

Quotes, Notes & Anecdotes

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

State's Fleet Coordinator Keeps Vehicles and Reports on Track



Stephanie Lane
August Employee
of the Month

Stephanie Lane, the Fleet Coordinator for the state's Fleet Management Division (FMD), has been selected as the Department of Administration's *Employee of the Month* for August.

A state employee for more than two years, her duties include ordering new vehicles, managing fixed assets in *WV*OASIS, tracking vehicular total loss, coordinating fuel and maintenance services for vehicles using FMD services, and submitting

the annual fuel report to the Department of Energy. She also facilitates the accident claims process for vehicles owned by the Fleet Management Division.

"Stephanie never fails to take the initiative to learn above

and beyond her normal work duties," said the co-worker who nominated her. "She is focused and extremely conscientious in every aspect of her work. Her work ethic and integrity are exemplary. Her projects are completed ahead of schedule with expert attention to detail. Her customer service is beyond reproach. Each customer is treated with the utmost respect and her assistance includes generous attention to detail.

"Stephanie has a way of making those around her want to be a better person," the co-worker continued. "She never fails to help in any situation, often assisting with tasks that are not her own, to help a colleague. She has a broad skill set that she willingly shares with her co-workers for the common good."

When she is not working, Lane enjoys traveling.

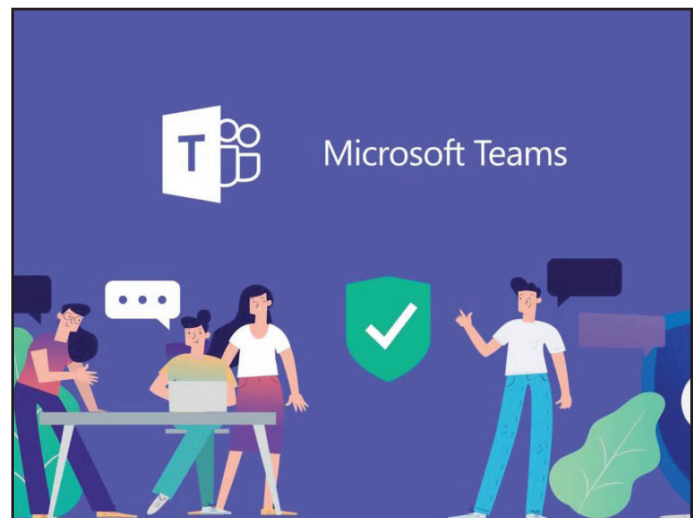
Lane will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Allan McVey at a later date.

State Agencies Implement the Use of Microsoft Teams

Over the last few months, agencies have had to learn how to work remotely and virtually while still maintaining their productivity. One of the ways the state of West Virginia has done that is with the implementation of Microsoft Teams.

Microsoft Teams is a new program that allows agencies to connect during the pandemic. It is a chat-based workspace that makes creating, communicating, and collaborating easier than ever. Individuals can send instant messages, participate in video meetings

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SNEAK PEEK

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Purchasing Division and BRIM Host Summer Interns

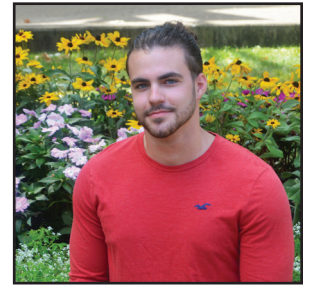
The Department of Administration agencies continued with their tradition of hosting interns this summer. The three interns hired by the Department are all participating in the Governor's Internship Program. Due to the COVID-19 pandemic, this number was significantly lower than previous years. However, nearly 25 students statewide participated in the program this summer.

This year's Department of Administration interns include:

Jameson McHugh, a recent graduate of Marshall University with a bachelor's degree in history, is an intern with the Board of Risk and Insurance Management.

"I am currently working on a project to sort and digitize files," he said. "I am hoping to learn the ropes of the office environment as I begin my career path."

Braden Phillips, a rising sophomore at West Virginia University studying marketing, is the communication intern within the Purchasing Division's



The Department of Administration participated in the annual Governor's Internship Program. Jameson McHugh (left) worked at the Board of Risk and Insurance Management while both Braden Phillips (center) and Zach Wynn (right) worked at the Purchasing Division.

Communication and Technical Services section.

"I've learned how to write and properly communicate relevant information in professional publications," he said. "Having the opportunity to experience the environment of a workplace will help me adapt to future jobs."

Zach Wynn, a rising senior at Marshall University pursuing a major in computer science with a minor in mathematics, is spending his third summer as a technical intern within the Purchasing Division's Communication and Technical Services section.

"I update and maintain the West Virginia Purchasing Division website, oversee the daily public bid openings, and help with various other projects for the building and division," Zach said. "In working with the agency, I have quickly learned how to adapt to any situation I am handed."

Fleet Management Trains Agency Fleet Coordinators Virtually

Due to the COVID-19 pandemic, agency fleet coordinators will not be able to receive the usual in-person training. The annual Agency Fleet Coordinator training, conducted by the Fleet Management Division (FMD), is being replaced this year with recorded training sessions using Microsoft Teams. The finished product will be

available to agency fleet coordinators through Microsoft Teams and also on FMD's website later this summer.

The training will focus on the tools found in ARI, the state's fleet vendor, and *wvOASIS* to assist the coordinators in managing their agency's state fleet; the data and information that needs to be maintained and reported; the Governor's Administrative Policy for Employee Use of Employer Provided Motor Vehicles; and the requirements governing the use of state vehicles and the information maintained on vehicle log sheets. The training will also focus on the latest features of ARI's site and tools available for their agency's fleet.

House Bill 4015, which was passed during the 2018 Legislative Session, established that each agency in the state of West Virginia will be audited for compliance with the reporting requirements and applicable provisions

of the bill. This spot compliance audit will be conducted on no less than 20% of the state's fleet annually in order to conduct a complete audit on all state vehicles in a five-year cycle. This initial spot compliance audit commenced on July 1, 2019, and will continue this year until December 31, 2020.

"This virtual training will be an effective and efficient way for agencies to access the needed information, and they can always contact FMD with any questions," said State Fleet Coordinator Becky Farmer.

A complete list of resources for Agency Fleet Coordinators, including information on vehicle ordering, insurance certificates, accident forms, and the fuel car user agreement, can be found online at https://fleet.wv.gov/AFC_Resources. Additional questions may be directed to Fleet@wv.gov or 1.855.817.1910.



State Helicopter Helps Locate and Transport Missing Person

On June 24, 2020, a man who was reported missing and in need of medical attention was found, thanks to the efforts of the West Virginia State Police (WVSP) in partnership with the WV Aviation Division. According to WVSP, Benjamin Browning, 58, of Mingo County was found near his truck in a creek off Quick Road near Blue Creek Mine in Kanawha County.

WVSP pilot Lt S. M. Coleman and Tactical Flight Officer (TFO) Sr. Tpr. T.L. Huffman were dispatched in the state's Bell 407 helicopter to search for the missing man. During the search, TFO Huffman observed a man walking in a wooded area on a trail. The helicopter landed and the subject was identified as Mr. Browning. He was loaded into the helicopter and transported to the state hangar for medical evaluation. He was then driven by state troopers to be reunited with his family.

Browning said he was in the area to deliver something for work when his map directions took him the wrong way and his truck became stuck in the creek. Investigators say Browning is diabetic and went two nights without medicine or food. Browning said he is just thankful the encounter is over and grateful to be reunited with family.

Chip McDowell, the Director of the Aviation Division, spoke on the matter. "Last fiscal year WVSP pilots were as-



Pictured above is the Aviation Division's Bell 407 Helicopter that was used to locate and transport a missing Mingo County individual.

signed more than forty missions in search of missing people," he says. "This is just one example of the critical work performed by the WVSP and Aviation Division."

Division of Personnel Supervisor Trainings Available Virtually through the End of Year

In an effort to ensure participant safety as we continue to deal with the COVID-19 pandemic, the Division of Personnel's (DOP) Organization and Human Resource Development (OHRD) section has modified key supervisors/managers' training classes for virtual delivery through the end of 2020.

During the last two months, staff in the OHRD section worked to redesign traditionally face-to-face offerings into virtual trainings. These offerings will fulfill most requirements of the Supervisor/Manager Training Program (DOP-P18) and are

meant to allow new supervisors/managers the opportunity to develop critical skills in the areas of leadership and supervision during this time of physical distancing.

These new virtual trainings will be different than their face-to-face counterparts. They will span a longer period of time and require some out-of-class assignments in addition to required attendance at shorter, live virtual meetings via Skype. Overall, time invested in the virtual trainings will equal the time spent in traditional face-to-face sessions.

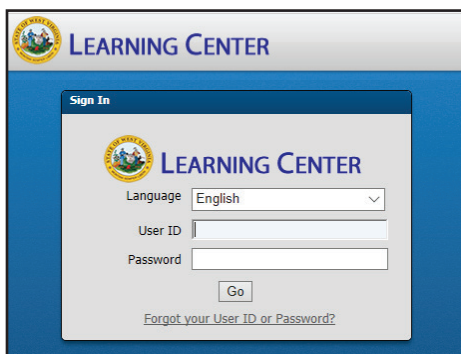
When asked about the transition, Bobbie Wisniewski, assistant director of OHRD, said, "The staff has been working very hard to recreate meaningful learning experiences for supervisors and managers during this time. While we are committed to reinstituting face-to-face offerings when it is safe to do so, the pandemic has allowed us to expand compliance options

for our participants, and I am committed to ensuring that both virtual and live sessions will be available in the future to allow for different paths to compliance with the Supervisor/Manager Training Program."

The OHRD staff has also designed a series of shorter, live virtual trainings on topics related to managing a remote workforce including trainings on interviewing and hiring, writing better emails, and having one-on-one conversations.

The new 2020 course schedule will be available on August 3, 2020 on the WV Learning Center at www.onlinelearning.wv.gov.

To browse and review these virtual class offerings, visit the OHRD website at <https://personnel.wv.gov/ohrd/Pages/default.aspx>. There, you can find a list of all upcoming classes offered by OHRD, along with registration information.



The Division of Personnel's Organization and Human Resource Development section will be hosting its remaining 2020 trainings through the WV Learning Center.

Office of Technology Offers Technology Liaisons via Intergovernmental Relationship Managers

In a world where technology evolves and updates every day, it is hard to always know the best tech solution to your problems. That is why the West Virginia Office of Technology (WVOT) has worked hard to develop a program that helps connect state agencies with WVOT services. The Intergovernmental Relationship Managers (IRM) group assists state agencies by identifying technology solutions for their issues and connecting them to the section of WVOT best suited to assist with those solutions.

"We noticed that a lot of people in the different agencies were not always sure who to call or get in touch with at the WVOT for certain issues," explained IRM Manager Carlos Necuzzi. "We came up with the idea of having customer relationship managers assigned to various agencies to assist them with any and all technology issues that they may have. From there, the group evolved into one that would send out notices to their customer agencies and have regularly scheduled meetings in an effort to be more proactive and less reactive to our customers' needs."

Each agency has a designated contact within its office (see box to the right). IRMs communicate with these individuals on a regular basis to help identify what technology they need, ensure that all current technology meets security standards, and that taxpayer money is being used responsibly to achieve these goals. By having an IRM, state agencies can reach out to a supportive liaison within WVOT who can help advocate and manage technology projects.

Within the Department of Administration, the IRM has assisted with getting Division of Personnel (DOP) classes automated and placed within WVOT's Learning Management System, improved DOP's applicant testing, assisted the Public Employees Insurance Agency with network performance issues, and helped all Department of Administration agencies with various technology procurements.

While the IRM program has been in existence for approximately 11 years, it is a lesser known program within WVOT. If your agency is looking for a technology solution but not aware of how to start, consider contacting your assigned IRM and utilizing their expertise.

For more information on the IRM program, please visit <https://technology.wv.gov/support/Pages/relationshipmanagers.aspx>.

INTERGOVERNMENTAL RELATIONSHIP MANAGER AND AGENCY CONTACT

Dwayne Bartley Dwayne.A.Bartley@wv.gov

<i>Aviation</i>	Tierra Gable
<i>BRIM</i>	John Fernatt
<i>EEO</i>	Beverly Reed
<i>Ethics</i>	Kimberly Weber Ellen Briggs
<i>Finance</i>	Rob Worlledge
<i>Fleet</i>	Timothy Sylvester
<i>General Services</i>	Bill Barry
<i>Grievance Board</i>	James Cox
<i>Personnel</i>	Jeremy Walker
<i>Prosecuting Atty.</i>	Philip Morrison
<i>Public Defender</i>	Jonathan Friley Dana Eddy
<i>Purchasing</i>	Mike Sheets Mark Totten Alisha Pettit
<i>Real Estate</i>	Brett Clutters Carolyn Flanigan

Carlos Neccuzi Carlos.F.Neccuzi@wv.gov

<i>PEIA</i>	Jason Haught
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While you may contact your IRM directly, please also be in contact with your agency's designated contact.

SAWC Program Releases Safe Driving Video for Use in State Agencies



The State Agency Workers Compensation (SAWC) Program recently developed and released a safe driving video designed specifically for state agencies. During the course of the 10-minute video, state employees can learn about the most common causes of auto accidents and good driving techniques to avoid accidents. The training video can be viewed or downloaded at www.wvinsurance.gov/safe_driving_video.

State agencies also have access to a wide variety of training materials offered by the SAWC Program. This includes posters, pamphlets and more on topics such as common workplace injuries and how to prevent them. Additional material is also being developed by SAWC and will be shared to its "Safety Resources" page at www.wvinsurance.gov/safety_resources.

BRIM Encourages Agency Safety Committees for Loss Prevention

The Board of Risk and Insurance Management (BRIM) encourages state agencies to form safety committees to not only prevent loss but to also create a safe and healthy work environment for state employees and the public.

Safety committees can be a very important part of an employer's safety program. According to BRIM, forming a safety committee is a great first step toward achieving the goal of providing a workplace environment that makes employees feel comfortable and reduces risk of injury, loss of life, and even damage to property.

Members of a safety committee generally consist of volunteers from the agency. The committee should represent a mixture of departments and should not be comprised solely of management. This creates a greater likelihood that the committee will be accepted by the organization. Some common goals of a committee include involving employees in safety programs to lower the frequency of accidents and injuries and maintaining an enjoyable atmosphere for employees and visitors in the workplace.

The committee should serve as a safety review board for all incidents and recommend safety measures that will help prevent similar occurrences in the future. It also has other minor duties that ensure the safety of employees including but not limited to

coordinating and ensuring that evacuation and shelter-in-place drills are conducted regularly, ensuring that first aid kits and personal protective equipment needs are met, and developing and conducting safety orientation training for new employees.

Jeremy Wolfe, a Risk and Insurance Manager for BRIM, says, "Safety committees, when implemented effectively, can be a driver of an entity's workplace safety and health program thereby assisting in the prevention of workplace injury, illness, and insurable claims."



Getting Your Vehicles "Road Ready" for Safe Driving

Due to recent events and many individuals continuing to work from home, some vehicles have sat idle or untouched for several months. Before putting them back on the road, the Fleet Management Division (FMD) would like to share some useful information on how to get your vehicle road ready as well as some driving tips that may help you from becoming an accident statistic.

Road Ready

Open the doors to air out your vehicle and check all the following to ensure they are properly functioning:

- Check to ensure both the vehicle's inspection sticker and registration are up-to-date and in place.
- See if there are any recalls on the vehicle and schedule maintenance if there are.
- Check and fill all fluids – oil, brake, coolant, power steering and windshield washer.
- Check hoses, belts, and windshield wiper blades for wear and tear.
- Test the battery and all lights and turn signals.
- Make sure the air conditioner is

functioning properly. Check both air filters and change if necessary. This will help your engine run more efficiently.

- Check your tires for bulges, worn tread, and for proper inflation. This includes the spare tire. The sticker on the inside of the driver's side door frame will have the manufacturer's recommended PSI inflation for your vehicle's tires.
- Clean all windows inside and out, as well as your mirrors.

Summer Driving Tips

Be on the lookout for children. As businesses reopen and temperatures rise, more people will likely be outdoors. Be cautious and alert while driving in city and residential areas. Children playing in yards and parks near streets may dart out into the street without looking for traffic.

If you have summer allergies, check with your doctor or pharmacist to see if your allergy medications will impact your alertness or energy.

Manage sun glare and the heat. Keep sunglasses handy to help you see more clearly. The summer heat can also dehy-

drate you during long road trips, so always travel with plenty of water.

Summer storms, and even sun showers, require extreme caution. Roads can become very slippery in the first few minutes of rainfall due to the mixture that rain, oil, and dirt creates on the road. It takes approximately 30 minutes of steady rain to wash the oil and dirt off the roadways.

Be alert for bicycles, motorcycles, and vehicles hauling a trailer behind them. Make sure you give enough space between you and others on the road.

Never share lanes with motorcycles, as they also have use of the complete traffic lane. Increase your following distance to four or more seconds when behind motorcycles and vehicles hauling a trailer.

When going through construction zones, use extreme caution. Follow all road signs and posted speed limits and look out for pedestrians or construction workers.

For more tips on how to make your vehicle road ready, view the video at <https://youtu.be/Y3jcQCdeJAs>.

TEAMS

Continued from Page 1

and co-author documents all from one location. With Teams, agencies are empowered to work smarter, not harder.

The West Virginia Office of Technology (WVOT) has teamed up with *Vitalyst* to offer free Microsoft Teams training. Individuals can enroll in a webinar to learn how to stay connected with their colleagues and projects while working remotely or on the go. Visit <https://vitalyst.eventbuilder.com/WestVirginia> to view descriptions for these offerings, key takeaways and registration information.

WVOT is working to assist all agencies throughout state government. Some of the agencies that have utilized Microsoft Teams with the assistance of WVOT include *wvOASIS* and the Department of Education.

Employee Question of the Month

Last month, we asked you to share your favorite summer activity. The top five answers were gardening, visiting the beach, camping, swimming and fishing. Thank you to all who participated.



Welcome! ... The Department of Administration is pleased to welcome **Michelle Lusk** (General Services) and **Jaclyn Shires** (PEIA).

Best Wishes ... to **Kristina Abdalla** (Fleet Management), **Andrew Mitchell** (General Services), **Maria Sharp** (Personnel), and **Trahern Curkendall** (Technology), who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Rebecca Stepto** (Ethics Commission) the very best during her retirement.

Fleet Management Division ... The Fleet Management Division (FMD) is pleased to announce it now has a Chevrolet Trax available in its rental fleet. For more information on this and the other vehicles in FMD's rental fleet, visit www.fleet.wv.gov.

Employee Question of the Month ... A big THANK YOU to our employees who participated in our **Employee Question of the Month**. Last month's question and answers can be seen to the left.

This month's Department employee question is, "**What was your favorite subject in school?**" Share your comments with us by August 14, 2020, by visiting www.surveymonkey.com/r/PPGYQGB.

HAPPY BIRTHDAY ... in AUGUST

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

Christopher Bostick.....Aviation	Justin Collin.....Pub.Def.Srvs.
Shelley Brightwell.....BRIM	Robert Evans.....Pub.Def.Srvs.
Robert Fisher.....BRIM	Rosa McFarland.....Pub.Def.Srvs.
Jennifer Belcher.....CPRB	Jessica S. Chambers....Purchasing
Patricia Bowgren.....CPRB	Elizabeth Cooper.....Purchasing
Michael Ciarochi.....CPRB	Amy Kelly.....Purchasing
John Galloway.....CPRB	Timothy Miller.....Purchasing
Ashley Gunnoe.....CPRB	Cody Rose.....Purchasing
Shane Parsons.....CPRB	Mike Sheets.....Purchasing
Brittany Smith.....CPRB	Melissa Skiles.....Purchasing
Debra Young.....CPRB	Beverly Toler.....Purchasing
David Scruggs.....Finance	John Vance.....Purchasing
Jessica Wiseman Finance	Carol Nichols.....Sec. of Admin.
Renee Brooks.....Gen.Srvs.	James Caraballo.....Technology
Robert Clark.....Gen.Srvs.	Brandon Curnutte.....Technology
William Graham.....Gen.Srvs.	Hope Fout.....Technology
James Jones.....Gen.Srvs.	Brandon Fox.....Technology
Charles Long.....Gen.Srvs.	Greg Gano.....Technology
Greg Melton.....Gen.Srvs.	Jennifer Harless.....Technology
Zachary Paxton.....Gen.Srvs.	James Hicks.....Technology
Martha Phillips.....Gen.Srvs.	Brandon Hill.....Technology
Robert Stafford.....Gen.Srvs.	Kelly Klein.....Technology
Ryan Lawler.....Grievance	Jamison Mitchell.....Technology
William McGinley.....Grievance	Sherri Moore.....Technology
Jennifer Pritchard.....Grievance	Edward Nelson.....Technology
Marcia Booker.....PEIA	Mitchell Olive.....Technology
Leslie Bragg.....PEIA	Rebecca Owens.....Technology
Johnathan Brannon.....PEIA	Donald Patterson.....Technology
Frances Buchanan.....PEIA	Melissa Ramsey.....Technology
Cynthia Dotson.....PEIA	Bryant Reynolds.....Technology
Varsha Vaghela.....PEIA	David Roberts.....Technology
Tracy Dennis.....Personnel	Cynthia Smith.....Technology
Mary Perdue.....Personnel	Michael Smith.....Technology
Teresa Townsend.....Personnel	Sean Smyth.....Technology
Trevor Veltri.....Personnel	Sabrina Snead.....Technology
Ryan Watson.....Personnel	Richard Wickert.....Technology
Tia Welch.....Personnel	Matthew Winfree.....Technology
Karissa Blackburn.....Pub.Def.Srvs.	Bradlee Wolfe.....Technology

Administrative Notes

Quotes, Notes & Anecdotes

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