



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
MAY 2018 - Volume 25, Issue 5

Employee of the Month

Real Estate's Sabatino Serves with a Smile



**Andrew Sabatino
May Employee
of the Month**

Andrew Sabatino, a parking attendant for the Real Estate Division, has been selected as the Department of Administration's *Employee of the Month* for May.

A state employee for nearly three years, his duties include helping visitors find a parking space, directing them to their desired building, writing parking tickets, and manning the guardhouses on the Capitol Complex.

"Andrew constantly provides 100% effort in all elements of customer service," said the co-worker who nominated him. "He is the first to volunteer and the last to leave at the end of the shift. Keeping his composure

is important and his first priority."

In a letter to Sabatino and his supervisor, a Capitol employee said, "I want to thank you for going above and beyond when you have the chance to stand and smile and wave as people like me drive into the Capitol parking lot. The happiness, hopefulness and hospitality you project is infectious! You are making a positive difference for each person like me who drives by, and I want you to know that it is appreciated and doesn't go unnoticed. Thanks for being a blessing!"

When he's not working, Sabatino enjoys spending time with his wife, going to the ocean and river, hiking, photography, reading the Bible and participating in church activities, such as serving as a deacon, choir director, and Sunday school teacher.

He will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary John Myers on Thursday, May 3, 2018, at 3:00 p.m. in the Department of Administration's conference room.

PEIA Reminds All Members to Make Changes Prior to Open Enrollment's May 15th Deadline

The 2018 open enrollment period for the Public Employees Insurance Agency (PEIA) health plans ends on Tuesday, May 15, 2018.

During the open enrollment period, eligible employees can make changes to their health plan, including adding, dropping or changing coverage for themselves or their dependents. Changes can also be

made to the Mountaineer Flexible Benefits program. See page 6 for additional information relating to this program.

PEIA distributed the Plan Year 2019 Shopper's Guide to all current policyholders prior to the enrollment period. The Shopper's Guide shares information regarding the different types of coverage offered, including the PEIA PPB Plans

and The Health Plan's HMOs and PPO. If you have questions relating to these plans, please call the PEIA Open Enrollment Helpline at 1.877.676.5573.

To make changes, visit www.wvpeia.com and click on the green *Manage My Benefits* button. Open enrollment changes for Plan Year 2019 will go into effect on July 1, 2018.

SNEAK PEEK

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Legislators Pass Bills Affecting the Department

The 2018 Regular Legislative Session proved to be a busy one with the passage of several bills that affect the Department of Administration. A total of 1,778 bills were introduced during the 2018 Regular Session.

The House of Delegates introduced 1,143 bills and the Senate introduced 635 bills. Only 260 of those bills completed legislation (131 House bills and 129 Senate bills). Of those that passed, 11 bills were vetoed by the governor.

The Department of Administration ultimately saw 10 agency-requested bills introduced in each house, not including supplemental spending requests. Of those 10 agency-requested bills, six completed legislation.

All bills and resolutions introduced can be found on the Legislature's website at www.wvlegislature.gov.

Some of the bills which passed that may affect or be of interest to the Department of Administration are listed below. Agency-requested bills are indicated with an asterisk (*).

SENATE BILLS

SB 154* — Authorizing the Department of Administration to promulgate legislative rules. The rules in this bundle include updates to the Parking Section of the Real Estate Division and updates to the Fleet Management Office.

SB 271* — Creating a centralized Shared Services Section of the Department of Administration. This bill allows the Finance Division to provide accounting and financial reporting services to agencies outside of the Department of Administration.

SB 283* — Relating generally to procurement by state agencies. This bill incorporates a number of changes to the procurement process designed to streamline and make the process easier for agencies to navigate. Major changes include easing the requirements for sole source procurements, allowing for the standardization of products, enhancing the process of secondary bidding, and eliminating some duplicative reporting requirements for successful vendors.

SB 339* — Relating to the West Virginia Retirement Health Benefit Trust Fund within the Public Employees Insurance Agency (PEIA). This bill makes some technical changes to terms in the PEIA article to bring the agency into compliance

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Department Employees Recognize Their Graduates!

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

April Battle (Purchasing): Daughter, Esinse Walker, graduates from West Virginia Junior College with an associate degree in Legal Office Assisting. She plans to attend law school and ultimately become a judge with a Juris Doctor degree.

Teresa Bellamy (Personnel): Son, Matthew, graduates from the University of Charleston with a Business Administration degree.

Joni Blankenship (PEIA): Grandson, Tucker Martin, graduates from Sherman High School with plans to attend college and study computer engineering.

Leslie Bruce (CPRB): Daughter, Ellen, graduates from West Virginia University School of Nursing.

Melody Duke (BRIM): Daughter, Brittany, graduates from Winfield High School and plans to attend Marshall University to study elementary education.

Carles Farley (GSD): Son, David, graduates from Riverside High School with plans to attend Carver Career Center to take a welding class; and son, Carles Farley II, graduates from the University of Northwestern Ohio with an associate degree in Diesel Technology.

Andy Ferguson (Technology): Daughter, Amy, graduates from West Virginia University with a degree in Multidisciplinary Studies and is expecting her first child in September.

Carolyn Hager (GSD): Son, Scott, graduates with a master's degree

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Department Employee Question of the Month

In the April issue of *Quotes, Notes and Anecdotes*, Department of Administration employees were asked to share their favorite animals. Thank you to everyone who submitted a response! Take a glance at the silhouettes below to see what creatures your coworkers enjoy.

For our next *Employee Question of the Month*, we want to know "What is your favorite flower?" To answer this question, visit www.surveymonkey.com/r/favFlower.



State Agency Spotlight: The Public Employees Grievance Board Resolves State Employee Issues

For more than 30 years, a version of the Public Employees Grievance Board has provided state employees a process for resolving problems in the workplace.

In 1985, the Legislature created the Education Employees Grievance Board to serve education employees and employers. In 1988, the Board was renamed the Education and State Employees Grievance Board and its purpose expanded to include employees of the state's executive branch.

In 2007, the West Virginia Public Employees Grievance Procedure was signed into law "to provide a procedure for the resolution of employment grievances raised by public employees" and expand the Board to five members. These members, appointed by the governor for specific terms, represent each of the following groups: 1) the largest labor organization in the state; 2) an education employee



Mission Statement:
The mission of the West Virginia Public Employees Grievance Board is to provide a fair, consistent, and expedient administrative process for resolving employment disputes between the employers and employees of the state's Executive Branch, public institutions of higher education, and county boards of education.

Number of Employees: 12

Website: <http://pegb.wv.gov>

Email: wvgb@wv.gov

Telephone: (304) 558.3361
or 866.747.6743

Address:
1596 Kanawha Blvd. East
Charleston, WV 25311

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LEGISLATION

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with federal accounting requirements.

SB 388 — Decreasing, increasing and adding appropriations out of the Treasury to the Departments of Health and Human Resources and Administration. This supplemental funding is the annual additional appropriation to Public Defender Services for court-appointed counsel.

SB 576* — Relating to the Patient Injury Compensation Fund. The bill extends the time that funds can be collected to cover any remaining liability in the Fund for 18 months.

HOUSE BILLS

HB 4015 — Relating to the management and continuous inventory of vehicles owned, leased, operated and acquired by the state and its agencies. The bill changes the name of the Fleet Management Office to the Fleet Management Division (FMD) and requires agencies to report operational information for state vehicles to the

FMD. The Division will then be required to compile an annual report on the cost of operations for all state vehicles to the Legislature and the Governor.

HB 4236* — Requiring agencies to provide an annual inventory of real property holdings to the Real Estate Division (RED). This bill changes the current requirements for information to be reported to RED to match what is captured in wvOASIS to make it easier for agencies to comply with the law. The bill also requires RED to annually report on the total real property inventory of the state of West Virginia.

HB 4424 — Providing that the Ethics Act applies to certain persons providing services without pay to state elected officials. The bill will bring volunteers acting in an official capacity of the state under the requirements of the Ethics Act.

HB 4522 — Allowing certain tax information to be shared with the Purchasing

Division Director, the Department of Administration and the State Auditor. This bill allows the Tax Division to disclose whether a vendor is in good standing with the state of West Virginia at the time a contract is awarded.

HB 4473 — Relating to the use of state funds for advertising to promote a public official or government office. The bill modifies the Ethics Act's name/likeness provisions by adding new provisions regarding "press releases" and liberalizes the use of names and likenesses of public officials on agency websites and social media.



Quotes, Notes and Anecdotes



PUBLIC SERVICE RECOGNITION WEEK

MAY 6-12, 2018

Department Employees Recognized for Years of Service During Public Service Recognition Week

The Department of Administration will observe Public Service Recognition Week (PSRW) during the week of May 6-12, 2018. Created in 1985, PSRW honors public employees who serve in federal, state, county and municipal government. As part of PSRW, the Department is pleased to recognize its employees who have achieved 20 years or more of public service, in increments of five.

A special ceremony will be conducted on Thursday, May 10, 2018, at 11:15 a.m. in the Upper Rotunda. Those honored employees are as follows:

35 YEARS OF SERVICE

Nancy Crawford, *Finance*
Thomas Harper, *PEIA*
Thomas Marchio, *PEIA*
Sheila Coughlin, *Pub. Def. Svcs.*
Debbie Watkins, *Purchasing*

30 YEARS OF SERVICE

Marilyn McMinn, *BRIM*
Martha Reynolds, *Finance*
Gene Walters, *Office of Technology*
Daniel Pauley, *Office of Technology*
Randall Arbogast, *Office of Technology*
Jan Powell, *PEIA*

25 YEARS OF SERVICE

Lori Cottrill, *CPRB*
Ada Kennedy, *General Services*
David Lester, *Office of Technology*
Joe Thomas, *Personnel*

20 YEARS OF SERVICE

Sarah Tignor, *Aviation*
Chuck Mozingo, *BRIM*
Teresa Anderson, *Ethics Commission*
Robert Worledge, *Finance*
Charles Hager, *General Services*

20 YEARS OF SERVICE, CONT'D

Andrew Mitchell, *General Services*
Jim Cox, *Grievance Board*
Jennifer Ayers, *Office of Technology*
Michael Cheeks, *Office of Technology*
Mark Debruyne, *Office of Technology*
Lisa Maurer, *Office of Technology*
Therman Mullins, *Office of Technology*
Matthew Short, *Office of Technology*
Sabrina Snead, *Office of Technology*
Amy Leslie, *Prosecuting Attorneys*
Timothy Miller, *Purchasing*

The Department expresses its appreciation to these employees for their hard work, dedication and years of service to the state of West Virginia. All Department employees should be applauded for their continued work in providing needed state services to our citizens.

GRADUATES

Continued from Page 2

in Information Assurance Security from Strayer University with plans to find a job working with security programs for an IT company.

[Laura Harvey \(CPRB\)](#): Daughter, Destiney Brewer, graduates from Sissonville High School with plans to attend the University of Charleston to study nursing.

[Mitzie Howard \(Purchasing\)](#): Nephew, Jake Lestitian-Howard, graduates from Ravenswood High School with plans to attend Marshall University.

[Sarah Long \(Secretary's Office\)](#): Daughter, Carrie, graduates from George Washington High School with plans to attend the University of Kentucky to study engineering.

[Tara Lyle \(Purchasing\)](#): Son, Jedidiah, graduates with an associate degree from Bridge Valley Community and Technical College with plans to pursue a bachelor's degree in criminal justice from West Virginia State University.

[Sue McMinn \(BRIM\)](#): Granddaughter, Jordan, graduates from West Virginia University with a degree in Agribusiness Management. She has been accepted into WVU's Law School and will pursue her Juris Doctor degree with a concentration in energy and sustainable development. Jordan is also the daughter of for-

mer Technology employee Ed McMinn.

[Crystal and Jason Nichols \(Technology\)](#): Daughter, Jennifer Mae Moore, graduates from Tri-County High School with plans to attend Hocking College in Nelsonville, Ohio, to study art, design and marketing.

[Steven W. Phillips \(GSD\)](#): Son, Levi, graduates from Marshall University with a bachelor's degree in Organic Chemistry and will continue working toward a master's degree in this field.

[Courtney Sisk Johnson \(Purchasing\)](#): Son, Andrew Workman, graduates from Winfield High School with plans to attend Marshall University.

[Cindy Smith \(Technology\)](#): Son, Chris, graduates from Pensacola Christian College in Pensacola, Florida, with a Master of Bible Exposition.

[Sarah Tignor \(Aviation\)](#): Daughter, Ashleigh, graduates from the University of Charleston with a Bachelor of Science in Nursing and has accepted a position at CAMC Memorial Division in the Cardio Pulmonary Intensive Care Unit.

[Michael Urban \(GSD\)](#): Son, Alex, graduates from West Virginia University College of Law with plans to take the bar this summer and practice in Charleston.

PEIA Wellness Tip: Protecting Your Eyes from Serious Conditions and Injuries

By PEIA Wellness Coordinator Cheryl Jackson

Our vision is one of the most cherished senses we have. As we age, we are more likely to develop issues with our eyes or vision. Women are more at risk than men.

Some of the more common issues include cataracts, glaucoma and age-related macular degeneration (AMD). Cataracts affect more than 24.4 million Americans aged 40 and older. By age 75, approximately half of all Americans have cataracts. Glaucoma affects more than 2.7 million Americans aged 40 and older, and by age 50 and older, nearly 2.1 million Americans have late AMD, the stage that can lead to severe vision impairment. Furthermore, approximately 2.4 million eye injuries occur annually in the United States, many of which are preventable.

Below are some tips to protect your eyes from serious conditions and injuries:

1. Eat fruits and vegetables that are high in lutein and zeaxanthin, such as kale, collard greens, spinach, brussel sprouts, egg yolks, corn, avocado, pistachios, goji berries, orange peppers, kiwi, grapes, orange juice and squash/zucchini. Eating fatty fish may also help decrease the risk of developing AMD.
2. Wear the appropriate protective eyewear to both prevent injuries and reduce exposure to ultraviolet rays. Sunglasses

should be rated to block at least 99% of both UVA and UVB radiation. Prolonged exposure can increase one's risk of cataracts or AMD. Wide-brimmed hats will also help protect the eyes.

3. Visit your eye doctor when your vision changes or get your baseline exam around age 40. The comprehensive dilated exam is a way to catch the development of abnormal conditions early.
4. When using electronics, a) Sit an arm's length away and gaze slightly downward; b) Reduce glare by using a matte filter; and c) Follow the 20-20-20 rule: every 20 minutes, shift your eyes to look at an object at least 20 feet away for at least 20 seconds.
5. Know your family history of eye disease. Many conditions are hereditary, and it is important to know if you are at high risk. This will also allow you to potentially catch conditions early when they are more easily treated.

The Public Employees Insurance Agency doesn't cover routine eye exams under the medical plan, but it does offer two different levels of vision insurance through the Mountaineer Flexible Benefits plan. Open enrollment ends May 15, 2018. If interested in making a change, visit www.myFBMC.com or call 844.55.WVA4U.

OT's John Dunlap Selected as 2018 StateScoop 50 Award Recipient

Chief Technology Officer John Dunlap was selected as a **2018 StateScoop 50 Award** recipient in the category of **Golden Gov: State Executive of the Year**. This award recognizes a visionary state executive leading state government into a new technology landscape with innovative ideas and inspiring others to get on board.

"John was one of 30 nominations throughout the United States from other chief technology officers to governors to be nominated for this prestigious national honor," said Department of Administration Cabinet Secretary John Myers in a press release. "We recognize his hard work as a leader in this industry and are happy to have his skills and expertise to help move West Virginia forward in the technology arena."

Among his responsibilities, Dunlap is charged with providing secure and cost-effective oversight for the Office of Technology, as well as updating West Virginia's technology infrastructure to improve efficiency and save the taxpayers money through the use of technology.

For a full list of recipients, visit <https://statescoop.com/monthly/winners-announced-for-2018-statescoop-50-awards>.



John Dunlap
Chief Technology
Officer

GRIEVANCE

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organization in the state; 3) an employer from the executive branch; 4) an employer from secondary or higher education; and 5) a citizen member who is not a current employee, employer or a representative of employees in a government or education workplace.

These Board members maintain jurisdiction over procedural matters in the grievance process, hire the Board's employees, establish forms and procedures for the grievance process, evaluate the grievance process, and compile data on the outcomes and cost of the process at all levels. The Board employs Administrative Law Judges, who are members in good standing with the West Virginia State Bar, to conduct mediations and level three evidentiary hearings and to issue decisions which are appealable to the Kanawha County Circuit Court.

"Resolving employee issues in a fair, efficient, cost-effective and consistent manner maintains good employee morale, enhances employee job performance and better serves the citizens of the state of West Virginia," said Director Jim Cox. "Someone starting the grievance process usually has a lot of questions, and we've made it easier for that employee to find the answers they're looking for by compiling a list of what we are asked most often. The employee will know what to expect during the process."

The list of Frequently Asked Questions can be found online at <https://pegb.wv.gov/FAQs/Pages/default.aspx>.

Quotes, Notes and Anecdotes

Career Fair Scheduled for May 15, 2018

The Division of Personnel (DOP), in collaboration with WorkForce WV, will host the *State Government Career Fair* on May 15, 2018, from 9:00 a.m. to 3:00 p.m. at the Culture Center. Members of the public are invited to attend this event to learn about employment opportunities as well as the benefits available through the state.

The primary goal of the *State Government Career Fair* is to bring attention to all of West Virginia's critical-need job vacancies. Some of these include the areas of health services, corrections/law enforcement, environmental services, natural resources and information technology. By attending the career fair, agency representatives can easily connect with potential employees while applicants can receive vital information from DOP representatives.

Potential job seekers are always encouraged to review DOP's website for available positions. However, those attending the *State Government Career Fair* will have an opportunity to meet with and ask questions of state agency representatives to gain a better understanding of the mission and function of the various agencies within state government.

"This career fair is just one of the tools we use to recruit qualified applicants to fill positions all across the state, as well as here in Charleston," said Recruitment and Research Manager Mary Jane Ayoob. "This is our sixth career fair, and it has proven to be very successful in helping us locate qualified people to serve the citizens of the state."

For additional information, contact Ayoob at 1.681.313.2681 or visit www.personnel.wv.gov.

Welcome! ... The Department of Administration is pleased to welcome **Nancy Butcher** (CPRB); **Lisa Fernandez** (PEIA); and **Heather Bundrage, Jennifer Fields** and **Dianna Kirk** (Purchasing).

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Brenda Gould** (Grievance) and **Anna Short** (Purchasing) the very best during their retirement.

Best Wishes ... to **Wanda Balsler** (General Services); **Joseph Kozlowski** and **Rebecca White** (Personnel); **Brendan Doneghy** (Public Defender Services); and **John Moore** (Technology), who recently resigned from our department.

PEIA News ... Mountaineer Flex Benefits will now be taken out over 24 weeks instead of 26 weeks. PEIA would also like to remind members that the Go365 Program has been canceled, effective April 30, 2018.

Congratulations ... to Fayetteville, Scott and Williamstown High Schools, who all won awards during the Girls GoCyber competition. The Office of Technology is proud of these team's success and hopes interest remains high for next year.

42nd Annual Vandalia Gathering ... is scheduled for May 25-27, 2018, at the Capitol campus. The Vandalia Gathering celebrates West Virginia's rich Appalachian culture, which has roots in Irish, Scottish, Swiss, Croatian and Native American cultures, with lively music, stories and dance. To learn more, visit www.wvculture.org/vandalia.

HAPPY BIRTHDAY ... in May!

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

Susan Haga.....BRIM	Nicole Michaelis.....Personnel
Niki Miller-Casdorph.....BRIM	Christy Romeo.....Personnel
Mary Jane Pickens.....BRIM	Bethany Sharp.....Personnel
Cynthia Boyd.....CPRB	John Carney.....Pub.Def.Srvs.
Caroline Brady.....CPRB	Michelle Childers.....Purchasing
Lynn Browder.....CPRB	Jimmy Meadows.....Purchasing
Jessica Cain.....CPRB	Terra Oliver.....Purchasing
Judith Jarrell.....CPRB	Mark Totten.....Purchasing
William McCallister.....CPRB	Brett Clutters.....Real Estate
Sara Poe.....CPRB	Carolyn Flanigan.....Real Estate
Hannah Potter.....CPRB	Jennelle Jones.....Sec.Office
Melody Scott.....CPRB	Frank Barone.....Technology
Robert Sheff.....CPRB	Jeffrey Bartlett.....Technology
Leslie Young.....CPRB	Louis Blair.....Technology
Betsy Chapman.....Finance	Eric Cannetti.....Technology
Dave Mullins.....Finance	Donald Clark.....Technology
Kay Walden.....Finance	Cindi Cvechko.....Technology
James Parsons.....Fleet	Jerry Digan.....Technology
Bill Barry.....Gen.Srvs.	James Easley.....Technology
Dana Burns.....Gen.Srvs.	James Ferris.....Technology
Eric Cutlip.....Gen.Srvs.	Diane Fletcher.....Technology
Micheal Evans.....Gen.Srvs.	Jason Fox.....Technology
Carolyn Hager.....Gen.Srvs.	Ryan Jett.....Technology
Thomas Lucas.....Gen.Srvs.	Candace Kimble.....Technology
Harold McVay.....Gen.Srvs.	Elias Majdalani.....Technology
Angela Nitardy.....Gen.Srvs.	Douglas Martin.....Technology
William Pate.....Gen.Srvs.	Alan Nease.....Technology
Franklin Stone.....Gen.Srvs.	Robin Roberts.....Technology
Jeffery Swisher.....Gen.Srvs.	Edwin Trader.....Technology
Roger Wines.....Gen.Srvs.	Lon Vannoy.....Technology
Robin Duncan.....PEIA	Gene Walters.....Technology
Helen Estep.....PEIA	Kelly Williams.....Technology
James Davis.....Personnel	Andrew Zicafoose.....Technology

Administrative Notes

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