

Quotes, Notes & Anecdotes

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Employee of the Month

General Services Division's Jesse Erby Leads by Example



Jesse Erby
August Employee of the Month

Jesse Erby, a lead custodian for the General Services Division, has been selected as the Department of Administration's Employee of the Month for August.

A state government employee for more than 17 years, Jesse's responsibilities include maintaining all men's public restrooms in Building 1; stripping, mopping, and waxing the floors;

cleaning carpets; handling recycling for the various buildings

on campus; transporting trash to Building 7 and monitoring the trash compactor; and supervising a small staff.

"Jesse is a valued and trusted member of the General Services Division's staff," said one co-worker. "His work ethic is far above that of most custodians."

Another co-worker expressed that Jesse works harder than anyone he knows and "always leads by example."

In his spare time, Jesse enjoys watching basketball and football, listening to music, and spending time with his family.

Jesse will be joined by friends and co-workers at a special ceremony presented by Acting Cabinet Secretary Mary Jane Pickens on Thursday, August 4, 2016, at 3:00 p.m. in the General Services Division offices outside Room MB-60.

CPRB Honored to Celebrate the 25th Anniversary of its Creation

The West Virginia Consolidated Public Retirement Board (CPRB) celebrated the 25th anniversary of its creation at its board meeting on July 20, 2016. The agency was created by the State Legislature in 1991, with an effective date of July 1, 1991.

At the time of its creation, CPRB administrated five plans: the Public Employees Retirement System (PERS), the Teachers Retirement System (TRS), the Teachers Defined Contribution (TDC), the Judges Retirement Plan (Judges) and the Division of Public Safety (State Police Plan A). Today, CPRB administrates nine different plans and serves approximately 78,255 active members and approximately 61,842 retirees receiving annuity benefits.

There have been many changes and plan adjustments throughout the years. The State Police Plan A was closed in 1994; however, the State Police Plan B was created simultaneously. The 1994-95 Legislature put a plan in

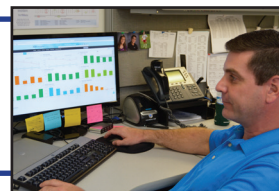


CPRB celebrated the 25th anniversary of its creation during its July board meeting. Pictured above, CPRB Chairman David Wyant (left) and former Governor Gaston Caperton (right) helped recognize the successes of CPRB over the last 25 years.

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SNEAK PEEK

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Historic Flooding Reaches Many Levels of Administration

In June, the state of West Virginia experienced an unexpected, yet devastating flooding incident. While the impact of this flood is still ongoing, agencies from the Department of Administration have stepped up to help those affected professionally and personally by this tragic event. Below we have highlighted some of the noteworthy events following the flooding.

BRIM Responds to Damage Claims

When the staff at the Board of Risk Insurance Management (BRIM) saw the weather reports of major storms and flooding, it quickly sprung into action. Knowing the storm would be affecting large areas of the state, BRIM began taking steps to ensure it could handle the large amount of claims it would be receiving.

"Having learned important lessons from the June 29, 2012, derecho, BRIM was ready and able to effectively put into action its catastrophe response for the recent flood," explained Chuck Mozingo, Liability Insurance Claims Manager of BRIM. In preparation for the incoming storms, staff began contacting all of its adjusting contractors to determine their availability and making plans to ensure additional resour-



es if necessary. Next, BRIM made contact with several state agency customers to open the lines of communication for fast reporting of any losses of real property, business personal property, and vehicles.

BRIM staff members also reviewed all of its insurance programs and spoke with its insurance and auto insurance carrier to advise them of the situation. BRIM has flood coverage for state agencies, buildings, their contents and automobiles/mobile equipment and also provides limited flood

coverage for Senate Bill #3 program entities, such as the county Board of Education, for automobiles/mobile equipment.

As of July 14, 2016, BRIM had received claims from 16 groups, which included five state agencies, with total claim reserves of less than \$150,000 for real property. Five groups had also reported 23 vehicle losses totaling \$218,000. Different policies and claims continue to be reviewed as damage assessments continue. "Based on the June 2012 derecho, Hurricane Sandy, the February 2016 snow storm, and other large weather events, BRIM expects claims to continue to be reported for several more weeks," added Mozingo. "However, based on reports to date, the June 23-24 event does not appear to be affecting state-owned property covered by BRIM nearly as much as initially expected.

Aviation Helicopter Used for Rescue

On Friday, June 24, 2016, the Aviation Division reported that the West Virginia State Police had received a call for assistance in the rescue of a critically ill 14-year-old boy who was trapped by flood waters. Three members of the West Virginia State Police Special Operations Unit and a local paramedic were able to stabilize the child on the scene and transport him in the Bell 407 helicopter maintained by the Aviation Division.

The team was able to safely meet a waiting ambulance that transported him to CAMC's Women and Children's Hospital.

State Employees Use Annual Leave for Volunteering

After learning about the flood, a group of employees from the Finance Division

CPRB Set to Offer PERS Seminar Online

Following the face-to-face retirement seminars conducted by the West Virginia Consolidated Public Retirement Board (CPRB) in July and August, CPRB plans to make a copy of this seminar available online later this fall for all Public Employees Retirement System (PERS) members.

"The goal of this seminar is to provide PERS members with the most relevant and up to date retirement plan information to ensure that informed, educated retirement-related decisions are made," shared Chrissy Courtney, Outreach Officer for CPRB and presenter of the 2016 PERS Outreach Seminars. "The seminar covers a wide range of topics, including the importance of pre-retirement beneficiary designations, how to read your statement as an active employee, how to navigate through the retirement application process, how benefit payment options are structured, and what options a member has at the time of retirement regarding unused sick and annual leave."

"This seminar can be of use to any PERS member, but is targeted to those employees who are nearing retirement eligibility," added Courtney.

PERS members wanting more information can visit the CPRB website at www.wvretirement.com. Members may also schedule an appointment with a retirement advisor by calling 304.558.3570 or sending an e-mail to CPRB@wv.gov.



A CPRB retirement advisor discusses retirement options with a state employee.

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Quotes, Notes and Anecdotes

General Services Employees Work to Maintain Capitol Campus



Maintaining the grounds of the West Virginia Capitol campus is a tedious job, one that offers citizens and visitors alike a place of great pride. Typically, the campus is divided into nine maintenance zones, with a groundskeeper assigned to each.

The groundskeeper is responsible for mowing the lawn, string trimming, pulling weeds and removing debris from lawns, flowerbeds and sidewalks in his or her assigned area.

Each week, the groundskeeper spends approximately 16-20 hours alone mowing. Meanwhile, planting flowers and greenery around the campus takes approximately five weeks. While the General Services Division begins spring planting at the Governor's mansion during the

last week of April and the Capitol campus during the first week of May, workers continue to care for these areas throughout the summer. Pictured above, General Services employee Tom Hackney maintains the grounds on the Capitol campus.

CPRB ANNIVERSARY

Continued from Page 1

place to amortize the unfunded pension liability in PERS and TRS over a 40 year period, with the intention that both plans would be fully funded by 2035. The TDC plan was closed in 2005, but the state created the Emergency Medical Service Retirement System in 2008 and the Municipal Police and Firefighters Retirement System in 2010.

Many successes have been realized over the past 25 years, according to CPRB Executive Director Jeff Fleck. "In 1991, the Teachers Retirement System was only 10% funded. Today, this plan is funded at 66%, the best it has been in decades. Our PERS plan is funded at 87%."

CPRB Chairman David Wyant has served on the board since its inception. "This is a special day in that it has been 25 years since the Consolidated Public Retirement Board was put in place," shared CPRB Chairman David Wyant during the July board meeting. "It was the idea and guidance of our 31st Governor of the

State of West Virginia, Gaston Caperton, who brought the bill to the Legislature that was subsequently passed."

Governor Caperton was in attendance at the CPRB meeting and thanked the agency for its leadership and service to state employees and their families.

"This organization brings security, comfort and professionalism to state employees and their families and I thank you for the work you are doing," Gov. Caperton said. "What you show here is the professionalism and commitment you have to have in state government. There is no better example in how government is working well. I celebrate your success with you today."

Also in attendance were current employees who have been with CPRB since 1991. The employees include Theresa Kline, Diana Davis, Susan Estep, Diana



In attendance at the 25th anniversary celebration were employees who have been employed with CPRB since it was created in 1991. Pictured from left to right: CPRB Director Jeff Fleck, Diana Lunsford, Diana Davis, Susan Estep, and Gary Shively. Missing is Theresa Kline.

Lunsford, and Gary Shively. The original minutes of the first meeting were also available at the meeting. Photographs from the meeting are available on the Department of Administration's Flickr at www.flickr.com/photos/wvadministration/albums.

Purchasing Division Conducts Strategic Sourcing Meetings for State Agencies with a High Volume of Purchasing Transactions

Planning is the key to success....That is the philosophy of the West Virginia Purchasing Division, which recently initiated agency-specific strategic sourcing meetings with certain state agencies that fall under its authority and generate a large volume of purchases each fiscal year. The Purchasing Division anticipates conducting these meetings at the beginning of each fiscal year with high volume agencies to assist in planning for future procurements.

Starting out with one of its sister agencies within the Department of Administration, the Purchasing Division conducted its first strategic sourcing meeting with the General Services Division which handles a high volume of procurement transactions for both commodities and services. This interactive meeting was conducted in late June, and as a result of its success, the Purchasing Division scheduled meetings with other agencies with similar high volumes. A meeting will be conducted with the Adjutant General's office in early August.

The purpose of this meeting is to offer proactive dialogue between the Purchasing Division staff and the agency's designated procurement personnel, with a strong emphasis placed on upcoming procurement activity, a review of recent transactions, and sourcing opportunities through cooperative and

statewide contracts.

"By sitting down with the agency's procurement staff, the Purchasing Division will be better able to provide the resources and sourcing strategies necessary to meet the agency's operational needs," according to Purchasing Director Dave Tincher. "The key is to prepare for purchases that the agency is anticipating within the new fiscal year."

During the meeting with General Services, all of the designated procurement officers were in attendance, including Bob Kilpatrick, Pam Hodges, Tim Persinger and Tina Withrow. Kilpatrick, who serves as the business manager for the General Services Division, expressed his enthusiasm over the first strategic sourcing meeting for his agency.

"Our first strategic sourcing meeting helped our agency greatly in giving focus to our procurement efforts," Kilpatrick said. "It was a productive meeting of the purchasing minds from both the Purchasing Division and our agency, and was a great chance to network, ask questions and get answers regarding many of our outstanding procurement concerns."

The Purchasing Division provides the agency with a summary report of the upcoming transactions discussed as well as general information shared during the meeting.

Fleet Management Office Pilot Tests New Dashboard for West Virginia's Vehicle Maintenance Management Program

The Fleet Management Office (FMO) is pleased to introduce a new dashboard in partnership with ARI Insights, the current vendor for the state of West Virginia's vehicle maintenance program.

The dashboard, which is currently being tested by FMO super users, including the Department of Health and Human Resources, the Division of Natural Resources, and the Department of Environmental Protection, combines fleet inventory with maintenance and fuel data in one place, making it easier for the end user to manage a fleet.

"The all-inclusive dashboard provides total operating costs on a cents per mile and cost per month basis," said FMO Director Kenny Yoakum. "Being able to report on a cents per mile and/or cost per month basis allows the agency to determine which units are operating within benchmarks and which are not."

The dashboard has over 140 widgets to choose from. A widget is an alert, key performance indicator or trend that can be used to help manage a fleet. For example, the dashboard has several alerts that can assist with monitoring fuel (i.e.

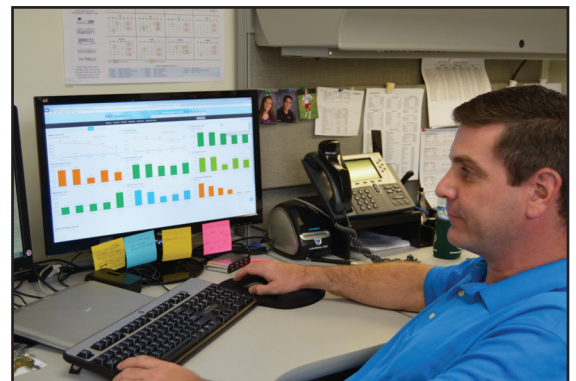
Tank Capacity Violations or Vehicles with Premium Fuel Transactions). For maintenance, the dashboard can alert end users to the number of vehicles overdue for preventive maintenance or open recalls, and for inventory management, end users can analyze their fleet by Model Year or Asset Type.

Within each widget, an end user may click on any number of items and drill down to the vehicles that make up the widget. Once at the vehicle level, an end user can view the odometer tab, which lists the average monthly miles traveled along with the current odometer and fuel purchases. Another useful tab at the vehicle level is the Vehicle Expense tab. This tab provides the operations expense for each vehicle on a cost per mile basis.

"The goal is for FMO to continue to test the data to ensure the information is accurate before rolling out the program statewide," Yoakum said. "If all goes well, we will visit each agency in

the coming months to upload the new dashboard for the agency fleet coordinator's use. Fleet will provide the computers and the agency simply needs to use their ARI login and password."

One hour training sessions will be conducted at the Fleet Management Office from August 1-12. To request training, submit your name, e-mail, date and time request to Dena.K.Butler@wv.gov.



Kenny Yoakum, Director of the Fleet Management Office (FMO), is pictured viewing the new vehicle dashboard. The dashboard will provide all-inclusive information, such as operating cost per mile and cost per month.

Fleet Advises Extra Precautions during Summer Months



The summer months usually bring with them family vacations, road construction and various outdoor activities. They also bring higher temperatures that can be extremely hard on you and your vehicle. The Fleet Management Office would like to pass on a few summer driving tips that may help drivers from becoming an accident statistic:

- Before you travel, check the following: all vehicle lights; air filters; all fluids, especially those in the radiator reserve tank; all hoses and belts; the battery; and all tires, including the spare tire.
- Manage sun glare and the heat by keeping your sunglasses handy to help you see more clearly and traveling with plenty of water.
- If you have summer allergies, check with your doctor or pharmacist to ensure that your allergy medications won't impact your alertness or energy.
- Summer storms, and even sun showers, require extreme caution.

Roads can become very slippery in the first few minutes of rainfall because

the rain mixes with the oil and dirt on the road.

- Keep a watch out for children. With school out of session for the summer, more people will be outdoors. Be cautious and alert while driving in city and residential areas as children playing in yards and parks near streets may dart out into the street without looking for traffic.
- Be aware that heat and traffic delays can lead to stress, fatigue, and aggressive driving.
- Warm weather means more bicycles, motorcycles, and vehicles hauling trailers behind them on the roadway. Stay alert and make sure you give enough space between you and others on the road.

For additional monthly defensive driving tips, please visit the Fleet Management Office's website at, www.fleet.wv.gov.

General Services Employee's Son Places at National Competition

General Services Division's Deputy Director Bill Barry was pleased to share that his son, Zach, along with five other students from Morgantown High School (MHS) recently attended the Technology Student Association (TSA) national conference in Nashville, Tennessee, and placed in two categories. This team of students included Caleb Kisamore, Adam Wojciechowski, Rachel Murphy, Sydney Hall, Beryl Hay and Barry. The national conference brought together more than 6,000 middle and high school students who competed in over 65 science, technology, engineering, and mathematics (STEM) competitions.

The MHS students received first place in the On Demand Video competition, which requires teams to write, shoot and edit a sixty-second video while on site at the conference.

In addition to winning first place in the On Demand Video competition, Kisamore, Wojciechowski and Barry also finished in the top 10 for Systems Control Technology. In this category, there can only be one team of three individuals per state and only one entry can be submitted per team. Students work on-site to develop a computer-controlled model-solution to a problem, typically one from an industrial setting. As a team, they analyze the problem, build a computer-controlled mechanical model, program it, explain the program and mechanical features of their model-solution and write instructions for evaluators to operate the device. MHS took an impressive eighth place, placing among magnet and technology high schools.

"Each year, TSA members continue to break barriers and set new expectations for STEM education and competition, and this year is no different," shared national TSA executive director Dr. Rosanne T. White in a press release following the competition. "Their passion for learning and competition is unparalleled, and



A team of students from Morgantown High School competed at the national Technology Student Association conference, placing in two categories. Zach Barry (middle), son of General Services Deputy Director Bill Barry, was a member of the team.

they continue to raise the bar in STEM areas and competition through TSA events."

The Department of Administration would like to thank all the teams from West Virginia for representing our state at the TSA national conference and congratulate them on their success!

Quotes, Notes & Anecdotes is published by the West Virginia Department of Administration

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Special Thanks
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Personnel Revises Pay Plan Policy

The Division of Personnel (DOP) has implemented a revised Pay Plan Policy, effective July 1, 2016. This policy is applicable to all state employees and serves as a guide for the application of the salary schedule. This update occurred in conjunction with DOP's Administrative Rule, 143CSR1.

This revision was focused on clarifying certain sections, improving consistency and addressing statutory revisions. With these revisions, DOP will be better able to provide guidance and response to the needs expressed by both agencies and state employees. A complete summary of all amendments and the revised Pay Plan Policy can be found at www.personnel.wv.gov/sections/classcomp/Pages/PPI.aspx.

FLOOD

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took time off work to help those affected by the flood. Connie Byrne, Betsy Chapman, Cheryl Garner, Renee King, and Jane Shinn were sent by VolunteerWV to help decommission a distribution site. Once they had finished there, the group was able to assist several churches with organizing donated supplies and also helped an individual affected directly by the flood clean her mother's garage.

"Several of us had been discussing that we wanted to do something to help the flood victims. So, we thought volunteering was a way we could help," explained Shinn. "We have since registered with **WVFloodRelief.com** in hopes to help in the future."

These are only a few examples of the many efforts offered by our agencies and employees during the flood recovery.

Welcome! ... The Department of Administration is pleased to welcome **Betsy Chapman** (Finance); **Dana Burns** (General Services); **Twila Otey** (Personnel); and **Trahern Curkendall, Eric Gartin, Carlos Kinder, and Andrew Lore** (Technology).

Retirement! ... After years of hard work and dedication, we would like to wish **Robert Drake, Terry Friend, Laura Nelson and Marilyn Summers** (all from the Office of Technology) the very best during their retirement.

Best Wishes ... to **Preston Whitney** (Finance); **Ora Salyers and Mary McCauley** (Personnel); and **Jeffrey Williams** (Technology), who recently resigned from our department.

Blood Drive... The American Red Cross will be hosting a Blood Drive at the State Capitol on **Tuesday, August 30th from 9 a. m. to 2:30 p.m.** in the Capitol Room at Building 7.

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 August

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

Hillary Balding.....Personnel	Larry Meninger.....Technology
Nathan Bledsoe....General Services	Timothy Miller.....Purchasing
Shannan Blood.....PEIA	Richard Murdock.....Technology
Christopher Bostick.....Aviation	Ashley Neff.....CPRB
Patricia Bowgren.....CPRB	Edward Nelson.....Technology
Anthony Brooks.....General Services	Carol Nichols.....Secretary's Office
Frances Buchanan.....PEIA	Michele Null.....Technology
Gary Burns.....Technology	Mitchell Olive.....Technology
Robin Chambers.....Technology	Rebecca Owens.....Technology
Jessica Chambers.....Purchasing	Marilyn Padon.....Technology
Michael Ciarochi.....CPRB	Timothy Parsons.....Technology
Robert Clark.....General Services	Donald Patterson.....Technology
Sheila Coughlin.....Pub. Def. Svcs.	Tammy Patton.....CPRB
Trahern Curkendal.....Technology	Elizabeth Perdue.....Purchasing
Brandon Curmutte.....Technology	Mary Perdue.....Personnel
Phillip Debruyne.....Technology	Mandi Perez.....CPRB
Tracy Dennis.....Personnel	Martha Phillips.....General Services
Linda Dexter.....BRIM	Kimberly Pickens.....Ethics
Cynthia Dotson.....PEIA	Donna Price.....Technology
Robert Fisher.....BRIM	Jennifer Pritchard.....Grievance
Brandon Fox.....Technology	Bryant Reynolds.....Technology
Stephanie Gale.....Purchasing	Trevor Sands.....PEIA
Greg Ganoe.....Technology	David Scruggs.....Technology
Timothy Graley.....Technology	William Sheets.....Purchasing
John Greene.....CPRB	Brittany Smith.....CPRB
Chad Greene.....PEIA	Cynthia Smith.....Technology
Timothy Hall.....Technology	Michael Smith.....Technology
Kimberly Harbour.....Technology	Sean Smyth.....Technology
Jennifer Harless.....Technology	Sabrina Snead.....Technology
James Hicks.....Technology	Robert Stafford.....General Services
Melissa Hitt.....Purchasing	Nancy Stark.....Technology
Robert Krause.....General Services	Zane Stewart.....Technology
Ryan Lawler.....Grievance	Jonathan Sweeney.....Pros. Atty
Donnie Lewis.....Technology	Shawn Taylor.....General Services
Terry Light.....CPRB	David Tinch.....Purchasing
Sheena Lincolnogger.....Personnel	Beverly Toler.....Purchasing
Charles Long.....General Services	Teresa Townsend.....Personnel
Joshua Massey.....Technology	Dawn Wallace.....PEIA
Rosa McFarland.....Pub. Def. Svcs.	Richard Wickert.....Technology
William McGinley.....Grievance	Matthew Winfree.....Technology
Gregory Melton.....General Services	Jessica Wiseman.....Technology