

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
February 2021 - Volume 28, Issue 2

Employee of the Month

Worlledge Keeps Office Going During Pandemic



Rob Worlledge
February Employee
of the Month

Rob Worlledge, an Accountant Auditor III for the Finance Division, has been selected as the Department of Administration's *Employee of the Month* for February.

A state employee for 23 years, his duties include managing the debt service accounts including payment processing, balancing, and reporting; monitoring fixed assets; ordering office products; maintaining the Finance Division website; serving as the P-Card holder; and he is the liaison between employees and the Office of Technology for informa-

tion technology needs.

"Rob has and continues to provide excellent service to employees during this pandemic. He ensures that employees who telework are provided with equipment and supplies, as well as takes care of the main office," said the co-worker who nominated him. "Rob is always willing to help, treats co-workers with respect, and is courteous and friendly to everyone."

"Rob takes the lead on various projects and always prepares in advance. He monitors his work to ensure he meets deadlines," the co-worker continued. "Employees work well with him and depend on him to make sure computers and laptops are available and updated with the latest software. He is always available and willing to get the job done."

When he's not working, Worlledge enjoys traveling, watching college football and NASCAR, and singing in his church choir.

Department of Administration Employees Recognized for Excellent Customer Support

Several Department of Administration employees were publicly thanked for their work in the development and application of Gov. Jim Justice's West Virginia CARES Act Small Business Grant Program to help businesses negatively affected by the COVID-19 pandemic.

When the grant program was first announced, the Technical Services Unit of the Purchasing Division received several dozen calls every day regarding the program. Many of these calls were from entities that did not have a vendor number with the state of West Virginia but needed one to apply for a CARES Act grant. Technical Services Manager Mark Totten estimates his staff assisted between 100-150 vendors specifically applying for their CARES Act grants.

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SNEAK PEEK

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- Office of Technology Hosts First Google Town Hall / Page 4

Project Sunrise
Resource Center



New ARI Contract Issued by Fleet Management Includes Telematics For Tracking Driver Habits

By Becky Farmer, FMD Fleet Coordinator

The Fleet Management Division (FMD) awarded a new contract to Automotive Rentals Inc. (ARI), which became effective on December 15, 2020. In addition to the fuel and maintenance services previously offered that state agencies use to operate their vehicles, this contract now includes two new services: telematics and the Driver Safety Program. Each of these services can be used independently or together to offer improved safety for drivers conducting business for the state of West Virginia.

Telematics will provide employers with real-time information on driver behavior such as speeding, hard braking, rapid acceleration, sharp cornering, and seat belt usage. This information is also recorded for employer reference.

The benefits offered by the implementation of telematics include fuel savings; improved maintenance and diagnostic data; better utilization of vehicles; potential reduction in accidents, claims and roadside assistance; and potential reductions in labor costs.

In addition, the telematics information feeds into the driver's scorecard. ARI's driver scorecard provides organizations with a comprehensive view of driver behavior. It consolidates in-



formation from multiple data sources into a single, easy to understand score.

The Public Service Commission has elected to add telematics to some of their agency's vehicles. As an introduction to the benefits, FMD is offering to pay for the telematics hardware for agencies interested in improving the safety of their drivers. Contact FMD for more information regarding the new services offered or to schedule a consultation by emailing Fleet@wv.gov.

BRIM Holds Virtual Event for National Data Privacy Day

Your personal privacy has always been important, but in recent years, digital data privacy has become even more important. Hackers and bad actors have acquired access that compromises all our digital information. Therefore, an even greater need for awareness and protection has come to the forefront.

January 28, 2021, was once again recognized by Gov. Jim Justice as Cyber Security Awareness and Data Privacy Day in West Virginia. This proclamation allows West Virginia to join in this internationally recognized day that highlights privacy issues and strategies to safeguard data.

The West Virginia State Privacy Office, which falls within the Board of Risk and Insurance Management (BRIM), hosted a special virtual Data Privacy Day event for the state's agency privacy officers on January 26, 2021. The training included a panel discussion titled, "A Holistic Approach to Cyber Risk Management." This panel discussion brought together international privacy and cyber risk experts to share important information with departmental and agency privacy officers regarding privacy and cyber risk.

Data Privacy Day began in the United States and Canada in 2008 as an extension of the Data Protection Day celebration in Europe. Data Protection Day commemorates the January 28, 1981, signing of Convention 108, the first legally binding international treaty dealing with privacy and data protection.

For more information on data privacy, please contact BRIM at 304.766.2646.



Living in a Democracy: How Government Works

Democracy, derived from the Greek word “demos” or “people,” is defined as government in which the power lies in the people. In some forms, democracy can be exercised directly by the people. In larger societies, such as the United States of America, it is by the people through their elected representatives. In the words of President Abraham Lincoln, democracy is government of the people, by the people, and for the people.

The Constitution of the United States divides the federal government into three branches to make sure no individual or group will have too much power: legislative—makes laws (Congress, comprised of the House of Representatives and Senate); executive—carries out laws (president, vice president, cabinet, most federal agencies); and judicial—evaluates laws (Supreme Court and other courts). The president can veto legislation created by Congress and nominates heads of federal agencies. Congress confirms or rejects the president’s nominees and can remove the president from office in special circumstances. The justices of the Supreme Court, who can overturn unconstitutional laws, are nominated by the president and confirmed by the Senate. The ability of each branch to respond to the actions of the other branches is called the system of checks and balances.

Every four years, citizens go to the polls to cast their vote for president and vice president. These two officials are not elected directly by citizens. Instead, they’re chosen by “electors” through a process called the Electoral College. The process of using electors comes from the Constitution. It was a compromise between a popular vote by

2021 Legislative Calendar

February 10, 2021

First day of session

March 1, 2021 (20th Day)

Legislative Rule-Making Review bills due

March 16, 2021 (35th Day)

Last day to introduce bills in the House

March 22, 2021 (47th Day)

Last day to introduce bills in the Senate

March 28, 2021 (47th Day)

Bills due out of committees

March 31, 2021 (50th Day)

Last day to consider bill on third reading

April 10, 2021 (60th Day)

Last day of session

citizens and a vote in Congress. In nearly every state, the candidate who gets the most votes wins the electoral votes for that state and gets that number of voters (or “electors”) in the Electoral College. The electors from each of the 50 states gather in December and they formalize the votes for president.

After the electors meet and vote, those ballots are sent to Washington, D.C. where they are counted by Congress on January 6th and a new president-elect and vice president-elect are named. The election process is then complete, and the inauguration can take place. The 46th presidential inaugural ceremonies were held January 20, 2021, at the U.S. Capitol in Washington, D.C.

Two State Directories Help Employees and Public Locate Contacts and Find Information

It’s important for West Virginia state agency contacts to be easily accessible to the citizens who might have questions or need services.

There are two different listings of state government contacts and their agencies. One is the WV.gov PDF Directory. An updated PDF Directory is published each month at www.wv.gov/Documents/StateGovernmentDirectory.pdf. It is at the discretion of the agency for whom to include contact information within this directory.



Each department has designated a contact person who is responsible for making the changes for their department. Anyone who needs training on this process can contact West Virginia Interactive at 304.414.0265, ext. 0, or Support@wvinteractive.com, or simply email the Department of

Administration contact at purchasing.training@wv.gov for a copy of the user manual or to gain access to make changes.

The second listing is the WV.gov Phone Directory. The human resources staff member within your department or agency is responsible for making these updates, or the updates can be submitted directly to West Virginia Interactive if the information is not collected via wvOASIS. The WV.gov phone directory is located here: <https://www.wv.gov/pages/state-phone-directory.aspx>

The data that populates this directory comes from both wvOASIS as well as from non-wvOASIS agencies who send their information directly to West Virginia Interactive.

Please note that the accuracy of the information is dependent upon the employees who are responsible for making the updates. If your department or agency has not done so recently, it is encouraged to review the contact information currently listed and monitor each month for changes or updates to that information.

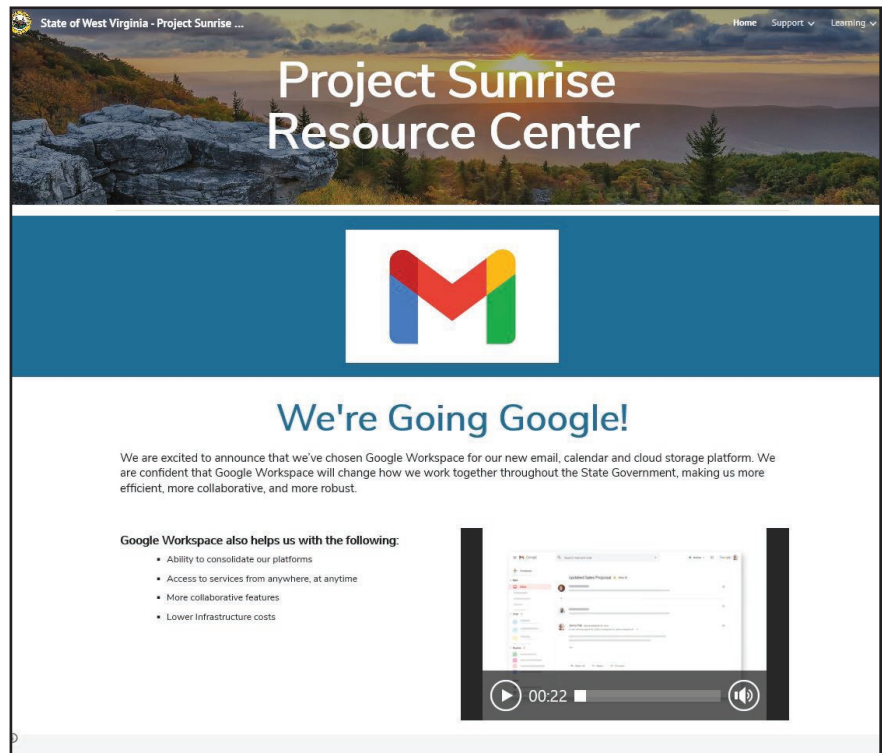
Office of Technology Hosts First Google Town Hall

The West Virginia Office of Technology (WVOT) hosted its first virtual Town Hall to discuss the state's upcoming migration to Google Workspace. With more than 400 state employees participating, Chief Technology Officer (CTO) Josh Spence discussed the reasons for the change, provided an overview of the project (referred to as Project Sunrise) and the different phases; gave a status of the project; shared some upcoming training opportunities; and highlighted other topics pertaining to Google Workspace. Spence shared that Google Workspace will allow the state to consolidate platforms; access services and collaborative features from anywhere, at any time; and lower infrastructure costs.

"We are confident that Google Workspace will change how we work together throughout state government, making us more efficient, more collaborative, and more robust," said Spence.

The first phase, expected to launch in April, will involve transitioning to Google's email and calendar.

WVOT has identified state employees to serve as "Google Ambassadors." These individuals will receive specialized training before the launch of Google Workspace later this spring and will be available to assist their co-workers with the transition, minimizing wait times for employees who have

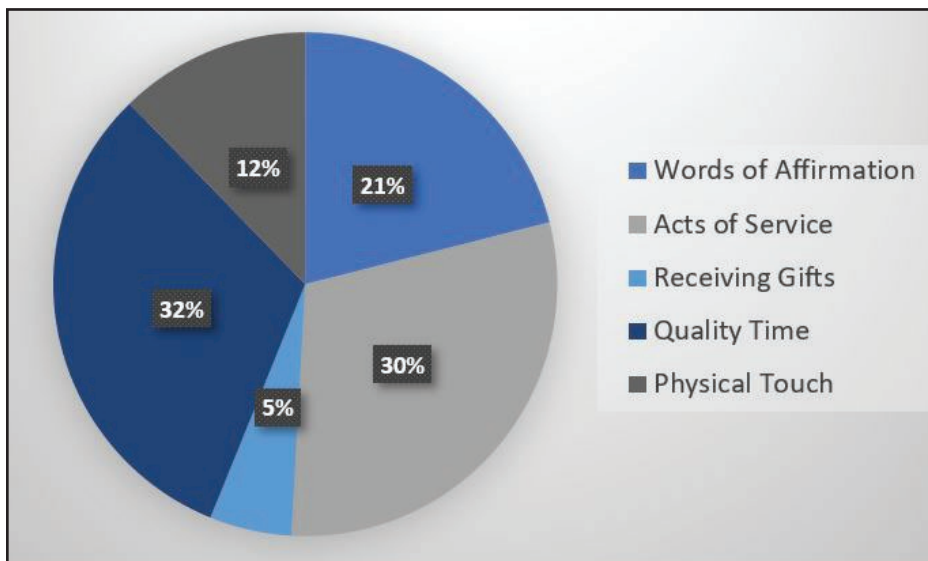


In 2021, the West Virginia Office of Technology will work to transition state employees to Google Workspace in a effort named "Project Sunrise."

questions.

Additional information can be viewed online at <https://westvirginiaot.sharepoint.com/sites/OTHub/SitePages/GoogleProject.aspx>.

February Results for Employee Question of the Month



In January, Department of Administration employees were asked to share their love language. Thank you to all who participate in this question and answer forum each month!

For Department of Administration employees, the most popular love languages are:

1. Quality Time
2. Acts of Service
3. Words of Affirmation
4. Physical Touch
5. Receiving Gifts

To see next month's *Employee Question of the Month*, see the Admin Notes on page 6.

Fleet Management Shares Eight Secrets to Super Driving

When individuals drive defensively, they are aware and ready for whatever may happen. Defensive drivers are cautious, yet ready to act and not put their fate in the hands of other drivers. According to the U.S. Department of Transportation, 90% of all crashes are attributed to driver error. The Fleet Management Division would like to offer these defensive driving tips to help reduce your risk behind the wheel:

1. **Think safety first.** Avoiding aggressive and inattentive driving tendencies yourself will put you in a stronger position to deal with other people's bad driving. Leave plenty of space between you and the car in front of you. Always lock your doors and wear your seat belt to protect yourself from being thrown from the car in a crash.

2. **Be aware of your surroundings and pay attention.** Check your mirrors frequently and scan conditions 20 to 30 seconds ahead of you. Keep your eyes

moving. If a vehicle is showing signs of aggressive driving, slow down or pull over to avoid it. If the driver is driving dangerously, try to get off the roadway by turning right or taking the next exit if it is safe to do so. You should also watch for pedestrians, bicyclists, and pets along the road.

3. **Do not depend on other drivers.** Be considerate of others but look out for yourself. Do not presume another driver is going to move out of the way or allow you to merge. Presume that drivers will run through red lights or stop signs and be prepared to react.

4. **Follow the 3- to 4-second rule.** Since the greatest chance of a collision is in front of you, using the three to four second rule will help you establish and maintain a safe following distance and provide adequate time for you to brake to a stop if necessary. In bad weather, increase your following distance an additional second.

5. **Keep your speed down.** Posted speed limits apply to ideal conditions. It is your responsibility to ensure that your speed matches conditions. In addition, higher speeds make controlling your vehicle that much more difficult if things go wrong.

6. **Have an escape route planned.** In all driving situations, the best way to avoid potential dangers is to position your vehicle where you have the best chance of seeing and being seen. Having an alternate path of travel also is essential, such as a place to move your vehicle if your immediate path of travel is suddenly blocked.

7. **Separate risks.** When faced with multiple risks, it is best to manage them one at a time. Your goal is to avoid having to deal with too many risks at once.

8. **Cut out distractions.** A distraction is any activity that diverts your attention from the task of driving. Driving deserves your full attention.

EMPLOYEE RECOGNITION

Continued from Page 1

One of those vendors was Terri Reed Cutright, a small business owner from Morgantown who helped 68 fellow business owners apply for grants. In a letter published in the Charleston Gazette-Mail, she wrote, "Throughout this project, I interacted many times with government employees through the Governor's Office, the West Virginia State Grant Helpline, and many other state agencies. I want readers to know that every state employee I interacted with was professional, polite, and helpful. Every one of them was as committed as I was in trying to help our small businesses receive their grants. They all are dedicated government employees who helped me help businesses receive their grants. After enough conversations, I realized this was not just a requirement of their jobs but, like me, was a passion to help our small businesses. The next time you interact with West Virginia government employees, remember that they are West Virginians who care about other West Virginians."

Cutright specifically named Totten and Terra Oliver of the Purchasing Division, as well as Joan Chapman, Stephanie Kirk, and Sarah Smith of the Finance Division.

"The expertise our program has accumulated over many years proved essential to successfully handling the challenges related to the CARES Act," Totten said. "As we do with all vendors, we ensured West Virginia businesses with different levels of technical and procedural familiarity were accommodated. When necessary, to ensure all potential applicants had a seat at the table, we adjusted for vendors based on technical access, remote-work scenarios, or when vendors did not have the usual channels of communication to state government. Along with Lu Anne Cot-

trill, we often worked with vendors over an extended period, providing status updates and answering many follow-up questions."

"Our regular role as the first point of contact within state government for the vendor community expanded and intensified as we helped fulfill the governor's goal regarding the CARES Act Small Business Grant Program," said Oliver, who serves as the vendor registration coordinator. "I appreciate the time Ms. Cutright took to recognize what we did while we were under extreme pressure to help many other businesses create the system records needed before the grant deadline. Working with someone like her, who understood the stress we were under, while also working just as hard to achieve the same goal for those businesses she was assisting, was very rewarding."

"The Vendor Section of the Finance Division is pleased to help fellow West Virginians during such a difficult time," said Administrative Services Assistant Stephanie Kirk. "We are hopeful that the WV Small Business CARES Act grant will give these businesses a much-needed boost and look forward to seeing them thrive once again."

"I want to thank Ms. Cutright for appreciating the hard work that our team does," said Accounting Tech Sarah Smith.

The Department of Administration would like to thank and recognize the hard work of the Purchasing and Finance Divisions. The staff's willingness to assist has been an immense help to small businesses seeking assistance during this difficult time.

For more information on the CARES Act Small Business Grant Program, visit grants.wv.gov.

Secretary's Office Welcomes New Employee

After the retirement of long-time state employee Carol Nichols, the Cabinet Secretary's Office was in need of a new executive assistant. The Department of Administration is pleased to welcome Shelley Whitehill, who will be taking over Nichols' former position.

A resident of Hurricane, WV, Whitehill grew up in Maryland before moving to Hundred, WV, in 1980. She has a business management degree from Fairmont State University.

Before her new role in the Cabinet Secretary's Office, Whitehill was the project administrator for Direct Sat USA in their Charleston office. She previously worked for Hills Department Stores, Value City, and Gabriel Brothers in various capacities such as store manager, allocation, and logistics. She has also worked for the Marion County Assessor and the National Youth Advocate Program as an office manager.

When she is not working, Whitehill likes relaxing on her back porch, cooking, and baking. She also enjoys spending time with her family, which includes her two children, her domestic partner's four children, and three grandchildren who they love to spoil.



Shelley Whitehill
Cabinet Secretary's Office

Welcome! ... The Department of Administration is pleased to welcome **Jamie Huff** (CPRB); **Shelley Whitehill** (Office of the Secretary); **Kasi Bell** (PEIA); **Emily Fuller** (Personnel); and **Steven Tompson** (Public Defender Services).

Best Wishes ... to **Bridget Hanshaw** (CPRB), **Brittany Cochran** (PEIA); and **Tina Withrow** (Real Estate), who recently resigned from our department.

W-2s Now Online ... West Virginia state employees can view and print their W-2s for the 2020 calendar year electronically through their myApps account by going to www.wvsao.gov or wvOASIS.gov.

Presidents' Day ... Please remember that state employees will recognize Monday, February 15, 2021, as a state holiday in observance of Presidents' Day.

Employee Question of the Month ... A big THANK YOU to our employees who continue to participate in our Employee Question of the Month. You can see the results of January's question on Page 4. This month's question is, "What is one new professional skill you wish you could learn?" To answer this question, visit <https://forms.gle/1d6wGP7UHN55S9oKA> by February 12, 2021. Please note that all submissions will be anonymous and may be edited for clarity and length.

Got News? ... Share YOUR good news with all of your department co-workers! Email Samantha.S.Knapp@wv.gov with detailed information so we may include it in the next issue of the newsletter.

HAPPY BIRTHDAY ... in FEBRUARY

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

Valerie Poindexter.....BRIM	Crystal Broyles.....PEIA
Tara Taylor.....BRIM	Lisa Conley.....PEIA
Alyssa Cooper.....CPRB	Kara Anderson.....Personnel
Heather Drake.....CPRB	James Bateman.....Personnel
Jordan Hannah.....CPRB	Gary Goble.....Personnel
Amber Hawkins.....CPRB	Breanne Myers.....Personnel
Joshua Hudnall.....CPRB	Tracy Richardson.....Personnel
Ashley Knapp.....CPRB	Nicole Cofer-Fleming.....Pros.Atty
Tenna Lillibridge Bell.....CPRB	Bob Ross.....Purchasing
Nathan Moul.....CPRB	Jason Thompson.....Purchasing
Haley Perry.....CPRB	Thomas Barton.....Real Estate
Timothy Phillips.....CPRB	Misty Corsaro.....Real Estate
Victoria Sutton.....CPRB	Kenneth Jackson.....Real Estate
Nancy Crawford.....Finance	John McHugh.....Real Estate
Chena Hill.....Fleet	Andrew Sabatino.....Real Estate
Leigh Jackson.....Fleet	Christopher Bailey.....Technology
Andrew Bragg.....Gen.Srvs.	Michael Ebert.....Technology
Michael Hamrick.....Gen.Srvs.	Matthew Fenney.....Technology
David Haynes.....Gen.Srvs.	Zachary Hennen.....Technology
Gary Pennington.....Gen.Srvs.	David Highland.....Technology
Stephen Pinkerton.....Gen.Srvs.	Donnie Lively.....Technology
William Raines.....Gen.Srvs.	Chaz Pittman.....Technology
Landon Brown.....Grievance	Adam Robinson.....Technology
Carrie Lefevre.....Grievance	Joshua Spence.....Technology
Samantha Smith.....Grievance	

Administrative Notes

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