



# Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration  
FEBRUARY 2015 - Volume 22, Issue 2

## Employee of the Month

### Hard Work Earns Kudos for Personnel's Jon Hague



**JON HAGUE**  
February Employee of the Month

Jon Hague, a Personnel Specialist Senior for the Division of Personnel, has been selected as the Department of Administration's *Employee of the Month* for February.

A state government employee for more than five years, Hague's primary duties include acting as a job recruiter at recruitment events; scoring Personnel applications for em-

ployment; and assisting walk-ins and callers with questions.

"Jon has worked non-stop on improving the applicant services application process, the Division of Personnel website, and with recruitment at job fair events," said one co-worker.

Another co-worker commented, "Jon strives for the best in everything he does. He lends a helping hand with-

out being asked – he just does what needs to be done."

In his spare time, Jon enjoys reading, board games and spending time with his children. He will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Jason Pizatella on Friday, February 6, at 2 p.m. at the Division of Personnel office in Charleston.

## Gov. Earl Ray Tomblin Delivers the State of the State

In his annual State of the State Address, Gov. Earl Ray Tomblin took the opportunity to look to the past while also talking about plans to continue moving the state forward.

"Forty years ago on a night much like tonight, I joined my fellow Legislators in this beautiful chamber as a young man and a recent college graduate just elected to the House of Delegates and wondered what on earth I had gotten myself into," Tomblin said on January 14 in the Capitol's House Chamber before members of the Legislature, the Board



Photo Courtesy of the Governor's Office

Please see **GOVERNOR**, Page 5

Gov. Earl Ray Tomblin discussed his first days in the Legislature while also looking toward the future during his State of the State address.

## SNEAK PEEK

- Administration, Finance, BRIM Unveil Websites / Page 2



- Reward a Co-Worker with Employee of the Month Nomination / Page 3

- wvOASIS Announces Revision to Phase D Go-Live Plan / Page 3

# Redesigned Websites Showcased for BRIM, Finance, and Department of Administration

Two Department of Administration agencies, along with the Cabinet Secretary's office, have recently unveiled newly redesigned websites. The new look emphasizes a more modern design and easier site navigation. The site redesigns for the Department of Administration, Finance Division and the Board of Risk and Insurance Management (BRIM) were completed in conjunction with West Virginia Interactive, LLC.

Changes to the Department of Administration website included reorganizing and consolidating employee information to one location, adding a link to the department's Intranet site, and changing the site's color scheme. The front page now features quick links for state employees to prepare for retirement; for employees to find out about medical insurance coverage; for individuals to find out about working for state government; and for companies interested in doing business with the state

"We felt the website was due for a redesign," said Cabinet Secretary Jason Pizatella. "We wanted to ensure that

**Please see WEBSITES, Page 5**



## OHRD Continues to Expand Learning Opportunities



*"We have an exceptionally high-quality staff. I am looking forward to what we can produce and being able to offer it to our customers."*

**Bobbie Seyedmonir**  
Manager, Organization and Human Resource Development

The Division of Personnel's Organization and Human Resource Development (OHRD) section is looking at a new year and new leadership as an opportunity to continue expanding its educational offerings and the methods it uses to deliver them.

OHRD Manager Bobbie Seyedmonir, who joined the section in November, said OHRD plans to retain its focus on meeting customers' needs with class variety and options. "We understand that many employees do not have the chance to be away from the office for a day or multiple days for classes, so we are looking to put more classes on-line," she said. "We are also offering more blended classes, which combine both online and classroom time in a single course."

Seyedmonir said the emphasis on utilizing technology is one that she is familiar with. "I have a background in distance learning, and that is certainly an asset as we move forward," she said. She added that OHRD has worked to expand online and on-demand learning options in the past and will continue these efforts. "We want to maximize technology by offering a variety of learning experiences such as 'Learning Blasts,' which are 10-minute modules that you can complete quickly, and other on-demand, self-enrollment options on a variety of leadership and policy topics."

Senior Development Consultant, Mark Isabella, said OHRD's goal to provide the best possible product does not change with technology. "We are committed to offering the same

**Please see OHRD, Page 4**

## Try Rewarding a Co-Worker with an Employee of the Month Nomination



Members of the Employee of the Month Committee are pictured, front row from left: Administration Secretary Jason Pizatella, Donna Lipscomb Spano (chairperson), Candi Moore (Consolidated Public Retirement Board), Joan Chapman (Finance) and Crystal Nichols (Office of Technology); middle row, Anita Allen (committee secretary), Jessica Virtz (Public Employees Insurance Agency), Lee Orr (General Services) and Brian Holmes (Personnel); and back row, Clyde Arline (Board of Risk and Insurance Management, Real Estate, Ethics Commission, Public Defender Services, Prosecuting Attorneys Institute, Grievance Board, and Children's Health Insurance Program) and Chad Williamson (Purchasing).

It only takes a few minutes to nominate a co-worker for the Department of Administration's *Employee of the Month (EOM)* award. This award was created in 1992 to recognize those department employees who go above and beyond their standard job duties to make their office a more efficient and pleasant workplace. Part of the uniqueness of this award is that co-workers within and outside of your agency are the ones who nominate and determine who the recipients will be.

The *Employee of the Month* award is presented by Secretary Pizatella each month to a nominated recipient. Each December, the 12 monthly winners gather at a special ceremony for the *Employee of the Year* award. All department employees vote to determine the one honoree.

Nominating a co-worker is easy. Complete guidelines and the nomination form can be found at [www.administration.wv.gov/employee-of-the-month](http://www.administration.wv.gov/employee-of-the-month).

All nomination forms are confidential and shared only with the nomination committee, which consists of one representative from each of the department's agencies. The committee meets monthly to select a recipient.

Nominations can be made by peers, including co-workers, supervisors or subordinates. Nominations can also be made by customers, including employ-

**Please see EOM, Page 5**

## Schedule Revised for Phase D wvOASIS Go-Live Date

The wvOASIS staff recently announced a revision to the Phase D go-live plan, which focuses on Human Resources, Payroll, Travel and Federal Reciprocity. Plans to roll out Phase D, originally set to begin January 3, has been delayed.

The new plan now has departments going live in waves during the course of 2015 with the Phase D Human Resources Management (HRM), Payroll and Time and Leave Management applications.

During 2015, certain departments will go live each quarter, with the first wave expected on the original date of March 14, 2015. The Department of Administration is scheduled to be incorporated within this first wave, which means our employees will transition to biweekly pays beginning April 10.

Our human resource administrators are continuing data cleanup in HRM Staging. It is critical to maintain employee information in

**Please see wvOASIS, Page 4**

## Leslie Townsend Joins Secretary's Staff

Department of Administration Secretary Jason Pizatella is pleased to announce the addition of a new member to the Office of the Cabinet Secretary.

Leslie Townsend joined the Secretary's Office on January 16, 2015. After attending West Virginia State University, Townsend started her career as a legal assistant at a local law firm in 2001.



In 2013, she accepted a position in state government as a legal assistant for the West Virginia Attorney General's Office.

A resident of Elkview, Townsend has one daughter.



The Consolidated Public Retirement Board (CPRB) has seen an increase in the number of retirements as “baby boomers” transition from the workforce to their golden years.

## The Baby Boomer Generation Fuels Increase in Retirements

Retirement may be something that is far off in the horizon for many, but for others, it is getting closer. The West Virginia Consolidated Public Retirement Board (CPRB) is seeing an increase in the number of retirements as the “baby boomer” generation transitions out of work force.

“Baby boomers” - defined as the generation born between 1946 and 1964 - make up approximately 44.6 percent of West Virginia’s working-age population, according to a 2010 report by West Virginia University. As that generation has aged, the CPRB has seen an increase in retirees.

The Consolidated Public Retirement Board administers nine retirement plans. These include the Public Employees Retirement System (PERS); Teachers Retirement System (TRS); Plan Teachers Defined Contribution System (TDC); WV State Police Death, Disability and Retirement Fund (Plan A); WV State Police Retirement System (Plan B); Deputy Sheriffs’ Retirement System (DSRS); Judges Retirement System (JRS); Emergency Medical Services Retirement System (EMSRS) and Municipal Police and Firefighters System (MPFRS). The latter two plans, EMSRS and MPFRS, were established January 1, 2008 and January 1, 2010, respectively, making

them the newest of CPRB’s retirement plans.

“We have seen a large increase in retirees as years have passed,” said CPRB Executive Director Jeffrey Fleck. “For example, in fiscal year 2013, PERS processed 1,476 retirements, whereas 10 years prior, in fiscal year 2003, there were 981 retirements, so it was an increase of nearly 50 percent.

The increase was even greater for TRS, which saw retirees jump from 1,289 in 2003, to 2,041 in 2014, an increase of almost 80 percent. Meanwhile, in 2006, CPRB had 48,303 retirees in the seven retirement plans it administered. “By 2013, CPRB administered nine retirement plans with a total of 58,434 retirees,” he said.

The two largest plans administered are the Public Employees Retirement System (PERS), with 36,637 active members and 24,205 retirees, and the Teachers’ Retirement System (TRS), with 35,593 active members and 33,007 retirees.

Despite the rise in retirements, many of those retirement dollars stay in West Virginia. “CPRB has retirees in 49 of 50 states, and six foreign countries,” Fleck said. “However, we have found that more than 90 percent of state government employees opt to retire in West Virginia.”

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### OHRD

Continued from Page 2

quality of instruction online as in our face-to-face classes,” Isabella said. “We want to ensure the online classes are as engaging as the in-person offerings.”

Isabella said OHRD is working to revitalize many of its programs, including staples such as Managing for Excellence, which is intended for middle- and upper-level managers. “We plan to review the entire program and update it to focus on leadership as a noble undertaking,” he said, “In this volatile and complex environment, it is easy to lose of that.”

Other plans include developing a monthly e-newsletter and utilizing subject matter experts from within Personnel and other agencies as resources.

Seyedmonir credits OHRD staff for both the section’s current success and the direction of its future. “Any success we have is because of the staff here. They have a wide range of expertise and talent that is going to be vital as we move forward with these initiatives. I am looking forward to our continuing the long tradition here at OHRD of providing innovative, timely, and applicable learning for our customers,” she said.

OHRD’s class offerings for the first half of 2015 can be found at [www.personnel.wv.gov/ohrd/](http://www.personnel.wv.gov/ohrd/), and the second half of the 2015 schedule will be released in early June.

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### wvOASIS

Continued from Page 3

this system in preparation for the subsequent go-live activities. This includes on-going monitoring and reporting of HRM Staging cleanup, scheduling end-user training for affected departments and conducting parallel payroll testing prior to each go-live.

The State Auditor’s Office, West Virginia University and wvOASIS is assisting employees on preparing for the bi-weekly pay periods by offering a Smart Money Series program. For more information on this hands-on and video training, visit the State Auditor’s main web page at [www.wvsao.gov](http://www.wvsao.gov).

## GOVERNOR

Continued from Page 1

of Public Works, State Supreme Court justices and guests. "Armed with little more than a fresh perspective and a passion to make my home state the best it could be, I was eager to take on the challenges I knew we faced as a state," the Governor reflected on his early days in the legislature.

Gov. Tomblin emphasized the need for the Legislature to work across the aisle and not based on party lines. "Serving our state and her people comes with great responsibility. We must work together, not as Democrats or Republicans, but as West Virginians united for the common good. This is West Virginia, not Washington, and we must work together to meet the challenges we face as a state."

The Governor also cited the hard work to build the state's sound financial footing, a change from when he initially came to Charleston as a legislator. He mentioned the reforming of workers' compensation; the state's successful Rainy Day fund; and paying off the state's Other Post-employment Benefits debt.

He discussed businesses which have moved into and expanded in West Virginia, including Diamond Electric, which recently relocated its North American headquarters to

Putnam County; American Woodmark, which announced a \$30 million expansion in Hardy County; and Sogefi in Wayne County, which has invested tens of millions of dollars in our state, employing hundreds of West Virginians. He also touted the state's involvement in energy production for the nation.

Gov. Tomblin spoke of various initiatives for the upcoming year, including a study on safety for natural gas workers; expanding educational opportunities to fuel job growth; and opening pathways for school systems to train and hire subject matter experts as teachers who may not have a teaching background.

In conclusion, the Governor urged all West Virginians to work together for the common good of the state.

"Among the mountains we call home, we are charting a new path - one built on collaboration and mutual respect - and one that places our state and her people first," he said. "I'm proud of the work we've done. I'm proud of the progress we've made, and I'm confident that we can continue to move West Virginia forward, together. Tonight, we are more than just Democrats and Republicans. We are, and will forever be, West Virginians."

## Mileage Reimbursement Rate Remains at 47 Cents per Mile

As part of its bi-annual review of the state mileage reimbursement rate, West Virginia Department of Administration officials announced in January that the state mileage reimbursement rate for privately-owned vehicles for state use will remain at 47 cents per mile.

A bi-annual review of the state's mileage reimbursement rate for privately-owned vehicles is conducted in both January and July of each year by Department of Administration Secretary Jason Pizatella. This state rate will be in effect until further notice or after the next review is published in July 2015.

Quotes, Notes and Anecdotes

## WEBSITES

Continued from Page 2



The Department's website was re-designed from its previous version (above) to have a more modern interface and be more user-friendly.

the information that was available on the website was not only up to date, but easy to find for users."

Both the Finance Division and BRIM also completely revamped their original sites to provide easier navigation, drop-down menus for commonly used features, and new, easier URLs.

The Web addresses are as follows:

- Department of Administration/[www.administration.wv.gov](http://www.administration.wv.gov).
- Finance Division/[www.finance.wv.gov](http://www.finance.wv.gov)
- BRIM/[www.brim.wv.gov](http://www.brim.wv.gov).

## EOM

Continued from Page 3

ees from other state agencies and the general public.

When completing the nomination form, employees should provide specific details as to why the person should be selected and identify how that employee proves to be a superior employee.

The committee uses the following criteria in the selection process:

- Producing work-related service above and beyond the norm;
- Promoting harmony with co-workers;
- Promoting a positive image of the department/section/unit;
- Maintaining exemplary work standards;

- Presenting a helpful/cooperative attitude;
- Demonstrating exemplary use of time (including work time and leave use); and
- Service to the community.

Nomination forms must be signed to be considered and submitted to the Cabinet Secretary's Office in Building 1, Room E119, at the Capitol Complex. They are filed in confidence at all times and remain on the nomination list for an unspecified period of time after submission.

To learn more about the *Employee of the Month* program, please visit the website or speak to your agency's representative.

## Real Estate Employees Help Homeless During Holidays

The Christmas season gave employees with the Real Estate Division an opportunity to give to those in need.

Operations Manager Carolyn Flanigan said staff members typically participate in an “adopt-a-family” program through a local nonprofit during the holiday season, but this year, all of the families had already been “adopted.” Seeking out a different opportunity during the holidays to give back, someone then suggested making care packages for the homeless living underneath the Spring Street bridge in Charleston.

“We all pitched in money and bought personal care items, like soap and toothpaste, as well as hats, gloves and socks,” Flanigan said. “We also purchased non-perishable foods and bottled water, and some people even donated blankets. We divided the items up into waterproof bags and ended up with about a dozen packages.”

Flanigan said they took the care packages to people who were living in the makeshift “tent city” underneath the bridge. “There were only about six people there at the time, but everyone was very grateful, and we enjoyed doing it. It gave us the chance to do something for people who are less fortunate.”

Flanigan said they are considering expanding efforts to other points in the year. “We may take up a collection again and do it at another time,” she said. “After all, it is an ongoing problem that occurs not just during the holidays, and so many of us could be just one bad decision away from a similar situation.”

**Welcome!** ... The Department of Administration is pleased to welcome **Phillip Baker** and **Brad Phelps** (Aviation); **Ryan Shamblin** and **Anthony Walizer** (General Services); **Lisa Carmella** (Prosecuting Attorneys Institute); and **Mary Jane Pickens** (BRIM). **Anita Allen** transferred from the Secretary’s Office to Finance.

**Best Wishes** ... to **Jordan Kirk** (Purchasing) and **Melissa Bradshaw** (Technology), who recently resigned from our department.

**Happy Retirement!** ... After years of hard work and dedication, we would like to congratulate **Charles Forsythe** (Personnel) and **Barry Arthur, Carol Dukate** and **Sharon Lacey** (Technology) on their retirements.

**United Way** ... The Department of Administration is pleased to announce that it raised \$6,510 for the 2014 West Virginia State Employees Combined Campaign, coordinated through the United Way. Across state government, approximately \$26,218.08 was raised. Appreciation is extended to our employees who either assisted or contributed toward the campaign.

**A Proud Parent!** ... Chris Doyle, son of **Kelli Doyle** of the Office of Technology, will graduate on Feb. 6 with a Bachelors in Recording Arts from Full Sail University in Orlando, FL. He is pursuing a career in sound design and is currently interning with Cellec Games as Audio Team Lead. Congratulations, Kelli, on your son’s great achievement!

**Congratulations** ... **Diane Holley-Brown** (Purchasing) received her Accreditation in Public Relations (APR) through the Universal Accreditation Board in December. There are only 4,300 active, practicing APRs in the United States.

**Got News?** ... Share YOUR good news with your department co-workers! E-mail **Diane.M.Holley@wv.gov** with detailed information so we may include in the next issue of our newsletter.

## HAPPY BIRTHDAY ... in February

1 Kelly Blunden ..... CPRB	16 Adam Robinson ..... Technology
2 Michael Ebert ..... Technology	17 James Bateman ..... Personnel
Diane Holley-Brown ... Purchasing	Kenneth Jackson ..... Gen. Svcs.
3 Kara Stewart ..... Personnel	Misty Moore ..... Real Estate
Willadean Fisher ..... Purchasing	Julie Shoup ..... Personnel
4 Edward McMinn ..... Technology	Victoria Sutton ..... CPRB
William Parrish ..... Gen. Svcs.	18 Leah Barker ..... Public Defender
5 Carrie Lefevre ..... Grievance	19 Rick Counts ..... Gen. Svcs.
Debbie Watkins ..... Purchasing	Gary Goble Jr. .... Personnel
6 Sheryl Goodwin ..... Personnel	Gary Pennington ..... Gen. Svcs.
7 Marsha Casto ..... Personnel	20 Harold Loy ..... Gen. Svcs.
Jackie Linthicome .. Public Defender	Tracy Richardson ..... Personnel
Kevin Walker ..... Gen. Svcs.	24 Chrissy Courtney ..... CPRB
8 Chris Bailey ..... Technology	Amber Hawkins ..... CPRB
Brusanna Jackson ..... Gen. Svcs.	25 Thomas Barton ..... Real Estate
Jason Pizatella ..... Administration	Heather Drake ..... CPRB
9 Linda Coleman ..... Technology	27 Lisa Conley ..... PEIA
11 Tenna Bell ..... CPRB	Alexander Gamma .. Technology
12 Breanne Myers ..... Personnel	Tim Phillips ..... Technology
14 Landon Brown ..... Grievance	28 Tina King ..... Ethics
16 Matt Fenney ..... Technology	

# Administrative Notes

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

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