

# Quotes, Notes & Anecdotes

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

### Leadership Key to Success for Personnel's Jeanie Bowe

Jeanie Bowe, an Information Systems Specialist II for the Division of Personnel (DOP), has been selected as the Department of Administration's *Employee of the Month* for November.

A state government employee for more than 30 years, Bowe serves as a super-user, trainer, developer and troubleshooter for KRONOS within wvOASIS and all other major software applica-

tions for DOP.

"Jeanie is recognized for her loyalty, depth of knowledge and strong contributions to DOP both professionally and personally," one co-worker said.

Another co-worker said, "Beyond her professional contributions, Jeanie reaches out to coordinate celebrations for DOP-related events, often using her own funds in the efforts. She

works behind the scenes to support employees in good times as well as tough times."

In her spare time, Bowe enjoys mountain biking, snow skiing, sewing and crafts, and reading. She will be joined by friends and co-workers at a special ceremony presented by Secretary Jason Pizatella on Thursday, Nov. 5 at 3 p.m. at the Division of Personnel offices in Building 6.



**JEANIE BOWE**  
November Employee of the Month

## Renovation Projects Continue Throughout Capitol Campus



The colors of the leaves on trees across the Capitol Campus are not the only changes occurring for the campus as renovations also abound across the complex.

One of the most notable changes is the update of Building 3. The renovation project, which started in July 2015 and has an expected completion date of October 2016, is an extensive project that General Services Division Engineer Robert Krause said includes gutting the existing structure and redesigning much of the interior to meet changing

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**Plans for Building 3 (left) include refurbishing the area which originally housed the Division of Motor Vehicles.**

## SNEAK PEEK

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# Purchasing Division Participates in Minority Business Expo at Charleston Civic Center

The West Virginia Purchasing Division participated in the 2015 Minority Business Expo on October 21, 2015. The expo was held at the Charleston Civic Center and was co-sponsored by the Herbert Henderson Office of Minority Affairs, Toyota and the Martin Luther King Jr. State Holiday Commission.

Attendees were provided information on how to do business with the state of West Virginia, including how to register with the state as a vendor. Purchasing Division staff who attended the event included Buyer Supervisor Frank Whittaker, Technical Services Manager Mark Totten, and Public Information Specialist Aimee Cantrell.

The Expo, themed “Living the Dream Through Entrepreneurship,” featured exhibits and special presentations by small business owners from across West Virginia.

Additionally, the Expo provided an opportunity for minority business owners and entrepreneurs to network with a wide variety of state agencies and private organizations as well as to



**Purchasing Division Buyer Supervisor Frank Whittaker (left) and Technical Services Manager Mark Totten discuss the West Virginia state purchasing process with attendees at the 2015 Minority Business Expo.**

identify tools and resources available to them to assist in building their businesses.

More than 250 individuals attended

this year’s event. For additional information about the Office of Minority Affairs, please visit [minorityaffairs.wv.gov](http://minorityaffairs.wv.gov).

## Purchasing Division Educates More than 275 Agency Purchasers at the Annual Statewide Conference



**Purchasing Director Dave Tincher welcomes the participants of the 2015 Agency Purchasing Conference, which was conducted Oct. 13-16 at Canaan Valley Resort.**

Suppose your state agency needed to construct a building or purchase a large piece of equipment. What if you simply needed to purchase some computers for your office or buy some office furniture? Would you know what steps were required to acquire those goods and services? *West Virginia Code* §5A-3 and Title 148 of the *Code of State Rules*, Section 1, outlines the laws and rules required by an agency to purchase a good or service.

To educate state agency purchasers on the laws and rules governing the state purchasing process, the West Virginia Purchasing Division recently joined more than 275 agency purchasers at the 2015 Agency Purchasing Conference. The conference, which was conducted at Canaan Valley Resort State Park from October 13-16, offered workshops ranging in topic from the vendor registration process and procurement in *wvOASIS* to writing specifications, evaluating and awarding contracts, and methods of disposal for surplus property.

Purchasing Director David Tincher welcomed all of

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## PEIA Policyholders Must Have Check-Up with Primary Care Provider by May 15, 2016

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Public Employees Insurance Agency (PEIA) policyholders are reminded to see their Primary Care Provider (PCP) for a check-up that includes blood pressure readings, blood glucose levels, cholesterol, and waist circumference to avoid a \$500 deductible penalty.

The check-up is part of PEIA's *Healthy Tomorrows* program, a 3-year initiative to encourage active employees and non-Medicare retirees in the PEIA PPB Plans to name and develop a relationship with a PCP. Members were encouraged during the first year to designate a PCP, and by the



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### CONFERENCE

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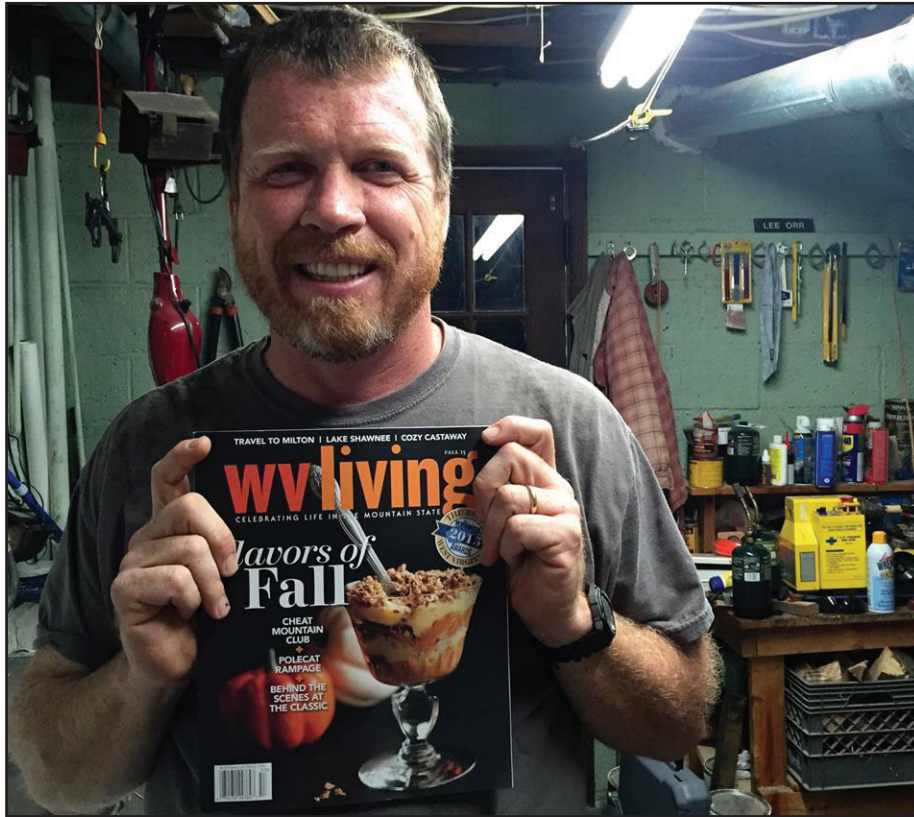
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the attendees and offered words of encouragement to attendees looking to expand their public procurement knowledge base. Tincher said, "This conference provides agency purchasers with the opportunity to learn the proper purchasing procedures while also networking with other public procurement professionals in the state."

Additionally, Administration Secretary Jason Pizatella joined Tincher in expressing the importance of maintaining the integrity of the state purchasing process.

The number of attendees at the 2015 conference demonstrates the value of this training and networking opportunities within our state. Due to the overwhelming response, some agency purchasers may not have been able to attend this year's conference; however, the Purchasing Division provides training workshops and webinars throughout the year.

For additional training opportunities, visit the Purchasing Division's Training Center online at [www.state.wv.us/admin/purchase/training](http://www.state.wv.us/admin/purchase/training).



**Occupational and Safety Health Coordinator Lee Orr of the General Services Division was highlighted recently in *WV Living* magazine regarding his love of fly fishing.**

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## GSD's Lee Orr is Hooked on His Life-Long Love of Fishing

*WV Living*, a magazine which focuses on regional lifestyle and travel destinations for a national audience, recently featured Lee Orr, who works as the Occupational and Safety Health Coordinator for the General Services Division. Like many West Virginia fathers and sons, Orr and his dad bonded over the age-old sport of fishing.

Growing up, Orr spent his summers with his father in Billings, Montana, where they spent countless hours fishing in the Gallatin River, which was the setting for Robert Redford's film, *A River Runs Through It*.

During one particular fishing expedition, Orr and his father had no luck at all, but a few fly fishermen who joined them began catching trout after trout. Orr and his dad put their lines in exactly where the fly fishermen caught a multitude of fish, but still the father and son duo had no luck. That's when Orr said he wanted to learn how to fly fish.

Once home, Orr took classes with West Virginia Trout Unlimited. He learned the basics of fly fishing and honed his skills every summer in Montana, where he would spend as much time as he could in the water to perfect his skills. He then began tying his own flies and eventually making his own rods. He researched the best methods to make bamboo rods online and in books after he was given the opportunity to use a quality bamboo rod at a Trout Unlimited class.

Orr eventually continues his childhood hobby of hand-making rods. Each rod takes approximately 80 to 100 hours to complete and almost every component of his rods is handmade. To read this article, entitled "Haunted by Waters," view the fall 2015 issue of *WV Living* or visit [www.wvliving.com](http://www.wvliving.com).

## CAPITOL CAMPUS

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office space needs.

“The building has good bones, but it replicates an office building of an earlier era,” he said. “The old space included hard masonry walls with small office spaces, but offices no longer function like that. Part of the renovation includes tearing down the walls and creating open office layouts ideal for the 21<sup>st</sup> century.”

Krause said while the building will be brought up to new standards, there will still be signs of its past. The building, constructed in 1951, will maintain its original elevator lobby, main entrance lobby, and the Division of Motor Vehicles administrative area. “We want to maintain that sense of historical integrity, while also meeting modern needs,” he said.

Another example of working around the building’s antiquity includes the renovation of its windows. The bronze window frames, which are original to the building, will remain but undergo restoration.

Other changes expected to occur throughout the building include updating the electrical and HVAC systems, installing new wiring for Internet access, and remodeling bathrooms to meet the standards of the Americans with Disabilities Act.

Upon completion, approximately 450 state employees will be located in this building, including Department of Commerce agencies. These agencies include the Division of Tourism, WorkForce West Virginia, the Office of Economic Opportunity, the Division of Labor, and the State Development Office.

Another project underway at the Capitol Campus includes the construction relating to perimeter security, which will incorporate a seat wall around a segment of the campus. The bench-style wall will rise 22 inches.

Division of Protective Services Security System Manager Matt Brown said the wall is intended to make the campus more accessible by creating usable seating. “The wall is the perfect height for people to rest on when needed, but it is also the height needed to keep a vehicle from climbing over, so it has that added layer of security,” he said.

Also included in the construction plans



**Division of Protective Services Security System Manager Matt Brown gestures toward where a new sign welcoming visitors to the Capitol campus will be placed on the corner of Greenbrier Street and Kanawha Boulevard.**



**Building 3’s windows will maintain their bronze frames following the building’s renovation. Efforts will instead focus on modernizing them to make them more energy efficient.**

for the perimeter security project are a new security fence expected to enclose the Governor’s Mansion, a new bus turnaround and handicapped parking lot adjacent to the Culture Center, and a welcome sign which will be erected on Greenbrier Street.

The perimeter security project will be completed in four phases. Phase one (Greenbrier Street to Old Duffy Street and the bus

turnaround is at the midway point and this phase is expected to be completed by the end of November. The other phases will be completed as funding becomes available.

Brown said the project has been in various stages for seven years, and it is gratifying to see this phase drawing to a close. “We are very pleased with how this is working out,” Brown said.

# Public Hearings Scheduled for Comments on PEIA FY17 Plan

The Public Employees Insurance Agency (PEIA) Finance Board has scheduled public hearings to discuss and take comments for its proposed financial plan for Plan Year 2017. Registration for the sessions opens at 5 p.m. and the hearings begin at 6 p.m. Those wishing to speak at the hearings must indicate so during registration.

The Finance Board voted at its October meeting on a plan with cuts to benefits of nearly \$83 million for active employees and almost \$41 million for retirees. The new plan will increase retiree premiums by 8 percent and those for non-state employees by 3 percent.

PEIA will provide customer service in each location from 5-6 p.m. for those members who have questions about medical, prescription or life insurance benefits.

For more information on these PEIA public hearings, call 304.558.7850.

## PEIA Public Hearing Schedule

Below is the list of PEIA's public hearings scheduled throughout the state during the month of November:

### Monday, Nov. 2, 2015

#### Morgantown

Ramada Inn - Grand Ballroom  
20 Scott Avenue, Morgantown

### Tuesday, Nov. 3, 2015

#### Martinsburg

Holiday Inn  
Foxcroft Ballroom  
301 Foxcroft Avenue, Martinsburg

### Monday, Nov. 9, 2015

#### Wheeling

WV Northern Community College  
Auditorium  
1704 Market Street, Wheeling

### Tuesday, Nov. 10, 2015

#### Charleston

Charleston Civic Center  
Little Theater  
200 Civic Center Drive, Charleston

### Thursday, Nov. 12, 2015

#### Beckley

Tamarack - Ballroom A  
One Tamarack Park, Beckley

### Tuesday, Nov. 17, 2015

#### Huntington

Marshall Medical School  
Harless Auditorium  
1600 Medical Center Drive, Huntington



## Staying Safe and Secure Online

DuWayne Aikens, senior program manager with AT&T, spoke on "The Value of a Good Vulnerability Program" during the 7th Annual Cyber Security Conference, conducted October 21, 2015, by the West Virginia Office of Technology (WVOT). More than 250 individuals attended the event.

Josh Spence, chief information security officer for WVOT, said "We had a great turnout. Cyber security is a top issue currently, and events like this provide a great opportunity for training, collaboration, and education."

To view a cyber tip of the day, visit [technology.wv.gov](http://technology.wv.gov).

## PCP

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third year, policyholders will need to have their blood pressure, blood glucose, and cholesterol within a sufficient range. If they cannot do so, PEIA will require a letter from the PCP that indicates that the policyholder cannot meet the specifications. Failure to meet the requirements during each year of the initiative will result in a \$500 deductible penalty.

Policyholders must submit this year's information to PEIA on the Healthy Tomorrows Reporting form before the end of Open Enrollment (i.e. May 15, 2016). The form may be downloaded at [www.peia.wv.gov/forms-and-downloads/Documents/ppb\\_plans/members/Healthy-Tomorrows-Reporting-Form.pdf](http://www.peia.wv.gov/forms-and-downloads/Documents/ppb_plans/members/Healthy-Tomorrows-Reporting-Form.pdf).

For more on the *Healthy Tomorrows* initiative, visit [peia.wv.gov](http://peia.wv.gov).

Interested in reading  
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Visit [www.administration.wv.gov/newsletters/Pages/default.aspx](http://www.administration.wv.gov/newsletters/Pages/default.aspx)

## 2015 United Way Combined Campaign Underway

The 2015 West Virginia State Employees Combined Campaign, coordinated through the United Way, is underway.

This is the only state sanctioned fund-raising effort in which state employees can use payroll deduction.

Employees may contribute to the general fund, known as the Community Impact Fund, or can designate their gift toward a favorite United Way agency. December 31 is the last day to submit pledge forms.

Individuals who donate a minimum of \$260 (i.e. \$5 per week) will be entered into a drawing to win a variety of prizes sponsored by Appalachian Power, Commercial Insurance, Kroger, Smith Company Motor Cars, Suddenlink, Toyota, Unicare and Wells Home Furnishing.

Each agency has designated a contact person for this effort. Questions regarding this state-wide campaign may be directed to the following individuals serving as coordinators for their respective Department of Administration agency:

- **Aviation** – Tierra Gable
- **BRIM** – Barbara Houchins
- **CHIP** – Brenda Jones
- **CPRB** – Barbara Moss
- **EEO** – Beverly Reed
- **Ethics** – Kimberly Pickens
- **Finance** – Jessica Wiseman
- **Fleet** – Becky Farmer
- **GSD** – Martha Phillips
- **Technology** – Tammie Means
- **Personnel** – Hillary Balding
- **Prosecuting Attorneys Institute** – Amy Leslie
- **Public Defender Services** – Betsy Chapman
- **PEIA** – Frances Buchanan
- **Purchasing** – Lu Anne Cottrill
- **Real Estate** – Shelly Eads

**Welcome! ...** The Department of Administration is pleased to welcome **Morgan Stutler** (BRIM); **Theresa Kirk** (Ethics); **Brian Meadows** (Finance); **Daniel Stonestreet** (General Services); **Wendelyn Elswick** and **Kelly Turner** (Personnel); **Mark Atkins**, **Michelle Childers** and **Dustin Spry** (Purchasing); and **Bryan Gantzer**, **Paul Sullivan** and **Jason Warner** (Technology).

**Happy Retirement! ...** After years of hard work and dedication, we would like to congratulate the following employees on their retirements: **Joan Chapman** (Finance); **B.J. Carter** and **Harold Loy** (General Services); **Carol Jarrett** (Purchasing); **Paula Lowe** (Surplus Property); and **Ali Dabiri** (Technology).

**Best Wishes ...** to those who recently resigned from our department: **William Coyle** and **Paul Harless** (General Services), and **Joshua Peal** and **Jason Ratliff** (Technology).

**News from our Employees! ...** **Gale Given** (Technology) is now the proud grandmother to her granddaughter, **Marin Noelle Given**, who was born on October 16, 2015, weighing 7 lbs., 5 oz., and 19 1/2 inches in length. The proud parents are **Brad** and **Stephanie Church**.

**Got News? ...** Share YOUR good news with your department co-workers! Send your information to Communication Director **Diane Holley-Brown** at [Diane.M.Holley@wv.gov](mailto:Diane.M.Holley@wv.gov)!

# Administrative Notes

## HAPPY BIRTHDAY ... in November

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

Jill Adkins ..... Personnel  
 Brittani Alford ..... Technology  
 Mark Atkins ..... Purchasing  
 Chris Avis ..... Technology  
 Melody Bailey ..... CPRB  
 Susan Bevins ..... PEIA  
 Barbara Bowe ..... Personnel  
 Mark Crites ..... CPRB  
 Tracy Dolan-Priestly ..... CPRB  
 Bill Ferguson ..... Technology  
 Terry Friend ..... Technology  
 Tierra Gable ..... Aviation  
 Bryan Gantzer ..... Technology  
 Diana Gibson ..... Personnel  
 Shane Hall ..... Purchasing  
 Charles Hager ..... Gen. Svcs.  
 Matthew Harper ..... Purchasing  
 Charles Hartman ..... Technology  
 Toni Hill ..... Gen. Svcs.  
 Pam Hodges ..... Gen. Svcs.  
 Meredith Johnston ..... Ethics  
 Robert Josephson ..... Technology  
 Bill Judy ..... Technology  
 Ronald Kushner ..... Technology  
 Patrick Larsen ..... Technology  
 Victoria Levingston ..... Technology  
 Susan Lowe ..... Technology

Carla Maleski ..... Technology  
 Yvonne McCormick ..... Personnel  
 Ricky Morris ..... Gen. Svcs.  
 Stanford Moss ..... Technology  
 Chuck Mozingo ..... BRIM  
 Raymond Mullin ..... Technology  
 Guy Nisbet ..... Purchasing  
 Jimmy Owens ..... Technology  
 Naomi Pauley ..... Technology  
 Sam Payton ..... Technology  
 Debra Pendleberry ..... Technology  
 James Peters ..... Gen. Svcs.  
 Gilbert Richard ..... Technology  
 Robin Rose ..... PEIA  
 Pamela Russell ..... CPRB  
 Sarah Saul ..... Pub. Def.  
 Anthony Signorelli ..... Real Estate  
 Mark Sizer ..... Technology  
 Morgan Stutler ..... BRIM  
 Paul Sullivan ..... Technology  
 Sarah Tignor ..... Aviation  
 Jeremy Tyler ..... Technology  
 Michael Urban ..... Gen. Svcs.  
 Bill Ward ..... Technology  
 Andrew Williams ..... Technology  
 Lisa Worledge ..... Finance  
 Terry Young ..... Technology

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

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**Jason Pizatella**  
Secretary

**Diane Holley-Brown**  
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**Aimee Cantrell**

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