

# Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration  
March 2020 - Volume 27, Issue 3

## Employee of the Month

### PDS' Thornton Solves Problems with a Positive Attitude



**Stephanie Thornton**  
**March Employee**  
**of the Month**

Stephanne Thornton, a Criminal Justice Specialist for the Public Defender Corporation Resource Center (within Public Defender Services), has been selected as the Department of Administration's *Employee of the Month* for March.

A state employee for nearly four years, Thornton serves as a resource to the 18 Public Defender Corporations statewide. In this role, she works with public defenders on sentencing and mitigation issues, conducts social sci-

ence research to be used during sentencing, and identifies treatment resources to benefit their indigent clients.

"Stephanne goes above and beyond her job duties daily. She is the first to offer a helping hand within the agency or within the 18 Public Defender Corporations she serves," said the co-worker who nominated her. "Stephanne is a problem solver. She has a

true gift for offering workable solutions to issues that otherwise seem impossible to address. She shows up daily with a smile on her face and positive 'can do' attitude.

"A perfect example of Stephanie's can-do attitude was her application for, and receipt of, a grant which funded two recovery coach positions," the co-worker continued. "Stephanne correctly identified recovery coaches as a missing link in the Public Defender Corporations. Data collected by Stephanie from the two (in-house) recovery coaches was presented to the Legislature and resulted in the creation of six full-time recovery coach positions."

When she's not working, Thornton enjoys knitting, baking, and traveling around the state looking for new restaurants and places to explore. She also has a cat, adopted last November, that keeps her busy.

Thornton will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Allan McVey on Thursday, March 5, 2020, at 3:00 p.m. at the Public Defender Services' offices on Players Club Drive in Charleston.

## Conference Table Created from Former Capitol Campus Tree Now in Use at Building Four

When a large oak tree on the West Virginia Capitol Campus was slated to be removed, Department of Environmental Protection employee Denton McDerment had an idea. Working with the General Services Division (GSD), McDerment obtained the removed tree and built a conference table, which is now in use in the 5<sup>th</sup> Floor Conference Room in Building Four.

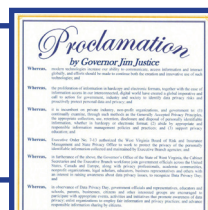


**The General Services Division now has a newly crafted conference table from a tree that was removed from the Capitol grounds.**

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# WVOT's Print Shop is Key to State Operations

When you think of the West Virginia Office of Technology (WVOT), you may picture computers and network cables, but in the WVOT's Print Shop, the services offered extend well beyond the stereotypical technology. They include printing and preparing millions of documents for mailing on behalf of state agencies. For many, this is an invaluable service for their general operations and special campaigns.

In 2019, the Print Shop printed more than 40 million sheets of paper and inserted more than 10 million envelopes. The Print Shop also worked closely with the Central Mail Office (CMO) to mail more than 800,000 envelopes and packages with a total postage amount of more than \$5.5 million.

"The Print Shop employees work extremely hard to meet all required deadlines," shared Print Shop Manager Charlene Good. "We work weekends when necessary to ensure all of the agency's requirements are met."

While many state agencies send print jobs to Correctional Industries, that is not always a viable option for some agencies due to security and confidentiality. The Print Shop offers printing and envelope stuffing for documents subject to Health Insurance Portability and Accountability Act (HIPAA) and Personally Identifiable Information (PII) requirements. This is a big concern for some agencies, such as the Department of Health and Human Resources, which is responsible for many confidential documents and large mailings.

Other organizations that utilize the Print Shop services on a regular basis include the Division of Motor Vehicles, WorkForce WV, the Insurance



**Last year the print shop printed more than 40 million sheets of paper. The machines pictured above have printed enough paper to travel to the moon and back several times over the last 20 years.**

Commission, CPRB, the Secretary of State's Office, state/county tax departments, PEIA, the Division of Natural Resources, WV OASIS, and the Purchasing Division.

"We have different times of the year that it is really busy," explained Good. "For example, November through January, we complete printing for the Low-Income Energy Assistance Program, Senior Citizen Tax Credit letters, and 1099s, to name a few large volume jobs."

While many state agencies depend on the CMO to get letters in the mail, the journey often starts much earlier in the Print Shop. With a small staff of eight, the Print Shop works hard to print documents, stuff envelopes, and serve the state of West Virginia.

## Division of Personnel Attends Virtual Career Fair

*By Shelly Ellis and Amy Crook*



west virginia  
DIVISION OF PERSONNEL

The Division of Personnel (DOP) participated in its first virtual career fair on January 15, 2020, hosted by Truist (the financial institution resulting from the merger between Branch Banking and Trust and SunTrust) along with 20 private sector businesses.

The attendees who visited DOP's virtual booth learned to navigate the state government application and how the state's hiring process works. The virtual environment was structured for recruiters to see who was visiting their booths and to reach out to potential applicants or network with other recruiters.

Human resource specialists from the Staffing Services Unit within DOP had the opportunity to review resumes, chat with applicants one-on-one, and chat with applicants in a group setting. Most applicants in attendance were seeking high-level positions related to their current role in the banking industry and many were in Georgia, North Carolina, and Virginia.

DOP staff members were able to guide several applicants toward applying for positions within state government, and some even applied online while the career fair took place. Others have applied since and even referred friends to current state job opportunities. This was a new and exciting experience, and DOP is looking forward to participating in many more virtual career fairs in the future!

Quotes, Notes and Anecdotes

# Know Your “No-Zones” Around Commercial Vehicles

Though many presume truck drivers have a better view of the road because they are higher off the ground and have larger mirrors, trucks actually have bigger blind spots. Staying in a truck's blind spot means the truck driver cannot see you or your car, posing a huge safety risk, potentially leading to a serious accident. Learn where the blind spots are, give trucks plenty of space, and pass promptly to keep you and the drivers around you safe.

## Staying aware

- Keep away from the sides of the truck. A truck's increased size means bigger blind spots, so it is crucial to be aware of them. Sections of the lanes on either side of a truck, particularly on the right side, are not visible to the truck driver and therefore extremely dangerous for other cars to drive through. If you must drive through these areas to pass a truck, use caution and pass as quickly as safety allows.
- Make sure you can see the truck's side mirrors. If you can't see the driver in their side mirror, it is likely they can't see you either and you are in a blind spot.
- Watch for signals. When driving behind a truck, you can't see what is happening up ahead and must rely on the signals of the truck driver in front of you. Stay observant and keep a close eye on the truck's turn signals and brake lights so you can be prepared for them to stop or turn.
- Be patient with slow-moving trucks. Remember that trucks cannot maneuver as easily as smaller cars, which is particularly important in emergencies.
- Avoid honking (unless in an emergency), aggressive driving, and weaving through traffic, as these cause distractions that could ultimately result in a crash.

## Driving in front of a truck

- Give ample space when in front. Trucks cannot stop as quickly as a car or motorcycle, so it's particularly important when

driving in front of a truck to give the truck driver plenty of space in case they do need to stop. If you can see the truck's headlights in your rearview mirror, you are out of the front blind spot and at a safe distance in front of the truck.

## Driving behind a truck

- Avoid tailgating. A truck's large size means that truckers do not have rearview mirrors and must rely on side mirrors to see cars behind them. Driving behind a truck also means you cannot see what's happening in front of them.
- You should leave about 20-25 car lengths, or a four-second distance, between you and the truck in front of you.
- As often as possible, try to keep both of the truck's side mirrors visible in front of you.
- In poor weather conditions, leave even more space between you and the truck.
- Take extra care when turning. Trucks will sometimes need to swing wide to make a turn, taking up additional lanes, so be extra aware if you are beside or behind a turning truck.

## Passing a truck

- Signal early. Passing a truck means you will have to go through a blind spot. Show the driver you intend to pass as early as possible so they can see you and prepare for you to pass.
- Don't linger in the blind spots. Pass as quickly as possible. This area is where you are in the most danger if a truck driver loses control, tries to change lanes, or gets into an accident.
- Avoid passing on a truck's right side. This is a truck's worst blind spot because it extends further back.
- Give yourself room to merge. You should be at least two car lengths ahead of the truck before merging.
- Don't slow down. After merging back into your lane in front of a truck, maintain passing speed and only slow down when there is a safe distance between you and the truck.

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## CONFERENCE TABLE

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“When I read the newspaper article about the tree removal, I thought this was an opportunity to turn a magnificent tree, that perhaps was admired for years and was present for so much history of this state, into a furnishing that can be used and enjoyed for many years to come,” wrote McDerment regarding the project. “The tree could have been taken to a landfill, or only become firewood. But with the help of the GSD, I was able to transform it into a conference table that will be used indefinitely.”



**The constructed conference table is four feet by 12 feet and weighs more than 800 pounds. It took more than two years for the table to be crafted.**

Upon learning about the tree, McDerment reached out to GSD Director Greg Melton to propose the project. Melton and other GSD employees had already been discussing a similar idea and allowed McDerment to submit a sketch of the proposed conference table design. After many levels of approval, GSD was able to give McDerment approval for the project.

“When Denton and his sons delivered the table to us back in January, we were in awe of Denton's craftsmanship,” shared John Cummings, GSD's coordinator for the project. “This is a very good example of what can be done with our urban forests in West Virginia. This table will last for many years and it is beautiful!”

Construction of the conference table took more than two years to make, with the final size of the conference table standing at four feet wide and approximately 12 feet long. Thanks to some well-placed screws, the table can be disassembled and moved, if needed. This could be a difficult task since the oak tabletop alone weighs approximately 520 pounds.

A dedication ceremony for the table is scheduled for March 3, 2020.



# Gov. Justice Declares March as Purchasing Month



Once again, Gov. Jim Justice has proclaimed March 2020 as Purchasing Month in the state of West Virginia.

This proclamation is part of an annual nationwide recognition initiated by the National Institute of Governmental Purchasing. The Purchasing Month proclamation highlights the initiatives that develop, support, and promote public procurement practitioners through educational and research programs.

"It is the responsibility of the Purchasing Division to be good stewards of the taxpayers' money and to support operations throughout the state," said Purchasing Director Mike Sheets. "Purchasing Month is a great way to educate those both inside and outside state government on our role."

According to its mission statement, the Purchasing Division's purpose is to:

- Provide valued services to its customers by making sound and effective decisions in accordance

with state law;

- Exercise prudent and fair spending practices in acquiring quality goods and services in a timely fashion at the lowest possible price;
- Continually improve the services it offers to maximize the efficiency of state government; and
- Provide leadership and guidance to its customers – state agencies, vendors, legislators and the general public – while building lasting business relationships.

The Purchasing Division is pleased that this vital function in the operation of state government has been recognized by Gov. 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.

The official proclamation is on display at the Purchasing Division offices in Building 15.

## Office of Technology, Retirement Board Partnership Sees Refurbished Tablets Put to Good Use

The Consolidated Public Retirement Board (CPRB) has taken its monthly board meetings to a new level thanks to the West Virginia Office of Technology (WVOT). When CPRB Director Jeff Fleck realized the current tablets used at CPRB staff meetings were not working effectively, he reached out to WVOT to see what options were available to them. After months of hard work, CPRB is now in possession of and using 25 refurbished iPads.

"The Office of Technology is responsible, per code, for the retirement, cleansing, and repurposing of information technology equipment," explained WVOT Chief Financial Officer Justin McAllister. "We do not have an inventory of items on hand, but if an agency has a need, we can try to work with the agency to take care of their need through repurposing retired equipment."

During each board meeting, CPRB uses the tablets to give board members access to the documents and reports being presented. This is very useful because many of the reports contain statistics, graphical charts, and other documents that allow the members to follow the presenters in a detailed manner. Utilizing these tablets also allows members to ask ques-

tions with a point of reference, since many of these reports are very technical in nature, without wasting paper.

Because of the large number of tablets needed by CPRB, this could have been a very expensive investment. However, by working with the WVOT and paying them to refurbish the iPads, CPRB saved taxpayer money and displayed the importance of extending the life of assets owned by the state.



# State Agencies Invited to Participate in the 2020 Summer Edition of the Governor's Internship Program

It's that time of year again! West Virginia state agencies are encouraged to consider hosting an intern this summer through the 2020 Governor's Internship Program.

Agencies interested in hosting interns as part of the Governor's Internship Program must apply at [www.intern.wv.gov/Pages/Host.aspx](http://www.intern.wv.gov/Pages/Host.aspx). Once an agency has applied, they will get access to a database of college students who have a 3.0+ GPA, have completed at least one year of undergraduate study, and are West Virginia residents. Interns are not required to attend an in-state college or university.

Hosts will be responsible for interviewing and selecting their own intern(s). This process ensures that each agency can select an intern whose skills best fit the needs of the position and the agency. Host agencies must pay interns at

least minimum wage and give them meaningful work assignments related to their field of study. Interns generally work for nine to 13 weeks throughout the summer. Please note that West Virginia nonprofits and private businesses may also host interns.

In 2019, the Department of Administration hosted 13 summer interns.

Questions regarding the program or the application process can be directed to Andrea Thompson at [Andrea.D.Thompson@wv.gov](mailto:Andrea.D.Thompson@wv.gov) or Mary Jane Ayoob at [Mary.Jane.Ayoob@wv.gov](mailto:Mary.Jane.Ayoob@wv.gov).

More information on the Governor's Internship Program can be found at [www.intern.wv.gov](http://www.intern.wv.gov).



## Employee of the Month Nomination Form Revamped

There is now a new nomination form for the Department of Administration's *Employee of the Month* (EOM) program to help the committee better identify candidates for the monthly award.

This new form requires more information than the old form to assist the Committee in making a more informed decision by asking questions about how the nominee produces work-related services that are above and beyond normal expectations, promotes harmony on the job and a positive image of the department/section/unit, maintains exemplary work standards through initiative, creativity, assistance, or professionalism, presents a cooperative attitude, demonstrates exemplary use of time (includes work time and leave use), and even how the nominee improves their community.

"The Board receives nominations for so many great candidates, but the old form left many questions unanswered, making it difficult to choose one over another. This new form will provide the Committee with more information about the nominee so they can make more informed decisions in choosing the monthly winners," said Committee Chair Joyce Jones.

The new nomination form can be found online on the

Department of Administration's website, under "Employee Information" on the menu, or at <https://administration.wv.gov/employee-of-the-month/Documents/eomNominationForm.pdf>, and can be submitted to your agency's EOM committee representative.

### FIND YOUR COMMITTEE MEMBER

Joyce Jones	<i>Chairperson</i>
M. Ellen Briggs	<i>Recording Secretary</i>
Diana Gibson	<i>Division of Personnel</i>
Greg Clay	<i>Purchasing Division</i>
Kaye Parks	<i>Finance Division</i>
Mark Crites	<i>General Services</i>
Barbara Fields	<i>Office of Technology</i>
Jessica Virtz	<i>PEIA</i>
Nancy Butcher	<i>CPRB</i>
Donald Stennett	<i>Combined Agencies</i>

## What is One Way You Try to Show Kindness?

Thank you to the Department of Administration employees who took the time to complete our most recent *Employee Question of the Month*. Here are some of the ways that Department of Administration employees show kindness:

- Just being nice to everyone. You never know what kind of day they are having, and one kind word could change their whole day.
- Use words that are empathetic, inclusive, encouraging, and loving.
- I try to express kindness outwardly through the kind acts that I help my kids perform.
- Forgive.
- Hold the elevator.
- Treat people how I want to be treated.
- Offer food. It warms the soul.
- Smile and listen, both in person and on the phone. A smile CAN be heard in your voice. :)
- Just being there for someone. You don't have to say anything.
- Buy a cup of coffee for the stranger behind you in line.
- Donating to charities.
- I always look at name tags when in a checkout line or in a store and call the employee by name and make small talk. I hope this brightens their day and makes them feel special.
- Being patient.
- Remember that actions speak louder than words.

**Welcome!** ... The Department of Administration is pleased to welcome **Alyssa Cooper** (CPRB); **Renee Brooks** and **Richard Casdorff** (General Services); **Susan Trail** (PEIA); **Krista Chadband**, **John Estep**, and **Josh Hager** (Purchasing); and **James Showalter** (Technology). **Michelle Spencer** also transferred from Fleet to General Services.

**Best Wishes** ... to **Thomas Hymes** (Finance); **Sue Ezzell** (Personnel); **Terry Brock** (Real Estate); and **Donnie Lewis** (Technology), who recently resigned from our department.

**Blood Drive**... The American Red Cross will be hosting a blood drive on March 3, 2020, from 9 a.m. to 2:30 p.m. for state government workers. The drive will be conducted in the Capitol Room of Building 7. To schedule an appointment, visit [redcrossblood.org](http://redcrossblood.org) and enter "sgw".

**Employee Question of the Month** ... To see the answers to last month's question, see the article to the left. This month's question is, "**What title would you give your autobiography?**" Share your answers with us by end of the day on March 13, 2020, by visiting [www.surveymonkey.com/r/TQ5QVJ6](http://www.surveymonkey.com/r/TQ5QVJ6). Please note that all submissions will be anonymous and may be edited for clarity and length.

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

## 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.....PEIA
Mischa Difilippo.....BRIM	Jason Haught.....PEIA
Jeremy Wolfe.....BRIM	Cathleen Hearnshaw.....PEIA
Christopher Boggess.....CPRB	Jenny Manhart.....PEIA
Lori Cottrill.....CPRB	Lisa Newell.....PEIA
Brittani Huffman.....CPRB	Sharon Withrow.....PEIA
Kimberly McCormick.....CPRB	Dianna Doss.....Purchasing
Lisa Scarberry.....CPRB	Crystal Hustead.....Purchasing
Teresa Anderson.....Ethics	Brittany Ingraham.....Purchasing
Cheryl Garner.....Finance	Tara Lyle.....Purchasing
Robert Tanner.....Finance	Alisha Pettit.....Purchasing
Robert Worledge.....Finance	Shelly Eads.....Real Estate
Daniel Ball.....Gen.Srvs.	Misty Peal.....Sec.of.Admin
James Fields.....Gen.Srvs.	John Daniels.....Technology
Robert Hovatter.....Gen.Srvs.	Natalie Faulkner.....Technology
Michael Stone.....Gen.Srvs.	Barbara Fields.....Technology
Matthew Wooddell.....Gen.Srvs.	Charlene Good.....Technology
Billie Catlett.....Grievance	William Hargus.....Technology
Leah Basford.....Personnel	Sandra Henson.....Technology
Mary Bolton.....Personnel	Timothy Hyatt.....Technology
Paula Dean.....Personnel	George Muncey.....Technology
Sheryl Webb.....Personnel	Crystal Nichols.....Technology
Thomas Williams.....Personnel	Aaron Pusateri.....Technology
Philip Morrison.....Pros.Att'y.	Sandra Shaffer.....Technology
Brittany Cochran.....PEIA	

## Administrative Notes

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