

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
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Employee of the Month

Purchasing's Hall a Team Player and Problem Solver



Shane Hall
May Employee
of the Month

Shane Hall, an Inspector III in the Purchasing Division, has been selected as the Department of Administration's *Employee of the Month* for May.

A state employee for 21 years, with 14 years in the Purchasing Division, Hall's duties include inspecting agency delegated purchases to ensure state agencies are following all laws, rules, and purchasing procedures when buying goods and services for the state. He also provides relevant training to state agencies and new employ-

ees in the Purchasing Division.

"Shane is a team player who is always available to agencies and buyers with questions, specifically those related to agency delegated purchases," said the co-worker who nominated him. "He is a problem solver and is always sharing new ideas for making the inspection process flow more efficiently. He does all of this with a smile and is friendly to everyone he works with."

When he is not working, Hall enjoys spending time with his family, going to ballgames, fishing, hunting, and doing anything outdoors.

Hall will be recognized by Cabinet Secretary Allan McVey in a private ceremony on May 11, 2021, at 3 p.m. in Building 15.

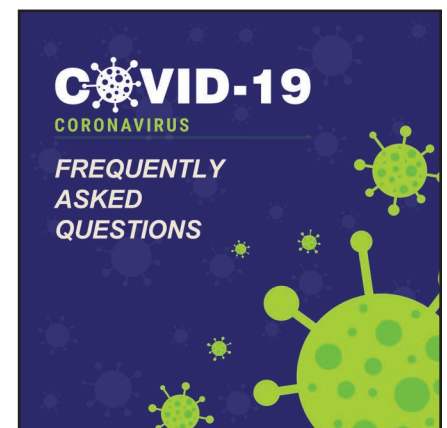
Division of Personnel Offers Agencies Detailed Guidance on COVID-19 Vaccination of Employees

Last year, state agencies had to figure out how to work during a pandemic, balancing remote work with traditional office work and personal responsibilities. This year, agencies are facing a new challenge with the availability of the COVID-19 vaccines and how to manage policies and practices affecting the workplace. Employers and employees have questions regarding what is and is not policy.

At the request of the West Virginia Governor's Office, the Division of Personnel has compiled a list of Frequently Asked Questions, or FAQ, regarding COVID-19 vaccination. This and additional resources can be found online at <https://personnel.wv.gov/Pages/Coronavirus.aspx>.

"This evolved because of questions that agencies were getting from their employees,"

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SNEAK PEEK

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State Capitol's Lincoln Plaza Reopens After Months-Long Hardscape Project, Adorned with Array of Flowers

After a three-month long project to repair and restore the Lincoln Plaza hardscape on the capitol campus, the plaza reopened to the public on April 1, 2021, ahead of schedule. Two flower beds adorned with tulips, pansies, and other vibrant flowers now frame the common area, showcasing the campus' natural and historic beauty just in time for warmer weather. An additional 16 flower beds can be found around the campus.

"Similar to the dome's water intrusion project, this project was necessary both structurally and to preserve the historic beauty of this public space," said Department of Administration Cabinet Secretary Allan McVey. "Safety is always our number one concern, so it was imperative to ensure visitors aren't met with crumbling concrete and that water isn't standing unnecessarily around the property and its main structure, leading to other potential future issues."

The contract for the Lincoln Plaza restoration was awarded to Persinger and Associates with a Notice to Proceed issued on June 15, 2020. Persinger Inc. performed all civil work such as the new concrete ADA ramp with bronze handrails and the new concrete landing and sidewalk along Kanawha Boulevard. The company's



Visitors to the state capitol campus in Charleston will now be able to visit the Lincoln Plaza after a renovation project to restore and repair the limestone steps, fountains, concrete ramp, and drainage system. Special attention was given to historic preservation as part of this project.

Please see LINCOLN PLAZA, Page 3

Administration Employees Celebrate Their Graduates

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

Stephanie Bailes (Finance): Son, **Connor**, graduates from Fairmont State University with a degree in Graphic Design Technology while daughter, **Keely**, graduates from Ballard High School with plans to major in criminal justice at the University of Louisville with a fast track to law school.

Lori Bailey (BRIM): Nephew, **Timothy**, graduates from University High School with plans to attend West Virginia University.

Teresa Bellamy (Personnel): Son, **Daniel**, graduates with a master's degree in Piano Performance and a master's degree in Jazz Performance from Illinois State Univer-

sity.

Joni Blankenship (PEIA): Granddaughter, **Chelse Atkins**, graduates from Riverside High School.

Tina Christian (Technology): Daughter, **Cassie Brouhard**, graduates from Wyoming East High School.

Gail Delmaar (Real Estate): Son, **Kyle Delmaar-Mines**, graduates from the University of Oregon with a degree in economics.

Hope Fout (Technology): Daughter, **Natalie**, graduates from Lincoln County High School and plans to play softball for Glenville State University and become a secondary math teacher. Natalie is an Underwood Smith Scholarship recipient for 2021.

Ryan Jett (Technology): Son, **Samuel**, finished homeschooling and will attend Stanford University to study physics.

Felice Joseph (PEIA): Son, **Ike**, graduates in nursing from West Virginia University and has accepted a position in the cardiac intensive care unit at Ruby Memorial Hospital in Morgantown.

Bonita (CPRB) and **Jimmy Knapp** (Personnel): Son, **Matthew**, graduates from Riverside High School and will attend Marshall University, while son, **Mark**, also graduates from Riverside High School with plans to attend Trevecca Nazarene University in Tennessee.

Melanie Larch (Personnel): Nephew, **Gino Scarsellato**, graduates from Peters Township High School in McMurray, Pa., and will attend the University of Pittsburgh.

Gary Lewis (Technology): Niece, **Juliawn**

Please see GRADUATES, Page 5

Department Employees Recognized During Annual Public Service Recognition Week

The Department of Administration will observe Public Service Recognition Week (PSRW) during the week of May 2-9, 2021. This national campaign honors public employees who serve in federal, state, county, and municipal government. As part of PSRW, the Department is pleased to recognize below its employees who have achieved 20 years or more of public service, in increments of five.

20 Years of Service

Thomas Allen, *Technology*
Heather Atkins, *Pub. Defender Svcs.*
Mary Jane Ayooob, *Personnel*
Pamela Clark, *Pub. Defender Svcs.*
Derrick Day, *Technology*
Michael Ebert, *Technology*
Jesse Erby, *General Services*
Diane Fletcher, *Technology*
Deana Gose, *CPRB*

Thomas Hackney, *General Services*
Ryan Jett, *Technology*
Donna Lipscomb, *Technology*
Carmen Looney, *Finance*
Dusty Smith, *Purchasing*
Joshua Tinnel, *Technology*
Beverly Toler, *Purchasing*
Kay Walden, *Finance*

25 Years of Service

Heather Abbott, *Technology*
Christopher Bailey, *Technology*
Jeffrey Bird, *Technology*
Mary Bolton, *Personnel*
Brett Clutters, *Real Estate*
Jerry Digman, *Technology*
Kelli Doyle, *Technology*

William Holmes, *Technology*
Tara Lyle, *Purchasing*
Terasa Miller, *CPRB*
Wesley Moats, *Technology*
Rebecca Owens, *Technology*
Larry Sutters, *Technology*
Tara Taylor, *BRIM*

Thank you to these employees for their hard work, dedication, and many years of service to the state of West Virginia, and thank you to all Department employees who continue to work tirelessly and devotedly to provide the needed services of state government.

35 Years of Service

Mark Isabella, *Personnel*
Kaye Parks, *Finance*
Cris Spradling, *Technology*

40 Years of Service

William Lawson, *General Services*

Thank You
to all of our
public servants!



LINCOLN PLAZA

Continued from Page 2

subcontractor, Wilson Restoration, performed the historic restoration work of replacing, repairing and/or resetting limestone that had been damaged by years of freeze/thaw cycles. Wilson also repointed the mortar in all of the brick at the Lincoln Statue level and applied new seam sealant throughout.

As part of this project, the General Services Division (GSD) worked with Persinger and Associates, Inc., to repair, restore, and/or replace the limestone steps, pavers, and fountains on the plaza; remove and replace the existing accessible concrete ramp; clean the existing drainage system and fit the landing drainage system with new covers; repoint the landing area brick and stone medallions for historic preservation; and more.

“Overall, the project went well with only minor problems encountered due to weather-related incidences such as rain, ice, and snow,” said Mark Crites, building

project manager with GSD.

Crites said there were a few underlying issues with existing conditions that needed corrected, such as retrofitting additional limestone steps and pavers that had deteriorated beneath the surface as well as replacing the existing rusted slot drains with stainless steel to allow proper water runoff and longevity of the Plaza. New drain line and supply valves were installed at the existing fountains, which were also relined with a heavy epoxy coating for durability.

“The COVID-19 pandemic caused us to rethink our methods for meetings and site visits but cost little of our time and effort on the project,” Crites said. “The progress meetings were conducted by video conference, and social distancing was maintained during site visits.”

As we move into the warmer months, despite the main capitol still being closed to visitors, state residents and out-of-state

visitors alike are encouraged to visit the capitol campus and take in the charming landscape. According to GSD Grounds Manager John Cummings, the grounds crew planted 47,000 tulips on the campus this year. Those, in addition to 5,000 pansies, had the campus blooming from March to May. The GSD grounds crew will plant an additional 37,000 summer annuals and place 100 hanging baskets around the grounds.

During the growing season, the flowers will be continuously watered, unwanted plants and weeds removed, and water-soluble/foliar fertilizer appropriated, as necessary.

West Virginia has made it known that it is the place for outdoor and socially distanced activities, and visiting the state's capitol campus is no exception. To view photos of the flowers located on the Lincoln Plaza, visit www.flickr.com/photos/govjustice/albums/72157718891443466.

Quotes, Notes and Anecdotes

Registration Open for WV Virtual Digital Government Summit

The West Virginia Virtual Digital Government Summit is scheduled for Tuesday, May 11, 2021, from 9 a.m. to 3:15 p.m. The free digital conference is designed to promote best practices and spur innovation in the public sector and is a unique opportunity to explore a variety of technology topics and possibilities.

“The key to success is for the government and technology sectors to work together,” said Chief Technology Officer Joshua Spence. “This virtual summit gives us all an opportunity to learn best practices and discuss opportunities for collaboration.”

James Clear is the keynote speaker and will talk about “Atomic Habits: How to Get 1% Better Every Day.” Clear is a personal development speaker and New York Times bestselling author of Atomic Habits.

Additional speakers include:

- Heather McGowan, “future of work” strategist, co-author of The Adaptation Advantage
- Chris Behre, information systems manager, West Virginia State Police
- Neil Chakrabarty, chief technology officer, Department of Environmental Protection/IT Support, State of West Virginia
- Rowan Miranda, senior principal managing partner for government strategy, Workday

The conference will feature sessions in AI-Powered Automation; Readiness, Responsiveness and Resilience; Navigating the Cyber Threat Landscape, and Optimizing Our Technologies. There also will be a general session on “Preparing for the Post-Pandemic Workplace.”

Registration is open to all in-state public sector employees. To register, go to <https://events.govtech.com/West-Virginia-Virtual-Digital-Government-Summit.html>.

COVID FAQ

Continued from Page 1

said Sheryl Webb, director of the Division of Personnel. “There are all kinds of workplace questions related to the vaccine.”

Webb said some employees have asked if the vaccine is mandatory (no), and some managers have wondered if they can ask employees if they have had the vaccine or plan to get it (yes).

Uncertainty and misinformation can make things difficult for employers and employees.

“We tried to address issues and common questions,” Webb said. “There are so many unknowns, such as how to navigate through everything and where to get information.”

The FAQ list may not cover everything an employee needs to know. Questions can be directed to the Employee Relations section of the agency at 304.414.1853.

“We’re trying to give guidelines to go by,” Webb said.

The purpose of the document is to provide assistance to agencies and employees regarding COVID-19 human resource management policies and practices that impact agencies, workers, and their families related to COVID-19 vaccination and the workplace. Agencies are encouraged to follow the guidelines issued by state, federal, and local health officials to help prevent workplace exposures to COVID-19. Health-related inquiries should be directed to local health departments or DHHR’s COVID Hotline. Questions can also be directed to the 24/7, toll-free COVID-19 information hotline at 1.800.887.4304.

Quotes, Notes and Anecdotes

Grand Old Flags Waving High Once Again



Photos courtesy of General Services



Crews are seen restoring four flag poles atop the capitol. Corrosion of the flagpoles was discovered during the wrap-up of the dome project, making the repairs necessary. The flags were detached and stored for safe-keeping during the completion of the project.

Funding for Two CPRB Retirement Plans Increases

Despite the many repercussions the economy has experienced during the last year due to the pandemic, the Consolidated Public Retirement Board (CPRB) is pleased to share that funding percentages of the state's two largest retirement plans, Public Employees Retirement System (PERS) and Teachers' Retirement System (TRS), have increased. PERS is now funded at 95% and TRS is funded at 72.8%. PERS is among the best funded public pension plans in the country and TRS is funded at its highest level in CPRB's history. It was funded at 9% in 1991.

"West Virginia is an example to other states on how to properly fund public pension plans," said Director Jeff Fleck. "Our success is a testament to the vision and dedication of current and past legislatures and governors who have committed to properly fund our plans."

A fully funded pension plan is one that has sufficient assets to provide for all the accrued benefits it owes and can therefore meet its future obligations. To be fully funded, the plan must be able to make all the anticipated payments to both current and prospec-

tive pensioners.

PERS was established on July 1, 1961, to provide retirement benefits for employees of the state and other political subdivisions. PERS has approximately 35,781 active members and approximately 28,450 retirees receiving annuity benefits. PERS is funded by employee and employer contributions that are annually reviewed to ensure that they result in sound funding for the plan.

TRS was established on July 1, 1941, to provide retirement benefits for teachers and school service personnel. TRS currently has approximately 34,753 members and 36,797 retirees receiving annuity benefits.



GRADUATES

Continued from Page 2

Harmon, graduates from Spring Valley High School with plans to attend college. **Donna Lipscomb** (Technology): Son, **Ryan Pittman**, graduates from Capital High School with plans to attend West Virginia University this fall.

Sarah Long (Secretary's Office): Daughter, **Carrie**, graduates a year early from the University of Kentucky with plans to continue at the university studying computer science, while son, **Charlie**, graduates from George Washington High School with plans to study pre-law at West Virginia University.

Jenny Manhart (PEIA): Daughter, **Molly**, graduates from Roane County High School.

Tanner Mann (CPRB): Brother, **Morgan**, graduates from Nitro High School with plans to major in accounting at West Virginia University.

Kim Miller (General Services): Granddaughter, **Jessica**, graduates from St. Albans High School with plans to attend the University of Charleston.

Amy Newman (Technology): Daughter, **Alexis**, graduates with honors from Riv-

erside High School with plans to study nursing at BridgeValley Community and Technical College.

Valerie Poindexter (BRIM): Daughter, **Alyssa**, graduates from Marshall University with a Bachelor of Fine Arts in Theatre Performance. Alyssa has been working on a film with Holleyland Productions that is expected to release in August and plans to pursue more film work.

Kim Schleicher (DOP): Nephew, **Zac**, graduates from Ringling College of Art and Design with a degree in Game Art while nephew, **Luke**, graduates from the Rochester Institute of Technology with a degree in Computer Science.

Terri Sheets (Technology): Daughter, **Abigail**, graduates from Poca High School with plans to attend West Virginia Junior College and become a certified medical assistant.

Jason Thompson (Purchasing): Son, **Blake**, graduates from Chesapeake High School.

Beverly Toler (Purchasing): Granddaughter, **Sunny**, graduates from Winfield High School with plans to attend

West Virginia University.

Kelly Williams (Finance): Granddaughter, **Abigail Gibson**, graduates from Capital High School with plans to attend Marshall University to study environmental sciences, while grandson, **Garrett Gibson**, also graduates from Capital High School with plans to study civil engineering.

Sharon Withrow (PEIA): Granddaughter, **Dezbrianna Johnson**, graduates from Winfield High School with plans to attend college.

Kenny Yoakum (Fleet): Son, **Alex**, graduates from George Washington High School.

The Department of Administration would also like to offer special congratulations to the following employees:

Jaclyn Shires (PEIA) graduates from Salem University with a degree in Business Administration with a focus on health care administration.

Logan Neccuzzi (Technology) graduates from West Virginia University with a degree in music production.

Quotes, Notes and Anecdotes

State Uses NeoGov to Streamline Job Postings

The Division of Personnel (DOP) is working to streamline the job posting process along with the rest of the hiring process.

The state is moving the job posting process to NeoGov, which is the web-based application the state already uses for applicant tracking.

"We've been using a main-frame system for years – the Human Resource Information System, or HRIS, for job postings," said Director Sheryl Webb. "The process starts in HRIS and ends in NeoGov, but with this change, the entire process will be in NeoGov."

The DOP will contact agencies to conduct training. Webb said the office kicked off training with the Division of Natural Resources last month.

"We hope to have the transition finished by the end of this summer," Webb said.

Questions regarding NeoGov and job posting process can be directed to Kathy Hardway or Tracy Dennis, Staffing Services, at 304.414.1854.

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 **Amber Derrick** and **Ethan Strickland** (CPRB); **Aju B James** (Personnel); and **Gary Collias** (Public Defender Services). **Joshua McAtee** (Personnel) also transferred within the Department of Administration.

Best Wishes ... to **Samantha Harper** (CPRB); **Andrea Terry** (Fleet); and **Mark Browning** (Public Defender Services), who recently resigned from our department.

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

Open Enrollment Deadline... Department of Administration employees are reminded that the PEIA open enrollment period for Plan Year 2022 ends on May 15, 2021. To make changes to your benefits online, go to 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.

HAPPY BIRTHDAY ... in MAY

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

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

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