

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
SEPTEMBER 2017 - Volume 24, Issue 9

Employee of the Month

Friley a Catalyst for Excellence at Public Defender Services



Jonathan Friley
September Employee of the Month

Jonathan Friley, the Administrator for the Public Defender Corporation (PDC) Division of Public Defender Services, has been selected as the Department of Administration's *Employee of the Month* for September.

A state employee for three years, Jonathan's duties include administering the grant program for the state's 18 PDCs. The grant funding is dispersed based upon his gathering, com-

puting, organizing, and analyzing information provided in applications from the corporations.

"Jonathan performs his job responsibilities with attention to detail and a commitment to excellence," said the co-worker who nominated him. "As the administrator of grants for

the corporations, he does not merely review numbers – he assesses needs, proposes changes, and consults on a regular basis with the chiefs of the corporations, all for the purpose of ensuring that legal services to indigent people are being provided effectively and efficiently.

"Jonathan has helped to transform the agency's annual report from a compilation of Excel spreadsheets to a journal of the agency's endeavors and a testament to the agency's efforts," the co-worker continued. "He enables the agency to excel. Simply stated, Jonathan has been the catalyst for numerous changes in the agency that have furthered its mission."

When he's not working, Friley enjoys movies, traveling, photography, video games, and time with family and friends.

Friley will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary John Myers on Thursday, September 7, 2017, at 3:00 p.m. at the Public Defender Services office in Charleston.

Technology Provides Support During Jamboree

The National Scout Jamboree drew thousands of Boy Scouts and volunteers to the Summit Bechtel Reserve in West Virginia from July 19-28, 2017. This was the 19th Jamboree and the second one held in West Virginia.

The state of West Virginia helped support the Jamboree through the Joint Interagency Task Force (JIATF). The group consisted of various

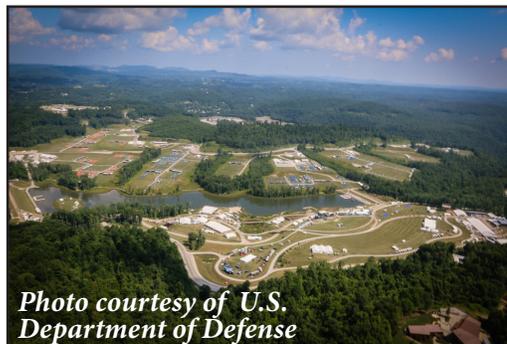


Photo courtesy of U.S. Department of Defense

The Summit Bechtel Reserve hosted the 19th National Boy Scout Jamboree in July. Members of the Office of Technology assisted with communication support during the event.

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SNEAK PEEK

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General Services Division's Grounds Crew Works Year Round to Keep Capitol Campus Beautiful

Keeping the West Virginia State Capitol campus beautiful is a demanding job. The dedicated Grounds Crew Section of the General Services Division is responsible for the beauty enjoyed by state workers and visitors to the Capitol campus.

The Grounds Crew, which is made up of 12 employees, has planted more than 21,000 annual flowers this season along with some ornamental grasses. This year, 95 hanging baskets were placed upon the light poles around campus to provide a colorful view.

“The Grounds Crew takes much pride in planting and seeing the end result of their multiple man hours helping to improve the beauty of the West Virginia State Capitol,” shared Grounds Manager John Cummings. “The overall appearance has been greatly enhanced, and in turn, those visiting or working at the Capitol have a nice experience. We have received many nice compliments on the flower beds.”

Typically, planting work begins at the end of April, which continues well into June. Watering all of the plants on campus is a large job, and crew members can be seen working on this task daily.

Due to the size of some of the flower beds, it can take up to three days to completely water them. Once per week soluble fertilizer is added to the routine to help keep the plants healthy. Because the Grounds Crew staff does not have an automated irrigation system or a manual system, watering is completed through the use of two water tanks with worker-connected hoses.

“Wherever one walks or drives by, on or the near the Capitol complex, color is seen,” added Cummings, regarding the beautification efforts on campus.

Soon, that color will include the changing colors of leaves on the trees as we move into the fall season.

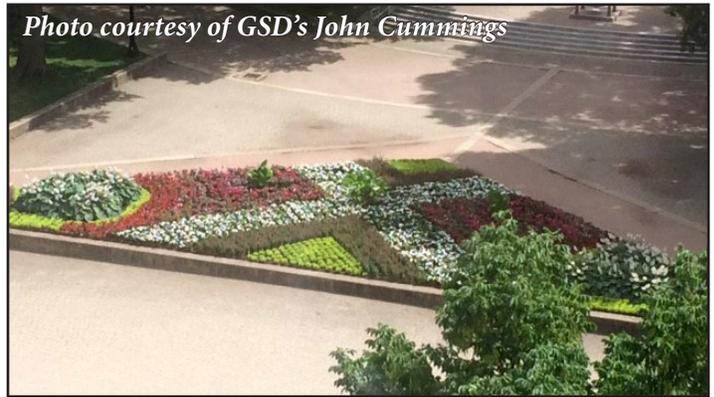
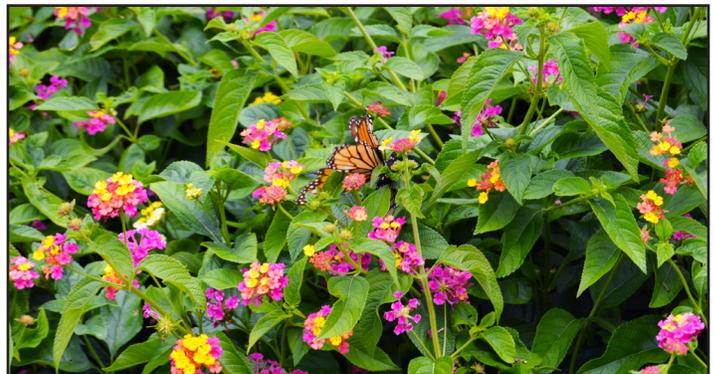


Photo courtesy of GSD's John Cummings

Members of the General Services' Grounds Crew work diligently throughout the year to maintain and beautify the Capitol campus. The Grounds Crew is made up of 12 employees who planted more than 21,000 seasonal flowers while continuing to provide routine grounds maintenance. Their efforts are appreciated by state workers and visitors alike.



Fleet Office Offers Rental Vehicles for State Agency Use

In an effort to accommodate agencies' travel needs, the Fleet Management Office (FMO) is making 10 vehicles available for state agencies to rent for business use.

Agencies are encouraged to consider using a FMO vehicle before using their personal vehicles or other rental options. A variety of vehicle types and sizes are available through FMO with both short- and long-term rental terms.

“The cost of our rentals includes gas and unlimited mileage, so after you factor in those costs, it clearly benefits agencies to look at using our vehicles when the need arises,” said Fleet Manager Mandy Parsons. “We have a variety of vehicles to meet the agencies' needs, and the process to reserve a vehicle is easy.”

To make a reservation, visit www.fleet.wv.gov and click on the ‘Rentals’ tab. At the bottom of the page, open the **Daily Use Vehicle Reservation Request form** (DOA-FM-003), complete it, and submit it via email to fleet@wv.gov. Should you have any questions, call FMO at 304.957.8208 or email at the address above.

Rental Vehicle Type	Daily Rate (Includes Gas and Mileage)
Jeep Liberty	\$35.00
Jeep Patriot	\$50.00
Dodge Caravan	\$50.00
Dodge Charger	\$40.00
Ford Fusion	\$40.00
Chevrolet Impala	\$40.00

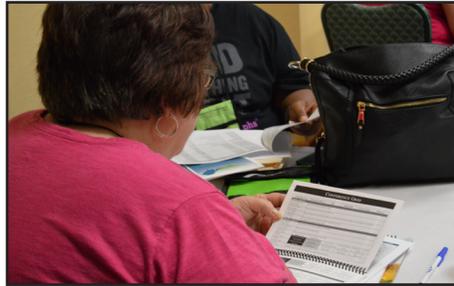
Purchasing Division Hosts its Annual Conference

The West Virginia Purchasing Division hosted its annual statewide Agency Purchasing Conference at Canaan Valley Resort during August 22-25, 2017. More than 250 state agency purchasers attended the conference. This annual conference provides valuable training to state agency purchasers on the laws and rules which govern the state purchasing process to ensure they spend state's taxpayer dollars efficiently and ethically.

Acting Purchasing Director Mike Sheets began the conference by welcoming all attendees and encouraged them to use this conference to grow their knowledge.

"I urge you to absorb as much information as you can and to learn from our staff and presenters, as well as from your fellow agency procurement officers," said Sheets during the opening commencement. "Our goal is to prepare you as much as we can for your day-to-day procurement role."

Conference attendees were offered two educational tracks (beginner's and advanced) while 28 different procurement-related topics, including



More than 250 state agency purchasers joined together for the 2017 Agency Purchasing Conference. In the photos above, an attendee (left) reviews the conference directory, while Senior Buyer April Battle (right) presents information on the Request for Proposals process.

technical and construction purchases, developing specifications, and the various solicitation types (i.e. Requests for Quotations, Requests for Proposals, Expressions of Interest, etc.) were offered during the week. This year, the Purchasing Division introduced six new classes to its conference schedule. Nearly 25% of attendees were first-time participants.

During a special group luncheon, Sheets announced Althea Greenhowe, who serves as a designated procurement officer for the Department of Health and Human Resources, as the

recipient of the 2017 *Agency Procurement Officer of the Year* award.

The number of attendees at the 2017 conference showcases the importance of this training and networking opportunity within state government. For any individual who was unable to attend this conference, the Purchasing Division provides additional training workshops and webinars throughout the year. To view these comprehensive training opportunities, please visit the Purchasing Division's Training Center online at www.state.wv.us/admin/purchase/training.

Purchasing Receives National Honor for Achievement of Excellence in Procurement for 5th Consecutive Year

The Purchasing Division has been awarded the prestigious 22nd Annual Achievement of Excellence in Procurement® (AEP) for 2017 from the National Procurement Institute, Inc. (NPI).

The Purchasing Division has received this AEP award from NPI for five consecutive years. The AEP award, which is the national program used to benchmark organizational excellence in procurement, is earned by public and non-profit organizations that obtain a high application score based on standardized criteria designed to measure best procurement practices.



"For the past five years, the Purchasing Division of the Department of Administration has been recognized by the National Procurement Institute for demonstrating excellence and high standards in ensuring that our tax dollars are being spent ethically and efficiently," said Cabinet Secretary John Myers. "This achievement is not easy to attain. It requires dedicated and knowledgeable leadership and staff to strictly adhere to statutory requirements, while seeking innovative ways to continually improve the procurement process."

The AEP is awarded annually to recognize innovation, professionalism, e-procurement, productivity, and leadership in the procurement function and encourages the development of excellence as well as continued orga-

nizational improvement. The West Virginia Purchasing Division is the only governmental agency in West Virginia and one of only 12 state agencies in the United States and Canada to receive this award.

"The West Virginia Purchasing Division works diligently to create procurement processes, based on our laws, rules and procedures, that provide the results of competency, productivity, transparency and good customer service," said Acting Purchasing Director Mike Sheets. "By receiving this national award for five consecutive years, we have demonstrated that we are moving in the right direction as we continue to work closely with our agency and vendor partners in developing the best procurement practices that ensure state dollars are being spent effectively."

FMO Conducts Training for Agency Coordinators

The Fleet Management Office (FMO) conducted training on August 1, 2017, for 57 fleet coordinators representing 49 state agencies.

The purpose of this training was for coordinators to learn about available tools to assist them with their responsibilities. They also learned how other agencies are conducting business; reviewed insurance and accident procedures; and were able to share fleet-related concerns.

Part of the training focused on the five key components to managing a fleet: ordering, maintenance, fueling, retirement, and active involvement by the agencies. Fleet coordinators are responsible for monthly odometer readings for all vehicles and making sure all drivers are trained and aware of policies and procedures. They must also submit requests for new vehicles acquired from the statewide



Nearly 60 fleet agency coordinators attended a special training session held in August by the Fleet Management Office. This training focused on the five key components to managing a fleet and provided information on processes and resources.

contract, which are then packaged by the FMO before submitting to the Purchasing Division.

“Our agency coordinators have a lot of responsibilities with managing their fleet, and often managing the fleet isn’t their only job within their agencies. They wear many hats,” said Fleet Manager Mandy

Parsons. “We wanted to make them aware of how our office can help, as well as what their peers may be doing to make fleet management more efficient.”

The FMO website, located at www.fleet.wv.gov, contains resources for both fleet coordinators and those who drive state vehicles.

Aviation Aircraft Displayed at the 2017 National Night Out



Photo courtesy of Aviation Division

On Tuesday, August 1, 2017, the Aviation Division participated in the 2017 National Night Out at Orchard Manor in Charleston. During the event, F/Sgt. Colbert was on hand to show children the Division’s Bell Jet Ranger helicopter. “Communities are routinely exposed to the presence of police, fire, and EMS ground vehicles,” shared Director of Aviation Chip McDowell. “The state helicopter’s presence at this event raises awareness in the community that aerial law enforcement and search and rescue of missing persons fulfill a vital police role.”

Webb Appointed as Personnel Director

Sheryl Webb was appointed as the director of the Division of Personnel effective August 1, 2017. “I am honored to have the opportunity to serve the state as the Division of Personnel Director,” shared Webb. “I am looking forward to finding ways to revamp the agency to ensure we are serving employees and applicants the best we can.”

Webb previously served as Deputy Secretary of State and Chief of Staff for the West Virginia Secretary of State until January 2017. She served in other capacities within that office since 2009 and previously with the State Treasurer’s Office. She is a graduate of Marshall University.

“Sheryl brings many innovative ideas and approaches to staffing, communication, training, and policy integration. With a strong focus on creating a strategic workforce plan, her efforts will enhance our personnel operations so we may better serve all West Virginians,” Secretary John Myers said. The Department of Administration welcomes Webb to this new role!



Sheryl Webb
Personnel Director

Personnel Relocates to Building 3

The Division of Personnel has a new home in the recently renovated Building 3 on the Capitol campus. All 60 Personnel employees moved into their new office space in August 2017.

“We are excited about the new workspace in Building 3. We have been able to place employees together in their respective sections, which has been helpful for increased productivity and teamwork,” said DOP Director Sheryl Webb. “We would like to thank the General Services Division, the Real Estate Division, and the Di-

vision of Protective Services for all of their assistance during the move. In addition, we have had many staff work tirelessly to make this a seamless transition.”

Division of Personnel’s main telephone number (304.558.3950) did not change with the move. However, the new address for the agency is noted below:

Division of Personnel
Building 3, Suite 500
1900 Kanawha Boulevard, East
Charleston, WV 25305



Following the completion of Building 3, several agencies, including the Division of Personnel, moved into the recently renovated building during this summer. All 60 employees of the Division of Personnel now have a new office space in this building.

JAMBOREE

Continued from Page 1

organizations from all levels of government, including state, federal, local, and military. The Office of Technology (OT) provided direct technical support to all participating state agencies during all phases of the event, including supplying a liaison presence in the JIATF command center.

Communication capability is a critical component of such an event, whether there is an emergency that requires a response or just day-to-day activities. Ensuring the multitude of various organizations work with consistent and accurate information is crucial. Unexpected communication interruptions can severely hinder support operations.

Considering the reliance on technology, OT’s Cyber Security Operations Center collaborated with the West Virginia National Guard’s cyber professionals to provide cyber threat management and response capabilities.

“For a state government and the National Guard to partner in such a way is yet another example of West Virginia trailblazing new paths,” said Chief Information Security Officer Joshua Spence of the Office of Technology.

The Summit Bechtel Reserve will also be the venue for the 24th World Scout Jamboree in 2019 and the next National Jamboree in 2021.

Mandatory Cyber Security Training Deadline is Oct. 31, 2017

Cybersecurity has become, and will continue to be, one of the most critical issues affecting organizations and individuals today. From the government level down to family households, the security implications that accompany today’s digital devices and enhanced connectivity are leading to accumulated risks, compromising our sensitive data and threatening our privacy and safety.

Businesses and governments have been encouraged to accelerate their cybersecurity efforts and prioritize information security initiatives. This will help mitigate the rising cyber risks faced by insurers and the public.

To support these efforts, each year the Office of Technology provides cyber security training for all executive branch end users. The 2017-2018 Cyber Security (“Information Security”) Annual Training is now available on the State’s training system. This training is required by multiple

state policies and helps state employees be more aware of how to handle information and steps they can take to reduce the risk of privacy and security issues.

Unless provided a different deadline set by your individual agency, all state employees are required to complete this security training no later than October 31, 2017. All users have been automatically enrolled in the required course. The training should take approximately 45 minutes and can be completed in multiple sessions. Additionally, employees may attempt to test out of the training by participating in a pre-test at the beginning of the course.

To access these trainings:

- Go to www.onlinelearning.wv.gov
- Your “User ID” will be the ID that you use to log in to the network (e.g. A24120, E42193)
- The default password for the training system is the word “password” in all lowercase letters with no quotes. If you

have not been in the training system before or are not sure if you have already changed your password, try the word “password” first. If that does not work, click the text “Forgot your User ID or Password” below the login. Supply your email address and hit “Process”. If you still have issues logging in, please contact the Office of Technology’s Service Desk (servicedesk@wv.gov).

- Your certificate will appear after the training is complete. If you wish to print it out for your own records, please do so at this time.
- If your training does not launch or does not appear to be working, contact the Service Desk.

Some Department of Administration employees may have completed this course previously. If you do not see this course listed, check the “Completed” courses tab or view a copy of your transcript.

Administration Intranet Site Helpful Tool for Employees

Have you visited the Department of Administration's intranet site? In case you are not aware, the Department maintains an intranet site specifically for its employees.

This site includes helpful links to the *Department's Employee Handbook*; *Quotes, Notes & Anecdotes*, the monthly employee newsletter; all department policies; the department's organization chart; and many more resources that employees may find valuable.

The intranet was updated recently after the Office of Technology updated the SharePoint software, which is the content management system used to maintain the site.

The Department's intranet may be found at <https://west-virginiaot.sharepoint.com/sites/administration/default.aspx>. An email was sent to employees last month to encourage them to bookmark this link, look it over, and compile suggestions for improvements.

When accessing the Department's intranet site, employees will need to enter their login identification followed by @wv.gov (for example: A123456@wv.gov) and their password. This is the same information used when logging on to the network. This site is only accessible to Department of Administration employees.

Suggestions for updates and improvements to the intranet site are welcome and should be emailed to Diane Holley-Brown, the Department's Director of Communication, at Diane.M.Holley@wv.gov.

Welcome! ... The Department of Administration is pleased to welcome **William Hicks** and **Cheryl Jackson** (PEIA); and **Anna Short** (Purchasing).

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Ellen Fleet** (CPRB); and **Catherine DeMarco** (Purchasing) the very best during their retirements.

Best Wishes ... to **Michael Powell** (Finance); **Jamie Bowles** and **Tina Withrow** (General Services); and **Connie Schoolcraft** (Personnel); **Anthony Cooper** (Purchasing); and **Timothy Hall, Alicia Holman, Aaron Ooten** and **Andrew Williams** (Technology), who recently resigned from our department.

Congratulations ... to **Tom Hackney** (General Services), who welcomed his granddaughter Cloe Grace Summerhill on July 20, 2017. She weighed 7.5 lbs. Also, **Alisha Pettit** (Purchasing) and her husband welcomed their daughter Brooklynn Nicole Pettit on July 11, 2017 at 4:47 a.m. Brooklynn weighed 6 lbs 10 ounces and was 19 3/4 inches long.

Got News? ... We want you to share YOUR good news with your department co-workers! Send your information to Communication Director Diane Holley-Brown at Diane.M.Holley@wv.gov!

HAPPY BIRTHDAY ... in September!

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

Lionel Adams.....CPRB	Stephanne Thornton..Pub. Def. Svcs.
Leslie Bruce.....CPRB	Lu Anne Cottrill.....Purchasing
Diana Davis.....CPRB	James Farmer.....Purchasing
Kevin Kerns.....CPRB	Sherry Fewell.....Purchasing
Virginia May.....CPRB	Anna Short.....Purchasing
Dan Morris.....CPRB	Constantino Amores.....Real Estate
Barbara Moss.....CPRB	Gail Delmaar-Mines.....Real Estate
Paige Strickland.....CPRB	John Hildreth.....Real Estate
Tammy White.....CPRB	Thomas Allen.....Technology
Margaret Briggs.....Ethics	Randall Arbogast.....Technology
Derek Knopp.....Ethics	Franklin Buskirk.....Technology
Connie Byrne.....Finance	Kenneth Casto.....Technology
Kenny Yoakum.....Fleet	Diane Corker.....Technology
John Cummings.....General Svcs.	Jennifer Curia.....Technology
Robert Desmond.....General Svcs.	Derrick Day.....Technology
Ernest Green.....General Svcs.	Patricia Ebert.....Technology
James Huffman.....General Svcs.	John Foster.....Technology
Ada Kennedy.....General Svcs.	Madeline Harper.....Technology
Gary Morris.....General Svcs.	Adena Harvey.....Technology
Michael O'Dell.....General Svcs.	Wesley Moats.....Technology
Terry Parsons.....General Svcs.	Henry Moore.....Technology
Scotty Pauley.....General Svcs.	John Moore.....Technology
Jessica Blankenship.....PEIA	Michael Moore.....Technology
Amber Harper.....PEIA	Jason Nichols.....Technology
Jennifer Priddy.....PEIA	Lena Pannell.....Technology
Cynthia Baker.....Personnel	Daniel Pauley.....Technology
Joshua Lanham.....Personnel	Deidre Rainwater.....Technology
Robin Turturice.....Personnel	Martha Reynolds.....Technology
Teresa Asbury.....Pub. Def. Svcs.	Krista Scott.....Technology
Mark Doyle.....Pub. Def. Svcs.	Mark Smith.....Technology
Dana Eddy.....Pub. Def. Svcs.	Emily Streets.....Technology
Rachel Flynn.....Pub. Def. Svcs.	Larry Sutters.....Technology
Katya Ross.....Pub. Def. Svcs.	Stephen Windon.....Technology

Administrative Notes

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Special Thanks
Kaye Parks