



Quotes, Notes & Anecdotes

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Employee of the Month

GSD's Charles Long Brings Enthusiasm to His Work



CHARLES LONG
August Employee of the Month

Charles Long, a Groundskeeper for the General Services Division (GSD), has been selected as the Department of Administration's *Employee of the Month* for August.

A state government employee for five years, Long's duties consist of maintaining the Capitol grounds, including planting flowers, maintaining the trees and shrub-

bery, cutting grass, and snow removal.

"Charles is definitely a go-getter," said one co-worker. "He really cares about the way things are done, and he is always willing to learn and is open to new ideas."

Another co-worker added, "Charles is very cautious about his work. He always meets his deadlines, and works excep-

tionally well with everyone. He takes pride in his work and loves to beautify the Capitol."

In his spare time, Long enjoys participating in sports and watching television.

He will be joined by friends and co-workers at a special ceremony presented by Secretary Jason Pizatella on Thursday, August 6, at 9:45 a.m. at the Capitol rotunda.

Governor Joins State and Local Officials for Ribbon Cutting Ceremony at State Office Building in Fairmont

The rain cleared just before state and local officials and residents of Marion County gathered for the ribbon cutting and dedication ceremony celebrating the completion of the State Office Building in Fairmont on July 15, 2015. Governor Earl Ray Tomblin and Department of Administration Secretary Jason Pizatella attended this event, along with Fairmont Mayor Ronald Straight and Marion County Commission President Randy Elliot.

"I'm so glad to be here to celebrate the opening of this building. I would like to thank Fairmont city officials, as well as the state employees and construction and engineering firms that worked together to make this project

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Gov. Earl Ray Tomblin speaks during the dedication ceremony for the State Office Building in Fairmont.



Photo courtesy of Office of the Governor

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General Services Division Blends Preservation with Innovation in Construction and Renovation Projects

It is a busy time for the Architectural and Engineering Section of the General Services Division. It recently completed construction of the new State Office Building in Fairmont. It is midway through construction for a new building in Clarksburg, and it is readying work on renovating Building 3 on the Capitol campus. This is in addition to various projects throughout the campus.

For Architectural and Engineering Manager Michael Evans, all of that means working with consultants, architects, construction crews and historical groups, all in the service of keeping existing buildings up-to-date, while maintaining historical accuracy and finding the best possible solutions for new constructions.

“We administer design and construction contracts for the Department of Administration,” Evans said. “Our job is to make sure that, in the execution of construction contracts for the General Services Division, the projects stay within the confines of the contract and within the confines of state rules and regulations.”

Evans has been with the section for five years, following an extensive private sector career that found him working on projects in locations as far as New York to China. He said the move to public sector work has been an adjustment, as he works to find the balance between making improvements and keeping the



Michael Evans, Manager of the Architectural and Engineering Section of the General Services Division, stands over blueprints for one of the section's many upcoming projects.

historical flavor in many projects.

“It is important to maintain the historical character of a building, but to also keep the campus viable and up-to-date,” he said. “It is a fine line you have to negotiate, because everyone is always for progress, but oftentimes with construction and innovation comes a temporary inconvenience.”

The section consists of Evans, an architect, an engineer, three construction project managers, and an environmen-

tal engineer. Evans said while he is not a history buff, he does lean upon staff members and local historians to find out about the pasts of various buildings.

“You discover all sorts of small historical quirks in these projects,” he said.

Evans said they are excited about the plethora of projects upcoming. “This is a busy time for us, but also exciting,” he said. “We have many large scale projects starting, and we are looking forward to tackling them.”

PEIA Pathways to Wellness Introduces Worksite Farmers' Markets

The PEIA Pathways to Wellness program is now offering mini-farmers' markets at worksites across the state. The new farmers' market program was implemented in response to a survey of PEIA members last year. PEIA insureds indicated that their top priority is access to healthy, affordable food.

PEIA began working with the WVU Extension Service's Food Access Working group to address the needs of PEIA members. As a result of this new initiative, PEIA has hosted several events and workplace farmers' markets, including markets at:

- Department of Environmental Protection
- Fairmont State
- Health Care Authority
- Insurance Commission
- Kanawha Charleston Health Department
- Lottery Commission
- McDowell DHHR

- PEIA
- Welch Hospital

In addition, PEIA has been marketing to the members of Community Supported Agriculture opportunities, assisting with the promotion of a mobile farmers market in Mingo County, and worked last year in collaboration with the Department of Agriculture to sell yams to the employees at the Donald Kuhn Juvenile Center in Boone County and the Westbrook Health Services in Spencer.

All of these events and collaborations are part of a larger strategy that is comprised of many partners including the American Heart Association, Farmers Market Association, Food and Farm Coalition, Kanawha Coalition for Community Health Improvement, and WVU Extension Service.

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FAIRMONT

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Gov. Earl Ray Tomblin, center, and Department of Administration Secretary Jason Pizatella, immediate right, participated along with local officials in the ribbon cutting ceremony for the State Office Building in Fairmont .

a reality,” said Secretary Pizatella. After his remarks, he introduced Gov. Tomblin.

“Since 2009, our offices have been scattered all around, and this finally brings the state office complex together here in downtown Fairmont,” Gov. Tomblin said. “I think it is going to a center of some revitalization.”

Gov. Tomblin expressed his gratitude to the contractors, architects, General Services Division and Real Estate Division staff, and city and state officials for their hard work and dedication to this endeavor.

Abigail LaTocha, a student at North Marion High School, offered a beautiful performance of the National Anthem. Ayden Hansen, an Eagle Scout with Mountaineer Area Council BSA #615, led the crowd in the Pledge of Allegiance.

Fairmont Mayor Ronald Straight and Marion County Commission President Randy Elliott expressed their enthusiasm in seeing this project become reality and look forward to the economic impact to the downtown area.

After officials cut the ribbon to formally open the building, employees of the Department of Health and Human Resources who are located in this building gave tours of their new workplace. Refreshments were also served after the commemoration.



The State Office Building in Fairmont is the new workplace to approximately 180 state employees from five different state agencies.

Approximately 180 state employees are located in the building. The tenants of the building include:

- Department of Health and Human Resources, including the Bureau for Child Support Enforcement, Bureau for Children and Families, Office of Environmental Health Services, Training Center and Office of the Inspector General
- Regional Office for Secretary of State Natalie Tennant

- Division of Rehabilitation Services
- General Services Division
- Offices of the Insurance Commissioner
- Workforce West Virginia

The 70,742 square foot building is five stories tall. The building was designed by Omni Associates of Fairmont, and was constructed by PJ Dick Incorporated, of Pittsburgh, PA.

The project was completed in June of 2015.

OT Employee Helps Sled Hockey Come to Charleston

Miracles come in all sizes, and Emily Kilgore, a manager in the Office of Technology, has witnessed one for nearly eight years. She was five months in her pregnancy when she learned that her son, Bryson, would be born with Spina bifida. Spina bifida is a condition where the closing of the backbone and spinal cord membranes are incomplete. Bryson experiences weak legs with sporadic feeling, but each person and case are different. He gets around using a wheelchair, but also uses a walker and crutches.

Bryson spent his first months in the neonatal intensive care unit (NICU) at Cincinnati Children's Hospital. Although he has faced many obstacles in his young life, he hasn't let it slow him down. Bryson will be a second grade student at Overbrook Elementary School and is a very active boy, playing flag football, tennis, baseball, basketball, and taking karate lessons. And now, he can add sled hockey to his long list of activities.

Sled hockey is similar to regular hockey, following the same rules. The difference is, in sled hockey, athletes ride a sled instead of using ice skates to move around the ice rink.

Bryson first tried sled hockey last year at an event in Wheeling. While



Emily Kilgore, an analyst for the Office of Technology, became involved in bringing sled hockey to Charleston. Her passion was ignited by her son, Bryson, who was born with spina bifida, who became interested in the sport.

there, he met Dan McCoy, a man who also has Spina bifida and has had similar challenges as Bryson. McCoy won a gold medal representing the United States at the Paralympics Winter Games in Sochi, Russia, in 2014. He brought his gold medal. "Once Bryson held the gold medal, that sealed the deal," said Kilgore.

Kilgore and her mom, Linda Streets, are working to bring sled hockey to Charleston. While in Wheeling, they learned what is involved in starting a team. They were recently notified that the Charleston Amateur Hockey Association has approved the sled hockey

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Ethics Commission's Top 10 List Helps State Employees Comply with Act

The West Virginia Ethics Commission has created an "Ethics Top 10 List for State Employees" to help public servants become more aware of the ethical rules they are required to follow. "Some of the guidelines are intuitive, while some aren't," according to Kimberly Weber, General Counsel for the Commission.

The Commission enforces the Ethics Act, a code of conduct which applies to most governmental employees and officials. The Act is intended to help public employees and officials avoid conflicts between their personal interests and their public responsibilities. Weber noted that several agencies have rules that are more restrictive than the Ethics Commission's rules and that employees should check with their agency for more detailed, agency-specific regulations. For more information about the Ethics Act, please visit www.ethics.wv.gov. Below are the Ethics Commission's top 10 list for state employees:

- 1. Gifts** – Employees should not accept gifts that exceed \$25.00.
- 2. Private Gain** – Employees should not take action to favor him or herself or others.
- 3. Nepotism** – Employees should not participate in hiring decisions relating to relatives, close friends or business associates,

nor supervise relatives.

4. Public Contracts – Employees should follow proper procurement procedures. Neither an employee nor his or her immediate family members may have an interest in a public contract over which the employee or a subordinate exercises control. Limitation extends to businesses with which the employee or immediate family members are associated.

5. Leaving Government – If an employee wishes to search for a new job, the employee may need an employment exemption. Remember that post-government service limitations may apply.

6. Expenditure of Public Funds – Employees should ensure the expenditure is authorized.

7. Financial Disclosure Statements - Agency heads and their deputies must file financial disclosure statements on an annual basis.

8. Appearance of Impropriety – Always avoid!

9. Moonlighting – Full-time public servants are prohibited from seeking or accepting employment from persons or businesses that they or their subordinates regulate.

10. Advice – Call the Ethics Commission when in doubt. All calls are confidential. The Ethics Commission may be contacted at 304.558.0664 or toll-free at 1.866.558.0664.

General Services Collaborates with Dept. of Agriculture Upon the Discovery of a Bee Hive



It's all in a day's work ... General Services Division (GSD) workers discovered a bee hive while performing work at Holly Grove on the Capitol campus.

The hive was found in the back porch ceiling facing the north side of the Capitol. State Apiarist Wade Stiltner with the Department of Agriculture (pictured standing at right, assisted by GSD employee *Glenie Sigmon*) was called to remove the hive, along with approximately 30,000 bees.

The collaboration between the Department of Agriculture and the General Services Division resulted in the bees being moved to another hive, where they will be used for educational purposes.



Reward a Co-Worker with *Employee of the Month* Nomination

Everyone knows someone who goes the extra mile; therefore, take the time to recognize THEM with a nomination for the Department of Administration's *Employee of the Month* award.

The *Employee of the Month* award is presented by Secretary Jason Pizatella each month to a nominated recipient who is selected by the *Employee of the Month* Committee. This committee is comprised of representatives from agencies and divisions from within the Department of Administration.

Each December, the 12 monthly winners gather at a special ceremony for the *Employee of the Year* award. The department employees vote to determine the one honoree.

All nomination forms are confidential with the committee. The committee meets monthly to select a recipient.

Nominating an employee for this recognition is easy. Complete guidelines and the nomination form can be found at <http://www.administration.wv.gov/employee-of-the-month/Pages/default.aspx>.

Mileage Reimbursement Rates for State Employees Adheres to Federal Rates

Secretary Jason Pizatella announced that as of July 1, 2015, in accordance with the new West Virginia State Travel Rules, the state's mileage reimbursement rates for privately owned vehicles will now adhere to the federal government rate set by the U.S. General Services Administration (GSA).

The current GSA rate is 57.5 cents per mile. This rate will remain in effect until further notice.

The State Travel Management Office has notified the agency travel coordinators regarding this change. For questions, please contact your agency's travel coordinator or State Travel Manager Catherine DeMarco at 304.558.2613 or by email at Catherine.A.DeMarco@wv.gov.

HOCKEY

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Emily Kilgore and her son Bryson suit up for sled hockey.

start-up team to join the WV Wild.

“There is an interest for a sled hockey team here, but not enough for traveling teams yet,” stated Kilgore. The group already has a head start with equipment, which can be expensive. The Mid-American Hockey League has donated seven sleds to the budding team. “We plan on starting slow and building from there,” added Kilgore.

PEIA

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PEIA is working to enhance cooking and nutrition classes at worksites through agreements with Marshall University’s College of Health Professions, WVU Extension and the WVSU Extension Services.

For additional information on these programs, please contact Nidia Henderson, PEIA’s Health Promotions Director, at 304.558.7850, ext. 52639 or Nidia.I.Henderson@wv.gov.

Welcome! ... The Department of Administration is pleased to welcome **Stephen Knotts** (Aviation), **Carmen Hannah** (CPRB), **Kim Derechin** (Personnel) and **Alicia Holman** (Technology).

Happy Retirement! ... After years of hard work and dedication, we would like to congratulate **Anthony Thaxton** (General Services), **Clifford “Chip” Myers** and **Margo Perkins** (PEIA), and **Michael Campbell** (Personnel) on their retirements. Congratulations!

Best Wishes ... to those who recently resigned from our department: **Benjamin Visnic** (Ethics); **Joselyn Sturgill** (Finance); **Geoffrey Cottrill** (Personnel); and **Timothy Bill, Finley Hammond, Sarah Knight, Clifton Manns** and **Jeremy Rose** (Technology).

Baby News! ... **Samantha Knapp** of the Purchasing Division and her husband Justin are proud to announce the birth of their son, Carter Elliott Knapp, on July 2. Carter was 9 lbs, 9 ounces, 21.5 inches long, and was welcomed by sisters, Hayley and Lauren.

Got News? ... Share YOUR good news with your department co-workers! Send your information to Diane.M.Holley@wv.gov with details!

HAPPY BIRTHDAY ... in August

2 Shannen Blood PEIA	Robert Stafford Gen. Srvs.
Gary Burns Technology	16 Jessica Wiseman Finance
3 Tracy Dennis Personnel	18 Chris Bostick Aviation
Stephanie Gale Purchasing	Curt Hastings Aviation
Sean Smyth Technology	James Hicks Technology
4 Tim Graley Technology	Rebecca Owens Technology
Rosa McFarland .. Public Defender	Mike Sheets Purchasing
Sabrina Snead Technology	Beverly Toler Purchasing
5 Donnie Lewis Technology	19 Bob Krause Gen. Srvs.
Charles Long Gen. Srvs.	Ryan Lawler Grievance Board
Kimberly Pickens Ethics	Bill McGinley ... Grievance Board
6 Mary Jane Perdue Personnel	Donna Price Technology
7 Patricia Bowgren CPRB	Dave Tincher Purchasing
Carol Nichols Sec. Office	20 Joy Dalton Personnel
Michele Null Technology	Robert Fisher BRIM
Elizabeth Perdue Purchasing	Brandon Fox Technology
8 Anthony Brooks Gen. Srvs.	Bryant Reynolds Technology
Robin Chambers Finance	21 Terry Light CPRB
Chad Greene PEIA	Tim Miller Purchasing
Sheena Lincolnogger .. Personnel	Ashley Neff CPRB
9 Jonathan Sweeney Pros. Atty.	22 Jennifer Harless Technology
10 Timothy Hall Technology	Martha Phillips Gen. Srvs.
Larry Meninger Technology	Cynthia Smith Technology
Shawn Taylor Gen. Srvs.	Don Stiles CPRB
11 Greg Melton Gen. Srvs.	24 Hillary Balding Personnel
Donald Patterson Technology	Frances Buchanan PEIA
Melissa Skiles Purchasing	25 Brandon Curnutte Technology
12 Darden Greene CPRB	Kim Harbour Technology
Paul Harless Gen. Srvs.	Tammy Patton CPRB
Ed Nelson Technology	26 Sheila Coughlin . Public Defender
13 Nathan Bledsoe Gen. Srvs.	Jennifer Ricker Grievance
Phil Debrun Technology	27 Teresa Townsend Personnel
Brittany Smith CPRB	Matthew Winfree Technology
14 Richard Wickert Technology	28 Greg Ganoe Technology
15 Marilyn Padon Technology	30 Nancy Stark Technology
15 David Scruggs Finance	31 Cynthia DotsonPEIA

Administrative Notes

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Special
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