



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
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PEIA's Robin Rose Named Dept. of Administration Employee of the Year

Robin Rose, an Administrative Services Assistant with the Public Employees Insurance Agency (PEIA), was recognized as the Department of Administration's *Employee of the Year* for 2013.

Rose received the award at a ceremony in the upper Rotunda area near the House of Delegates chamber entrance on December 17th. A 10-year state employee, Rose's primary duties at PEIA are to check the eligibility reports for the agency's internal and external systems and make corrections when necessary. Rose was among the 11 eligible finalists for the award, all of whom were *Employee of the Month* recipients during the 2013 calendar year.

Prior to naming the *Employee of the Year*, each monthly recipient received a special gift at the ceremony. A reception followed the ceremony for all Department of Administration employees who attended. Later, honorees joined Gov. Earl Ray Tomblin in a private meeting in the Governor's Reception Room, providing him an opportunity to personally congratulate them. Congratulations to all our department employees honored in 2013!

Robin Rose of PEIA was honored as the Department of Administration's Employee of the Year on December 17th. Pictured with her after the ceremony are PEIA Director Ted Cheatham and Deputy Cabinet Secretary Cedric Greene.

Employee of the Month

White Makes Great First Impression for CPRB Customers



CLAUDIA WHITE
January Employee of the Month

Claudia White, an Office Assistant II with the Consolidated Public Retirement Board (CPRB), has been selected as the Department of Administration's *Employee of the Month* for January.

A state government employee for more than 14 years, White is responsible for greeting customers as they enter the CPRB building and ensuring that they are properly directed to their appointments to discuss retirement issues.

"Claudia is the initial point of contact for the CPRB and is the one who gives the first impression of the agency. I have heard numerous customers say that Claudia has made their experience an enjoyable one," said one co-worker. "When customers come in to talk about retirement, it can be a stressful decision. Claudia does an excellent job in setting their minds at ease."

Said another co-worker, "Her professionalism really speaks

volumes about her approach to her profession. I am proud that Claudia is the first contact our customers have when call or visit our agency."

In her spare time, White likes to travel, volunteer and participate in 5K walks. She will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Ross Taylor on Wednesday, January 8 at 11:15 a.m. at the CPRB office in Kanawha City.

SNEAK PEEK

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Public Defender Services staff members are, from left: Jackie Linthicome, Teresa Asbury, Rosa McFarland, Pamela Clark, Leah Barker, Dana Eddy, Joyce Lanham, Betsy Chapman, Lee Carper, Kitty Wilson, Ralph McK-inney, Heather Atkins, Shelia Coughlin and Jeff Lowrentz.

Public Defender Services Providing Legal Defense for the Indigent of West Virginia

Editor's note: This is part of an on-going series of articles which takes a closer look at Department of Administration agencies.

Visitors to the West Virginia Public Defender Services (PDS) website are met with a quote from Griffin v. Illinois, a 1956 Supreme Court case:

"There can be no equal justice where the kind of trial a man gets depends on the amount of money he has."

This quote speaks to the mission of Public Defender Services, said Dana Eddy, PDS executive director. "We are spe-

cifically geared to fulfill the state's constitutional obligation to provide legal counsel to the indigent when their liberty is at stake."

The PDS funds all indigent defense for the state of West Virginia through two means: private attorneys on a court-appointed basis and full-time public defenders.

"For counsel appointed by the court, PDS processes their payment vouchers for their service," Eddy said. "PDS also supplements support for that counsel through classes

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LOOKING AT ADMINISTRATION: Public Defender Services

Statutory Authority: West Virginia Code §29-21-1 et se.

Mission Statement: The Public Defender Services was established on July 1, 1981, and is responsible for administering the provision of legal representation to indigent persons as required by the Sixth Amendment to the United States Constitution and by Article III, Section 14 of the West Virginia Constitution. The Executive Director, appointed by the Governor, by and with the advice and consent of the West Virginia Senate, is responsible for the administration of the appointed counsel system; the Public Defender Corporation system; the Public Defender Services appellate division; and the Criminal Law Research Center within Public Defender Services. The Executive Director also serves as the chair of the Indigent Defense Commission.

Website: www.pds.wv.gov

Telephone Number: (304) 558-3905

Physical Address: One Players Club Drive, Suite 301, Charleston, WV 25311

Transaction Managers Assist Agencies in Locating Suitable Office Environments While Saving Money

The Real Estate Division was created by the State Legislature in July of 2007. The original intent was to centralize substantially all real estate activities resulting in a more consistent approach to negotiations while establishing space standards and reducing the overall cost of space to the state.

The largest initial challenge facing the Real Estate Division was building credibility with the many agencies who suddenly became the agency's customers, according to Executive Director Chuck Lawrence. To effectively address this challenge, key staff members from various agencies joined the Real Estate Division, bringing with them specific agency experience. Today, the Real Estate Division's Transaction Managers originally came from the Department of Health and Human Resources (David Hildreth), the Public Employees Insurance Agency (David Bailey), the Office of Technology (Brett Clutters), and the Offices of the Insurance Commissioner (Tom Barton). They joined Carolyn Flanigan who has served as the leasing portfolio manager since 1999.

With more than 100 years of collective state experience, the Transaction



The Real Estate Division Transaction Managers are responsible for the negotiations, new construction, renovations, space planning, and relocation management for state agencies' office space. Those who serve in this capacity are pictured, from left: Senior Transaction Manager Dave Hildreth; Tom Barton; Operations Manager Carolyn Flanigan; David Bailey, and Brett Clutters.

Managers have been challenged with a diverse array of complex real estate transactions. In addition to managing 700-plus leases, the Transaction Managers have been directly involved in purchasing buildings, executing major

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Employees Reminded of Parking Regulations for Legislative Session

The 2014 Regular Session of the Legislature begins January 8 and with the annual 60-day session comes a much greater demand for parking around the Capitol Complex.

State employees are reminded of the following policies and procedures for parking as outlined in West Virginia Legislative Rule 148 CSR 6 during the regular session to advise guests visiting state offices and to those who do not have designated parking spots.

Parking placards must be displayed immediately behind the vehicle's rear-view mirror. No substitutions will be accepted. Employees may purchase one additional placard for \$20 for a second vehicle. Employees who forget their placard should report it immediately

Individuals who use metered parking

2014 State Legislative Calendar for Regular Session

- **January 8:** First day of session. Governor delivers State of the State address.
- **January 27:** Submission of Legislative Rule-Making Review bills due.
- **February 17:** Last day to introduce bills in the Senate and the House. Does not apply to originating or supplementary appropriation bills. Does not apply to Senate or House resolutions or concurrent resolutions.
- **February 23:** Bills due out of committees in house of origin to ensure three full days for readings.
- **February 26:** Last day to consider bill on third reading in house of origin. Does not include budget or supplementary appropriation bills
- **March 8:** Adjournment at midnight.

and believe that it is not working correctly must report the malfunctioning meter on the same day the meter is used to the Piedmont Avenue guardhouse at (304) 558-0248.

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Capitol Food Court Snack Bar Opens in Building 7



The Capitol Food Court Snack Bar located in Building 7 opened on December 3 with a reception sponsored by the Department of Education and the Arts.

The Capitol Food Court Snack Bar in Building 7 officially opened December 3rd with a reception sponsored by the state Department of the Education and the Arts.

Cabinet Secretary Kay Goodwin expressed her appreciation to the many partners who assisted in the project's completion. The Capitol Food Court Snack Bar will be operated by the Randolph-Sheppard Vendors, a program of the West Virginia Division of Rehabilitation Services (DRS).

One of the primary partners recognized was the Department of Administration, particularly the General Services Division, which coordinated

the work between the general contractor and the DRS.

The General Services staff ensured all parties met requirements of regulatory bodies, such as the State Fire Marshal and Health Inspectors, and facilitated the procurement of construction and design work, specifically the utilities and modifications that had to be made. The planning for the new snack bar began last February.

New amenities are the snack bar's ability to prepare hot foods to employees, along with new aesthetic features, such as new flooring, paint, ceiling tile and light fixtures.

A High Tech Holiday

West Virginia Office of Technology employees definitely got into the holiday spirit last month with a contest for homemade ornaments made from technology items. Pictured is one of the many ornaments crafted by OT employees, showing off not only their technical skills but their creative side!



PEIA Offers Help for a Healthier Lifestyle in the New Year!

Following the holidays, many of us find ourselves looking to drop extra weight, or we simply want to start healthier habits with the new year. An option for state employees interested in weight loss and a healthier lifestyle is the Public Employees Insurance Agency (PEIA) Weight Management Program, which is a collaborative effort with the West Virginia University College of Physical Activity and Sports Sciences, PEIA and some 70 fitness sites across the state.

Using dietitians and exercise professionals, participants receive individualized programming enabling them to make lifestyle changes resulting in improvements in weight and the chronic conditions associated with being overweight and sedentary.

Wellness Director Nidia Henderson said the program has been a success. "PEIA originally estimated 750 individuals per year would participate in the program," she said. "In 2013 alone, program enrollment grew by 579 participants, or 52 percent, over the previous year."

Program members attend participating fitness facilities in their communities and receive fitness and nutrition services as an added benefit. As a supplemental service, participants have the option to engage in counseling via telephone to assist them in dealing with the emotional issues inherent in making significant lifestyle changes

Samantha Knapp, a Staff Development Specialist for the Purchasing Division, said she joined the program as she worked to lose weight a year after the birth of her second child. Knapp said she is happy with the changes she's already seeing. "Within the first six weeks of the program, I lost 1.25 inches around my waist and 1 percent of my body fat," she said. "I couldn't have done it without the personal trainer, dietician, and entire Nautilus staff. They have been amazing motivators, and I can't wait to see where the next six weeks and beyond take me."

Henderson said the program's success speaks for itself. "More than 60 percent

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TRANSACTION

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renovations, constructing buildings, and reacting to numerous special projects.

Applying this agency experience to the hundreds of transactions that are completed by the Real Estate Division each year, significant savings, enhanced operating efficiencies, and improvements in agency working conditions have been achieved, Lawrence added.

Brett Clutters recalled, "We have situations come up that have been unconventional. We have also responded to emergencies requiring the relocation of numerous agencies and hundreds of staff within a short period of time."

The Transaction Managers also have responded consolidation of multiple agency locations into one, and have diverted costly transactions that lacked strong business cases.

Transaction Managers are dealing with change continuously. David Hildreth added, "We challenge conventional thinking and lead agencies through whatever changes they are facing which requires trust and confidence of all involved."

"People may perceive us to be real estate agents and our only concern is finding a place to house an agency but it is much, much more involved in that," said

David Bailey. "We have to educate ourselves about the agency we are assisting and how they operate so we better understand what their office needs are. It is a challenge but also quite interesting. It gives us exposure to substantially all departments of the Executive Branch."

Tom Barton echoed, "There are so many factors involved in this process. We lead the entire transaction process which includes negotiations, purchasing office furniture, and coordination with the Office of Technology just to name a few variables."

"In the early days of the division, it was not unusual to sense that the agencies were concerned about what we were going to do to them," said Carolyn Flanigan. "This defensive posture changed when they found that they were ultimately in a far better work environment than they were before."

The responses from state agencies, the Real Estate Division's customers, have become overwhelmingly positive.

"We have been pleased with the numerous letters from satisfied agency customers have been received thanking specific Transaction Managers for their hard work and attention to detail," remarked Lawrence.

To learn more about the agency please visit www.realestatedivision.wv.gov.

PUBLIC DEFENDER

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for continuing legal education credits, newsletters on current issues and operating the Criminal Law Research Center within our agency."

PDS is also the grant administrator for funding for the 17 Public Defender Corporations which operate in 18 of the state's 31 judicial circuits. "The Public Defender Corporations are non-profit organizations similar to Legal Aid of West Virginia, but instead focused on criminal defense work. We administer the grants on behalf of the state so that they can provide legal assistance to indigent defendants," Eddy said.

PDS also operates a statewide appellate division that defends indigent defendants in cases that might have a statewide effect.

"These are cases where the defendant has been convicted and the case is on appeal," Eddy said. "We work in conjunction with the Kanawha County Public Defender Service in appellate cases."

Eddy said the hard work of the agency's 16 state members is validated through the support shown by the state. "Because we are funded as we are shows that the governor takes the constitutional obligation seriously," he said.

"In many states, their public defense systems are struggling, but West Virginia provides not only legal counsel but high-quality legal counsel," he said.

PARKING

Continued from Page 3

The malfunction must be verified by the Department of Administration for a ticket to be voided. Employees wishing to report any problems with parking should contact the Piedmont guardhouse immediately as well.

The Department of Administration will not void tickets for unauthorized parking in handicapped areas, including the parking spaces and the access aisles. Parking fines, which are not to be paid with cash, are to be submitted within 10 days of the time the ticket was issued. Fines not paid within 10 days are subject to double additional fine not to exceed \$20.

A vehicle is subject to removal from a designated state parking spot if its owner has more than 10 unpaid violations. A vehicle owner who has been assigned a state issued parking space and owes more than 10 unpaid violations may have the parking space revoked. A vehicle owner is responsible for payment of fines, penalties or costs assessed regardless if the owner was

operating the motor vehicle at the time of the violation.

Metered parking around the State Capitol campus is monitored from 8 a.m. – 5 p.m., Monday through Friday, except holidays. Single vehicles at a single parking meter may be ticketed four times a day.

During the Legislative session, the Capitol shuttle service will run Monday through Friday, every 10 to 15 minutes, starting at 6:45 a.m. at Laidley Field and completing its last run to Laidley Field at 5:15 p.m. The shuttle will not run daily between 11 - 11:20 a.m. nor on Saturdays, Sundays and state holidays.

The Real Estate Division's Parking Section notes that during the interims and session, no temporary parking requests are granted due to limited parking spaces. Temporary parking requests for five spaces or more are charged \$4 per vehicle, per day when the Legislature is not in session.

PEIA Finance Board OKs FY15 Health Insurance Plan

The Public Employees Insurance Agency (PEIA) Finance Board approved the health insurance plan for its members and retirees for the next fiscal year, beginning July 1, 2015, which includes no premium increases or significant benefit changes.

The PEIA Board voted on the FY15 plan following a series of statewide seminars to give members a chance to ask questions and offer suggestions. For more information about the next fiscal year plan, please visit: www.peia.wv.gov.

PEIA

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of participants completed six months of the program, and members reported an average weight loss between five and six percent," she said. "As little as five percent in weight loss is considered clinically significant in reducing risk factors for disease."

Henderson added that program participants are meeting or exceeding guidelines for regular exercise (3-5 days per week of moderate physical activity and two days of resistance training). After six months, 11.7 percent of participants reported a reduction in medications, and 28.7 percent reported no longer taking medications at all. Medications reported on were for any of the following conditions: diabetes, high cholesterol, high blood pressure, sleep disorder, and anxiety/depression.

For more information on the PEIA Weight Management Program, visit http://www.peia.wv.gov/health-information/health_and_wellness_programs/Pages/weight_management_program.aspx.aspx.

Welcome! ... The Department of Administration is pleased to welcome our new employees: **Paul Hardy** (CPRB); **Meridith Johnstone** and **Kimberly Pickens** (Ethics); **Cheryl Garner** (Finance); **Lance Whiting** (General Services); **Leah Barker** and **Lee Carper** (Public Defender); and **Sandra Henson**, **Nolan Mullins**, **Hallie Sears** and **Trent White** (Technology). **Booth Thomas** transferred from Public Defender Services to Ethics.

Happy Retirement! ... After years of hard work and dedication, we would like to congratulate **Lucy Suchy** (Ethics) and **Debbie Anderson** (Personnel). Best wishes to these employees for their service!

Our Condolenses ... The Division of Administration extends its condolences to the family of Stanley Bebee, a General Services Division employee who recently passed away.

Martin Elected to Chair BRIM Board ... Bruce Martin was elected Chairman of the Board of Directors of the WV Board of Risk and Insurance Management on November 26. Serving on the Board since 2001, Martin is currently President of the Independent Insurance Agents of West Virginia and was a Board member of the Independent Insurance Brokers of America from 1998 – 2003. He currently serves as the President and CEO of WesBanco Insurance Services Inc.



HAPPY BIRTHDAY ... in January

- | | |
|-------------------------------------|--------------------------------------|
| 1 Melissa Bradshaw Technology | 19 Susan Aiello Personnel |
| Brian Hatcher Technology | 20 David Lawrence Gen. Svs. |
| Bob Withrow Gen. Svs. | Tonya Pugh BRIM |
| 2 Leonard Spencer Gen. Svs. | John Smolder Finance |
| 3 Christine Johnson BRIM | 21 Bernadette Curry PEIA |
| Nolan Mullins Technology | Barbara Houchins BRIM |
| 4 John Beane CPRB | Amanda Wellman Technology |
| Lisa Collins Personnel | 22 Kaye Parks Finance |
| Donald Jarrell Gen. Svs. | Cynthia Robinson Personnel |
| Baxter Parsons Gen. Svs. | 23 George Arthur Gen. Svs. |
| 5 David Bailey Real Estate | Cedric Greene Sec's Office |
| Bill Dolin Gen. Svs. | Amanda Parsons Gen. Svs. |
| Virginia Goff CPRB | 24 James Ancion Gen. Svs. |
| Joe Perks Technology | Susannah Carpenter Finance |
| 6 David Jarrell Gen. Svs. | Betsy Chapman Pub. Def. |
| 7 Ralph McKinney Pub. Def. | Shonda Lewis PEIA |
| 8 Jerry Layne Gen. Svs. | Justin McAllister Technology |
| Sharon Smith CPRB | Stephen Panaro BRIM |
| 9 Ronnie Phipps Purchasing | 25 Kim Nuckles Sec. Off. |
| 11 Joni Blankenship PEIA | Eric Stringer CPRB |
| 12 Pamela Keatley Technology | 26 Geoffrey Cottrill Personnel |
| Bill Lawson Gen. Svs. | 27 Mary Burkey Technology |
| Frank Priddy Gen. Svs. | David Fitzwater Technology |
| Rufus Wingo Technology | Sherry McCormick CPRB |
| 13 Larry Copley Aviation | 28 David Douglas Technology |
| Bill Rheinlander PEIA | Tena Dye Finance |
| 14 Lisa Maurer Technology | 29 Tina Bishop Technology |
| Regina Reynolds Real Estate | James Elkins Gen. Svs. |
| 15 James Perkins Aviation | Stephen Stockton CPRB |
| 16 Jordan Clay Finance | 30 Lee Carper Pub. Def. |
| Deana Gose CPRB | Jose Molinar Technology |
| Jon Hague Personnel | 31 Gregory Carrier Gen. Svs. |
| Richard Layne Technology | Scott Joslin Personnel |
| 18 Jean Brown Personnel | |

Administrative Notes

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