



# Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration  
APRIL 2014 - Volume 21, Issue 4

## Employee of the Month

### Personnel's Tracy Dennis Offers Excellent Support



**TRACY DENNIS**  
April Employee  
of the Month

Tracy Dennis, a Secretary II in the Employee Relations Section of the Division of Personnel, has been selected as the Department of Administration's *Employee of the Month* for April.

A state government employee for nearly two years, Dennis serves as the administrative assistant to support the Assistant Director and Personnel Specialists of the Employee Relations Section. Dennis collects and maintains records of griev-

ances filed by state employees, dismissals, disciplinary actions, settlement agreements, and secondary employment.

"Tracy is always courteous and helpful to co-workers and clients of the Division of Personnel. She greets visitors with a smile and readily offers assistance," said a co-worker. "Her eager and confident attitude gives both co-workers and clients confidence in her ability to meet their needs."

Said another co-worker,

"Tracy consistently meets and exceeds her productivity requirements. She can always be relied on to complete her assignments on time and accurately."

In her spare time, Dennis likes to run, read and spend time with her family. She will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Ross Taylor on Thursday, April 3 at 11:15 a.m. at the Division of Personnel office in Building 6.

## Administration Employees Assist in Preparing for Changes with wvOASIS

With the timeframe for Phase C of the Enterprise Resource Planning (ERP) system wvOASIS approaching, members of the Department of Administration's Change Leadership Team say the upcoming transition to the new system is exciting.

"For the past several months, many of our employees have been actively involved in the wvOASIS project, in order to prepare this transition," said Cabinet Secretary Ross Taylor, who also serves as

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Members of the Department of Administration's Change Leadership Team for wvOASIS are, from left, Janie Fouty (Personnel), Tim Phillips (Technology), Jason Haught (Public Employees Insurance Agency) and Diane Holley-Brown (Purchasing). Justin McAllister will assume responsibilities for Technology.



## SNEAK PEEK

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- Stateline Newsletter Changes to Newsroom Format for Timelier Information / Page 2

- State Government Career Job Fair Set for May 7 at Culture Center / Page 3

# Fleet Management Office Conducts Conference to Help Open Communication for Coordinators

Personnel from approximately 60 different state agencies attended the March 18 conference organized by the West Virginia Fleet Management Office (FMO). The event followed a year of work for the office in restructuring and staffing.

Executive Director Kenny Yoakum said he wanted the conference to be an opportunity to show what the office had to offer.

"The FMO has spent time reorganizing and since it had been two years since the last training, we felt this was an excellent opportunity to get out in front and meet everyone working in fleet," he said.

The one-day event was conducted at the Gaston Caperton Training Center (Building 7) at the State Capitol Complex.

Yoakum said emphasis was placed on the tools available for fleet coordinators. He cited the reorganization of the FMO into four categories: vehicle ordering, fueling, maintenance and retirement. He added the importance of working with the vendors.

"There is a great set of resources available through our vendors, and they are very helpful," he said. "They



**Fleet Management Executive Director Kenny Yoakum speaks to agency fleet coordinators during the agency's fleet conference, conducted March 18 at the Gaston Caperton Training Center at the Capitol Complex.**

can really help coordinators streamline and focus and work smarter and better."

Yoakum said the conference displayed an energized group. "It was gratifying to see the interaction between coordinators," Yoakum said.

The plan is to schedule future training events, he said. For more information on the FMO, please visit: [www.fleet.wv.gov](http://www.fleet.wv.gov).

## Stateline Newsletter Transitions to More Timely Newsroom Format

Personnel > State Employees > Stateline Newsroom

### Stateline Newsroom



Since the inception of the Division of Personnel in 1989, Stateline has been a vehicle to provide information to West Virginia State Government employees, informing them about benefits, wellness, rules, and things that are happening in other State agencies, as well as general interest articles.

Recently, we've taken the format from an online newsletter to an online newsroom. Articles and information will be posted as they become available. If you're looking for information from or about a specific State entity, click on the appropriate link to the left.

Articles for the current quarter are listed below. For articles and issues prior to the current quarter, [click here](#). Questions, comments, article ideas, and article submissions may be addressed to Jane Fouty, Editor, at [jane.s.fouty@wv.gov](mailto:jane.s.fouty@wv.gov).

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**PEIA Benefit Fairs for Plan Year 2015 Set**  
03/14/2014  
Open Enrollment is approaching, and PEIA has set dates, times, and locations for its annual benefits fairs. [...read more](#)

**Public Employees Day Care Open and Enrolling Children**  
03/14/2014  
The West Virginia Public Employees Day Care is open and accepting enrollments. [...read more](#)

**Release of Employees on March 3, 2014**  
03/14/2014

Readers of *Stateline*, the quarterly newsletter for the Division of Personnel, may now receive information on employee news in a different manner.

"For years, *Stateline* has been created in the traditional layout, beholden to the days when it was printed and sent to individual agencies," said Division of Personnel Director Sara Walker. Now, *Stateline* will instead move to a strictly-electronic format, publishing articles straight to the Division of Personnel's website.

"The Personnel Division has not offered a print edition of *Stateline* in several years, instead creating a PDF version available for download from the Personnel website," Walker said. "With this change, *Stateline* will become a 'just in time' publication." The change takes the format from an online "newsletter" to an online "newsroom," Walker said.

Walker said the newsletter will no longer be confined to a monthly or quarter deadline, instead publishing news and articles as they are completed. She said the change ensures timely, relevant news for state employees.

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**State employees will be able to participate in a closed Point of Dispensing program intended to assist in the dispensing of medication in the event of a public health emergency.**

## **Capitol Campus Starts Closed POD Program for Employees**

The Department of Military Affairs and Public Safety (DMAPS) is overseeing a project for employees at the State Capitol Complex to allow the quick dispensing of medication to employees and their family in the event of a public health emergency. The closed Point of Dispensing (POD) helps to ensure the continuity of state government during a public health emergency by protecting the health of employees and their immediate household while also lessening the burden on public dispensing sites.

The Capitol Campus closed POD is a pilot program that officials feel can be adapted to other state government sites. For the purpose of the closed POD, the Capitol Complex is defined as the area bounded by Kanawha Boulevard to the south, Elizabeth Street to the west, Piedmont Road to the north, and Michigan Avenue to the east.

To register for the closed POD, individuals will be required to complete an online registration form. The information requested on this form includes information necessary to

ensure your safe participation. All information completed by individuals wishing to participate in the closed POD will be entered electronically via a secured website. Any information you enter will not be collected or saved by the state. The secured website merely provides a convenient means for you to complete and print the registration form. This initiative is completely voluntary, and on-campus employees are not required to participate.

Organization of the closed POD is not meant to suggest that the Capitol Complex or state employees face any specific threat.

DMAPS Communication Director Lawrence Messina credited a wide-ranging team for developing the closed POD pilot. Colleagues from his department and its Division of Protective Services worked alongside officials from the Department of Administration, the Board of Risk and Insurance Management and the Kanawha-Charleston Health Depart-

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## **State Government Career Fair at Culture Center Set for May 7**

The West Virginia Division of Personnel and WorkForce WV are joining together again in sponsoring the 3rd annual **State Government Career Fair** on Wednesday, May 7 at the Culture Center on the State Capitol Complex from 9 a.m. – 3 p.m. The event is open to the public.

The State Government Career Fair is aimed at providing job seekers information on state government full-time employment opportunities and excellent benefits, particularly for the critical need fields, which include but are not limited to, nursing, physicians, social services, engineering, corrections and law enforcement, natural resources, environmental protection, human resources, and information technology.

More than 15 state agencies will be represented to discuss employment opportunities and information will be distributed for the Governor's Internship Program aimed at college students. Employment counselors will be available to answer questions pertaining to the state employment application process. The agencies include: Department of Environmental Protection; Department of Transportation; Department of Military Affairs and Public Safety; and Department of Education and the Arts.

Mary Jane Ayoob, event coordinator with the Division of Personnel, said more than 400 job-seekers attended last year's career fair and the previous two events has provided a tremendous boost to the state applicant pool.

"Just recently I spoke with an individual who attended our 2012 career fair. This person was out of work and needing a job and two months after the event, this person had a state job and within one-and-a-half years, the individual was promoted to a supervisor position," Ayoob said. "This person remarked how state government employment provides job security and

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the chairman of the wvOASIS Executive Steering Committee. "Their hard work in gathering the necessary data for the ERP Board will prove beneficial to the successful implementation of the various phases of the project."

Each department has individuals assigned as Change Leadership Team (CLT) members, who provide the leadership and expertise in the planning and implementation of the wvOASIS project. For the Department of Administration, the CLT members include Diane Holley-Brown, Assistant Purchasing Director for the Purchasing Division; Janie Fouty, Senior Personnel Specialist for the Division of Personnel; Jason Hought, Chief Financial Officer for the Public Employees Insurance Agency; and Tim Phillips, Director of Application Solutions for the Office of Technology. Justin McAllister will be assuming responsibilities for the Office of Technology.

In addition, each agency has an employee assigned as their liaison to coordinate all data collection and to assist in communicating with the members of their staff. The CLT members have been working closely with the agency liaisons for the past year in gathering data and sharing information. The Financial Division staff has been instrumental in assisting CLTs and agency liaisons in gathering information for this transition.

"A key aspect in preparing for the implementation of wvOASIS has been forming these relationships throughout the department to not only gather the necessary data but to help in communicating how the system will affect each of our employees," said Holley-Brown.

wvOASIS is intended to replace more than 100 outdated existing systems throughout state government and standardize business procedures and practices across organizational lines. An ERP system is a suite of integrated modules that provide end-to-end support for statewide administrative functions. In state government, these statewide administrative functions include:

- Financial Management
- Procurement
- Asset Management
- Personnel Administration

## Change Leadership Team Assignments:

- Diane Holley-Brown: Secretary's Office, Fleet Division, Purchasing Division (including State Agency for Surplus Property), Board of Risk Insurance and Management, Real Estate Division, Aviation Division, General Services Division.
- Janie Fouty: Grievance Board, Ethics Commission, Public Defender Services, Division of Personnel, Prosecuting Attorneys Institute.
- Jason Hought: All boards, Finance Division, Children's Health Insurance Program, Consolidated Public Retirement Board, PEIA.
- Tim Phillips/Justin McAllister: Office of Technology (including IS&C).

## Agency Liaisons:

- Aviation: Chip McDowell
- BRIM: Steve Schumacher, Stephen Panaro, Chuck Jones
- Cabinet Secretary's Office: Diane Holley-Brown and Patty Johns
- Children's Health Insurance Program: Roger Townsend
- Consolidated Public Retirement Board: Lori Cottrill and Darden Green
- Ethics: Lucy Suchy and Mario Torres
- Finance: John Smolder
- Fleet Management: Kenny Yoakum
- General Services: Diane Holley-Brown and Patty Johns
- Grievance Board: Vicky Charley and Mario Torres
- Personnel: Ada Kennedy and Janie Fouty
- Prosecuting Attorneys Institute: Mario Torres and John Smolder
- Public Defender Services: Kitty Wilson
- Purchasing: Diane Holley-Brown
- Real Estate Division: Carolyn Flanigan and Patty Johns
- Technology: Tim Phillips



- 
- Payroll
  - Time Reporting
  - Benefits Administration
  - Treasury
  - Transportation

The purpose of this system is to facilitate the flow of information between all business functions inside the boundaries of the organization and manage the connections to outside stakeholders, such as vendors.

Fouty said the new system will allow employees to have better access to employment information.

"Many employees know their actual salaries, but it is surprising how many employees cannot tell you exactly what their pay is, or how much leave they have," she said. wvOASIS will allow state employees to log into the system to check annual leave, sick time, and to input their timesheets.

Fouty said the role of change leader-

ship team members is to help act as a first point of contact if agency liaisons have questions. "Liaisons can contact wvOASIS themselves, but oftentimes we can work out the answer between us, saving time for everyone involved," she said. "I also do my best to make sure that the agency liaisons are keeping up with timeframes and submissions to ERP."

Phillips said since the system will replace outdated systems, it will improve data updating and the timeliness of information available in decision making. "Probably the biggest advantage will be in efficiency gained, since previously, so many of the systems did not or could not communicate with one another," he said. "These were dispirited systems that did not communicate with one another. With everything integrated, the efficiency will be incredible." Phillips also emphasized the elimination of paper documents and reduced paper and handling costs.



# PEIA Benefit Fairs Scheduled

The Public Employees Insurance Agency is sponsoring benefits fairs throughout the state during its Open Enrollment period (April 1-30) for Plan Year 2015. These sessions give policyholders an opportunity to make changes to their health insurance plans and benefits while providing a forum to ask questions. All changes become effective July 1, 2014.

For the first time ever, children of public employees may be eligible to enroll in the West Virginia Children's Health Insurance Program (CHIP) which has expanded its coverage. The expansion makes CHIP benefits available to children of public employees who otherwise meet CHIP eligibility guidelines. State employees need to apply for CHIP before enrolling in PEIA

For more information or questions about the various PEIA plans and what changes will be implemented July 1, 2014, consult the PEIA Shopper's Guide which is mailed to policyholders' homes and available on the PEIA website at [www.peia.wv.com](http://www.peia.wv.com) or call the PEIA Open Enrollment Helpline at 1-877-676-5573.

Members may review and update their accounts online by clicking on the "Manage My Benefits" button on



## The PEIA Benefit Fair schedule

- **April 8 - Martinsburg**  
Holiday Inn / Foxcraft Avenue
- **April 9 - Morgantown**  
Ramada Inn
- **April 10 - Wheeling**  
W.Va. Northern Community College
- **April 14 - Charleston**  
Holiday Inn / South Charleston  
**from 3 – 6 p.m.**
- **April 15 - Parkersburg**  
Comfort Suites / Mineral Wells
- **April 16 - Beckley**  
Tamarack

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## McDowell Named Interim Director of Aviation



**McDowell**

Department of Administration Cabinet Secretary Ross Taylor announced that Charles "Chip" McDowell was named the interim director for the state Aviation Division, effective March 15, replacing Aviation Director/Chief Pilot Keith Wood who officially retires from the position April 30 but is currently on leave.

As interim director, McDowell oversees 10 employees and the operation of two airplanes, including the King Air 350 and Cessna Grand Caravan, and three helicopters, including Bell 407, Bell 206 LongRanger, and Bell 206 JetRanger.

A Charleston, W.Va., native, McDowell holds an Airline Transport Pilot license and has worked for the Aviation Division since March of 1999. Prior to becoming a dual-rated state pilot that enables him to fly both fixed wing and rotary aircraft, he worked as a commercial pilot and flight instructor in West Virginia and Kentucky.

The Department of Administration extends its gratitude to Wood for his services and wishes him the best during his retirement. Wood joined the Aviation Division in 1992 and served five governors while accumulating more than 8,000 accident-free flight hours on both state airplanes and helicopters.

When Wood joined the Aviation Division, four different agencies owned aircraft and operated independently of each other. During his time as director, all

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## STATELINE

Continued from Page 2

"Once a month, we will send out a reminder email to employees, letting them know about the latest articles we have published," Walker said. "However, when there is something particularly timely and newsworthy, we can send out an email that alerts employees to the article."

Articles for the current quarter are listed on the main *Stateline Newsroom* page. They will be archived on a quarterly basis. Links to those articles as well as to prior issues of the "newsletter" are still available.

These changes came as the Division of Personnel sought ways to increase the value of the publication. "*Stateline* is a valuable resource for employees, but we wanted to continue finding ways to make it more relevant," she said. "Instead of keeping articles until the next publication deadline, this means we can post more frequently and keep information fresher for employees."

To view the new *Stateline Newsroom*, please visit: [www.personnel.wv.gov/employees/Stateline-Newsroom/Pages/default.aspx](http://www.personnel.wv.gov/employees/Stateline-Newsroom/Pages/default.aspx).

## POD

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ment.

"These folks have done a lot in the name of looking out for their fellow public employees," Messina said. "This is really all about preparedness. As we have said, it is inspired by what the U.S. Centers for Disease Control has done on the federal level to protect public health and continuity of government."

Those wishing to participate can visit [www.dispenseassist.net/anthrax.html](http://www.dispenseassist.net/anthrax.html). Complete the online screening form and then print it out for safekeeping in your personal records. This secure website merely provides a convenient means to complete and print the screening form, which would save time should an emergency situation arise.

Additional information on how you can participate will be provided in the near future. Questions regarding this project may be directed to Messina at [Lawrence.C.Messina@wv.gov](mailto:Lawrence.C.Messina@wv.gov).

## AVIATION

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Wood

state-owned aircraft and flight operations into one agency were consolidated. Responsible for creating a safety and

standardization program for the agency, Wood said one of his biggest accomplishments, with contributions from the staff and the state, was that the Aviation Division did not have an accident or injury of any type in his 22 years of service.

The State Aviation Division's mission is to enhance the efficiency and effectiveness of state government by providing safe and professional aviation support. The State Hangar is located at 502 Eagle Mountain Road in Charleston.

## FAIR

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allows for upward mobility."

Ayoob said interested individuals are encouraged to bring their resume, proper identification and any other information they wish to share with potential agency employers.

For additional information on this career fair or for directions, contact the Division of Personnel at (304) 558-3950 or visit: [www.personnel.wv.gov](http://www.personnel.wv.gov).

## PEIA

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the PEIA website.

Members are also encouraged to attend these benefit Fairs, which will be from 3 to 7 p.m. at each location except where noted.

If you cannot attend a benefit fair, you may send questions by e-mail to: [PEIA.Help@wv.gov](mailto:PEIA.Help@wv.gov) or call PEIA at 1-888-680-7342.

**Welcome!** ... The Department of Administration is pleased to welcome our new employees: **Lisa Scarberry** (CPRB); **Margaret Briggs** (Ethics); **William Coyle**, **Toni Hill** and **Pam Hodges** (General Services); **Jon Amores** (Real Estate/Director); and **Christine Fernandes**, **Matthew Garrett**, **Robert Josephson** and **Joann Santoro** (Technology). **Jeffrey Lawrentz** transferred from Public Defender to BRIM.

**Best Wishes...** to **Tracy Batman** (CPRB), **James Ancion** (General Services), **Joyce Lanham** (Public Defender) and **Krista Ferrell** (Purchasing), who recently resigned from our department.

**Happy Retirement!** ... After years of hard work and dedication, we would like to congratulate **Charles Lawrence** of the Real Estate Division on his retirement.

**Let's Congratulate Our Graduates!** .... As in the past, Quotes, Notes & Anecdotes will be recognizing all of our graduates for this year. If you have a child or grandchild graduating from high school or college, please e-mail Chad Williamson at [chad.b.williamson@wv.gov](mailto:chad.b.williamson@wv.gov) by April 16 with the name, school and future plans of your special graduate.

**Got News?** ... We want you to share all of your good news with us! Contact **Diane Holley-Brown**, editor, at (304) 558-0661 or at [Diane.M.Holley@wv.gov](mailto:Diane.M.Holley@wv.gov) with information that you would like to share with the department's employees.

## HAPPY BIRTHDAY ... in April

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| 1 April Battle ..... Purchasing     | 14 Ed Coleman ..... CPRB            |
| Paul Hardy ..... CPRB               | Keith Huffman ..... PEIA            |
| 2 Samantha Knapp ..... Purchasing   | 15 Sarah Hunter ..... CPRB          |
| Harry Mandel ..... CPRB             | Torrie Williams ..... CPRB          |
| 3 Deanne Stevens ..... BRIM         | 16 Jeanne Barnhart ..... Purchasing |
| Chad Williamson ..... Purchasing    | Michael Cheeks ..... Technology     |
| 4 Brenda Gould ..... Grievance      | David Williams ..... Gen. Svcs.     |
| 5 Mark Isabella ..... Personnel     | 17 George Tanner ..... Gen. Svcs.   |
| Melanie Lopez ..... Technology      | 19 Nidia Henderson ..... PEIA       |
| 6 Craig Bosworth ..... Technology   | Michael Powell ..... Finance        |
| Donna Lipscomb ..... Sec. Office    | 20 Keith Burdette ..... Gen. Svcs.  |
| Perry Rawlings ..... Gen. Svcs.     | Kelly Dean ..... CPRB               |
| 7 Donald Stennett ..... Pub. Def.   | Andrew Guz ..... Gen. Svcs.         |
| Rebecca Whetzel .... Technology     | 21 Jeremy Walker ..... Personnel    |
| Benton Hall ..... Technology        | Trent White ..... Technology        |
| 8 Jeremy Summers ..... Technology   | 22 Anne Crabtree ..... Technology   |
| Roger Townsend ..... CHIP           | Gary Reed ..... PEIA                |
| 9 Rebecca Farmer ..... Travel       | 23 Thomas Hackney ..... Gen. Svcs.  |
| Stefanie Youngblood ..... CPRB      | Jeffrey Lawrentz ..... BRIM         |
| 10 Pauravi Randeri ..... Technology | Carlos Neccuzi ..... Technology     |
| Mary Schafer ..... Pros. Atty.      | 25 Leslie Adkins ..... Personnel    |
| 11 Kenneth Bowles ..... Technology  | Nathaniel Sizemore .. Technology    |
| John Dotson ..... Gen. Svcs.        | 26 Jim Hawley ..... Gen. Svcs.      |
| 12 Byron Lusher ..... Technology    | Richard Miller ..... Gen. Svcs.     |
| Tony O'Leary ..... Purchasing       | Robin Perdue ..... Grievance        |
| Melissa Pettrey ..... Purchasing    | 28 Cynthia Adkins ..... CPRB        |
| Jane Shinn ..... Finance            | Tina Murdock ..... CPRB             |
| Dean Wingerd ..... Purchasing       | Jeff Wilson ..... Technology        |
| 13 Jason Agan ..... Gen. Svcs.      | 29 Carles Farley ..... Gen. Svcs.   |
| Matt Short ..... Technology         | 30 Edward Thaxton ..... Gen. Svcs.  |
| 14 Jim Richards ..... Technology    | Kim Weber ..... Ethics              |

# Administrative Notes

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

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