

# Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration  
DECEMBER 2017 - Volume 24, Issue 12

## Employee of the Month

### Corker Eager to Help Both Customers and Co-Workers



**Diane Corker**  
December Employee  
of the Month

Diane Corker, an Accounting Tech IV for the Finance Division, has been selected as the Department of Administration's *Employee of the Month* for December.

A state employee for nearly 14 years, her duties include processing the utility payments for state buildings, as well as processing invoices for payment to vendors, employees, state agencies, and various Department of Admin-

istration boards.

"I have worked as a 'customer' of Diane's for several years, during her time in both Payroll and now Finance, both un-

der the Department of Administration," said the person who nominated her. "She is always very kind, eager to help, and is very easy to work with. She willingly shares her knowledge and offers solutions to issues and helps implement those solutions when necessary."

The person nominating Diane continued, "She is diligent in performing her duties both accurately and in a timely fashion, all while maintaining her working relationships. Diane is conscientious about her work and making sure she does it in the best, most efficient way."

When she is not working, Corker enjoys boating, camping, and spending time with her family.

She will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary John Myers on Thursday, December 7, 2017, at 3:00 p.m. at the Finance Division office in Building 17.

## Capitol's Annual Joyful Night Celebration Set

Join Governor Jim Justice and First Lady Cathy Justice for the annual Joyful Night celebration at the State Capitol on Tuesday, December 5, 2017. 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 by the Appalachian Children's Choir.

Attendees are invited to attend other special events, such as the First Lady's Ornament Competition; the Gold Star, Military and First Responder Recognition Ceremony; and a reading of *Twas the Night Before Christmas*.

This event is free to the public. For more information about

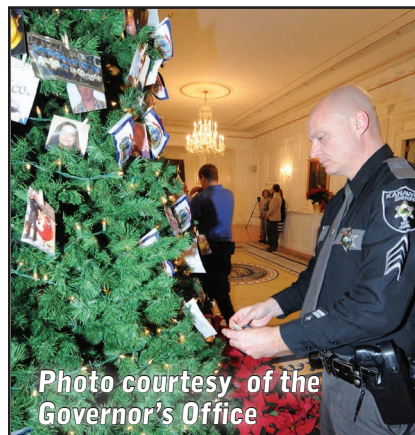


Photo courtesy of the  
Governor's Office

During each Joyful Night celebration, a first responders' tree is displayed in the Governor's Reception Room. For this year's event, individuals are invited to gather on December 5, 2017, beginning at 5:30 p.m. for a night of fun and celebration.

Please see JOYFUL NIGHT, Page 4

## SNEAK PEEK

- Department's *Employee of the Year* Ceremony Scheduled for December 14 / **Page 2**
- Capitol Campus Displays Holiday Trees, Thanks to GSD / **Page 3**



- First Semester Schedule of 2018 Classes Released by OHRD / **Page 4**

# Department's Employee of the Year Ceremony Scheduled for December 14



**Tom Miller**  
January Recipient



**Crystal Rink**  
February Recipient



**Philip Skeen**  
March Recipient



**Glennis Sigmon**  
April Recipient



**Connie Byrne**  
May Recipient



**Becky Hall**  
June Recipient



**Melody Bailey**  
July Recipient



**Ellen Briggs**  
August Recipient



**Jonathan Friley**  
September Recipient



**Mary Bolton**  
October Recipient



**Stephanie Mosley**  
November Recipient



**Diane Corker**  
December Recipient

All department employees are encouraged to attend the *Employee of the Year* ceremony on Thursday, December 14, 2017, at 11:30 a.m. in the Upper Rotunda of the Capitol building near the House Chamber. During this ceremony, the 2017 *Employees of the Month* will be recognized, followed by the official announcement of the *Employee of the Year* by Cabinet Secretary John Myers.

The winner of this award will receive a *Certificate of Recognition* signed by Governor Jim Justice and Secretary Myers, along with a monetary award. The nominees for the 2017 *Employee of the Year* include the monthly award winners, highlighted below.

"This annual event showcases the dedication and hard work that our employees within the Department of Administration perform each and every day," said Cabinet Secretary John Myers. "I applaud the effort given by those nominated for *Employee of the Year* and all of our employees for the public service they provide to our state citizens."

Special congratulations are extended to our well-deserved *Employees of the Month* for this year!

**TOM MILLER**, our January Employee of the Month, is a HIPAA Privacy Officer for the Public Employees Insurance Agency.

**CRYSTAL RINK**, our February Employee of the Month, is a Senior Buyer for the Purchasing Division.

**PHILIP SKEEN**, our March Employee of the Month, is an Information Systems Client Analyst II for the Office of Technology.

**GLENNIS SIGMON**, our April Employee of the Month, is a Facility Equipment Maintenance Technician for General Services.

**CONNIE BYRNE**, our May Employee of the Month, is a Financial Reporting Specialist III with the Finance Division.

**BECKY HALL**, our June Employee of the Month, is an Administrative Services Assistant I with the Office of Technology. *Hall has retired and is not eligible for the award.*

**MELODY BAILEY**, our July Employee of the Month, is an Actuarial Analyst for the Consolidated Public Retirement Board.

**ELLEN BRIGGS**, our August Employee of the Month, is the Executive Assistant to the Director of the West Virginia Ethics Commission.

**JONATHAN FRILEY**, our September Employee of the Month, is an Administrator for the Public Defender Corporation Division of Public Defender Services.

**MARY BOLTON**, our October Employee of the Month, is a Senior Development Consultant with the Organization and Human Resource Development section of the West Virginia Division of Personnel.

**STEPHANIE MOSLEY**, our November Employee of the Month, is an Office Assistant III with the Purchasing Division. *Mosley has resigned and is not eligible for the award.*

**DIANE CORKER**, our December Employee of the Month, is an Accounting Tech IV with the Finance Division.

Quotes, Notes and Anecdotes



## Agency Spotlight: PAI small, but makes big difference

The Prosecuting Attorneys Institute (PAI) is the smallest agency in the Department of Administration, but its four staff members play a vital role in making sure justice is served around the state.

The fundamentals of the PAI's mission (found in *West Virginia Code* §7-4-6) include the following:

- To provide special prosecutors where elected prosecutors of West Virginia are unable to serve;
- To provide training, legal research, litigation support, service, technical support, and resources to the prosecutors' offices to enhance and improve the quality of all prosecution throughout the state;
- To educate law enforcement regarding the ever-changing face of the law; and,
- To expand the public's knowledge of the criminal justice system.

The staff also includes a Violence Against Women Resource Prosecutor, who provides educational opportunities and training to all prosecuting and assistant prosecuting attorneys statewide to improve their ability to effectively



**While the Prosecuting Attorneys Institute is a small agency, this staff plays an important role in the state of West Virginia. Sherry El-ing, Luke McVay, Philip Morrison II, and Amy Leslie (left to right) help ensure that justice is served throughout the state.**

### **Mission Statement:**

The mission of the Prosecuting Attorneys Institute is delineated in the *West Virginia Code* § 7-4-6.

**Number of Employees:**  
4

**Website:**  
<http://pai.wv.gov>

**Address:**  
1124 Smith Street,  
Suite 4500  
Charleston, WV 25301

**Telephone:**  
304.558.3348

prosecute sexual violence, stalking, dating violence, and domestic violence related crimes.

The agency also administers the ChildFirst WV program, which is an intensive five-day course in which students learn the necessary skills to conduct an

interview of a child abuse victim. This interactive course combines lectures with demonstrations and hands-on experience. Investigators and prosecutors from around the state participate in the program to enhance their ability to speak to and for abused children.

## Capitol Campus Displays Holiday Trees, Thanks to GSD

Each year, the General Services Division coordinates with the Division of Highways (DOH) to transport beautiful trees to the Capitol campus. Located on the North and South sides of the Capitol, these majestic trees delight state workers and visitors during the holiday season.

The tree located on the North (Kanawha Boulevard) side was donated this year by Walker F. and Rita Pauley of Elkview. The Pauleys originally planted this Douglas Fir in December 1998 after moving into their new house. At the time, the tree was only five feet tall, but has grown to an impressive 28 feet. After many years of bringing enjoyment to the Pauley family, they are pleased that this magnificent tree will bring joy to many more West Virginians.

On the South side of the Capitol, a large Canaan Fir was selected from Crickmer Christmas Tree Farm in Danese. For the DOH crew that obtained the tree, it was a three-hour drive roundtrip. Al Tolliver, owner of Crickmer Tree Farm, has



**Photo courtesy of John Cummings**

worked with General Services for several years to provide trees for the holiday. The Canaan Fir that was selected this year is 21 feet tall. Each tree took many hours to decorate.

The Department of Administration would like to thank those individuals who donated the trees and organized their transport, decoration, and maintenance this holiday season.

**The General Services Division employees work each year to coordinate the delivery, set up, and decoration of the trees for display on the Capitol campus during the holidays. On the south side of the Capitol (left), a 21-foot tall Canaan Fir is displayed. Pictured below, a 28-foot Douglas Fir is lifted into place by a crane and is displayed on the North (Kanawha Boulevard) side of the Capitol.**



# First Semester Schedule of 2018 OHRD Classes Released

The Division of Personnel's (DOP) Organization and Human Resource Development (OHRD) office has released the first semester of its 2018 program schedule.

State employees may now register for online and instructor-led classes from January to June 2018 via the West Virginia Learning Center website at <http://onlinelearning.wv.gov>, and

searching for "OHRD" in the Course Catalog ID.

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. The classes listed under the Division of Personnel Policy 18 are the most in-demand sessions and fill up quickly. If a desired class is full, employees are urged to call the week before the class to ask about openings due to cancellations.

OHRD staff can also accommodate special requests for training based on your unit or agency's needs; however, there is a 20-person minimum that is required for the class.

For a special request form or for additional information regarding available classes, please visit the OHRD website at [www.personnel.wv.gov/ohrd](http://www.personnel.wv.gov/ohrd).



## JOYFUL NIGHT

Continued from Page 1

the Joyful Night activities, contact the West Virginia Division of Culture and History at 304.558.0220.

- **5:30 p.m. / South Plaza Fountain (Kanawha Blvd. Side)**  
*Pre-Concert Performance*  
Cabell Midland High School, Cabell County  
Spring Valley High School, Wayne County  
Appalachian Children's Choir, Charleston, Kanawha County
- **6 p.m. / South Plaza Fountain (Kanawha Blvd. Side)**  
*Tree Lighting Ceremony*  
Posting of the Colors – Honor Guard  
National Anthem – Capital High School VIPs, Kanawha County  
Pledge of Allegiance – Mountaineer Challenge Academy, Preston County  
Musical Performance – Appalachian Children's Choir  
Tree Lighting – Governor and First Lady Justice  
Musical Performance – All Bands  
Retirement of the Colors
- **6:30 p.m. / Governor's Reception Room**  
*Gold Star, Military, and First Responder Recognition*
- Governor and First Lady Justice salute military Gold Star and first responders' trees
- **6:55 p.m. / Lower Rotunda**  
*Concert Performance and First Lady's Ornament Competition*  
Ornament winners announced  
Toys for Tots holiday donations program  
Performance by Doddridge County Elementary School, Doddridge County
- **7:20 p.m. / Culture Center**  
*Concert and Refreshments*  
Performance by Greenbrier Dancers, Greenbrier County  
Performance by Vocal Tapestry, Fairmont, Marion County  
Performance by Musselman High School Jazz Band Exit 5, Berkeley County  
Visit Santa and Mrs. Claus
- **7:50 p.m. / Governor's Mansion**  
*Concert Performance and Reading of "Twas the Night before Christmas"*  
Appalachian Children's Choir performs  
ArtisTree holiday tree presentation  
Governor and First Lady Justice read holiday stories

## SPECIAL REMINDER:

### STATE EMPLOYEES COMBINED CAMPAIGN ENDS DECEMBER 15

State employees are reminded of the upcoming deadline for the West Virginia State Employees Combined Campaign (WVSECC) by which they can donate funds through payroll deduction, cash, or check to the United Way.

Employees may contribute to the United Way's general fund, known as the *Community Impact Fund*, or can designate their gift toward a specific United Way agency of their choosing. **The last day to submit pledge forms is December 15, 2017;** however, special events may continue through the end of March 2018.

The WVSECC is the only state-sanctioned fundraising effort.

United Way





# Purchasing Division's Local Government and Vendor Seminars a Success, New Dates Added for December

During the months of October and November, the Purchasing Division hit the road to present information to local government entities and prospective vendors. These educational seminars provided an overview of programs and services offered by the Division.

Local government evaluations from both events revealed that:

- 93% strongly agree they would encourage other local entities to attend a similar seminar;
- 83% strongly agree their local entities would be able to utilize the information covered by the seminar; and,
- 80% strongly agree they better understand the services offered by the West Virginia State Agency for Surplus Property.

Evaluations from the vendors attending both events revealed that:

- 100% strongly agree they better un-



derstand the types of procurement methods utilized by the Purchasing Division;

- 100% strongly agree they know where to go online to review active solicitations; and,
- 100% strongly agree they would encourage other business owners to attend a similar seminar.

**Assistant Purchasing Director Frank Whittaker presented to vendors and local government entities at the Purchasing Division's Clarksburg seminar. Following the positive feedback and success of these events, the Purchasing Division has scheduled seminars in Moorefield and Martinsburg during the month of December.**

Due to the success of these events, the Purchasing Division is hosting seminars in Martinsburg on December 19, 2017, and Moorefield on December 20, 2017. "We've been very pleased by the positive response of this outreach initiative," said Purchasing Director Mike Sheets. "Education is the key to informing our customers about our programs and services."

## Long Appointed Assistant Secretary, Chief Financial Officer for Department

Sarah Long has been named Assistant Secretary and Chief Financial Officer for the Department of Administration. A Certified Public Accountant, Long spent many years in the public sector.

A native Charlestonian, she attended Charleston Catholic High School and graduated Phi Beta Kappa from Marietta College in 1993, double majoring in accounting and management. Upon graduating from college, she worked in the private sector at a national "Big Four" accounting firm specializing in auditing governmental agencies, including the overall audit of the state of West Virginia.

She began her public service career as a financial consultant for the Finance Division, where she served as Interim Chief Financial Officer for the Public Employees Insurance Agency. She then became the Deputy Director and Chief Financial Officer for the Board of Risk and Insurance Management. She most recently served several years as Deputy Treasurer for the State Treasurer's Office, overseeing the cash management function for the state.

Her duties for the Department of Administration include overseeing all financial reporting for the Department, including overall coordination of the Comprehensive Annual Financial Report for the state of West Virginia.

"I enjoy working for state government mostly because of the people," Long said. "There's nothing like the people who work here. They're hardworking and very friendly."

In her spare time, she enjoys running, playing tennis, and being involved in her children's activities. Long lives in Charleston with her husband Jim and three children, Carrie, Charlie, and Grace.



**Sarah Long**  
Assistant Secretary

## Mandatory High-Level Officials Training Online

Nearly 100 of the state's high-level officials participated in the Purchasing Procedures and Purchasing Card training held via webinar in November. For anyone who missed it, the recording is now available online. The next webinar will be conducted in May of 2018.

To view the recording, visit [www.state.wv.us/admin/purchase/training/mandatory.html](http://www.state.wv.us/admin/purchase/training/mandatory.html). In order to receive credit for viewing the training, individuals must submit the *Certificate of Completion* to the Communication and Professional Development Unit of the Purchasing Division by emailing it to Communication and Professional Development Manager Samantha Knapp at [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov) or faxing it to 304.558.6026. The certificate is available at the link noted above.

Questions regarding this training may be directed to Knapp at 304.558.7022.

Quotes, Notes and Anecdotes

## Employees Share Holiday Traditions

Department of Administration employees were encouraged to share their holiday traditions. Below are some of the submissions received:

- My family loves watching the parade on Thanksgiving morning. It gives us a bit of calm before family starts arriving and the feasting begins.
- Our favorite holiday traditions include bringing out our *Elf on a Shelf*; wearing matching Christmas pajamas to bed on Christmas Eve; and leaving cookies and milk for Santa Claus and carrots for his reindeer to enjoy.
- When my Mom was living, she started a tradition of getting a deer (not a real one) or something pertaining to a deer for my dad and two brothers. My mom passed 23 years ago and I took over the tradition. To this day, I continue the tradition for my brothers.
- Every Christmas Eve the family gathers around my elderly mother's chair, and as the room becomes silent, she reads the Christmas story from the Bible.
- A few years ago, I started doing a Christmas morning scavenger hunt with my boys. I've created a whole storyline that involves mischievous Gingerbread Men coming to our house on Christmas Eve and trying to steal their presents, and the clues are notes written by either Santa or his elves as they ran through the house trying to catch the Gingerbread Men and save their presents. It's become the highlight of Christmas morning for them!

***Happy Holidays from the Department of Administration!***

***Welcome!*** ... The Department of Administration is pleased to welcome **Lora Reynolds** (BRIM); **Christopher Boggess**, **Elizabeth Crowder**, **Laura Harvey**, **Cassandra Huffman**, **Sharon Krasnyk**, **Nora Shanklin**, and **Debra Young** (CPRB); **Jennifer Mullen-Thaxton** (Fleet); **Kacy Evans**, **Richard Fleshman**, and **Eric Pauley** (General Services); **Stephanie MacLellan** (PEIA); **Marie Sharp** and **Ryan Watson** (Personnel); **Brendan Doneghy** (Public Defender Services); and **Sarah Long** (Secretary's Office).

***Happy Retirement!*** ... After years of hard work and dedication, we would like to wish **Robin Chambers** (Finance); **Bob Krause** (General Services), and **Naomi Pauley** (Technology) the very best during their retirements.

***Best Wishes*** ... to **Brad Phelps** (Aviation); **Eric Stringer** (CPRB); **Jennifer Curia** (Finance); **Leslie Townsend** (PEIA); **Charles Barnette**, **Pamela Duncan**, and **Stephanie Mosley** (Purchasing); **Randy Gifford** (Real Estate); and **Frank Waybright** (Technology), who recently resigned from our department.

***Congratulations*** ... to **Renee King** (Finance) whose son Justin will graduate from West Virginia University this December with a degree in mechanical engineering.

***New Year's Resolutions?*** ... Share your New Year's Resolution with us by December 14, 2017, by visiting [www.surveymonkey.com/r/DOA\\_NewYearsResolution](http://www.surveymonkey.com/r/DOA_NewYearsResolution). All submissions will be anonymous.

## 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	Marie Sharp.....Personnel
James Brisendine.....CPRB	Carrie Sizemore.....Personnel
Robert Bush.....CPRB	Laura Surface.....Personnel
Catherine Harless.....CPRB	Pamela Clark.....Pub. Def. Svcs.
Charles Wolfe.....CPRB	Jonathan Friley.....Pub. Def. Svcs.
Theresa Kirk.....Ethics	Brenda Thompson.....Pub. Def. Svcs.
Renee King.....Finance	Greg Clay.....Purchasing
Steven Adkins.....General Svcs.	Steven Bradbury.....Real Estate
Joseph Belcher.....General Svcs.	Charles Endres.....Real Estate
Glenn Briscoe.....General Svcs.	Carina Ferrell.....Real Estate
Shaun Dempsey.....General Svcs.	Bob Paulson.....Secretary's Office
William Dodson.....General Svcs.	Jason Curia.....Technology
Robert Hensley.....General Svcs.	Jason Fewell.....Technology
Christopher Hughart.....General Svcs.	Matthew Garrett.....Technology
Kimberly Miller.....General Svcs.	Jennifer Harmon.....Technology
Dave Parsons.....General Svcs.	Howard Harris.....Technology
Steven Phillips.....General Svcs.	Robin Hill.....Technology
Glenn Sigmon.....General Svcs.	William Holmes.....Technology
Larry Thomas.....General Svcs.	Michael Hutchinson.....Technology
Jonathan Trout.....General Svcs.	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	Gary Mullins.....Technology
Jennifer Perry.....PEIA	David Nolawski.....Technology
Jan Powell.....PEIA	Christopher Rankin.....Technology
Charlotte Stover.....PEIA	Joann Santoro.....Technology
Lisa Billups.....Personnel	Nancy Shaver.....Technology
Brian Holmes.....Personnel	Vincent Sodaro.....Technology

# Administrative Notes

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

Jim Justice  
Governor

John Myers  
Cabinet  
Secretary

Diane Holley  
-Brown  
Communication  
Director

Samantha  
Knapp/Editor

***Production***  
Jess Chambers  
Courtney Sisk  
Johnson

***Special Thanks***  
Kaye Parks