

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
March 2019 - Volume 26, Issue 3

Employee of the Month

Real Estate's Moore Always Up for New Challenges



Misty Moore
March Employee
of the Month

Misty Moore, a Real Estate Specialist II for the Real Estate Division, has been selected as the Department of Administration's *Employee of the Month* for March.

A state employee for 20 years, with 10 of those at the Real Estate Division, her duties include negotiating and preparing leases on behalf of other state agencies for office space, storage, land, and more. Her goal is to provide agencies with the best space possible to meet their needs and at a reasonable rate.

"Misty approaches life with a positive attitude and it shows through in her work," said the co-worker who nominated her. "She coordinates

lease transactions between the lessor, state agency, contractors, vendors, etc. She keeps everyone informed and the transaction moving forward. Misty readily accepts new challenges and is always willing to help others meet their deadlines."

When she's not working, Moore enjoys going to estate and yard sales as well as spending time with friends and family, especially her son. She likes to help others and volunteers when she can.

Moore will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Allan McVey on March 7, 2019 at 3 p.m. at the Real Estate Division offices in Kanawha City.

McVey Appointed as New Cabinet Secretary

Gov. Jim Justice appointed Allan McVey to serve as Cabinet Secretary of the West Virginia Department of Administration, effective January 23, 2019. Prior to this appointment, McVey had served as the West Virginia Insurance Commissioner since March 2017. As Insurance Commissioner, he was responsible for the regulation of the insurance market, as well as protection of insurance consumers.

"Allan has done a fantastic job as our insurance commissioner," said Gov. Justice. "During his tenure, he has streamlined operations in his office, eliminated unnecessary positions and saved taxpayer dollars. I am confident he will bring his skills to the table and do a wonderful job as Secretary of Administration."



The Department of Administration is pleased to welcome Allan McVey as the new Cabinet Secretary. Appointed by Gov. Jim Justice in late January, McVey previously served as the West Virginia Insurance Commissioner.

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SNEAK PEEK

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FMD Helps State Employees Get Where They Need to Go

While the Fleet Management Division (FMD) only employs eight individuals, this office manages thousands of vehicles and hundreds of requests each year. According to the FMD website, the agency's goal is to "provide safe, efficient, and reliable fleet services in the most cost-effective manner possible. We will be enablers for state spending units by providing exceptional fleet service and promoting teamwork to accomplish the state's strategic goals and objectives."

"FMD addresses issues relating to fueling and maintenance daily," explained FMD Director Kenny Yoakum. "This includes driver fuel PIN number creations and terminations, fraudulent transactions, issuing and cancelling of fuel cards, assisting with maintenance events over the pricing threshold set by the agencies, vehicle towing, and tire purchases."

FMD maintains a small, low-cost fleet of 11 rental vehicles located in Charleston while leasing a total of 377 vehicles throughout the state. In addition to these vehicles, 3,800 vehicles use the ARI-

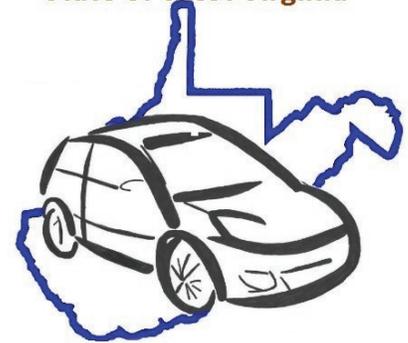
branded WEX fueling cards and 2,800 use ARI's maintenance management system.

As required by House Bill 4015, FMD provides training opportunities for the state's agency fleet coordinators. In 2018, 134 agency fleet coordinators attended training hosted by FMD, representing a total of 93 state agencies.

"FMD staff members continuously work to provide the best tools to assist the agency fleet coordinator," added Yoakum. "We want every interaction with the agencies to be a positive experience with a productive outcome."

Working closely with the Division of Motor Vehicles, *wvOASIS*, the Auditor's Office and the agency fleet coordinators, the FMD staff is committed to working hard for the state of West Virginia. Two exciting programs being pursued in 2019 include a telematics pilot program, which will provide important statistical information regarding the use of state vehicles, and the creation of an online reservation and kiosk system.

State of West Virginia



Fleet Management Division

Number of Employees: 8

Address: 2101 Washington St., East

Website: Fleet.wv.gov

Toll Free: 1.855.81701910

Email: Fleet@wv.gov

Gov. Jim Justice appoints John McHugh as new Executive Director of Real Estate Division



John McHugh
Real Estate Director

The Department of Administration is pleased to announce that Gov. Jim Justice appointed John McHugh to serve as Executive Director of the West Virginia Real Estate Division, effective January 21, 2019.

"John brings a wealth of knowledge and professional background to this job and I'm sure he will work diligently to make sure the operation of the Real Estate Division becomes as efficient and effective as possible," Gov. Justice said.

"I am grateful to Gov. Justice for the opportunity to serve as Executive Director of the Real Estate Division," McHugh said. "My goal is to provide cost-effective and efficient real estate services to state agencies, while protecting the interests of state taxpayers."

Prior to his appointment, McHugh served as General Counsel for the West Virginia Military Authority and as Chief of the Legal Section for the West Virginia

Division of Highways, Right of Way Division. Prior to public service, he worked in private legal practice from 1993 to 2008.

McHugh earned a bachelor's degree in political science from West Virginia University (WVU) in 1982 and a Doctor of Jurisprudence from WVU in 1992. In 2012, he received a master's degree in strategic studies from the United States Army War College.

McHugh retired from the West Virginia Army National Guard in 2017, after more than 30 years of military service, having attained the rank of colonel. While in the National Guard, he served as Battalion Commander for 771st Battalion Troop Command, Brigade Commander for 77th Brigade Troop Command, and State Army Aviation Officer. McHugh is a veteran of Desert Storm, where he was awarded the Air Medal for meritorious service as a Medevac helicopter pilot.

State Agencies Encouraged to Apply for Governor's Internship Program

Each year, Department of Administration agencies volunteer to host interns through the Governor's Internship Program. The goal of this project is to match college students who have a 3.0+ GPA, have completed at least one year of undergraduate study, and are West Virginia residents or attending a West Virginia college or university, with an internship where they can gain real world experience in their field of interest.

To host an intern, Department of Administration agencies must apply to be a host at <https://intern.wv.gov/Pages/Host.aspx>. Once the application has been processed, agencies will have access to a database of college applicants. Hosts are responsible for interviewing and selecting their own intern(s). This allows agencies to hire an intern whose skills match the agency's needs and will offer the intern a meaningful experience. Interns generally work through the summer and must be paid at least minimum wage.

Additional information regarding the Governor's Internship Program can be found online at www.intern.wv.gov.

Should you have questions about the program or the application process, you may contact Andrea Rayl Thompson at Andrea.D.Thompson@wv.gov.

Good Vehicle Maintenance Can Prevent Problems on the Road

Proper vehicle maintenance plays a huge role in preventing automobile accidents. The Fleet Management Division (FMD) would like to share the following maintenance tips to help prevent accidents before they occur:

Fluids

Check under the car for obvious leaks. Driving with leaking fluid may cause failure of steering, brakes, or the radiator.

Tires

Evaluate tires for proper inflation and any obvious damage or signs of excessive wear to minimize the risk of a blown tire. To check the tire tread depth, use the "Penny Test" (simply insert a penny into the tire's tread groove with Lincoln's head upside down and facing you. If you can see all of Lincoln's head, your tread depth is less than 2/32 inch and it's time to replace your tires) or look at the treadwear indicator bar that's molded into most tires (the bars are located at the bottom of the tread grooves in several locations around the tire. When these bars become visibly flush with the adjacent ribs, this indicates that the tire has no more than 2/32 inch of tread remaining and should be replaced).

Lights

Ask someone to stand behind the car to

check its lights. Turn on the car and activate the signals, then apply the brakes and put the car in reverse so the person can see if lights are working correctly. Ask the person to stand in front of the vehicle, then turn on the headlights and signals.

Sights

Check the windows to make sure you have good visibility. Check mirrors to be sure they are aligned properly, giving you a proper view of the road.

Vents

Check the vents, heating system, and air conditioning to be sure they work so you can defog or defrost the windows when necessary.

Other Miscellaneous Items

There are several other things you can do to ensure your vehicle is in good working condition. Activate your windshield wipers and sprayer to be certain they work. Check your air filter regularly, but especially before a long trip, as it can affect fuel efficiency and engine performance. Make sure the spare tire is inflated and serviceable and the jack is present.

To view these and other defensive driving tips, visit the FMD's website at fleet.wv.gov.

Gov. Justice Proclaims March as Purchasing Month for WV

Governor Jim Justice has proclaimed March 2019 as Purchasing Month for the state of West Virginia. This proclamation is part of an annual nationwide recognition initiated by the National Institute of Governmental Purchasing.

As the spender of taxpayer dollars, state procurement officers must maintain the public's trust, while still playing an integral role in the development of state government. The Purchasing Month proclamation highlights the initiatives which develop, support, and promote public procurement practitioners through educational and research programs.

The Purchasing Division is pleased that this vital function in the operation of state government has been recognized by Governor Jim Justice. Purchasing Month has been recognized in West Virginia since 2011 and honors the integrity and professionalism of all state purchasers who are entrusted with the spending of tax dollars.



GSD's Energy Office Plans for Capitol Campus Improvements

The General Services Division's (GSD) Energy Office is continuing its hard work toward reducing cost and the overall energy level used on the state Capitol campus. As featured in the October 2018 issue of *Quotes, Notes & Anecdotes*, the Energy Office partnered with its state counterpart, the West Virginia Office of Energy, to have students from the Mechanical and Aerospace Engineering (MAE) Department at West Virginia University (WVU) review several energy saving projects. These students, under the guidance of Dr. Kenneth Means of MAE at WVU, submitted a 38-page paper with their findings.

"The information received from WVU provided a strong analysis of the energy projects we were considering," explained Dave Parsons, manager of GSD's Energy Office. "We communicated back and forth several times to narrow down our focus to the projects that would be most beneficial to the state."

Of the plans that the Energy Office is considering, all will see a return on investment within three and a half years. Each project will ultimately provide long-term cost savings to the state while still helping the GSD chiller plant keep the Capitol campus cool. Parsons is currently working with the Real Estate Division to see what steps would be needed to pursue construction on one of the plans. In the meantime, GSD has scheduled software updates in the spring to the heating systems on campus to improve efficiency.

While GSD is working to save money, there are many things state employees can also do to help reduce energy costs. If you notice a leaky faucet or running toilet water, submit a maintenance request. When you leave a room, turn off the lights. If your office has a sensor, confirm it has not been disabled. Parsons added that many times employees assume the lights will automatically turn off and accidentally leave them on all night.

The state of West Virginia welcomes all energy saving ideas. Do you have an idea you would like to share? Email the General Service's Energy Office at EnergyManagement.GeneralServices@wv.gov with your thoughts and comments.



Purchasing Division Employees Hold Book Sale



The Purchasing Division hosted a used book sale in February as part of the West Virginia State Employees Combined Campaign. All proceeds were donated directly to the United Way of Central West Virginia. For two weeks, Purchasing Division employees were invited to browse available books, make selections and make a donation as payment.

Employees contributed more than 50 books to the sale with titles from James Patterson, Mary Higgins Clark, Jonathan Cahan, Ted Koppel, Sandra Brown, Danielle Steel, Kristin Hannah, Nicholas Sparks and many more.

Agencies Reminded to Submit Updates for State Directory

The West Virginia State Government Directory is an important resource for the general public and state workers. To keep this document up-to-date and accurate, the Department of Administration depends on each division and/or agency.

A designated contact person has been established by each division and/or agency to monitor their information and relay any updates needed to the directory. Updates include any change to leadership, telephone numbers and/or addresses relating to the agency that may have occurred recently.

All changes and updates should be submitted from the designated contact to Amber Carter in the West Virginia Purchasing Division, who handles all updates to the directory for the Department of Administration. While the directory is only published once per month, changes can be submitted throughout the month.

Questions regarding the directory should be submitted to your agency's designated contact person. If you are unsure who your agency's designated contact is, contact Carter at 304.558.2744 or Amber.L.Carter@wv.gov.

A copy of the directory can be found online at www.wv.gov/Documents/StateGovernmentDirectory.pdf.

Quotes, Notes and Anecdotes

Wire Transfer Scams on the Rise

According to the Cybersecurity Office within the West Virginia Office of Technology (WVOT), the threat of wire transfer scams has increased recently for state agencies, and all state employees are cautioned that they could be a target. Those employees especially vulnerable include individuals with access to payroll direct deposits, wire transfers and W-2s.



“Education is key – for both state employees and the individuals we do business with,” explained Danielle Cox, acting director of Information Security for WVOT. “Governments will always remain a prime target for criminals.”

One popular version of the wire transfer scam involves the impersonation of a real state employee. Using the name of a state employee, often an executive or manager, the attacker will send an email to accounts payable, payroll or human resources staff and request modifications to the bank information on file. Claiming to have opened a new bank or new account is a popular ploy by scammers.

Another popular tactic used by scammers involves requesting a wire transfer be made to a business account for a specific business purpose. This sort of request is often made by a scammer impersonating an agency executive or other individual with authority.

The Cybersecurity Office would like to share some tips to follow if you do receive a request like this:

- Confirm the new payment instructions received. Even if the email looks legitimate, confirm the authenticity.
- Speak to the individual requesting the transfer over the phone. Talking with the individual on the phone is a quick way to confirm they sent the email and not a scammer.
- Contact the bank or vendor. Speak with them directly to confirm the changes are legitimate before processing.
- Review carefully. Confirm all payments prior to processing them and ensure all correspondence is validated and properly documented across the agency.

If you suspect you have been contacted by a scammer, email OTPhishing@wv.gov. Additional information is available at <https://technology.wv.gov/security>.

Purchasing Staff Presents at WVACO Annual Meeting

The West Virginia Purchasing Division participated in the annual meeting of the West Virginia Association of Counties (WVACO), held February 10-11, 2019, at the Marriott in Charleston.

Assistant Directors Frank Whittaker and Elizabeth Perdue presented an hour-long session that educated county officials on how to stretch their budgets by utilizing statewide contracts for purchases ranging from cleaning supplies to auto parts, as well as how to utilize the services provided by the West Virginia State Agency for Surplus Property, including the Federal Surplus Property Program.

“We appreciate any opportunity to showcase our programs and services and to educate local government entities on how they can utilize these programs and services to stretch their taxpayer dollars,” said Assistant Purchasing Director Frank Whittaker.

This association provides tools to assist elected county officials in making county government work for the benefit of citizens, promoting the good works from public service, and finding solutions to make West Virginia grow and prosper.

2019 Division of Personnel Cohort Program Underway

The Division of Personnel’s (DOP) Organization and Human Resource Development (OHRD) section has welcomed new supervisors and managers to its Cohort Program. Over the last couple of months, two groups of successful applicants, who had not already taken the required DOP-P18 courses, moved through the beginning courses as one group and will continue to meet over the remainder of this calendar year.

The cohort provides an opportunity for new state government managers and supervisors to enhance their management practices in an environment that fosters relationship building and facilitates completion of all DOP-P18 requirements within one year. Participants are required to attend all sessions to complete the program.

OHRD staff will support attendance of participants by checking in with them and providing reminders for upcoming courses. However, if a participant is unable to attend/complete a required course within the specified time frame, that participant may be asked to leave the cohort and would be responsible for completing the DOP-P18 required courses by registering in OHRD’s regular program schedule.

To learn more about the program, visit <https://personnel.wv.gov/ohrd/learning/cohort/Pages/default.aspx>.

Upcoming 2019 Cohort Program Dates

March 5	Discipline and Documentation / Managing and the Law
April 10	The Drug-Free Workplace / Preventing Harassment
May 21	Attendance Management
June	Workplace Safety: Your Responsibility Online
Aug. 14	Navigating Difficult Conversations
Sept. 4-5	Conflict Management
Oct. 9	Leading Change in Turbulent Times
Nov. 13-14	Supervising for Success III: Leadership Essentials

MCVEY

Continued from Page 1

"I look forward to working with a great team of professionals and using my extensive experience to benefit the state and the taxpayers by ensuring our agencies run more efficiently and cost effectively," McVey said.

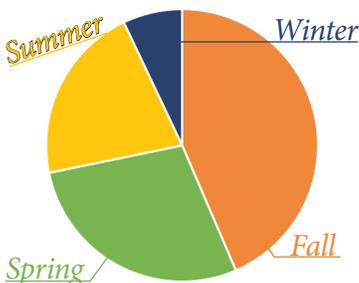
McVey brings with him many years of experience. Prior to his role as Insurance Commissioner, he was a licensed insurance agent who served in several capacities during his long tenure in the insurance industry in West Virginia. His previous experience includes working with the Medical Claims Examiner with the West Virginia Workers' Compensation Fund and working as an underwriter with a large national insurance company. Since 1976, McVey has served as a licensed insurance agent and broker with several firms, both local and national.

McVey earned a degree in Business Administration from West Virginia State University and has several post-graduate insurance designations.

The Department of Administration would like to welcome Secretary McVey!

Employee Question of the Month

In the February issue of *Quotes, Notes & Anecdotes*, employees were asked to share their favorite season. What time of year do Department of Administration employees love the most? See the results below!



Welcome! ... The Department of Administration is pleased to welcome **Michael Farren** and **Jennifer Looney** (CPRB); **Kristina Abdalla** (Fleet); **Michelle Lusk** (GSD); **Blake Collias** (Public Defender Services); **John McHugh** (Real Estate); **Allan McVey** (Secretary's Office); and **Kayla Boggess** (Technology).

Best Wishes ... to **Brandan Pauley** (GSD); **Lisa Amoroso** (Grievance); and **Heather Bundrage** and **Jorden Parsons** (Purchasing), who recently resigned from our department.

Blood Drive ... The Red Cross is hosting a blood drive at the State Capitol on Tuesday, March 5, 2019, from 9 a.m. to 2:30 p.m. in the Capitol Room of the Caperton Training Center in Building 7. Call 1.800.RED.CROSS or visit redcrossblood.org and enter "sgw" to schedule an appointment.

Employee Question of the Month! ... A big THANK YOU to our employees who participated in our **Employee Question of the Month**. To see the results of last month's question, see the bottom left of this page. This month's Department employee question is, **"What is the best purchase you've ever made?"** Share your comments with us by **March 14, 2019**, by visiting www.surveymonkey.com/r/GPK2HTN.

Got News? ... Share YOUR good news with all of your department co-workers! Email Samantha.S.Knapp@wv.gov with detailed information so we may include it in the next issue of the newsletter.

Follow Us! ... Are you following the Department of Administration on Twitter? Follow us at [@westvirginiadoa](https://twitter.com/westvirginiadoa) for the latest information, news and announcements.

HAPPY BIRTHDAY ... in March!

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

Connie Bloss.....BRIM	Lisa Fernandez.....Personnel
Mischa Difillippo.....BRIM	Cathleen Hearnshaw....Personnel
Jeremy Wolfe.....BRIM	Jenny Manhart.....Personnel
Christopher Boggess.....CPRB	Lisa Newell.....Personnel
Lori Cottrill.....CPRB	Sheryl Webb.....Personnel
Vanessa Edwards.....CPRB	Thomas Williams.....Personnel
Brittani Huffman.....CPRB	Philip Morrison.....Pros. Attys
Lisa Scarberry.....CPRB	Lori Waller.....Pub. Def. Svcs.
Teresa Anderson.....Ethics	Brittany Ingraham.....Purchasing
Cheryl Garner.....Finance	Dianna Kirk.....Purchasing
Thomas Hymes.....Finance	Tara Lyle.....Purchasing
Robert Tanner.....Finance	Alisha Pettit.....Purchasing
Robert Worledge.....Finance	Crystal Rink.....Purchasing
Daniel Ball.....Gen. Svcs.	Shelly Eads.....Real Estate
Jamie Bowles.....Gen. Svcs.	Natalie Faulkner.....Technology
James Fields.....Gen. Svcs.	Barbara Fields.....Technology
Brandi Hicks.....Gen. Svcs.	Charlene Good.....Technology
Robert Hovatter.....Gen. Svcs.	William Hargus.....Technology
Matthew Wooddell.....Gen. Svcs.	Sandra Henson.....Technology
Billie Catlett.....Grievance	Timothy Hyatt.....Technology
Krista Charley.....Grievance	George Muncey.....Technology
Jason Haught.....PEIA	Crystal Nichols.....Technology
Leah Basford.....Personnel	Aaron Pusateri.....Technology
Mary Bolton.....Personnel	Sandra Shaffer.....Technology
Paula Dean.....Personnel	

Administrative Notes

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