

# Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration  
December 2018 - Volume 25, Issue 12

## Employee of the Month

### McAtee Makes Personnel Processes More Efficient



**Joshua McAtee  
Dec. Employee  
of the Month**

Joshua McAtee, a Human Resources Specialist III for the Division of Personnel (DOP), has been selected as the Department of Administration's *Employee of the Month* for December.

A state employee for six years, McAtee's duties include processing transactions in wvOASIS, while ensuring all rules, laws, and policies are followed and transactions are processed correctly. He specializes in creating Excel programs to simplify complex issues and streamline processes.

"Joshua has created multiple programs to make the work of the Personnel Transaction Review section more efficient," said the co-worker who nominated him. "Most notable is the Progression Dates Calculator which is used by all agencies for purposes

of determining annual increment and annual leave accruals in wvOASIS. He has also created an Excel program to help management with re-assigning transactions to Personnel Transaction Review staff."

"Joshua is always early and always works overtime when needed," said another co-worker. "He has created vital documents and spreadsheets that are necessary to our daily functions. He has superior knowledge of his position and of all things Personnel related. He takes great care in being precise and excellent in all he does."

When he's not working, McAtee enjoys fishing, camping, watching movies and playing video games. He is currently pursuing a master's degree in Human Resource Management from Marshall University and will graduate in the spring.

McAtee will be joined by friends and co-workers at a special ceremony on Thursday, December 6, 2018, at 3 p.m. in the DOP conference room in Building 3.

### Annual Joyful Night Celebration Scheduled for Dec. 4

Join Governor Jim Justice and First Lady Cathy Justice for the annual Joyful Night celebration at the State Capitol on December 4, 2018. In addition to the lighting of the trees, the evening's entertainment will include a concert by several area high school bands, followed by a performance from the Capital high School V.I.Ps.

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."

Please see JOYFUL NIGHT, Page 3



Photo courtesy of the Governor's Office

At last year's Joyful Night celebration, Gov. Jim Justice and First Lady Cathy Justice had a special visit with Santa Claus following the official tree lighting ceremony.

## SNEAK PEEK

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# Annual Department of Administration's Employee of the Year Ceremony Scheduled for December 20



**Heather Drake**  
January Recipient



**Shelly Ellis**  
February Recipient



**Toney Broyles**  
March Recipient



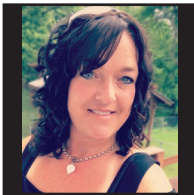
**Rick Morris**  
April Recipient



**Andrew Sabatino**  
May Recipient



**Amy Stalnak**  
June Recipient



**Shelia Gray**  
July Recipient



**Gail Delmaar-Mines**  
August Recipient



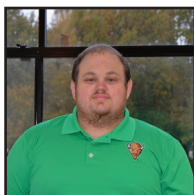
**Jessica Chambers**  
September Recipient



**Jason Fewell**  
October Recipient



**Stephen Panaro**  
November Recipient



**Joshua McAtee**  
December Recipient

All department employees are encouraged to attend the *Employee of the Year* ceremony on Thursday, December 20, 2018, at 11:30 a.m. in the Upper Rotunda of the Capitol building near the House Chamber. During this ceremony, the 2018 *Employees of the Month* will be recognized, followed by the official announcement of the *Employee of the Year*.

The winner will receive a Certificate of Recognition signed by Governor Jim Justice, along with a monetary award. The nominees for the 2018 *Employee of the Year* include the monthly award winners, highlighted below.

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

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**HEATHER DRAKE**, our January Employee of the Month, is an Administrative Assistant for the Consolidated Public Retirement Board.

**SHELLY ELLIS**, our February Employee of the Month, is a Human Resources Specialist I for the Division of Personnel.

**TONEY BROYLES**, our March Employee of the Month, is a Data Processing Supervisor for the Office of Technology.

**RICK MORRIS**, our April Employee of the Month, is a Custodian for General Services.

**ANDREW SABATINO**, our May Employee of the Month, is a Parking Attendant for the Real Estate Division.

**AMY STALNAKER**, our June Employee of the Month, is an Insurance Assistant Lead for the Public Employees Insurance Agency.

**SHELIA GRAY**, our July Employee of the Month, is an Administrative Services Assistant and Procurement Supervisor for the Finance Division.

**GAIL DELMAAR-MINES**, our August Employee of the Month, is the Parking Manager for the Real Estate Division's Parking Section.

**JESSICA CHAMBERS**, our September Employee of the Month, is a Public Information Specialist II for the Purchasing Division.

**JASON FEWELL**, our October Employee of the Month, is a Programmer Analyst II for the Office of Technology.

**STEPHEN PANARO**, our November Employee of the Month, is a Controller for the Board of Risk and Insurance Management.

**JOSHUA MCATEE**, our December Employee of the Month, is a Human Resource Specialist III for the Division of Personnel.

# Public Defender Services Works to Fight Opioid Crisis

Throughout West Virginia, the opioid crisis is prevalent. In an effort to help improve recovery and sobriety, Public Defender Services (PDS) has been pursuing grants to implement recovery coaches around the state by partnering with various Public Defender Corporations (PDC).

“Peer recovery is not a new initiative, but the idea for recovery coaches in a PDC is a new idea,” explained PDS Criminal Justice Specialist Stephanie Thornton. “I believe that a recovery coach could be integral in helping criminal defendants overcome the stigma associated with substance use and related criminal activity.”

Thornton points to a study by the West Virginia Department of Health and Human Resources that found that of all overdose deaths in West Virginia in 2016, 28% of male and 21% of female decedents died within a month after their release from incarceration. Thornton believes many of those deaths could have been prevented had a recovery coach been working with the clients through the PDCs to immediately link individuals to substance use treatment upon release from incarceration.

A recovery coach can make referrals for treatment resources, follow up on rehab applications, call treatment programs to maintain clients on wait lists, and ensure a treatment bed is acquired. All of these services begin before a defendant’s case is resolved which ensures that a treatment plan is in place before they are released back into their community. While a recovery coach is not required to be in recovery themselves, those recovery

coaches who have experienced substance abuse in the past can provide unique support to criminal defendants.

“Individuals in recovery are more likely to be adherent to their medications, follow through on their health care appointments, and have reduced recidivism rates,” shared Thornton. “The common refrain is ‘I never went to jail sober’ and the remedy is to provide opportunities for sobriety so individuals not only reduce criminal actions, but also reduce, and alleviate, overdose deaths.”

Currently West Virginia has recovery coaches serving in the Fourth Circuit (Wood and Wirt counties), Fifth Circuit (Jackson, Roane and Calhoun counties) and a part-time recovery coach in Boone County. The success of these positions has been encouraging to PDS who hopes to expand recovery coaches across the state. In addition to securing the initial grant money to employ recovery coaches, PDS also offers training, assistance, and support to recovery coaches and would like to identify sustainable funding sources in the future.

Early studies back up the success of such programs. A study from the University of Texas at Austin found that 83% of individuals who worked with a recovery coach for 12 months remained sober and were more likely to be employed, have stable housing, have fewer emergency room visits, have reduced health care costs, and were less likely to criminally recidivate.

“Recovery coaches operating in PDCs in West Virginia will hopefully have similar cost-saving outcomes and the additional outcome of saving lives by reducing overdose deaths,” added Thornton. “Our overall goal with the project is to help save lives and reinvest in our communities by hiring some of the very people we may have represented as criminal defendants, who, through their own recovery process, are changing the crime and addiction process for others.”



**NBC News recently covered a drug court program in Boone County that works with one of the recovery coaches that Public Defender Services supports. Recovery coach Mallory Sutphin was featured in this news segment for her work in Boone County.**

## JOYFUL NIGHT

Continued from Page 1

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

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

- 5:30 p.m. / South Plaza Fountain (Kanawha Blvd. Side)  
*Concert Performances*
- 6 p.m. / South Plaza Fountain (Kanawha Blvd. Side)  
*Tree Lighting Ceremony*

- 6:30 p.m. / Governor’s Reception Room  
*Gold Star, Armed Forces & First Responder Recognition*
- 7:05 p.m. / Culture Center  
*Performances, Refreshments and Recognitions*
- 7:30 p.m. / Governor’s Mansion  
*Reading of “’Twas the Night before Christmas”*

A complete schedule is available online at [www.wvculture.org](http://www.wvculture.org).

# Capitol Campus Displays Holiday Trees Thanks to General Services Division

Each year, the General Services Division (GSD) arranges the display of two beautiful trees on 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.

This year, both trees were donated by the West Virginia Christmas Tree Growers Association. The Association arranged for the trees to come from Crickmer Farms in Danese, WV. Al Tolliver, owner of Crickmer Farms, has worked with GSD for several years to provide trees.

The Department of Administration would like to thank Al and Louise Tolliver for donating the trees, as well as those who organized their transport, decoration, and maintenance this holiday season.



**Coordinating the delivery, set up and decoration of the holiday trees displayed on the Capitol campus takes a huge amount of careful planning. This year, the General Services Division displayed two spruce trees. The trees, which were donated by Crickmer Farms in Danese, West Virginia, measured approximately 35 feet.**

## December 7<sup>th</sup> Deadline for State Employees Combined Campaign

State employees are reminded of the upcoming deadline for the West Virginia State Employees Combined Campaign (WV-SECC) in 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. The last day to submit pledge forms is December 7, 2018, with deductions to start during the first pay period in January 2019. However, special events may continue through the end of March 2019.

The WVSECC is the only state-sanctioned fundraising effort. To learn more about any additional fundraising efforts your agency may be doing as part of this campaign, contact your agency's WV-SECC campaign coordinator.



## E-ZPass Now Available with Fleet Rentals

The Fleet Management Division (FMD) is pleased to announce that its customers now have the option to request a West Virginia Parkways E-ZPass transponder be included with their vehicle rental. The E-ZPass, which is an electronic toll collection method, makes traveling more convenient and can help reduce traffic congestion.

When requesting a rental from FMD, agencies are encouraged to consider adding an E-ZPass transponder to their request. Agencies are only charged for the cost of the tolls the driver incurs during his or her trip. A list of current vehicles and rates are available to the right. For more information or to make a reservation, email [fleet@wv.gov](mailto:fleet@wv.gov).

### Fleet Vehicles For Daily Use\*

Chevrolet Impala (1 available)	\$40.00
Dodge Charger (1 available)	\$40.00
Ford Fusion (2 available)	\$40.00
Jeep Patriot (1 available)	\$50.00
Dodge Caravan (3 available)	\$50.00
Toyota Rav4 (1 available)	\$55.00

\*Mileage and gas usage included in price

## PDS Hosts Second Annual 'Sit with Claus for a Cause' Fundraiser

On November 13, 2018, Public Defender Services (PDS) held its second annual 'Sit with Claus for the Cause' event. Children of all ages were invited to visit with Santa Claus and have their photo taken. Below, a young boy offers a fist bump after visiting with Santa Claus.

The 'Sit with Claus for a Cause' event was offered as part of the West Virginia State Employees Combined Campaign in support of the United Way. Photos were offered for \$10 and all proceeds went directly to the State Employees Combined Campaign.



## Fleet Shares Tips on Driving in the Dark

Last month, Daylight Saving Time ended, leaving folks to adjust to a new time schedule. Because people are more likely to drive in the dark due to this time change, the Fleet Management Division would like to offer some quick tips to help you adjust to driving on standard time.

- Driving in the dark may make you more drowsy. Get plenty of rest and stop if you are unable to drive safely.
- Be on the lookout for pedestrians, joggers, and bicyclists who may be less visible during dusk and after dark.
- If it is starting to approach dusk, turn your headlights on and don't wait until it is dark.
- Wearing high-quality sunglasses or adjusting your sun visors can help reduce daytime glare, especially during morning and late afternoon driving.
- Watch for wildlife. Deer and other animals are more active at night.
- Use your low and high beams correctly. Low beams should be used to see 250 feet ahead while high beams should be used when your visibility range is 350 to 500 feet. Be sure to always dim your high beams when approaching an oncoming vehicle or following another driver.

## PEIA Health Tip: Taking Care of Asthma Inflammation

By: PEIA Wellness Director Cheryl Jackson

Asthma is a chronic lung disease for which there is no cure. Leading a long and healthy life with asthma is possible but is dependent on the person's continuous learning and management of the disease. With asthma, the airways become inflamed due to triggers. This inflammation makes it harder to breathe both in and out. It is in the best interest to avoid or minimize the exposure to these triggers.

Asthma attacks may be caused by exposure to known allergens or to non-allergic triggers. Common symptoms include: coughing, wheezing or whistling when breathing, shortness of breath, chest tightness, fatigue, and problems sleeping due to inability to breathe. To help the health care provider, a person should pay attention to whether the episodes occur at morning or night, during or after exercise, during certain seasons, when exposed to triggers, or when laughing/crying.

An important aspect of managing asthma is to know the kind of asthma medication prescribed, as well as when and how to use

it. Medications for asthma are not utilized to "cure" the chronic condition, but instead to manage the symptoms. Every individual with asthma is different. Individuals should work with their health care provider to identify the best treatment for them.

### Tips to manage asthma:

#### *Maintain healthy air in the home by:*

- Having a smoke-free home
- Minimizing indoor air pollutants from carpets, pet dander, cleaning supplies and household chemicals, lead, mold and dampness, dust, bacteria and viruses.
- Providing proper ventilation through exhaust fans, dehumidifiers, and use of doors and windows for increasing circulation of air.

#### *Create an Asthma Action Plan*

- Work closely with the medical provider to thoroughly understand asthma and create an Asthma Action Plan.
- Know the triggers, symptoms, medications and how to use them properly.

## Department Employees Share What They Are Thankful For

Last month, Department of Administration employees were encouraged to share what they are thankful for. Below are some of the submissions received:

- My family and friends who are there to support me in the many decisions I am faced with.
- Good health.
- The loving and compassionate people that surround me.
- Adoption that makes a family and God who placed those exceptional children in my life.
- The things that money can't buy. Health, family, and unconditional love. When a person has these assets, they are beyond normal measures of wealth.
- Pets.
- Family, including that I have both parents living; that I have a job I enjoy; a messy house (because that means I have a roof over my head and am blessed); that our mortgage is paid off; vehicles that get us where we're going; changing of the seasons and the variety of weather we get to experience.
- I am thankful I work with a great group of people.
- I am thankful for this stable job that allows me to spend plenty of quality time with my kiddos while they are growing up [too fast!].

Thank you to all who submitted a response. For the next issue, we want to know: "What is your New Year's resolution?" Share what you hope to work toward in 2019 by visiting [www.surveymonkey.com/r/2019NewYears](http://www.surveymonkey.com/r/2019NewYears). Submissions are anonymous and should be submitted by Wednesday, December 12, 2018.

**Welcome! ...** The Department of Administration is pleased to welcome **Dena Smith** (Finance); **Timothy Sylvester** (Fleet); **Charles Anderson** and **Marsha Bowling** (General Services); **Leslie Bragg** and **Rebecca Gibson** (PEIA); **Paula Dean** and **Susan Keener** (Personnel); **Dana Hoffman** (Purchasing); and **James Light** and **Paige Peterson** (Public Defender Services).

**Happy Retirement! ...** After years of hard work and dedication, we would like to wish **Thomas Harper** (PEIA) the very best during his retirement.

**Best Wishes ...** to **Jennifer Mullen-Thaxton** (Fleet); **John Maynard** (Personnel); **Millicent Mann** (Purchasing); **Jon Amores** (Real Estate) and **Jody Brown, Melanie Lopez, Bridgett Sweeney** and **Ray Toney** (Technology), who recently resigned from our department.

**Congratulations ...** to **Josh Spence** who was recently appointed by Gov. Jim Justice to serve as the Chief Technology Officer for the State of West Virginia.

**PEIA Update ...** The revised dates and locations for the PEIA public hearings are **December 13, 2018, in Beckley, December 17, 2018, in Morgantown, December 18, 2018, in Charleston, December 19, 2018, in Martinsburg.** In addition to the dates above, a **teleconference on December 12, 2018,** is scheduled for those unable to attend in person. Additional information available at [peia.wv.gov](http://peia.wv.gov).

## HAPPY BIRTHDAY ... in December!

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

Chip McDowell.....Aviation	Brian Holmes.....Personnel
John Fernatt.....BRIM	Melanie Larch.....Personnel
Kimberly Hensley.....BRIM	Jeffery Long.....Personnel
Stephen Schumacher.....BRIM	John Maynard.....Personnel
Tina Baker.....CPRB	Teresa Morgan.....Personnel
Christopher Barr.....CPRB	Twila Otey.....Personnel
James Brisendine.....CPRB	Bobbie Seyedmonir.....Personnel
Robert Bush.....CPRB	Marie Sharp.....Personnel
Paul Miller.....CPRB	Carrie Sizemore.....Personnel
Charles Wolfe.....CPRB	Pamela Clark.....Pub.Def.Srvs.
Theresa Kirk.....Ethics	Jonathan Friley.....Pub.Def.Srvs.
Stephanie Bailes.....Finance	Brenda Thompson...Pub.Def.Srvs.
Renee King.....Finance	Amber Carter.....Purchasing
Stephanie Kirk.....Finance	Gregory Clay.....Purchasing
Matthew Reynolds.....Finance	Gail Montantez.....Purchasing
Steven Adkins.....Gen.Srvs.	Steven Bradbury.....Real Estate
Joseph Belcher.....Gen.Srvs.	Charles Endres.....Real Estate
Glenn Briscoe.....Gen.Srvs.	Carina Ferrell.....Real Estate
Shaun Dempsey.....Gen.Srvs.	Bob Paulson.....Sec. of Admin.
William Dodson.....Gen.Srvs.	Heather Abbott.....Technology
Robert Hensley.....Gen.Srvs.	Jason Curia.....Technology
Christopher Hughart.....Gen.Srvs.	Jason Fewell.....Technology
Kimberly Miller.....Gen.Srvs.	Matthew Garrett.....Technology
Dave Parsons.....Gen.Srvs.	Jennifer Harmon.....Technology
Steven Phillips.....Gen.Srvs.	Howard Harris.....Technology
Glennis Sigmon.....Gen.Srvs.	Robin Hill.....Technology
Larry Thomas.....Gen.Srvs.	William Holmes.....Technology
Jonathan Trout.....Gen.Srvs.	Michael Hutchinson...Technology
Teresa Burdette.....PEIA	David Lester.....Technology
Holly Devins-Hochlinski.....PEIA	Michael Manning.....Technology
Amanda Downs.....PEIA	Kenneth Martin.....Technology
Karen Hall.....PEIA	Gary Mullins.....Technology
Felice Joseph.....PEIA	David Nolowski.....Technology
Jennifer Perry.....PEIA	Christopher Rankin.....Technology
Jan Powell.....PEIA	Joann Santoro.....Technology
Charlotte Stover.....PEIA	Nancy Shaver.....Technology
Amy Crook.....Personnel	Vincent Sodaro.....Technology

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