

# Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration  
**OCTOBER 2016 - Volume 23, Issue 10**

## Employee of the Month

### CPRB's Chris Bush Performs Above and Beyond



**Chris Bush**  
October Employee  
of the Month

Chris Bush, an Imaging Operator Supervisor for the Consolidated Public Retirement Board (CPRB), has been selected as the Department of Administration's *Employee of the Month* for October.

This month, Chris celebrates 15 years of working for CPRB. He served most of that time as a Uniformed Services Senior Retirement Advisor before transitioning to the Imaging Operator Supervisor role earlier this year.

In his current role, Chris oversees the Imaging and Mail Departments. Previously, he managed six of the retirement

plans administered by CPRB.

"Chris is always going out of his way to make his co-workers feel special and cared for. He has a genuine personality and al-

ways puts others first above himself. He is very dedicated to his job," said one co-worker. "When he was the Senior Retirement Advisor for Uniformed Services, he met with the families of the fallen police officers whom he assisted. He didn't have to, but he did it out of respect, because he had been helping these members for years.

"Now that he is the supervisor of the Imaging Department, he goes out of his way for his staff," his co-worker continued. "He has turned the whole imaging process around and the work is completed in a more timely manner."

When he's not working, Chris loves spending time with his family. An animal lover, he also enjoys playing drums and writing songs and poetry.

He will be joined by friends and co-workers at a special ceremony presented by Acting Cabinet Secretary Mary Jane Pickens on Monday, October 17, 2016, at 2:00 p.m. in the CPRB offices located in Kanawha City.

### Aviation's Helicopter Provides Police Services Around the State

After months of restoration, a refurbished Bell 206 JetRanger helicopter returned to the West Virginia Aviation Hangar in August. The helicopter was acquired by the West Virginia State Police (WVSP) through the 1033 Program, which stipulates that retired military surplus equipment be made available for law enforcement.

While the helicopter will primarily serve as a backup for the main state police Bell 407 helicopter, it is equipped to allow quick transfer of the 407's infrared camera and search light for night



**Aviation Pilot Christopher Bostick, 1st Sergeant Shawn Colbert, and Aviation Director Charles McDowell stand in front of a newly refurbished helicopter at the West Virginia State Aviation Hangar.**

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## SNEAK PEEK

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# DMV Introduces New Self-Service Kiosks Statewide

You'll soon be able to skip a trip to the Division of Motor Vehicles (DMV) and instead renew your vehicle registration at the mall or grocery store.

Gov. Earl Ray Tomblin unveiled the new self-service kiosks at the West Virginia State Fair in August. DMV is currently in the process of setting up the kiosks at various locations across the state as another option to renew vehicle registrations. This adds another convenient alternative to visiting DMV offices. The DMV already offers an online application option.

The touch-screen kiosks will be placed in easily accessible locations and residents will be able to renew a vehicle registration in less than two minutes through debit or credit card payments. The kiosks will also print registration cards and decals. However, new registrations still will require a visit to the DMV office. Soon, residents will also be able to renew their driver's licenses at the kiosks.

The West Virginia Office of Technology assisted the DMV in implementing the new kiosks. Staff members obtained the necessary data lines and worked with the vendor to ensure the kiosks worked properly and securely.

"We had to provide secure access for the kiosks to the necessary information on the servers in Building 6. Field technicians also helped troubleshoot some hardware and software issues," said WVOT Information Systems Manager Emily Kilgore.



**Gov. Earl Ray Tomblin demonstrated the recently launched DMV self-service kiosks, which are available across the state to help customers quickly complete tasks, such as renewing vehicle registrations. The Office of Technology assisted the DMV in this project.**

Gov. Tomblin requested the development of the kiosks in 2015 to provide more options – in addition to the online application – for state residents to renew vehicle registrations without visiting a DMV office. In May 2016, online vehicle registration renewals through [www.dmv.wv.gov](http://www.dmv.wv.gov) reached 100,000 transactions.

## Changes to the Fair Labor Standards Act Could Affect Employee Overtime

The West Virginia Division of Personnel (DOP) would like to remind state agencies that amendments to the federal Fair Labor Standards Act (FLSA) will become effective December 1, 2016. The FLSA is a federal law that regulates overtime, minimum wage, child labor standards and record keeping requirements that affect full- and part-time employees who are employed in the private sector as well as those employed in local, state and federal governments.

Updates made to the FLSA include changes to the salary and compensation levels required for employees to be exempt from the overtime requirements under FLSA. The salary level for full-time employees has increased to \$913 per week or \$47,476 annually. For highly compensated employees, the compensation level increased to \$134,004 annually. These changes will also set in place an automatic update every three years beginning in 2020. No changes were made to the duties tests required to determine exemption.

In preparation for these changes to go into effect, agencies should review their list of currently exempt employees and evaluate if this status will change with the new

FLSA updates. If an employee previously exempt from overtime will now receive overtime pay, it is recommended that he or she be advised of his or her new status.

While DOP staff is available to answer any technical questions related to the FLSA, it is up to each agency to make the exemption determination since the liability for any misclassification rests with the employer. It should be noted that an employee who is exempt from DOP coverage may not be exempt under FLSA – these are two completely different matters.

More information regarding these changes will be shared as it becomes available. Updates to the DOP Interpretive Bulletin and Supervisor's Guide will be released shortly before the new regulations take effect. An interactive online training, which you can learn more about in the article on page 5, is available at [www.personnel.wv.gov/bulletinboard/Pages/Division-of-Personnel-Develops-Interactive-Learning-for-Fair-Labor-Standards-Act.aspx](http://www.personnel.wv.gov/bulletinboard/Pages/Division-of-Personnel-Develops-Interactive-Learning-for-Fair-Labor-Standards-Act.aspx). Additional information on FLSA can be found at the DOP website at [www.personnel.wv.gov/agencies/flsa](http://www.personnel.wv.gov/agencies/flsa).

## Cyber Security Tip of the Month

Did you know that according to the Verizon Data Breach Incident Response team, you are 16 times more likely to lose a laptop or mobile device than to have it stolen? When you are traveling, always double-check to make sure you have your mobile device with you, such as when you finish going through airport security, leave your taxi or check out of your hotel.

October is Cyber Security Awareness month. Join the West Virginia Cyber Security Office at their free cyber security event on October 25, 2016, at the Charleston Civic Center from 9 a.m. to 1 p.m. This event is open to all state employees and the general public and will provide information on topics such as cyber threats, effective practices for securing personal information and privacy issues. To register, visit <http://2016wvcyber.eventbrite.com>.

Quotes, Notes and Anecdotes



## Technology Offers Network Engineering Administrative Services to Agencies

It might seem like an easy request to change a phone number, fax number or data services, but for the West Virginia Office of Technology (OT), this can mean extensive work and coordination between agencies and vendors. Telecommunications Change Requests (TCRs) are required for state agencies to request telecommunications services available on statewide contracts.

In January 2015, OT started using a new program called Traceability Made Easy (TME) to process and track these requests. Before that time, the requests were tracked in Microsoft Access databases and Excel spreadsheets.

"We had some limitations with those methods. We had done this for years, and the databases were so large they often crashed and were cumbersome," said Cindy Smith, manager of Network Administrative Services with the Office of Technology. "It was also hard to provide reports on the status of these

requests made by agencies."

TME generates status reports automatically, which saves time and manpower. It is also much easier for OT staff to troubleshoot with vendors. In June 2016, just 18 months into using this new system, the group reached a milestone of having processed 1,000 total TCRs.

Smith is anticipating that number to grow in the next few weeks because of the state's new contract for data services.

"There are several agencies that need additional bandwidth. The new contract provides various speeds that were not available before," she said. "There are more options for upgrading, and agencies can go up in size without making a huge jump."

TCR forms and instructions for completing the forms can be found on OT's website at [www.technology.wv.gov/ProductsAndServices/Pages/DownloadableForms.aspx](http://www.technology.wv.gov/ProductsAndServices/Pages/DownloadableForms.aspx). For more information, e-mail [tcr@wv.gov](mailto:tcr@wv.gov).

## State Procurement Programs Recently Recognized in National Awards

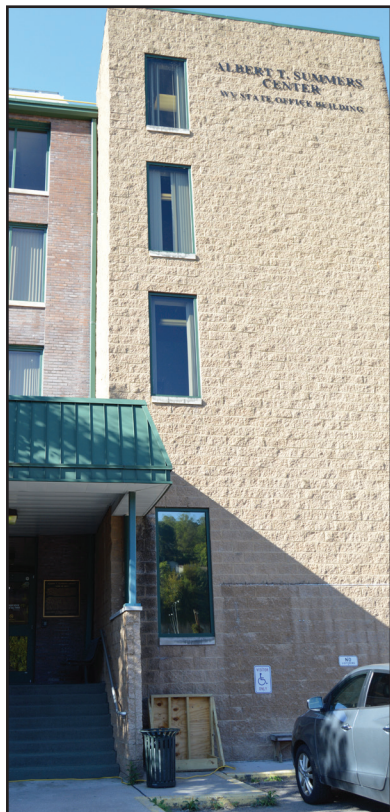
Two of West Virginia's state procurement programs were recognized with honorable mentions as part of the 2016 George Cronin Awards for Procurement Excellence. The George Cronin awards, administered by the National Association of State Procurement Officials (NASPO), are recognized as a premier achievement for innovative public procurement and pay tribute to a founder and the first president of NASPO for his devotion to improving governmental purchasing.

The state's recognized programs were: *West Virginia Procurement Certification Program: Promoting Expertise in the Public Procurement Field when Monies are Short and Expectations are High* and *West Virginia Procurement Recruitment and Retention Program: Compensation Criteria for Buyer Retention Approved Proposal*.

NASPO received a record number of entries this year. Nominations were scored based on the criteria of innovation and initiative, transferability, service improvement, and cost reduction. West Virginia's entries will be added to the NASPO website to showcase the state's work. The entries will help NASPO staff identify potential panelists or conference session topics, as well as case studies and examples for research projects.

Congratulations to the Purchasing Division on this great achievement!

## Agencies Make the Move to the Newly Renovated Albert T. Summers Center



Throughout August and September, state agencies moved into the newly renovated Albert T. Summers Center (pictured left). Formerly known as the Greenbrooke building, this renovation was a collaborative effort between multiple state agencies, including the Purchasing Division, Real Estate, General Services, and the Office of Technology. Located across from Appalachian Power Park, this building reduces the amount of taxpayers' dollars going to private leases, while providing a convenient office space.



Pictured above, Real Estate employees gather in their new conference room. Real Estate was one of the first agencies to move into the building. They are joined by the Tax Division, Board of Social Work, Division of Justice and Community Service, Prosecuting Attorneys Institute and the Board of Risk Management.



# Flu Shots for State Employees Scheduled at Capitol

The Kanawha Charleston Health Department (KCHD) will be available throughout October to offer the flu vaccine, which is recommended every flu season.

Influenza ("flu") is a contagious disease that spreads around the United States every year, usually between October and May. Flu is caused by viruses and is spread mainly by coughing, sneezing, and close contact. The flu vaccine can keep you from getting flu, make the flu less severe if you do get it, and keep you from spreading to others.

Anyone can get flu, which strikes suddenly and can last several days. Symptoms vary by age, but can include fever and/or chills, sore throat, muscle aches, fatigue, cough, headache, and/or a runny or stuffy nose. For individuals with a medical condition, such as heart or lung disease, flu can make his or her condition worse. Flu is more dangerous for some people, including infants and young children, people 65 years of age and older, pregnant women,

<u>Capitol Complex</u>		<u>Alternate Locations</u>	
October 4 <sup>th</sup>	Upper Rotunda / 9:00 a.m.–12:00 p.m.	October 3 <sup>rd</sup>	Diamond Building / 1:00 p.m.–3:00 p.m.
October 4 <sup>th</sup>	Building 4 / 1:00 p.m.–3:00 p.m.	October 6 <sup>th</sup>	Davis Square / 1:00 p.m.–3:00 p.m.
October 13 <sup>th</sup>	Building 5 / 9:00 a.m.–11:30 a.m.	October 20 <sup>th</sup>	DMV (Kanawha City) / 9 a.m.–10:30 a.m.

and people with certain health conditions or a weakened immune system.

There are many flu viruses that are always changing. Each year a new flu vaccine is made to protect against three or four viruses that are likely to cause disease in the upcoming flu season. Even when the vaccine does not exactly match these viruses, it may still provide some protection. It takes about two weeks for protection to develop after receiving the vaccination and lasts through the flu season.

Anyone who has ever had a life-threatening allergic reaction after a dose of the flu vaccine or has a severe allergy to any part of the vaccine may be advised not to

get vaccinated. Most, but not all, types of the flu vaccine contain a small amount of egg protein. Those who have a history of Guillain-Barré Syndrome should talk with their doctor.

Most people who get a flu shot do not have any problems with it. But as with any medicine, including vaccines, there is a chance of having a mild reaction which should go away without treatment, but serious reactions are also possible.

If you decide to get a flu shot please bring your insurance card. Registration forms will be available on site. Questions may be directed to the KCHD at 304.348.8080.

## Purchasing Employee Helps Restore Photographs for Flood Victims

When Purchasing Division employee Jessica L. Chambers realized there was a need for photo restoration following June's devastating floods, she quickly volunteered her services with the nonprofit organization Operation Photo Rescue (OPR). While insurance companies can replace homes and materials, OPR has made it its mission to restore memories.

"It takes a unique set of skills and patience to complete a successful photo restoration," explained Chambers. "Until the recent flooding, I never realized this was a need or an area I could personally make a difference. When I saw that OPR was interested in coming to West Virginia, I immediately contacted the organization's president to see how I could help."

Operation Photo Rescue began in 2006 to help Hurricane Katrina victims and continues to assist in multiple disaster recoveries every year. The process of restoration requires OPR volunteers to scan a digital copy of the damaged photos; OPR volunteers from all over the world then work diligently to restore these precious keepsakes. After the photos have been restored, they are printed and shipped to the affected families free of charge. Volunteers



**Operation Photo Rescue provides free photography restorations for victims of natural disasters. Purchasing Division employee Jessica L. Chambers became involved with the organization after the June's flooding and attended several events the organization held during a recent visit to Charleston and Richwood, West Virginia.**

have restored an estimated 12,000 photos.

On August 26th, a team of volunteers from Kansas, Georgia and Virginia traveled to West Virginia to make digital copies of photos for restoration. The group spent two days in Charleston and two days in Richwood meeting with individuals interested in having their photos restored. While some photos could not be saved, OPR brought hope to many families.

"I was able to join the team that Saturday in Charleston and Sunday in Richwood," shared Chambers. "Some of the

people we met with had lost almost everything and the few photos they brought in were the only family photos they had left. Their gratitude and stories were very humbling."

Chambers is currently in the process of becoming an official OPR member and is excited that the skills she uses with her job at the Purchasing Division will soon be making a difference for victims of other disasters. Those interested in learning more about OPR can visit their website at [www.operationphotorescue.org](http://www.operationphotorescue.org).

Quotes, Notes and Anecdotes



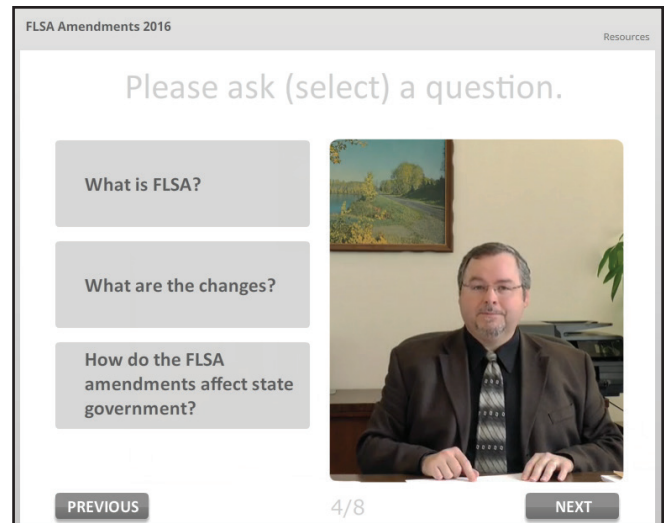
# Personnel Offers New Online Training on FLSA Amendments

To prepare for the changes to the federal Fair Labor Standards Act (FLSA) that take effect on December 1, 2016, the West Virginia Division of Personnel (DOP) has released an online training module outlining these amendments.

This interactive online training was designed in a 'question and answer' format that allows participants to pick the issues and topics most pertinent to them. While the amendments will not go into effect until De-

cember, it is important that agency supervisors, managers and human resources professionals review these changes to know how they may affect their agency and to be in compliance with the revised FLSA guidelines.

The training can be accessed through the Supervisor's Toolbox on the DOP website or by visiting [www.personnel.wv.gov/SiteCollectionDocuments/Toolboxes/FLSA%20Amendments%202016/story.html](http://www.personnel.wv.gov/SiteCollectionDocuments/Toolboxes/FLSA%20Amendments%202016/story.html).



Acting Personnel Director Joe Thomas is part of the interactive training module, offered by the Division of Personnel, on the new Fair Labor Standards Act.

## HELICOPTER

Continued from Page 1

time use and tracking. From May through October, the helicopter will be flown approximately four times per week to serve in the marijuana eradication initiative; that is for an approximate total of 300 hours for the season. The Bell JetRanger may also be used for taking crime scene photos, tracking fleeing suspects, and for search and rescue missions, such as those performed during the June floods. To read more on this flood rescue, visit the August issue of Quotes, Notes, and Anecdotes.

Over the past decade, WVSPs use of state helicopters for marijuana eradication alone (federally funded program) has contributed, through their hourly rates, more than \$1,000,000 to the Aviation Division's special revenue account. Funds for the helicopter refurbishment were appropriated from this account.

"We're like insurance. You never know when you might need us," explains F/Sgt. Shawn Colbert, director of aviation for the State Police. Colbert estimates the State Police Aviation unit responds to an average of 110 services calls per year.

In addition to this helicopter, the State Police acquired a second helicopter that will also need to be restored, as well as an aircraft tug, through the 1033 Program. Colbert hopes they will

also be able to acquire helmets through this program as well. While the 1033 Program is specifically for law enforcement, state agencies can also acquire federal surplus property. To learn more, see Section 4.2 of the *Surplus Property Operations Manual* at [www.state.wv.us/admin/purchase/surplus/surplus\\_operations\\_manual.pdf](http://www.state.wv.us/admin/purchase/surplus/surplus_operations_manual.pdf).

Though this State Police helicopter must be used for their official business, Aviation does have several aircraft available for use by other state agencies. For example, the Department of Environmental Protection uses aviation helicopters to check on mine sites around the state, while many governors and state officials have used Aviation's planes to quickly complete their travel for official state business. All aircraft are meticulously maintained while the state aviation pilots complete monthly training.

"West Virginia acquired its first aircraft back in 1929," shares Aviation Director Charles "Chip" McDowell. "We have evolved and grown over the last eight decades to meet the needs of state government."

To learn more about the Aviation Division and its aircraft, visit [www.aviation.wv.gov](http://www.aviation.wv.gov).



The West Virginia State Police acquired a former military helicopter (above) to refurbish for official state use. The helicopter was obtained through the federal 1033 Program.



The refurbished Bell JetRanger helicopter can be seen above. The helicopter is being housed at the West Virginia State Aviation Hanger.

## Technology Learning Center Offers New Class Options and Pricing Plan

West Virginia Office of Technology's Technology Learning Center recently posted its class schedule for the month of October for West Virginia state employees who may be interested in enrolling. In addition to traditional instructor-led courses, the Learning Center offers several free online courses and seminars for individuals who are unable to attend in person.

Instructor-led courses are currently available for Microsoft Office programs, computer basics and Windows 10. Half-day classes cost \$25 per student, while full-day sessions cost \$50 per day. Class fees will be billed to the employee's agency.

State employees may also participate in free Microsoft Office 2016 courses and Cisco phone training through the State Learning Management System. These trainings include instructional videos, workbooks and practice files so students can fully experience the course.

In addition to these training options, the Technology Learning Center also offers free seminars that demonstrate the new features offered in Microsoft Office 2016. Participants will find these seminars listed as part of the upcoming schedules.

For additional information on these valuable learning opportunities, please contact the West Virginia Office of Technology's Technology Learning Center at 304-558-6384 or visit the Learning Management System website at [www.online-learning.wv.gov](http://www.online-learning.wv.gov).

**Welcome! ...** The Department of Administration is pleased to welcome **Leslie Young** (CPRB); **Teresa Anderson** (Ethics); **Jamie Bowles**, **Frederick Massey Jr.**, **Harold McVay**, **Brandon Merritt**, **Michael O'Dell** and **Michael Shrewsbury** (General Services); **Carol Garnes** (Personnel); and **Tracie Hallman**, **Brittany Ingraham** and **Courtney Johnson** (Purchasing). **Daniel Ball** transferred from General Services to Technology.

**Best Wishes ...** to **Phillip Baker** (Aviation) and **Stephen Kolar** (CPRB), who recently resigned from our department.

**Congratulations ...** to **Holly Devins-Hochlinski** (PEIA) who was recently married on July 23, 2016.

**Our Condolences ...** The Department of Administration is saddened to note the loss of **Clyde (Jr.) Arline**, an employee of the Prosecuting Attorneys office, who passed away recently.

**Special Note ...** Beginning **Monday, September 19, 2016**, all IP phone requests must now be submitted on the NAF website. The Office of Technology now has an IP voice/telephone request page, which can be accessed at <https://sp.wv.gov/sites/naf/Lists/VoiceTelephone%20Request/NeedApproval.aspx>.

Please remember to have the telephone hardware prior to submitting these requests.

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

## HAPPY BIRTHDAY ... in October

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

Melody Duke.....BRIM	Rebecca White.....Personnel
David Jett.....CPRB	Wanda White.....Personnel
Shelia Robertson.....CPRB	Sherry Eling.....Pros. Atty
Marie Shelton.....CPRB	Rhonda Ashworth....Pub. Def. Svcs.
Lisa Trump.....CPRB	Courtney Johnson.....Purchasing
Virginia Wright.....CPRB	Jessica Riley.....Purchasing
Steven Bratchett.....General Svcs.	James Elkins.....Surplus
Philip Brooks.....General Svcs.	Lee Fuller.....Surplus
James Debolt.....General Svcs.	Diana Arden.....Technology
Randall Hazlewood....General Svcs.	Jennifer Ayers.....Technology
Marie Larch.....General Svcs.	James Bowles.....Technology
Andrew Mitchell.....General Svcs.	Jeremy Boykin.....Technology
Carl Westfall.....General Svcs.	Robert Caldwell.....Technology
Harold Young.....General Svcs.	Eric Daniel.....Technology
Meredith Ayers.....Grievance	Scott Dobson.....Technology
Beverly Hedrick.....PEIA	Brian Dunbar.....Technology
Robert Marriott.....PEIA	Madison Farmer.....Technology
Tammy Scarberry.....PEIA	Shelia Gray.....Technology
Andrew Spangler.....PEIA	Tate Hamon.....Technology
Jessica Virtz.....PEIA	Laura Hooper.....Technology
MaryJaneAyoob.....Personnel	Adam Malone.....Technology
Katherine Blizzard.....Personnel	Larry McDonnell.....Technology
Drema Gibson.....Personnel	Robin Moss.....Technology
Erica Henson.....Personnel	Gregory Pittman.....Technology
Joshua Mcatee.....Personnel	Robert Richmond.....Technology
Jerri Nelson.....Personnel	Michael Ross.....Technology
Dustin Stover.....Personnel	Wanda Shafer.....Technology
Joseph Thomas.....Personnel	Ruby White.....Technology
Kelly Turner.....Personnel	

# Administrative Notes

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

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Special Thanks  
Kaye Parks