



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
January 2019 - Volume 26, Issue 1

Employee of the Month

Patty Johns Keeps Department Finances on Track



Patty Johns
Jan. Employee
of the Month

Patty Johns, an Administrative Services Manager for the Finance Division, has been selected as the Department of Administration's *Employee of the Month* for January.

A state employee for 15 years, her duties include analyzing financial statements, providing overall financial reporting, and monitoring budgets, as well as preparing annual appropriation requests and expenditure schedules for multiple Department of Administration divisions.

"Patty is a dependable team member with a great attitude," said the co-worker who nominated her. "She is always

willing to accept a variety of responsibilities and goes above and beyond to assist agencies to make sure information is correct and submitted in a timely manner. Patty treats co-workers and customers with respect and is a wonderful asset to the Finance Division. She has recently taken on ownership of the newly created Shared Services function and has completed this task wonderfully."

When she's not working, Johns likes traveling to new places and working on her bucket list. She also enjoys spending time with her family, especially her new granddaughter Olivia.

Johns will be joined by friends and co-workers at a special ceremony on Thursday, January 3, 2019, at 3:00 p.m. at the Finance Division in Building 17.

Heather Drake Named 2018 Employee of the Year

Heather Drake, an Administrative Assistant with the Consolidated Public Retirement Board (CPRB), has been selected as the Department of Administration's *Employee of the Year* for 2018. Drake was named the winner at a ceremony in the upper Rotunda near the House of Delegates chamber entrance on December 20, 2018. A state employee for more than three years, Drakes' 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. She also participates in the Continuity of Operations and Continuity of Governance planning.

Drake was among the *Employee of the Month* recipients



Heather Drake (left) was selected as the **2018 Employee of the Year** for the Department of Administration. Deputy Cabinet Secretary **Mary Jane Pickens (right)** joined Drake following the announcement.

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SNEAK PEEK

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State Agency Spotlight: Office of Technology Plays Key Role that Impacts Every Aspect of State Government

While many employees only experience with the Office of Technology (OT) is calling the service desk, the agency also works hard to improve cybersecurity measures, improve electronic communications, maintain the data center, provide training on different programs, and develop new applications.

“With the advancement of technology, I challenge someone to find a government process or procedure that doesn’t directly or indirectly rely on technology,” said Chief Technology Officer Joshua Spence.

As the largest agency within the Department of Administration, OT has a three-part mission:

1. Provide highly reliable, secure and cost-effective oversight, leadership, administration and direction for activities relating to information technology to all agencies across state government;
2. Enable state agencies to better service the citizens, businesses and other interested parties in West Virginia; and,
3. Enhance the state’s technical infrastructure in order to attract business, improve access to information and enhance educational opportunities for our children

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West Virginia OFFICE OF TECHNOLOGY

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Vision: The Office of Technology envisions that state employees have the technologies they need at their fingertips, in a prompt and timely fashion, that enables them to provide exceptional, top quality, reliable services to the taxpayers of West Virginia; and, through public/private partnerships, create a robust, highly reliable, technical infrastructure that will promote economic growth and outside investments.

Agencies Realized Long List of Accomplishments in 2018

As we head into 2019, the Department of Administration is celebrating and building upon the many successes that were realized last year within its 15 agencies and divisions.

Below are just a few highlights of the Department’s accomplishments:

- Seven state aircraft (2 airplanes; 5 helicopters) completed a total of 875 flights, transported 481 passengers, and logged 771.6 flight hours in all weather conditions over mountainous terrain without a single incident or accident.
- Aviation staff performed 95 flights 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, marijuana eradication, and missing persons.
- The Board of Risk and Insurance Management (BRIM) developed and implemented new “Cyber/Information Security & Privacy” standards applicable to insured county Boards of Education within BRIM’s “Standards of Participation” program.
- BRIM obtained Boiler and Machinery insurance coverage and inspection services from a new vendor resulting in a savings of \$62,500 per year for three years.
- The Consolidated Public Retirement Board (CPRB) finalized implementation of a new, state-of-the-art, web-based

computer system designed specifically for public pension plans (COMPASS system). As the system continues to mature, there are numerous process improvements occurring. All employers across all plans are now reporting payroll information through the COMPASS system. This allows contribution monies to be invested in a timelier manner. Also, the number of delinquent employers has been greatly reduced.

- The average wait time for first retirement payments and refund payments has decreased by more than half since last year’s sampling. Retirees now typically receive their first check within a month of their retirement date and the average time for refund payments is 21 days from the date of application and/or date of eligibility.
- The Ethics Commission issued 11 advisory opinions giving formal interpretations of the Ethics Act and of the Open Governmental Meetings Act.
- The Ethics Commission trained 1,206 public officials and employees and processed approximately 3,100 Financial Disclosure Statements.
- The Finance Division provided services to approximately 800 employees within the Department of Administration

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Limited Parking Available During Upcoming Legislative Session

With the 2019 Legislative Session fast approaching, the Real Estate Division's Parking Section would like to remind employees of its parking regulations. With the 60-day Regular Session of the State Legislature kicking off January 9, 2019, 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 148 CSR 6.

To ensure that employees parked in designated parking spots are not ticketed, parking placards must be displayed di-

rectly behind the vehicle's rearview mirror or parking decals 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 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.

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 state holidays and weekends. 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 are charged \$5 per vehicle, per day when the Legislature is not in session.



With the 60-day Regular Session of the State Legislature kicking off this month, the Real Estate Division's Parking Section is preparing for the greater demand of parking around the Capitol campus. Please review the parking regulations and policies to avoid being ticketed during this time of year.

Out with the OLD... And in with the GOLD

The Fleet Management Division (FMD) has been hard at work receiving new vehicle license plates and registration cards for vehicles owned by FMD and operated by other agencies. FMD has 2,788 vehicles that are operated by the agencies that will receive the new Division of Motor Vehicles (DMV) license plates. House Bill 4015 required the DMV to issue new titles to standardize the naming conventions found in wvOASIS and to issue a

new design of plates that will be renewed every two years.

The plates changed from the previous green and white color to a new gold and blue color scheme. The license plates are issued by the DMV to FMD, and from there, FMD sorts and distributes the new plates and updates the vehicles' information in wvOASIS Financials Fixed Assets. FMD received the first batch of new plates on December 6, 2018.



Daughter of Fleet Employee Helps Design First Lady's Ornament

The daughter of a Department of Administration employee had both a little extra cash and claim to fame this past Christmas.

Maddie Farmer of Wild River Artistry, daughter of Becky Farmer of the Fleet Management Division, co-designed First Lady Cathy Justice's 2018 Holiday Ornament. The first lady unveiled the ornament during a reception at the West Virginia State Culture Center on November 19, 2018.

The limited-edition ornament features an outline of the state handcrafted with West Virginia sugar maple and a uniquely painted pattern of red, green and gold.

Her co-designer, Casi Pourfarhadi of Charleston, cut the wood shapes before Farmer painted them using a style called mandala.

"This ornament showcases our state's booming timber industry and reminds everyone who sees it that timber is one of our most valuable resources," Justice said. "I could not be more proud of these local artisans and their incredible work on our ornament."

"It was a great honor to help design the ornament this year and be a part of this unique tradition," Farmer said. "I hope West Virginians will enjoy seeing this ornament on their trees for years to come."

The ornament is available for purchase at the Culture Center in Charleston, and at Tamarack in Beckley for \$25. A portion of each sale will be donated to the West Virginia Governor's Mansion Preservation Fund, which helps preserve the mansion for future generations.



Photo courtesy of the First Lady's Office

The co-designer of the First Lady's Holiday Ornament is Maddie Farmer of Wild River Artistry, daughter to Becky Farmer of the Fleet Management Division.

ACCOMPLISHMENTS

Continued from Page 2

- including various Boards and Commissions.
- The Financial Accounting and Reporting Section summarized \$10.6 billion in revenue and related expenditures in the Consolidated Annual Financial Report (CAFR) and completed the Federal Single Audit Report which is an audit compilation of West Virginia's \$6.5 billion in federal expenditures.
- The Fleet Management Division (FMD) transitioned 957 FMD equipment and rental fueling cards to the Auditor's Office P-Card program, saving the agencies \$5,742 per month in administrative fees.
- The General Services Division (GSD) completed and awarded the solicitation for the design and completion of the Capitol Dome Moisture Intrusion Correction project.
- GSD created an Energy Manager position, resulting in thousands of dollars in savings including \$133,000 from American Electric Power rate audits which benefited GSD and many other state agencies.
- The Public Employees Grievance Board reduced the number of days to issue decisions from 39 days in 2017 to 27 days in 2018.
- The Division of Personnel (DOP) worked with the Department of Military Affairs and Public Safety (MAPS) to improve recruitment and retention of correctional officers.
- For Fiscal Year 2018, Public Defender Services processed 34,301 vouchers totaling \$22,596,275.98.
- The Indigent Defense Conference, organized by Public Defender Services, was attended by 198 attorneys engaged in indigent defense in the state of West Virginia.
- The Public Employees Insurance Agency (PEIA) collected a \$465,000 Retiree Drug Subsidy for 3000 Medicare eligible retirees and dependents.
- PEIA collected more than \$50 million in prescription drug rebates.
- The Purchasing Division offered seven seminars to local government entities and vendors across the state. As part of these seminars, the Division reached more than 60 local government representatives and nearly 200 vendors.
- The Real Estate Division successfully transferred state agencies out of privately-owned space into state-owned space (i.e. Office of Administrative Hearings, Board of Surveyors, West Virginia Medical Imaging & Technology Board).
- The Real Estate Division strengthened internal controls to ensure lease amendment and termination processes are more secure, including verification by all lease parties and specialized tamper-resistant watermarked lease documents.
- The Office of Technology (OT) successfully implemented a new Enterprise Vulnerability Management System.
- OT was selected by the National Governors Association Resource Center for State Cybersecurity as one of four states to assist in modernizing its cybersecurity plans and infrastructure through legislation.
- OT helped 34 state offices move their systems in 2018. The number of employees assisted was more than 450.
- OT also processed 268+ million CICS transactions and processed 390+ million Db2 threads.

Agencies Spread Joy with Donations

The Board of Risk and Insurance Management (BRIM) and the Prosecuting Attorneys Institute (PAI) teamed up to make Christmas a little brighter for families who need a helping hand.

BRIM organized a food drive that collected approximately 1,200 items for a food bank in Lincoln County. Office staff divided into teams of reindeer, snowmen and elves to see which group could get the most items, and it was very competitive!

The offices also contributed to a domestic violence shelter, donating things that moms and kids could enjoy together. Donations included cocoa and marshmallows, cookie mix, Christmas movies, coloring books and other activities for the kids.

The staff of the food bank sent a note to the BRIM and PAI employees to express their gratitude for a successful effort.



A food bank in Lincoln County received donations (pictured above) in December from the Board of Risk and Insurance Management and the Prosecuting Attorneys Institute.

“This made a Merry Christmas for families that really needed help,” said Lori Bailey, an office assistant who suggested the project to BRIM’s Hospitality Team. “Not only did my co-workers blow my mind with the turnout, but the staff members at the food pantry were overwhelmed. The man who is in charge broke down and cried. My heart is overflowing with joy knowing that we have such a close bunch of co-workers who care enough to help others out.”

Department Employees Share Their New Year’s Resolutions for 2019

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 2019. Good luck to all those striving to make a positive change and achieve their goals.

In 2019, our Department employees want to...

- Be more present and patient with my children and find new ways to show my husband I love him!
- The usual: lose weight, get healthier, and write thank you notes!
- Learn a new language.
- Be a better wife and mother. To accept the things I cannot change and live my life to the fullest.
- Live a happier, healthier and more productive life!

- Forgive myself for my past decisions and love myself more in the future.
- Spread good cheer throughout the year!
- Be kinder to my fellow man and try to keep a smile on my face no matter how bad it is. Need to be more positive.
- Lower my blood pressure so I feel confident in my ability to play with my kids for many years to come.
- Do good recklessly.

Thank you to all who submitted a response. For the next issue of *Quotes, Notes & Anecdotes*, we want to know: “What TV show are you currently obsessed with?” To answer this question, please visit www.surveymonkey.com/r/tvobsession. Submissions are anonymous and should be submitted by January 16, 2019.

Joshua Spence Appointed New State CTO

Effective November 26, 2018, Joshua Spence was appointed Chief Technology Officer (CTO) by Gov. Jim Justice. This appointment follows the retirement of former CTO John Dunlap.

Prior to his appointment, Spence served as the state’s Chief Information Security Officer and plans to keep improving West Virginia’s cybersecurity. Spence recently represented the state at the 2018 North American International Cyber Summit. There, he and other members of the National Governor’s Association Policy Academy held a panel focused on “Cybersecurity in Practice.”

“The Office of Technology serves a vital role in state government operations,” shared Spence. Interdependency on technology is only going to increase as the state seeks cost-saving efficiencies and opportunities to improve government services.”

Spence holds a master’s degree in Information Technology Management from Marshall University as well as numerous industry certifications. Also a member of the West Virginia Air National Guard, Spence will continue his role as a drill statute guardsman and a Cyber Operations Officer, in addition to his new position as CTO.



**Joshua Spence
Chief Technology Officer**

Quotes, Notes and Anecdotes

EMPLOYEE

Continued from Page 1

who were eligible for the award. Prior to naming the *Employee of the Year*, each monthly recipient received a special gift at the ceremony. A catered luncheon followed the ceremony for all Department of Administration employees. Deputy Cabinet Secretary Mary Jane Pickens extended her appreciation to those selected this year for this coveted monthly recognition but also noted the hard work that is offered by all 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* recipients for 2018 and especially to Heather Drake for being selected for our *Employee of the Year!*

TECHNOLOGY

Continued from Page 2

and future generations.

In order to achieve these missions, OT currently employs 238 individuals and is organized into seven unique branches: Information Technology; Cyber Security; Client Services; Administrative Services; Network, Architecture and Engineering; Applications; and, Information Services and Communication.

"The Office of Technology serves a vital role in state government operations," added Spence. "Recognizing we are a central service support agency, OT wants to be a problem solver, helping our fellow agencies achieve goals and objectives in technology."

Welcome! ... The Department of Administration is pleased to welcome **Brandi Hicks** and **Susan Stutler** (General Services); and **David Highland** and **Joshua King** (Technology).

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Cynthia Boyd** (CPRB); **Carolyn Hager** (General Services); **Sheila Coughlin** (Public Defender Services); and **Phillip DeBruyn** and **John Dunlap** (Technology) the very best during their retirement.

Best Wishes ... to **Rebecca Gibson** (PEIA); **Paige Peterson** (Public Defender Services); and **Matthew Garrett** (Technology), who recently resigned from our department.

Thank You ... to all Department employees who pledged payroll contributions or made a one-time donation to the United Way West Virginia State Employees Combined Campaign.

Happy New Year! ... The Department of Administration wishes all of our employees a Happy New Year! See some of our employees resolutions on page 5.

Martin Luther King Day ... Please remember that state employees will recognize Monday, January 21, 2019, as a state holiday in remembrance of Dr. Martin Luther King.

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 January!

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

| | |
|---------------------------------|-----------------------------------|
| Lawrence Copley.....Aviation | Elizabeth Arthur.....Personnel |
| Sallie Milam.....BRIM | Jean Brown.....Personnel |
| Stephen Panaro.....BRIM | Lisa Collins.....Personnel |
| Tonya Pugh.....BRIM | Jon Hague.....Personnel |
| Shannon Shaffer.....BRIM | Lucy Hill.....Personnel |
| John Beane.....CPRB | Scott Joslin.....Personnel |
| Nancy Butcher.....CPRB | Kim Nuckles.....Personnel |
| Virginia Goff.....CPRB | Lee Carper.....Pub.Def.Srvs. |
| Deana Gose.....CPRB | Betsy Chapman.....Pub.Def.Srvs. |
| Tommie Harless.....CPRB | Jessica Hudnall.....Pub.Def.Srvs. |
| Rajahnea Patrick.....CPRB | Scott Brown.....Purchasing |
| Nora Shanklin.....CPRB | Wendy Means.....Purchasing |
| Rebecca Vanness.....CPRB | Regina Reynolds.....Real Estate |
| Andrew Herrick.....Ethics | Ashley Means.....Real Estate |
| Sarah Smith.....Finance | Tina Bishop.....Technology |
| Charles Anderson.....Gen.Srvs. | Mary Burkey.....Technology |
| Marsha Bowling.....Gen.Srvs. | David Douglas.....Technology |
| Gregory Carrier.....Gen.Srvs. | Tena Dye.....Technology |
| Richard Cunningham....Gen.Srvs. | David Fitzwater.....Technology |
| Kari Dean.....Gen.Srvs. | Richard Gauldin.....Technology |
| David Jarrell.....Gen.Srvs. | Brian Hatcher.....Technology |
| David Lawrence.....Gen.Srvs. | Travis Hysell.....Technology |
| William Lawson.....Gen.Srvs. | Lisa Maurer.....Technology |
| Baxter Parsons.....Gen.Srvs. | Justin McAllister.....Technology |
| Chris Sanders.....Gen.Srvs. | Jose Molinar.....Technology |
| Leonard Spencer.....Gen.Srvs. | Kaye Parks.....Technology |
| Renee Bailey.....PEIA | Joseph Perks.....Technology |
| Joni Blankenship.....PEIA | Sharon Summers.....Technology |
| Susan Aiello.....Personnel | Christopher Thornton..Technology |

Administrative Notes

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