

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
March 2021 - Volume 28, Issue 3

Employee of the Month

Technology's Faulkner a Driving Force for Agency



**Natalie Faulkner
March Employee
of the Month**

Natalie Faulkner, a Systems Programmer 2 for the West Virginia Office of Technology (WVOT), has been selected as the Department of Administration's *Employee of the Month* for March.

A state employee for 35 years, she works as a member of a four-person team that provides all support and maintenance for the state's main-frame environment.

"Her assistance with the Division of Motor Vehicles' (DMV) conversion from one vendor to another has gone above and beyond her responsibilities of her position

with WVOT," said the co-worker who nominated her. "Without her, the DMV would still be trying to get this huge undertaking

across the finish line. She has worked many weekends and evenings to make this a success. She continually helped the DMV while also helping other agencies that needed her assistance.

"Natalie has always been instrumental in assisting Department of Transportation (DOT) programming staff regardless of the issue," the co-worker continued. "Her knowledge and assistance have always been welcomed. Her persistence in finding the answer is a benefit to those who need her most because she never gives up until she has found the answer to the question. Her never-ending patience and outstanding dedication make her valuable to all agencies but especially to those at DOT/DMV."

Faulkner's co-worker noted she is always the first to send flowers and food to co-workers who have experienced a loss in the family, the birth of a child, or to help someone who may be struggling with something in their life. When she's not working, Faulkner enjoys spending time with her husband and three dogs. She also enjoys crafting with stained glass, card making, and designing digital files and fonts. Congratulations from all of us!

Gov. Justice Delivers State of the State Address

Gov. Jim Justice delivered his fifth State of the State address last month to the West Virginia Legislature. The Governor laid out his vision for how the state can build on its momentum and claim its place as the number one state in the nation to live, work, run a business, and raise a family.

Gov. Justice also highlighted accomplishments from the last year, including being first in the nation in COVID-19 response, from vaccines to testing.

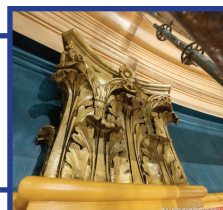
Please see **STATE OF THE STATE, Page 5**



Photo courtesy of the Governor's Office

SNEAK PEEK

- WVOT Partners with State in Vaccine Effort / **Page 2**
- Several Capitol Campus Projects Nearing Completion / **Page 5**



- Natural Gas Method Means Big Savings for Taxpayers / **Page 6**

WVOT Partners with State Agencies in Vaccine Effort

The West Virginia Office of Technology (WVOT) has played an important role in West Virginia's effort to vaccinate citizens against the coronavirus. Working alongside the Department of Health and Human Resources (DHHR) and the National Guard, WVOT provides ongoing information technology support to the WV Joint Interagency Task Force (JIATF) for vaccines. Planning for the establishment of the JIATF began in November 2020 in preparation for the receipt, management, and administration of the COVID-19 vaccine. Establishing a JIATF required extensive coordination and cooperation between all member and support agencies. The JIATF is made up of agencies from state government, higher education, the National Guard, and civilian partners. Each member agency requires unique information technology to ensure effective communication and JIATF success.

WVOT network engineers and field technicians worked alongside National Guard airmen and soldiers to extend network cabling and infrastructure to temporary workstations established in the Coonskin Armory Drill Hall Gymnasium. Their work provides the JIATF with direct connectivity to the state network, the Air and Army Guard networks, and commercial internet through both WiFi and hard-wired connections.

"The WVOT Network Operations Team has provided outstanding expedited service to the JIATF," said James Dixon, director of professional development and special initiatives, who serves as WVOT's liaison to the JIATF. "Understanding the urgency of the JIATF needs, the Net-

ANNOUNCEMENT: FEDERAL CORONAVIRUS ACT NOW EXPIRED

Any state employee needing to take leave relating to COVID-19 will no longer be able to do so under the federal Families First Coronavirus Response Act (FFCRA). Both the FFCRA and corresponding Division of Personnel (DOP) policy expired December 31, 2020.

However, eligible employees may still be entitled to leave under the federal Family and Medical Leave Act, West Virginia Parental Leave Act, and/or the DOP Administrative Rule (143CSR1), in addition to their own accrued annual, sick, and family sick leave time.

Any questions regarding the change in policy can be sent to your agency's human resources coordinator or DOP Employee Relations by email at DOPEmpRelations@wv.gov or phone at 304.414.1853.

work Operations Team established an expedited request process for new network accounts, email distribution lists, and other requirements. Requests that normally take days are processed within hours for the JIATF."

Leadership from the WVOT, DHHR, National Guard, and the JIATF meet weekly to discuss information technology requirements and coordinate solutions.

"The success of the West Virginia vaccination effort is truly a result of a total team effort," Dixon said. "West Virginians from a variety of different agencies have all come together to make a difference for our neighbors and our state. The West Virginia Office of Technology, under the leadership of Chief Technology Officer Josh Spence, continues to play a key role in enabling and supporting West Virginia vaccination JIATF operations."

Office of Technology Creates Email Subscription Lists and YouTube Channel

The West Virginia Office of Technology (WVOT) recently introduced new email subscription lists to help get important information to state employees in a timely manner. The lists, which allow employees to subscribe to areas that matter to them, will improve communications regarding important updates and get that information into the right hands more quickly.

These lists are separated into categories that allow employees to pick and choose the type of information they would like to receive from the WVOT.

The following categories are currently available:

- Outage Notifications
 - Maintenance Information
 - Google-Project Sunrise-Information
 - WVOT General Services Information
 - WVOT Central Mail and Print Operations Information
- Additional categories will be added as needed and noti-

fication of those categories will be sent to state employees.

During the current phase of this project, WVOT is working on building up the mailing list subscriptions. During the next phase, the agency plans to use these lists as the primary mechanism to communicate with state employees.

To subscribe to any of these lists, visit <https://westvirginiaot.sharepoint.com/sites/OTHUB/SitePages/MailingList.aspx> and navigate to the Subscribe page. Click on "Subscribe to Updates" and follow the instructions.

In addition, WVOT has created a YouTube Channel to publish news and updates associated with WVOT projects and services. The agency has already begun posting videos related to Project Sunrise, the state's transition to Google Workspace. Videos posted on this channel will be "short-format" videos of under five minutes each and can be accessed online at www.youtube.com/channel/UC7kwRuch-CUKS8bhS99V-p_Q.

Fleet Management Division Rolls Out Safety Program for Drivers of State Vehicles

Driver behavior can significantly affect an organization in a variety of ways. Employee safety is directly affected as motor vehicle crashes are the number one cause of occupational fatalities in North America. Motor vehicle crashes cost employers more than \$61 billion annually. According to the National Highway Traffic Safety Administration (NHTSA), crashes cost employers more than \$16,000 per crash if there are no injuries, \$74,000 if there are injuries, and \$500,000 or more if there are fatalities.

Considering about 15% of a typical fleet's vehicles are in a crash every year, the total economic burden to an organization can be very significant. Driver behavior also affects vehicle operating costs such as fuel and maintenance. In fact, driver behavior alone can affect fuel economy by 20% or more. Finally, driver behavior impacts an organization's reputation in the communities they serve.

The Fleet Management Division has contracted with ARI to help agencies improve driver behavior through their comprehensive Driver Excellence program. The program consists of both skills assessment and training modules.

ARI's Driver Skills Assessment pro-

gram is a state-of-the-art, online risk analysis tool that simulates real-world driving situations. Driver Skills Assessment is the perfect tool for a personalized onboarding program for new hires. It can also be used to establish a driving skills baseline for existing drivers. The assessment features 20 interactive driving simulations and 30 theory-based questions pertaining to driver decision making. Upon completion of the assessment, drivers can view their results that show their risk level, overall score, and score in six key skill categories. The program will automatically assign up to four targeted training modules based on the driver's assessment results.

ARI's online driver training modules ensure your drivers know how to tackle a variety of situations in an assortment of vehicle types on the road. Whether it is for new hire onboarding, periodic refresher training, or remedial training for risky drivers, ARI has a broad catalog of driver training modules covering a wide range of topics. More than 60 modules and courses are available that focus on the key principles of proactive driving (scanning, cushion of safety, communication, and speed management). The modules are interactive and engaging



and can be stopped and resumed at the driver's convenience. There are comprehension tests at the end of every module and digital certificates of completion upon successful completion of the modules.

There are potential savings if the Driver Safety Program is utilized by state agencies.

"Should your organization participate in these training modules with each of its drivers and submit evidence of driver training to our agency during the submission of the organization's annual Loss Control Questionnaire which is due August 1st each year, the participation will be evaluated for insurance credits within the organization's automobile premium," said Jeremy Wolfe, Risk and Insurance Manager for the Board of Risk and Insurance Management.

For more information, please contact the Fleet Management Division at Fleet@wv.gov.

Finance Completes CAFR, Turns Attention to Next Audit

Since 1992, West Virginia has completed a Comprehensive Annual Financial Report (CAFR), and since 1995, the state has been awarded the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting. Governments that participate in the Certificate of Achievement for Excellence in Financial Reporting must submit their CAFR within six months of the fiscal year end. For West Virginia, that means December 31st. West Virginia submitted its Fiscal Year 2020 CAFR on December 18, 2020.

To produce the CAFR, the Financial Accounting and Reporting Section (FARS) of the Finance Division gathers information from all areas of state government, including departments, state agencies, and boards and commissions. West Virginia has approximately 27 component units and enterprise funds which are required to submit Generally Accepted Accounting Principles-based audited financial state-

ments. For agencies not audited, work papers are prepared from information gathered in the form of "closing book forms." In Fiscal Year 2020, the FARS used 20 closing forms that were completed by approximately 60 state agencies.

West Virginia also files a Single Audit report each year and has since 1986. The Single Audit allows the federal government to verify that the state expends federal monies in a proper manner. For Fiscal Year 2020, West Virginia received more than 428 individual grant awards, with approximately 19 major federal programs. These grants were received from 28 different federal grantor agencies. The Single Audit report must be submitted within nine months of the fiscal year end, or March 31st for the state. However, due to the COVID-19 pandemic, that deadline has been extended to June 30th. Even with this extension, the state still plans to complete the Single Audit by March 31, 2021.

How to Track Bills During the Legislative Session

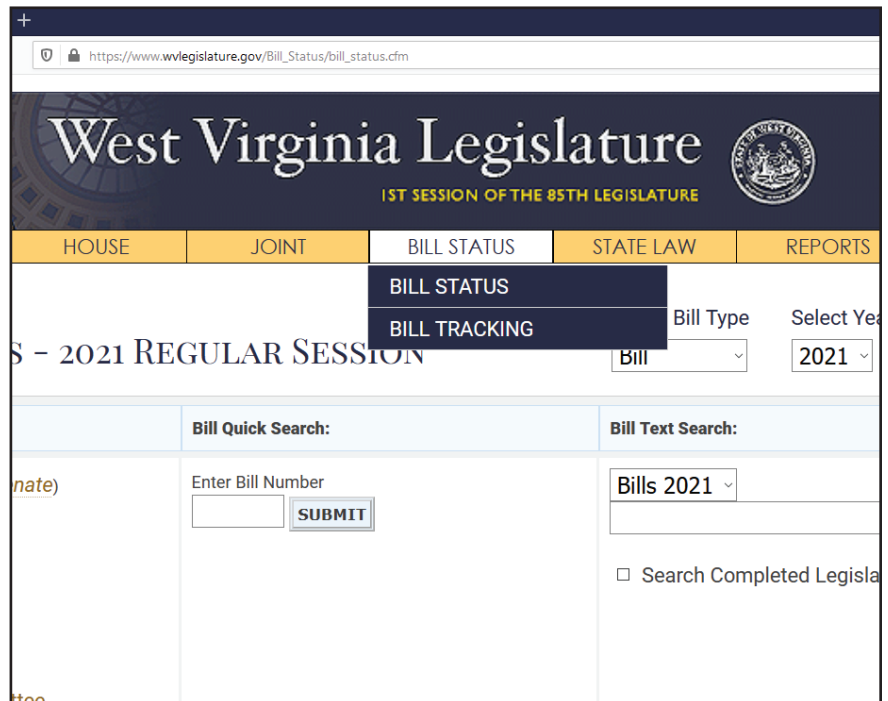
The legislative session is underway and representatives in both chambers are busy pushing bills through various committees. Many agencies and state employees are watching bills that could potentially affect their processes and daily tasks, as well as those dealing with insurance, retirement, other aspects of employment, and even their personal lives.

Legislative staff have made it easy for individuals to track bills that are of interest. This can be done by visiting the Legislature's website at www.wvlegislature.gov. Once there, click on the "Bill Status" tab at the top of the page. A drop-down menu will give two options: "Bill Status" or "Bill Tracking".

Choosing Bill Status allows users to view all bills introduced in each chamber or to search for them by number, subject, short title, sponsor, or date introduced. Bill Tracking requires the user to set up an account with a username and password. Then, by clicking on the "Add Bills / Lists" tab, the user can create multiple lists with unique names and add bills accordingly.

To check the progress of bills on each list, the user simply needs to click on the "My List" tab under Bill Tracking, and click on the list name. The latest activity for each bill will populate.

Anyone needing technical assistance can click the "Contact" tab on the home page.

A screenshot of the West Virginia Legislature website. The page title is "West Virginia Legislature" with the subtitle "1ST SESSION OF THE 85TH LEGISLATURE". The navigation menu includes "HOUSE", "JOINT", "BILL STATUS", "STATE LAW", and "REPORTS". The "BILL STATUS" tab is selected, and a dropdown menu is open showing "BILL STATUS" and "BILL TRACKING". Below the menu, there are search fields for "Bill Quick Search" (with a "SUBMIT" button) and "Bill Text Search" (with a "Bills 2021" dropdown and a "Search Completed Legislation" checkbox). The page also shows "2021 REGULAR SESSION" and "Bill Type" set to "Bill" and "Select Year" set to "2021".

While the 2021 Legislative Session may be a little different this year thanks to the ongoing pandemic, individuals can easily view and track bills online. Among the information contained, the legislative website provides a description of each bill, its current status, and any last action taken, as well as an introduced version of the bill, and an amended version, if applicable.

Limited Parking Available at Capitol Campus During Legislative Session, Despite Pandemic

The COVID-19 pandemic means there won't be as many visitors to the capitol campus during the 2021 Legislative Session, but employees should still be reminded of the Real Estate Division Parking Section's regulations.

To ensure that employees who are parked in designated parking spots are not ticketed, parking placards must be displayed directly behind the vehicle's rear-view mirror or parking decals on the bottom right corner of the windshield. Employees who forget their placard should report it to the Piedmont Avenue guardhouse immediately at 304.558.0248.

During the Legislative Session, state employees should also advise guests visiting state offices and those who do not have designated parking spots where to find

available parking. For guests and state employees parked at a meter that appears not to be working, that individual must report the malfunctioning meter on the same day it is used to the Piedmont Avenue guardhouse as well.

Tickets will not be voided for unauthorized parking in handicapped areas, including parking spaces and access aisles. Payment of parking fines should be submitted within 10 days of the time the ticket was issued and may not be paid with cash. Fines not paid within 10 days may be doubled. Vehicles with more than 10 unpaid violations are subject to removal from state parking spots.

Metered parking around the Capitol campus is monitored from 8 a.m. to 5 p.m., Monday through Friday, except state

holidays and weekends.

For those riding the Capitol Shuttle during the legislative session, service will occur Monday through Friday, beginning and ending at Laidley Field from 6:45 a.m. to 9:15 a.m., 11:30 a.m. to 1:15 p.m., and 3:00 p.m. to 5:15 p.m. The shuttle will not run on Saturdays, Sundays, or on state holidays.

For more information regarding the shuttle schedule, call the Real Estate Division's Parking Section at 304.558.3062.

The Real Estate Division's Parking Section notes that during the interims and Regular Session, no temporary parking requests will be granted due to limited parking spaces. Temporary parking requests are charged \$5 per vehicle, per day when the Legislature is not in session.

Quotes, Notes and Anecdotes

Several Capitol Campus Projects Nearing Completion

The General Services Division is making significant progress on several projects on the Capitol campus. Work to the capitol dome and the East Wing restrooms are both nearing completion, while progress continues on others.

While most restrooms have reopened in the East Wing of the capitol, two are awaiting the installation of brass radiator covers.

The dome painting has been completed, with just minor touch ups still needed, and painting of the interior of the Rotunda is underway. The scaffolding will be dismantled once that painting is complete. Decorative stem pieces for the chandelier were brought back onsite after thorough cleaning and polishing and will be reinstalled by late March.

Areas around the Lincoln Plaza are also nearing completion following a short setback

due to inclement weather last month. Some of the stone mortar patchwork will need to be replaced, and other sections are not adhering as expected. This will require additional work to seal the seams between the bricks and limestone panels.

As for additional spot repairs set to take place around the Capitol campus, weather has also been a limiting factor. "We have sidewalks in different phases of disarray where the crews have to wait for the right day in terms of temperature and humidity to pour the concrete," said General Services Deputy Director Bill Barry. "Right now, the contractor is concentrating on the west side of the campus and breaking out old, damaged sidewalks."

Work began on the walkway east of the Mansion (Old Duffy Street), the governor's entrance, and the walkway from the west dock toward the governor's guard house. Work on the new guard house is wrapping up, and landscaping around the facility will be prepped for the spring planting.

"Our staff is working hard to make the capitol campus a beautiful and safe place for both our employees and visitors," Barry said. "The buildings and landscapes require upkeep and maintenance, and we are proud of the job they've done."

Painting of the interior of the capitol dome was completed in February. Next, installation of the chandelier will be this month.



Photo courtesy of the Governor's Office



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STATE OF THE STATE

Continued from Page 1

"We all know that we've been first in COVID in the nursing homes and first in the vaccinations and we're on the nightly news everywhere under the sun," Gov. Justice said. "We've got to be really proud because, in addition to all that, every single day that goes by more and more and more will come because they see West Virginia in a different light than they've seen it before."

"How in the world could a little state that's the poorest, how in the world could we absolutely charge to the front like we've charged?" Gov. Justice continued. "How right behind all of that could we have handled what we handled in COVID like we've handled it? I'm telling you it is truly the miracle of West Virginia."

Other accomplishments the governor mentioned include:

- Expanding the Communities In Schools program to help students excel in and out of the classroom.
- Securing the Virgin Hyperloop Certification Center in

West Virginia.

- Earning \$178 million in cash surplus in the first seven months of Fiscal Year 2021.

"We got a lot of new roads. We got an EZ Pass where you can go up and down the turnpike for next to nothing," Gov. Justice said. "We created Jim's Dream and then Jobs and Hope, and we've really combatted the drug issues, but we've got a long way to go. We adopted a new slogan, Almost Heaven, in our Tourism Department. We put real money in our state parks and we helped our veterans and we helped our seniors with Meals on Wheels."

"Over the next four years I want us to be even better," he continued. "I won't be satisfied until West Virginia's success is no longer a surprise, but it is what is expected. I want every other state in America to know if they want to get to the top of the mountain in anything they do, they're going to have to go right through the Mountain State to get there."

Quotes, Notes and Anecdotes

Natural Gas Procurement Method Means Big Savings for Taxpayers

Approximately 18 months ago, the Energy Office of the General Services Division (GSD) embarked on a new energy project to save West Virginia taxpayers money. This project allows larger customers, such as the state of West Virginia, to purchase natural gas at a reduced rate and reserve it for future use.

“The colder it is, the more natural gas we use,” explained Energy Manager David Parsons. “By utilizing a split contract between STAND Energy, who we purchase the gas from, and Mountaineer Gas, who delivers it to us, the state is saving approximately \$150,000 off the bill to heat the Capitol campus.”

On average, the purchased gas is \$1.80 cheaper per MCF. This can quickly add up to large savings. In December 2020, the state saved \$24,041.21 and in January 2021 saved \$22,151.40

With a similar contract, the Energy Office also modified the gas procurement for the Department of Environmental Protection’s office building. While it is a much smaller building, Parsons estimates they are still saving \$1,500-\$2,000 per month on the natural gas bill.

“When we started this project, we specified that all the natural gas must be sourced from West Virginia wells and production,” added Parsons. “We are only buying West Virginia natural gas to heat our buildings.”

The GSD Energy Office hopes more state buildings will adopt this practice in the future. For more information, contact Parsons at 304.957.7122.

Welcome! ... The Department of Administration is pleased to welcome **Andrea Terry** (Fleet); **Eugene Leach** (Personnel); and **Toby Welch** (Purchasing).

Best Wishes ... to **David Norman** (General Services), **Lisa Fernandez** (PEIA); and **Henry Aaron Moore** (Technology), who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Thomas Barton** (Real Estate) the very best during his retirement.

Food Court Update ... With the start of the legislative session, the Capitol Food Court has reopened its doors. The Food Court will be open daily (i.e. Monday through Friday) for breakfast from 7:00 a.m. to 9:30 a.m. and for lunch from 10:30 a.m. to 1:30 p.m.

Seating in the dining room is limited. Guests are asked to wear their mask unless seated and maintain a physical distance of at least six feet at all times. For more information, please see the email announcement from February 18, 2021.

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.

HAPPY BIRTHDAY ... in MARCH

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

Connie Bloss.....BRIM	Paula Dean.....Personnel
Mischa Difilippo.....BRIM	Sheryl Webb.....Personnel
Jeremy Wolfe.....BRIM	Philip Morrison.....Pros.Atty.
Christopher Boggess.....CPRB	Jordan Gunnoe.....Pub.Def.Srvs.
Lori Cottrill.....CPRB	Dianna Doss.....Purchasing
Brittani Huffman.....CPRB	Crystal Husted.....Purchasing
Kimberly McCormick.....CPRB	Tara Lyle.....Purchasing
Lisa Scarberry.....CPRB	Alisha Pettif.....Purchasing
Teresa Anderson.....Ethics	Shelly Eads.....Real Estate
Cheryl Garner.....Finance	Richard Rach.....Real Estate
Robert Tanner.....Finance	Misty Peal.....Sec.of.Admin.
Robert Worledge.....Finance	John Daniels.....Technology
Daniel Ball.....Gen.Srvs.	Natalie Faulkner.....Technology
Robert Hovatter.....Gen.Srvs.	Barbara Fields.....Technology
Aaron Rollins.....Gen.Srvs.	Charlene Good.....Technology
Michael Stone.....Gen.Srvs.	William Hargus.....Technology
Matthew Wooddell.....Gen.Srvs.	Sandra Henson.....Technology
Billie Catlett.....Grievance	Timothy Hyatt.....Technology
Jason Haught.....PEIA	George Muncey.....Technology
Cathleen Hearnshaw.....PEIA	Crystal Nichols.....Technology
Jenny Manhart.....PEIA	Aaron Pusateri.....Technology
Lisa Newell.....PEIA	Sandra Shaffer.....Technology
Sharon Withrow.....PEIA	
Mary Bolton.....Personnel	

Administrative Notes

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Jim Justice
Governor

Samantha Knapp/
Communication Director/Editor

Production
Jess Chambers
Courtney Johnson

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