



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
JANUARY 2016 - Volume 23, Issue 1

Employee of the Month

Real Estate's Ken Jackson Viewed as Helpful Team Member



Kenneth Jackson
January Employee
of the Month

Ken Jackson, a Parking Attendant for the Parking Section of the Real Estate Division, has been selected as the Department of Administration's *Employee of the Month* for January.

A state employee for eight years, Jackson's duties consist of monitoring all parking for state legislators, employees and visitors during regular business hours as well as for special events at the Capitol.

"Ken greets every person he sees each day, all day long, with a friendly, 'How are you today?'" said one co-worker. "He is always smiling and helpful."

Another co-worker noted, "Ken always displays excellence in parking meter maintenance.

Whether he is working to dislodge a coin in an ice-covered parking meter when it is 20 degrees outside or replacing a double-headed parking meter in scorching 95 degree heat, he's always willing to do whatever it takes to get the job done."

In his spare time, Jackson likes fishing, bowling, watching movies, enjoying spending time with his grandchildren, and helping people out as often as he can.

Jackson will be joined by his friends and co-workers at a special ceremony presented by Secretary Jason Pizatella on Thursday, January 7, at 3 p.m. in the Department of Administration's conference room in Building 1.

Finance Division's Kaye Parks Named Employee of the Year

Kaye Parks, an Accountant/Auditor III for the Finance Division, has been selected as the Department of Administration's *Employee of the Year* for 2015. Parks received the award at a ceremony in the upper Rotunda near the House of Delegates chamber entrance on December 9. Parks is a 24-year state employee who serves as the lead for the Department of Administration's payroll team for WV OASIS.

Parks was among the 12 finalists eligible for the award, all of whom were *Employee of the Month* recipients during the 2015 calendar year. Prior to naming the *Employee of the Year*, each monthly recipient received a special gift at the ceremony. Later, they were all greeted 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 of the department employees who were honored in 2015!



Kaye Parks of the Finance Division was honored as the Department of Administration's 2015 Employee of the Year on December 9. Pictured with her during the ceremony is Secretary Jason Pizatella.

SNEAK PEEK

- Reminder of Parking Rules During Session / **Page 2**



- New Bus Turnaround Opens at the State Capitol Campus / **Page 2**

- PEIA Finance Board Approves Health Plan for Fiscal Year 2017 / **Page 3**

State Capitol Improvements Affect Available Parking During Session



With the 2016 Legislative Session scheduled to begin on January 13, parking challenges are to be expected around the Capitol campus.

With the 2016 Legislative Session fast approaching, the Real Estate Division's Parking Section would like to remind employees of its parking regulations. The 60-day session kicks off January 13, and with it, a much greater demand for parking around the Capitol campus.

Due to the construction of Building 3, the renovation of Buildings 5 and 6 and other projects on campus, parking is near capacity and will be extremely limited during the Legislative Session. State employees are reminded of the following policies and procedures for parking as outlined in *West Virginia Legislative Rule* 148CSR6. To ensure that employees parked in designated parking spots are not ticketed, parking placards must be displayed directly behind the vehicle's rear-view mirror or parking decals on the bottom right corner of the windshield.

Copies or notes placed on dashboards will not be accepted in lieu of the placard or parking decal. Employees may purchase one additional placard for \$20 for

Please see PARKING, Page 5

State Mileage Reimbursement Rate Adheres to Federal Rates

In accordance with the West Virginia State Travel Rules, the state's mileage reimbursement rate for privately-owned vehicles adheres to the rate set by the United States General Services Administration (GSA).

The Travel Rules allow for mileage reimbursement for privately-owned vehicles engaged in state business based on the GSA rate in effect at the time of travel. According to a memorandum recently issued by Secretary Jason Pizarella, that rate decreased to 54 cents per mile, down 3.5 cents per mile from last year, effective January 1, 2016.

The rate covers all operating costs, such as fuel, maintenance, and insurance, and no additional reimbursement will be made for such expenses.

The State Travel Management Office has notified the state agency travel coordinators regarding this change. Questions should be directed to your agency's travel coordinator or to State Travel Manager Catherine DeMarco at 304.558.2613 or Catherine.A.Demarco@wv.gov.

To view the State Travel Rules, visit: www.state.wv.us/admin/purchase/travel/TravelRule.pdf.

New Bus Turnaround Now Open at State Capitol Campus

The Division of Protective Services (DPS) recently shared information with state employees to ensure that everyone is aware of new security changes that have been implemented. An example of one effort is the construction of the new bus turnaround.

This new feature on campus, which is located north of the Culture Center, was completed on December 7. Anyone may use the turnaround for drop-offs or pick-ups, preferably along its southeast corner. Please note that scheduled buses will receive priority access.

DPS also notes that vehicles may stop only long enough to drop off or pick up

individuals. Parking in the loop area is reserved solely for the Culture Center gift shop (two spaces) and visitors with DMV-issued mobility-impaired parking placards, which must be displayed on any vehicle parked in a designated space. Unattended vehicles are not otherwise allowed.

Please note that the Governor's Drive is no longer available for drop-offs and pick-ups, according to the Division of Protective Services. Access to Governor's Drive is limited to vehicles with the appropriate parking placards or with reserved spaces in the West Wing loading dock, the Governor's Mansion



The new bus turnaround, located north of the Culture Center, was completed on December 7. The turnaround is open to the public for drop-offs and pick-ups, which should be made along the loop's southeast corner. Scheduled buses, however, will receive priority access.

Please see BUS TURNAROUND, Page 3

Department Agencies Finalize Updates to their Continuity of Operations Plans



To ensure that government operations continue in the case of an emergency situation, agencies within the Department of Administration have recently updated their Continuity of Operations Plans (COOP), according to Deputy Secretary Mary Jane Pickens, who also serves as the Executive Director of the Board of Risk and Insurance Management (BRIM). Secretary Jason Pizatella re-

quested that BRIM coordinate the department's efforts in ensuring that all of its agencies and divisions review their plan and make any necessary updates.

The purpose of a COOP is to ensure that the primary essential functions of an organization continue to be performed during a wide range of emergencies, including localized acts of nature, accidents and technological or attack-related emergencies. The department initially required each agency to establish its COOP in 2008, with revisions made throughout the years. Periodically reviewing and updating the documentation as systems and individuals change is extremely important to the success of implementing the plan when necessary. "Each time an agency makes a change to its personnel, systems, software or work environment, it means that the last version of its COOP is no longer fully current, so these periodic plan updates are critical," Pickens said.

Components of the plan include alternate location sites, levels of emergency, and delegation of duties and responsibilities. The agency director must designate individuals in the organization who will serve specific roles should the COOP be initiated. The "incident commander" is the key person in the organization who will work directly with the agency director to put the plan in action. Examples of other roles include the public information officer, safety officer, and various chiefs, including those of operations, technology, planning, logistics/human resources, and finance/administration.

Each employee should be aware of his or her agency's COOP and what actions must

Please see COOP, Page 4

BUS TURNAROUND

Continued from Page 2

or Holly Grove. All other vehicles will be directed to the loop.

The Capitol Parking Shuttle will now stop at the loop's southeast corner instead of the entrance to Governor's Drive.

The Division of Protective Services also reminds state employees that access to the Capitol courtyard circle is now limited to emergency vehicles only. It is important that this information be shared with individuals and groups that plan to participate in events where they may need to drop off materials for display at the Capitol, such as during the Legislative Session. The turnaround drop-off/pick-up area can be used for this purpose as long as vehicles are not left unattended.

Parking rules will be strictly enforced in the loop area. Delivery, courier or other vehicles left unattended are subject to ticketing. The \$100 parking citation for any vehicle parked in a mobility impaired space without the proper placard will be strictly enforced.

Should you have questions regarding these changes, please contact the Division of Protective Services at 304.558.5715.

PEIA Finance Board Approves Health Plan for FY 2017

The PEIA Finance Board met on December 10, 2015, to address the proposed plan for its membership, which was discussed during the public hearings held across the state during the month of November.

After discussion from the members as well as individuals during the public comment period, the plan as presented was approved. Three options were addressed during the six public hearings, relating to adopting total family income, dropping the family with employee spouse tier and having a mandatory re-enrollment, but the Board elected to not pursue these options at this time.

With a \$120 million shortfall, the Board had proposed benefit cuts for ac-

tive employees, including an increase in deductibles by \$500 for single coverage and \$1,000 for families; an increase in out-of-pocket maximums by \$1,500 for single and \$3,000 for family coverage; and making changes in prescription drug benefits. For retirees, changes were made relating to prescription drug benefits as well as an eight percent premium increase. The new plan for active employees will take effect July 1, 2017, while the changes for retirees will begin January 1, 2017.

At the meeting, the PEIA Finance Board also voted unanimously that if the State Legislature allocates full funding during its Regular Session, no benefit cuts would be made but employee premiums would increase, in ac-

cordance with the 80/20 requirement.

An additional motion made at the meeting related to the Board sending a letter to state lawmakers to support legislation to raise the state's tobacco

Please see PEIA, Page 4



Personnel Policy Provides Clarification on Emergency Situations and Inclement Weather Conditions

During the last two winters, West Virginia has been hit hard by snow storms that left 12 inches or more of snow on the ground. When an emergency situation due to inclement weather occurs, employees should be aware of their working obligations and requirements.

The West Virginia Division of Personnel's (DOP) Emergency Situations/Inclement Weather Policy, which was revised November 1, 2014, outlines the requirements that state employees must follow during emergency situations or inclement weather conditions ("ES/IWC"). To provide clarity, the Policy states that, unless otherwise directed, employees are expected to report to work as scheduled during ES/IWC. Employees who cannot or who choose not to report to work due to emergency situations or inclement weather will be charged annual leave, accrued compensatory time, or are required to take a personal leave of absence without pay for time absent from work.

In situations where the workplace or office building is closed due to an ES/IWC, the Cabinet Secretary of that agency or his or her designee may direct employees to work from home, report to an alternate work location, or be placed in restricted on-call status until the workplace is reopened. Employees should not be placed in restricted on-call status unless it is anticipated that they will be required to return to the normal work location during the scheduled work day.

The Policy states that employees and their direct supervisors, with appropriate authority, may establish a plan to allow for the employee to work from home or an alternate work location in place of the annual leave/compensatory time/personal leave of absence requirement. Employees may also be permitted to make up time lost within the same work week if they have approval to do so from their immediate supervisor. However, permitting employees to work from an alternate location or adjust their schedule when the office has not been closed due to ES/IWC is at the discretion of the appointing authority.

Comparable time off will not be provided to employees who work as scheduled during ES/IWC. Employees who cannot or will



not report to work during inclement weather will need to follow their agency's policies and procedures for reporting unscheduled absences. Per this policy, essential employees are expected to report to work during ES/IWC and if they fail to do so may face disciplinary actions per their agency's policies.

Essential state employees may be excused from work if directed by the Governor, Cabinet Secretary, or his or her representative, and include but are not limited to, employees who are responsible for the care, custody, and safety of persons housed in state healthcare or correctional facilities; employees whose facilities are open 24 hours per day; and employees who provide critical services in health, safety, and the welfare of state citizens.

Your direct supervisor should advise you prior to ES/IWC if you are an essential employee. If you are unclear on whether or not you are considered an essential employee for the purposes of the policy, contact your immediate supervisor.

In situations where multiple agencies occupy the same workplace, the Cabinet Secretaries of those agencies, or their designees, shall confer and provide appropriate work directives to the affected state employees. The Governor has final authority to provide personnel directives during ES/IWC, by proclamation or otherwise. A Governor issued "State of Emergency" does not necessarily mean your state office is closed. Please contact your immediate supervisor to see if your office is affected.

To read the entire WVDOP Emergency Situations/Inclement Weather Policy, visit www.personnel.wv.gov/SiteCollectionDocuments/Policies/Emergency.pdf. In addition, an FAQ is available at www.personnel.wv.gov/rules/policies/Pages/default.aspx.

State employees can now review this policy through the WVDOP's Organization and Human Resource Development's (OHRD) series of learning blasts, located online at www.personnel.wv.gov/ohrd/learning/OnlineLearning/Pages/default.aspx. There are five learning blasts currently available for review, most of which can be completed in 20 minutes or less. Instructions for enrolling in the OHRD learning blasts can also be found at the link above.

COOP

Continued from Page 3

be taken in the case of an emergency. Agencies are strongly encouraged to perform tabletop exercises for the agency's management team to make sure managers are familiar with the plan and can assist their employees. Another focus of the agency COOP is ensuring that critical computer applications and functions continue.

"It is incumbent on each agency to communicate to the Office of Technology which hardware and software applications the agency needs recovered, what data they need reestablished, the agency's priorities for recovery, and how fast they need all of that accomplished," Pickens said.

PEIA

Continued from Page 3

tax, with 100 percent of the additional revenue targeted for PEIA. It is estimated that by increasing the state's cigarette tax, there would be an additional \$112 million in revenue annually. As part of this motion which passed, additional taxes on smokeless tobacco and electronic cigarettes would provide the appropriate funding to reach the \$120 million needed to keep existing benefits intact.

To view the presentation offered during the PEIA public hearings, visit: www.peia.wv.gov/forms-and-downloads/Documents/other_documents_members/Public_Hearing_Presentation_Plan_Year_2017.pdf

Great Preparation Goes into Capitol Holiday Decor



Photo courtesy of John Cummings



Photo courtesy of John Cummings



Photo courtesy of Jenny Harless

General Services Division Grounds Manager John Cummings and Office of Technology employee Jenny Harless share photographs of one of the several Christmas trees decorating the Capitol campus during the month of December. Thank you for sharing your pictures!

PARKING

Continued from Page 2

a second vehicle. Employees who forget their placard should report it to the Piedmont Avenue guardhouse immediately at 304.558.0248.

During the Legislative Session, state employees should also advise guests visiting state offices and those who do not have designated parking spots where to find available parking. For visitors and state employees parked at a meter that appears not to be working, that individual must report the malfunctioning meter on the same day it 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.

Tickets will not be voided for unauthorized parking in handicapped areas, including parking spaces and access aisles. Payment of parking fines should be submitted within 10 days of the time the ticket was is-

sued and may not be paid by cash. Fines not paid within 10 days may be doubled to \$20.

Vehicles which are found to have more than 10 unpaid violations are subject to removal from designated state parking spots. Furthermore, any vehicle owner with a state-issued parking space who has more than 10 unpaid violations may have that parking space revoked.

A vehicle owner is responsible for the payment of fines, penalties or costs assessed for his or her vehicle regardless if the owner was operating the vehicle at the time of the violation. Metered parking around the Capitol campus is monitored from 8 a.m. – 5 p.m., Monday through Friday, except holidays. A vehicle may be ticketed up to 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.

Please note that the KRT shuttle stop previously located near the Governor's Drive guardhouse is now located at the southeast corner of the new bus turnaround. For more information regarding the shuttle schedule, call the Real Estate Division's Parking Section at 304.558.3062 or the Kanawha Regional Transportation Authority at 304.343.7586.

The Real Estate Division's Parking Section notes that during the Session, 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.

DOP Introduces Pilot Program for Supervisors/Managers

The West Virginia Division of Personnel's (DOP) Organization and Human Resource Development (OHRD) section is pleased to offer a new pilot program for supervisors and managers needing to complete DOP's *Supervisor/Manager Training Program*, as required by DOP's **DOP-P18** policy.

DOP-P18 requires supervisors and managers to complete a series of specialized courses designed to prepare them to function effectively in the workplace while building relationships and serving competently as stewards of the public's trust. The pilot program, titled *The 2016 Cohort Program*, allows new supervisors and managers to complete all required courses over the span of one year. Applicants move through the courses as one group, while also receiving one-on-one coaching and support from OHRD's Training and Development staff.

The required courses range in topic from preventing harassment and maintaining a drug-free workplace to discipline and documentation and conflict management.

To participate in the program, eligible participants must (1) submit an application committing to attending on the dates specified and (2) submit a letter of support from their supervisor. The application and a sample support letter, along with the dates of the cohort classes, may be viewed at: www.personnel.wv.gov/ohrd/learning/cohort/Pages/default.aspx

The deadline to submit the application is **January 5**. Questions may be directed to Assistant Personnel Director Bobbie Seyedmonir at Bobbie.R.Seyedmonir@wv.gov or 304.558.3950 ext. 57247.

Welcome! ... The Department of Administration is pleased to welcome **Leslie Bruce** (CPRB); **Victoria Carrel** (Finance); **Gregory Edelman** (General Services); and **Jeremiah Jones, Zane Stewart, and Christopher Thornton** (Technology).

Best Wishes ... to **Jessica McCullough** (CPRB); **Loretta Thaxton** (PEIA); and **Jyotshna Arjuna, Jeremiah Johnson, Christopher Malon, Edward McMinn, and Gregory Starcher** (Technology), who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Pamela Cook-Keatley** (Technology) the very best during her retirement.

Congratulations! ... **Christine Johnson** of BRIM is proud to announce the birth of her grandson, **Kingston Jacob Marshall**, on November 16, 2015. Kingston weighed 5 lbs. 13 oz. and was 18.5 inches long. His parents are **Jada Thompson and Bryan Marshall**.

Happy New Year! ... The Cabinet Secretary's Office of the Department of Administration wishes all of our employees a joyous 2016!



Got News? ... Share YOUR good news with all of your department co-workers! E-mail Diane.M.Holley@wv.gov with detailed information so we may include it in the next issue of our newsletter.

HAPPY BIRTHDAY ... in January

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

| | |
|------------------------------------|-----------------------------------------|
| Susan Aiello.....Personnel | David Jarrell.....General Services |
| Butch Arthur.....General Services | Christine Johnson.....BRIM |
| Elizabeth Arthur.....Personnel | Scott Joslin.....Personnel |
| Renee Bailey.....PEIA | David Lawrence.....General Services |
| David Bailey.....Real Estate | Bill Lawson.....General Services |
| John Beane.....CPRB | Lisa Maurer.....Technology |
| Tina Bishop.....Technology | Justin McAllister.....Technology |
| Terry Blair.....Personnel | Sherry McCormick.....CPRB |
| Joni Blankenship.....PEIA | Brian Meadows.....Finance |
| Jean Brown.....Personnel | Jose Molinar.....Technology |
| Mary Burkey.....Technology | Kim Nuckles.....Sec. Office |
| Elizabeth Bush-Hoh.....Fleet | Stephen Panaro.....BRIM |
| June Butterfield.....BRIM | Kaye Parks.....Finance |
| Susannah Carpenter.....Sec. Office | Baxter Parsons.....General Services |
| Lee Carper.....Pub. Def. Svs. | Mandy Parsons.....Fleet |
| Greg Carrier.....General Services | Patricia Perez.....PEIA |
| Betsy Chapman.....Pub. Def. Svs. | Joseph Perks.....Technology |
| Lisa Collins.....Personnel | Ronnie Phipps.....Purchasing |
| Larry Copley.....Aviation | Tonya Pugh.....BRIM |
| Kendrick Cox.....CPRB | Regina Reynolds.....Real Estate |
| Kari Dean.....General Services | Bill Rheinlander.....PEIA |
| Jack Debolt.....CPRB | Cynthia Robinson.....Personnel |
| David Douglas.....Technology | Shannon Shaffer.....BRIM |
| Tena Dye.....Technology | Garry Shivley.....CPRB |
| David Fitzwater.....Technology | Leonard Spencer.....General Services |
| Richard Gauldin.....Technology | Daniel Stonestreet.....General Services |
| Virginia Goff.....CPRB | Eric Stringer.....CPRB |
| Deana Gose.....CPRB | Chris Thornton.....Technology |
| Jon Hague.....Personnel | Amanda Wellman.....Technology |
| Brian Hatcher.....Technology | Lance Whiting.....General Services |
| Barbara Houchins.....BRIM | Robert Withrow.....General Services |
| Travis Hysell.....Technology | |

Administrative Notes

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

Earl Ray Tomblin
Governor

Jason Pizatella
Secretary

Diane Holley-Brown
Communication Director

Samantha Knapp/Editor

Production
Aimee Cantrell

Special Thanks
Kaye Parks