

Quotes, Notes & Anecdotes

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

Baker is the Key Ingredient at Division of Personnel



Cynthia Baker
Sept. Employee
of the Month

Cynthia Baker, an Administrative Services Assistant III for the Division of Personnel, has been selected as the Department of Administration's *Employee of the Month* for September.

A state employee for more than 11 years, her duties include onboarding new employees, purchasing goods and services for the division, human resources and payroll maintenance, inventory management, managing completion of the Annual Report,

and preparing billing for other agencies.

"Cindy does anything and everything she possibly can to assist our agency," said the co-worker who nominated her. "If we have a need for anything, she makes sure it is met. If I

can't locate a form, or don't know how to send an e-fax, or my phone is not working, Cindy is the go-to. She literally does it all. She is always willing to assist, regardless of how busy she is. She is always patient and positive. Cindy is an example of how to assist others and maintain a positive demeanor, all while being extremely busy and multi-tasking.

"Cindy is extremely professional," the co-worker continued. "She takes her duties very seriously. All the little things Cindy does add up to one very big job. Our agency would not run efficiently without her behind the scenes keeping it all together."

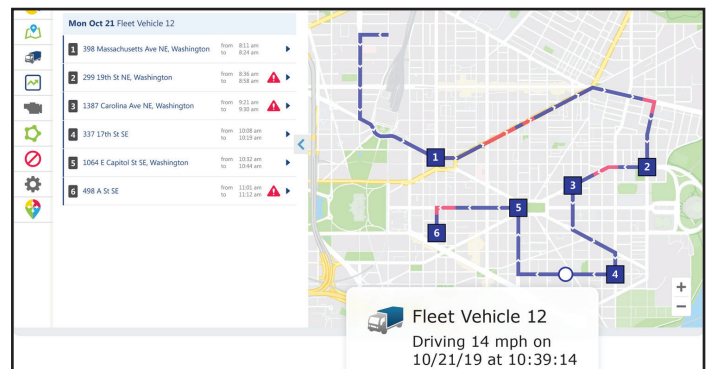
When she is not working, Baker enjoys reading and spending time with her family and her dog Sissy. She is also pursuing a master's degree in Public Administration and will graduate early next year.

Baker will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Allan McVey at a later date.

Fleet Management Division's Telematics Pilot Program Provides Critical Information on State Vehicle Use

In October 2019, the Fleet Management Division (FMD), along with the Department of Environmental Protection, installed 50 telematics devices in state vehicles as part of a pilot program to evaluate the different features before adding the service to the state's vehicle management vendor currently contracted with ARI. In July 2020, FMD published a six-month review of those results.

The goal of the telematics pilot program was to evaluate the features and reports available to better assist state agencies with



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Amazon Business Prime Available to State Agencies

After months of working with Amazon, the Purchasing Division has negotiated terms and conditions for the provision of Amazon Business Prime for all state agencies. This partnership offers Amazon Business Prime as an option for making purchases for goods not available through the state's mandatory internal sources or statewide contracts.

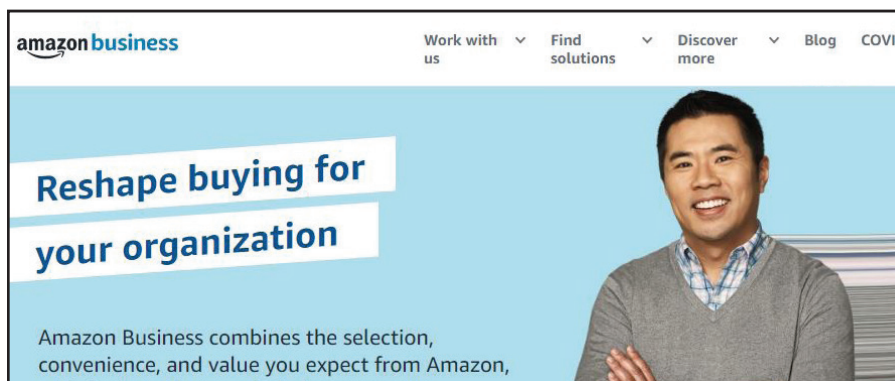
"While state agencies are still required to follow all purchasing rules, we always strive to make procurement easier for agencies," explained Purchasing Director Mike Sheets. "Commodity purchases are viewed in aggregate for the same or similar commodities within the previous 12 months. Purchases under the \$2,500 threshold may be procured through Amazon, while a screenshot of the Amazon item and its price may serve as one of the ver-

bal bids for purchases between \$2,500 and \$10,000 in aggregate."

By purchasing through the state's Amazon Business Prime account, state agencies will receive automatic tax-exempt purchasing, free two-day shipping on eligible items, business-specific pricing, access to a specialized Amazon Business Customer Service team, and more.

During the implementation phase of Amazon Business Prime, the Purchasing Division hosted two webinars for administrators and requisitioners. A copy of both of these trainings are available on the Purchasing Division's webpage at www.state.wv.us/admin/purchase/SWC/AMAZON.htm.

Questions regarding your state agency's ability to utilize Amazon Business Prime should be directed to your agency's designated procurement officer. An FAQ for Amazon Business, as well as the terms and conditions negotiated by the Purchasing Division, can also be found at the link above.



TELEMATICS

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managing their fleet. Telematics allows agencies to maximize utilization and safety while eliminating analog vehicle methods of reporting vehicle data.

At the end of the six-month pilot period, FMD documented the costs associated with the vehicles fitted with telematics devices, including the average per gallon fuel cost and cost per mile for fuel only. What the state found was a 9% decrease in fueling costs per mile while traveling more miles and paying more for gasoline. To view of copy of these costs, see the box to the right.

As part of the report, data was provided for key performance indicators, such as utilization of the vehicle, including driving distance and duration, the most and least utilized vehicles, time spent idling, geofencing, and after-hours usage; preventative maintenance, including engine fault, battery drain, and oil life remaining; safety, including the use of seat belts, speeding, and aggressive

Total For All Telematics Vehicles	Before Telematics	After Telematics	Percent of Increase/ Decrease
Cost Per Mile	\$0.27	\$0.34	24%
Miles Travelled	215,827	249,838	16%
Fuel Cost	\$38,058.37	\$40,217.06	6%
Gallons Purchased	16,498.80	16,900.90	2%
Average Per Gallon Fuel Cost	\$2.31	\$2.38	3%
Cost Per Mile Fuel Only	\$0.18	\$0.16	-9%
Maintenance Repairs	\$10,490.97	\$27,400.48	161%
Operating Cost	\$58,614.08	\$84,032.39	43%

driving; and fueling.

"Telematics has proven to be the best tool to help us manage the utilization and safe operation of our state vehicles," said Fleet Coordinator Becky Farmer.

The findings have led FMD to add telematics to its specifications for the upcoming vehicle management contract.

A copy of the executive summary and the report of findings can be found on FMD's website at www.fleet.wv.gov. Additional information on FMD's telematics pilot program can be seen in the February 2020 issue of *Quotes, Notes, & Anecdotes* or on the FMD website.

Vendor Makes Significant Progress on Dome Project

Pullman Power has made significant progress on historic repairs to the Capitol dome. The company took over the project in October 2018. As of July 2020, crews were more than halfway finished on the inside work, having completed the demolition of the interior walls, supported and strengthened the inner dome, and rebuilt the interior walls back up underneath of the dome.

On the external part of the dome, several of the mortar joints had deteriorated and cracked over time, and piping had burst and allowed water from the outside to get into the building. As a result, the drain system had to be replaced in its entirety with new drain piping lined with fiberglass.

The inner dome is made up of two plaster shells, an inner shell and an outer shell. Metal plates are contained on the inside and outside of the dome and are wired together to create additional strength, holding the inner dome in place. Once the interior scaffold is removed, the chandelier will be installed.

Additionally, all stones at the springline level were removed, cleaned and/or repaired, and reinstalled. Behind this stone system is a new full lead-coated copper flashing system, which will eliminate any risk of water infiltration. When the Capitol was first built, flashing wasn't installed at all, so water was able to seep through the stones and the mortar joints and work its way inside the building. The new stepped lead-coated copper flashing is an actual metal-flashing barrier that will allow water to seep into the stones but will also transfer the water back out.

"One of neat things is that each stone is in the same exact place that it was originally," said Pullman Project Manager Mark Bott. "So that very stone in that very place is now back in that very place. All the stones were mapped and logged and reinstalled in the exact same place as they were originally, so it wasn't just a jigsaw puzzle going back together. It was very purposeful where each stone was placed.

"Some of the stones show the years and years of water that naturally flowed down the outside of the dome," he continued. "It caused character marks, little signs of erosion. That is something that you want to keep. That's not something that you want to take away and make it look like it's a brand-new stone."

The next step in the dome project involves cleaning the exterior of the dome to prepare it for the new application of the high-performance paint and spot repair of the gold leafing. According to Bott, the dome collected a tremendous amount of organic growth and dust and debris just from the natural air environment.

"We've all had quite a task, but everything has been going really well," said Bott. "Some of the craftsmanship really makes you appreciate what went into this building when it was constructed and now the restoration. It's been a really good job and we've been really honored to work on such a cool building and piece of history here in West Virginia."



The Department of Administration has been documenting the progression of the dome restoration on its website at administration.wv.gov/CapitolDomeProject. Additional photos can be seen on this page. Photos are provided courtesy of the Development Office.

Quotes, Notes and Anecdotes

General Services Division Hosts Summer Interns

The General Services Division (GSD) was pleased to host two interns this summer.



Nicholas Ball

Nicholas Ball, a rising senior at Marshall University, is pursuing a major in mechanical engineering. This was Ball's second summer working as the energy management intern for the GSD.

Ball completed tasks such as project design, surveying, and archiving important documents within the office. He said he learned a lot from his time with the GSD.

"Over the past two summers of interning with the Energy Management Unit, I have learned the basic mechanics of an office setting, improved my communication skills, received hands-on experience designing and submitting projects, and drastically improved my knowledge of how large-

scale HVAC systems work."

Zackary Bishop, an upcoming sophomore at Marshall University, is a civil engineering major. This was Bishop's first summer working for the Architecture & Engineering section of the GSD.

As part of his duties, Bishop organized and filed blueprints of previous state renovations. He then transferred those documents to an online format.

"I have learned about the work that gets done behind the scenes of building projects, how an office functions, and how project supervisors keep track of job site progress," he shared.

GSD was very happy to have both interns in the office and thanks them for their hard work this summer!



Zackary Bishop

Fleet Shares Tips for Driving in Foggy Conditions

Most drivers know all about the bad weather basics. Ice is slippery. Rain mixes with the oil from the road. Snow can limit visibility. But there's one element that often goes overlooked, or worse – underestimated. That is fog.

Anyone who has driven throughout West Virginia knows we often get fog in our mountains and valleys. Below are a few tips from the Fleet Management Division on how to stay safe when driving in foggy conditions.

Ditch your car's high beams. While high beam headlights increase your visibility in most situations, the stronger beams will reflect off the water particles in the fog and make it appear denser. Many vehicles are equipped with special fog lights or fog lamps. Otherwise it is best to use your low beams.

Leave plenty of distance between you and the car in front of you. Decreased visibility means longer braking times, so slow down. It may take you longer to get to your destination, but your safety is worth it.

Beware of black ice. When it's foggy and the temperatures are freezing, black ice can occur, and it's extremely dangerous. Black ice is a very thin, dark sheet of ice that is difficult to see in good visibility, and nearly impossible to see when it's foggy.

Take advantage of your windshield wip-

ers and defrosters. Windshield wipers will help keep the glass clear, even if it is not raining. Putting them on the lowest possible setting is usually proficient. Because fog usually occurs in high humidity, it is probably a good idea to use your vehicle's interior defrost function. This will help dry off the inside of your car's windows.

Follow the right-side line of the road to guide you. Don't be afraid to slow down and drive cautiously along the right side of the roadway. Roadside reflectors can help guide you as well.

Watch for animals. Because they cannot see you from far off, animals tend to feel more comfortable walking on the road when it's foggy. Also, because you can't see them, there's less time to react, which causes a significant increase in roadkill.

Don't accelerate if a car behind you is too close. It can be tempting to try and "lose" the guy who is right on your tail, but that can make your situation more dangerous. Stick to a safe, reasonable speed limit in the fog, even if other drivers don't.

Check your mirrors before slowing down and gently apply your brakes. The earlier you can start to tap the brakes, the better. Your brake lights will alert drivers behind you that you are slowing down, and you won't catch them by surprise with a sudden stop.

Know your limits. If visibility gets too bad, and you really can't see more than a few feet in front of you, pull over wherever it's safe. Pulling into a gas station or other roadside venue is the best possible scenario but this isn't always an option. Pull as far to the side of the road as possible. Once you're stopped, turn on your hazard lights.



Staying Active Key to Mental, Physical Health

While fitness centers have reopened, many individuals are unable or uncomfortable visiting during this time. As we continue to adapt to a time of social distancing, it is important for individuals to continue to stay active. In addition to making our bodies healthier, physical activity is also a great way to reduce stress and anxiety. Check out these ideas from the American College of Sports Medicine on how to stay active during the coronavirus pandemic.

Aerobic Activities

Indoor Activities:

- Put on some music and walk briskly around the house or up and down the stairs for 10-15 minutes. Do this two to three times a day.
- Dance to your favorite music
- Jump rope
- Follow an exercise video (YouTube has many free options)
- Utilize home cardio machines if you own them

Outdoor Activities:

- Walk or jog around your neighborhood. Stay six feet away from others.
- Be active in a local park. Spending time in nature may enhance immune function. (Don't forget to wash your hands after you've been in public places.)

- Go for a bicycle ride
- Do gardening and lawn work
- Play active games with your family such as tag or frisbee

Strength Training

- Download a strength workout app to your smart phone, such as the 7-Minute Workout (no equipment necessary)
- Follow a strength training video
- Perform yoga. Deep breathing and mindfulness can also help reduce anxiety.
- Consider other simple muscle strengthening exercises you can do around your house, such as:
 - Squats or sit-to-stands from a sturdy chair;
 - Push-ups against a wall, the kitchen counter or the floor; and,
 - Lunges or single leg step-ups on stairs.



EEO Office Celebrates 30th Anniversary of ADA



EEO Executive Director Tia Welch (left) and EEO Administrative Secretary Brittany Rutrough (right) met with individuals to celebrate the 30th anniversary of the ADA.

July 26, 2020, marked the 30th anniversary of President George H. W. Bush signing into law the Americans with Disabilities Act (ADA). Upon signing the ADA into law, President Bush said, “[W]e rejoice as this barrier falls for claiming together we will not accept, we will not excuse, we will not tolerate discrimination in America.”

In celebration of this milestone anniversary, the West Virginia Equal Employment Opportunity (EEO) Office hosted a small reception. Due to COVID-19, the reception featured prepackaged snacks while EEO staff members wore masks to greet individuals.

The EEO Office was established by former Gov. Gaston Caperton by executive order in 1990. As part of its mission, the EEO works to prevent and eliminate unlawful employment discrimination and to promote diversity in West Virginia state government. It is their job to ensure the ADA is enforced in state government.

Employee Question of the Month

With students of all ages starting back to school (both physically and online), it is easy to recall memories of first-day outfits and the frantic rush of classroom changes. In light of this nostalgia, we asked Department of Administration employees to share their favorite school subject.

The most popular subject among our employees was "history" with several employees recognizing their love of American history, world history and even West Virginia history.

STEM classes were also well represented with "math" (which includes special shout outs to trigonometry, geometry, and calculus) being the second most popular answer, and "science" the third. Physics was the most popular field of science mentioned by employees followed by chemistry and then biology.

While history, math and science were the top three answers, there were several other classes that received multiple votes including (in order of popularity):

- English
- PE/Gym
- Art
- Lunch/Recess
- Typing

There were also several other beloved classes that received only one mention including band, economics, geography, and shorthand.

Thank you to all Department of Administration employees who took time to participate in our **Employee Question of the Month**. To see this month's question, check the *Administrative Notes* section on the right.

Welcome! ... The Department of Administration is pleased to welcome **Roger Allen**, **Bonnie Brady**, **Aaron Rollins**, and **Cody Taylor** (General Services), **Teresa Cummings** (PEIA), **Jon Castleberry** (Personnel), **Amy Kelly** and **Jason Thompson** (Purchasing), and **James Kirk**, **Andrew Lore**, and **Gary Lewis** (PEIA).

Best Wishes ... to **Lawrence Copley** (Aviation), **Leslie Bragg** (PEIA), **Monica Ashford** and **Joshua Kirwan** (Personnel), and **Brittany Ingraham** (Purchasing), who recently resigned from our department.

Labor Day ... is Monday, September 7, 2020. State offices will be closed in observance of this official state holiday.

IRM Update ... Patrick Scragg will serve as the Intergovernmental Relationship Manager (IRM) for the Department of Administration excluding PEIA. For more information on the IRM program, see the August 2020 issue of *Quotes, Notes & Anecdotes*.

Employee Question of the Month ... A big THANK YOU to our employees who participated in our **Employee Question of the Month**. Last month's question and answers can be seen to the left.

This month's Department employee question is, "**What motivates you?**" Share your comments with us by August 14, 2020, by visiting www.surveymonkey.com/r/NJ8MXNP.

HAPPY BIRTHDAY ... in SEPTEMBER

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

Dustin Anthony.....Aviation
 Luke Mitchell.....BRIM
 Lionel Adams.....CPRB
 Christine Fernandes.....CPRB
 Stachia Fields.....CPRB
 Kevin Kerns.....CPRB
 Gary Kessell.....CPRB
 Virginia May.....CPRB
 Dan Morris.....CPRB
 Paige Strickland.....CPRB
 Tammy White.....CPRB
 Melissa Williams.....CPRB
 Derek Knopp.....Ethics
 Ellen Briggs.....Ethics
 Diane Corker.....Finance
 Timothy Sylvester.....Fleet
 Kenny Yoakum.....Fleet
 John Anderson.....Gen.Srvs.
 John Cummings.....Gen.Srvs.
 Ada Kennedy.....Gen.Srvs.
 Gary Morris.....Gen.Srvs.
 Terry Parsons.....Gen.Srvs.
 Scotty Pauley.....Gen.Srvs.
 Brandon Perdue.....Gen.Srvs.
 Joseph Pratt.....Gen.Srvs.
 Cody Wines.....Gen.Srvs.
 Joshua Fraenkel.....Grievance
 Jessica Blankenship.....PEIA
 Jennifer Priddy.....PEIA
 Cynthia Baker.....Personnel
 Susan Keener.....Personnel
 Krista Scott.....Personnel
 Robin Turturice.....Personnel

Teresa Asbury.....Pub.Def.Srvs.
 LeeAnn Doyle.....Pub.Def.Srvs.
 Mark Doyle.....Pub.Def.Srvs.
 Dana Eddy.....Pub.Def.Srvs.
 Stephanie Thornton..Pub.Def.Srvs.
 Krista Chadband.....Purchasing
 Lu Anne Cottrill.....Purchasing
 Sherry Fewell.....Purchasing
 Gail Delmaar.....Real Estate
 Arlie Hubbard.....Real Estate
 Tina Withrow.....Real Estate
 Sarah Long.....Sec. of Admin
 Thomas Allen.....Technology
 Randall Arbogast.....Technology
 Franklin Buskirk.....Technology
 Kenneth Casto.....Technology
 Derrick Day.....Technology
 James Dixon.....Technology
 Patricia Ebert.....Technology
 Madeline Fitzwater.....Technology
 John Foster.....Technology
 Adena Mays.....Technology
 Wesley Moats.....Technology
 Henry Moore.....Technology
 Michael Moore.....Technology
 Jason Nichols.....Technology
 Daniel Pauley.....Technology
 Deidre Rainwater.....Technology
 Terri Sheets.....Technology
 Mark Smith.....Technology
 Larry Sutters.....Technology
 Annette Vance.....Technology
 Stephen Windon.....Technology

Administrative Notes

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