



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
JULY 2013 - Volume 20, Issue 7

Employee of the Month

Johns Dedicated to her Job Duties at Finance Division

Patty Johns, an Account Auditor IV for the Finance Division, has been selected as the Department of Administration's *Employee of the Month* for July.

A state government employee for nine-plus years, Johns works in the Finance Division's Managerial Section and is responsible for the oversight and preparation of financial statements; budgetary schedules; and year-end closing book forms for several state agencies

within the Department of Administration

"Patty is a dedicated employee who goes above and beyond the call of duty to complete any assignment asked of her and to assist other fellow employee on a daily basis," said one co-worker. "She is very dependable and works hard to meet our many deadlines."

Said another co-worker, "Patty has a positive attitude and always has a smile on her face. She is a valuable asset to

our division and we can always depend on her to get her assignments done in a timely fashion."

In her spare time, Johns likes to read, travel and spend time with her family. She will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Ross Taylor on Wednesday, July 3 at 11:15 a.m. at the Finance Division office in Building 17 on Washington Street, East.



PATTY JOHNS
July Employee of the Month

General Services at Center of Sesquicentennial Celebration

Pull and push.

That is what Sue Chapman said she and her colleagues in the General Services Division did to make the 150th Birthday Celebration at the State Capitol a rousing success for the many activities that took place from June 20-23.

As the General Services' business manager, Chapman served as the agency's primary liaison for this historic celebration with the Governor's Office; the Sesquicentennial Commission; the National Guard; the Culture Center and many private vendors to name a few. She said the General Services Division was charged with making sure these vested parties had the means to accomplish their undertakings.

"We did what I call the pull and the push. We pull in all the needs and requests from those who had a stake in the 150th Birthday Celebration



General Services' Business Manager Sue Chapman works with her co-workers to raise the banners, which were displayed on the south side of the Capitol for the West Virginia 150th Birthday Celebration.

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SNEAK PEEK

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The staff of the Prosecuting Institute are, from left: Philip Morrison, Andrea Darr, Pam Schaffer, Brian Lanham, Amy Leslie, Ariana Kincaid, and (seated) Clyde Arline.

WV Prosecuting Attorneys Institute Provides Key Assistance to County Prosecutor’s Offices

Philip Morrison, the executive director of the Prosecuting Attorneys Institute, views the mission of his agency as unique. “Virtually every other state agency does something for the state of West Virginia,” he said. “However, we are, by statute, designated to serve county prosecuting attorney’s offices. Our primary focus is prosecuting attorneys and law enforcement.”

That puts a heavy workload on Morrison and his six-member staff as they work to assist offices in all 55 counties throughout the state. Morrison said the primary focus is education. “We are charged with providing continuing education credits (CEUs) for prosecuting attorney’s offices. We offer a minimum of 32 hours of CEUs on an annual basis, and if you

extrapolate that into other educational opportunities we offer to law enforcement and other groups, we provide more than 70 hours of CEUs annually.”

Those education benefits extend to conferences offered twice a year. “The conferences are in January and in June, and we just completed our most recent conference at Stonewall Resort,” Morrison said. “We have approximately 120-130 prosecutors and assistants at each conference.”

Another focus of the agency is special prosecutions.

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LOOKING AT ADMINISTRATION: Prosecuting Attorneys Institute

Statutory Authority: *West Virginia Code* §7-4-6

Mission Statement: “Provide Special Prosecutors where Elected Prosecutors of West Virginia are unable to serve; provide training, service, support and resources to the prosecutors and staff to enhance and improve the quality of all prosecution throughout the State; to educate law enforcement regarding the ever changing face of the law; and to expand the public’s knowledge of the criminal justice system

Website: www.pai.wv.gov

Telephone Number: (304) 558-3348

Physical Address: Suite 202, 90 MacCorkle Ave SW South Charleston, WV 25303

Department of Administration Welcomes Governor's Internship Program Participants

There are many new faces in state offices this time of the year. Since its creation in 1989, the Governor's Internship Program offers college students the opportunity to work in the real world in order to gain relevant skill experience related to their interests and fields of study. This program offers an experiential learning setting—learning through reflection of doing—where students build their knowledge base operating as an employee and performing in a business environment. Most importantly, they gain an awareness of the formalities and conduct necessary to succeed in professional careers.

Thus, if you see a college student throughout state agencies this summer, it is a good chance they are program participants, ready to tackle their next assignment. Approximately 130 students are chosen from a pool of 400 applicants each summer to participate in the Governor's Internship Program.

This year, the Department of Administration has 19 interns gaining skills, knowledge and a better comprehension of the state agencies they work for, including: the Finance Division, Fleet Management Division, Office of Technology, Purchasing Division, and the Real Estate Division. This summer, our interns include:

Amanda Johns works in the Finance Division performing office duties and scanning W-9s. A Charleston resident, she currently attends Xavier University as a junior majoring in biology. This is her second year in the program. Upon graduation, Amanda plans on attending medical school to become a doctor.

Allen Whitt is a second year program participant at the Office of Technology and has a variety of responsibilities. He is a sophomore from Dunbar majoring in computer science at Marshall University. After graduating, he plans to pursue his masters degree.

Ashley Westfall of Ripley is interning for the first time at the Office of Technology, assisting with a multitude of tasks. A senior studying information systems at the West Virginia Institute of Technology, Ashley plans to stay in West Virginia after she obtains her degree.



Governor's Internship Program participants include: (top, from left): Michael Hackett, Jared Mullins, Cameron Thompson and Evan Walker; (bottom, from left): Emily Sotomayor, Natalie Byrne and Emily Griffith.

Cameron Thompson joined the Purchasing Division last summer as a technical intern. This year, he returned and is updating website information, tables and reports; requesting mainframe prints; and assisting other co-workers with day-to-day assignments. A resident of Cross Lanes, he earned his B.A. from Marshall University in Management Information Systems and will start graduate college at Marshall in the fall.

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PEIA Policyholders See Minimal Changes for 2014 Plan Year

The new Public Employees Insurance Agency (PEIA) plan year goes into effect July 1, 2013. PEIA active enrollees are reminded that all medical and drug deductibles begin anew and policy holders will make payments for care until the deductible is met.

In addition, enrollees in PPB Plans B, C or D for July 1 will benefit from more take-home pay since premiums

were reduced for this plan year.

PEIA officials note two prescription benefit changes will be implemented this year: First, for Face 2 Face Diabetes Management Program members, PEIA will no longer waive the copayments on non-preferred (tier 3) prescription drugs. The other change relates to transplant patients. To be consistent with the PEIA Summary Plan Descrip-

tion, effective July 1, 2013, only the copayments for transplant-related immunosuppressants will be waived once the prescription deductible is satisfied. Beyond this, PEIA officials note there are no other notable changes for the 2014 plan year. Should active members have questions about their individual plan, please contact the PEIA helpline at peia.help@wv.gov or (304) 558-7850.

Orientation Module Available to New Employees

Gov. Earl Ray Tomblin became part of a new state employee orientation online module that has been released by the Division of Personnel.

Gov. Tomblin videotaped a brief introduction which will open the “New Employee Orientation: Welcome to West Virginia State Government,” an online module designed to introduce new hires to various aspects of working for the state.

“We really wanted to focus on what it means to be a public servant, and also to spotlight some of the benefits of being a state employee,” said Hannah Toney, a development consultant for the Division of Personnel’s Organization and Human Resource Development (OHRD) section.

The orientation module is designed to be an interactive process, with activities that include a scavenger hunt, and opening up conversations with supervisors. “Part of the module’s goal is to create open dialogue between the employees and supervisors, not just once the employee starts the job, but throughout his or her work life,” said Nicole Michaelis, an OHRD development consultant.

Hannah seconded the intention to keep open the doors to dialogue. “We are reaching out to make supervisors aware that employees will be coming to them, asking them questions, and asking that they do not stop having conversations simply because the module was completed,” she said.

The module is divided into sections and can be completed in three hours, but Michaelis said it can be spaced out over



Gov. Earl Ray Tomblin records a video introduction for the “New Employee Orientation: Welcome to West Virginia State Government,” an online orientation module for new state employees offered by the Division of Personnel’s Organization and Human Resource Development section.

several days. She said the module is not intended to replace the orientation program for an agency. “What we hope is that this will offer encouragement to agencies to have their own onboarding program, if one does not already exist,” she said. “The worst thing that an agency can do is to not prepare an employee, and this module is meant to offer a starting point for that process.”

The module is currently online at www.personnel.wv.gov/ohrd/performance-solutions/programs/Pages/NewEmployeeOrientation.aspx.

PROSECUTING

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“Oftentimes there may be a circumstance where a prosecutor cannot be involved in a case, be it for ethical or personal reasons,” Morrison said. “When this occurs, the judge sends an order to our office to find a prosecutor from another county to handle the case. When this happens, we have to analyze the case, find a prosecutor who is close by, and find one who is able to take the case. We handle anywhere from 275 to 300 of these a year.”

Sometimes, this can even mean Morrison finds himself back in a courtroom, prosecuting the case personally, albeit rarely. “Fortunately, I have been involved in prosecution for 26 years, and in most circumstances I am able to find someone

to take the case. If I cannot, then I work the case myself,” he said. “It may only be once a year, but it is thrilling to step back into a courtroom. It is like riding a bicycle: you do not forget how. You just start riding and all of the nuances start coming back.”

The agency’s role continues outside of the courtroom, however, extending into offering technical support to offices. “We have a staff member who helps with the technological needs of the counties in setting up or maintaining computer systems,” he said.

The Prosecuting Attorneys Institute also offers numerous specialized programs, including training law enforce-

ment in how to speak to minor children who have been victimized; the Drug Endangered Children program; the Children’s Justice Task Force, focused on helping get first responders to situation where children are in danger; the Forensic Medical Evaluation Fund, to pay hospitals for the cost of sexual assault examinations; and training nurses on how to testify in sexual assault cases.

It is a wide swath that the agency finds itself cutting, Morrison said, which keeps staff members busy and constantly on the go. “We do so many things and wear a lot of different hats,” he said. “But I believe firmly that this office is an integral part of the state’s legal system.”

West Virginia Students Honored in Multi-State Cyber-Safety Kids Safe Calendar Art Contest

Students from West Virginia won two of 13 available slots in the 2013 Kids Safe Online Poster Contest, held by the Multi-State Information Sharing and Analysis Center (MS-ISAC), a division of the Center for Internet Security (CIS). The annual contest encourages young people to use the Internet safely and securely. The West Virginia Office of Technology (OT) coordinated the state's participation in the contest.

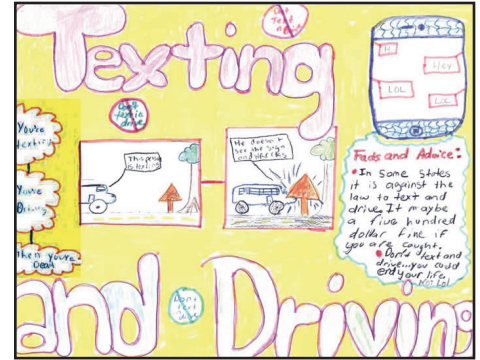
"We are very proud of the students chosen to represent West Virginia in the calendar," said Jim Richards, Chief Information Security Officer for OT. "It speaks highly of the artistic ability of the students, as well as their ability to communicate the message of the importance of Internet safety."

The West Virginia winners were Dena J. from Crum Middle School and Madison B. from Mason County Ca-



reer Center.

More than 2,000 students from 16 states and more than 100 schools participated in individual contests, and those winners were submitted to the MS-ISAC Contest. The contest was open to public, private and home-schooled students in grades K-12. The artwork and messages focused on themes such as preventing cyber bullying, practicing good cyber eth-



ics, staying safe on social networking sites, and protecting against computer worms and viruses. Thirteen entries were then selected and will appear in a 2014 calendar distributed nationally this fall by the MS-ISAC as part of National Cyber Security Awareness Month, recognized each October.

The winning posters may be seen at msisac.cisecurity.org/awareness/poster2013/index.cfm.

Gov. Tomblin Reminds Motorists of Two New Traffic Laws, Effective July

Last year, texting while driving became a primary offense. This month, the law expands to include, as a primary offense, talking on a cell-phone without a hands-free device. Beginning July 1, 2013, motorists can be pulled over and ticketed if using a cellphone without a hands-free device while driving. Throughout the past year, the governor has told parents, grandparents and young drivers: Don't let your last words be a text.

To help educate the traveling public, Gov. Tomblin as well as the Governor's Highway Safety Program and the Department of Transportation are spreading the word with a simple reminder: Turn it Off. Put it Down. Just Drive.

Earlier this year, Gov. Tomblin



signed the seat belt bill into law, which makes not wearing a seatbelt a primary offense. This legislation is expected to annually save 17 lives, prevent 184 injuries, and save \$42 million in accident related costs, like work loss and medical costs. Effective this month, if you're in a moving vehicle and not wearing your seat belt, a law enforcement officer can ticket you—even if you're the passenger. Seat belts save lives. Please buckle up.

To learn more about these new traffic safety laws, please visit:

www.legis.state.wv.us/legisdocs/code/17c/WVC%2017%20C-%2014%20%20-%202015%20%20.htm
www.legis.state.wv.us/WVCODE/ChapterEntire.cfm?chap=17c&art=14§ion=15#14#14

WVSASP to Offer Customer Appreciation Day

The West Virginia State Agency for Surplus Property (WVSASP) is going to offer customers old and new a chance to shop extended hours on Thursday, July 25, when it holds its second annual Customer Appreciation Day. WVSASP will be open 8:30 a.m.-7:30 p.m., three hours past its typical closing time.

The event is a follow-up to last year's successful event which Manager Elizabeth Perdue said was an unequivocal success. "This was a great opportunity for individuals who might not be able



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INTERNS

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Furjhon David Sorongon of Madison is working at the Office of Technology responding to call tickets during his first summer as a program participant. He is a sophomore at Marshall University, majoring in computer science.

David Matthew Moss works at the Office of Technology as a first year program participant. He maintains user accounts, updates users in LMS and preps remote servers for the server change occurring this summer. He is a senior from Charleston at West Virginia State University majoring in management information systems.

Emily Griffith, from Boone County, interns for the Office of Technology. Her duties include contacting different divisions around the state in order to complete system upgrades, as well as creating informative flyers and letters for the agency. She studies at the University of Charleston and will graduate next spring with a bachelor's degree in communications and public relations.

"I have thoroughly enjoyed being involved with the Governor's Internship Program. Getting to meet new people as well as gain experience in a different field can always be exciting. I cannot wait to see what else is in store with this program," she said of the program,

Evan Walker is participating for his first time in the Governor's Internship Program at the Office of Technology. His duties include invoicing, accounts payable, asset management and e-recycle.

He currently attends Wheeling Jesuit University, majoring in accounting. He said participating in the program was his "Best. Decision. Ever"

Finley Hammond of Huntington works at the Office of Technology. A senior at Marshall University graduating this fall, Finley's post-college plans include hiking a section of the Appalachian Trail and seeking employment with the Office of Technology.

Jared Mullins is a first year participant in the program at the Fleet Management Office. A resident of Ripley, he is a sophomore at Marshall University and is majoring in safety technology. Mullins expects to foster and establish an enduring career path in West Virginia.

Emily Sotomayor of Charleston interns for the Department of Administration as a first year program participant. Her current duties include writing articles and assisting with projects in the Purchasing Division. She will be a sophomore at Wellesley College, double majoring in political science and biological sciences.

"The Governor's Internship Program provides the ideal learning experience for West Virginian students, such as me, to learn by direct exposure to a professional workspace," she noted.

Kyle McCauley is an IT Technician in the Office of Technology for his first time as an intern. Kyle is from Parkersburg and attends West Virginia University, majoring in management information systems. After college, he plans to

find a stable career and start a family. After one year of participating in the program he said, "Let the world tremble as it senses all you're about to accomplish."

Victoria "Lynn" Levingston, from Zanesville Ohio, interns with the Office of Technology where she assist in the technical support of computers, printers and other technical issues for various state agencies in West Virginia. She attends ITT-Technical Institute with a major in information systems securities.

This is Levingston's first year as a program participant and, after college, she hopes to obtain a full time position with the State of West Virginia.

Michael Hackett, a third year program participant from Charleston, interns in the Office of Technology as a programmer converting stored procedures. He attends Marshall University and is a senior majoring in computer science. He intends to cultivate a career in the field of software development.

Monica Addington of Nettie is a first year intern at the Office of Technology. "The Governor's Internship Program has been a very educational and rewarding experience. I have gained valuable hands on skills and met a lot of wonderful people," she said. She currently attends New River Community and Technical College, majoring in administrative office management.

After receiving her undergraduate degree, she plans on completing a master's degree and eventually a PhD. She then hopes to teach at a local university where she can be a positive role model for other single mothers and non-traditional students.

Natalie Byrne of Charleston is working this summer at the Finance Division, scanning and indexing W-9 forms as well as assisting with other office duties. A first year program participant, Natalie is a sophomore at West Virginia University, majoring in nursing. She plans on pursuing a career in the nursing field.

Sarah Knight of Roane County is interning for her second year as a program participant for the Office of Technology, providing technical support. She is in her fourth year at West Virginia University at Parkersburg studying network engineering. She plans on pursuing a job with the state or federal government after earning her degree.

Victoria Bullman of Sissonville is interning for her second year in the Real Estate Division, assisting in the Parking Section. She is entering data, answering inquiries, processing requests and tickets, and assisting in compiling monthly reports. She is a junior and a biology major at West Virginia University with post-college plans to attend medical or optometry school.

The Department of Administration would like to thank all of our interns this summer who are providing valuable services, sharing their ideas and demonstrating their skills to many of our agencies. We wish you the very best in the upcoming school year and in your future endeavors.



Photos courtesy of the Governor's Office

Fireworks filled the nighttime sky during the evening hours of the Sesquicentennial Celebration at the Capitol.

CELEBRATION

Continued from Page 1

tion here at the Capitol and then we pushed it out to the people who could best take care of their needs,” Chapman said. “General Services was all about staging and communications and we were in constant communication over and over with so many different contacts in the weeks leading up to the sesquicentennial events. Sometimes we found ourselves tweaking some small details and other times we had to make some major changes.”

Through the years, the Capitol has served as the centerpiece for many noteworthy events, such as hosting presidential candidates on campaign stops; gubernatorial inaugurations; Vandalia; FestivALL; and many other events. How did the state’s 150th birthday party compare?

“This was all those events times 10,” Chapman said with a laugh. “We were not absolutely sure what kind of crowds to expect but we knew it had to be first class all the way no matter what. Everyone in General Services had extensive and detailed duties leading up to this event and particularly during the four days the 150th birthday celebrations took place.”

“I think everyone in the General Services Division really stepped up and played a vital role in making the celebration at the Capitol a success,” said Director Greg Melton. “This was a huge undertaking to say the least and I could not be more proud of the collective effort of our all employees.”

Chapman said one unique and most helpful source of information was the state’s 100th and 125th birthday celebrations.



Gov. Earl Ray Tomblin opened the festivities for the Sesquicentennial Celebration at the Capitol.

“We studied the aerial photographs of those events and you could not see one blade of grass because of all the people. Looking at those photos gave us a sense of how overwhelming the numbers could be as they did not have many of the activities that were offered during this one.”

The opportunity to be involved first-hand with the state’s Sesquicentennial Celebration was a constant motivator and rallying point for Chapman and the General Services Division.

“This is history and I would frequently tell the staff how in the last few years alone, we have been part of four inaugurations; Senator Robert Byrd’s lying in state; 2,000 Boy Scouts camping on the Capitol to celebrate the organization’s 100th birthday and now this,” Chapman said. “I do not know of any state Capitol that has had so many historical events in such a short amount of time. This is something we can cherish for many, many years.”

WVSASP

Continued from Page 5

to come to Surplus Property during our regular hours to come by and see what we have available," Perdue said. "For example, all state employees except employees of the Purchasing Division are able to buy from Surplus Property, but may not be able to visit due to their work hours. This gives them the chance to check out the wide variety of items and deals we have."

Perdue said the full inventory will be available that day, ranging from office furniture and television to cars and trucks. Payment will be accepted in cash, personal checks, and Visa, Discover and MasterCard credit cards that day, Perdue said.

In addition, refreshments will be served throughout the day. Perdue said that while the gates at WVSASP will not close until 7:30 p.m., invoicing will end at 7 p.m.

WVSASP is located at 2700 Charles Avenue, Dunbar. For more information, please call (304) 766-2626 or visit wvsurplus.gov.



WVSASP's Customer Appreciation Day is a follow-up to last year's successful event.

Welcome! ... The Department of Administration is pleased to welcome our new employees: **Cheyenne Brown** (CPRB); **Ryan Lawler** (Grievance); **Nicholas Davis**, **Sarah Jarrett** and **Carrie Sizemore** (Personnel); and **Krista Scott** and **Terry Young** (Office of Technology) .

Best Wishes ... to **Ara Casto** (PEIA); **Justin Sharp** (Real Estate); and **Janice Morgan** and **Gino Saget** (Office of Technology), who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to congratulate **Susan Samples** (Personnel) and **Catherine McClung** (Office of Technology), who recently retired from our department.

Our Condolences ... The Department of Administration wishes to express its deepest sympathies to friends and family of **Charles McMinn**, an Office of Technology employee who recently passed away.

Got News? ... We want to hear your ideas! Please contact **Diane Holley-Brown**, editor, at (304) 558-0661 or at Diane.M.Holley@wv.gov with information that you would like to share with other department's employees.

HAPPY BIRTHDAY ... in July

- | | |
|-------------------------------------|---------------------------------------|
| 1 Jeff Bird Technology | 17 Thomas Miller PEIA |
| April Jarrell Technology | Duane Ryder Technology |
| Patty Johns Finance | Philip Skeen Technology |
| 2 Jamie Cartwright Technology | Michelle Sooy-Gillenwater . CPRB |
| Duane Rosenlieb Pub. Def. | Stan Stewart Gen. Svcs. |
| Teddy Thompson Technology | 18 Debra Lore Technology |
| 3 Nathan Merritt Technology | Katherine Martin Technology |
| April Taylor PEIA | 20 Thomas Riddell Technology |
| 5 Alysia Miller CPRB | 21 Heather Atkins.....Public Defender |
| Lora Reese Finance | Lee Ann Halstead PEIA |
| Kristi Short Technology | Charles Lynch CPRB |
| Paula Van Horn CPRB | Thadd Robinson Technology |
| Roger Williams Technology | Stacey Shamblin CHIP |
| 6 Debbie Anderson Personnel | 22 Mitzie Howard Purchasing |
| Tony Easley Gen. Svcs. | Steven Martin Technology |
| Travis Hudnall Technology | 23 John Gibson Technology |
| Nicole Simpkins PEIA | Brian Pratt Technology |
| 8 Carl Baldwin BRIM | Crickett Reynolds Grievance |
| Andrew Eagle Technology | 24 Lori Bailey BRIM |
| Robert Norvell Technology | Toney Broyles Technology |
| 9 Berneice Moore Technology | 25 Ray Jordan Gen. Svcs. |
| Malechra Pannell CPRB | 26 J.C. Erby Gen. Svcs. |
| 11 Kevin Kinder Technology | Kim Long PEIA |
| Candy Moore CPRB | 27 Kelli Doyle Technology |
| Ruth Shaffer Technology | Sue McMinn BRIM |
| James Weathersbee . Technology | Mario Torres Finance |
| 12 Jack Pullen Technology | Emily Washington Technology |
| Nicholas Smith Technology | 28 Tom Marchio PEIA |
| 14 Brent Smith Technology | 29 Krista Ferrell Purchasing |
| 15 Valerie Osburn Technology | Tammy Haynes Technology |
| 16 Terasa Miller CPRB | Theresa Kline CPRB |
| Margo Perkins PEIA | Frank Waybright Technology |
| 17 Romona Allen CHIP | 30 Greg Starcher Technology |
| Bob Kilpatrick Gen. Svcs. | 31 Shaun Neidlinger Technology |

Administrative Notes

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