

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
DECEMBER 2016 - Volume 23, Issue 12

Employee of the Month

OT's White Builds Vital Relationships with Customers



Ruby White
December Employee
of the Month

Ruby White, an Information Systems Specialist I with the West Virginia Office of Technology, has been selected as the Department of Administration's *Employee of the Month* for December.

An employee of the State for the past 18 years, Ruby works with the Exchange and Accounts Management Team. Her responsibilities include creating and removing all network access throughout the state and assisting employees with troubleshooting problems with their network access.

"Ruby is always very helpful and kind, even when you are asking somewhat obvious questions," said a customer who

nominated her. "Her tone is always friendly and she has a willingness to help that is a rare commodity. She makes herself available for all of her customers to ask questions and to offer help when it's needed.

"Ruby is extremely humble when it comes to her abilities," the customer continued. "She is great at sharing her knowledge to help her customers and at creating a wonderful, comfortable relationship. She's always great to work with and makes you feel like you are her only customer. It's not just a job to her. She is simply a genuinely nice person and it shows."

When she's not working, Ruby enjoys spending time with her family and doing anything outdoors.

She will be joined by friends and co-workers at a special ceremony presented by Acting Cabinet Secretary Mary Jane Pickens on Monday, December 5, 2016, at 2:00 p.m. at the Office of Technology office in Building 5.

Annual Joyful Night Event Scheduled for December 6

Join Gov. Earl Ray Tomblin and First Lady Joanne Jaeger Tomblin for the annual Joyful Night celebration at the State Capitol on Tuesday, December 6, 2016. In addition to the lighting of the trees, the evening's entertainment will include a pre-concert by several area high school bands, followed by a performance from the Appalachian Children's Choir.

State employees are invited to attend other special events, such as the First Lady's Ornament Competition; the Gold

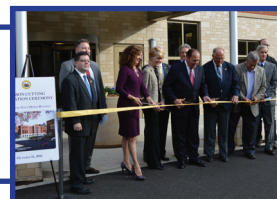


Gov. Earl Ray Tomblin and First Lady Joanne Jaeger Tomblin are pictured at last year's Joyful Night event.

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SNEAK PEEK

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Department's Employee of the Year Ceremony Scheduled for December 7

Department employees are encouraged to attend the annual *Employee of the Year* ceremony on Wednesday, December 7, 2016, at 11:30 a.m. in the Upper Rotunda of the Capitol building near the House Chamber. During this ceremony, the 2016 *Employees of the Month* will be recognized, followed by the official announcement of the *Employee of the Year* by Acting Cabinet Secretary Mary Jane Pickens.

The winner of this award will receive a Certificate of Recognition signed by Governor Earl Ray Tomblin and Secretary Pickens, along with a monetary reward. The nominees for the 2016 *Employee of the Year* include the monthly award winners, highlighted below. In addition to the eleven candidates who are eligible for this award, Barbara Houchins of the Board of Risk and Insurance Management was also an *Employee of the Month* but is not eligible for *Employee of the Year* award because she has retired from state government.

A special congratulations is extended to our deserving *Employees of the Month* for this year!

KENNETH JACKSON, our January Employee of the Month, is a parking attendant for the Parking Section of the Real Estate Division.

ADENA HARVEY, our February Employee of the Month, is an Administrative Assistant with the Office of Technology.

KAREN GRAY, our March Employee of the Month, is an Eligibility Lead for the Public Employees Insurance Agency.

GAIL MONTANTEZ, our April Employee of the Month, is the Vendor Registration Coordinator for the Purchasing Division.

TIM PERSINGER, our May Employee of the Month, is a Procurement Officer for the General Services Division.

TOM ALLEN, our June Employee of the Month, is a Programmer Analyst IV with the Office of Technology.

BARBARA HOUCHINS, our July Employee of the Month, was a Liability Insurance Claims Manager for the Board of Risk and Insurance Management. *Barbara has retired and is not eligible for the award.*

JESSE ERBY, our August Employee of the Month, is a lead custodian for the General Services Division.

SUE MCMINN, our September Employee of the Month, is a Document Management Operator for the Board of Risk and Insurance Management.

CHRIS BUSH, our October Employee of the Month, is an Imaging Operator Supervisor for the Consolidated Public Retirement Board.

MANDY PARSONS, our November Employee of the Month, is Fleet Manager of the Fleet Management Office.

RUBY WHITE, our December Employee of the Month, is an Information Systems Specialist with the Office of Technology.



Kenneth Jackson
January Recipient



Adena Harvey
February Recipient



Karen Gray
March Recipient



Gail Montantez
April Recipient



Tim Persinger
May Recipient



Tom Allen
June Recipient



Barbara Houchins
July Recipient



Jesse Erby
August Recipient



Sue McMinn
September Recipient



Chris Bush
October Recipient



Mandy Parsons
November Recipient



Ruby White
December Recipient

Ribbon Cutting Ceremony Conducted for New State Office Building in Downtown Clarksburg

Governor Earl Ray Tomblin joined other state and local officials to dedicate a new state office building in downtown Clarksburg at the end of October. Department of Administration employees from the Purchasing, Real Estate and General Services Divisions all played a key role in the planning, design and construction of this office building.

"The Department of Administration's mission is 'to operate a cost-efficient, cus-

tommer-oriented service department whose actions are transparent to the taxpayers resulting in innovative solutions and quality results for a government that effectively serves West Virginians," shared Acting Cabinet Secretary Mary Jane Pickens during the ceremony. "I trust that the Clarksburg State Office Building will serve as another shining example of our mission."

The ceremony featured a welcome from City of Clarksburg Mayor Catherine Goings, special remarks from Harrison County Commission President Ronald Watson, and an invocation by local Reverend John F. Koerner. The National Anthem was performed by Alex Mazza, who is a senior at Notre Dame High School.

Residents of Harrison County and North Central West Virginia will now have convenient access to the Department of Health and Human Resources, Division of Motor Vehicles, Workforce West Virginia, Division of Rehabilitation Services, State Tax Department, and the State Auditor's Office. During the day of the ribbon cutting ceremony, state agencies were already moved into the building and serving local citizens.

"In addition to the convenience of services, we anticipate a tremendous economic impact in the downtown Clarksburg area for years to come," said Governor Tomblin.

The facility, which spans four floors including a lower level and totaling 76,098 gross square feet, hosts a total of 180 state employees. Construction was completed on the office building in July of 2016.



Acting Cabinet Secretary Mary Jane Pickens, Governor Tomblin and other state and local government officials gathered for a ribbon cutting ceremony in Clarksburg. Several Administration agencies played a key role in the development of this new state office building.

PEIA Diabetes Wellness Program Aims to Improve Health and Quality of Life

The West Virginia Public Employees Insurance Agency (PEIA) offers its members a variety of free or low cost wellness programs aimed at improving their health. For individuals with diabetes, PEIA specifically administers the Face-to-Face Diabetes Management Program.

The Face to Face Diabetes Program is available to all PEIA Preferred Provider Benefit plan members who have been diagnosed with diabetes, including gestational diabetes. The goal of the program is to help individuals improve their quality of life and educate them on diabetes self-management. By participating in the program, members can also expect to save money since co-payments are waived on generic and preferred brand diabetes-related prescription drugs and supplies. Though still responsible for their deductible, this can add up to substantial savings.

To qualify for this program, individuals must have a primary care physician and be willing to attend regular appointments with a Face-to-Face provider for counseling and other health educational services. To learn more about this program, please visit www.peia.wv.gov/wellness_tools/Pages/Face-to-Face-Diabetes-Management-Program.aspx or call 1.888.680.7342.

Special Reminder:

United Way pledge forms are due December 15th. This is a voluntary fundraising campaign. The United Way expresses its gratitude to state employees for their contributions to the programs and services, which are supported by the United Way.

Contact your agency coordinator for additional information regarding special campaign events which may run through March of 2017. Unsure of your agency's coordinator? Please refer to a list included in the November 2016 issue of *Quotes, Notes & Anecdotes*.

**United
Way**



Fleet Office Cautions Drivers of Potential Deer Danger While Driving

Each year there are approximately 1.6 million deer-vehicle collisions. These collisions result in 200 fatalities, tens of thousands of injuries and over \$3.6 billion in vehicle damage. With deer becoming more active during the fall and winter months, the Fleet Management Office would like to offer some safety tips for drivers.

Wear your seat belt and keep your distance. While wearing your seat belt may not prevent a collision, it can help reduce injuries. Keeping six seconds between you and the car in front of you will allow you more time to react if the car in front of you hits a deer.

Watch for more than one. Deer often travel in herds. Where you see one deer, more are likely to be nearby. If one crosses the road in front of you, be aware more may follow.

Stay alert after dark. Deer are most active from sunset to midnight and the hours after sunrise. Slow down and stay alert during these hours when your vision is not as strong.

Use your high beams. When possible, use the high beams while driving. Not only will this illuminate more of the area, it can also help show animals' reflective eyes. While their body may be hidden in the dark, a deer's reflective eyes can warn you that they are around.

Don't swerve. If you see a deer, calmly brake and stay in your lane. Swerving could result in losing control of the vehicle or moving you into a darting deer's path.

Honk and flash your lights. Flashing your lights and one long blast of your car's horn may help to scare deer out of the road. This will also help alert other drivers to be cautious of potential danger.

If you should hit a deer, be sure to follow these steps:

1. Pull over to the side of the road when it is safe to do so.
2. Turn on your hazard lights. Do not leave your vehicle until you are sure it is safe.
3. If there are injuries, call for emergency services or call the police to report property damage.
4. Stay away from the deer. A live deer may be dangerous, if approached. If you suspect the deer may still be alive, let authorities know if the deer is in a dangerous location.
5. If you are in a state vehicle, call your Fleet Coordinator as quickly as possible to report any damage to you and the vehicle.

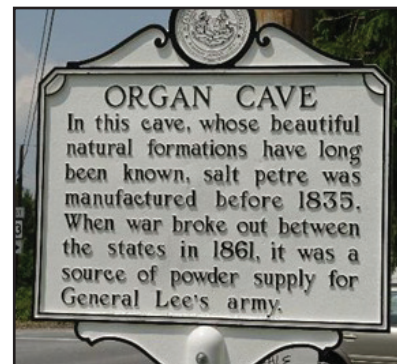
For more defensive driving tips, visit www.fleet.wv.gov.

West Virginia's Organ Cave Full of Wonder, Science and History

This is part of a series of facts about the Mountain State.

Organ Cave, located in the heart of Greenbrier County, is the largest cave in West Virginia and the 3rd largest in the nation. It has more than 45 miles of mapped passages with over 200 leads yet to be mapped and surveyed.

Designated as both a National Natural Landmark and a National Landmark of Historic Places, Organ Cave is the site of the first Prehistoric three-toed sloth discovered in the late 1700s.



JOYFUL NIGHT

Continued from Page 1

Star, Military and First Responder Recognition ceremony; or a reading of "Twas the Night Before Christmas."

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. / South Plaza Fountain (Kanawha Blvd. Side)**
Pre-Concert Performance
Cabell Midland High School
Hurricane Middle School
Hurricane High School
Poca Middle School
Poca High School
Spring Valley High School
Appalachian Children's Choir
- **6 p.m. / South Plaza Fountain (Kanawha Blvd. Side)**
Tree Lighting Ceremony
Posting of the Colors – Mountaineer Challenge Academy
National Anthem – Horace Mann Middle School Choir
Pledge of Allegiance – Mountaineer Challenge Academy
Musical Performance – Appalachian Children's Choir
Tree Lighting
Musical Performance – All Bands

Retirement of the Colors

- **6:30 p.m. / Lower Rotunda**
Concert Performance and First Lady's Ornament Competition
Christ Church United Methodist
Chancel Ringers
Ornament winners announced
Toys for Tots holiday donations
- **6:50 p.m. / Governor's Reception Room**
Gold Star, Military and First Responder Recognition
Governor and First Lady Tomblin salute military tree
Holiday cards for military available for public to sign
- **7:10 p.m. / Governor's Mansion**
Concert Performances and Reading "Twas the Night before Christmas"
Appalachian Children's Choir performs
ArtisTree holiday tree presentation
Governor and First Lady Tomblin read holiday stories
Governor's School for the Arts student performances
Meet Santa and Mrs. Claus
- **7:45 p.m. / Culture Center**
Concert and Refreshments
Martin Luther King Jr. Male Chorus
Visit Santa and Mrs. Claus

Quotes, Notes and Anecdotes

State Government Receives National Attention for Financial Reporting

The Government Finance Officers Association (GFOA) of the United States and Canada has recognized several West Virginia state agencies for their excellence in financial reporting.

The Certificate of Achievement for Excellence in Financial Reporting was awarded to the Consolidated Public Retirement Board (CPRB), the Board of Risk and Insurance Management (BRIM), the Finance Division of the Department of Administration and the Lottery Commission, based on these agencies' Comprehensive Annual Financial Reports (CAFR) for the fiscal year ending June 30, 2015. In making this prestigious national award, GFOA recognizes conformance with the highest standard for preparation of state and local government financial reports. According to GFOA, the Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

This is the 21st year of receiving this honor for BRIM and the Finance Division; the 19th year for the Lottery Commission; and the 4th year for CPRB. The CAFR is judged by an impartial panel to meet the high standards of the program, including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users to read the CAFR.

The GFOA is a major professional association servicing the needs of more than 18,000 appointed and elected local, state and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services and products designed to enhance the skills and performance of those responsible for government finance policy and management.

Congratulations to the state employees of the Finance Division (top), the Board of Risk and Insurance Management (middle), and the Consolidated Public Retirement Board (bottom) on being recognized for excellence in financial reporting by the Government Finance Officers Association of the United States and Canada for consecutive years.



Mandatory High-Level Officials Training Now Online

A recording of the *State Officials' Purchasing Procedures and Purchasing Card* training conducted on November 9, 2016, is now available online.

Co-presented bi-annually by the West Virginia Purchasing Division and the West Virginia State Auditor's Office, the content of this training is updated each year to reflect the most up-to-date purchasing rules and regulations, as well as any changes in the law.

This fall, the training was conducted via WebEx for the first time. Among the benefits of WebEx is that it allows users to listen to the webinar via computer instead of by phone. There is also a WebEx app available for those who choose to partici-

pate using a mobile device.

This training is required for the state's high-level officials and is conducted twice each year, in accordance with *West Virginia Code* §5A-3-60. This law requires all high-level state officials including "executive department cabinet secretaries, commissioners, deputy commissioners, assistant commissioners, directors, and their deputies and assistants, deputy directors, assistant directors, department heads, deputy department heads, and assistant department heads" to complete two hours of training annually on purchasing procedures and purchasing card processes. Designated procurement officers are prohibited from attending unless they hold

one of the aforementioned titles.

Watching the training online will suffice to meet this requirement. To view the recording, visit www.state.wv.us/admin/purchase/training/mandatory.html. In order for officials to receive credit for viewing the training, they must submit the *Certificate of Completion* to the Purchasing Division's Communication and Professional Development Unit by emailing the certificate to Stephanie Mosley at Stephanie.M.Mosley@wv.gov or faxing it to 304.558.6026.

Questions regarding this training may be directed to Communication and Professional Development Manager Samantha Knapp at 304.558.7022.

Quotes, Notes and Anecdotes

OHRD Posts 2017 Class Schedule for First Semester

The Division of Personnel's (DOP) Organization and Human Resource Development (OHRD) office has released its 2017 program schedule for the first semester. State employees may now register for online and instructor-led classes from January to June 2017.

Individuals interested in registering for classes are asked to consider their schedule and availability prior to registering to reduce the number of last-minute cancellations. Classes listed under DOP Policy 18 are the most in-demand sessions and fill up quickly.

For additional information regarding available classes, please visit the OHRD website at www.personnel.wv.gov/ohrd or register online at <http://wvtlcregistration.gosignmeup.com>. Questions may also be directed to Project Coordinator Jeremy Walker at Jeremy.P.Walker@wv.gov.

Cyber Tip of the Month

When in doubt, throw it out.

Links in emails, tweets, posts, and online advertising are often the way in which cybercriminals compromise your computer. If it looks suspicious, even if you know the source, it is best to delete, or if appropriate, mark it as 'junk email' so you no longer receive emails from this sender.

For more cyber tips and information, visit www.technology.wv.gov/security.

Welcome! ... The Department of Administration is pleased to welcome **Kinsey Fox** (CPRB); **Eric Cutlip** and **Matthew Jackson** (General Services); and **Donnie Lively** and **Philip Roberts** (Technology).

Retirement! ... After years of hard work and dedication, we would like to wish **Donna Price** (Technology) the very best during her retirement.

Best Wishes ... to **Hallie Sears** (Technology), who recently resigned from our department.

Congratulations! ... **Jorden Parsons** (Purchasing) and her husband Jacob are proud to announce the birth of their daughter, Kensington, on November 14, 2016, at 11:33 a.m. Kensington was 9 lbs and 20.5 inches long and joins big brother Ryker.

New Year's Resolutions? ... Share your New Year's Resolution with us by December 14th to be included in a special article in January's issue. All shared submissions will be anonymous and can be sent to Jessica.L.Chambers@wv.gov.

Happy Holidays! ... The Department of Administration wishes all of our employees a wonderful holiday season!

HAPPY BIRTHDAY ... in December

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

Chip McDowell.....Aviation	Melanie Larch.....Personnel
Johnny Fernatt.....BRIM	Jeffery Long.....Personnel
Kimberly Hensley.....BRIM	Teresa Morgan.....Personnel
Stephen Schumacher.....BRIM	Twila Otey.....Personnel
Tina Baker.....CPRB	Bobbie Seyedmonir.....Personnel
Christopher Barr.....CPRB	Carrie Sizemore.....Personnel
James Brisendine.....CPRB	Pamela Clark.....Pub. Def. Svs.
Robert Bush.....CPRB	Jonathan Friley.....Pub. Def. Svs.
Catherine Harless.....CPRB	Scott Johnson.....Pub. Def. Svs.
David McCauley.....CPRB	Brenda Thompson.....Pub. Def. Svs.
Lisa Thompson.....CPRB	Greg Clay.....Purchasing
Charles Wolfe.....CPRB	Misty Delong.....Purchasing
Emily Harrell.....Ethics	Gail Montantez.....Purchasing
Theresa Kirk.....Ethics	Steven Bradbury.....Real Estate
Renee King.....Finance	Charles Endres.....Real Estate
Steven Adkins.....General Svs	Anita Allen.....Secretary's Office
Glenn Briscoe.....General Svs	Bob Paulson.....Secretary's Office
Shaun Dempsey.....General Svs	Cameron Clark.....Technology
William Dodson.....General Svs	Jason Curia.....Technology
Robert Hensley.....General Svs	Jason Fewell.....Technology
Christopher Hughart.....General Svs	Jacob Fleck.....Technology
Brandon Merritt.....General Svs	Matthew Garrett.....Technology
Kimberly Miller.....General Svs	Jennifer Harmon.....Technology
David Parsons.....General Svs	Howard Harris.....Technology
Steven Phillips.....General Svs	Robin Hill.....Technology
Glenn Sigmon.....General Svs	William Holmes.....Technology
Larry Thomas.....General Svs	Michael Hutchinson.....Technology
Jonathan Trout.....General Svs	Stephanie Kirk.....Technology
Teresa Burdette.....PEIA	David Lester.....Technology
Holly Devins-Hochlinski.....PEIA	Michael Manning.....Technology
Karen Hall.....PEIA	Kenneth Martin.....Technology
Felice Joseph.....PEIA	Donna Meadows.....Technology
Sachin Kuthe.....PEIA	Gary Mullins.....Technology
Jennifer Perry.....PEIA	David Nolawski.....Technology
Janice Powell.....PEIA	Christopher Rankin.....Technology
Charlotte Stover.....PEIA	Joann Santoro.....Technology
Lisa Billups.....Personnel	Nancy Shaver.....Technology
Nicholas Davis.....Personnel	Vincent Sodaro.....Technology
Brian Holmes.....Personnel	

Administrative Notes

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& Anecdotes**
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