



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
DECEMBER 2013 - Volume 20, Issue 12

Employee of the Month

McCormick a Model of Excellence at Personnel



YVONNE MCCORMICK
December Employee
of the Month

Yvonne McCormick, a Senior Personnel Specialist with the Division of Personnel, has been selected as the Department of Administration's *Employee of the Month* for December.

A state government employee for 29 years, McCormick's primary duties are to compile names of eligible candidates for classification registers and refer names to agencies upon request.

"Yvonne is always conscientious about the integrity of her work and always willing to go the extra mile to assist a co-worker," said one co-worker. "The positive characteristics she possesses are hard to find and they have always been present in her many years of working in the Division of Personnel."

Said another co-worker, "Yvonne is very knowledgeable in her area of responsibility

and willingly shares it with others. Her positive attitude has been a constant in her long tenure at Personnel."

In her spare time, McCormick likes to ride all-terrain vehicles, read books, and spend time with her family. She will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Ross Taylor on Monday, December 2 at 11:15 a.m. at the Personnel offices in Building 6.

Annual Joyful Night at Capitol Event Scheduled for December 3

Gov. Earl Ray Tomblin and First Lady Joanne Jaeger Tomblin invite the public to attend the annual Joyful Night celebration at the State Capitol on Tuesday, December 3. The event is free and festivities begin at 5:30 p.m. with the lighting of the holiday trees on the north and south sides of the Capitol at 6 p.m.

Please see JOYFUL NIGHT, Page 6

General Services Division employees secure and balance the Canaan Fir tree on the south side of the Capitol plaza, which will be officially lit during the annual Joyful Night festivities on December 3. Putting the tree in place are General Services staff Carles Farely (in lift), Ed Thaxton (standing at left) and Chuck Long (kneeling). Also assisting is Wayne Riggs of Division of Highways who transported the holiday tree to the State Capitol.



SNEAK PEEK

- Personnel More than Starting Point for Employment / Page 2



- Purchasing Division Splits Annual Conference in Two / Page 3

- Consider the Gift of Donated Leave this Holiday Season / Page 4



Personnel staff members meet to discuss agency issues. Pictured are, from left: Jeremy Walker, Tom Williams, Rebecca White, Dwaine Gobel, Tracy Dennis, Bruce Cottrill, Sarah Sarvett, Susan Aiello and Stephanie Gale.

Division of Personnel More than Just the Starting Point for State Employment

Editor's note: This is part of an on-going series of articles which takes a closer look at Department of Administration agencies.

The Division of Personnel is divided into six sections:

- Director's Office - Communications and Administration
- Classification and Compensation
- Employee Information and Transaction Processing
- Employee Relations
- Organization and Human Resource Development (OHRD)
- Staffing Services

For those looking to join the workforce for West Virginia state government, the Division of Personnel provides the

first step in the hiring process. For those already within state government, the Division of Personnel offers a continuing set of resources.

Created by statute in 1989, the Division of Personnel was formed to provide leadership in human resource management, including administration of a merit system for the executive operating agencies of state government. Division of Personnel Director Sara Walker called overseeing the system vital for government.

"Our system ensures that there is continuity in state government," she said. "Without it, every four to eight years, with every administration change, you could have a 100 percent turnover in staff. Obviously that is not realistic, but

Please see PERSONNEL, Page 4

LOOKING AT ADMINISTRATION: Personnel Division

Statutory Authority: West Virginia Code §29-6-1

Mission Statement: Provide personnel management programs to support state agencies in employing and retaining individuals of the highest ability and integrity to provide efficient and effective governmental services for the citizens of West Virginia. Key to this mission is the creation of an environment that engenders trust and confidence at all levels, and promotes personal and professional growth.

Website: personnel.wv.gov

Telephone Number: (304) 558-3950

Physical Address: Building 6, Room 420, 1900 Kanawha Blvd E, Charleston, WV 25305-0139

Purchasing Division Splits Annual Conference into Two Events Resulting in Overall Success

The emphasis was on interactivity and enhanced learning at the Purchasing Division's 2013 Agency Purchasing Conference. The division split the annual event, typically conducted during a three-day expanse, into two shorter, two-day events. The first event was Oct. 22-24 at Pipestem Resort State Park and the second at Stonewall Resort Oct. 30-Nov. 1.

Approximately 325 attendees, in addition to Purchasing Division staff and guest presenters, participated in this annual event which offered state agency procurement officers and their staff numerous opportunities to learn more about purchasing requirements. The conference agenda offered 24 workshops covering 15 different topics. Purchasing Director Dave Tincher said presenters were tasked with a challenge, however.

"Presenters sought out unique ways to assist in the learning process. Activities incorporated engaging and interesting ways to involve participants," Tincher said. "This ranged from making peanut butter and jelly sandwiches based on specifications created by class participants to a relay race with the answers to questions."

Tincher said responses from conference attendees have been overwhelmingly positive. "The feedback we receive from agency purchasers is vital to us in helping us shape future events and our overall training schedule. Ultimately, we always aim to create the most beneficial programs for purchasers and to ensure that those responsible for procurement are well informed and trained to handle the issues they deal with daily."



Buyer Laura Hooper dressed as a chef while she prepared peanut butter and jelly sandwiches using specifications created by her class participants. Buyer Supervisor Frank Whittaker assisted her during the class.



Left, all agency purchasers participated in the discussion group activity which encouraged open dialogue on various purchasing-related topics, including sole source procurements, statewide contracts, transparency, and the Purchasing Division Procedures Handbook.

Affordable Care Act to Affect Select WVCHIP Participants

West Virginia Children's Health Insurance Program (WVCHIP) officials recently issued a public notice announcing that children currently enrolled in WVCHIP and residing in households whose income is at or under 133 percent of the Federal Poverty Level (FPL) may soon be transitioned to the West Virginia Medicaid Program. This transition is due to changes in qualifying income limits for Medicaid, which will expand under the Affordable Care Act, effective January 1, 2014.

WVCHIP enrollees affected by this change will transition to Medicaid on their next scheduled eligibility renewal date. Enroll-

ees will receive an initial letter notifying them of this transition and providing them with additional information on how to get further assistance, if needed. Enrollees affected by this transition will also be given the option to enroll in Medicaid at any time after January 1, 2014, if they choose not to wait until their renewal date. They will be notified of this option in a second letter that will be sent within three weeks of the initial notice of the transition. The transition of these CHIP participants to Medicaid will be completed no later than December 31, 2014. Any questions concerning this notice should be directed to WVCHIP at (304) 558-2732 or wvchip@wv.gov.

PERSONNEL

Continued from Page 2

some positions in state government take years to learn. Without continuity who would answer the questions about your taxes, or would those providing emergency services have the necessary experience? This is why it is so important.”

She said the merit system allows us to retain qualified workers in critical positions and makes sure the hiring process is fair to all applicants. This is how you engender trust and confidence.. In addition, “The Federal Government requires that for certain funding to be given to the states, there must be a merit system in place.”

Walker emphasized that while the Division of Personnel is the starting point for state employment, the actual hiring process is at the agency level. “Personnel staff is very specialized, and our focus is to oversee the process and instruct agency HR how to move through the process,” she said.

Walker said that after being hired, a state employee is never truly done with the Division of Personnel. “We provide many other services, from maintaining records of employee information to offering educational opportunities through OHRD, to providing assistance in disciplinary matters,” she said.

Changes are still afoot for the division as it continues to transition through the PLANS project, which will update the division’s classification and compensation system. “We are still moving forward on PLANS, and we are grateful for the hard work of state employees in helping us,” she said. Classification is a collaborative effort between the Division of Personnel and the agencies. It will be the first reclassification since 1990, she said.

Walker said the nearly 60 employees in the Division of Personnel are focused on helping state agencies and their employees succeed and thus we help the state of West Virginia to succeed. “There is always an inherent challenge, because we provide services but we are also monitoring for compliance. The Division of Personnel has many long term knowledgeable and dedicated employees,” she said. “It is my privilege to work with them.”

Consider the Gift of Donated Leave this Holiday Season

State employees anticipating a surplus of accumulated leave at the end of the calendar year may wish to consider the Division of Personnel’s Leave Donation Program.

This voluntary annual leave program gives state employees the ability to donate accrued annual leave to fellow state employees who have exhausted their sick and annual leave due to medical reasons. *West Virginia Code* §29-6-27 sets forth the provisions of this program and is further defined in *Legislative Rule* 143 CSR 2 (<http://www.state.wv.us/admin/personnel/rules/rule707/143csr2.pdf>)

The policy, its detailed eligibility requirements and the forms needed to

participate are posted on the Division of Personnel website at: www.state.wv.us/admin/personnel/empcom/cover.htm

“This program offers state employees who will not be able to carry over all their accrued annual leave an opportunity to donate the leave to someone undergoing some difficult circumstances,” said Linda Coleman, the Department of Administration Human Resources Coordinator. “There are stringent guidelines to be eligible to participate in the Leave Donation Program but it is worth the effort, particularly for an employee in need of assistance this time of year.”

For additional questions about this policy, contact Coleman at (304) 558-6181, ext. 203 or Linda.F.Coleman@wv.gov.



Thinking Outside the Box...



Public Defender Services employees in the agency’s Voucher Processing Section stand proudly next to the results of their efforts in boxing and organizing more than 34,000 vouchers processed during fiscal year 2013. The boxes represent 34,092 vouchers and the payment of \$25,234,753.50 to court appointed counsel. Those who saw this feat through are pictured, from front, Kitty Wilson, Teresa Asbury, Heather Atkins, Rosa McFarland, and Jackie Linthcome.

Personnel Policies Help Keep Workforce Safe and Productive

The Division of Personnel's Drug- and Alcohol-Free Workplace Policy's (DOP-P2) intent is to ensure that state government workplaces are safe, productive, and secure by eliminating the presence and use of alcohol and illegal drugs in the workplace.

Much of the policy's content was derived from applicable state and federal laws so that it is properly applied when necessary. The policy addresses many specifics such as definitions of what is considered alcohol and drugs and the reasoning behind the rules and guidelines established in it. The policy can be reviewed in its entirety at:

www.personnel.wv.gov/SiteCollectionDocuments/Policies/Drug-Free.pdf

In addition, this policy references another employee program for individuals and families struggling with substance abuse issues. The Employee Referral Program provides employees and their families with opportunities to obtain assistance in securing independent, off-site professionals care for treatment or assistance with issues such as relationship or family conflicts, financial issues, and alcohol/drug abuse.

"It is essential that we have rules and guidelines for a productive workforce. The Drug- and Alcohol-Free Workplace policy is an ideal example of this. I think it is a policy we can all agree is necessary," said Department of Administration Human Resources Coordinator Linda Coleman. "But it is important to understand that an

individual employee dealing with personal issues, such as substance abuse, should not be shunned. The Employee Referral Program is the state's way of saying 'there is help' for someone who is struggling."

The Employee Referral Program can be downloaded at: www.personnel.wv.gov/employees/benefits/Pages/referral.aspx.

referral.aspx.

Coleman said employees can go in confidence to their supervisor, her as the Department of Administration's Human Resources Coordinator or the Division of Personnel for assistance for treatment with independent, off-site, professionals who are experienced in a wide range of issues including relationships, conflict, family concerns, and alcohol or drug abuse.

"A key message for state employees is that they are not alone. There is help available and they should consider this program as an alternative to dealing with issues by themselves," Coleman said. "This is another means to keeping our state government workforce strong and productive."

For more information about the Division of Personnel's Drug- and Alcohol-Free Workplace Policy, contact Joe Thomas at (304) 558-3950 or Joe.F.Thomas@wv.gov. For information regarding the Employee Referral Program, contact Coleman at (304) 558-6181 or Linda.F.Coleman@wv.gov or the Organization and Human Resource Development section at (304) 558-3950 ext. 57247.



Interested in reading past issues of your department employees newsletter *Quotes, Notes & Anecdotes*? Visit administration.wv.gov/newsletters

Department of Administration by the numbers

FLEET MANAGEMENT



25 percent of state fleet vehicles to eventually run on natural gas

FINANCE DIVISION

\$322 million in expenditures in FY 2012



Public Employees Insurance Agency



42,000 retirees participating, with \$785 million in benefits annually

PUBLIC DEFENDER SERVICES

Public defender corporations in 29 counties



STATE PRIVACY Tip of the Month

The State Privacy Office of the West Virginia Health Care Authority shares a Privacy Tip each month with our department employees. Please take note of this valuable information which may protect you and your family.

Like the real world, technology and the Internet present dangers as well as benefits. Just as you take precautions to protect yourself in the real world, you need to take precautions to protect yourself online.

If it sounds too good to be true, it probably is — Sorry, but there aren't any wealthy strangers desperate to send you money, that stock tip is not actually guaranteed, and you haven't won a lottery that you didn't enter.

For additional information, please visit:

- www.dhs.gov/stopthink-connect-get-informed
- www.technology.wv.gov/security
- www.privacy.wv.gov

JOYFUL NIGHT

Continued from Page 1

Governor and Mrs. Tomblin will then step inside the Capitol to the Rotunda area where the holiday tree is displayed with ornaments made by West Virginia children, and following tradition, will read "Twas the Night Before Christmas" in the foyer at the Governor's Mansion.

Throughout the evening, high school bands, youth choirs, bell ringers and other groups will provide music around the Capitol. For more information about the Joyful Night activities, contact Caryn Gresham, deputy commissioner of the West Virginia Division of Culture and History at (304) 558-0220 or visit www.wvculture.org.

Welcome! ... The Department of Administration is pleased to welcome our new employees: **Sheila Gray** (Finance); **Beth Collins** (Purchasing); **Jerry Layne** (Real Estate); and **Mary Halen** (Technology). **Robert Kilpatrick** transferred from the General Services Division to the Purchasing Division.

Best Wishes ... to **Arlie Hubbard** (Ethics), **Gloria Taggart** (Finance), and **Craig Halloran** (General Services), who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to congratulate **Garry Shivley** (CPRB); **Richard Corcovilos**, **Gregory Hubbard** and **Billy Tincher** (General Services); **Gloria Lewis** (PEIA); and **Tammy Bailey**, **Bill McClanahan** and **Helena Templeton** (Technology). Best wishes to these employees for their service!

Employee of the Year ... The Department of Administration Employee of the Year recognition ceremony will be Tuesday, December 17 at 11:30 a.m. at Upper Rotunda in the Capitol.

Happy Holidays! ... The Cabinet Secretary's Office of the Department of Administration wishes all of our employees and their families a wonderful holiday season!



HAPPY BIRTHDAY ... in December

| | |
|--|--|
| 2 Glenn Briscoe Gen. Svcs. | 18 David McCauley CPRB |
| Jason Curia Technology | 21 Sylvia Brown Gen. Svcs. |
| Karen Hall PEIA | Robert Bush CPRB |
| Robin Ann Hill Finance | Bill Dodson Gen. Svcs. |
| Donna Meadows Technology | Jonathan Trout Gen. Svcs. |
| 5 Felice Joseph PEIA | 22 James Brisendine CPRB |
| Jan Powell PEIA | Pam Clark Public Defender |
| Charlotte Stover PEIA | David Lester Technology |
| 7 Bill Holmes Technology | Shannon O'Dell Technology |
| 8 Brian Holmes Personnel | Jennifer Perry PEIA |
| 9 Anita Allen Sec. Office | 23 Carol Dukate Technology |
| Nicholas Davis Personnel | James Moore Technology |
| Stephen Schumacher BRIM | 24 David Parsons Gen. Svcs. |
| Keith Wood Aviation | 25 Howard Harris Technology |
| 10 Steve Forsythe Personnel | Robert Hensley Gen. Svcs. |
| Michael Hutchinson Technology | 26 Abiodun Craig Technology |
| 11 Gail Montantez Purchasing | 27 Matthew Carr Technology |
| 12 Alan Cummings Purchasing | Jeff Long Personnel |
| Michael Manning Jr. Technology | Glennis Sigmon Gen. Svcs. |
| Lynn Sisson Technology | Carrie Sizemore Personnel |
| 14 Christopher Barr CPRB | Lester Thomas Technology |
| Joseph Estep PEIA | 28 Chip Myers PEIA |
| Kim Hensley BRIM | Anthony Stubbs Gen. Svcs. |
| Steven Phillips Gen. Svcs. | 29 Teresa Burdette PEIA |
| 15 Holly Devins PEIA | Charles Endres Gen. Svcs. |
| 17 Jennifer Harmon Technology | 30 Teresa Morgan Personnel |
| Charles McDowell Aviation | Gary Mullins Technology |
| Bob Paulson Sec. Office | Robert Penn Gen. Svcs. |
| Christopher Rankin ... Technology | Meghan Salmon Technology |
| Nancy Shaver Technology | 31 Chuck Jones BRIM |
| 18 John Fernatt BRIM | Jerry Layne Gen. Svcs. |

Administrative Notes

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

Earl Ray Tomblin
Governor

Ross Taylor
Cabinet Secretary

Diane Holley-Brown
Communication Director / Editor

Production
Tony O'Leary
Chad Williamson

Special Thanks
Kaye Parks