



# Quotes, Notes & Anecdotes

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

### 'Take Charge' Attitude Fuels Success for Fleet's Farmer

Becky Farmer, the Fleet Coordinator for the Fleet Management Office, has been selected as the Department of Administration's *Employee of the Month* for January.

A state government employee for more than two years, Farmer's primary duties include overseeing the scheduling of classes when agencies receive new vehicles, as well as ensuring the new vehicles have licenses, registration, insurance and accident packages. She

coordinates the efforts to make sure all vehicles have all services requested, then repeats those efforts in reverse order for vehicles being decommissioned.

"Becky had less than 30 days to learn all she could about the Fleet Management Office," said one co-worker. "Becky rose to the occasion and learned all of the internal and external business processes to keep vehicles rolling."

Another co-worker commented, "Becky is known within

the Fleet Management Office as the hub of the department. It all starts and ends with Becky, and we couldn't be happier."

In her spare time, Becky enjoys knitting, cooking and spending time with her family and dogs. She will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Jason Pizatella on Friday, January 9, at 11 a.m. at the Fleet Management Office in Charleston.



**BECKY FARMER**  
January Employee of the Month



Jane Shinn of the Finance Division was honored as the Department of Administration's 2014 Employee of the Year on December 10. Pictured with her after the ceremony is Cabinet Secretary Jason Pizatella.

### Finance Division's Jane Shinn Named Employee of the Year

Jane Shinn, a Financial Reporting Specialist for the Finance Division, has been selected as the Department of Administration's *Employee of the Year* for 2014. Shinn received the award at a ceremony in the upper Rotunda area near the House of Delegates chamber entrance on December 10. Shinn is a 15-year state employee who serves as the manager of the Financial Accounting and Reporting Section for the Finance Division. She oversees the completion of several of the agency's annual reports, including the Comprehensive Annual Financial Report.

Shinn was among the 12 eligible finalists for the award, all of whom were *Employee of the Month* recipients during the 2014 calendar year. Prior to naming the *Employee of the Year*, each monthly recipient received a special gift at the ceremony. Later, they were all received by Gov. Earl Ray Tomblin in a private meeting in the Governor's Reception Room. A catered luncheon followed the ceremony for all Department of Administration employees. Congratulations to all our department employees honored in 2014!

## SNEAK PEEK

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# Employees Reminded of Parking Regulations During the 2015 Regular Legislative Session

The 2015 Regular Session of the Legislature begins January 14 and with the annual 60-day session comes a much greater demand for parking around the Capitol Complex.

State employees are reminded of the following policies and procedures for parking as outlined in *West Virginia Legislative Rule 148CSR6*. During the Regular Session, state employees should advise guests visiting state offices and those who do not have designated parking spots where parking may be found.

Parking placards must be displayed immediately behind the vehicle's rearview mirror or parking decals on the bottom right corner of the windshield (please see the article below on new parking window decals). No substitutions, such as copies or notes placed on dashboards, will be accepted. Employees may purchase one additional placard decal for \$20 for a second vehicle. Employees who forget their placard should report to the Piedmont Avenue guardhouse immediately at 304.558.0248

Individuals who use metered parking and believe that it is not working correctly must report the malfunctioning meter on the same day the meter is used to the Piedmont Avenue guardhouse as well. The malfunction must be verified by the Department of Administration for a ticket to be voided.

The Department of Administration will not void tickets for unauthorized parking in handicapped areas, includ-

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With the 2015 Regular Session of the Legislature scheduled to begin January 14, parking challenges are to be expected around the campus.

## 2015 Legislative Calendar

- **January 14, 2015** – The 2015 Regular Session of the Legislature convenes. Gov. Earl Ray Tomblin delivers State of the State Address.
- **February 2, 2015** – Submission of Legislative Rule-Making Review bills due.
- **February 23, 2015** – Last day to introduce bills in the Senate and the House. Does not apply to originating or supplementary appropriation bills, nor to Senate or House resolutions or concurrent resolutions.
- **March 1, 2015** – Bills due out of committees in house of origin to ensure three full days for readings.
- **March 4, 2015** – Last day to consider bill on third reading in house of origin. Does not include budget or supplementary appropriation bills.
- **March 14, 2015** – Adjournment at midnight.

## Parking Division to Offer 'Cling-On' Decals to Employees

Tired of placing your parking hang tag on your rearview mirror only to have it fall unnoticeably when you shut the door, or to have it simply not fit on your rearview mirror at all? This could become less of a concern, said Real Estate Division Executive Director Jon Amores.

"Employees have been asking for alternatives to the hanging tags on their vehicles, which often fall to the floor, and we are trying to be responsive to their concerns," he

said. Therefore, the Real Estate Division's Parking Section will offer employees a parking "cling-on" decal that will be placed on the bottom right corner of your windshield.

The decal is approximately 2 inches by 3.5 inches with the parking lot and space number stated on it and will cling to the window instead of stick or hang. The decals will be available to purchase for \$20 each. Checks are to be made payable to the State of West Virginia, Parking Section. Employ-

ees will be allowed to purchase up to two decals. Upon receipt of your decal(s), you will need to return your hang tag(s) to your parking coordinator. The new decals will be available by the end of January.

Please note that the decal is optionable and is NOT mandatory. You may continue to use your current hang tag(s) should you so choose. If you are interested in purchasing a decal, please contact your parking coordinator.

## Chuck Jones Retires As BRIM Executive Director After 20 Years



**Chuck Jones, pictured above with Cabinet Secretary Jason Pizatella, has retired from the Board of Risk and Insurance Management after 20 years as its executive director.**

Chuck Jones has retired as the executive director of the Board of Risk and Insurance Management (BRIM), effective December 31, 2014. Jones served as the executive director of BRIM since 1994. During his tenure, the U.S. Government Finance Officers Association recognized BRIM for excellence in financial reporting each of the past 18 years. Jones was a former president of the State Risk and Insurance Management Association.

The Department of Administration extends its gratitude to Jones for his

service and wishes him the best during his retirement.

BRIM's primary responsibility is to provide casualty insurance coverage for state agencies. It operates a similar program for other public entities, including boards of education, local government bodies and many non-profit organizations.

Mary Jane Pickens was selected as the new executive director of BRIM, effective January 1, 2015. For more on Pickens' new role, see the article on page 4.

## BRIM Receives Recognition for Defensive Driver Training Program

The West Virginia Board of Risk and Insurance Management (BRIM) was chosen by the National Safety Council as a Defensive Driving Course Award recipient for its outstanding training efforts in 2014.

BRIM was recognized in the *Best Performance* category for its online defensive driver training efforts at the National Safety Council's 2014 Congress and Exposition Conference in San Diego, California, on September 13, 2014.

This year, BRIM partnered with the National Safety Council to provide on-line defensive driver training for State and County Board of Education drivers. To date, 27,603 trainees have completed the training program. BRIM provided this training to promote safe driving practices to reduce and control automobile incidents that could result in claims.

Loss Control Manager Jeremy Wolfe said that "this recognition would not have been possible without the participating entities encouraging its employees to receive this training." He stressed that this recognition is also recognition for each of its participating entities.

"BRIM takes great pride in offering this training opportunity to State and

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## PEIA Board Votes on New Plan for Fiscal Year 2016

The Public Employees Insurance Agency (PEIA) Finance Board unanimously approved its plan for Fiscal Year 2016 at its December meeting.

The changes for active PEIA members for medical options include an increase in primary care office visit copayments from \$15 to \$20 per visit; an increase in specialist office visit copayments from \$25 to \$40 per visit; an increase in deductibles by \$25 for single coverage and \$50 for family coverage; an increase in outpatient surgery copayments from \$50 to \$100; an increase in emergency room

copayments to \$100 with no discount; an increase in family out-of-pocket maximums for PEIA PPB Plans A and D to twice the employee only amount; and a \$100 copayment per admission to the existing deductible and 20% coinsurance for inpatient hospital care.

The generic drug copayment for a 30-day supply will increase from

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# Secretary Pizatella Makes Personnel Announcements

Department of Administration Secretary Jason Pizatella is pleased to announce the addition of three new members to the Office of the Cabinet Secretary.

Mary Jane Pickens was appointed Deputy Secretary for the Department of Administration. Pickens was also selected as Executive Director of the state's Board of Risk and Insurance Management, beginning service on January 1, 2015.

Prior to this service, Pickens served as General Counsel of the West Virginia Offices of the Insurance Commissioner from 2003 to 2011, and was employed by a Charleston law firm in the Government Relations and Regulatory Compliance Practice Group from 2011 through 2014. Prior to her public service, Pickens worked in private legal practice from 1985 to 2000.

A native of West Virginia, she graduated from West Virginia University in 1982 and earned her law degree from Ohio Northern University in 1985. She was admitted to practice law by the West Virginia State Bar that year. Pickens is admitted to practice before the West Virginia Supreme Court of Appeals, the U.S. District Court for the Southern District of West Virginia and the U.S. Court of Appeals for the Fourth Circuit.

Pickens said she is excited about her return to state government. "My prior state service was very rewarding, and I'm pleased to have the opportunity to again be part of a team working to improve the ways in which we operate and serve the needs of our citizens," she said. "The Department of Administration oversees a varied group of state services, so I expect to be busy and learning something new every day."

Susannah Carpenter was appointed Assistant Cabinet Secretary and Chief Financial Officer of the Department of Administration, effective January 1, 2015. Carpenter joined the Finance Division of the Department of Administration in 2003. She has since held various positions with the Department of Administration, including Assistant to the Comptroller and Interim Chief Technology Officer. A Certified Public Accountant, Ms. Carpenter's previous experience also includes working as a research manager for the State Legisla-



**MARY JANE PICKENS**



**SUSANNAH CARPENTER**

tive Auditor's office and as a senior accountant for a private auditing and consulting firm.

Carpenter graduated with honors from Virginia Polytechnic Institute and State University in Blacksburg, Virginia, with a bachelor's degree in accounting.

"I have had the opportunity to explore various aspects of government during my time with the Department of Administration, and I look forward to continuing serving the citizens of West Virginia in this new role," she said.

Lastly, Carol Nichols joined the Department of Administration as the Executive Assistant to the Cabinet Secretary on December 1, 2014. Prior to this role, Nichols worked for four years as the executive assistant to the Deputy Chief of Staff for Gov. Earl Ray Tomblin. She began her career in state government in December 1994 as the Administrative Secretary to the General Counsel in the Department of Revenue. During her tenure at the Department of Revenue, Nichols tracked legislation for the entire Department and its 10 agencies for more than 15 years. She also provided staff support for the Governor's Committee on Fair Taxation, the Economic Development Grant Committee, and the Tax Modernization Project.

Nichols grew up in Dayton, Ohio, but has lived in Charleston since 1978. She has two sons and a granddaughter.

"Although West Virginia is my adopt-



**CAROL NICHOLS**

ed state, I've come to love it and its people very much. I appreciate the opportunities I've had to work with so many wonderful and talented people during my time in state government, and I look forward to serving people across the state in my new role with the Department of Administration," she said.

Pizatella noted the additions as a continuing function of organizing the Department of Administration. "The Department of Administration oversees more than 17 divisions and agencies, and I feel these staffing additions will help to provide the continued excellent guidance and leadership," he said.

## A Tree Goes Up in Charleston



**General Services Division Grounds Manager John Cummings photographs workers overseeing placement of the Christmas tree at the fountain on the north side of the Capitol.**

**Do you have photos taken at the Capitol or throughout West Virginia that spotlight the state's beauty? E-mail Chad Williamson at [Chad.B.Williamson@wv.gov](mailto:Chad.B.Williamson@wv.gov) your photographs along with a description of each so they can be spotlighted in a future issue of Quotes, Notes and Anecdotes.**

## PARKING

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ing the parking spaces and the access aisles. Parking fines, which are not to be paid with cash, are to be submitted within 10 days of the time the ticket was issued. Fines not paid within 10 days are subject to double additional fine not to exceed \$20.

A vehicle is subject to removal from a designated state parking spot if its owner has more than 10 unpaid violations. A vehicle owner who has been assigned a state issued parking space and owes more than 10 unpaid violations may have the parking space revoked.

A vehicle owner is responsible for payment of fines, penalties or costs assessed regardless if the owner was operating the motor vehicle at the time of the violation.

Metered parking around the State Capitol campus is monitored from 8

a.m. – 5 p.m., Monday through Friday, except holidays. Single vehicles at a single parking meter may be ticketed four times per day.

During the Legislative session, the Capitol shuttle service will run Monday through Friday, every 10 to 15 minutes, starting at 6:45 a.m. at Laidley Field and completing its last run to Laidley Field at 5:15 p.m. The shuttle will not run daily between 11 - 11:20 a.m. nor on Saturdays, Sundays and state holidays.

The Real Estate Division's Parking Section notes that during the interims and Regular Session of the Legislature, no temporary parking requests are granted due to limited parking spaces. Temporary parking requests for five spaces or more are charged \$4 per vehicle, per day when the Legislature is not in session.

## PEIA

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\$5 to \$10 and from \$10 to \$20 for 90-day supply (maintenance only). For preferred brand drugs, the copayment for a 30-day supply will increase from \$15 to \$25 and from \$30 to \$50 for 90-day supply (maintenance only).

For Medicare retirees, the copayment for office visits PCP/specialist will increase from \$10/\$20 to \$20/\$40; the outpatient surgery copayment will increase from \$50 to \$100; and the deductible will increase from \$25 to \$100 per person.

In addition to the PEIA plan changes approved for FY16, the Healthy Tomorrows initiative and the Surviving Dependent Plan passed.

Healthy Tomorrows encourages policyholders to name and use a primary care physician, whereas the Surviving Dependent Plan allows surviving dependents enrolling in the PEIA plan to pay premiums based on the years of service earned by the deceased policyholder.

PEIA Director Ted Cheatham said the change in benefits addresses a \$40 million shortage that was created when the Legislature did not appropriate additional money to the agency. Board members held public meetings across the state when drafting the plan.

For more information, visit the PEIA website at [www.peia.wv.gov](http://www.peia.wv.gov) or call 304.558.7850.

## BRIM

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County Board of Education drivers to assist them in continually learning and practicing safe driving skills while conducting business on behalf of the state of West Virginia," Wolfe said.

Wolfe added that BRIM has previously provided online defensive driver training to state agencies in 2006 and 2009 with the goal of the training contributing to make the highways a safer place to travel. "Through educating and informing the trainees, BRIM is hopeful that they become more aware of some of the hazards and distractions that may occur while driving."

## CHIP Conducts Final Grant Summit Meeting

In November, the Children's Health Insurance Program (CHIP) concluded most of its work on a five-year pediatric quality demonstration grant with a conference at the Clay Center in Charleston, inviting staff from participating primary care practices around the state to share with policy-makers lessons learned and some of the challenges that still remain.

The five-year grant was an opportunity for 10 primary care practices serving about 30,000 children to work on medical home model with funding for each one to have a full-time care coordinator.

The medical home model is a philosophy of primary care that is patient-centered, comprehensive, team-based, coordinated, accessible, and focused on quality and safety.

The grant's purpose is to show the effect of care coordination within the medical home model through reporting of child health measures.

Practices face enormous challenges in getting data from their electronic health records to show how they are managing their child population toward certain child health quality goals standards, such as a higher level of well child visits, recommended immunizations, or that children with weight issues also receive nutritional counseling.

CHIP Director Sharon Carte said, "We have been fortunate for the advantage of this grant experience, since integrated, coordinated care in the medical home will lead the way to better health for our children."

**Welcome!** ... The Department of Administration is pleased to welcome **Chadwick Lynch** and **Angie Sharp** (CPRB); **William McDonald** and **Kevin Walker** (General Services); **Susan Blevins** and **Rebecca Veltri** (PEIA); **Melanie Larch** (Personnel); **Sheila Hannah** and **Melissa Skiles** (Purchasing); **Carol Nichols** (Secretary's Office); and **Jimmy Owens**, **Aaron Pusateri** and **Martha White** (Technology). **Melody Duke** transferred from the Finance Division to BRIM.

**Best Wishes ...** to **Jordan Clay** (Finance), **Shonda Lewis** (PEIA), **Eric Illikainen** (Personnel) and **Mary Schafer** (Prosecuting Attorneys Institute), who recently resigned from our department.

**Happy Retirement!** ... After years of hard work and dedication, we would like to congratulate **Chuck Jones** (BRIM), **Ted Payne** (General Services), **Joseph Estep** (PEIA) and **Jim Richards** (Technology).

**Minimum Wage ...** Effective January 1, 2015, the minimum wage for employees covered by West Virginia law, which includes state government employees, increases from \$7.25 per hour to \$8 per hour. Questions regarding the minimum wage law should be referred to Teresa Morgan, Division of Personnel, at 304.558.3950, ext. 57220, or by email at [Teresa.K.Morgan@wv.gov](mailto:Teresa.K.Morgan@wv.gov).

**Happy New Year!** ... The Cabinet Secretary's Office of the Department of Administration wishes all of our employees a joyous 2015!



# Administrative Notes

## HAPPY BIRTHDAY ... in January

1 Melissa Bradshaw ..... Technology	19 Susan Aiello ..... Personnel
Brian Hatcher ..... Technology	20 David Lawrence ..... Gen. Svs.
Bob Withrow ..... Gen. Svs.	Tonya Pugh ..... BRIM
2 Leonard Spencer ..... Gen. Svs.	John Smolder ..... Finance
3 Christine Johnson ..... BRIM	21 Barbara Houchins ..... BRIM
Lance Whiting ..... Gen. Svs.	Amanda Wellman .... Technology
4 John Beane ..... CPRB	22 Kaye Parks ..... Finance
Lisa Collins ..... Personnel	Cynthia Robinson ..... Personnel
Donald Jarrell ..... Gen. Svs.	23 George Arthur ..... Gen. Svs.
Baxter Parsons ..... Gen. Svs.	Mandy Parsons ..... Fleet
5 David Bailey ..... Real Estate	24 Susannah Carpenter .... Sec. Off.
Virginia Goff ..... CPRB	Betsy Chapman ..... Pub. Def.
Joe Perks ..... Technology	Shonda Lewis ..... PEIA
6 David Jarrell ..... Gen. Svs.	Justin McAllister ..... Technology
7 Bill Coyle ..... Gen. Svs.	Stephen Panaro ..... BRIM
9 Ronnie Phipps ..... Purchasing	25 Kim Nuckles ..... Sec. Off.
11 Joni Blankenship ..... PEIA	Eric Stringer ..... CPRB
12 Pamela Keatley ..... Technology	26 Geoffrey Cottrill ..... Personnel
Bill Lawson ..... Gen. Svs.	27 Mary Burkey ..... Technology
Rufus Wingo ..... Technology	David Fitzwater ..... Technology
13 Larry Copley ..... Aviation	Sherry McCormick ..... CPRB
Bill Rheinlander ..... PEIA	28 Kari Dean ..... Gen. Svs.
14 Curtis Gambill ..... Technology	David Douglas ..... Technology
Travis Hysell ..... Technology	Tena Dye ..... Finance
Lisa Maurer ..... Technology	29 Tina Bishop ..... Technology
Regina Reynolds ..... Real Estate	Stephen Stockton ..... CPRB
15 James Perkins ..... Aviation	30 Lee Carper ..... Pub. Def.
16 Jordan Clay ..... Finance	Jose Molinar ..... Technology
Deana Gose ..... CPRB	31 Gregory Carrier ..... Gen. Svs.
Jon Hague ..... Personnel	Scott Joslin ..... Personnel
18 Jean Brown ..... Personnel	

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