

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
May 2019 - Volume 26, Issue 5

Employee of the Month

General Services' Jordan Solves Problems with Positivity



Raymond Jordan
May Employee
of the Month

Raymond Jordan, a Building Project Management Specialist for the General Services Division (GSD), has been selected as the Department of Administration's *Employee of the Month* for May.

A state employee for more than 12 years, his duties include overseeing and managing projects such as the Capitol campus parking garage renovation, the installation of new doors in the Capitol building, and the current plaster and paint project.

"Raymond approaches his tasks with enthusiasm and a positive attitude," said the co-worker who nominated him. "He is very knowledgeable

about the internal systems and mechanics of the buildings he is working with, and their respective repairs. He is also capable of resolving difficult problems and issues on his own and does so constructively."

When he's not working, Jordan serves as the pastor of a Baptist church in St. Albans. He also enjoys watching college football and basketball, fishing, and spending time with his wife, three children and five grandchildren.

Jordan will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Allan McVey on Thursday, May 2, 2019, at 3 p.m. in the GSD's offices in Building 4.

Court-Appointed Counsel to See Funding Increase for First Time in 30 Years with Signing of Senate Bill 103

Public Defender Services (PDS) will see its first funding increase in 30 years for state-appointed counsel thanks to Senate Bill 103, signed into law by Gov. Jim Justice following the 2019 Legislative Session. The successful passage of this bill will help ensure that no person goes unrepresented because of their inability to pay.

"Passing this legislation is a huge step in providing a quality indigent defense system for the state of West Virginia," said PDS Executive Director Dana Eddy. "These court-appointed counsel provide a service to our citizens that ensure fair representation for indigent parties in abuse



On March 5, 2019, Indigent Defense Day was held at the Capitol. Jessica Hudnall of Public Defender Services (shown wearing green) was joined by members of the 4th and 10th Circuit Public Defender Corporation.

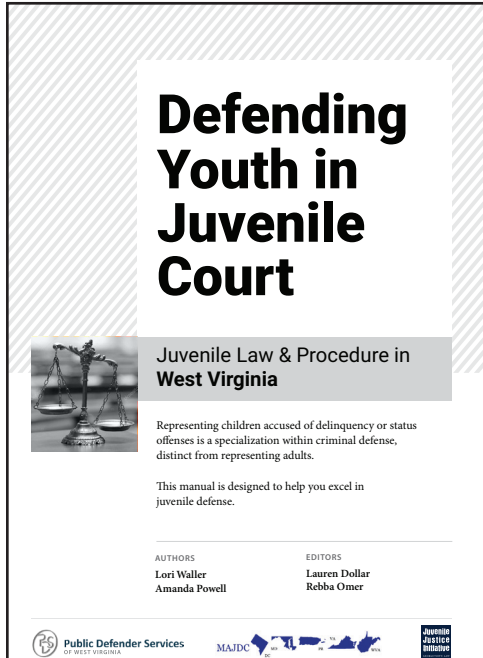
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**SNEAK
PEEK**

- Legislators Pass Bills Affecting Department of Administration / Page 3
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**PEIA OPEN ENROLLMENT
ENDS MAY 15TH. SEE PAGE 5.**

Public Defender Services Employee Lori Waller Authors Publication on Defending Youth in Juvenile Court



Lori Waller of Public Defender Services (PDS) is about to see her hard work come to fruition. For two years, Waller has been developing a manual focusing on defending youth in delinquency proceedings. Titled *Defending Youth in Juvenile Court: Juvenile Law and Procedure in West Virginia*, this guide will be a readily available resource for juvenile defenders.

"After reviewing materials on juvenile justice practices published by other agencies, I realized there was no publication that specialized in defense practice for the juvenile justice system," explained Waller. "I wanted to incorporate social science information because there is a rich body of information on how youth function differently from adults, and therefore, should be treated differently."

While developing the manual, Waller became a rural ambassador through the

Mid-Atlantic Juvenile Defender Center, which opened many new avenues of resources. Since Waller had already begun the process of drafting the manual, she selected it as her ambassador project. As an ambassador, she was able to receive insightful feedback from leaders in the field of juvenile justice and even received assistance stylizing the manual.

For Waller, it was important that this guide be compact enough that juvenile defenders can carry it with them on a daily basis and use it as a resource in court. This portable reference includes information on relevant laws, procedural and strategic tips, as well as relevant social science information. For more information on this manual or to obtain a copy, contact Waller directly at Lori.M.Waller@wv.gov.

Administration Employees Celebrate 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.

Susan Aiello (Personnel): Daughter, **Sarah**, graduates from Franciscan University of Steubenville in Ohio with a degree in marketing.

Bill Barry (General Services): Daughter, **Lauren**, graduates from West Virginia University with a Bachelor of Science in Chemical Engineering and is projected to work for Mylan Pharmaceuticals as an Associate Systems Engineer.

Tenna Bell (CPRB): Daughter, **Kathryn**, graduates Cum Laude from West Virginia University with her Bachelor of Arts in Puppetry with ambitions to work at Disney World's fabrication studio.

Teresa Bellamy (Personnel): Son, **Daniel**, graduates from Carson Newman University in Jefferson City, TN, with a bachelor's degree in Music. He will pursue a graduate degree in Piano Performance at Illinois State University in the fall.

Melody Duke (BRIM): Son, **Brandon**, graduates Summa Cum Laude from Marshall University's College of Information Technology and Engineering with a Bachelor of Science Degree in Computer Science and minor in Mathematics.

Sherry Eling (Prosecuting Attorneys Institute): Daughter, **Abigail Sammons**, graduates from the University of Kentucky with plans to relocate to Florida for employment.

Shelia Gray (Finance): Son, **Clay**, earned a Certificate in Forestry from the Fayette Institute of Technology in April and now graduates from Valley High School. He plans to attend Bridge Valley's Diesel Technology Certification Program.

Mitzie Howard (Purchasing): Niece, **Shelby**, graduates from Ravenswood High School with a 3.9 GPA and will major in education at Marshall University.

John McHugh (Real Estate): Daughter, **Olivia**, graduates from George Washington High School with honors and plans to attend West Virginia University to study Biomedical Engineering.

Patty Johns (Finance): Daughter, **Amanda**, will graduate from the West Virginia School of Osteopathic Medicine and will begin her residency in dermatology at Lewis Gale Hospital in Blacksburg, VA, this July.

Donna Lipscomb (Technology): Son, **Marcus**, and daughter, **Meredith**, graduate from West Virginia University. Marcus earned a degree in sports management while Meredith will

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Legislators Pass Many Bills Affecting Department

The 2019 Regular Legislative Session proved to be a busy one with the passage of many bills that affect the Department of Administration. A total of 1,823 bills were introduced. The House of Delegates introduced 1,142 bills and the Senate introduced 681 bills. Only 294 of those bills completed legislation (139 House bills and 155 Senate bills). The Governor vetoed 30 bills that passed. The Department of Administration had 20 agency-requested bills introduced, not including supplemental spending requests. However, not all agency bills completed legislation. All bills and resolutions introduced may be found on the Legislature's website at www.wvlegislature.gov.

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

SENATE BILLS

***SB 103** — Changed the flow for approval of invoices so that invoices go to the agency for approval first and then to the courts if a dispute arises. It also raises the compensation for court-appointed attorneys by \$15 per hour, allows the agency to contract for legal services in certain non-criminal proceedings, and creates a Habeas Corpus Division.

SB 330 — Requires each agency to update employee information in the online phone directory. The information must now include the employee's job title and mobile phone number if the phone is furnished by the state. It also requires the mobile phone number to be posted on the agency's website. There are some exceptions.

SB 358 — Exempts purchases made by the Division of Protective Services from the Purchasing Division for security equipment needed to maintain security in state buildings.

SB 539 — Increases the West Virginia State Police Retirement System Plan B accrued benefit from 2.75% to 3% beginning July 1, 2019. This bill also adds a West Virginia State Police Retirement System Plan B representative to the Consolidated Public Retirement Board.

***SB 587** — Allows for the continuance of the Public Employees Insurance Agency (PEIA) to reimburse air-ambulance providers at the Medicaid Rural Rate and removes the ability for PEIA members to be balance-billed for the remainder. This bill also allows the PEIA director to contract directly with air-ambulance providers or to pay the reimbursement amount directly to the member instead of the air-ambulance provider.

SB 678 — Provides a supplemental appropriation to the West Virginia Office of Technology, including \$4.2 million to establish the cyber security program; \$12 million for the Enterprise Data Center; and \$2.225 million for the enterprise telephone modernization project.

HOUSE BILLS

HB 2351 — Requires and regulates electronic prior authorization request practices in West Virginia regarding PEIA, managed care organizations, health maintenance organizations, and private commercial insurers.

***HB 2452** — Creates the West Virginia Cybersecurity Office, establishes the powers and duties of the Chief Information Security Officer and staff, and outlines the responsibilities of agencies regarding cybersecurity. This will ensure the state's data and information is secure and allow for a plan to manage and recover in the event of a cyber incident.

HB 2601 — Ensures the review and approval of state property leases to any department, agency, or institution of state government, as well as the review and approval of the leasing of state property to non-government entities, by the Real Estate Division.

HB 2665 — Provides a supplemental appropriation of \$105 million to the State Budget Office to be allocated and transferred to

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Annual State Employees Combined Campaign a Success

The 2018-2019 West Virginia State Employees Combined Campaign (WV-SECC), in conjunction with the United Way, has wrapped up another successful year.

The Department of Administration held several fundraising events earlier in the campaign (see the February issue of *Quotes, Notes and Anecdotes*) along with some late pushes, including a used book sale held by the Purchasing Division.

Individually, employees were able to

contribute to the general fund, known as the Community Impact Fund, or designate their gift toward a specific organization through the Campaign.

Statewide, the total amount raised was \$50,105.16. The Department of Administration contributed \$7,630.50 of that amount. The Department of Environmental Protection raised the most of any department, with a total of \$20,099.97. Thank you to our Department employees who participated, contributed, and made

this campaign a successful one for those individuals in need.



Quotes, Notes and Anecdotes

Annual State Career Fair Scheduled for May 15th

The West Virginia Division of Personnel (DOP), in collaboration with WorkForce WV, will host the State Government Career Fair on May 15, 2019, 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 package offered by the state.

The primary goal of the State Government Career Fair is to allow individuals interested in obtaining a state job to ask questions, speak with representatives from various agencies, and learn about job openings. As part of the event, individuals can learn more about jobs in the areas of transportation, engineering, health services, social services, corrections/law enforcement, environmental services, natural resources, accounting, information technology, and more.

While potential job seekers are always encouraged to review DOP's website for available positions, attending the Career

Fair will allow agency representatives to easily connect with potential candidates while also sharing vital information with attendees regarding the hiring process. Additionally, those individuals will have an opportunity to meet with and ask questions of state agency representatives to gain a better understanding of the vacant positions available within state government.

The departments and agencies that will be represented include Corrections and Rehabilitation, Environmental Protection, Health and Human Resources, Natural Resources, the Public Service Commission, the Office of Technology, the Offices of the Insurance Commission, State Police, Tax, Transportation/Highways, and Workforce WV.

For additional information on job postings and the State Government Career Fair, contact Applicant Services at the DOP at 681.313.2704 or visit www.personnel.wv.gov.

West Virginia State Government **CAREER FAIR**

Wednesday, May 15
9 a.m.-3 p.m.
West Virginia
Culture Center



**Approximately 24 state
government agencies will be
present to discuss potential
employment opportunities!**

**For more details
or for directions, contact the
Division of Personnel
at 304-558-3950 or visit
www.personnel.wv.gov.**

2019 BILLS

Continued from Page 3

various general revenue accounts for payment of the PEIA Rainy Day Fee assessed by the Secretary of Revenue. Agencies receiving the funds must transfer the allocated funds to the PEIA Rainy Day Fund prior to July 1, 2019.

HB 2668 — Provides a supplemental appropriation of \$15.3 million to Public Defender Services to pay appointed counsel fees.

***HB 2739** — Makes it a criminal offense for any participating public employer of any retirement system administered by the Consolidated Public Retirement Board to fail to make required contributions.

HB 3095 — Establishes a minimum monthly retirement annuity of \$750 for retirees of the West Virginia Public Employees Retirement and State Teachers Retirement systems who have 25 or more years of credited service.

HB 3131 — Allows the Secretary of the

Department of Health and Human Resources the flexibility to adjust salaries for positions that are historically difficult to fill, and to develop a special merit-based system for specified employees at state-operated acute care, long-term care, psychiatric care, clinical, and medical facilities to improve efficiencies in the hiring process by decreasing the length of time required to fill positions.

HB 3139 — Provides greater flexibility in the funding of the Public Employees Health Insurance Program by managing the reserves at actuarially recommended amounts and establishing a PEIA Rainy Day Fund as a special, non-expiring, interest-bearing revenue account in the State Treasury, administered by the Secretary of Revenue. The initial funding for the PEIA Rainy Day Fund was made through a supplemental appropriation (HB2665) in the amount of \$105 million. The Secretary of Revenue, upon the written approval of the Governor, may transfer money from the Fund to PEIA only to (1) reduce or prevent benefit cuts, (2) reduce premium increas-

es, or (3) any combination thereof.

HB 3141 — Gives the Capitol Building Commission (CBC) authority to review and approve or reject all plans recommending substantial physical changes inside or outside the state Capitol building or surrounding complex, which affect the appearance thereof, including all areas occupied by the Legislature, the Governor, and the Supreme Court of Appeals. It also expands the CBC's authority by requiring their approval for all change orders exceeding \$40,000 for Capitol complex improvements.

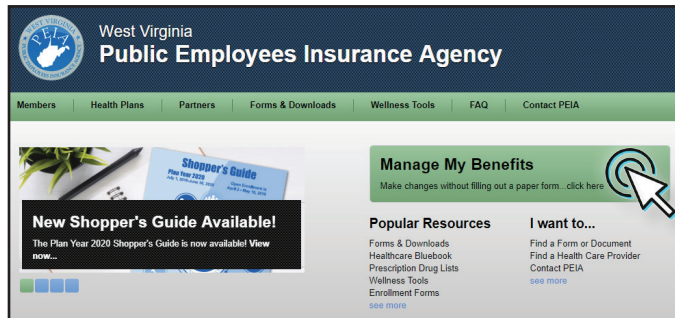
HCR 88 — Requests the Joint Committee on Government and Finance to study the Board of Risk and Insurance Management. Requires the Joint Committee to evaluate their contracting for services, review their premium structures and rates, identify their activities to provide transparency to the public and governmental entities, and review their fiscal responsibilities.

PEIA's Open Enrollment for Plan Year 2020 Ends May 15th

The open enrollment period for the Public Employees Insurance Agency's (PEIA) Fiscal Year 2020 health plans ends on May 15, 2019. 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.

PEIA distributed the Plan Year 2020 Shopper's Guide to all current policyholders, which 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 additional questions, call the PEIA Open Enrollment Helpline at 1.877.676.5573.

Changes to benefits can be made online by clicking on the green "Manage My Benefits" button on the PEIA website at www.wvpeia.com. All changes become effective July 1, 2019.



PUBLIC DEFENDER

Continued from Page 1

and neglect, mental hygiene, and juvenile proceedings, among others."

West Virginia's PDS funds all indigent defense for the state through salaried public defenders and private counsel appointed by the courts. The rate of compensation for the latter was set in 1989 at a rate of \$45 for out-of-court services and \$65 for in-court services. With more than 600 private counsel statewide and out-of-date rates, many counsel found themselves unable to cover the costs of their services.

According to W. Va. Code §29-21-13a(j), the new rate for out-of-court services will be \$60 per hour and the rate of work performed in court will be \$80 per hour. Out-of-court work includes, but is not limited to, travel, interviews of clients or witnesses, preparation of pleadings, and prehearing or pretrial research. In-court work includes time spent awaiting hearing or trial before a judge, magistrate, special master, or other judicial officer.

The legislation takes effect on July 1, 2019. More than 28,000 cases and 426,000 hours of service were reported by court-appointed counsel during Fiscal Year 2018.

The bill was signed into law just in time to help PDS celebrate its 30th anniversary on April 8, 2019. As part of the anniversary celebration, Indigent Defense Day was held at the Capitol on March 5, 2019. Representatives set up a table with literature about the agency and its accomplishments over the last 30 years. Recovery coaches from Wood and Wirt Counties were there to share success stories of individuals who have been helped by the program, which was established when PDS partnered with various public defender corporations.

GRADUATES

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graduate with a degree in psychology.

Lora Myers (BRIM): Daughter, **Olivia**, graduates from the University of Charleston with a Bachelor of Science in Nursing and has accepted a position at CAMC Women & Children's Division in the emergency room.

Crystal and Jason Nichols (Technology): Daughter, **Sarah**, graduates from Herbert Hoover High School.

Angie Nitardy (General Services): Daughter, **Shelby**, graduates from Hurricane High School and will attend Marshall University.

Greg Pittman (Technology): Son, **Chaz**, graduates from West Virginia State University with a Bachelor of Science in Computer Science.

Valerie Poindexter (BRIM): Son, **John David "Jay,"** graduates from Nitro High School and hopes to play college baseball while studying for his nursing degree.

Tonya Pugh (BRIM): Daughter, **Kensey**, graduates from Sis-

sonville High School with plans to study respiratory therapy at Bridge Valley Community and Technical College.

Beverly Reed (EEO): Son, **Marcus**, earned a master's degree in Sport Administration from Marshall University Graduate College with aspirations to be a college basketball coach.

Sandra Shaffer (Technology): Daughter, **Leila**, will graduate from Fairmont State University with a degree in nursing. She plans to become a midwife.

Carrie Sizemore (Personnel): Daughter, **Hannah**, will graduate from Elk Valley Christian School and will attend the University of Charleston to study elementary education.

Larry Sutters (Technology): Son, **Nick**, graduates from George Washington High School and will study psychology at Marshall University where he earned several awards including the Promise Scholarship, Board of Governors, and Honors College.

Ruby White (Technology): Daughter, **Kayanna**, graduates from Garnett Licensed Practical Nursing School in June with plans to work while becoming a registered nurse.

Quotes, Notes and Anecdotes

Employee Question of the Month

In the April issue of *Quotes, Notes & Anecdotes*, employees were asked to share their favorite ways to stay healthy. In addition to the common answers of eating well and drinking plenty of water, other ways Department of Administration employees take care of themselves include:

- I manage my energies, not my time. Being a public servant aligns with my spiritual purpose, so while work is challenging, I don't dread it. I also meditate, participate in ministries at church, walk, do yoga, and garden to stay centered.
- I like to walk at lunch and after work four to five days a week.
- I stay healthy by taking my anxiety medication. Without it, I wouldn't be able to go hiking, running or enjoy so many activities. Remember, if you can't produce your own serotonin, store bought is fine!
- Get plenty of sleep.
- I work out at the gym four times a week, use the My-FitnessPal app for counting calories, and indulge in a monthly massage.
- Weight lifting and walking.
- Ride my mountain bike.
- Read often to focus on something other than life stressors.
- Weight Watchers.
- I use a Garmin walking monitor synced to an app to measure my daily steps.

For our next *Employee Question of the Month*, we want to know what strange item you keep at your desk or in your office. To answer this month's question, visit www.surveymonkey.com/r/GV79VNN.

Welcome! ... The Department of Administration is pleased to welcome **Carmen Looney** (Finance); **Timothy Mullins** and **Cara Suppa** (General Services); **LeeAnn Doyle** (Public Defender Services); and **Cody Rose** (Purchasing). **Jennelle Jones** transferred from the Secretary's Office to the Office of Technology while **Lora Reynolds** transferred from the Office of Technology to BRIM.

Best Wishes ... to **Sharon Summers** (Finance) and **Carlos Kinder, Patrick Larsen, and Andrew Lore** (Technology), who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Delorah Logan** (CPRB) and **Bill Ferguson** (Technology) the very best during their retirements.

35th Annual Public Service Recognition Week ... is scheduled for May 5-11, 2019. Department employees who have achieved twenty years or more of public service, in increments of five, will be recognized in the next issue of *Quotes, Notes and Anecdotes*.

Governor's Office Accepting Nominations for Service Awards ... Nominate an individual or organization who serves their community for a 2019 Governor's Service Awards by visiting the Volunteer West Virginia's website at www.volunteerwv.org. The deadline for nominations is May 17, 2019.

HAPPY BIRTHDAY ... in MAY!

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

Stephen McConihay.....Aviation	Robin Duncan.....PEIA
Susan Haga.....BRIM	Helen Gantt.....PEIA
Niki Miller-Casdorff.....BRIM	James Davis.....Personnel
Mary Jane Pickens.....BRIM	Nicole Michaelis.....Personnel
Caroline Brady.....CPRB	Beverly Reed.....Personnel
Lynn Browder.....CPRB	Christy Romeo.....Personnel
Jessica Cain.....CPRB	Bethany Sharp.....Personnel
James Ferris.....CPRB	John Carney.....Pub.Def.Srvs.
Judith Jarrell.....CPRB	James Meadows.....Purchasing
William McCallister.....CPRB	Terra Oliver.....Purchasing
Sara Poe.....CPRB	Mark Totten.....Purchasing
Hannah Potter.....CPRB	Brett Clutters.....Real Estate
Melody Scott.....CPRB	Carolyn Flanigan.....Real Estate
Robert Sheff.....CPRB	Frank Barone.....Technology
Leslie Young.....CPRB	Jeffrey Bartlett.....Technology
Betsy Chapman.....Finance	Louis Blair.....Technology
Trent Kirk.....Finance	Eric Cannetti.....Technology
Dave Mullins.....Finance	Donald Clark.....Technology
Kay Walden.....Finance	Christina Clendenin.....Technology
Kelly Williams.....Finance	Cindi Cvechko.....Technology
James Parsons.....Fleet	Jerry Digman.....Technology
Bill Barry.....Gen.Srvs.	James Easley.....Technology
Robin Casto.....Gen.Srvs.	Diane Fletcher.....Technology
Eric Cutlip.....Gen.Srvs.	Ryan Jeff.....Technology
Michael Evans.....Gen.Srvs.	Jennelle Jones.....Technology
Michelle Lusk.....Gen.Srvs.	Candace Kimble.....Technology
Harold McVay.....Gen.Srvs.	Elias Majdalani.....Technology
Angie Nitardy.....Gen.Srvs.	Douglas Martin.....Technology
William Pate.....Gen.Srvs.	Robin Roberts.....Technology
Franklin Stone.....Gen.Srvs.	Edwin Trader.....Technology
Cara Suppa.....Gen.Srvs.	Lon Vannoy.....Technology
Jeffery Swisher.....Gen.Srvs.	Gene Walters.....Technology
Roger Wines.....Gen.Srvs.	

Administrative Notes

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