



# Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration  
OCTOBER 2013 - Volume 20, Issue 10

## Employee of the Month

### Robin Rose's Work Ethic Inspires Co-Workers at PEIA



**ROBIN ROSE**  
October Employee  
of the Month

Robin Rose, an Administrative Service Assistant with the Public Employees Insurance Agency (PEIA), has been selected as the Department of Administration's *Employee of the Month* for October.

A state government employee for more than 10 years, Rose's primary duties are to check the eligibility reports for the agency's internal and external systems and make cor-

rections when necessary.

"Robin's work ethic and dedication are an inspiration to us all who work with her. She is never hesitant to lend a helping hand to a co-worker," said one co-worker. "She embodies the meaning of a 'team player.'"

Said another co-worker, "Robin is there to help with any eligibility issue that we may have and she is always

ready to assist customer service when the calls or walk-ins get overwhelming."

In her spare time, Rose likes to read and collect butterflies. She is also an avid WVU fan. She will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Ross Taylor on Thursday, October 3 at 11:15 a.m. at the PEIA office in Kanawha City.

### HVAC Upgrade Brings Notable Savings to General Services and Comfort to Capitol

For approximately two years, the noticeable construction site along the south side of Building 1 - punctuated by a large crane just off the Capitol steps which face the Kanawha River - provided a less-than-flattering appearance of the state's most prominent public building.

The reason: A complete overhaul of a large portion of the heating and cooling system in Building 1.

"We brought in tons and tons of material through the roof, items like large electrical panels and steam pipes. That was the only way we could bring it in," remembered Greg Harman, mechanical engineer with the General Services Division (GSD). "We removed all of the old systems that provided the heating and cooling for the House



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Greg Harman stands on a walkway built for quick access to the new HVAC ducts installed during the last two years in the Capitol. The massive upgraded system sits above the House and Senate offices and corridors on the first and second floors of Building 1.

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PEEK**

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The Real Estate Division provide a diverse range of real estate services to state agencies. Those who see this through are: sitting, from left, Regina Reynolds, Lease Administrator; Chuck Lawrence, Executive Director; Carolyn Flanigan, Operations Manager; David Bailey, Transaction Manager. Standing, from left, Dave Hildreth, Senior Transaction Manager; Gail Delmaar-Mines, Acting Parking Manager; Tom Barton, Transaction Manager; Misty Moore, Lease Administrator; Brett Clutters, Transactions Manager and Anthony Signorelli, Lease Administrator.

## Real Estate Division Constantly in Motion While Negotiating for State Agencies

*Editor's note: This is part of an on-going series of articles which takes a closer look at Department of Administration agencies.*

The Real Estate Division is one of state government's newest Divisions, created by the Legislature during the 2007 Regular Session. The Division stood up July 1, 2007 to provide a full range of real estate services to state agencies.

Accomplishing this is no small task. When providing real estate services, there are a great number of variables to consider which include the mission and operational needs of the agency, the ideal location, available budget, and current market conditions.

"Since 2007, the Real Estate Division has completed more than 1,000 transactions, affecting some eight million square feet of property with total transaction values of more than \$400 million-plus," said Real Estate Executive Director Chuck Lawrence. "Our division has taken the real estate burden off agencies allowing them to focus on their core responsibilities."

The Real Estate Division currently has nine full-time employees and divided into three primary sections. The transaction managers are responsible for negotiations, new construction, renovations, space planning, and relocation management. The lease administrators manage the preparation and processing of legal documents. The portfolio management section is responsible for market studies and financial modeling.

The Parking Section, which manages approximately 3,000 parking spaces at the Capitol Complex, is a unit of the Real Estate Division.

"Our staff excels at not only knowing the industry but knowing our agencies. To effectively serve state employees, the Real Estate Division staff needs to understand agency operations," said Lawrence. "Our responsibilities range from performing complex financial modeling to effectively negotiating not only simple but also highly intricate lease

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### LOOKING AT ADMINISTRATION: Real Estate Division

**Statutory Authority:** West Virginia Code §5A-10-1 et seq.

**Mission Statement:** Establish a highly qualified and effective centralized real estate resource with capabilities that enable state agencies to perform professionally while enhancing efficiency, improving performance, and reducing costs wherever possible.

**Website:** [www.realestatedivision.wv.gov](http://www.realestatedivision.wv.gov)

**Telephone Number:** (304) 558-3062

**Physical Address:** 900 Pennsylvania Avenue, Suite 500, Charleston, WV 25304-2345

# Personnel's Employment Recruiters Keeping Active in Locating High Quality Employees for State Agencies

Those seeking state government jobs may know what specific type of work they are most interested in and may be motivated to find or change jobs. What may not be as easily understood by the prospective employee is how to get the best possible start in finding the "right" state government job.

Several years ago, the Division of Personnel recognized the necessity to facilitate this process on behalf of state agencies by creating a Recruitment and Research Unit and assigning specific recruiting responsibilities to members of the unit.

Since state government is vast and employment processes are governed by specific rules and guidelines, the hiring process can seem complicated. It is the Division of Personnel recruiter's job to promote state employment, and assist qualified individuals to navigate these complexities and enhance their opportunity to secure state government employment.

The recruiters have many duties with one primary goal: Locate solid employees through career fairs conducted at college campuses, vocational career and technical schools, high schools, job fairs and events affiliated with the military. Recruiters also provide personal follow-up to track and assist candidates in every aspect of the application process.

"Generally, the first thing we do when interacting with others is to explain the application process and to help them



**Recruiting Specialists at the Division of Personnel keep a busy year-round schedule by attending numerous functions to promote state government employment. Two individuals with such duties are Jon Hague, right, and John Rymer, center, shown here during a recent career fair at West Virginia State University.**

navigate the system," said Jon Hague, Recruiting Specialist at the Division of Personnel. "Then we try to get a sense of what it is specifically the applicant is wanting. Once we have that information, we explain the options that are open now, and what positions might be available in the future for which they qualify."

John Rymer, a Recruiting Specialist,

stated that the Division of Personnel was present at more than 40 recruiting, retention and training events in fiscal year 2013, reaching more than 1,600 individuals. This outreach includes the State Government Career Fair sponsored by Division of Personnel and

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## HVAC

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and Senate offices in the main building on the first and second floors. Some of the items we removed I think may have gone back to the original system installed in the Capitol. The upgrades we did replaced systems that were at a minimum 40 years old."

Harman said the new system was installed in four large maintenance rooms surrounding the duct work above the corridors. The result is a much greater efficiency in how the system delivers warm and cool air as well as preventing steam loss which plays a crucial role in regulating air temperature. In addition to the new equipment, walkways surrounding the new ducts were installed

and brightly lit to allow workers easier and quicker access to the system for maintenance.

With the large crane and all its associated construction equipment long gone, the General Services Division is realizing two notable benefits.

The most prominent is the monetary savings. Harman said the reduction in costs to heating Building 1 from the last winter of the old system compared to first winter with the new, along with a reduction in steam loss due to GSD implemented steam vault upgrades, resulted in a savings of more than \$90,000. This, he added, came despite a local weather station which measured colder temperatures

– referred to as "heating degree days" – during the latter winter.

"A comparison of the number of heating degree days occurring in these two winters show that the 2012-2013 winter was 23.4 percent colder than the previous winter but a comparison of natural gas consumption shows more than 30 percent less energy was used during the colder winter," Harman explained. "These savings will continue to be realized in the years to come."

A second worthy outcome, Harman said, is a notable silence.

"We have a reduction in complaints. Generally, we do not hear about things when people are comfortable," he added.

# WV Public Service Recognition Week



West Virginia state government employees celebrated Public Service Recognition Week during the week of September 16-20.

Gov. Earl Ray Tomblin offered the keynote speech at an awards ceremony offered on September 19 at the Culture Center for those state employees with 30, 35, 40, 45, 50 and 55 years of service.

During a separate ceremony for Department of Administration employees on September 18 in the State Training Center in Building 7, Cabinet Secretary Ross Taylor recognized our department employees who have 20, 25, 30, 35, and 40 years of service along with those who had superior attendance. A reception followed the ceremony.

Those honored included:

## 20 Years of Service

- Sharon Carte - Children's Health Insurance Program
- Ada Kennedy - Division of Personnel
- David Lester - Office of Technology
- Edward McMinn - Office of Technology
- George Tanner - General Services Division
- Joe Thomas - Division of Personnel
- Keith Wood - Aviation Division
- Lori Cottrill - Consolidated Public Retirement Board

## 25 Years of Service

- Randall Arbogast - Office of Technology
- Barry Arthur - Office of Technology
- Daniel Pauley - Office of Technology
- David Lucas - West Virginia Ethics Commission

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**(Above) 20-Year Employees:** George Tanner, General Services Division; Ed McMinn, Office of Technology; Lori Cottrill, CPRB; Keith Wood, Aviation; Secretary Taylor; Ada Kennedy, Personnel; Sharon Carte, CHIP; and Joe Thomas, Personnel.



**(Above) 40-Year Employees:** Lynn Schillings, Personnel; Secretary Taylor; and Deborah Anderson, Personnel.



**(Above) 35-Year Employees:** Secretary Taylor and Dave Tincher, Purchasing Division.



**(Above) 30-Year Employees:** Sheila Coughlin, Public Defender Services; Secretary Taylor; Debbie Watkins, Purchasing Division.



**(Above) 25-Year Employees:** Marsha Casto, Personnel; Janice Powell, PEIA; Secretary Taylor; Marilyn McMinn, Office of Technology.

# Annual EEO Conference to Focus on Internal Solutions

This year's annual training conference for the West Virginia Equal Employment Opportunity Office (EEO) will focus on workplace investigations and mediation, said EEO Director Jann Hoke. The event is scheduled for Oct. 2-4 at Stonewall Jackson Resort in Roanoke.

Speakers for the conference include:

- Zachery Abraham – co-owner of Align HR;
- Michelle Crew and Patrick Malley – Equal Employment Opportunity Commission;
- Steve Forsythe – West Virginia Division of Personnel;
- Deborah Scudiere – Kay, Casto and Chaney, LLC; and
- Judge Booker T. Stephens – McDowell County Circuit Court.

Hoke said the conference is open to EEO officers as well as those who deal with EEO issues within a state agency, such as human resources workers. "This is information that people can use in their everyday working environment," she said.

For more information on the conference, please visit [www.eeo.wv.gov/news/Pages/2009EEOConference.aspx](http://www.eeo.wv.gov/news/Pages/2009EEOConference.aspx).

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## REAL ESTATE

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and purchase transactions. Through it all, sound interpersonal skills are required to be effective."

Lawrence noted two of the division's staff members have earned their Master's of Corporate Real Estate designation and two others are in the process of earning this same designation.

Since 2007, the Division has been challenged with many complex projects to include:

- Emergency relocation of 180 staff members in Fairmont and 150 staff members in Institute
- Vacating approximately 590 staff members from Building 3 on the Capitol Complex
- Purchased nine buildings adding more than 500,000 square feet of

state-owned space

- Consolidated four agency locations into one increasing operational efficiency while reducing cost
- Introduced current workplace trends resulting in more efficient use of space
- Partnering with the private sector throughout the state to include 42 new buildings that have been built and 11 more are under construction

"The state's requirements have many challenges," he said. "We are regularly communicating with various stakeholders in an effort to increase efficiency and savings. Things are always moving at a good pace here."

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## PERSONNEL

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WorkForce WV. More than 400 individuals attended the most recent Career Fair in May.

Hague said a solid job application is a vital beginning step to the process. With online recruitment, state government attracts a large number of applicants with a variety of skills.

"We assist with providing useful tips for those going through the application process. Having a great application is essential for applicants to enhance their chances of employment," he said. "A poor application means a reduced score and this is something obviously nobody wants. With the competition for top candidates, we must reduce the time necessary for applicants to learn the process, be evaluated, and have their name referred to the hiring manager as quickly and efficiently as possible. Talking to recruitment counselors and heeding their advice is the best way to get state employment."

Mary Jane Ayoob, Manager of the Recruitment and Research unit, said, "Those recruiters are crucial in maintaining a solid state government work force. Approximately 30 percent of state employees are eligible for retirement in the next five years. It is essential that we be pro-active in identifying and recruiting solid employees to these many diverse positions."

Employment counselors are available to anyone for consultation, including current and former state employees as well as the general public. For more information, call (304) 558-3950 or e-mail [John.D.Rymer@wv.gov](mailto:John.D.Rymer@wv.gov) or [Jon.D.Hague@wv.gov](mailto:Jon.D.Hague@wv.gov).

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## West Virginia ADA Office Marks 23<sup>rd</sup> Anniversary of Signing of Act

With July 26 marking the 23<sup>rd</sup> anniversary of the signing of the Americans with Disabilities Act, and Sept. 25 the fifth anniversary of the Americans with Disabilities Act Amendments Act of 2008, West Virginia State Americans with Disabilities Act (ADA) Coordinator Kim Nuckles said she is proud of the work done to help those with disabilities.

"The Act of 2008 emphasized a broad coverage of the definition of 'disability,' and with that came a larger range of those who would fall under the criteria of extra assistance," Nuckles said. As the State ADA Coordinator, Nuckles consults and collaborates with state and federal agencies to develop comprehensive policies and programs.

ive policies and programs.

Nuckles said the Act of 2008 was one of the biggest steps forward in helping the disabled, expanding the definition of "major life activities," including major bodily functions. Nuckles, who has been the ADA Coordinator since July, 2012, said she continues to find enthusiasm in her position and strives every day to find solutions to the problems facing those with disabilities.

"There are challenges which must be met daily. So many individuals are affected by the decisions we can make and the work we can do," she said. "While we still have work to do, we should pay tribute to those who have made progress possible."

## WEEK

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### 25 Years of Service (cont.)

- Gene Walters - Office of Technology
- Janice Powell - Public Employees Insurance Agency
- Marilyn McMinn - Board of Risk and Insurance Management
- Marsha Casto - Division of Personnel
- Michele Null - Office of Technology
- Roger Townsend - Children's Health Insurance Program

### 30 Years of Service

- Sheila Coughlin - Public Defender Services
- Debbie Watkins - Purchasing Division
- Ronnie Phipps - Purchasing Division
- Thomas Harper - Public Employees Insurance Agency
- Thomas Marchio - Public Employees Insurance Agency
- Bill McClanahan - Office of Technology

### 35 Years of Service

- Steve Forsythe - Division of Personnel
- Bernard L. Simmons - Office of Technology
- Dave Tincher - Purchasing Division
- Janice L. Hartman - Fleet Management Office

### 40 Years of Service

- Romona Allen - Children's Health Insurance Program
- Deborah Anderson - Division of Personnel
- Lynn Schillings - Division of Personnel

Cabinet Secretary Ross Taylor extends his gratitude to all of these tenured employees for their service and dedication to the state of West Virginia.

**Welcome!** ... The Department of Administration is pleased to welcome our new employees: **Shawn Hall** and **Ashlyn Harlan** (BRIM); **Clifford Garnes** and **Steven Rhodes** (General Services); **Geoffrey Cottrill** (Personnel); **Dean Wingerd** (Purchasing); **Kimberly Perdue** and **Frank Priddy** (Real Estate); and **Henry Moore** and **Andrew Zickafoose** (Technology).

**Best Wishes** ... to **Jeffrey Perkins** (Finance); **Jerry Ayersman** (General Services); **Mickianne Henkels** (PEIA); **Russell Cook** (Public Defender); **Don Arrick** (Purchasing); and **Ryan Snyder** (Technology) who recently resigned from our department.

**Happy Retirement!** ... After years of hard work and dedication, we would like to congratulate **Jerry Gladwell** from BRIM, who recently retired from our department.

**Baby News!** ... Congratulations to **Diane Corker** (Finance), who welcomed her granddaughter Rylee Jade Williams on Sept. 11, weighing 6 lbs., 8 oz.

**Flu Shots** ... The Kanawha - Charleston Health Department will be at the State Capitol on Thursday, October 3, offering flu shots in the Building 1 on the 2nd floor Rotunda. The flu shots will be given from 9 a.m. to 12 noon. State employees must bring their insurance card at the time of receiving the flu shot. For more information, call the Kanawha - Charleston Health Department Flu Hotline at (304) 344-KCHD (5243).

## 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 Marie Larch ..... Gen. Svcs.
Kelly Cielensky ..... PEIA	19 Lee Fuller ..... Purchasing
Laura Hooper ..... Purchasing	Ross Taylor ..... Sec. Office
Robert Richmond ..... Technology	20 Virginia Wright ..... CPRB
Carl Westfall ..... Gen. Svcs.	21 Barry Arthur ..... Technology
6 Maureen Batista ..... Personnel	Steven Bratchett ..... Gen. Svcs.
Drema Gibson ..... Personnel	Erica Henson ..... CPRB
Wanda Shafer ..... Technology	22 Meredith Ayers ..... Grievance
7 Jesse Estep ..... Gen. Svcs.	Ronald Jernell ..... Gen. Svcs.
Randall Hazlewood ..... Gen. Svcs.	Lisa Trump ..... CPRB
8 Adam Malone ..... Technology	23 Jessica Allman ..... Technology
9 Eric Daniel ..... Technology	Jennifer Ayers ..... Technology
Scott Dobson ..... Technology	Sharon Lacey ..... Technology
Brian Dunbar ..... Technology	Sara Walker ..... Personnel
John Rymer ..... Personnel	24 Mary Ayoob ..... Personnel
10 Wanda White ..... Personnel	Michael Campbell ..... Personnel
11 Gary Akers ..... Gen. Svcs.	James Elkins ..... Sec. Office
Jeremy Boykin ..... Technology	Beverly Hedrick ..... PEIA
Daryl Smith ..... Gen. Svcs.	Joselyn Sturgill ..... Finance
Joe Thomas ..... Personnel	Lietta White ..... Ethics
Ruby Jo White ..... Technology	26 James Bowles ..... Technology
12 Melody Duke ..... Finance	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	

# Administrative Notes

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