



Quotes, Notes & Anecdotes

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

General Services Division's Harold Young Goes the Extra Mile

Harold Young, a Master Electrician for the General Services Division, has been selected as the Department of Administration's *Employee of the Month* for December.

A state government employee for more than nine years, Young takes care of all of the electricity needs for Building 1, the main Capitol, and Building 8, the Governor's Mansion, including maintaining the exterior lighting for both buildings.

"Harold does much more than electric work in the main Capitol and the Governor's mansion," one co-worker said. "He can be counted on to go the extra mile to make sure the building is up and running. Whether it's staying late or coming out during evenings or nights, he makes sure the buildings are ready for state employees when they come to work."

Another co-worker said, "Harold has developed a great personal working relationship with all the

customers at the Capitol and the Governor's mansion. He does all he can to make sure the customers are well taken care of."

In his spare time, Young enjoys spending time with his five grandchildren, who range in age from 9 to 2 years old. He will be joined by friends and co-workers at a special ceremony presented by Secretary Jason Pizatella on Thursday, December 3 at 3 p.m. at the General Services Division office in Building 1.



HAROLD YOUNG
December Employee of the Month

Annual Joyful Night Event Scheduled for December 1



Photo courtesy of the Division of Culture and History

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 1. In addition to the lighting of the trees, the event will include a pre-concert by several high school bands, followed by a presentation from the Appalachian Children's Choir.

Attendees can enjoy the First Lady's

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Gov. Earl Ray Tomblin and First Lady Joanne Jaeger Tomblin are pictured at last year's Joyful Night event.

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Department's Employee of the Year Ceremony Scheduled for December 9



Becky Farmer
January Recipient



Jon Hague
February Recipient



Susan Aiello
March Recipient



Dan Shriver
April Recipient



Lu Anne Cottrill
May Recipient



Lionel Adams
June Recipient



Frances Buchanan
July Recipient



Charles Long
August Recipient



Kaye Parks
September Recipient



Naomi Pauley
October Recipient



Jeanie Bowe
November Recipient



Harold Young
December Recipient

All department employees are encouraged to attend the *Employee of the Year* ceremony on Wednesday, December 9, at 12:00 p.m. in the Upper Rotunda of the Capitol building near the House Chamber. During this ceremony, the 2015 *Employees of the Month* will be recognized, followed by the official announcement of the *Employee of the Year* by Secretary Jason Pizatella.

The winner of this award will receive a Certificate of Recognition signed by Governor Earl Ray Tomblin and Secretary Pizatella, along with a monetary reward. The nominees for the 2015 *Employee of the Year* include the monthly award winners, highlighted below. A special congratulations is extended to our well-deserved *Employees of the Month* for this year!

BECKY FARMER, our January Employee of the Month, is a Fleet Coordinator for the Fleet Management Office.

JON HAGUE, our February Employee of the Month, is a Senior Personnel Specialist for the Division of Personnel.

SUSAN AIELLO, our March Employee of the Month, is a Senior Personnel Specialist for the Division of Personnel.

DAN SHRIVER, our April Employee of the Month, is an Information Systems Specialist for the Office of Technology.

LU ANNE COTTRILL, our May Employee of the Month, is a Quality Control and Transparency Specialist for the Purchasing Division.

LIONEL ADAMS, our June Employee of the Month, is a Programmer Analyst III for the Consolidated Public Retirement Board.

FRANCES BUCHANAN, our July Employee of the Month, is an Information Systems Assistant I for the Public Employees Insurance Agency.

CHARLES LONG, our August Employee of the Month, is a Groundskeeper for the General Services Division.

KAYE PARKS, our September Employee of the Month, is an Accountant/Auditor III for the Finance Division.

NAOMI PAULEY, our October Employee of the Month, is an Administrative Services Assistant I for the Office of Technology.

JEANIE BOWE, our November Employee of the Month, is an Information Systems Specialist II for the Division of Personnel.

HAROLD YOUNG, our December Employee of the Month, is a Master Electrician for the General Services Division.

Purchasing Division and State Auditor's Office Host a Full House at its Second Bi-Annual Training



Purchasing Director Dave Tincher welcomes nearly 100 of the state's high-level officials to the *Purchasing Procedures and Purchasing Card Training* on November 16, 2015. The training is required to be offered twice each year in person and also online.

Approximately 100 state officials gathered at the West Virginia State Training Center on November 16 for the fall *Purchasing Procedures and Purchasing Card Rules* training. This training, mandated by *West Virginia Code §5A-3-60*, provided two hours of education on purchasing procedures and purchasing cards to the state's high-level officials, including department secretaries, commissioners, deputy commissioners, directors, assistant directors, and more.

Purchasing Director Dave Tincher welcomed all attendees and thanked them for taking time out of their busy schedules to expand their knowledge of West Virginia's purchasing process. He provided a quick overview of the Purchasing Division and its statutory authority.

During the first hour of training, Assistant Purchasing Directors Diane Holley-Brown, Elizabeth Perdue, and Mike Sheets, as well as Purchasing Division's General Counsel Jimmy Meadows, were also on hand to discuss other information relevant to the state's procurement process, including drafting clear and concise specifications, utilizing the competi-

tive bidding process, opportunities for training and certification, updates to the law and rule, and other programs administered by the Purchasing Division.

Travis Mulanax of the State Auditor's Office offered information to attendees during the second hour of training on the rules and regulations of the state's Purchasing Card Program.

"State agency procurement officers purchase a myriad of goods and services for the state every day," said Tincher. "It is important that we maintain the integrity of the process and that people understand just how important it is to follow the rules and why. The attendance of our state's high-level officials at this training is a testament to that fact."

This in-person training is conducted twice each year and is also available via video recording on the State Auditor's Office's website. Verification of attendance or viewing is required. For more information regarding the *Purchasing Procedures and Purchasing Card Rules* training, visit www.state.wv.us/admin/purchase/training/mandatory.html.

Fleet Management Reminds State Workers that Personal Use of State Vehicles is Not Permitted

The West Virginia Fleet Management Office (FMO) strives to provide overall management services for more than 7,500 vehicles. As part of their duties, the FMO must ensure that state-owned and leased vehicles are used for official state business only.

In many cases, state-owned vehicles are utilized by multiple state employees. According to the *West Virginia Code of State Rules §148-3-9*, when a state agency vehicle is not in use, it must be kept on state property or property leased by the state. In some instances, a state-owned vehicle may be assigned to primarily one employee for use. However, in all cases, personal use of a state vehicle is not permitted.

FMO's Policies and Procedures Manual states that any vehicle used for any purpose other than official state business may be subject to removal of the vehicle from the state agency.

West Virginia Code of State Rules §148-3-9 also outlines the requirements for determining commuting value. Any employee who has been assigned a vehicle used to commute to and/or from work must complete and submit to his or her agency a copy of the designated spending unit monthly report to substantiate and document the vehicle use. Failure to submit the report could result in the termination of the assignment of the vehicle to that employee and any miles driven during the unreported period are considered personal use. Other applicable penalties may apply.

State employees are encouraged to review *§148-3-9* on Permissible Uses, specifically those subsections emphasizing personal usage and commuting miles. Questions regarding these requirements may be directed to the Fleet Management Office at 1.855.817.1910.

JOYFUL NIGHT
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Ornament Competition in which the winners will be announced at 7 p.m. in the Lower Rotunda of the Capitol, or they can listen to a special reading of *'Twas the Night Before Christmas* by Governor and First Lady Tomblin.

This event is free to the public. For more information about the Joyful Night activities, contact the West Virginia Division of Culture and History at 304.558.0220.

Below is a complete agenda of the activities scheduled for the Joyful Night event:

- **5:30 p.m. / North Plaza Fountain**
Pre-Concert Performance
Cabell Midland High School Band
Hurricane High School Band
Hurricane Middle School Band
Poca High School Band
Poca Middle School Band
Spring Valley High School Band
Appalachian Children's Choir
- **6 p.m. / North Plaza Fountain**
Tree Lighting Ceremony
Posting of the Colors and Pledge of Allegiance by Mountaineer ChalleNGe Academy
National Anthem by Capital High School VIPs
Tree Lighting
- **6:30 p.m. / Culture Center**
Concert Performance and Refreshments
- **7 p.m. / Lower Rotunda**
First Lady Joanne Jaeger Tomblin's Ornament Competition
Winners Announced
- **7:30 p.m. / Governor's Reception Room**
Military and First Responder Recognition
- **8 p.m. / Governor's Mansion**
Concert Performances and Reading of "Twas the Night before Christmas"

Department of Administration Intranet Site Serves as a Reference Tool for Employees

<p>Inside the Department</p> <ul style="list-style-type: none"> ▣ Employee Handbook ▣ Holiday/Pay Schedule Calendar ▣ Policies ▣ Work-Related Injury: Procedures and Forms 	<p>Benefits</p> <ul style="list-style-type: none"> ▣ Benefits of State employment ▣ Calculate my retirement benefits ▣ PEIA benefits and services offered ▣ State 457 Retirement Plan
<p>Employee Recognition</p> <ul style="list-style-type: none"> ▣ Current Employee of the Month Winner ▣ Employee of the Year Summary ▣ Employee of the Month Form ▣ Employee of the Month Nomination ▣ West Virginia Employee Suggestion Award Program 	<p>Online Leave & Pay Lookups</p> <ul style="list-style-type: none"> ▣ Check your annual & sick leave balances ▣ VISTA ▣ Transparency WV
<p>Department of Administration Information</p> <ul style="list-style-type: none"> ▣ Press Releases ▣ Quotes, Notes and Anecdotes ▣ Capitol Complex Map ▣ Department of Administration Organizational Chart 	<p>Travel</p> <ul style="list-style-type: none"> ▣ State Travel Management Office

With approximately 800 employees, the Department of Administration strives to distribute information to its employees in the quickest, most efficient way possible. In addition to the Department's website, which includes a news section, and its monthly employee newsletter, *Quotes, Notes & Anecdotes*, the Department provides an intranet site which contains a great deal of information pertinent to employees.

The Intranet site, which encompasses information relevant to the Department as well as state employees generally, provides links to personnel policies; the *Department Employee Handbook*; the Department's various agencies; the Department's

Employee of the Month employee recognition program and the state's *West Virginia Employee Suggestion Award Program*; and other commonly used resources.

The Department's intranet is a great tool available to employees with the simple click of a button. Whether they are looking for answers to questions or need additional guidance on employee matters, the DOA intranet serves as a reference tool when needed. Be sure to bookmark this link for your reference.

To view our intranet site, please visit sharepoint.wv.gov/sites/administration/default.aspx. Please note you must be on the state's network to view this site.

West Virginia Equal Employment Opportunity Office Hosts Annual Training Conference for Coordinators

The West Virginia Equal Employment Opportunity (EEO) Office conducted its annual training November 4-6, 2015, at Stonewall Resort in Roanoke, West Virginia. The agenda kicked off with a focus on the Americans with Disabilities Act (ADA), according to EEO Director Jann Hoke.

ADA topics, including hidden disabilities, "People First" terminology, service animals in the workplace, mental impair-

ment accommodations and fragrance sensitivities were just the beginning of an exciting conference. Hoke noted that the conference also featured speakers on LGBT issues, diversity and unconscious bias, improving understanding within a multi-generational staff, EEO investigations, mediation best practices, and veterans in the workplace.

"The speakers for this year were excellent," said Hoke. "We were also pleased

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Department of Administration Announces Additional Leadership

The Department of Administration has recently made changes in its leadership team, effective November 16, 2015.

Cabinet Secretary Jason Pizatella appointed Gale Given as Deputy Secretary of Administration, while retaining her current role as Chief Technology Officer for the State of West Virginia. She joins Deputy Secretary Mary Jane Pickens, who currently serves in a deputy secretary role.

In addition, Secretary Pizatella designated Brian Pratt as the Director of the Information Services and Communication Division (IS&C).

Given was named the Chief Technology Officer for the state on June 4, 2012, after a lengthy career with Verizon, where she served as State President of Pennsylvania and Regional President of Pennsylvania, Delaware and West Virginia.

"I have come to rely on Gale's expertise and trust her judgment as we face the challenges of threats to our cyber security, expanding the State's access to broadband, and upgrades to our IT infrastructure," said Secretary Pizatella. "She will be a welcome addition to the leadership team and the entire Department will further benefit by her insight and experience and, equally important, by her track record in managing and making sound business decisions."

Pratt has worked as a manager in vir-

tually every area of IS&C and the Office of Technology (WVOT) over the course of his 35 year career with the state. He has previously served as the Manager of the State's Data Center and Customer Service Desk.

IS&C has the responsibility of establishing, developing and improving the data processing and telecommunication functionality for numerous state agencies. Additionally, IS&C promotes the industry's latest standards in using telecommunication and data processing equipment.

"Brian's extensive knowledge of information technology as well as the operations of IS&C and WVOT provides a unique perspective that many cannot," said Secretary Pizatella. "He has demonstrated strong leadership and organizational skills that will prove beneficial to all of state government."

Deputy Secretary Given acknowledged Pratt's dedication and service to the organization. "Brian has been instrumental while serving in many of the functional areas of information technology within state government. From application development to the data center to customer service, Brian's understanding and knowledge in evaluating new technologies and developing innovative ideas will bring great value to our state government in this new capacity."



Gale Given, Chief Technology Officer and Deputy Secretary for the Department of Administration



Brian Pratt, Director of Information Services and Communications

EEO

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Attendees listen intently to instructors during the 2015 EEO Conference.

that the Vintage Theatre Company's Fearless Fools Improvisation Troupe returned this year to present the training scenarios."

A popular offering at last year's conference, Hoke explained that the troupe added a "real world" element to the fact examples presented by each trainer because there were no written scripts or role plays. During each scenario, conference attendees were encouraged to take notes and even ask questions of the actors to obtain a better understanding of the information being presented.

"Having this talented improv group act out these various office scenes mimicked what our attendees might face in real workplace situations," Hoke pointed out. "No one with a potential EEO problem is going to come to an EEO counselor or human resources personnel with all of the facts written out neatly and separated into categories. The improvisations allowed our attendees to practice the steps necessary to obtain the facts and understand what is important and what is not."

Additionally, the keynote speaker for this year's banquet was David Fryson, Esq., a Vice President for West Virginia University and head of the WVU Division of Diversity, Equity, and Inclusion. "Dr. Fryson is a dynamic, nationally-recognized speaker who addressed the societal and legal changes taking place in our country when it comes to discrimination," said Hoke. "We were thrilled to host him."

For additional questions related to the EEO process or future training conferences, contact the EEO office at 304.558.0400 or visit <http://eeo.wv.gov>.

Registration Now Open for OHRD's 1st Semester of Classes for 2016

The West Virginia Division of Personnel's Organization and Human Resource Development (OHRD) is pleased to announce that registration for its *2016 First Semester Program Schedule* is now open!

OHRD strives to develop leaders at all levels by facilitating learning, guiding change efforts, and improving individual, team, and organizational performance. They offer a multitude of educational sessions to state employees looking to expand their knowledge on an array of topics, including but not limited to customer service, discipline and documentation, conflict management, running effective meetings, and more.

OHRD's face-to-face training sessions last anywhere from three hours to three days in length and utilize various instruction methods, including hands-on and blended learning. The instructor-led sessions are conducted at the West Virginia State Training Center at the state capitol complex in Charleston. Space is limited and provided on a first-come, first-served basis.

For more information or to register, visit www.personnel.wv.gov/ohrd/Pages/default.aspx and click on the "2016 First Semester Program Schedule Now Available" under "News & Announcements." From there, click on GoSignMeUp!

For additional questions, contact OHRD at 304.558.3950.



Welcome! ... The Department of Administration is pleased to welcome our new employees: **Brittani Huffman, Delorah Logan, and Lori Sayre** (CPRB); **Renee Bailey, Crystal Broyles and Jason Snow** (PEIA); **Monica Ashford** (Personnel); **Linda Harper** (Purchasing); and **Frank Barone, Alan Chapman and Eric Farr** (Technology).

Happy Retirement! ... After years of hard work and dedication, we would like to congratulate the following employees on their retirements: **Gary Akers and Richard Harris** (General Services) and "**Jeanie**" **Barbara Bowe** (Personnel).

Best Wishes ... to those who recently resigned from our department: **Allison Gregg** (CPRB); **Donna Wellman** (Fleet); **Gary Goble** (Personnel); **Laura Hooper and Chad Williamson** (Purchasing); and **Jeffrey White** (Technology).

Our Condolences ... The Department of Administration is saddened to note the loss of **Don Stiles** (CPRB) and **Ricky Howerton** (General Services) who both recently passed away.

Got News? ... Share YOUR good news with your department coworkers! Send your information to Communication Director Diane Holley-Brown at Diane.M.Holley@wv.gov.

HAPPY BIRTHDAY ... in December!

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

Anita Allen.....Finance	David Lester.....Technology
Christopher Barr.....CPRB	Jeffery Long.....Personnel
Steven Bradbury.....General Services	Christopher Malon.....Technology
Glenn Briscoe.....General Services	Michael Manning.....Technology
James Brisendine.....CPRB	David McCauley.....CPRB
Teresa Burdette.....PEIA	Chip McDowell.....Aviation
Robert Bush.....CPRB	Donna Meadows.....Technology
Alan Chapman.....Technology	Kimberly Miller.....General Services
Pamela Clark.....Pub. Def. Svcs.	Gail Montantez.....Purchasing
Greg Clay.....Purchasing	Teresa Morgan.....Personnel
Jason Curia.....Technology	Gary Mullins.....Technology
Nicholas Davis.....Personnel	Robert Neel.....Technology
Misty DeLong.....Purchasing	Laura Nelson.....Technology
Holly Devins.....PEIA	David Nolaswski.....Technology
William Dodson.....General Services	Shannon O'Dell.....Technology
Charles Endres.....General Services	David Parsons.....General Services
Johnny Fernatt.....BRIM	Bob Paulson.....Secretary's Office
Jason Fewell.....Technology	Robert Penn.....General Services
Jonathan Friley.....Pub. Def. Svcs.	Jennifer Perry.....PEIA
Matthew Garrett.....Technology	Steven Phillips.....General Services
Karen Hall.....PEIA	Janice Powell.....PEIA
Catherine Harless.....CPRB	Christopher Rankin.....Technology
Jennifer Harmon.....Technology	Kathy Robinette.....PEIA
Emily Harrell.....Ethics	Joann Santoro.....Technology
Howard Harris.....Technology	Stephen Schumacher.....BRIM
Robert Hensley.....General Services	Bobbie Seyedmonir.....Personnel
Kimberly Hensley.....BRIM	Nancy Shaver.....Technology
Robin Hill.....Technology	Glenn Sigmon.....General Services
William Holmes.....Technology	Carrie Sizemore.....Personnel
Brian Holmes.....Personnel	Charlotte Stover.....PEIA
Michael Hutchinson.....Technology	Larry Thomas.....General Services
Felice Joseph.....PEIA	Brenda Thompson.....Pub. Def. Svcs.
Renee King.....Finance	Jonathan Trout.....General Services
Theresa Kirk.....Ethics	Jimmy Webster.....Technology
Schin Kuthe.....PEIA	Charles Wolfe.....CPRB
Melanie Larch.....Personnel	

Administrative Notes

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

Earl Ray Tomblin
Governor

Jason Pizatella
Secretary

Diane Holley
-Brown
Communication
Director

Samantha
Knapp/Editor

Production
Aimee Cantrell

Special
Thanks
Kaye Parks