



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
June 2020 - Volume 27, Issue 6

Department of Administration Recognizes May and June Employees of the Month

The Department of Administration is pleased to announce the Employees of the Month for May and June. Due to state office closures, the selection of the May Employee of the Month was initially postponed. Both recipients will be joined by friends and co-workers at special ceremonies presented by Cabinet Secretary Allan McVey. The dates for these ceremonies have not yet been scheduled.



**Stephanie Kirk
May Employee
of the Month**

Kirk Creates Team Environment at Finance Division

Stephanie Kirk, an Administrative Services Assistant III for the Finance Division, has been selected as the Department of Administration's **Employee of the Month** for May.

A state employee for five years, Kirk's duties include supervising the daily operation of the vendor section. She is responsible for the administrative support of the WV OASIS Statewide Vendor File for all agencies (including the executive, judicial, and legislative branches and higher education) and

oversees compliance with the Internal Revenue Service (IRS) regulations for completion of the IRS forms W-8 and W-9.

"Stephanie is always looking for a better and more efficient way to complete tasks. She anticipates problems before they occur, and takes steps to avoid them when possible," said the co-worker who nominated her. "Stephanie treats her co-workers with dignity and respect. She helps create a team environment and notices the little things that make a person feel valued and appreciated. She is dedicated to getting the work done and goes above and beyond the requirements of the job. She takes pride in the quality of work she performs and sets a good example for co-workers."

When she's not working, Kirk enjoys spending quality time with her family, especially sons Owen and Isaac. She also enjoys riding her side-by-side and exploring our beautiful state, fishing, traveling, attending sporting events and country music concerts.

OT's Newman Leads, Trains and Motivates Her Team

Amy Newman, a Programmer/Analyst 4 for the West Virginia Office of Technology (WVOT), has been selected as the Department of Administration's **Employee of the Month** for June.

A state employee for 24 years, Newman serves as the team lead for the programmers responsible for the Public Employees Insurance Agency's (PEIA) Benefits Administration System (BAS). She is responsible for making sure that PEIA's systems continue to meet their needs through programming changes, reports, financial reconciliations, system upgrades, and more.

"She goes out of her way to make sure customers are satisfied with their requests," said the co-worker who nominated her. "She puts in extra time herself if anything is running behind. Amy helps anyone who needs her, and she offers ideas for how to solve any problem."

"Amy always works with her team, other WVOT teams and agencies to not only figure out errors, issues and inconsistencies in a project but also find a fix or help train people so they have the knowledge they need to complete their tasks," continued the co-worker. "She has a great work ethic, is very professional, dedicated, dependable and takes pride in her work. She is a top-notch employee and WVOT and any agency she is working with is lucky to have her."

When she is not working, Newman enjoys reading, watching Hallmark Christmas movies year-round, and spending time with her husband, 17-year-old daughter and black lab.



**Amy Newman
June Employee
of the Month**

**SNEAK
PEEK**

- Taking a Moment to Say "Thank You!" / **Page 2**
- Department Recognizes Employees' Years of Service / **Page 3**



- Ethics Guideline on Employee Recognition Events / **Page 4**

Taking a Moment to Say "Thank You!"

Over the last two months, we have experienced unprecedented times. Despite the uncertainty of this health crisis, I have been in awe of our department employees. Because of you, our government operations have continued, and continued for the most part at or near normal levels. Whether you have been working from home, working in the office full time, rotating in and out of the office, or simply been present and available at a moment's notice to come into the office, take phone calls or respond to emails, we couldn't have navigated this time without you.

I know I speak on behalf of all agency directors when I say "thank you!" for your continued dedication to state government and the good work we do for our citizens. As we work to transition back to our offices, please know that we are taking every precaution to ensure that high traffic areas in our state buildings are cleaned daily, and while we must still practice social distancing (or wear masks when that's not possible), I know we will come through this stronger as a team.

Stay safe and well, and remember, this too shall pass.



Allan L. McVey

Allan McVey
Cabinet Secretary

Chip McDowell

Chip McDowell
Aviation Director

Mary Jane Pickens

Mary Jane Pickens
BRIM Executive Director

Jeff Fleck

Jeff Fleck
CPRB Executive Director

Rebecca Stepto

Rebecca Stepto
Ethics Executive Director

Tia Welch

Tia Welch
EEO Director

Dave Mullins

Dave Mullins
Finance Director

Kenny Yoakum

Kenny Yoakum
Fleet Executive Director

Gregory Melton

Gregory Melton
General Services Director

Jim Cox

Jim Cox
Grievance Director

Josh Spence

Josh Spence
WVOT Chief Technology Officer

Sheryl M. Webb

Sheryl Webb
Personnel Director

Philip W. Morrison II

Philip W. Morrison II
Pros. Attorneys Director

Dana Eddy

Dana Eddy
PDS Executive Director

Ted Cheatham

Ted Cheatham
PEIA Director

Mike Sheets

Mike Sheets
Purchasing Director

John A. McHugh

John McHugh
Real Estate Director

DOP Provides Tips on How to Manage Your Stress

It is a truth universally acknowledged that life can be stressful. Whether you are working from home or commuting to the office, it is easy to get overwhelmed and feel the toll of these unusual circumstances. The Division of Personnel (DOP) recently shared the following tips for dealing with stressful situations.

- **Control your attitude.** While we cannot always control the events of our lives, we can choose how we wish to respond.
- **Identify solutions.** We may not be able to fix all of our problems, but it is important to identify what is causing us stress. Whether it is something small like a messy desk or something more frustrating like an ongoing project, identifying what we

can control with possible solutions can make a difference.

- **Make a plan.** Create a daily schedule and identify long-term goals that will help reduce the stress in your life.
- **Develop healthy habits.** Taking care of ourselves physically and mentally is one of the more important things we can do. This includes eating well, exercising and practicing mindfulness.

For more information on dealing with stress, see the full article shared by DOP at www.verywellmind.com/how-to-adapt-to-a-stressful-situation-3144674.

Department Recognizes Employees' Years of Service

While the Department of Administration was not able to host its annual observation of Public Service Recognition Week, the Department is pleased to recognize its employees who have achieved twenty or more years of public service, in increments of five.

Thank you to these employees for their hard work, dedication, and many years of service to the state of West Virginia, and thank you to all Department employees who continue to work tirelessly and devotedly to provide the needed services of state government.

20 Years of Service

Scott Birchfield, *Technology*
Caroline Brady, *CPRB*
Keith Burdette, *General Services*
Gregory Carrier, *General Services*
Patricia Ebert, *Technology*
Carles Farley, *General Services*
Matthew Fenney, *Technology*
Sherry Fewell, *Purchasing*
Carolyn Flanigan, *Real Estate*
Charlene Good, *Technology*
Shelia Gray, *Finance*
Carl Hackworth, *Technology*
Shane Hall, *Purchasing*
Adam Malone, *Technology*
Edward Nelson, *Technology*
Geoff Richardson, *Technology*
Victoria Sutton, *CPRB*

25 Years of Service

Cynthia Adkins, *CPRB*
Kenneth Bowles, *Technology*
Tina Christian, *Technology*
Susan Combs, *Board of Dentistry*
Melody Duke, *BRIM*
Brian Hatcher, *Technology*
Jason Haught, *PEIA*
Carol Nichols, *Office of the Secretary*
Donald Patterson, *Technology*
Joseph Perks, *Technology*
Martha Phillips, *General Services*
Lori Tarr, *BRIM*
Brenda Thompson, *Public Defender Services*
Edwin Trader, *Technology*

30 Years of Service

Landon Brown, *Grievance*
Scott Dobson, *Technology*
Deidre Rainwater, *Technology*
Ruth Shaffer, *Technology*
Karen Neccuzzi, *Finance*

35 Years of Service

Natalie Faulkner, *Technology*
Tammy Carberry, *PEIA*

40 Years of Service

Ricky Morris, *General Services*



New Online Testing Helps State of West Virginia Find Better Employment Candidates

The Division of Personnel (DOP) is pleased to announce it has transferred the testing needed by many agencies to online versions. Previously when an individual applied for a job that required

testing, they had to travel to one of the many testing facilities around the state. By transferring to an online format, the test will be much easier to access and complete.

"You can now take these tests from the comfort of your own home or at a public place such as a library," explained DOP Director Sheryl Webb. "Sometimes it isn't convenient to reach a testing center if you are already employed or depend on public transportation. The online testing makes it much more accessible to individuals interested in working for the state of West Virginia."

Last year, DOP reported more than 2,000 tests completed. The preparation, mailing, and grading of those tests was very time consuming and costly. With the new online format, applicants will

receive access to the test after applying and have 10 days to complete it. Individuals will be allotted three hours to complete the test once they begin. Individuals unable to test online may request an exemption for an ADA accommodation.

Currently there are approximately 15 online tests managed by DOP. These tests help with the evaluation process to create registers for jobs with a large number of applicants. Tests include everything from clerical and customer service jobs to evaluations for inspector and probation and parole positions.

"Our hope with this project is that we can encourage qualified individuals to apply," added Webb. "We want to improve the applicant experience and ensure the best candidates are available."



west virginia
DIVISION OF PERSONNEL

Ethics Provides Guidelines on Employee Recognition Events

By: Rebecca Stepto, Ethics Commission Executive Director

The Ethics Commission has combined its guidelines relating to public employee recognition events and retirement events into a single document entitled "Public Employee Recognition and Retirement Guideline."

The guideline, issued on May 7, 2020, allows the expenditure of public funds for recognizing public employees and departing officials and employees with certain limitations.

Events recognizing a public employee, or the retirement or departure of an employee or official, may include a gathering with food, beverages, entertainment and the presentation of a gift or memento of service. An agency may not spend more than a total of \$25 per employee per fiscal year. This amount may be allocated between one or more events or activities. An agency may allocate more than \$25 to recognize one or more employees, in lieu of expending up to \$25 per employee per fiscal year, as long as the expenditure on any one employee does not exceed \$100 and the total amount expended for this purpose during the fiscal year does not exceed the sum of \$25 per employee.

In addition to an event, the head of an agency or governing body may authorize the use of public funds not to exceed \$100 to purchase a plaque or other commemorative item for a public employee or official who is retiring or departing from public service.

Any effort to collect contributions for a recognition or departure gift or event must be limited to asking for a maximum contribution of \$5 per person. The recipient may never participate in collecting donations for his or her recognition or departure gift or event. In addition, a public employee or official may

never solicit a gift from which he or she may personally benefit. Moreover, employees or officials may never coerce a gift or contribution for a recognition or retirement gift.

Supervisors may never solicit their subordinates for a contribution for a recognition or retirement gift or event for another person. Requests for contributions should be disseminated in a general announcement to all employees and should convey that participation is voluntary.

The Ethics Act prohibits public employees and public officials from soliciting and/or accepting gifts from lobbyists or any person whom the official or employee knows or has reason to know is doing or seeking to do business of any kind with his or her agency; or is engaged in activities which are regulated or controlled by his or her agency, or has financial interests which may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of his or her official duties.

Public employees and public officials may not solicit these persons to contribute to a gift to recognize a public employee or for a departing public employee or public official. If one of these persons/entities wishes to make a voluntary contribution toward a gift, he/she/it may contribute no more than \$25. If a public agency receives "anonymous" gifts for which the donor cannot be identified, they should be rejected or donated to charity.

For details regarding limitations on recognition ceremonies, go to the Ethics Commission's website at: https://ethics.wv.gov/SiteCollectionDocuments/Brochures_Booklets_Misc_Forms/Public%20Employee%20Recognition%20and%20Retirement%20Guideline%205-7-2020.pdf.

Fleet Management Works to Limit Cross Contamination

The Fleet Management Division (FMD) understands that essential travel is still needed, and FMD remains open to meet those critical transportation needs.

While FMD remains open, employees' and customers' safety continue to be a top priority. FMD has modified its services and processes to protect its customers and employees during

the COVID-19 outbreak.

Clean vehicles have always been important, but at this moment in time, vehicle cleanliness is even more critical. That is why FMD has modified its cleaning procedures using recommendations from local health authorities.

In addition to vacuuming and general cleaning, FMD is using a disinfectant to sanitize high-touch areas, including:

- Key and key fob
- Center console
- Cupholders
- Compartments
- Seat surfaces and pockets
- Areas between the seat and console and between the seat and door jambs.
- Dashboard
- Instrument panels
- Steering wheel and column
- Accessory panel
- Door interiors and pockets
- Door handles (interior and exterior)
- Mirrors

FMD also has measures in place to immediately isolate and quarantine any vehicle if needed.

For more details, contact FMD at 855.817.1910.



Sanitizing Your Personal Vehicle for Safety's Sake

There is an abundance of information about general hygiene in the wake of the COVID-19 pandemic, but more guidance is needed to educate the public about how the coronavirus can be spread inside vehicles.

Careful attention needs to be paid to your car if you use it for unavoidable errands or to go to work. Germs picked up in public places are deposited on your keys, door handles and steering wheel, just to name a few.

The dirtiest surface in your vehicle is your steering wheel. Steering wheels have four times more germs than a public restroom's toilet seat. This creates a breeding ground for bacteria and viruses to thrive. The virus can be spread by sharing air space or touching the same surfaces as an infected person. The Journal of Hospital Infection reports that the virus can stay on surfaces found in cars for days.

Cleaning and sanitizing vehicles should become a regular practice, especially during cold and flu season. The best defense for preventing the spread of COVID-19 is to stay at home and practice social distancing whenever possible. However, if you must leave home, please be sure to heed the following safety tips to protect yourself and your family.

- Wear disposable gloves and use soapy water to clean vehicle surfaces prior to wiping down surfaces with a disinfectant. This removes grease and dirt, allowing you to effectively sanitize.

- Clean and sanitize your vehicle after every trip. If you need to use your vehicle in an emergency, it will be ready to go.
- Pay special attention to these top 12 frequently touched vehicle surfaces: car keys and fobs; exterior and interior door handles; steering wheel; power ignition button, window switches, radio, GPS, and other buttons and dials; gear shift; seat belts and seat belt buckles; car seats and booster seats; air vents; cup holders; grab handles; headrests; and seat pockets.
- Keep sanitizing wipes/cleaner in your vehicle to regularly clean vehicle surfaces such as seat belts, door handles, and armrests. Always wash your hands for at least 20 seconds (or use hand sanitizer with at least 60% alcohol) before you drive or ride in a vehicle.
- Use a disinfecting wipe when touching surfaces such as: gas pumps and keypads; vehicle fuel door and cap; parking meters and tollbooths; and drive through ATMs and other touch screens.
- Keep a pen in your vehicle to use at banks, pharmacies, and other locations with high traffic, or sanitize the "community pen" if you must use it.

The Environmental Protection Agency provides a list of disinfecting products, but most household disinfectants should be effective. To view this complete list, visit www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2.

Shopping Small to Support Locally Owned Businesses

As businesses continue to reopen and recover from closures due to the COVID-19 response, many West Virginians are wondering how they can help their neighbors. With many small businesses struggling, here are a few ways you can provide support.

- **Buy a gift card.** Buying a gift card is a great way to support a business that is not open. This provides funds for the owner to keep paying rent, utilities, and staff. Gift cards are not just for restaurants. Salons, yoga studios, and tattoo parlors also offer gift cards.
- **Think of local alternatives.** Need soap or shaving cream? Consider buying from a local artisan instead of a big box store. Make a list of what you need and see what you can buy through a local source.
- **Look for online services.** Many businesses can now offer remote services. While video chatting with your therapist, personal trainer, or music teacher may take some getting used to, it allows for individuals to keep their businesses and incomes going.
- **Order to-go.** While you may not be able to sit down at your favorite restaurant, many locations are still offering carry out or delivery. Many food delivery services offer contactless delivery, and by tipping your driver, you are supporting a second local worker.
- **Write a review.** If you do not have extra money to spend, consider writing a recommendation for a small business. Not only will this help them find new business but will also provide a nice reminder to the owners that their store is missed.
- **Be patient.** This is a difficult time for many of us. If your service is not what you expected or things are taking a little longer, be patient and remember our small businesses are doing the best they can.

WHAT'S OPEN FOR DINNER?

The West Virginia Tourism Office has developed a free interactive dining map to help you find restaurants open for business. Many counties and cities are also developing their own local listings. The City of Charleston's list can be found here: <https://charlestonwv.com/how-to-support-local-restaurants>.

BROWSE DINING OPTIONS NEAR YOU

Map

Satellite

Map data ©2020 Google, INEGI

Richmond

Roanoke

Greensboro

Washington

ARLYA

Pennsylvania

Ohio

Cleveland

Columbus

Map data ©2020 Google, INEGI

CLICK TO FILTER:

CARRY-OUT

CURBSIDE

DELIVERY

GRUBHUB

DOORDASH

OTHER

Free Sanitation Available at Yeager Airport for State-Owned Vehicles

Yeager Airport, in conjunction with the National Guard, has set up a decontamination site at the airport for state vehicles.

The "Team Clean" program was originally just for police cruisers, ambulances and public KRT buses, but there's been a decline in those vehicles using the service so it is now available to state vehicles free of charge.

State employees should call the Airport Response Coordination Center (ARCC) at 304.344.0200 to schedule a cleaning. The process takes about 45 minutes, using a machine with a sanitizing mist that disinfects the entire inside of a vehicle including the air/heating system. The machine can accommodate cars, trucks, SUVs, busses and other utility vehicles. When the vehicle is brought to the site, the heat should be on. The vehicle needs to be about 70 degrees and have a humidity of around 30% to 50%. The vehicle doesn't need to be cleaned out. Anything that is in the vehicle will be sterilized but not harmed. This includes any electronics.

If there is an urgent situation and a vehicle behind you needs to be decontaminated first, be aware that your appointment could be delayed. Due to limited staff at the ARCC, please call back if no one answers or you reach the Airport Police.

To get to the decontamination site, turn right onto Eagle Mountain Rd (first right off Airport Road). Follow Eagle Mountain Road to the end. Team Clean will be in the hangars on the right, just past the white pole gate.

Welcome! ... The Department is pleased to welcome **Leigh Jackson** and **Teresa Taylor** (Fleet); **Riley White** (Public Defender Services); and **Paula Lowe** and **Franklin Sisson** (Purchasing).

Best Wishes ... to **John Hickman** (CPRB); **Angela Nitardy** (General Services), **Trevor Sands** (PEIA), **Jeffery Long** (Personnel), and **John Toomey** (Technology), who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Beverly Reed** (EEO); **James Fields** (General Services); and **Susan Aiello** (Personnel) the very best during their retirements.

Rescheduled ... The Equal Employment Opportunity Office is postponing the 2020 WV EEO Annual Conference to 2021.

Mandatory Training for High-Level Officials ... is required annually by W. Va. Code §5A-3-60 and must be completed by June 30, 2020, for compliance this fiscal year. For information on how to view this webinar, visit www.state.wv.us/admin/purchase/training/mandatory.html.

Dates to Remember ... State offices will be closed in observance of Election Day (June 9, 2020) and West Virginia Day (June 20, 2020) in accordance with the Division of Personnel's Administrative Rules.

HAPPY BIRTHDAY ... in JUNE

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

Lora Simmons-Myers.....BRIM	Andrew Shumate.....Pub.Def.Srvs
Tracy Batman.....CPRB	Crystal Walden.....Pub.Def.Srvs
Eddie Bell.....CPRB	Linda Harper.....Purchasing
Samantha Chance.....CPRB	Frank Whittaker.....Purchasing
Tina Eddy.....CPRB	Joyce Jones.....Sec.Office
Jeff Fleck.....CPRB	James Amos.....Technology
Samantha Harper.....CPRB	Phillip Beckett.....Technology
Leah Hoover.....CPRB	Bill Brogan.....Technology
Tamera Hunt.....CPRB	James Carter.....Technology
Bonita Knapp.....CPRB	Roger Chapman.....Technology
Rebecca Stepto.....Ethics	Danielle Cox.....Technology
Victoria Carrel.....Finance	Dempsey Dickson.....Technology
Karen Neccuzzi.....Finance	Eric Farr.....Technology
Dena Smith.....Finance	Michael Green.....Technology
Stephanie Lane.....Fleet	James Harrison.....Technology
Joey Campbell.....Gen.Srvs.	Jeremiah Jones.....Technology
Greg Edelman.....Gen.Srvs.	Scott Kebler.....Technology
William McDonald.....Gen.Srvs.	Jonathan Lupson.....Technology
John Persinger.....Gen.Srvs.	Jerry McKee.....Technology
Ronald Reece.....Grievance	Amy Newman.....Technology
Bill Hicks.....PEIA	Travis Reynolds.....Technology
Amy Stalnaker.....PEIA	Cavan Riley.....Technology
Wendy Elswick.....Personnel	Daniel Shriver.....Technology
Ricardo Figueroa.....Personnel	Gary Smith.....Technology
Myrisha Harrison.....Personnel	Joshua Tinnel.....Technology
Laura Mann.....Personnel	James Wilson.....Technology
Mary Youngblood.....Personnel	Shannon Workman.....Technology
Amy Leslie.....Pros.Atty.	

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

Jim Justice
Governor

Samantha Knapp/
Communication
Director/Editor

Production
Jess Chambers
Courtney Johnson
Braden Phillips

Special Thanks
Kaye Parks