

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
May 2020 - Volume 27, Issue 5

Aviation Division Assists the National Guard in West Virginia's Response to COVID-19



Photo Courtesy of the Aviation Division

The Aviation Division assisted the West Virginia National Guard with transporting two machines used statewide to sanitize personal protective equipment.

The Aviation Division has played a role in the state's response to the COVID-19 pandemic. The West Virginia National Guard (WVNG) asked the Division to provide air transportation of two CURIS Hydrogen Peroxide Vapor machines to be utilized at locations statewide.

The WVNG initially contacted the Aviation Division about the feasibility of a flight to Orlando on April 10, 2020, to pick up the equipment. The flight request moved through the approval process as the pilots made arrangements for the trip. Maintenance staff worked to convert the Cessna Caravan from passenger to cargo configuration. Seats were removed to allow for the weight of the equipment and the fuel for the nonstop flight.

Due to the nationwide shortage of Personal Protective Equipment (PPE), the machines have been used by the WVNG and medical professionals to sterilize PPE across the state. The machines produce a dry fog of a 7% solution of hydrogen peroxide. In an enclosed

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2020 Legislative Session Passes Many Bills Affecting the Department of Administration

The recent Regular Legislative Session ended on March 7, 2020. A total of 2,389 bills were introduced during the Session, with the House of Delegates introducing 1,533 bills and the Senate 856. Of those, 356 bills completed legislation (188 House bills, 168 Senate bills), a considerable increase from prior years. Of all bills completing legislation and passing both chambers, six were vetoed by the governor.

The Department of Administration introduced four agency bills, not including supplemental spending requests and a rules

bundle bill. All but one agency bill completed legislation. Introduced bills and resolutions can be found on the Legislature's website at www.wvlegislature.gov.

The Department of Administration would like to share some of the bills that were enacted into law and may affect or be of interest to Department employees. Agency-requested bills

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SNEAK PEEK

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Reminder: PEIA Open Enrollment Deadline May 15th

Department of Administration employees are reminded that the open enrollment period for Plan Year 2021 ends on May 15, 2020. While the Public Employees Insurance Agency (PEIA) hosted a series of conference calls on the changes last month, PEIA officials are still available to answer questions regarding Plan Year 2021. To the right are a few of the most common questions regarding the Open Enrollment period.



How do I make changes?

To make changes to your benefits online, visit peia.wv.gov and click the green “Manage My Benefits” button. Enrolled members may also request a transfer form by phone at 1.877.676.5573.

Where is the PEIA Shopper’s Guide?

A copy of the Shopper’s Guide was mailed out in April. A copy of the guide can also be found on PEIA’s website at <https://peia.wv.gov/Forms-Downloads/Pages/Shopper%27s-Guides.aspx>.

When do these changes go into effect?

Open enrollment changes for Plan Year 2021 become effective July 1, 2020.

Who should I call if I have questions?

All questions regarding the changes for Plan Year 2021 should be directed to the PEIA Open Enrollment Helpline at 1.877.676.5573. Additional customer service numbers for the other vendors are available on the back cover of the PEIA Shopper’s Guide.

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 sent to us by our proud employees.

Mary Jane Ayoob (Personnel): Daughter, **Alexandra**, graduates with a Master of Public Affairs from Brown University while son, **Matthew**, graduates from Charleston Catholic High School. Matthew will be attending Stanford and plans to double major in computer science and theatre, performance and music studies.

Chris Avis (Technology): Son, **Trevor**, graduates from Herbert Hoover High School and will study accounting at West Virginia University.

Carl Baldwin (BRIM): Son, **Ayden**, graduates from Winfield High School and plans to study electrical engineering technology at BridgeValley Community and Technical College.

Susan Beaty (PEIA): Daughter, **Sadie**, graduates from Capital High School with plans to study music business at West Virginia University. Sadie wants to return to Charleston to create a teen club, with a re-

cording space, that will provide a safe and clean location for youth to gather.

Connie Bloss (BRIM): Grandson, **Issak Brewster**, graduates from Tazewell High School in Virginia and plans to study computer science at Southwest Virginia Community College in Richlands, VA.

Michael Cheeks (Technology): Son, **Shawn**, graduates this summer with his Ph.D. in atmospheric and oceanic science from Princeton University. Shawn earned his undergraduate degree in 2015 from Marshall University and his master’s from Princeton University. Shawn plans to work in data science upon graduation.

Lori Cottrill (CPRB): Son, **Nathan**, graduates from Poca High School with plans to attend West Virginia State University.

Cindi Cvechko (Technology): Son, **Carson**, graduates from Philip Barbour High School with plans to pursue a career in health care or business.

Carl Hackworth (Technology): Son, **Dylan**, graduates from Riverside High School with plans to study engineering at BridgeValley Community and Technical College.

Susan Keener (Personnel): Daughter, **Peyton**, graduates summa cum laude from West Virginia University with dual degrees in accounting and political science. Peyton plans to obtain her master’s degree in accounting from West Virginia University.

Tara Lyle (Purchasing): Son, **Jedidiah**, graduates from West Virginia State University with plans to pursue a career in criminal justice.

Donna Lipscomb (Technology): Son, **Marcus Prunty**, graduates from West Virginia University with a master’s degree in business administration.

John McHugh (Real Estate): Daughter, **Grace**, graduates on the Dean’s List from West Virginia University with a degree in chemical engineering.

Misty Moore (Real Estate): Son, **Brayden Pauley**, graduates from Herbert Hoover High School. Brayden plans to either participate in Dow’s Internship Program or study mechanical engineering at West Virginia State University.

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Quotes, Notes and Anecdotes

Division of Personnel Adopts Families First Coronavirus Response Act

In response to COVID-19, the Division of Personnel (DOP) has implemented several changes to its policies. This includes suspending or modifying its rules as well as adopting the Families First Coronavirus Response Act (FFCRA).

Following Gov. Jim Justice's declaration of a state of emergency, the DOP suspended several provisions of the Administrative Rule of the West Virginia Division of Personnel, W. Va. Code §143-1-1. These changes ensure public employees have the appropriate protections during the COVID-19 pandemic and that West Virginia is compliant with the federal law of FFCRA, which is in effect through December 31, 2020.

The FFCRA was issued by the United States Department of Labor and sets mandates for paid sick leave relating to COVID-19. Reasons for leave include being subject to local, state, or federal quarantine/isolation orders; being advised by a health care provider to self-quarantine; showing signs of symptoms and seeking a medical diagnosis; caring for an individual for a previously described reason; and caring for a child whose place of care is closed due to COVID-19.

"The Division of Personnel is working hard to assist agencies with personnel actions that are needed during this pandemic," said DOP Director Sheryl Webb. "I am pleased with the work of the DOP team and the ability to provide many resources that are needed to help understand the ever-changing information for the workplace."

Employees wishing to take leave under the FFCRA must complete the appropriate leave documentation. This form can be accessed by selecting the DOP-L4A option at <https://personnel.wv.gov/employees/Leave/Pages/LeaveForms.aspx>. This site contains the master list of all official DOP leave forms.

The FFCRA policy also ensures that employers "not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this act." For more information on this act, visit www.dol.gov/agencies/whd/ffcra.

State employees who have questions regarding the FFCRA is encouraged to contact the DOP's Employee Relations section at 681.313.2076. Additional information can also be found on the DOP's website at <https://personnel.wv.gov/Pages/Coronavirus.aspx>.

AVIATION

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area (such as a trailer), this H₂O₂ fog completely eradicates the COVID-19 virus and any other pathogens present.

As part of their response, the WVNG also picked up hundreds of N-95 masks from local hospitals to undergo sanitizing using the machines. Once sanitized, the masks underwent a quality assurance/quality control test to ensure all standards were met and maintained for the reuse of the N-95 masks. This process, conducted in coordination with West Virginia University's Department of Physiology and Pharmacology, will continue as necessary to ensure the health and safety of all West Virginians.

"The Aviation Division was honored to help support the National Guard in their efforts to protect the medical staff on the front lines of the COVID-19 pandemic," said Aviation Director Chip McDowell.

WVSASP Hosts Webinar on May 7th for State Agencies, Nonprofits on its Programs and Services

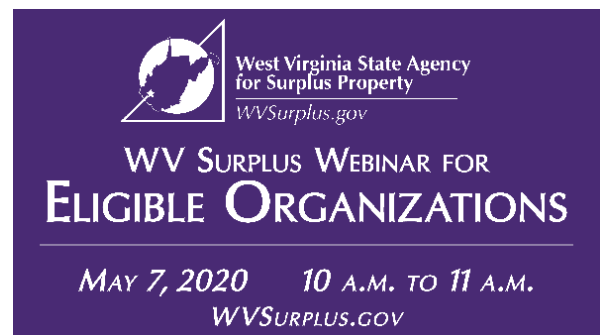
State agencies are invited to attend the West Virginia State Agency for Surplus Property's (WVSASP) upcoming webinar on its eligible organization program, which allows for the sale and transfer of retired state and federal property. In addition to state agencies, this program is also open to 501(c)3 nonprofit organizations, volunteer fire departments, community centers, health organizations, churches, local municipalities and more. The webinar is scheduled for May 7, 2020, from 10 a.m. to 11 a.m.

"Last year, WVSASP hosted an in-person Open House for Eligible Organizations at our Dunbar facility," explained WVSASP Manager

Elizabeth Cooper. "However, with the current declared state of emergency, we thought this would be a great opportunity to hold the event virtually to allow us to reach state agencies and eligible organizations in the panhandles and rural areas of our state."

During the webinar, information will be provided on how to register with WVSASP, the benefits of registering, and how to screen for federal property. WVSASP will also share examples of assets obtained through its programs such as the Division of Natural Resources' boat acquisition as seen in the Purchasing Division's newsletter, *The Buyers Network*, in March 2020.

If your state agency or an organization you know is interested in participating in this event, register at <http://wvsurplus.eventbrite.com>. Additional information, including the *Application for Eligibility*, can be found at WVSurplus.gov. Questions regarding this event should be sent to Jessica.L.Chambers@wv.gov.



West Virginia State Agency
for Surplus Property
WVSurplus.gov

WV SURPLUS WEBINAR FOR
ELIGIBLE ORGANIZATIONS

MAY 7, 2020 10 A.M. TO 11 A.M.
WVSURPLUS.GOV

LEGISLATION

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are specified with an asterisk (*).

SENATE BILLS

SB 175 requires state agencies and county governments to maintain publicly available and searchable websites that contain specific information. The state agency site must include contact information, organizational charts, governing laws, minutes, annual reports, FAQs, grant opportunities, and grants greater than \$20,000 awarded by the agency.

SB 193 requires agencies to submit a new procurement for approval to the Purchasing Division for purchases of commodities or services exceeding \$1 million if the purchase involves a continuing contract. The bill also requires award or termination of a contract within 180 days after the procurement was submitted to and approved by the Purchasing Division.

SB 261 adds ransomware attacks to the types of crimes punishable in the WV Computer Crime and Abuse Act. The bill adds definitions for “financial instrument” and “ransomware.” The bill creates the felony crime of installing (or inducing someone else to install) ransomware with the intent to extort money. The crimes carry punishment of up to 10 years incarceration, a fine of \$100,000.00, or both.

SB 291 pertains to coverage of treatment for mental illness. The bill removes existing language allowing PEIA to utilize cost-containment measures for treatment for mental illness under certain conditions.

SB 322* allows pre-qualification for the procurement of services. Previously, this model applied only to the purchase of commodities. Under the pre-qualification process, the state notifies the vendor community of a planned solicitation. Vendors apply to be pre-qualified as meeting necessary criteria and placed in a pool of pre-qualified vendors. When an agency wants to purchase commodities or services, the agency requests a quote from the pool of pre-qualified vendors through *wvOASIS* and chooses the vendor with the best price.

SB 576* updates and streamlines the Public Records Management and Preservation Act of 1990. The bill reflects current practices and procedures of the statewide records management program and current responsibilities of agency heads and

the state records administrator.

HOUSE BILLS

HB 4003 requires PEIA to cover health care services provided through telehealth platforms.

HB 4015 limits the terms of members of the Broadband Enhancement Council and creates the Vertical Real Estate Management and Availability Act. The Act requires the Department of Administration to develop a Request for Proposals for the management of state-owned towers and creates a new fund to receive the proceeds derived from management of the state-owned towers. Half of any proceeds from the management of the towers will be distributed to the Broadband Expansion Fund, with the remaining 50% reinvested in state-owned towers or broadband infrastructure. Towers used for public safety purposes or any vertical real estate that would be negatively impacted from a historic preservation perspective are exempted.

HB 4042 requires agencies exempted from Purchasing Division oversight to adopt procedural rules for their procurement process.

HB 4130 allows for the bidding of construction work on an open-ended basis in the event of a declared state of emergency, ensuring that the State can quickly obtain a qualified group of vendors.

HB 4141 requires the Department of

Administration to publish its Comprehensive Annual Financial Report (CAFR) by the end of December of the calendar year in which the fiscal year reported upon ended, if all agencies meet the internal reporting deadline.

HB 4198 requires insurers, including PEIA, to provide coverage for a 12-month refill of contraceptive drugs obtained at one time after the insured completed the initial supply of the drugs, unless the insured requests a smaller supply. This bill does not exclude coverage for contraceptive drugs prescribed for reasons other than contraceptive purposes.

HB 4363 establishes the West Virginia Division of Natural Resources Police Officer Retirement System.

HB 4543 limits the costs of insurance coverage for diabetics and requires insurers to provide coverage for prescription insulin drugs. Insurers must include at least one type of insulin in each of the following categories: (1) Rapid-acting; (2) Short-acting; (3) Intermediate-acting; (4) Long-acting; (5) Pre-mixed insulin products; (6) Pre-mixed insulin/GLP-1 RA products; and (7) Concentrated human regular insulin. Additionally, the insurer shall provide coverage for equipment and supplies for the treatment or management of diabetes for insulin-dependent, non-insulin-dependent and gestational diabetes.

RESOLUTIONS ADOPTED DURING THE 2020 LEGISLATIVE SESSION

HCR 85 - Requested the Joint Committee on Government and Finance study ways the state can leverage technology.

HCR 96 - Requested the Joint Committee on Government and Finance study the hiring exemptions of the West Virginia State Tax Department and the West Virginia Division of Highways--Department of Transportation.

HCR 115 - Requested the Joint Committee on Government and Finance study the feasibility of a single building to house all occupational and professional regulatory boards.

HCR 117 - Requested the Joint Committee on Government and Finance study state procurement policies to identify best practices, including exploring exceptions to statewide contracts and purchasing policies

generally.

HCR 126 - Requested the Joint Committee on Government and Finance study the Division of Personnel's policies and practices.

HCR 128 - Requested the Joint Committee on Government and Finance study how state agencies can better manage the amount of state taxpayer dollars spent on utilities.

SCR 56 - Requested a study of online privacy protection for children.

SCR 65 - Requested the Joint Committee on Government and Finance conduct a study concerning the potential implementation of a Deferred Retirement Option Plan for troopers and employees of the West Virginia State Police.

Tips and Tricks to Work Successfully from Home

Working remotely has many challenges. You have the distractions of chores, roommates, spouses or even children demanding your attention. Add in the frustration of not having access to your normal workspace and you can easily become overwhelmed. While working remotely is new to many employees during this time, here are a few tips to help you stay productive and positive.

- **Stick to a routine.** This includes working your regular business hours. If you can follow the same routine you are used to in the office, consider doing so. If not, try creating a new schedule to follow each day. Your work schedule could include getting dressed, getting a refill on coffee at 10 a.m., or checking your email every hour.
- **Make lists and set goals.** Know what tasks you need to work on and complete each day. If that is too much structure, consider having a weekly deadline instead. Putting these deadlines into writing will help hold yourself accountable and stay on task.
- **Schedule breaks.** Go for a quick walk, check in with a co-worker or simply take a mental break. This does not mean you should turn on the television and binge watch the hottest Netflix show. Instead, treat this time how you would a normal coffee break at the office.
- **Don't do chores.** You are working from home, not working on your home. While it is easy to throw in a load of laundry and walk away, deep cleaning your carpets is a little too involved. Keep your work and home tasks separate as best as you can.
- **Prepare for your kids' needs.** It is important to be available and accessible to your kids if they are home with you. Having pre-

pared activities and snacks will help ease the number of interruptions. If possible, reinforce that this is your work time and not play time. Part of preparing for their needs is knowing you will be interrupted and going with the flow. This is a stressful time for all of us.

- **Dress for your best feeling.** If you can switch into work mode while wearing your pajamas, then feel free to do so! But if you are having trouble getting started in the morning, consider getting dressed in some comfy clothes to help you get into the right frame of mind. (If you are participating in a video meeting, definitely change out of the pajamas and into something a little more professional.)
- **Stay in touch with your co-workers.** Whether through email, phone or video conferencing, reach out to those you are used to seeing during your regular workday.
- **"Leave it at the office."** While it sounds cliché to say, "don't bring your work home with you," it is an important part of working from home. Stepping away at the end of the day is very important for your mental health. Once you have reached the end of your workday, shut down your email, make a list of what you need to follow up on tomorrow, and then avoid the temptation to finish one more thing.
- **Don't be too hard on yourself.** This is not an excuse to slack off but rather a reminder that this is not your normal working environment. These are stressful times and it is easy for morale to get low. Stay on task and do the best you can.

GRADUATES

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Allan McVey (Secretary's Office): Granddaughter, **Katelyn McVicker**, graduates from St. Albans High School and will study criminal justice and political science at Wheeling University. Katelyn will also be a member of Wheeling University's volleyball team.

Crystal and Jason Nichols (Technology): Daughter, **Jennifer Moore**, graduates from Hocking College in Nelsonville, OH, with a degree in arts and marketing. Jennifer will be interning at the Department of Arts, Culture and History with plans to find a job where she can utilize both majors.

James Parsons (Fleet): Daughter, **Megan**, graduates from Ripley High School with plans to study nursing at BridgeValley Community and Technical College.

Wendy Pettry (Purchasing): Daughter, **Brandi Means**, graduates from Brid-

geValley Community and Technical College with plans to work in health care management.

Marie Sharp (Personnel): Daughter, **Colleen**, graduates from Capital High School and will study biomedical engineering at West Virginia University.

Philip Skeen (Technology): Daughter, **Madison**, graduates from Hurricane High School with plans to study radiology at Marshall University.

Michelle Spencer (General Services): Daughter, **Alexis Naylor**, graduates from the University of Charleston with plans to pursue her CPA license while working at a public accounting firm in Charleston. Alexis will also get married in October.

Amy Stalnaker (PEIA): Son, **Dalton**, graduates from Sissonville High School and plans to work for Orders Construc-

tion Company.

Vicki Sutton (CPRB): Daughter, **Rebecca**, graduates from Capital High School with plans to major in English literature and Spanish.

Robin Turturice (Personnel): Daughter, **Rhianna**, graduates from St. Albans High School with plans to study accounting at West Virginia State University.

Richard Wickert (Technology): Daughter, **Megan Wickert-Hayes**, graduates from Western Governors University with a degree in healthcare management. Megan plans to continue studying health care management and earn her master's degree.

Kenny Yoakum (Fleet): Daughter, **Antoinette**, graduates from George Washington High School and will study criminology at West Virginia University.

Quotes, Notes and Anecdotes

Employee Question of the Month

In the April 2020 issue of *Quotes, Notes & Anecdotes*, we asked Department of Administration employees to share what songs they enjoy when they need a morale boost. Thank you to all who responded!

To see (or enjoy listening to) the songs submitted, please check out our playlist on Spotify at <https://spoti.fi/2yDJgtq>. Please note that some songs do contain adult language.

While we hope you enjoy this employee-collaborated playlist, please remember streaming music IS NOT permitted on the state network.

For our next Employee Question of the Month, we want to know "How do you stay physically active at home?" Whether you are building muscles by lifting laundry or using a stationary bike, share your answers by visiting www.surveymonkey.com/r/333NZDT. All responses should be submitted by the end of the day on May 12, 2020.

Are you following the Department of Administration on Twitter for news and announcements at @westvirginiadoa?

Stay informed on the latest information!

Welcome! ... The Department of Administration is pleased to welcome **Shelley Brightwell** (BRIM); **Shane Parsons** (CPRB); **Karen Neccuzzi** (Finance); **Valerie Anderson** (Grievance); **Johnathan Brannon** (PEIA); **Douglas Pence** (Personnel); **Arlie Hubbard** and **Richard Rach** (Real Estate); and **Chaz Pittman** (Technology).

Best Wishes ... to **Emily Simpson** (CPRB); **Cara Suppa** (General Services); and **Shelly Ellis**, **Carrie Sizemore**, and **Kelly Turner** (Personnel), who recently resigned from our department.

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

36th Annual Public Service Recognition Week ... is scheduled for May 3-9, 2020. 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 & Anecdotes*.

Congratulations ... to **Thomas Riddell** (Technology) who earned a Master of Science in Information Technology, Digital Forensics from American Public University System.

HAPPY BIRTHDAY ... in MAY

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

Stephen McConihay.....Aviation	Helen Gantt.....PEIA
Susan Haga.....BRIM	Cal Colangelo.....Personnel
Niki Miller-Casdorph.....BRIM	Nicole Michaelis.....Personnel
Mary Jane Pickens.....BRIM	Beverly Reed.....Personnel
Caroline Brady.....CPRB	Christy Romeo.....Personnel
Lynn Browder.....CPRB	Bethany Sharp.....Personnel
Jessica Cain.....CPRB	Lea Melton.....Pub.Def.Srvs
James Ferris.....CPRB	Lora Walker.....Pub.Def.Srvs
Judith Jarrell.....CPRB	James Meadows.....Purchasing
Tanner Mann.....CPRB	Terra Oliver.....Purchasing
William McCallister.....CPRB	Mark Totten.....Purchasing
Sara Poe.....CPRB	Carolyn Flanigan.....Real Estate
Hannah Potter.....CPRB	Brett Clutters.....Real Estate
Melody Scott.....CPRB	Frank Barone.....Technology
Robert Sheff.....CPRB	Jeffrey Bartlett.....Technology
Leslie Young.....CPRB	Louis Blair.....Technology
Betsy Chapman.....Finance	Eric Cannetti.....Technology
Trent Kirk.....Finance	Donald Clark.....Technology
David Mullins.....Finance	Christina Clendenin.....Technology
Kay Walden.....Finance	Candace Colagrosso.....Technology
Kelly Williams.....Finance	Cindi Cvechko.....Technology
James Parsons.....Fleet	Jerry Digman.....Technology
William Barry.....Gen.Srvs.	James Easley.....Technology
Robin Casto.....Gen.Srvs.	Diane Fletcher.....Technology
Eric Cutlip.....Gen.Srvs.	Ashley Huffman.....Technology
Harold McVay.....Gen.Srvs.	Ryan Jett.....Technology
Angela Nitardy.....Gen.Srvs.	Jennelle Jones.....Technology
William Pate.....Gen.Srvs.	Elias Majdalani.....Technology
Franklin Stone.....Gen.Srvs.	Douglas Martin.....Technology
Jeffery Swisher.....Gen.Srvs.	Robin Roberts.....Technology
Roger Wines.....Gen.Srvs.	Edwin Trader.....Technology
Valerie Anderson.....Grievance	Lon Vannoy.....Technology
Robin Duncan.....PEIA	Gene Walters.....Technology

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