

# Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration  
JULY 2018 - Volume 25, Issue 7

## Employee of the Month

### Shelia Gray Goes Above and Beyond the Call of Duty



**Shelia Gray  
July Employee  
of the Month**

Shelia Gray, an Administrative Services Assistant and Procurement Supervisor for the Finance Division, has been selected as the Department of Administration's *Employee of the Month* for July.

A state employee for 18 years, Gray's duties include planning, executing and implementing all of the accounts payable functions for the Department of Administration, providing training on wvOASIS to various state agencies and providing support ser-

vices in the areas of fiscal management and procurement. Gray also serves as the Purchasing Card Coordinator for the Finance Division, as well as co-coordinator for various agencies, boards and commissions.

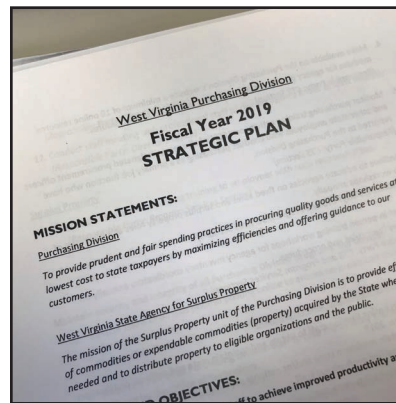
"Shelia goes above and beyond the call of duty," said the co-worker who nominated her. "She always volunteers to help co-workers with projects that are not her usual tasks. She stays after hours or comes in early to ensure deadlines are met. She is a team player with a great attitude and is always smiling. You can depend on her to get the job done."

Gray will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary John Myers on Thursday, July 5, 2018, at 3 p.m. in the 1<sup>st</sup> floor conference room of Building 17.

## Department of Administration Agencies Begin Executing Strategic Plans to Enhance Operations

To ensure that the Department of Administration continues to meet its core functions as outlined in West Virginia Code, Code of State Rules and various procedures, Cabinet Secretary John Myers recently worked with his directors to develop a strategic plan for each of his agencies and divisions.

"Strategic planning is key to an organization's success," said Secretary Myers. "As part of this process, our agency leaders are sitting down with members of their staff, reviewing their mission, defining the organization's goals and creating objectives and strategies by which they can meet those goals."



Department of Administration agencies recently developed their Fiscal Year 2019 Strategic Plans. The plans, effective July 1, 2018, will address the areas of improving productivity, ensuring the security and integrity of programs, improving customer experiences and more.

Please see **STRATEGIC PLANS**, Page 6

### SNEAK PEEK

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# State Agency Spotlight: Ethics Commission Enforces Code of Conduct in Government

The West Virginia Ethics Commission enforces and administers the West Virginia Governmental Ethics Act, which is a code of conduct for appointed and elected public officials and employees in state, county and municipal government. The Ethics Act is set forth in W. Va. Code §§ 6B-1-1 through 6B-3-11.

The Ethics Commission was established in 1989 and is an independent, nonpartisan board consisting of nine citizen members who are appointed by the governor and confirmed by the State Senate. The Commission conducts monthly meetings, which are open to the public.

In addition to enforcing the Ethics Act, the Commission also interprets the Open Governmental Meetings Act through the issuance of advisory opinions by its Committee on Open Governmental Meetings. The Commission's Administrative Law Judge (ALJ) issues advisory opinions interpreting the ALJ Code of Conduct and adjudicates complaints filed against administrative law judges.

The Commission, which is supported by a staff of five full-time and two part-time employees, interprets and enforces the Ethics Act through an investigative and complaint process; answers questions from governing bodies and the public concerning the Ethics Act, the Open Meetings Act and statutory provisions regarding county officials and school boards; and administers the registration of and reporting by lobbyists.

The Commission also processes Financial Disclosure Statements which certain public servants are required to file annually, and collects and makes available to the public disclosures of "interested parties" to certain governmental contracts. The Commission staff also conducts training throughout the state on the Ethics and Open Meetings Acts.

"The Ethics Commission strives to fulfill its varied statutory duties in an efficient and timely manner. The Commission and its small staff produce a large quantity of work and are always available to assist government officials and employees," said Executive Director Rebecca Stepto.



**The West Virginia Ethics Commission, which employs five full-time and two part-time employees, enforces and administers the Ethics Act. As part of its tasks, the Commission issues advisory opinions, answers questions from governing bodies and the public, and administers the registration of and reporting by lobbyists.**

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## July Instructor-led Computer Classes Open for Enrollment

Instructor-led Microsoft Office classes for July 2018 are now posted for enrollment at [www.onlinelearning.wv.gov](http://www.onlinelearning.wv.gov). To quickly locate these classes, click the Course Catalog tab and type "TLC" in the Catalog ID field, then click Search.

Instructor-led Microsoft Office classes are billed per student at a \$25/half-day or \$50/full-day class rate. Classes must be cancelled through the online learning management system at the link noted above prior to the class date to avoid billing. Attendees who register and fail to show will be billed at the appropriate class rate. Class fees are billed to the employee's agency.

Anyone with questions can contact the Technology Learning Center at 304.558.6384.

# Department of Administration Hosts Summer Interns

The Department of Administration continues to benefit from its summer internship programs, offering the opportunity for college students to experience real-world working environments of state agencies.

Students are placed in internships based on their academic interests. Working under professionals in their desired fields allows interns to gain specialized experiences while assisting agencies with their projects.

This year, the department has 12 interns, some of which were selected through the Governor's Internship Program. This year's interns include:

**Natalie Bowman**, a sophomore majoring in Broadcast Journalism and minoring in Marketing and Strategic Social

Media at West Virginia University, is working with the Purchasing Division as a communication intern. "I am learning many new skills," she said. "I've been able to write articles and participate in the event planning process while also learning to work in more efficient and organized ways. I am very grateful for the opportunities that the Governor's Internship Program has provided."

**Robert Evans**, a third-year law student at the Appalachian School of Law, is working with Public Defender Services. Evans said he always knew he wanted to work in the public sector. "I have learned that attention to detail, time management and thoroughness will be instrumental in my future just from the few weeks I have spent in the office," he said. "I'm certain I will

learn much more in the next few months and look forward to the opportunity."

**Bryan Groves**, a senior at Marshall University majoring in Computer Science, Digital Forensics and Computer Information Technology, is working with the Office of Technology. "I am learning about firewalls and behind-the-scenes work from the security personnel," he said.

**Jared Lewis**, a senior Computer Science major at Marshall University, is working with the Office of Technology. "I am learning skills in cyber security which is a broad field that covers networking to programming. Currently, we are developing a web application, which will help me in the future with my career in programming," he said.

**Ryan Mears**, a junior majoring in Computer Science and minoring in Communications at West Virginia University, is working with the Office of Technology. "I am learning skills related to working as a team to accomplish a task as well as how to find a solution to something I do not already know how to accomplish," he said.



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## PEIA Reminds Employees Benefits of Outdoor Exercise

By: PEIA Wellness Director Cheryl Jackson

We all know the multitude of benefits of exercise. Sometimes we have a hard time fitting in a visit to the gym, or maybe we just don't like that environment. With summertime, we have a new environment open to us to exercise, the great outdoors.

The U.S. Centers for Disease Control (CDC) recommends at least 150 minutes of moderate-intensity physical activity each week. Outdoor exercise can be structured workouts, yardwork, gardening, or simply taking a walk. Some research indicates that many of us find it easier to sustain outdoor exercise routines because they are more meaningful to us than a workout on equipment. This also boosts one's self-esteem and confidence.

### Benefits of outdoor exercise:

1. Free dose of Vitamin D.
2. Improved mental well-being. There is an abundance of research that suggests outdoor exercise boosts your mind and provides an overall good feeling better than indoor exercise.
3. No gym fees. Greater enjoyment and satisfaction is more often reported by adults exercising outdoors.

4. Challenging and ever-changing workouts. Outdoor exercise often utilizes uneven surfaces, inclines, bumps, and obstacles that can't be simulated with exercise equipment. It forces us to use our muscles in a more natural manner.
5. Local parks allow one to be more connected with the community or state. It also improves mental well-being by building and enhancing relationships with others.

### Tips to get the most out of your outdoor exercise:

1. Start early when the air is cleaner, and the temperature is lower. You are also likely to have more energy early and be more eager to exercise outside. This will also allow you to enjoy the benefits of the exercise throughout the rest of the day.
2. Protect yourself from sun exposure with sunscreen, sunglasses, and a wide brim hat.
3. Exercise regularly outdoors and make it a regular part of your day and lifestyle. Include friends and family in your activities. Walk to the post office instead of driving. Work in a community garden. Just find ways to get outside and get active!

# Drowsy Driving is Always Dangerous

Feeling a little sleepy? Do not get behind the wheel! With school out and summer vacations going on, state employees should be aware that getting just five hours of sleep can double your risk for a crash, according to the AAA Foundation. With nearly one out of 10 crashes nationwide resulting from drowsy drivers, the Fleet Management Division (FMD) would like to remind you of the following safe driving habits:

- Take a break from driving every two hours or 100 miles;
- Avoid heavy foods and medications that might make you sleepy;
- Drink plenty of water;
- Drink caffeine to stay awake, but be aware its effects will only last four to five hours; and
- Find a safe place to stop and take a 15-minute nap, such as a rest stop, when needed.

The FMD encourages all drivers to pull over immediately if they feel fatigued and to not drive until they are feeling more alert. For more safe driving tips, visit [www.fleet.wv.gov](http://www.fleet.wv.gov).

## Capitol Market at the State Capitol Set for Summer Months

Are you ready for some good fresh produce? The Department of Agriculture is pleased to announce that this year's *Capitol Market at the State Capitol* will take place every Thursday from July 12, 2018, to August 16, 2018, from 11 a.m. to 1 p.m.

The Capitol Market will be set up on the north side of the Capitol near the fountain. Various fresh produce will be available for purchase on those days.

This year will also mark the 13<sup>th</sup> annual Corn Roast, which will take place on August 2, 2018, and include 600 ears of corn. All state employees are welcome to attend.

### Need More Sleep? Review these tips:

- Do not eat two hours before going to sleep.
- Do not drink alcohol four to six hours before bedtime.
- If you smoke, try to cut down on nicotine at night. Nicotine is a stimulant which may result in sleep trouble.
- Exercise regularly. It is proven to improve sleep quality.
- Constantly having trouble sleeping? See your doctor who can test you for sleep disorders.

*Source: American Academy of Sleep Medicine*

## Capitol Campus Busy with Events and Beautification

This spring and summer, the West Virginia Capitol campus has been a busy one with several events and beautification projects, including the annual Vandalia Gathering (pictured top left); the Run for the Wall motorcycle event honoring military personnel (pictured top right), the planting of annual flowers (pictured bottom left) and the Capitol dome project (pictured bottom right).



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## Interns

Continued from Page 3

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**Katie Murray**, a second-year law student at West Virginia University (WVU), is working with the Board of Risk and Insurance Management (BRIM). She learned of the opportunity to intern with BRIM through WVU Law's Career Services Center. "I am getting the incredible opportunity to learn first-hand about how law directs policy. I'm also getting the opportunity to see how policy is practically applied and how it impacts the day-to-day operations of state government," she said.

**Logan Neccuzzi**, a senior in West Virginia University's Music Education program in the College of Creative Arts, is working for the Office of Technology. "In my internship, I am learning how to use different computer programs for educational purposes, and acquiring experience teaching," he said.

**Ryan Patrick**, a senior at Fairmont State University double majoring in National Security and Intelligence and Political Science with plans to pursue a master's degree in Peace Operations, is working with the Division of Personnel. "This is the second year I have been employed as a Governor's Intern for the Division of Personnel. I am happy to have the opportunity to work here again with my fellow co-workers," he said.

**Trevor Wooten**, a senior Business Management major with an emphasis in Entrepreneurship at West Virginia University, is a second-year intern with Public Defender Services (PDS). "I have learned a multitude of skills during my time with PDS that will benefit me in the future, from the inner workings of the West Virginia legal system to office relations and professional communication," he said. "The experience has been extremely valuable to me."

**Dylan Worrell**, who is working for the Aviation Division, plans to attend Fairmont State University as a freshman in the Aviation Technology program. "I found out about this internship opportunity through a West Virginia State Police pilot and from my flight training instructor. I am learning about aircrafts, maintenance, benefiting my flight train-



**Agencies and divisions within the West Virginia Department of Administration are pleased to host 12 interns this summer. From the West Virginia Purchasing Division and Office of Technology to Public Defender Services and the Board of Risk and Insurance Management, the interns are working in a real-world work environment while gaining skills, knowledge and hands-on experience. Pictured from left to right: Trevor Wooten, Natalie Bowman, Logan Neccuzzi, Robert Evans, Zachary Wynn.**

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ing from interacting with pilots and flying tips in general."

**Zachary Wynn**, a sophomore Computer Science major at Marshall University, is working as a technical intern for the Purchasing Division. "Working for the Purchasing Division, I have learned how to adapt to different situations based on what I am needed to do, and I can apply that to

anything that I choose to do in the future," he said.

**Timothy Davis**, a senior at Marshall University, is also working with the Office of Technology.

The Department of Administration is pleased to welcome these students to our organization for this summer.

## Grievance Hires Joshua Fraenkel as New Administrative Law Judge

The West Virginia Public Employees Grievance Board has announced the selection of Joshua S. Fraenkel as its new Administrative Law Judge. Fraenkel will be located in the Board's Westover office. He replaces Brenda Gould, who retired April 30, 2018.

Fraenkel received his bachelor's degree in political science from Guilford College in Greensboro, North Carolina, in 1995,

and his Juris Doctor degree from the West Virginia University College of Law in 1998.

Fraenkel comes to the Grievance Board from Legal Aid of West Virginia, where he has been employed since 2002. Fraenkel's area of practice with Legal Aid was in family law.

The Department of Administration is pleased to welcome Fraenkel!

## STRATEGIC PLANS

Continued from Page 1

Each agency within the Department submitted its strategic plan to the Secretary's Office and should be communicating these goals and objectives to its staff. Areas that were addressed as part of the strategic plans related to improving productivity and succession requirement; maintaining security and integrity of programs and services; improving customer experiences; effectively managing facilities and assets; minimizing operational costs; and meeting established deadlines.

"With the creation of these strategic plans, the agencies now have a defined destination they are striving to reach," Secretary Myers explained. "The objectives will be the map that guides them throughout the process. By moving in the right direction, we will continue to be able to evaluate our performance as a department and, ultimately, validate our successes."

The agencies and divisions are expected to begin executing their plans effective July 1, 2018. Progress reports will be requested mid-year by the Office of the Secretary to monitor the performance goals.

"As a customer-oriented department, the programs and services we provide are essential to state government," he said. "As we continue to enhance our services, we hope that these improvements will be visible and appreciated by our customers."

*"Strategic planning is key to an organization's success. As part of this process, our agency leaders are sitting down with members of their staff, reviewing their mission, defining the organization's goals and creating objectives and strategies by which they can meet those goals."*

Secretary John Myers

**Welcome!** ... The Department of Administration is pleased to welcome Valerie Poindexter (BRIM); Taylor Cole (Finance); Robin Casto, Jamie Jones, John Nichols and George Williamson (General Services); Joshua Fraenkel (Grievance); John Maynard (Personnel); Hannah Barton, Lisa Knell and Andrew Schumate (Public Defender Services); and Scott Brown (Purchasing).

**Happy Retirement!** ... After years of hard work and dedication, we would like to wish Susan Estep and Theresa Kline (CPRB) and Karen Gray-Butler (PEIA) the very best during their retirement.

**Best Wishes** ... to Kendrick Cox (CPRB); Edward Thaxton (General Services); Andrea Thomas (PEIA); Bethany Sharp and Ryan Watson (Personnel); and Henry Bono and Jason Parmer (Public Defender Services), who recently resigned from our department.

**EEO Staff** ... have moved by Executive Order from the Governor's Office to Administration. Welcome to Jann Hoke, Beverly Reed and James Rollins!

**In Other News** ... Harold Young (General Services) welcomed his new grandson, Gavin Michael Young, on May 25, 2018. Courtney Sisk Johnson (Purchasing Division) received the John Womack Chapter Service Award from the West Virginia chapter of the Public Relations Society of America.

**Employee Question of the Month!** ... A big THANK YOU to our employees who participated in our *Employee Question of the Month*. Last month, we asked you to share your favorite summer vacation spot. While the majority responded with the beach, other vacation spots included amusement parks such as Kings Island and Disney World; the lake (and camping); the Smoky Mountains; the Caribbean; Europe; cruises; and more! Watch your email for the next *Employee Question of the Month*.

## HAPPY BIRTHDAY ... in July!

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

Stephen Knotts.....Aviation	Heather Atkins.....Pub. Def. Svcs.
Lori Bailey.....BRIM	Jennifer Fields.....Purchasing
Carl Baldwin.....BRIM	Mitzie Howard.....Purchasing
Marilyn McMinn.....BRIM	John Myers.....Sec. of Admin
Timothy Abraham.....CPRB	Seth Atkisson.....Technology
Raymond Barron.....CPRB	Matt Beckett.....Technology
Sharon Kraszyk.....CPRB	Jeffrey Bird.....Technology
Alysia Miller.....CPRB	Toney Broyles.....Technology
Terasa Miller.....CPRB	Jamie Cartwright.....Technology
Malechra Pannell.....CPRB	Kevin Cecil.....Technology
Paula Van Horn.....CPRB	Staci Clutters.....Technology
Lora Reese.....Finance	Kelli Doyle.....Technology
Timothy Scites.....Finance	John Gibson.....Technology
Tony Easley.....Gen. Svcs.	April Honaker.....Technology
Jesse Erby.....Gen. Svcs.	Patricia Johns.....Technology
Kacy Evans.....Gen. Svcs.	Kevin Kinder.....Technology
Raymond Jordan.....Gen. Svcs.	Andrew Lore.....Technology
Bob Kilpatrick.....Gen. Svcs.	Katherine Martin.....Technology
Limber Munoz.....Gen. Svcs.	Steven Martin.....Technology
Stanley Stewart.....Gen. Svcs.	Nathan Merritt.....Technology
George Williamson.....Gen. Svcs.	Shaun Neidlinger.....Technology
Kayla Young.....Gen. Svcs.	Valerie Osburn.....Technology
Cricket Reynolds.....Grievance	Jack Pullen.....Technology
Lee Halstead.....PEIA	Thomas Riddell.....Technology
Thomas Marchio.....PEIA	Thaddeus Robinson.....Technology
Nicole Spears.....PEIA	Duane Ryder.....Technology
April Taylor.....PEIA	Ruth Shaffer.....Technology
Christie Yarbough.....PEIA	Philip Skeen.....Technology
Monica Ashford.....Personnel	Teddy Thompson.....Technology
Sarah Jarrett.....Personnel	

# Administrative Notes

Quotes, Notes & Anecdotes is published by the West Virginia Department of Administration

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