



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
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Employee of the Month

CPRB's Drake a Team Player Assisting Staff and Customers



Heather Drake
January Employee of the Month

Heather Drake, an Administrative Assistant with the Consolidated Public Retirement Board, has been selected as the Department of Administration's *Employee of the Month* for January.

A state employee for more than three years, her duties include assisting with all aspects related to the CPRB Board of Trustees and Committees' monthly meetings, transcribing minutes, and placing legal notices of public

meetings with the Secretary of State's office. She is also an active member of the Employee Appreciation Committee (EAC), a member of the Safety Committee, and participates in the Con-

tinuity of Operations (COOP) and Continuity of Governance (COG) planning.

"Heather continually demonstrates that she is a team player when it comes to all things CPRB-related," said the co-worker who nominated her. "There is no event in which she is not heavily involved in its successful orchestration. Furthermore, Heather constantly shows that she thinks outside the box by going above and beyond when helping the CPRB participants receive the best service available. Heather truly represents the CPRB motto: *Helping Those Who Help West Virginia*."

When she's not working, Drake enjoys spending time with friends, traveling, painting, photography, nature and volunteering her time at Christ Kitchen.

She will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary John Myers on Thursday, January 4, at 3:00 p.m. at the CPRB office in Kanawha City.

GSD's Sigmon Named 2017 Employee of the Year

Glennis Sigmon, a Facility Equipment Maintenance Technician with the General Services Division, has been selected as the Department of Administration's *Employee of the Year* for 2017. Sigmon was named the winner at a ceremony in the upper Rotunda near the House of Delegates chamber entrance on December 14. A state employee for four years, Sigmon handles general maintenance work in Building 1 of the Capitol Complex, including repairing sinks and changing light bulbs.

Sigmon was among the *Employee of the Month* recipients who were eligible for the award. Prior to naming the *Employee of the Year*, each monthly recipient received a special gift at



Glennis Sigmon, a Facility Equipment Maintenance Technician with the General Services Division, was named the Department's Employee of the Year by Cabinet Secretary John Myers during a ceremony held in December.

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SNEAK PEEK

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Limited Parking Available at the State Capitol Campus During Upcoming Legislative Session

With the 2018 Legislative Session fast approaching, the Real Estate Division's Parking Section would like to remind employees of its parking regulations. The 60-day Regular Session of the State Legislature kicks off January 10, 2018, and there will be a much greater demand for parking around the Capitol campus.

Parking will be near capacity during the Legislative Session. State employees are reminded of the following policies and procedures for parking as outlined in *West Virginia Legislative Rule 148CSR6*.

To ensure that employees parked in designated parking spots are not ticketed, parking placards must be displayed directly behind the vehicle's rear-view mirror or parking decals must be placed on the bottom right corner of the windshield. Copies or notes placed on dashboards will not be accepted in lieu of the placard or parking decal. Employees may purchase one additional placard for \$20 for a second vehicle. Employees who forget their placard should report it to the Piedmont Avenue guardhouse immediately at 304.558.0248.

During the Legislative Session, state employees should also advise guests visiting state offices and those who do not have designated parking spots where to



With the 2018 Legislative Session scheduled to begin on January 10, parking challenges are to be expected around the Capitol campus.

find available parking. For guests and state employees parked at a meter that appears not to be working, that individual must report the malfunctioning meter on the same day it is used to the Piedmont Avenue guardhouse as well. The malfunction must be verified by the Department of Administration for a ticket to be voided.

Tickets will not be voided for unauthorized parking in handicapped areas, including parking spaces and access aisles. Payment of parking fines should be submitted within 10 days of the time the

ticket was issued and may not be paid by cash. Fines not paid within 10 days may be doubled.

Vehicles which are found to have more than 10 unpaid violations are subject to removal from designated state parking spots. Furthermore, any vehicle owner with a state-issued parking space who has more than 10 unpaid violations may have that parking space revoked.

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Agencies within the Department of Administration Realize a Long List of Accomplishments in 2017

Cabinet Secretary John Myers has a lot to be proud of as he welcomes 2018. Last year, there were many successes that were realized within the 15 agencies and divisions of the Department of Administration. "As I've said many times before, we have the best, hardest-working employees in the Department of Administration," he said. "The list of achievements that we realized during 2017 was extensive and the credit goes to each and every one of our employees who have put those we serve first."

Below are just a few highlights of the Department's accomplishments for last year:

- The State Aviation Division reports that of the six state-owned aircraft (2

airplanes; 4 helicopters), the pilots flew a total of 1,090 flights, transported 756 passengers, and logged 842.3 flight hours in all weather conditions over mountainous terrain without a single incident or accident. Of these flights, 69 were in response to critical lifesaving search and rescue missions as well as law enforcement missions, including but not limited to aerial transportation of personnel, fleeing suspects, and missing persons.

- CPRB finalized implementation of a new, state-of-the-art, web-based computer system designed specifically for public pension plans (COMPASS system). The system will allow current members and retirees to access

self-service features and information on their retirement account 24 hours a day, seven days a week. The system is expected to enable CPRB to process retirement checks much more quickly than in the past.

- General Services Division made progress on or completed several projects, including the renovation of Building 3 on the Capitol campus, which was completed and is now fully occupied; the Dome Moisture Intrusion project design was completed and proceeded to bid opening and evaluation of the received bids; and two of the four

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Quotes, Notes and Anecdotes

Next Phase of PEIA's Healthy Tomorrows' Initiative Now Available to State Employees

By: Cheryl Jackson
PEIA Wellness Program Director

PEIA's Healthy Tomorrows program is a wellness initiative that has experienced great success in encouraging PPB Plan policyholders to designate a Primary Care Physician (PCP), know their basic health metrics controllable by lifestyle, and to get those metrics into designated ranges.

The next phase of Healthy Tomorrows will begin with a soft launch in January 2018 and the official kickoff on July 1, 2018. This phase of Healthy Tomorrows is a partnership with Humana's Go365 program using a points-based wellness rewards platform. This platform will allow PEIA members to earn points and accumulate rewards for health activities, in addition to avoiding a \$25 monthly premium increase and \$500 penalty deductible for the following plan year. The program is for PEIA PPB Plan policyholders only – not spouses, dependent children, or Medicare-primary retirees.

How do policyholders get started? Look for a welcome letter, including your Go365 ID number, after January 1, 2018 with next steps to unlock activities and rack up rewards. Sign in to Go365.com or download the Go365 App to begin. Enjoy the soft launch in January as an opportunity to:

- 1) get in, play around, and



learn to navigate the system, and

2) earn some points and even redeem them in the Go365 mall.

If you want to maximize your points for the official kickoff in July, simply go in during the soft launch and earn 2500 points, get the fitness tracker, and sync it with your Go365 account to start earning points for your daily movement. Have fun!

The mission of the West Virginia Public Employees Insurance Agency is to administer affordable insurance programs and services that protect, promote and benefit the health and well-being of the 76,000 PEIA PPB Plan policyholders covered by our agency. By offering our Healthy Tomorrows initiative that promotes healthy living, we hope to play a vital role in improving the health and well-being of West Virginians.

The Go365 platform encourages PEIA members to be better consumers in regards to their wellness and to be proactive and prevent health issues instead of reacting to them on the back end. However, Go365 also allows flexibility for members to earn points in ways that best fit with their lifestyle and interests. The more one engages, the more they will be rewarded. It is our hope that PEIA members will utilize this program as well as our other wellness programs as tools to manage high risk behaviors/conditions such as metabolic syndrome, tobacco use, and inactivity. Go365 also allows members to address wellness on all dimensions, including: emotional, environmental, financial, intellectual, occupational, physical, social, and spiritual.



Department Employees Reminded of Inclement Weather Policy

When an emergency situation due to inclement weather conditions ("ES/IWC") occurs, are you aware of what you need to do? Below is a short summary of the West Virginia Division of Personnel's (DOP) policy on ES/IWC.

All state employees are expected to report to work as scheduled during ES/IWC unless otherwise instructed. If an employee cannot report to work due to weather and/or road conditions, he or she must use annual leave, accrued compensatory time or an unpaid leave of absence; however, employees and their direct supervisor may establish a plan to allow for the employee to work from home or an alternate work location in place of the annual leave/compensatory time/leave of absence requirement. Employees may be able to make up time lost within the same work week if they have approval to do so from their immediate supervisor. Comparable time off will not be provided to employees who choose to work as scheduled during an ES/IWC.

In situations where the workplace or office building is closed due to an ES/IWC, the Cabinet Secretary of that agency or his or her spokesperson will direct employees to work from home, report to an alternate work location or remain in restricted on-

call status until the workplace is reopened. Employees should not be placed in restricted on-call status unless it is anticipated they will return to the normal work location during that scheduled work day.

According to the policy, the Governor has final authority to provide personnel directives during an ES/IWC by proclamation or other orders. Please note that a "State of Emergency" does not necessarily mean your state office is closed. Contact your immediate supervisor to see if your work site or office is affected.

To view the entire ES/IWC policy, please visit www.personnel.wv.gov/SiteCollectionDocuments/Policies/Emergency.pdf. DOP also provides a FAQ document for reference at www.personnel.wv.gov/rules/policies/Pages/default.aspx.



Department Employees Share New Years' Resolutions for 2018

Happy New Year from the Department of Administration! In the December issue of *Quotes, Notes & Anecdotes*, employees were asked to share their New Year's resolutions for 2018. Many comments were shared about how our employees want to make a fresh start in the new year. Good luck to all those striving to make a positive change and achieve their goals. Let's make 2018 a great year!



In 2018, our Department employees want to...

- Not pass on opportunities to spend time with my family and friends. To take time to listen fully to people, to be "in the moment" with them, and to enjoy life to the fullest. The future is murky, but my path is clear.
- Try to see the good in everyone.
- Keep the faith, be a better person and continue to work hard.
- Cook healthy meals at home and eat less fast food.
- Not take for granted the many blessings in my life and to appreciate more of life's experiences and learn from them.
- Get healthy.
- Spend more time with family and friends. I lost my best friend of 35 years in 2017 and we missed a lot of opportunities to get together. I am going to try to not let that happen with the ones I still have here with me.
- Help someone else in need.
- Focus on living a healthier lifestyle.
- Read more books and learn a new skill.
- Volunteer more. While I am normally the person who believes I have nothing to offer, I have learned that just showing up with a smile and a desire for good can truly make a difference. I encourage everyone to try to make things around you better in the new year.
- Have more patience. Be kind to those around me. Listen.
- Don't let my busy life keep me from staying in touch with those I hold dear. Let them know I'm thinking of them more often, even if it's just with a simple text.
- Save money.
- Complete some projects around my house that have needed attention for quite a while.

Mileage Reimbursement Increases January 1, 2018

The Internal Revenue Service recently announced that effective January 1, 2018, the federal standard mileage reimbursement rates will increase to 54.5 cents per business travel mile, which is an increase of one cent from the rate in 2017. The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile.

In accordance with *State Travel Policy*, state employees are reimbursed at the federal standard rate. To view the policy in its entirety, visit www.state.wv.us/admin/purchase/travel/TravelRule.pdf.

PARKING

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A vehicle owner is responsible for the payment of fines, penalties or costs assessed for his or her vehicle regardless if the owner was operating the vehicle at the time of the violation.

Metered parking around the Capitol campus is monitored from 8 a.m. – 5 p.m., Monday through Friday, except holidays. A vehicle may be ticketed up to four times per day.

For those riding the Capitol shuttle during the Legislative Session, service will be 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.

For more information regarding the shuttle schedule, call the Real Estate Division's Parking Section at 304.558.3062 or the Kanawha Regional Transportation Authority at 304.343.7586.

The Real Estate Division's Parking Section notes that during the interims and Regular Session, no temporary parking requests will be 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.



2018 Legislative Calendar

- **January 10:** First day of session; Governor delivers State of the State address
- **January 29:** Submission of Legislative Rule-Making Review bills due
- **February 13:** Last day to introduce bills in the House
- **February 19:** Last day to introduce bills in the Senate
- **February 25:** Bills due out of committees
- **February 28:** Last day to consider bills on third reading
- **March 10:** Adjournment at midnight

PEIA Adopts FY19 Health Care Plan

On December 7, 2017, the Public Employees Insurance Agency (PEIA) Finance Board met to discuss and adopt the financial plan for Fiscal Year 2019. The plan adopted at this meeting will go into effect on July 1, 2018.

All active employees with the PEIA PPB Plan will see a change regarding the cost sharing for Preferred Brand Drugs to 20% co-insurance with a \$25 minimum and a \$50 maximum for a 30-day prescription and a \$50 minimum and a \$100 maximum for a 90-day prescription.

PEIA members will also see a premium increase of 0.5%. Because the state allocated additional funding to PEIA, employee premiums had to be increased due to the 80/20 law.

Premiums will now be determined by only five salary index codes as opposed to the previous 10 separate categories and will be based on total family income. For the Fiscal Year 2019 plan, family income will be used to calculate premiums in the “employee and spouse” and “family” coverage tiers. Total family income will only be used when the spouse is covered on the PEIA plan.

Four coverage tiers will be offered: employee only, employee and child(ren), employee and spouse (no children), and family (employee, spouse, child(ren)). PEIA will no longer be offering the ‘family with employee spouse’ tier (two public employees married to each other).

For more information regarding these changes, please visit peia.wv.gov or call 1.888.680.7342.

EMPLOYEE OF THE YEAR

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the ceremony. A catered luncheon followed the ceremony for all Department of Administration employees. Cabinet Secretary John Myers extended his appreciation to those selected this year for this coveted monthly recognition, but also noted the hard work that is offered by all of the Department of Administration employees.

Department of Administration employees may nominate their peers for this program by simply completing a nomination form. For additional information on this program, please visit the Department’s website at <http://administration.wv.gov/employee-of-the-month/Pages/default.aspx>.

Congratulations to the Employees of the Month for 2017 and especially to Sigmon for being selected as our *Employee of the Year!*

DEPARTMENT

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floors were newly renovated and fire protection expanded in buildings five and six, with the second half of construction for the next two floors well underway.

- OT continued its partnership with the Department of Education while streamlining the E-Recycle program produced a total cost savings of approximately \$90,000 to state agencies through the reuse of equipment.
- The Division of Personnel (DOP) worked with the Department of Military Affairs and Public Safety to improve recruitment and retention of correctional officers and other classifications specific to the Division of Corrections.
- To encourage more individuals to seek state employment, DOP started offering Saturday testing at the Charleston test center once per month, beginning in January 2017. On average, 15-20 applicants have tested on Saturday as opposed to 5-10 during weekday sessions.
- The Public Employees Insurance Agency reduced claims inventory from approximately 80,000 claims to 50,000 claims and established a process to

provide rebates for prescriptions.

- During FY17, PEIA expanded a drug rehab pilot program and contracted with Rx Savings Solutions for a prescription drug transparency program and with iSelectMD to provide telemedicine services.
- The Purchasing Division coordinated and presented two outreach seminars for local government entities and the vendor community in the Clarksburg and Beckley areas in October and November, with two additional locations presented in December in Martinsburg and Moorefield. The goal of these events for local government agencies was to educate and inform them on the availability of statewide contracts for use, programs offered by the West Virginia State Agency for Surplus Property (WVSASP), and training opportunities. For vendors, the purpose of these outreach events was to provide information on how to become a registered vendor with the state, the various procurement processes and the availability of property through WVSASP. Due to the positive feedback from participants of these outreach sessions,

these seminars will continue in 2018 at locations throughout West Virginia.

- The West Virginia State Agency for Surplus Property (WVSASP) assisted public and nonprofit organizations by acquiring property including snow plows for the Division of Highways for road clearing; equipment and storage solutions for a local foodbank to feed the hungry; and a Humvee for the Kanawha County Ambulance Authority to transport patients in inclement weather. WVSASP requested Federal Property through the Small Business Association’s 8A program to help small and minority businesses in this state.
- In coordination with the General Services Division and the Office of Technology, the Real Estate Division managed the relocation of agency tenants into the newly renovated Building 3 on the Capitol campus in August-October of 2017, for a total of approximately 165,000 square feet of occupied space. The tenants include the West Virginia Development Office, Division of Energy, Division of Labor, Tourism, Division of Personnel, and WorkForce WV.

Perdue Retiring After Long Career in Public Service

Public Employees Grievance Board Director Robin Perdue is retiring this month after more than 27 years in public service. She has served as director of this agency since August 31, 2007.

Prior to that role, she served as deputy secretary of the Department of Administration. Perdue began her career in state government with the Department of Agriculture, after which she served as assistant deputy commissioner of securities for the State Auditor's Office. One of Perdue's biggest successes during her career is clearing a backlog of more than 350 cases that had accumulated prior to her joining the Grievance Board.

"I have enjoyed being part of the Board at a time when the current procedure was first implemented and working with the staff as we strove to make it effective and fair for all parties who were involved in the grievances filed in the last ten years," Perdue said. "While I have enjoyed working with my current co-workers and have been fortunate to work with many dedicated state employees for the past 27 years, I am ready to move on to the next chapter in my life."

Perdue has a Regents Bachelor of Arts degree from West Virginia State College and a Master of Science degree from Marshall University. She and her husband, State Treasurer John Perdue, have two adult daughters.



Robin Perdue is retiring in January after a long career in state government.

Welcome! ... The Department of Administration is pleased to welcome **Raymond Barron, Vanessa Edwards, Bridget Hanshaw, and Hannah Potter** (CPRB); **Kayla Young** (General Services); **Amanda Downs** (PEIA); **Sue Gordy** (Personnel); and **Wendy Means and Terra Oliver** (Purchasing).

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Candace Kinslow** (CPRB); **Lena Pannell** (Finance); and **Timothy Nichols** (General Services), the very best during their retirements.

Best Wishes ... to **Benjamin Samples** (Aviation), who recently resigned from our department.

Other News ... There is currently a vacancy at the Capitol dispensary. Please be aware that there will be no nurse available on site until further notice.

Martin Luther King Day ... Please remember that state employees will recognize Monday, January 15, 2018, as a state holiday in remembrance of Dr. Martin Luther King.

Employee Question of the Month! ... A big THANK YOU to our employees who are participating in our *Question of the Month*. During the winter months, many of us stay indoors to avoid bad weather and catching colds. This month's question is, "**What activities or hobbies do you get into during the winter months?**" Share your comments with us by January 12, 2018, or visit www.surveymonkey.com/r/DOA_WinterHobbies. Remember that all submissions will be anonymous.

HAPPY BIRTHDAY ... in January!

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

Lawrence Copley.....Aviation	Lisa Collins.....Personnel
Sallie Milam.....BRIM	Jon Hague.....Personnel
Stephen Panaro.....BRIM	Lucy Hill.....Personnel
Tonya Pugh.....BRIM	Scott Joslin.....Personnel
Shannon Shaffer.....BRIM	Kim Nuckles.....Sec. Office
John Beane.....CPRB	Lee Carper.....Pub. Def. Svcs.
Kendrick Cox.....CPRB	Betsy Chapman.....Pub. Def. Svcs.
Virginia Goff.....CPRB	Jessica Hudnall.....Pub. Def. Svcs.
Deana Gose.....CPRB	Wendy Means.....Purchasing
Sherry McCormick.....CPRB	Ronnie Phipps.....Purchasing
Rajahna Patrick.....CPRB	David Bailey.....Real Estate
Nora Shanklin.....CPRB	Ashley Means.....Real Estate
Rebecca Vanness.....CPRB	Regina Reynolds.....Real Estate
Andrew Herrick.....Ethics	Tina Bishop.....Technology
Kaye Parks.....Finance	Mary Burkey.....Technology
Amanda Parsons.....Fleet	David Douglas.....Technology
Gregory Carrier.....Gen. Svcs.	Tena Dye.....Technology
Richard Cunningham.....Gen. Svcs.	David Fitzwater.....Technology
Kari Dean.....Gen. Svcs.	Richard Gaudin.....Technology
David Jarrell.....Gen. Svcs.	Brian Hatcher.....Technology
David Lawrence.....Gen. Svcs.	Travis Hysell.....Technology
William Lawson.....Gen. Svcs.	Lisa Maurer.....Technology
Baxter Parsons.....Gen. Svcs.	Justin McAllister.....Technology
Leonard Spencer.....Gen. Svcs.	Jose Molinar.....Technology
Renee Bailey.....PEIA	Joseph Perks.....Technology
Joni Blankenship.....PEIA	Sarah Smith.....Technology
Susan Aiello.....Personnel	Christopher Thornton.....Technology
Elizabeth Arthur.....Personnel	Amanda Wellman.....Technology
Jean Brown.....Personnel	

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