



Quotes, Notes & Anecdotes

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

Allen Exhibits Professionalism and Attention to Detail



Tom Allen
June Employee
of the Month

Tom Allen, a Programmer Analyst IV with the Office of Technology (OT), has been selected as the Department of Administration’s *Employee of the Month* for June.

A state government employee for more than 15 years, Tom leads the Application Management Unit within the Office of Technology. His team’s responsibilities include developing and

supporting all Public Employees Insurance Agency (PEIA) applications, the Leave Warehouse data collection, the Children’s Health Insurance Program’s mainframe application, OT AFP printing, and supporting other legacy mainframe applications.

“Tom exhibits his value during times of dilemma,” said one co-worker. “On the development side, he is meticulous about keeping an accurate record of issues. He redesigned the workflow processing so that issues are evaluated first and then assigned to the proper person.”

Another co-worker noted that Tom has proven to be an asset during the development of PEIA’s weight management web-based program, which has been utilized by and proven to be beneficial for many state employees.

In his spare time, Tom is an avid hunter and outdoorsman who enjoys participating in archery competitions. He is planning his upcoming wedding with his fiancé Isaura Rivera for later this summer. Tom will be joined by friends and co-workers at a special ceremony presented by Acting Cabinet Secretary Mary Jane Pickens on Thursday, June 2, 2016, at 3:00 p.m. in the Office of Technology offices in Building 5.

EEO Office Participates in Two Key Events to Promote its Mission

The West Virginia Equal Employment Opportunity (EEO) Office participated in two events this April, the annual Job Corps Luncheon and the YWCA’s “Take a Stand Against Racism” rally, to promote its mission to prevent and eliminate unlawful employment discrimination and to promote diversity in West Virginia state government.

On April 22nd, the Charleston Job Corps Center (CJCC) conducted its Community Relations and Center Industry Council Joint Luncheon Meeting, and upon completion of business, offered their Awards Ceremony honoring various offices within the state that had a positive



The West Virginia Equal Opportunity Office was recognized by the Charleston Job Corps Center at their annual Awards Ceremony. From left to right: James Rollins, Beverly Reed, Mary Jane Pickens, and Jann Hoke.

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SNEAK PEEK

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Office of Technology Employees Assist with Mock Prison Riot at West Virginia State Penitentiary

Each spring, the Division of Corrections (DOC) hosts a Mock Prison Riot at the West Virginia Penitentiary in Moundsville, West Virginia, which provides hands-on training and technology exposure to corrections, law enforcement, military and public safety officials. For the second consecutive year, the Office of Technology (OT) has assisted the DOC with the Mock Prison Riot by providing technology setup and support throughout the event.

Region 1 technicians Doug Martin



and Bryan Gantzer were onsite prior to the event to run new network connections, as well as to set up wireless access points and cameras. The network and computer infrastructure are a crucial element to the success of the riot since all activities were viewed and recorded from the 75 cameras spread throughout the Old State Penitentiary. Real-time training scenarios were manually triggered based on the scenes playing out via the camera feed. Once the event had begun, Martin and Gantzer assisted with the cameras, troubleshooting network issues and ensuring all equipment operated continually.

"Despite this year being my second time attending, I'm still amazed by the teamwork and coordination exhibited during the week leading up to the event by DOC staff and contractors," shared Martin. "An amazing amount of collaboration and planning goes into making this

Office of Technology employees Bryan Gantzer (center) and Doug Martin (right), who provided technology support during the Mock Prison Riot, worked closely with Brian Holbrook (left) from Division of Corrections to ensure operations ran smoothly.

event successful and seamless. It's really an honor to attend and provide support for the hard working folks in Corrections."

This spring marked the 20th annual Mock Prison Riot which was attended by 1,234 individuals representing 29 countries from around the world. When it first began in 1997, the Mock Prison Riot consisted of only 70 attendees. It now averages between 1,200 and 1,700 participants over the four-day event and has resulted in millions of dollars being contributed to the local economy since its inception. This unique event has a global reach within the industry. By using the decommissioned West Virginia Penitentiary in Moundsville, the Mock Prison Riot is the only venue of its kind where law enforcement and corrections practitioners can touch, see and actually deploy technologies in real-world training scenarios.

"The annual Mock Prison Riot at Moundsville is an international event that showcases West Virginia to the world," said Commissioner Jim Rubenstein of the Division of Corrections.

Congratulations to Martin, Gantzer and OT for their participation in the success at this year's Mock Prison Riot!

PEIA Pharmacy Benefit Manager Changing to CVS Caremark

The Public Employees Insurance Agency (PEIA) will change its Pharmacy Benefit Managers from Express Scripts to CVS Caremark, effective July 1, 2016. CVS Caremark is a pharmacy benefit management company that provides pharmacy benefit management to millions of policyholders nationwide.

CVS Caremark's network includes all of the major chain pharmacies and most local pharmacies. Though CVS Caremark is affiliated with CVS Pharmacy, PEIA members will not be required to use CVS pharmacies. Any PEIA member whose current pharmacy will not be in the CVS Caremark network will receive notification and a list of alternative in-network pharmacies in advance of the changes that go into effect on July 1.

CVS Caremark will provide the same

services that Express Scripts provided, such as claims processing, a nationwide network and formulary management, to name a few.

The change in PEIA's Pharmacy Benefit Manager is occurring because as a public entity, PEIA is required to periodically solicit competitive bids for professional services to ensure the agency and the State of West Virginia are fulfilling their fiduciary responsibilities. As a result of this bidding process, CVS Caremark was the successful contractor to manage PEIA's pharmacy benefit.

The transition to CVS Caremark will also bring modifications to the Preferred Drug List. Affected members will be notified of these changes prior to July 1. PEIA members will also receive new identification cards, which they will begin to use

after July 1. In addition, PEIA members are encouraged to be proactive. Once the members receive their letters from CVS Caremark, it is suggested that they contact their physicians' offices to discuss alternative medication, if coverage for one or more of their medications will be affected. PEIA members should not wait until they are out of medication in the new Plan Year before contacting their physician. Members who may experience disruption of services due to a change in the formulary or other requirements will be contacted by CVS Caremark during June.

Please visit PEIA's website at www.peia.wv.gov for more information, including the Plan Year 2017 Shopper's Guide and CVS Caremark's Preferred Drug List.

State Employees Celebrate Public Service Recognition Week

The 2016 Public Service Recognition Week, celebrated from May 2-6, recognized the hard work and dedication of our state employees with a series of events. Gov. Earl Ray Tomblin conducted a special awards ceremony on May 4th in the Upper Rotunda of the State Capitol for state employees with 30, 35, 40, 45 and 50 years of service. Several Department of Administration employees were recognized for their years of service:

30 Years of Service:

- Dianna Davis, CPRB
- Kaye Parks, Finance
- Mark D. Isabella, Personnel
- Diane Holley-Brown, Purchasing
- Kevin Kinder, Technology

35 Years of Service:

- William Lawson, General Services
- Donna Price, Technology

40 Years of Service:

- Dave Hildreth, Real Estate
- Martha Mohammad, Personnel

In addition to the Governor's ceremony, other events were organized by different state employees representing multiple agencies.

These activities included:

- Capitol Cook-Off
- Gift Basket Fundraiser
- Book Donation Drive
- Walking Event

"As a state employee, I feel like it is important to give back to the community, especially to the kids. They are the future of West Virginia," shared Meredith Ayers (Grievance), who chaired the gift basket fundraiser and book drive. "I had such a wonderful time organizing these



A ceremony for Public Service Recognition Week honored Department of Administration employees with 20 and 25 years of service. (Left) Acting Cabinet Secretary Mary Jane Pickens and Robin Perdue (Grievance). (Right) top row l-r: Gary Mullins, Jeffrey Bird, Chris Bailey, and Larry Sutters (Technology). Bottom row l-r: Mary Bolton (Personnel), Pickens, and Tara Lyle (Purchasing).

two fundraisers, meeting people from different agencies and giving back! I cannot wait to start planning next year's fundraisers. I want to thank everyone again for participating."

Acting Cabinet Secretary Mary Jane Pickens also conducted a ceremony for Department of Administration employees with 20 and 25 years of service at the Upper Rotunda of the Capitol on May 5th. Secretary Pickens praised the commitment of all honorees and their dedication to the department as well as to the State of West Virginia. Department of Administration employees with 20 and 25 years of service included:

20 Years of Service:

- Christopher Bailey, Technology
- Jeffrey Bird, Technology

- Mary Bolton, Personnel
- Brett Clutters, Real Estate
- Jerry Digman, Technology
- Kelli Doyle, Technology
- William Holmes, Technology
- Tara Lyle, Purchasing
- Wesley Moats, Technology
- Gary Mullins, Technology
- Rebecca Owens, Technology
- Larry Sutters, Technology

25 Years of Service:

- Ruth Shaffer, Technology
- Robert Withrow, General Services
- Robin Perdue, Grievance

Congratulations and a big thank you to all of the Department of Administration's honored employees for their service and dedication to the citizens of West Virginia.

Personnel's OHRD Now Offers Blended Learning Sessions

The Division of Personnel's Organization and Human Resource Development (OHRD) section recently updated two classes: *Managing and the Law* and *Discipline and Documentation*.

These two classes are now offered in a blended format with three hours of on-line learning and three hours of face-to-face learning. For the convenience of individuals wanting to enroll in these sessions, OHRD has designed its schedule so that the face-to-face portions of both courses would be offered on the same day.

"With so many travel restrictions," shared Bobbie Seyedmonir, Assistant Director of OHRD, "we wanted to make it so that people could save money and obtain as much information in one day as possible."

The Discipline and Documentation class requires three hours of pre-work that must be completed prior to attending the face-to-face session while the class entitled *Managing and the Law* requires three hours of post-work to be completed after the face-to-face class time. OHRD divided the learning for these sessions in

a way that ensures attendees receive the greatest benefit from their time spent away from the office.

"It is not required to complete both classes at the same time but we do strongly encourage it," added Seyedmonir.

The response to the new program has been positive and OHRD hopes to offer it more frequently depending on demand and scheduling.

For more information on these two classes or to learn about other learning opportunities offered by OHRD, visit www.personnel.wv.gov/ohrd.

Quotes, Notes and Anecdotes

Next Wave of Employees Transition to Bi-Weekly Pay

With approval from the Enterprise Resource Planning (ERP) Board, the next wave of agencies has begun processing its payroll through *wvOASIS*, as of May 14, 2016, and joins the Department of Administration along with several other agencies on a bi-weekly pay schedule. These employees will receive their first bi-weekly pay on June 10, 2016.

Resolution #11 was adopted at the Board's April 13, 2016 meeting which moved forward the bi-weekly conversion for most agencies within the Executive Branch. All agencies within Wave 2 demonstrated through accuracy and timeliness of payroll testing that they were ready to proceed.

"The production kickoff of Wave 2 provides the State the opportunity to improve state business processes and assure compliance with state and federal payroll requirements," said *wvOASIS* Project Director Todd Childers in a statement distributed to state employees.

For more information regarding the Wave 2 transition, visit *wvOASIS*'s Frequently Asked Questions page at <https://www.wvoasis.gov/FAQ.aspx>.

State Capitol Campus in Bloom



Despite the cold and rainy spring at the state Capitol campus, the flowers and trees are finally in full bloom.

As we welcome summer, the General Services Division staff will be meticulously planting flowers, grooming flowerbeds, mowing grass and maintaining the sheer beauty of our state Capitol grounds. As the weather warms, take a walk, get some fresh air and enjoy the view.

Photo courtesy: Jenny Harless of Office of Technology

EEO

Continued from Page 1

impact on the CJCC and its students over the previous year. The West Virginia EEO Office was one of the esteemed recipients of this year's award.

In addition to the EEO Office, other recipients included the Charleston Police Department's Community Services Division; the West Virginia Human Rights Commission; the Herb Henderson Office of Minority Affairs; and the Schoenbaum Family Enrichment Center. Each entity had hosted and mentored Job Corps students in the Work-Based Learning Program during the previous year. The ceremony hosted approximately 75 attendees.

The EEO Office has hosted and mentored Job Corps student interns for the last two years. The Job Corps' Work-Based Learning Program provides high-quality interns who are nearing completion of their Job Corps certification program to area businesses and local and state governmental agencies. The interns participate in the program at no cost to the participating agencies

and must fulfill certain requirements which will be evaluated on a weekly basis.

"I am thrilled that the West Virginia Equal Employment Opportunity Office was chosen for this award. Supporting the Job Corps Work-Based Learning Program is beneficial for the student interns because they gain real-world experience, but it is also beneficial to our office because we utilize the Job Corps students in completing special projects. From a state perspective, it encourages these talented young people to remain in West Virginia," stated Jann Hoke, Executive Director of the EEO Office.

Additionally, the EEO Office partnered on April 22nd with the YWCA of Charleston and the Herbert Henderson Office of Minority Affairs in hosting the "Stand Against Racism" rally at the Lincoln Monument Plaza on the State Capitol campus.

Founded in 2007, "Stand Against Racism" is a signature campaign of

YWCA USA to build community among those who work for racial justice and to raise awareness about the negative impact of institutional and structural racism in our communities. This campaign was one part of the YWCA's national strategy to fulfill their mission of eradicating racism.

The rally featured winners of a statewide essay contest for elementary, secondary, and homeschooled students reading their essays; choral selections from area high school concert choirs; speeches from community leaders; and the recitation of a pledge to stand against racism in our communities, our state, and our country. The EEO Office has been participating in this annual event for six years and co-sponsored the event with the Herb Henderson Office of Minority Affairs for the past three years. Approximately 100 people attended the rally.

For more information, visit the EEO's website at eeo.wv.gov.

5th Annual West Virginia Career Fair Successfully Brought Agencies and Prospective Employees Together

The 5th Annual West Virginia State Government Career Fair welcomed potential candidates to the state Culture Center on May 18th. Over 306 job seekers attended this event which was sponsored by the Division of Personnel in collaboration with WorkForce WV.

Representatives from 17 state agencies participated in the career fair this year in hopes to meet with prospective applicants. In addition to many state agencies who have participated for the past five years, the Division of Motor Vehicles and the West Virginia Legislative Auditor's Office joined the State Government Career Fair this year.

"This was our Division's first year participating in the State Government Career Fair and overall we were impressed with the number and quality of the individuals we spoke with," shared Sam Calvert from the Legisla-



The Division of Personnel hosted the 5th Annual West Virginia Career Fair at the West Virginia Culture Center. The event allowed over 300 job seekers to meet with representatives from different state agencies to learn about current job openings and the hiring process.

tor Auditor's Office. Calvert added that the event was organized and managed well.

One of the goals of the State Government Career Fair is to bring attention to all of the critical-need job vacancies, for which recruiting for these positions are of the utmost importance. As part of the post-fair ac-

tivities, the Division of Personnel makes every effort to maintain contact with the applicants who attend and provide continued assistance. This ensures all interested applicants are certain they understand the hiring process and answer any follow up questions they may have.

Potential job seekers are always encouraged to look on the Division of Personnel's website for positions that are vacant for which applications are being accepted. Job postings are posted at <http://agency.governmentjobs.com/wv>. However, at the State Government Career Fair, individuals interested in a career in state government have an opportunity to meet in person with and ask questions of agencies representatives to gain a better understanding of the mission and function within state government.

The State Government Career Fair also allows agencies the opportunity to promote the programs and services they provide to West Virginia citizens. In addition to the Division of Personnel and Workforce West Virginia, the state agencies that participated this year included Office of Technology; Division of Natural Resources; Division of Rehabilitation Services; Library Commission; Department of Environmental Protection; Department of Health and Human Resources; Bureau for Behavioral Health & Health Facilities; Mildred Mitchell-Bateman Hospital; Bureau for Medical Services; Department of Military Affairs and Public Safety; Division of Corrections; Regional Jail Authority; Department of Revenue; Office of Insurance Commissioner; Department of Transportation; Division of Highways; Division of Motor Vehicles; West Virginia Legislative Auditor's Office; and the WV State Police.

Fleet Management Warns Drivers to Watch for Motorcyclists

With warm weather and sunny days, motorcyclists are taking to the highways and roads. Unfortunately, West Virginia has had an increase in the number of motorcycle and motor vehicle accidents in the past few years. The Fleet Management Office would like to provide drivers with these helpful safety tips from the National Highway Traffic Safety Administration on sharing the road.

- Following distance is different for motorcycles. Motorcycles can stop more quickly than cars and you should keep this in mind when driving. While three to four seconds may be enough time between cars, increase that time to five or six seconds between your vehicle and a motorcycle.
- Motorcycles may be smaller than a car

but they still need the full lane. Be careful not to crowd a motorcycle when passing or driving. Without full use of their lane, this can become a dangerous situation for the motorcyclist and other drivers on the road.

- Look and look again when making a left turn across traffic. Almost 40% of motorcycle versus motor vehicle accidents occur when a vehicle is making a left turn. When making turns, take an extra second to make sure you haven't overlooked a motorcyclist.
- Blind spots can be dangerous for large vehicles but they can also be dangerous for motorcyclists. Their smaller vehicles mean you should take an extra look when changing lanes or crossing an intersection.

- Always use a turn signal. This will allow a motorcyclist to find a safe lane position and anticipate traffic.
- Flashing turn signals can be deceiving from motorcycles because their signals are not always self-cancelling like motor vehicles. Make sure the motorcyclist will not turn and has forgotten to turn it off before passing or proceeding.
- Road hazards are different for motorcyclists. While gravel, pavement seams, railroad crossing or grooved pavement may be a minor hazard to a motor vehicle, it can be a major concern for a small motorcycle. Be aware that their speed and position may have to change suddenly to keep themselves out of danger.

For more defensive driving topics, please visit www.fleet.wv.gov.

State Agency Listing Serves as Helpful Resource

Oftentimes, there is a need to locate the contact person or telephone number for a specific program within a state agency. The search can be daunting. But have you checked out the State Agency Listing that is available on the state portal?

The State Agency Listing provides contact information for all state agencies, offers all agency addresses, website addresses, and key contact persons' names and work telephone numbers. This document is updated and reposted each month to ensure that the information is current and complete.

This State Agency Listing is posted as a PDF, making it easy to search for specific agency information. The search functionality is simple; just press the "CTRL" and "F" buttons simultaneously and enter your keyword(s) to search.

The Department of Administration has designated a contact person responsible for making these monthly updates for all agencies which fall under its authority. Stephanie Mosley of the Purchasing Division sends an e-mail reminder at the end of each month to a representative of each of the Department's agencies, requesting any updates or changes to your organization's information. These individuals at the agencies are responsible to submit any updates or changes before a specified deadline in order to ensure your agency's information remains current and accurate. If you have questions regarding these updates, contact Ms. Mosley at 304.558.2744 or e-mail at Stephanie.M.Mosley@wv.gov.

The current State Agency Listing can be viewed by visiting www.wv.gov/Documents/StateGovernmentDirectory.pdf.

Welcome! ... The Department of Administration is pleased to welcome **Tracy Batman, Patricia Carroll, Michael Ciarochi, and Beth Lukomski** (CPRB); **Daniel Nary and Sarah Smith** (Finance); **Dena Butler** (Fleet Management); **Limber Munoz** (General Services); **Stephanne Thornton** (Public Defender Services); and **Staci Clutters and Laura Hooper** (Technology).

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Robert Miller** (BRIM); **Richard Miller** (General Services); and **Twila Neil** (PEIA) the very best during their retirement.

Best Wishes ... to **Carles Farley and Toni Hill** (General Services); **Burley Williams** (PEIA); **Aimee Cantrell** (Purchasing); and **Kenneth Bowles and Kristi Short** (Technology) who recently resigned from our department.

In Other News ...

West Virginia Day... Our fine state will be turning 153 years old on Monday, June 20, 2016. West Virginia Day is an official state holiday, in accordance with the Division of Personnel's Administrative Rule.

Got News? ... We want you to share YOUR good news with your department co-workers! Send your information to Communication Director Diane Holley-Brown at Diane.M.Holley@wv.gov!

HAPPY BIRTHDAY ... in June

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

James Amos.....Technology	Jeremiah Jones.....Technology
Samantha Anderson.....CPRB	Tracy Jones.....Technology
Phillip Baker.....Aviation	Scott Kebler.....Technology
Tracy Batman.....CPRB	Amy Leslie.....Pros. Atty
Eddie Bell.....CPRB	Beth Lukomski.....CPRB
Kimberly Bennett.....Pub. Def. Svcs.	Jonathan Lupson.....Technology
Kelly Breedlove.....Technology	Laura Mann.....Personnel
Bill Brogan.....Technology	William McDonald..General Services
Jody Brown.....Technology	Timothy Mullins.....General Services
Joey Campbell.....General Services	Amy Newman.....Technology
Victoria Carrel.....Technology	Lee Orr.....General Services
Patricia Carroll.....CPRB	Kim Patrick.....Technology
James Carter.....Technology	John Persinger.....General Services
Jessica Chambers.....Purchasing	Ronald Reece.....Grievance
Roger Chapman.....Technology	Travis Reynolds.....Technology
Beth Collins-Showalter.....Purchasing	Cavan Riley.....Technology
Danielle Cox.....Technology	Kimberly Scott.....CPRB
Kevin Crump.....Technology	Annamarie Short.....CPRB
Robert Dake.....Technology	Daniel Shriver.....Technology
Dempsey Dickson.....Technology	Lora Simmons-Myers.....BRIM
Tina Eddy.....CPRB	Gary Smith.....Technology
Gregory Edelman..General Services	Amy Stalnaker.....PEIA
Wendelyn Elswick.....Personnel	Rebecca Stepto.....Ethics
Susan Estep.....CPRB	Joshua Tinnel.....Technology
Eric Farr.....Technology	Levi Wade.....Technology
Jeff Fleck.....CPRB	Crystal Walden.....Pub. Def. Svcs.
Dianna Gertz.....Technology	Frank Whittaker.....Purchasing
Karen Gray.....PEIA	James Wilson.....Technology
Michael Green.....Technology	Marjorie Wilson.....Pub. Def. Svcs.
Linda Harper.....Purchasing	Shannon Workman.....Technology
Joyce Jones.....Sec. Office	Mary Youngblood.....Personnel

Administrative Notes

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Earl Ray Tomblin
Governor

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Acting Cabinet Secretary

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Jess Chambers

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