increased foot traffic during that time.

Registered nurse Lori Brown has been on the job since January 7, 2019. She can provide a variety of over-the-counter pain relievers, as well as medications for colds, allergies, bites and stings. The Dispensary also has medications for medical emergencies, such as EpiPens for anaphylaxis and nitroglycerin pills for angina. It does not, however, maintain antibiotics or any other medication that requires a prescription.

State employees and visitors to the Capitol can also have their blood pressure checked or receive assistance with medical injections at the Dispensary.

If you have a medical emergency outside of these hours of operation, please call 911 or the Capitol Police Command Center at 304.558.5715.



During the 2019 Legislative Session, Registered nurse Lori Brown worked full-time on the State Capitol campus. During the 60-day session, Brown saw more than 700 patients.

Now that the session is over, Brown will be available at the Dispensary on Mondays and Wednesdays from 8:30 a.m. to 4:30 p.m. in room 9-A of Building 1.

Registration Open for Mandatory Training for High-Level Officials

Registration is now open for the State Officials' Purchasing Procedures and Purchasing Card Training, co-presented by the West Virginia Purchasing Division and the State Auditor's Office. This two-hour session, scheduled for May 2, 2019, will be conducted online as a webinar. This training, offered twice per year, is mandatory for high-level state officials as indicated in W. Va. Code § 5A-3-60.

The Code requires all high-level state officials to annually complete two hours of training on purchasing procedures and purchasing card processes. Space is limited to the first 100 people to register. To register for this live online training, complete the online form posted at www.state.wv.us/admin/purchase/training/mandatory.html.

Any individual who did not participate in the November 2018 webinar or who has not viewed the recording and submitted the subsequent Certificate of Completion to the Purchasing Division must complete the training by June 30, 2019, to remain in compliance for this fiscal year. A copy of the recording will also be posted at the link above.

CAPITOL CAMPUS

Continued from Page 1

the soil.

They removed old mulch and replenished it with fresh mulch (3 to 4 inches deep around trees, leaving a small gap between the mulch and tree trunk, and 1 to 2 inches deep in flower beds) to reduce weeds, conserve moisture, and control temperature fluctuations in the soil.

Mowing season will begin around the last week of April. Before that happens, crews will need to rake the lawns and remove leaves, twigs, and debris. Other lawn care duties includes putting crabgrass preventer on the lawns, as well as aerating the lawn and overseeding the thin and bare spots.

Once the spring bulbs have flowered, crews will deadhead (i.e. pinch off the flower stem below the dead flower and just above the first set of full, healthy leaves) them to direct energy back into the bulbs. They won't remove foliage but instead will let it die back naturally. The spring flowering trees and shrubs, including crabapple, forsythia, lilac, viburnum, and azaleas, will need pruned immediately after blooming. The crews will keep weeds controlled because they are easier to pull when they are small. The grounds crew will also add pre-emergent to the soil to prevent germination of weeds, as well as apply fungicide sprays to roses to control diseases such as black spots. Trees, shrubs and plants will be monitored regularly for insect and disease problems.

The Department of Administration appreciates the hard work of GSD's grounds crew in ensuring employees on campus, guests and visitors can enjoy the view daily.

Welcome! ... The Department of Administration is pleased to welcome **Ashley Summit** (BRIM); **Christine Fernandez** and **Leah Hoover** (CPRB); **Tia Welch** (EEO); **Michelle Spencer** (Fleet); **Nancy Baire** and **William Graham** (GSD); **Lisa Lively** and **Jeanna Marks** (PEIA); and **Bethany Sharp** (Personnel).

Best Wishes ... to **Cleophus Booth** (GSD) who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Delorah Logan** (CPRB) and **Katherine Martin** (Technology) the very best during their retirements.

Congratulations ... to **Holly Devins-Hochlinski** (PEIA) on the birth of her daughter, Olivia Jenae Hochlinski. She was born December 19, 2018, at 9:54 a.m. She weighed 6 lbs 2 oz and was 18 inches long.

Well Done! ... **Larry McDonnell** (Technology) recently earned his Associate Public Sector Continuity Professional certification from the Disaster Recovery Institute International. McDonnell serves as a member of the Office of Technology's Continuity of Operations Plan team.

Tell Us About Your Grad! ... As in the past, *Quotes, Notes & Anecdotes* will be recognizing all of our graduates for this year. If you have a child or grandchild graduating from high school or college, please email Jessica.L.Chambers@wv.gov by April 12, 2019, with the name, school and future plans of your special graduate.

HAPPY BIRTHDAY ... in April!

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

Jeffrey Lawrentz.....BRIM	Mark Isabella.....Personnel
Deanne Stevens.....BRIM	James Knapp.....Personnel
Cynthia Adkins.....CPRB	Kim Schleicher.....Personnel
Rosa Burgess.....CPRB	Jeremy Walker.....Personnel
Paul Hardy.....CPRB	Matthew Brummond..Pub.Def.Srvs.
Marcia Howard.....CPRB	Lisa Knell.....Pub. Def. Srvs.
Tina Murdock.....CPRB	Donald Stennett.....Pub. Def. Srvs.
Lori Sayre.....CPRB	April Battle.....Purchasing
Kenneth Woodson.....CPRB	Samantha Knapp.....Purchasing
Stefanie Youngblood.....CPRB	Melissa Pettrey.....Purchasing
Kimberly Weber.....Ethics	John Dotson.....Real Estate
Samantha Chapman.....Finance	Michael Cheeks.....Technology
Luke Murray.....Finance	Jacqueline Clendenin..Technology
Jane Shinn.....Finance	Anne Crabtree.....Technology
Rebecca Farmer.....Fleet	Donna Lipscomb.....Technology
Jason Agan.....Gen. Srvs.	Byron Lusher.....Technology
Keith Burdette.....Gen. Srvs.	Samantha Lutsy.....Technology
Charles Farley.....Gen. Srvs.	Carlos Neccuzzi.....Technology
Richard Fleshman.....Gen. Srvs.	Matthew Nelson.....Technology
Andrew Guz.....Gen. Srvs.	Ray Perkins.....Technology
Thomas Hackney.....Gen. Srvs.	Lora Reynolds.....Technology
James Hawley.....Gen. Srvs.	Matthew Short.....Technology
David Williams.....Gen. Srvs.	Kristin Shriver.....Technology
James Cox.....Grievance	Jeremy Summers.....Technology
Stephanie Maclellan.....PEIA	Trent White.....Technology
Teresa Bellamy.....Personnel	Jeffrey Wilson.....Technology
Shelly Ellis.....Personnel	Roger Young.....Technology

Administrative Notes

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