

# Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration  
MAY 2015 - Volume 22, Issue 5

## Employee of the Month

### Lu Anne Cottrill Sails Through Stress at Purchasing

Lu Anne Cottrill, a Quality Control and Transparency Specialist for the Purchasing Division, has been selected as the Department of Administration's *Employee of the Month* for May.

A state government employee for more than four years, Cottrill's duties include reviewing procurement documentation published by the Purchasing Division and ensuring document quality.

"Lu Anne's job duties are specifically defined in order to elevate 'transparency' into real-world sources of information for other state agencies, branches of government, the vendor community and the citizens of West Virginia," said a co-worker.

Another co-worker added, "Lu Anne sails through the high-stress, fast-paced world of procurement, where a large volume of mission-critical doc-

uments are continuously produced. She has excelled with these responsibilities above and beyond the call of duty."

In her spare time, Cottrill enjoys cross stitching, reading and spending time with her granddaughter. She will be joined by friends and co-workers at a special ceremony presented by Secretary Jason Pizatella on Thursday, May 7, at 3 p.m. at the Purchasing Division office in Building 15.



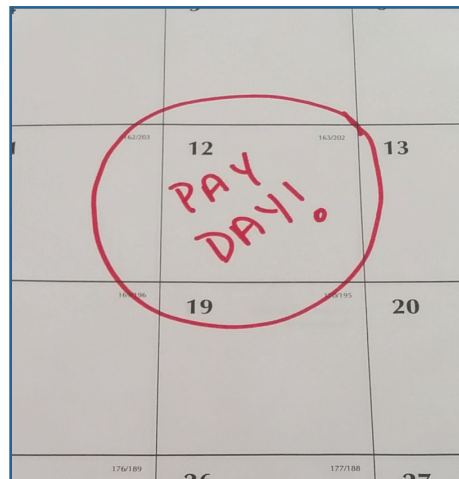
**LU ANNE COTTRILL**  
May Employee of the Month

### Administration Employees to Switch to Bi-weekly Pay Beginning June 12

The Department of Administration is among the state agencies that will participate in the implementation of Wave 1 of Phase D of *wvOASIS*. This phase, which comprises Human Resources, Payroll, and Time and Leave Management applications, will convert current employees from a semi-monthly pay schedule to bi-weekly.

May 29 will be the last semi-monthly paycheck for employees. Beginning June 12, employees will be paid bi-weekly over 26 pay periods each calendar year

Please see **PAY**, Page 5



### Public Service Recognition Week Set for May 4-8

The Department of Administration will observe Public Service Recognition Week (PSRW) from May 4-8. There are several events scheduled for the week, which state employees are encouraged to participate. PSRW events include:

Monday, May 4: Capitol Cook-Off from 11:30 a.m. - 1 p.m., North Side of Building 1

Wednesday, May 6: Governor's Reception for state employees with tenured

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## SNEAK PEEK

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- 39th Annual Vandalia Gathering Scheduled for May 22-24 / Page 4

# A 'Hoppy' Spring Day with the First Lady



First Lady Joanne Jaeger Tomblin is pictured with General Services Division Grounds Worker Tony Easley on a beautiful spring day on the Capitol grounds.

The General Services Division works diligently to ensure the Capitol grounds are maintained throughout the year for our employees and visitors.

Photo courtesy of the Governor's Office

## Active Legislative Session Nets Passage of Many Bills Affecting the Department of Administration

The 2015 Regular Session of the Legislature proved to be very successful under the leadership of Governor Earl Ray Tomblin. Some of the Governor's legislation that passed include: reforming the juvenile justice system; revising public school financing; creating an alcohol and drug overdose prevention and clemency act; clarifying licensing and operational requirements for resident brewers and brew pubs; eliminating inactive or redundant councils, committees and boards; and introducing tax and pension reform bills.

A total of 1,607 bills were introduced this year, with the House of Delegates introducing 1,022 and the Senate introducing 585. Only 262 of those bills completed legislation. Of those that passed, 18 bills were vetoed by the Governor. All bills and resolutions introduced may be viewed at [www.legis.state.wv.us/index.cfm](http://www.legis.state.wv.us/index.cfm).

The bills passed that may affect or be of particular interest to the Department of Administration are as follows:

### SENATE BILLS

**SB 6:** Relating to medical professional liability.

**SB 12:** Relating to payment of separated employee's outstanding wages.

**SB 142:** Authorizing the Department of Administration to promulgate legislative rules for the Consolidated Public Retirement Board, Fleet Management Office, Office of Technology and Purchasing Division.

**SB 238:** Limiting certain county board of education liability arising from unorganized recreation.

**SB 262:** Transferring the Children's Health Insurance Agency from the Department of Administration to the Department of Health and Human Resources.

**SB 312:** Relating to disqualification of general election nominees for failure to file campaign finance statements.

**SB 342:** Clarifying scope, application and requirements for error corrections by CPRB.

**SB 344:** Relating to duty to mitigate damages in employment claims.

**SB 361:** Eliminating prevailing hourly wage requirement for construction of public improvements.

**SB 366:** Creating Patient Protection and Transparency Act.

**SB 393:** Reforming the juvenile justice system.

**SB 409:** Establishing the Fair and Open Competition in Governmental Construction Act.

**SB 421:** Relating to punitive damages in civil actions.

**SB 476:** Making supplemental appropriation to Department of Administration, Purchasing Improvement Fund.

**Please see SESSION, Page 4**



# Department Employees Recognize Our Graduates!

This is the season to celebrate the academic achievements of our children and grandchildren, who are graduating from high school and college. Below we recognize the graduates of our proud employees:

**Susan Aiello (Personnel):** Daughter, Sarah, graduates from George Washington High School, with plans to attend Franciscan University (Steubenville, Ohio), majoring in marketing.

**Bill Barry (GSD):** Daughter, LeAnna, graduates from Morgantown High School, with plans to attend Indiana University in the culinary arts program.

**Holly Biondi (Technology):** Daughter, Nicole Kaufman, and son-in-law, Tyler Kaufman, graduate from Drew University Seminary with their Masters of Divinity, with plans to move to Kansas City, Kansas, where Tyler will be an associate pastor and Nicole will pursue a ministry for people with disabilities and further certification to work with the elderly suffering from dementia.

**Lee Carper (Public Defender Services):** Son, James Lucas Weekley, graduates from Roane County High School and will be joining the United States Marine Corp.

**Michael Cheeks (Technology):** Son, Shawn Michael Cheeks, graduates from Marshall University summa cum laude with bachelors' of science degrees in computer science and applied mathematics and a minor in meteorology. He will attend Princeton University to pursue a Ph.D. in atmospheric and oceanic sciences.



**Brett Clutters (Real Estate Division):** Son, Nicolas, graduates from Hurricane High School, with plans to attend Marshall University.

**Mischa DiFilippo (BRIM):** Son, Dominic, graduates from George Washington High School, with plans to attend Marshall University's College of Science.

**Melody Duke (BRIM):** Son, Brandon, graduates from Winfield High School, with plans to attend Marshall University, majoring in computer science.

**Sherry Eling (Prosecuting Attorneys Institute):** Daughter,

Abigail Sammons, graduates from Cabell Midland High School, with plans to attend the University of Kentucky in the fall.

**Kelley Endres (Real Estate Division):** Daughter, Anne, recently received her master of arts' degree in teaching from Marshall University. She plans to teach Spanish and AP geography at Capital High School.

**Becky Farmer (Fleet):** Daughter, Madison Chea, graduates from West Virginia Wesleyan College with a bachelor's degree in marketing.

**Jeffrey Fleck (CPRB):** Son, Jacob Fleck, graduates from George Washington High School, with plans to attend West Virginia Wesleyan, majoring in English education and minoring in performing arts.

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Please see **GRADUATES, Page 5**

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## 39<sup>th</sup> Annual Vandalia Gathering Set for May 22-24

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The Capitol campus will come alive with the sound of guitars, banjos, dulcimers, and fiddles during the 39<sup>th</sup> Annual Vandalia Gathering, scheduled for May 22-24, 2015. The Vandalia Gathering celebrates West Virginia's rich Appalachian culture, which has roots in Irish, Scottish, Swiss, Morris, Croatian, and Native American cultures.

In addition to celebrating Appalachian music, there will be flat-footing and Celtic dance demonstrations. Square dancing and flat-footing will take place at the Dance Stage in front of the Culture Center all afternoon for public participation. Native Americans will also present their dance and music outdoors on the Capitol grounds.

The Vandalia Gathering would not be complete without the annual Liars Con-

test and juried quilt exhibition and contest. There will be competitions in baking, as well as in banjo, mandolin, and guitar; most music categories will have senior and youth divisions.

Artisans will showcase everything from glass to folk toys to wood-fired pottery in The Craft Circle. Some craftsmen will demonstrate their skills at their booths.

Admission is free. Parking at the Capitol campus meters will be free after 5 p.m. on Friday and all day on Saturday and Sunday. Visitors may also park in the parking garage at no charge; however, please note the elevator may not be working through the weekend. For more information on the Vandalia Gathering, visit [www.wvculture.org/vandalia](http://www.wvculture.org/vandalia).

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## PSRW

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service (30 years or more, then increments of five years). ***This event is by invitation only.***

**Thursday, May 7:** Department of Administration Luncheon and Ceremony for employees with 20 or more years of service (in increments of five years). ***This event is by invitation only.***

**Friday, May 8:** Walk-a-Thon from 11 a.m. – 2 p.m., around Building 1. Also, wear your team colors and donate \$1 to the State Employees Combined Campaign.

Should you have any questions about any of these events may be directed to Kim Nuckles at 304.558.4331, ext. 57004, or [adacoordinator@wv.gov](mailto:adacoordinator@wv.gov).

# Second Annual Session of Purchasing Procedures and Purchasing Card Training for State Officials a Success

Approximately 20 state officials gathered at the West Virginia State Training Center on April 22 to attend the spring *Purchasing Procedures and Purchasing Card Rules* training. More than 250 individuals attended the fall training. Representatives from the Purchasing Division joined with State Auditor's Office staff to provide this mandatory training, in accordance with **West Virginia Code §5A-3-60**, which requires high-level state officials to participate in two hours of training on purchasing procedures and purchasing cards on an annual basis.

Purchasing Director Dave Tincher welcomed the crowd and provided an overview of the division and its statutory authority. Assistant Purchasing Directors Diane Holley-Brown, Elizabeth Perdue, and Mike Sheets, as well as Purchasing Attorney Jimmy Meadows, were also on hand to provide information regarding vendor registration, the purchasing decision path, fixed assets, surplus property, exemptions, public record, legal issues, and more.

During the second hour of the train-

ing, Travis Mulanax, training coordinator for the State Auditor's Office, discussed the rules and regulations of the Purchasing Card Program.

"West Virginia governmental entities require various types of commodities and services in order to succeed in delivering necessary services to the state's citizens. The Purchasing Division's foundational duty is to secure those items or services on the state's behalf so that agencies can accomplish their missions, while the State Auditor's Office's Purchasing Card Program provides the means for agencies to procure those items and services at the agency-delegated level," said Tincher.

This in-person training is conducted twice each year and is also available via video recording on the State Auditor's Office website. Verification of attendance or viewing is required. For more information regarding this *Purchasing Procedures and Purchasing Card Rules* training, contact Administrative Services Manager Samantha Knapp at 304.558.7022 or [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

## May 15 Deadline for PEIA Members to Designate a Primary Care Physician

The Public Employees Insurance Agency (PEIA) would like to remind members that the deadline to designate a Primary Care Physician (PCP) for Plan Year 2016 is fast approaching. **Members have until May 15 to designate a PCP to avoid receiving a \$500 medical deductible penalty.**

The designation is part of *Healthy Tomorrows*, a three-year initiative for active employees and non-Medicare retirees in the PEIA PPB Plans. **PEIA will NOT accept PCP designations for Plan Year 2016 after the May 15 deadline.** Any individual who does not designate a PCP during open enrollment or comply with the initiative in subsequent years will be subject to the additional \$500 medical deductible.

For questions regarding the *Healthy Tomorrows* initiative and its requirements or to find out how you can designate a PCP, please visit [www.peia.wv.gov](http://www.peia.wv.gov) or contact PEIA's Open Enrollment Helpline at 877.676.5573.

## SESSION

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**SB 488:** Creating Broadband Enhancement Council.

**SB 508:** Reorganizing the Hatfield-McCoy Regional Recreational Authority.

**SB 523:** Creating Alcohol and Drug Overdose Prevention and Clemency Act.

**SB 529:** Relating to PERS, SPRS and TRS benefits and costs. Creates a second tier of pension benefits for employees hired after July 1, 2015.

### HOUSE BILLS

**HB 2002:** Predicating actions for damages upon principles of comparative fault.

**HB 2011:** Relating to disbursements from Workers' Compensation Fund when an injury is self inflicted or intentionally caused by the employer.

**HB 2016:** Budget Bill which makes appropriations of public money out of the

treasury in accordance with the Constitution.

**HB 2139:** Relating to employment of retired teachers as substitutes in areas of critical need and shortage for substitutes.

**HB 2233:** Requiring legislative rules be reviewed five years after initial approval by the Legislative Rule-Making Review Committee and the Legislative Auditor's Office.

**HB 2457:** Prohibiting the use of the name or likeness of elected or appointed officials on publicly-owned vehicles and trinkets and prohibiting the spending of public funds for distribution of advertising material bearing the name or likeness of elected or appointed officials.

**HB 2505:** Relating to retirement system participation and concurrent employment provisions.

**HB 2550:** Increasing the number of un-excused absences of a student before action may be taken against the parent.

**HB 2550:** Clarifying that an insured driver of a motor vehicle is covered by the driver's auto insurance policy when renting or leasing a vehicle.

**HB 2632:** Exempting the procurement of certain instructional materials for use in public schools from the division of purchasing requirements.

**HB 2664:** Creating "Andrea and Willy's Law," which increases penalties for driving under the influence of alcohol, controlled substances or drugs.

**HB 2880:** Creating an addiction treatment pilot program.

**HB 2933:** Making supplemental appropriation to the Department of Administration, Public Defender Services.

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## GRADUATES

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**John Foster (Technology):** Son, Logan, graduates from Shady Spring High School with honors, with plans to attend West Virginia University, majoring in mechanical engineering.

**Carolyn Hager (GSD):** Granddaughter, Madison, graduates from Poca High School; and Carolyn herself graduates in September from Strayer University with a master's degree in business management with a concentration in acquisition.

**Robin Hill (Finance):** Daughter, Savannah Cantrell, graduates from Lincoln County High School, with plans to attend Marshall University, majoring in graphic design.

**Patty Johns (Finance):** Son, Joe, graduates from Nova Southeastern Law School, with plans to return to West Virginia to practice law; and daughter, Amanda, graduates from Xavier University, with plans to attend the West Virginia School of Osteopathic Medicine in Lewisburg.

**Felice Joseph (PEIA):** Daughter, Britany, graduates from Charleston Catholic High School, with plans to attend West Virginia University, majoring in exercise physiology.

**David Lester (Technology):** Son, Jacob, graduates from George Washington High School, with plans to attend Marshall University, majoring in business administration.

**Sheena Lincolnogger (Personnel):** Graduates from the University of Charleston with a bachelor of arts' degree in history.

**Ed McMinn (Technology):** Son, Jordan, graduates from South Charleston High School, with plans to attend West Virginia University in the fall.

**Greg Melton (GSD):** Son, G. Lee, Jr., graduates from the New Mexico Institute of Mines and Technology with a bachelor of science degree in mechanical engineering. He has been accepted into the school's graduate program for mechanical engineering.

**Carlos Neccuzi (Technology):** Son, Logan, graduates from George Wash-

ington High School, with plans to attend West Virginia University, where he will major in computer science and audition for the Pride of West Virginia, the Mountaineer marching band.

**Crystal Nichols (Technology):** Daughter, Heidi, graduates from Roane County High School, with plans to attend West Virginia State University, majoring in accounting/finance.

**Steven Phillips (GSD):** Son, Levi Phillips, graduates from Ripley High School with plans to attend Marshall University, entering as a High Honors student.

**Greg Pittman (Technology):** Son, Chaz, graduates from Sissonville High School, with plans to attend West Virginia State University, pursuing a degree in computer science and playing drums in the band.

**Kim Scott (Technology):** Son, Joshua Scott, graduating from BridgeValley Community and Technical College with an associate degree in medical laboratory technology, associate degree in applied science and certification in phlebotomy. Joshua has accepted a lab tech position with CAMC-General.

**Nancy Shaver (Technology):** Daughter, Merritt Nikkole, graduates magna cum laude from the West Virginia University School of Nursing with her bachelor of science degree in nursing. She has accepted an RN position with Ruby Memorial Hospital in Morgantown.

**Stephen Stockton (CPRB):** Son, Sam, graduates from Capital High School, with plans to attend Concord University, majoring in education.

**Anthony Thaxton (GSD):** Grandson, Austin Powell, graduates from George Washington High School.

**Becky Veltri (PEIA):** Son, Trevor, graduates from BridgeValley Community and Technical College with a degree in gerontology. He will return to college in the fall to pursue a degree in business administration.

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## PAY

Continued from Page 1

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rather than the traditional 24 pay periods. In 2015, employees will receive 25 paychecks due to the timing of the transition from semi-monthly to bi-weekly pay. Employees will receive three paychecks in October; all other months during the 2015 calendar year will realize two paychecks. As a result of this change, the amount of each paycheck will be slightly less. However, despite this change in pay periods, employees' annual salaries will not change.

"This transition to bi-weekly pay means that employees can depend on a payday every other Friday rather than varying paydays based on calendar fluctuations," said Todd Childers, project director for *wvOASIS*. "Employees' annual salaries will not be reduced as a result of the conversion to bi-weekly pay."

Each 14-day pay period will begin on a Saturday and end on a Friday; paychecks will then be distributed 14 days after the close of the two-week pay period accounting for all employees being paid in arrears.

Paydays will occur every other Friday. Payment in arrears is the most common pay practice among employers, and it supports full adherence to Fair Labor Standards Act requirements and state payroll requirements. "[Payment in arrears] also allows for more accurate accounting of pay records and payment of overtime," Childers said.

The State Auditor's Office has provided, through the auspices of the West Virginia University Extension Service, lunch and learn workshops on financial planning and budgeting to prepare employees for the impact of this conversion from semi-monthly pay to bi-weekly pay. These lunch and learn workshops are available upon request.

For additional information, visit [wvOASIS.gov](http://wvOASIS.gov) and click on the Smart Money Series link for more details. This program may also be viewed online by visiting [www.wvsao.gov/communications/smart-moneyseries/Default.aspx](http://www.wvsao.gov/communications/smart-moneyseries/Default.aspx).



## Employees Should Expect Changes to Leave Accrual for Phase D of *wvOASIS*

Department of Administration employees can expect some leave accrual changes during the implementation of Wave 1 of Phase D of *wvOASIS*. This phase addresses Human Resources, Payroll, and Time and Leave Management applications. The Time and Leave Management application will include a record of every employee's time worked, as well as annual and sick leave accrued.

This record, based on the employee's timecard, will be completed by either the employee or a timekeeper, per the agency's discretion. Employees will be noted as either *positive* or *exception* paid. Positive-paid employees' time must be punched in and out each day, while timecards for exception-paid employees will automatically populate based on their work schedules. Time is also recorded for additional hours worked and non-work-related events, such as annual or sick leave used. Accrual rates will be based on the bi-weekly pay periods, which differ from the current semi-monthly rate. The bi-weekly pay periods are set to go into effect May 16, 2015. Despite this change, please note that the overall accrual rates and balance caps will not change.

Leave accruals will be based on leave policy and work schedules. The employee's work schedule reconciles leave hours for any given week of work. Annual leave accrued at the end of each pay period is available for use on the first day of the following pay period. Positive-paid employees may not request leave that has not already been appropriated at the time of request.

For questions regarding the upcoming changes to leave accrual, contact the Department of Administration's Payroll Office at 304.558.3842 or your agency's Human Resources administrator.

**Welcome! ...** The Department of Administration is pleased to welcome **Connie Bloss** (BRIM), **Sara Davis** (Finance), **Helen Estep** (PEIA), **Sherry Eling** (Prosecuting Attorneys Institute), **Steven Mullins** (Purchasing), and **Nicholas Niebaum** and **Joshua Spence** (Technology). **Candace Kimble** transferred from the Finance Division to the Office of Technology.

**Best Wishes ...** to **James Perkins** (Aviation), **Kimberly Long** (PEIA), **Lisa Carmelia** and **Andrea Darr** (Prosecuting Attorneys Institute), and **David Roberts** (Technology), who recently resigned from our department.

**Happy Retirement! ...** After years of hard work and dedication, we would like to congratulate **Darlene Fletcher** (Personnel) and **Brent Smith** (Technology) on their retirements.

**Our Condolences ...** The Department of Administration is saddened to note the loss of Ashley Williams, an employee of the Purchasing Division, who passed away recently.

**Congratulations! ...** Susan Aiello (Personnel) is proud to announce the birth of her grandson, Lucas Ray Loudermilk, born March 17, to Susan's daughter and son-in-law, Maria and Matt Loudermilk. Lucas was 8 pounds, 12 ounces, and 20 inches long.

**State Government Career Fair ...** The 4<sup>th</sup> State Government Career Fair, sponsored by the Division of Personnel, is set for 9 a.m. - 3 p.m. Thursday, May 7, at the Culture Center. For more information, call 304.558.3950 or visit [www.personnel.wv.gov](http://www.personnel.wv.gov).

## HAPPY BIRTHDAY ... in May

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| 1 Jerry Digman ..... Technology     | 14 Luis Ortiz ..... Technology      |
| Roger Wines ..... Gen. Svcs.        | Ed Trader ..... Technology          |
| 3 Robin Duncan ..... PEIA           | Burley Williams ..... PEIA          |
| Elias Majdalani ..... Technology    | 15 Debra Asbury ..... CPRB          |
| Christy Romeo ..... Personnel       | 16 Douglas Martin ..... Technology  |
| Larry Stover ..... PEIA             | Martha Mohammad ... Personnel       |
| Loretta Thaxton ..... PEIA          | Robert Sheff ..... CPRB             |
| Rebecca Veltri ..... PEIA           | 18 Ryan Jett ..... Technology       |
| 4 Jeffrey Bartlett ..... Technology | Kelley McClanahan .... Personnel    |
| Tamala Crago ..... PEIA             | Mary Jane Pickens .... Sec. Office  |
| Carolyn Hager ..... Gen. Svcs.      | 19 Lon Vannoy ..... Technology      |
| Jeremiah Johnson .... Technology    | 20 Bill Barry ..... Gen. Svcs.      |
| Niki Miller-Casdorph ..... BRIM     | Junior Blount ..... Purchasing      |
| Stephanie Turner ..... Technology   | Sheila Hannah ..... Purchasing      |
| 5 Alan Nease ..... Technology       | Kay Walden ..... Finance            |
| Andrew Zicafoose .... Technology    | 21 Ellen Fleet ..... CPRB           |
| 6 Caroline Brady ..... CPRB         | Martha White ..... Technology       |
| Cindi Cvechko ..... Technology      | 22 Jennifer Grabowski .. Technology |
| Helen Estep ..... PEIA              | 23 James Ferris ..... Technology    |
| Bethany Sharp ..... Personnel       | 24 Nicole Michaelis ..... Personnel |
| 7 Jason Fox ..... Technology        | 25 Brett Clutters ..... Real Estate |
| Thomas Lucas ..... Gen. Svcs.       | Diane Fletcher ..... Technology     |
| 8 Anthony Cooper ..... Purchasing   | Brenda Jones ..... CHIP             |
| Danny Holt ..... Gen. Svcs.         | 26 James Davis ..... Personnel      |
| Larry Lerose ..... Gen. Svcs.       | Mark Toffen ..... Purchasing        |
| 9 Don Clark ..... Technology        | 27 Michael Evans ..... Gen. Svcs.   |
| Gale Given ..... Technology         | Carolyn Flanigan ..... Real Estate  |
| Stephanie Mosley ..... Purchasing   | Melody Scott ..... CPRB             |
| James Parsons ..... Fleet           | 28 Judith Jarrell ..... CPRB        |
| 10 Cynthia Boyd ..... CPRB          | Kelly Williams ..... Finance        |
| Franklin Stone ..... Gen. Svcs.     | 29 Billie Armes ..... Gen. Svcs.    |
| 11 Lynn Browder ..... CPRB          | Louis Blair ..... Technology        |
| 12 Bill McCallister Jr. .... CPRB   | Sara Poe ..... CPRB                 |
| 13 Tim Nichols ..... Gen. Svcs.     | Robin Roberts ..... Technology      |
| Ann Wilmoth ..... PEIA              | Gene Walters ..... Technology       |
| 14 Paula Atkinson ..... CHIP        | 30 David Mullins ..... Finance      |
| James Easley ..... Technology       | 31 William Pate ..... Gen. Svcs.    |
| James Meadows ..... Purchasing      | Jeff Swisher ..... Gen. Svcs.       |

# Administrative Notes

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

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Special  
Thanks  
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