



Quotes, Notes & Anecdotes

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

Workman Excels in Resolving IT Issues for Technology



**SHANNON
WORKMAN**
October Employee
of the Month

SHANNON WORKMAN, an Information Technology Client Analyst II with the Office of Technology, has been selected as the Department of Administration's *Employee of the Month* for October.

A state government employee for more than six years, Workman's primary responsibilities include the installation, configuration, and maintenance of various IT equipment. He also mentors other technicians and

trains new employees.

"Shannon goes above and beyond the call of duty for every single work request on every single day. There is never a time when Shannon walks away from a customer without the customer being completely satisfied of the results," said one co-worker.

An employee with another agency said, "Shannon has often stepped up to the plate and volunteered to work long shifts with little or no notice to provide

IT support. He has proved to be a valuable asset and dependable IT resource."

In his spare time, Workman likes to spend time with his young son, collect sports memorabilia and go hunting. He will be joined by friends and co-workers at a special ceremony presented by Acting Cabinet Secretary Ross Taylor on Thursday, October 4, at 11:15 a.m. at the Office of Technology in Building 5.

WVOT Employees Answer the Call to Assist Others in Need

In early September, Louisiana state officials requested assistance from other states to help with its many post-Hurricane Isaac recovery efforts.

One need revolved around Louisiana Department of Children and Family Services employees who would serve thousands of residents applying for public aid. The request was to ensure the Louisiana employees could do their job with minimal computer and network interruptions. That is where the West Virginia Office of Technology (WVOT) provided some invaluable manpower.

"When I asked for volunteers, there were approximately 50 of our employees willing to go to Louisiana," said WVOT Chief



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West Virginia Office of Technology employee Adewale Adelaja is pictured providing assistance to a Louisiana Department of Children and Families employee at a post Hurricane Isaac aid center.

SNEAK PEEK

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Board of Risk and Insurance Management Provides Agencies with Insurance and Loss Control Guidance

This is part of an on-going series of articles which takes a closer look at the Department of Administration agencies.

Everyone could use insurance - even the state of West Virginia. And the state does indeed have an agency that provides it.

The Board of Risk and Insurance Management (BRIM) is the state agency which not only provides coverage to numerous government agencies and entities but the agency also does extensive outreach to keep expenses as minimal as possible, said Executive Director Chuck Jones

"BRIM has established pro-active loss control 'Standards of Participation' guidelines that are applicable to all insured. An agency's adherence to the 'Standards' generates a credit, or savings, to assessed premiums. Non-compliance results in a surcharge," he said. "BRIM audits all state agencies, boards of education and approximately 850 other



BRIM Loss Control Specialist Carl Baldwin is pictured during a consultation visit with Misty Moore, a Lease Administrator with the Real Estate Division.

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LOOKING AT ADMINISTRATION: Board of Risk and Insurance Management

Mission Statement: The primary responsibility for BRIM is to provide casualty insurance coverage for all state agencies. This includes protection from lawsuits and other liability claims resulting from incidents due to automobile accidents, employment practices, property, flood, general liability, and medical professional liability at the respective teaching institutions.

Authority: A five-member board, appointed by the governor, oversees the West Virginia Board of Risk and Insurance Management (BRIM). BRIM was created during the 1957 Regular Session of the Legislature and currently operates under the authority of Chapter 29, Article 12; and Chapter 33, Article 30 of the West Virginia Code, as amended, and the provisions of Executive Order 12-86.

Website: <http://www.state.wv.us/brim>

Address: 90 MacCorkle Avenue SW, Suite 203
South Charleston, WV 25303

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THE WORK OF BRIM

In addition to the Standards of Participation guidelines, BRIM Executive Director Chuck Jones said the employees conduct many other projects. These include:

- 245 annual consultative visits to assist agencies in developing loss control policies and procedures to prevent injuries and reduce claims;
- 25 annual outreach public information educational presentations and seminars for insured entities focusing on techniques and strategies for loss control workplace safety;
- Approximately 750 annual property and casualty inspections of state properties, boards of education properties and other entities to identify and eliminate safety risks;
- Approximately 2,500 annual inspections of boilers and air conditioning systems, and
- Two annual regional seminars on boiler and air conditioning systems regarding safety, operation and maintenance.

Purchasing Division Buyers Procures Goods and Services for State Government Agencies

When the Purchasing Division was created by the Legislature in 1935, one political figure at the time observed that the decision was “one of the most far-reaching reforms the state has experienced. It enables the state to buy efficiently, economically and honestly.”

Nearly 80 years later, the Purchasing Division buyers who operate under the Acquisition and Contract Administration (ACA) Section adhere to that mantra.

The Purchasing Division is primarily responsible for the procurement of products and services for state agencies in excess of \$25,000 except where exempted by law. As part of its responsibilities, the Purchasing Division’s buying staff is also actively involved in offering classes to educate state agency procurement officers about purchasing procedures and assists them, where needed, in facilitating their agency’s procurement needs.

“We are here to support the framework of the laws and the rules that govern the competitive bid process,” said Dave Tincher, Purchasing Director. “Our focus is to ensure fairness and competition. I think it is important to note that our decisions are always based on rules, laws and our established procedures.”

The buying staff processed 1,341 new purchase orders in Fiscal Year 2012, totaling more than \$500 million. State



Purchasing Division Acquisition and Contract Administration staff are, seated, from left: Paul Reynolds, Tara Lyle, Connie Hill-Oswald, Mike Sheets, Frank Whittaker, Shelly Murray and Roberta Wagner; standing, from left, are: Alan Cummings, Guy Nisbet and Krista Ferrell.

law allows vendors to protest awards.

“It is worth noting that less than two percent of our awarded contracts were protested last fiscal year. I think that speaks volumes about the meticulous effort our buyers put forth on the contracts which came through the Purchasing Division,” said Mike Sheets, Assistant Director who oversees the ACA Section. “I think a lot of credit goes to our agency-delegate partners as well. We are the procurement experts but they are the subject matter experts. It is crucial that we

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Employees Have Options to Explore When Considering Family Leave

The federal law entitled the Family and Medical Leave Act (FMLA) was passed in 1993 primarily to recognize the growing needs of balancing family, work, and other obligations. West Virginia has a similar policy, the West Virginia Parental Leave Act (PLA).

It is the policy of the state of West Virginia that all eligible employees receive their full benefits under the FMLA and/or the PLA. The state shall consider employees to be entitled to FMLA and PLA leave according to the provisions set forth in each and their accompanying regulations. The Division of Personnel details these regulations in its Reference Guide to Federal Family and Medical Leave & West Virginia Parental Leave. This document can be viewed by visiting:

<http://www.state.wv.us/admin/personnel/emprel/toolbox/fmlaguide.pdf>

In addition to the FMLA and the PLA, the *Administrative Rule* of the West Virginia Division of Personnel, *W. Va. Code* §143-1-1 *et seq.* also provides for leave, both paid and unpaid, if an employee meets eligibility requirements, and requests the leave for a qualifying event. Due to the complexity of these laws and rule, and their differing eligibility requirements and their differing entitlement provisions, it is necessary that each request for family or medical leave be individually evaluated and guidance provided on a case-by-case basis.

Linda Coleman, Human Resource Coordinator for the Department of Administration, notes several of the more prevalent conditions and requirements to determine if an

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West Virginia Office of Technology employees worked on average 12-hour shifts for more than two weeks while assisting the state of Louisiana following Hurricane Issac in September.

Technology Officer Gale Given. “To ensure the continuity of our operations here at home, we selected 17 employees to travel to Louisiana to assist. As West Virginians, it is part of our DNA to help others in need. When we were asked to assist, our employees eagerly stepped up to volunteer, which I think says a lot about them.”

The WVOT employees departed for Louisiana on September 4th and assisted the Louisiana state employees in setting up and operating mobile sites to enroll people for disaster aid. WVOT employees were assigned to mobile sites – located in large facilities like sports gymnasiums – for a variety of tasks in and around the southern part of Louisiana which included New Orleans and Baton Rouge. At least eleven different city locations were supported by WVOT staff.

Given said the duties were to include providing technical assistance with personal computers, local area networks, card

swipe systems and other technical requirements as needed, adding that two of the intake centers had more than 200 interviewers. Not long after WVOT employees arrived, two were asked to do site assessments for additional intake sites.

WVOT employees worked on average 12-hour shifts for two weeks and eight returned the week of September 17. The remaining nine remained because additional assistance was requested by Louisiana state officials. Look for first-person accounts of the experience in the November issues of **Quotes, Notes and Anecdotes**.

The WVOT employees who traveled to Louisiana were: Jason Ratliff, Patrick Clark, Adewale Adelaja, Eric Daniel, Philip Hart, Michael Metz, Greg Pittman, Dee Rainwater, Tim Richmond, Wanda Shafer, Ryan Jett, Lon Vannoy, Mark Debruyne, Dianna Gertz, Scott Kebler, Bernard Simmons and John Dunlap.

LEAVE

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individual is eligible under these two acts.

Employees are entitled to 12 weeks of leave (paid and unpaid) under FMLA for a qualifying event within a 12-month period;

- A military caregiver is entitled to 26 work weeks to care for a covered service member;
- More generous rights, up to six months, are available for a medical leave of absence under the **Administrative Rule**;
- Must have worked for employer for a total of 12 months;

- Worked at least 1,250 hours during the 12 month period preceding the commencement of the leave.

It is important to remember that each situation is unique; therefore, state employees should thoroughly review the information offered by the Division of Personnel as referenced above. Employees should also contact their immediate supervisor or their timekeeper in their agency. Employees within the Department of Administration may also contact Coleman at (304) 558-6181 or Linda.F.Coleman@wv.gov to discuss their situation.

Workshop Offers Some Alternative Fuel for Thought

The State Employee Natural Gas Workshop held on Sept. 12 by the West Virginia Division of Energy was intended as an opportunity to discuss the benefits and safety of natural gas and propane vehicles, as well as a chance to look at improving awareness of fuel economy in both personal and professional use.

"As a nation, we need to look at our ways to reduce both vehicle emissions and our energy dependence on other nations," said Kelly Bragg, an energy development specialist for the Division of Energy and the Clean Cities coordinator.

Bragg said approximately 40 attended the workshop. "We were very happy with the response," she said. "Those in attendance were attentive and everyone wanted to be there to learn."

Gov. Earl Ray Tomblin previously announced in August that 10 of the 2013 model year contract's 36 vehicle types will be fueled by compressed natural gas (CNG). The Natural Gas Vehicle Task Force formed by Tomblin is also looking at ways to expand the infrastructure for natural gas fueling in the state.

"There was an effort in the 1990s to encourage CNG usage, but with the advent of the Marcellus Shale, we hope to see a renewed growth in it," Bragg said. Marcellus Shale is a source of natural gas reserves which runs through West Virginia that is increasingly being seen as a viable source of energy.

"We hope the use of CNG can be a step toward lessened dependence on foreign oil," she said. Bragg cited the statistic that while the United States



A variety of natural gas and hybrid vehicles used by the state were on display during the alternative vehicle expo as part of the State Employee Natural Gas Workshop.

has only 2-3 percent of the world's energy resources, it uses approximately 25 percent of those resources. "Natural gas and electric vehicles just make sense," Bragg said.

The workshop looked at plans for the state fleet, the use of natural gas as a fuel source, the benefits and safety in propane vehicles, and steps toward awareness in fuel economy that can be done now. "We may not all drive hybrids, but we can all do things to have

save energy in the present," she said.

There was also an alternative vehicle expo that featured different vehicles using alternative fuel, including a Kanawha Regional Transport diesel/hybrid bus and several hybrid or CNG-fueled vehicles used by state agencies.

The workshop was hosted by the Division of Energy's Clean State Program and co-sponsored by the National Alternative Fuels Training Consortium.

PURCHASING

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interact in a positive manner to keep the process flowing."

Senior Buyer Connie Hill-Oswald agrees. "As a buyer I am here to provide support to my agencies and to be helpful in providing them timely responses or direct them to the appropriate departments. I hope that I provide a good working relationship so that any request I receive is addressed quickly

no matter how big or small."

The Purchasing Division offers a variety of training programs, the largest being the annual Agency Purchasing Conference which is held every fall. This conference brings together more than 300 Purchasing Division staff and agency procurement officers to interact while learning about the latest in procurement rules and procedures.

"We continue to make our buying staff accessible to those with whom we work closely with year round. I think our buying staff does a tremendous job in making the procurement process operate as efficiently as possible," said Tinchner. "It is imperative that our agency utilizes tax dollars in the most cost-effective way possible and our buying staff is up to the task to see this through."

BRIM

Continued from Page 2

entities. We had agencies that earned credits and agencies that were assessed surcharges.”

Jones said BRIM currently provides insurance for 165 state agencies, 55 county boards of education, and approximately 850 other governmental organizations, such as county commissions, cities, towns, public service districts, housing authorities; and other non-profit entities.

BRIM provides approximately \$16 billion in property and contents coverage for all of its insured entities. BRIM has 21 full-time employees, comprising six sections: Administrative; Claim; Underwriting, Finance; Loss Control and Information Technology.

“I am extremely proud of the accomplishments we have made at BRIM,” Jones said. “The staff is very dedicated and excellent stewards of state’s fiscal resources. I think we have a tremendous responsibility to the citizens of West Virginia and with the initiatives we have undertaken to reduce costs, we endeavor to not disappoint them.”

BRIM will also be introducing a new program soon.

“Between now and December 31, 2012, BRIM plans to initiate a 10-hour and a 30-hour Occupational Safety and Health Administration (OSHA) training program to train state workers in the basics of safety and health hazard recognition and prevention,” Jones said. “State employees who have agency oversight for safety, maintenance or facility operational responsibilities are candidates for training. Successfully trained employees receive an OSHA certification. BRIM will invite all agencies to identify candidates for training for which attendance is limited to 40 individuals per session.”

Welcome! ... We are pleased to welcome to the Department of Administration our new employees: **Jesse Chambers** and **Lee Orr** (General Services); **Susan Aiello** and **Kenneth Pinnell** (Personnel); **Gail Delmarr-Mines** (Real Estate); and **Jody Brown** (Technology).

Happy Retirement! ... After years of hard work, congratulations to **Wilburn Michaelson** (General Services), who can now kick back and relax.

Best Wishes ... to **John Doub** (CPRB), **Kenneth Lucas** (General Services), **Kara Clauss** (Personnel) and **Wallace Kunin** and **Deborah Lemmon** (Technology), who all recently resigned from our department.

Continuity of Operations Tip of the Month ... The June 29 storm should teach all of us valuable lessons about preparedness. Your personal COOP plan should be robust enough to support you and your loved ones for three to seven days after a natural disaster, with no assistance from local emergency responders. Visit www.ready.wv.gov for specific tips on how to increase your personal preparedness. For more information about this topic and other COOP tips, please contact **John Fernatt** or **Chuck Mozingo** of the Board of Risk and Insurance Management at (304) 766-2646.

Got News? ... Contact **Diane Holley-Brown**, editor, at (304) 558-0661 or at Diane.M.Holley@wv.gov with information that you would like to share with the department’s employees.

HAPPY BIRTHDAY ... in October

1 Bernard Simmons Technology	16 Philip Brooks Gen. Svcs.
Harold Young Gen. Svcs.	Marie Shelton CPRB
4 James DeBolt Gen. Svcs.	17 Lynn Schillings Personnel
5 Diana Arden Technology	18 David Connell Grievance
Don Arrick Purchasing	Marie Larch Gen. Svcs.
Kelly Cielensky PEIA	19 Lee Fuller Purchasing
Robert Richmond Technology	Ross Taylor Sec. Office
Carl Westfall Gen. Svcs.	20 Kara Clauss Personnel
6 Drema Gibson Personnel	Virginia Wright CPRB
Wanda Shafer Technology	21 Barry Arthur Technology
7 Jesse Estep Gen. Svcs.	Steven Bratchett Gen. Svcs.
Randall Hazlewood Gen. Svcs.	Erica Henson CPRB
8 Adam Malone Technology	Sharon Thompson Purchasing
9 Eric Daniel Technology	22 Meredith Ayers Grievance
Scott Dobson Technology	Ronald Jernell Gen. Svcs.
Brian Dunbar Technology	Lisa Trump CPRB
John Rymer Personnel	23 Jennifer Ayers Technology
10 Wanda White Personnel	Sharon Lacey Technology
11 Gary Akers Gen. Svcs.	Sara Walker Personnel
Jeremy Boykin Technology	24 Mary Ayoob Personnel
April Huddleston Personnel	Michael Campbell Personnel
Daryl Smith Gen. Svcs.	Doug Elkins Purchasing
Joe Thomas Personnel	Beverly Hedrick PEIA
Ruby Jo White Technology	Lietta White Ethics
12 Melody Duke BRIM	27 Russell Cook Public Defender
Rebecca White Personnel	Andrew Mitchell Gen. Svcs.
13 Jessica Virtz PEIA	Shelly Murray Purchasing
14 Katherine Blizzard Personnel	31 Sheila Robertson CPRB
Bob Caldwell Technology	Tammy Scarberry PEIA
15 Gregory Pittman Technology	Donald Todd Gen. Svcs.

Administrative Notes

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

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