

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
NOVEMBER 2017 - Volume 24, Issue 11

Employee of the Month

Purchasing's Mosley Offers Services with a Smile



Stephanie Mosley
November Employee
of the Month

Stephanie Mosley, an Office Assistant III with the Purchasing Division, has been selected as the Department of Administration's *Employee of the Month* for November.

A state employee for three years, her duties include tracking registration and attendance for all Purchasing Division trainings, maintaining the State Government Directory, and working with certification participants to complete the final steps of the state procurement certification program. She also maintains the Division's procurement officer listings, proofs the Department and Division newsletters, and serves as the contact for Building 15 maintenance and janitorial needs.

"Stephanie's range of duties vary in scope and size, but

she is always willing to take on any project or duty necessary to help further the Purchasing Division's goals and mission," said the co-worker who nominated her. "In the last year, Stephanie has taken on the responsibility of fully managing registration for the Purchasing Division's training program, including in-person training workshops, webinars, and more. She has done this without complaint and has assisted hundreds of agency purchasers across the state in addressing their training needs.

"She always has a smile on her face and is very positive no matter the day or time," continued the co-worker. "She excels at managing her time efficiently and completes all her tasks in a quick and professional manner."

When she's not working, Mosley enjoys reading, going to yard sales, and spending time with her family.

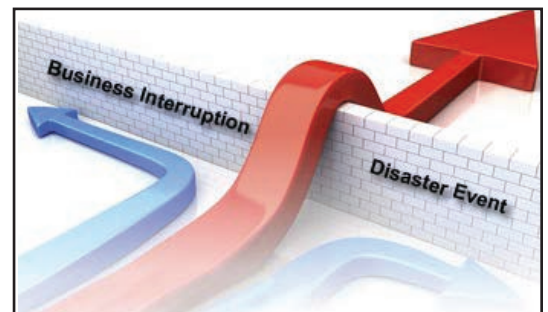
Mosley will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary John Myers on Thursday, November 9, 2017, at 3:00 p.m. at the Purchasing Division office in Building 15.

Department Agencies Complete Updates to COOP

While most employees have participated in fire drills and know where the emergency exits are in their workplace, sometimes emergencies or disasters can be so severe that they can displace employees for a period of time. To plan for all types of emergency situations and their resulting consequences, Department of Administration agencies recently updated their Continuity of Operations Plans (COOP).

The primary purpose of a COOP is to ensure that individual state agencies

Please see COOP, Page 5



SNEAK PEEK

- Aviation Division Helps Government Move Quickly and Efficiently / **Page 2**



- Statewide PEIA Public Hearings Scheduled in November / **Page 3**

- New Module Educates HR Personnel on How to Document Time Off within wvOASIS / **Page 4**

State Aviation Division Helps Government Employees Move Quickly and Efficiently

One of the longest-established agencies in the Department of Administration is the Aviation Division. The Division will celebrate 90 years of service to the state in 2019.

One of the earliest photos from the state's aviation archives shows then-Governor Herman Kump standing next to his pilot and a member of his executive protection unit near the wing of the state-owned Stinson airplane. Kump was first elected Governor in 1932.

Today, 10 full-time employees comprise the Aviation Division. In addition, the West Virginia State Police aviation section is based and operated from the State of West Virginia hangar. The Division transports the Governor around the state and country when time is of the essence; however, any state agency may utilize the Aviation Division's services for official state business throughout the United States and abroad.

West Virginia state aircraft, both airplanes and helicopters, have played a vital role in providing a multitude of services to both state government and its citizens. Some of these missions for Aviation include:

Please see AVIATION, Page 5



Photo courtesy of the Aviation Division

Above, Aviation Director Chip McDowell stands next to one of the earliest photos from the state's aviation archives. In the photograph, then-Governor Herman Kump stands next to his pilot and a member of his executive protection unit near the wing of the state-owned Stinson airplane.

Mission Statement:

The mission of the State Aviation Division is to enhance the efficiency and effectiveness of state government by providing safe and professional aviation support. Reducing travel time and increasing productivity for state executives is a primary goal of the Aviation Division.

Number of Employees: 10

Website:

www.aviation.wv.gov

Address:

502 Eagle Mountain Road
Charleston, WV 25311

Phone:

304-558-0403

Mail Tips to Save Department Agencies Time and Money

In state government, there is more to mailing an item than just licking a stamp and dropping the item in a box. According to Danny Pauley of the Office of Technology's mailroom, a few simple steps in the mailing process can save your agency both time and money. They include the following:

- Check the size of the envelope. If you are using a 7" x 9" envelope but a 6" x 9" would suffice, the smaller-sized item could be sent to a pre-sort vendor and save money on postage. Furthermore, a 6" x 9" envelope that weighs 3.5 ounces or less and is less than 1/4-inch thick can cost approximately .403 cents in postage compared to \$1.61 for a flat-sized envelope.
- Make sure the address is complete. Many items are often missing the city, state, or zip code. Although it may make it through the system, often it is returned to the sender.
- When corresponding with people outside of state government, make sure they use your name and the name of your agency on the envelope or box. "We receive mail that just says, 'State of West Virginia' and we have no idea where that person works or where it needs to go. It holds up the process," said Pauley.
- Correctly use your agency's six-digit account number to bill postage. Make sure to put the number on each individual piece of mail, below the return address.

"Some agencies have multiple account numbers, so it helps to know which one to bill, and it keeps everything moving along," Pauley noted.

- If you are using an envelope with a window, fold the letter so the entire address is visible through the window. Often letters are folded in such a way that the city, state, and zip code are located below the window, hiding the information. This will result in the item being returned to the sender.
- Always include your return address in case your piece of mail needs to be returned.

Questions about mailings may be directed to Danny Pauley at 304.558.2333 or Danny.M.Pauley@wv.gov.

Quotes, Notes and Anecdotes

Purchasing Participates in 4th Annual Minority Business Expo

The West Virginia Purchasing Division participated in the 4th Annual Minority Business Expo (MBExpo) conducted on October 25, 2017, at the Charleston Civic Center. The event was coordinated by the Herbert Henderson Office of Minority Affairs (HHOMA).

During the event, Quality Control and Transparency Specialist Lu Anne Cottrill and Senior Buyer Stephanie Gale managed an informational booth where attendees could learn how to conduct business with the state of West Virginia, including how to register with the Purchasing Division, how to request certification as a small, woman-, and/or minority-owned (SWAM) business as part of its vendor record with the Purchasing Division, and where to find bid opportunities with the state.

According to HHOMA, West Virginia ranks last in the nation in minority workplace participation. The MBExpo provided an opportunity for minor-

ity business owners and entrepreneurs to network and receive free education on how to further their businesses. The Purchasing Division is pleased to have attended this event which had more than 300 participants and 71 exhibitors.

Technical Services Manager Mark Totten also presented a general session to attendees on the laws and rules which govern the state purchasing process.

To learn more about HHOMA, visit its website at www.minorityaffairs.wv.gov. More information on SWAM certification can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/minority.html.



The Purchasing Division participated in the 4th Annual Minority Business Expo at the Charleston Civic Center on October 25, 2017. Transparency and Quality Control Specialist Lu Anne Cottrill (shown right) shared information with business owners on how to do business with the state.

2017-2018 State Employees Campaign Continues

The 2017 West Virginia State Employees Combined Campaign (WVSECC) supporting the United Way kicked off last month, and state employees are encouraged to consider donating. The United Way is a nonprofit organization dedicated to assisting individuals and families by distributing donated dollars to nonprofit organizations throughout the community. No amount is too small to give. A \$52 donation to the United Way will feed a family of four for one month.

State employees may contribute to the general fund, known as the Community Impact Fund, or can designate their gift toward a specific United Way agency. Any Department of Administration employee who donates \$52, either by cash, check, credit card, or payroll deduction, will be entered into a drawing for a gift basket. The deadline for Department of Administration employees to be entered into the drawing is November 15, 2017. The drawing will be held November 17, 2017. The last day to submit pledge forms is December 15, 2017; however, special events may continue through the end of March 2018.

The WVSECC is the only state-sanctioned fundraising effort in which state employees can use payroll deduction.

Statewide Public Hearings Scheduled in November for Comments on PEIA Fiscal Year 2019 Plan

The Public Employees Insurance Agency (PEIA) Finance Board has scheduled public hearings to discuss and take comments for its proposed financial plan for Fiscal Year 2019. Registration for the sessions opens at 5 p.m. on the allotted dates noted below, and the hearings begin at 6 p.m. Those wishing to speak at the hearings must indicate so during registration.

Projections indicate that PEIA will need an additional \$50 million in 2018-19, \$55-\$60 million in 2019-20, and close to \$70 million for 2020-21.

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

Dates and locations for the 2017 public hearings are:

- **November 6, 2017 – Morgantown,** WVU Erickson Alumni Center
- **November 7, 2017 – Martinsburg,** Holiday Inn
- **November 14, 2017 – Beckley,** Tamarack Conference Center
- **November 15, 2017 – Charleston,** University of Charleston Ballroom

There will also be one public hearing on November 13, 2017, conducted via webinar. To call-in, dial 304.410.0513. The participant pin number is **987342**. For more information, visit the PEIA website at www.wvpeia.com.



New DOP Module Educates Human Resources Personnel on Leaves of Absence Same Day Documentation

The Division of Personnel (DOP) recently developed an online learning module detailing how to document leaves of absence for employees who return to work the same day, specifically for employees who have not accrued leave and must go off payroll for any amount of time or for employees who are denied annual or sick leave.

The module is geared toward human resources managers and was developed after the Personnel Transaction Review (PTR) section noticed several errors in the documentation for these types of leaves of absence.

"Documenting these leaves of absence can be tricky for agencies to manage, so we thought there was a need for online training to show how to document them

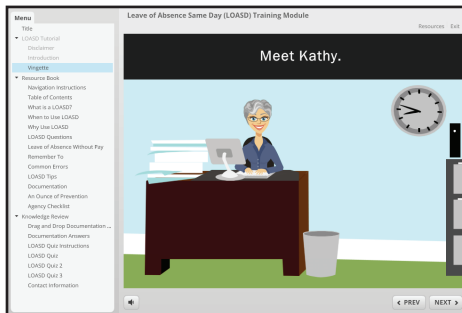
in wvOASIS," said Bobbie Seyedmonir, assistant director of Organization and Human Resource Development (OHRD). "The new module shows the needed documentation, how to submit it, and what exactly is needed so that the transaction is not rejected."

DOP has developed several modules focusing on other HR-related topics within wvOASIS, including one on the inclement weather policy, how to apply for employment in NEOGOV, and how to design online modules for those who conduct training. Currently, PTR and OHRD are collaborating on the development of an online module to support the correct use of progression date calculators.

According to Teresa Morgan, assistant director of the PTR section, the calcula-

tor assists agencies in determining dates in wvOASIS so employees get the correct amount of annual leave accrual and annual increment pay. "The increment is included in overtime pay, so it's important to keep it up-to-date. This makes it easier for agencies to not have to manually calculate what the new benefit date should be," Morgan noted.

To view the new online module, visit www.personnel.wv.gov/sections/empinfo/Documents/LOASD/story_flash.html and www.personnel.wv.gov/sections/empinfo/Documents/Entering%20LOASD%20Into%20wvOASIS/Entering%20LOASD%20Into%20wvOASIS.mp4.



A new online learning module was recently released by the Division of Personnel. The new module focuses on how to properly document leaves of absence for employees who return to work the same day. These situations could affect new employees as well as those who have exhausted their sick or annual leave.

The Department of Administration is pleased to introduce a new section to *Quotes, Notes & Anecdotes* celebrating our employees. If you have a special hobby or recent accomplishment, we want to hear about it! Submissions for consideration should be sent to Jessica.L.Chambers@wv.gov by the 10th of each month.

Department Employees Share Thankful Thoughts

Last month, Department of Administration employees were encouraged to share what they are thankful for. Below are some of the submissions received:

- I am thankful to have a good job here in West Virginia. I am very lucky to work with such kind and thoughtful people.
- I'm thankful for good health that I can come to work every day. Thankful for two sons who have been a blessing all their lives and never given me or their dad any heartache. Thankful for two grandchildren, who have been so much fun, I should have had them first. Thankful for a good marriage that lasted for 46 years until my husband left me to live with Jesus.
- In August 1971, at the age of 17, I moved out of my parents' house to go away to college. I never moved back home, and

have lived most of the last 43 years 200 or more miles from them. In November 2014, I was able to move my now elderly parents (ages 86 and 88) into the house next door to me in South Charleston. I am thankful that for these past three years, we have shared daily visits, small talk, and backstories about their lives as children, young adults, working people, and now as old folks. I've learned from them my entire life, and today, as they live their final years with grace and humor, I'm thankful those life lessons continue.

- This year, we feel very blessed and thankful that we were able to see our youngest son graduate on October 12, 2017, from Parris Island, South Carolina, to become a United States Marine. Two weeks later, we were blessed again

to see our older son marry his wonderful bride and start a beautiful new life together. Last but certainly not least, we are thankful to still have with us our sweet little 88- and 91-year-old mothers.

- While the last year has brought a lot of challenges, I'm thankful my family is still together and will be able to celebrate the upcoming holidays together.

Thank you to all who submitted your blessings. For the next issue, we want to know, *What's your favorite holiday tradition?* Share with us what brings you joy, and watch for a special feature article in the December issue of *Quotes, Notes & Anecdotes*.

All shared submissions will be anonymous and should be sent to Jessica.L.Chambers@wv.gov by November 16, 2017.

Quotes, Notes and Anecdotes

AVIATION

Continued from Page 2

- Air transportation of state personnel;
- Air search and rescue;
- Aerial surveys;
- Aerial observation and regulatory oversight;
- Aerial Medivac, life support and missions of mercy; and
- Aerial photography.

The Aviation Division can provide transportation to most locations in the state or across the nation. One to two days of travel by vehicle can be accomplished in one to two hours of flight. Air transportation saves time and maximizes productivity of personnel. Using the state's Aviation Division is often more efficient and cost effective than auto, commercial airline, or charter service. As an example, Martinsburg is a 45-minute flight, whereas drive time one way is five hours from Charleston.

The Aviation Division provides the following benefits to the state:

- Greater effectiveness in providing state employees with travel flexibility;
- Access to travel points not served by commercial airlines;
- Travel time can be spent preparing for meetings, fine tuning presentations, or in private conferences;
- Indirect cost savings due to more efficient use of work time, and a reduction of out-of-office time and hotel expenses for personnel;
- Reliable transportation, and dependabil-



Photos courtesy of the Aviation Division

The State Aviation Division participated in the air show on September 30-October 1, 2017, honoring Yeager Airport's 70th anniversary.

- ity of skilled maintenance and flight crews; and
- Capability of express air courier and emergency service.

Aviation Division pilots collectively possess more than 50,000 hours of flying experience. Each pilot holds an Air Transport Pilot (ATP) rating, the same as required for a captain of any major U.S. airline.

COOP

Continued from Page 1

can continue to perform essential functions during emergencies. COOPs consider a wide range of emergencies, including severe acts of nature, accidents, technological disruptions, and attack-related emergencies.

"The recent hurricanes have highlighted the unpredictable world we live in and how important it is for government to resume operations in chaotic situations with as little break in services as possible. This is accomplished by having a current Continuity of Operations Plan," shared Mary Jane Pickens, Executive Director for the Board of Risk and Insurance Management (BRIM) and Deputy Secretary for the Department of Administration. "It isn't enough to just create it and put it on a shelf to await a disaster; the COOP must be regularly reviewed and updated, and regular training ensures that the people who will coordinate the emergency response and head up committees charged with responding to specific needs will be prepared when the time comes."

Details of the COOP include alternate location sites, varying levels of emergencies, and delegation of duties and responsibilities. Each agency director has designated individuals to serve in the various roles.

"Each Department of Administration agency has its own COOP to respond to an event affecting that agency, while the Secretary of Administration's COOP will provide guidance at the Department level when an event affects some or all its agencies," explained Pickens. "All Department of Administration directors recently updated their agency's COOP to reflect current staff and contact information, office locations, and arrangements for alternate work locations."

The Department of Administration encourages all employees to be aware of their agency's COOP and what actions to take in the case of an emergency. To view your agency's COOP or to ask questions regarding your agency's plan, contact your agency's point of contact.

Mike Sheets is Named Director of Purchasing

Mike Sheets was named Director of the Purchasing Division, effective September 30, 2017. Sheets had been serving as Acting Director since former Director Dave Tinchier retired in April of 2017.

"Working under Dave for the 13 years I've been with the Purchasing Division has given me many insights into how this job should be performed," Sheets said. "Although I have some new ideas, my primary goal is to honor and uphold the integrity of the purchasing process and to comply with all purchasing laws and rules which we have been mandated to follow. I look forward to working with all of our partner agencies and their respective agency procurement officers to maintain the high level of expectations for our state's procurement function."

The Purchasing Division staff would like to thank Sheets for fulfilling the role of Acting Director during this transition and congratulate him on his permanent position. They look forward to the many ways in which Director Sheets will help move the Division forward.



Mike Sheets
Purchasing Division Director

Welcome! ... The Department of Administration is pleased to welcome **Timothy Abraham** and **Rajahnea Patrick** (CPRB); **Jamie Bowles** and **Zachary Paxton** (General Services); **Jenny Manhart** (PEIA); **Gary "Dwayne" Goble** (Personnel); **John Carney** (Public Defender Services); **Randy Gifford** and **Carina Ferrell** (Real Estate); and **Garrett Harding** and **Roger Young** (Technology).

Happy Retirement! ... After years of hard work and dedication, we would like to wish **John David Hildreth** (Real Estate) and **Brian Pratt** (Technology) the very best during their retirements.

Best Wishes ... to **Kimberly Scott** (CPRB); **Rachel Flynn** (Public Defender Services); **Katrina Dufourny**, and **Sabrina Stollings** (Purchasing); and **Susannah Carpenter** (Secretary's Office), who recently resigned from our department.

Congratulations ... to **Sheena Lincolnogger** (Personnel) who welcomed a niece, Emily Jane Lincolnogger, born October 2, 2017. She was welcomed by her parents, David and Rebekah, and big sister Aliceson, who all live in Georgia.

What's Your Holiday Tradition? ... Do you have a special holiday tradition that you look forward to each year? Share with us what brings you joy during the holiday season. All shared submissions will be anonymous and should be sent to **Jessica.L.Chambers@wv.gov** by November 16, 2017. In honor of the holiday season, we will share responses in a special article featured in the December issue of **Quotes, Notes & Anecdotes**.

HAPPY BIRTHDAY ... in November!

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

Tierra Gable.....Aviation	Anthony Signorelli.....Real Estate
Sarah Tignor.....Aviation	Chris Avis.....Technology
Charles Mozingo.....BRIM	Derek Bailey.....Technology
Melody Bailey.....CPRB	Bill Ferguson.....Technology
Pamela Russell.....CPRB	Megan Gallagher.....Technology
Lisa Worledge.....Finance	Bryan Gantzer.....Technology
Jennifer Mullen-Thaxton.....Fleet	Garrett Harding.....Technology
Rickie Adkins.....General Svcs.	Charles Hartman.....Technology
David Baldwin.....General Svcs.	Bill Judy.....Technology
Michael Clendenin.....General Svcs.	Ronald Kushner.....Technology
Mark Crites.....General Svcs.	Patrick Larsen.....Technology
Charles Hager.....General Svcs.	Carla Maleski.....Technology
Ricky Morris.....General Svcs.	Stanford Moss.....Technology
Michael Urban.....General Svcs.	Raymond Mullin.....Technology
Susan Beaty.....PEIA	Naomi Pauley.....Technology
Robin Rose.....PEIA	Sam Payton.....Technology
Diana Gibson.....Personnel	Debbie Pendleberry.....Technology
Yvonne McCormick.....Personnel	Gilbert Richard.....Technology
Henry Bono.....Pub. Def. Svcs.	Philip Roberts.....Technology
Sarah Saul.....Pub. Def. Svcs.	Mark Sizer.....Technology
Mark Atkins.....Purchasing	Paul Sullivan.....Technology
Shane Hall.....Purchasing	Jeremy Tyler.....Technology
Matt Harper.....Purchasing	William Ward.....Technology
Guy Nisbet.....Purchasing	Terry Young.....Technology
James Peters.....Real Estate	

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

Jim Justice
Governor

John Myers
Cabinet Secretary

Diane Holley
-Brown
Communication Director

Samantha Knapp/Editor

Production
Jess Chambers
Courtney Sisk Johnson

Special Thanks
Kaye Parks