

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
April 2025 - Volume 32, Issue 4

General Services Introduces New Online Flag Request Process

Holidays such as Memorial Day and Independence Day are coming up soon, and members of the public, including veterans, who wish to display a flag for these celebrations can request one that has flown over the state Capitol building.

Requests for a flag are usually made for a specific purpose, such as to honor a veteran, mark an anniversary, or to mark some other special occasion. Historically, those requests were made by calling the General Services Division (GSD) directly. Now, an online form has made that process easier.

The public may access this form online through the Department of Administration’s website at <https://administration.wv.gov> or by clicking on the Flag Request Form [here](#).

The flag you receive will be accompanied by a certificate with the date it was flown over the Capitol.

Questions regarding this process may be directed to the GSD Service Desk at 304-558-2317.

The agency is working on additional upgrades to the process.



Duke Appointed as Director of Finance After Tenure with BRIM



Melody Duke was recently named director of the Finance Division, effective March 17, 2025.

A state employee for nearly 31 years, she previously served as executive director of the Board of Risk and Insurance Management, which provides casualty insurance coverage for all state agencies. In that role, she managed the daily operations of the agency. Duke succeeds Dave Mullins, who retired recently from the Finance Division.

“I am grateful for the opportunity to lead such a wonderful agency and to have a dedicated and hardworking staff in the Finance Division,” Duke said. “My goal is to build on the achievements of this agency in serving the state of West Virginia.”

She is a 1996 graduate of West Virginia State University, where she earned a bachelor’s degree in business administration. She also earned a post baccalaureate certificate in accounting in 2012.

Melody Duke, Director of the Finance Division

SNEAK PEEK

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PEIA Benefit Fairs for Plan Year 2026

April 8, 2025

3 p.m. - 6 p.m.

BridgeValley Community
and Technical College,
South Charleston

April 9, 2025

3 p.m. - 7 p.m.

Tamarack
Beckley

April 10, 2025

3 p.m. - 6 p.m.

Huntington Delta Hotels,
Downtown Huntington

April 15, 2025

3 p.m. - 7 p.m.

West Virginia Northern
Community College,
J. Michael Koon Auditorium
Wheeling

April 16, 2025

3 p.m. - 7 p.m.

Holiday Inn
Morgantown
University Area

April 17, 2025

3 p.m. - 7 p.m.

Holiday Inn
Martinsburg

April 22, 2025

3 p.m. - 7 p.m.

Comfort Suites
Mineral Wells

PEIA Schedules Plan Year 2026 Benefit Fairs

The Public Employees Insurance Agency (PEIA) is pleased to announce that open enrollment for Plan Year 2026 will begin on April 2, 2025, and conclude on May 15, 2025.

To assist PEIA members during this time, seven benefit fairs will be hosted around the state. At each event, individuals will have the opportunity to speak with representatives from PEIA, The Health Plan, Mountaineer Flexible Benefits, SunLife, and Humana.

During open enrollment, members can change their health coverage, or add, drop or change coverage for themselves and dependents without a qualifying event. Changes can also be made to Mountaineer Flexible Benefits, if applicable. All policyholders will receive a Shopper's Guide containing information on the health coverage PEIA offers. A copy of the Benefits Guide is also available online at peia.wv.gov.

Questions regarding the PEIA plans and changes for Plan Year 2026 should be directed to the PEIA Open Enrollment Helpline at 1-877-676-5573.

Celebrate Your Graduates: Share Their Success with the Department of Administration

The Department of Administration will continue its tradition of recognizing graduates in the May issue of *Quotes, Notes & Anecdotes*. If you have a child, grandchild, niece/nephew, or are yourself graduating from a high school, college, or vocational program, please submit your information by Tuesday, April 15, 2025.

When submitting the grad information, please include:

- Graduate's full name
- School from which the student is graduating
- Diploma, degree, or certificate the graduate will be earning
- Any future plans the graduate may have in the works
- The agency where you work



Employees are also invited to submit a photo of their graduate to be displayed on the Department of Administration's intranet site, Administration Station.

Please submit all information via the Google Form at <https://bit.ly/3Rsi85L>. A space is included on this form to add any additional information, such as a spouse who also works for the department. More than one graduate can be submitted on this form.

Questions regarding the graduation form should be sent to Jessica Carl at Jessica.M.Carl@wv.gov or by calling 304-558-2315.

Adventure Awaits Across the Mountain State

Whether you have 30 minutes or a full week, West Virginia is full of things to see and do this spring and beyond.

Wildflowers at Canaan Valley Resort State Park

In late April and early May, Canaan Valley's frigid landscape transforms into fields of blooms. A few flowers to look for include red trilliums and milkweed, which can be on the Monarch Trail.

But spring isn't the only time to see beautiful flowers and foliage in Canaan, according to the Tucker County Visitors Bureau. In the summer, look for pink rosebay rhododendron, purple shriver's frilly orchid, and yellow Blue Ridge St. Johns-wort.

Summersville Lake

West Virginia's newest state park is also the state's largest lake, and depending on what time of year you go, you could have very different experiences. In the summer, the lake that is nicknamed the "Little Bahamas of the East" is perfect for boating, swimming, and other warm weather activities.

After the lake is partially drained during Gauley season, the exposed rocks from the receded water creates a great place for rock climbing, and you might even get to see the underwater ruins of the town of Gad, which turned into "West Virginia's Atlantis" when the Summersville Dam was built.

Starry Skies over Spruce Knob

Spruce Knob is the highest peak in West Virginia and is also known to be one of the best stargazing spots in the state. The whole Spruce Knob-Seneca Rocks National Recreation Area includes 100,000 acres, so you'll be able to find a perfect spot to see the sky, whether you're on the Spruce Knob Observation Tower or in your own corner of the woods.

Although it is remote, the tower is accessible by car, and from the top, panoramic views of the sky can be seen above some of the highest peaks in West Virginia.

New River Gorge

New River Gorge National Park & Preserve is the only national park in West Virginia and includes more than 72,000 acres and 53 miles of the New River, meaning the opportunities for outdoor recreation are endless. From high-adrenaline adventures like whitewater rafting and rock climbing to relaxing outdoor activities like hiking and historical sightseeing, the New River Gorge has it all.

If you aren't sure where to start, the National Park Service has an online guide to help plan your visit. Visitors can also check out the nearby Hawks Nest State Park for more incredible views.

Hatfield-McCoy Trails

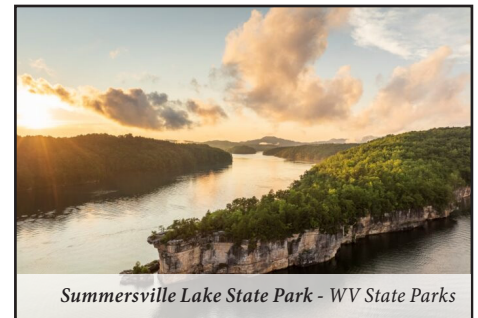
The Hatfield-McCoy trail network has more than 1,000 miles of off-roading for ATVs and UTVs. The network is the largest on the East Coast and is a great way to experience West Virginia's landscape and some of the welcoming towns in the southern half of the state. Although the trails are intended for ATVs, they are also open to hikers and mountain bikers. Trail passes can be purchased at more than a dozen trail-head facilities or at any of the hundreds of vendor locations across the region.

While in the area, learn about the history of the Hatfields and the McCoys, one of the most famous family clan rivalries in history that took place along West Virginia's river border with Kentucky.

For more information about West Virginia's tourism opportunities, you can order 2025 West Virginia Vacations Guides for free online [here](#).



Canaan Valley Resort State Park - WV State Parks



Summersville Lake State Park - WV State Parks



Spruce Knob - New Paths Photography



New River Gorge - WV Tourism



Hatfield-McCoy Trails - WV Tourism

WVSASP Hosts Open House for Nonprofits, Eligible Organizations



The West Virginia State Agency for Surplus Property (WVSASP) is inviting organizations from across the state to attend its Open House for Eligible Organizations, scheduled for May 14, 2025. This event is open to nonprofits, local municipalities, state agencies and other eligible organizations, such as churches, school boards, and volunteer fire departments.

“WVSASP has the unique ability to help connect eligible organizations with assets they need at a great price,” said Manager Jessica Burns-McDonnell. “From office furniture and cleaning supplies to planes and vehicles, the state and federal property programs

are a great resource for eligible organizations looking to make the most of their budget.”

During the open house event, organizations will have the opportunity to tour the warehouse, meet the staff, and learn about the programs and services WVSASP offers. Light refreshments will also be offered.

“We are looking forward to being able to connect face-to-face with eligible organizations,” added Burns-McDonnell. “Whether they are familiar with WVSASP or just learning about us for the first time, I invite all interested organizations to come see what we are all about.”

WVSASP will present two informational sessions on its state and federal surplus property programs at 10:30 a.m. and 12:30 p.m. on the day of the event. Assistance will also be provided for any eligible organization wishing to complete or update its *Application for Eligibility* on file to participate in these programs. If anyone is not sure if their organization qualifies for WVSASP programs, please contact wvsasp@wv.gov.

While organizations are not required to RSVP to the Open House, it is encouraged. Registration can be completed online at <https://bit.ly/4hV2mLz>. Please direct all questions to Jessica Burns-McDonnell at 304-356-2425.

State employees are also able to shop the public sales at WVSASP. To see recent inventory highlights, check out the Facebook page at www.facebook.com/WVSurplus.



Dept. of Administration Secretary Eric Householder and Purchasing Director Samantha Willis spoke at a National Institute of Governmental Purchasing meeting in March.

House Resolution Changes Public Hearings for Bills

The Legislative session wraps up this month, and the new process for moving bills through the West Virginia House of Delegates has added an extra layer of due diligence.

The House approved a new rule for the chamber for this session, which ended the requirement for public hearings for bills when they are requested.

House Resolution 1, completed in February, allows a committee’s chairman or vice chairman to invite members of the public to testify on bills as they are being considered in committees. Those who cannot make it in person, according to the rules, can submit testimony in writing, which will be distributed to members of the committee.

Bills are now considered over two days in committees, with public comments submitted and given on the first day.

As the session winds down, individuals can easily track bills that are of interest to them by visiting the Legislature’s website at www.wvlegislature.gov and clicking on the Bill Status option at the top of the page. A dropdown menu offers two options: Bill Status or Bill Tracking. Choosing Bill Status allows users to view all bills introduced in each chamber or to search for them by number, subject, short title, sponsor, or date introduced. Bill Tracking requires the user to set up an account with a username and password. Then, by clicking on the Add Bills/Lists tab, the user can create multiple lists with unique names and add bills accordingly. To check the progress of bills on each list, the user simply needs to click on the My List tab under Bill Tracking, and click on the list name. The latest activity for each bill will populate.

Anyone needing technical assistance can click the Contact tab on the home page.

Registration Now Open for Spring 2025 Mandatory High-Level Officials Training

Registration is now open for the State Officials' Purchasing Procedures and Purchasing Card Rules training, co-presented by the West Virginia Purchasing Division and the State Auditor's Office. This two-hour session, scheduled for Thursday, May 8, 2025, will be conducted online as a webinar from 9 a.m. to 11 a.m.

Offered twice per year, this training is mandatory for high-level state officials as indicated in W.Va. Code § 5A-3-60. The code requires all high-level state officials to annually complete two hours of training on purchasing procedures and purchasing card processes. Information on how to register for this live online training can be found on the Purchasing Division's website at <https://www.state.wv.us/admin/purchase/training/mandatory.html>. The webinar will be recorded and posted within CourseMill for later viewing. Instructions on how to view the recording can be found at the aforementioned link.

This training must be completed by June 30, 2025, to remain in compliance with state code. Anyone who attended the November 2024 webinar or viewed its recording has met the requirement for this fiscal year.

W.Va. Code § 5A-3-60 requires people in the following positions to complete two hours of training annually on state purchasing procedures and purchasing card rules:

- Executive department secretaries
- Commissioners, their deputies, and assistants
- Directors, their deputies, and assistants
- Department heads, their deputies, and assistants



JOB OPPORTUNITY EXPO

Monday, April 14
9 a.m. - 3:30 p.m.

WorkForce WV
5707 MacCorkle Ave SE
Charleston, WV 25304
(The Shops at Kanawha)

To view a list of available Job Opportunities and apply online, visit:
www.governmentjobs.com/careers/wv

hosted by



Application Deadline Approaching for OHRD's Cohort Program

New supervisors and managers who have not taken the required courses in the Supervisor/Manager Training Program (DOP-P18) are eligible to apply for the Organization and Human Resource Development (OHRD) Cohort Program. Applicants accepted to the program will move through the required sessions as one group over the course of one calendar year. In addition, participants are eligible to receive one-on-one coaching and support from OHRD's Training and Development staff.

The Cohort Program was created to provide an opportunity for new state government managers/supervisors to quickly enhance their management knowledge and skills in an environment that fosters relationship building and facilitates completion of all DOP-P18 requirements within one year. In order to achieve these goals, it is imperative that each participant commit to and attend all sessions. OHRD staff will support attendance by checking in with participants and providing reminders for upcoming courses. However, if a participant is unable to attend/complete required courses within the specified time frames, that participant may be asked to leave the cohort and would be responsible for completing DOP-P18 re-

quirements by registering in OHRD's regular program schedule.

Interested applicants must:

- Complete a Cohort Application Form *here* by May 30, 2025
- Make sure your supervisor received the Supervisor Support Form and submits a recommendation. Applications without supervisor support will not be considered.
- Questions can be sent to Kim Schleicher at kim.a.schleicher@wv.gov.

“

The classes jumpstart ideas and questions that you can take back to your agency to make positive changes to your procedures.

- G.R. Cook
WV Division of Motor Vehicles

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Question of the Month

Last month, we asked Department of Administration employees to tell us the funniest April Fools' Day prank someone has played on them. The responses are below.

- I don't do pranks on people because I am afraid I'll get paid back way worse! I'm boring and serious, and normally don't find them funny.
- My boss called me on a Saturday (my day off) and asked where I was because I was late for work. I jumped out of bed to get ready and he said April Fools!
- The Help Desk emailed to everyone that the mainframe was now voice-controlled! Workers were screaming at their computer screens and complaining about it not working :)
- A post-it note was placed on the bottom of my computer mouse and I called IT because the cursor wouldn't move.
- My director told me I would need to dress up in a rabbit costume and stand by the road with a sign that read "Hop in and Save!" during our Easter sales event.
- My cousin had never eaten wasabi before. I convinced him it was "Japanese mayo" - then watched him slather it on his first-ever piece of sushi. He nearly passed out.
- A co-worker switched the background on my computer screen by 90 degrees. I had no idea how to change it back.
- April Fools' Day just so happens to be my birthday! My sister bought me some real lottery tickets, and a fake one, which she stuck in the middle. After scratching a few real ones, I didn't even question it -- \$10,000 won, and lost, in the span of seconds... ha!

Welcome! ... The Department of Administration is pleased to welcome **Marquis Smith** and **Genna Saunders** (CPRB); **Vito Perelli**, **Evelyn Arnold**, and **Joshua Kerns** (General Services); **Christopher Miorelli**, **Sarah Wright**, and **Monica Keeney** (WVOT); and **Maxwell Koza** and **John McGinn** (Public Defender Services).

Best Wishes ... to **Jennifer Gillerain** (CPRB), **Jonathan Friley** (Public Defender Services), and **Edwin Miller** (General Services), who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Lori Tarr** (BRIM) the very best during her retirement.

Question of the Month ... Thank you to all of the individuals who continue to participate in our Employee Question of the Month. This month we want to know... "What is your favorite commercial of all time?" To answer this question, visit bit.ly/3XDS37t.

Got News? ... Share YOUR good news with all of your department co-workers! Email Samantha.S.Knapp@wv.gov with detailed information so we may include it in the next issue of the newsletter.

HAPPY BIRTHDAY in APRIL

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

BRIM	Jeffrey Lawrentz Deanne Stevens	Personnel	Mark Isabella James Knapp
CPRB	Cynthia Adkins Marcia Howard Lori Sayre Hannah Spaulding Kenneth Woodson Stefanie Youngblood	Pub.Def.	Michael McCallister Kim Schleicher Jeremy Walker Marsha Aubrey Matthew Brummond Donald Stennett
Ethics	Jordan Herrick Kimberly Weber	Real Estate	Kerri Gaston
Finance	Leslie Gwinn	Purchasing	Samantha Knapp
Fleet	Beth Redden	WVOT	Michael Cheeks Jacqueline Clendenin
Gen.Srvs.	Jason Agan Joshua Barefield Keith Burdette Tori Edens Carles Farley Jeffrey Gillenwater Raymond Hanshaw James Hawley Donald Jordan Jedidiah Lyle Willie Nelson		Rebecca Ferrell Kristin Hamon Donna Lipscomb Matthew Nelson Ray Perkins Gage Shetley Matthew Short Nathan Ventura Trent White Jeffrey Wilson
PEIA	Douglas Coffman Stephanie MacLellan		Roger Young

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

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