

# Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration  
April 2022 - Volume 29, Issue 4

## Employee of the Month

### Smith Takes Extra Steps to Ensure Work is Done Properly



**Sarah Smith**  
April Employee  
of the Month

Sarah Smith, an Accounting Technician 4 for the Finance Division, has been selected as the Department of Administration's *Employee of the Month* for April.

A state employee for 11 years, Smith's duties include processing W-9s for all the vendors in the United States, researching all states for active vendor status required to process the W-9s, entering vendors into the wvOASIS system after research and printing, and calling vendors to get corrected W-9s. She also explains to customers how to fill out the form and why a corrected W-9 is needed.

"Sarah provides excellent customer service to all vendors," said the co-worker who nominated

her. "Due to the pandemic, Sarah has taken the lead on contacting vendors by phone and/or email to obtain corrected W-9s. She works long hours and some weekends when needed. With her help, the vendor section can process and set up vendors in a timely manner. And Sarah will go out of her way to help others and co-workers."

When she's not working, Smith enjoys shopping and traveling.

Smith will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Mark D. Scott on Monday, April 11, 2022, at 11:00 a.m. at the Finance Division offices in Building 17.

## Cabinet Secretary Implements Records Review Project

by Donna Lipscomb

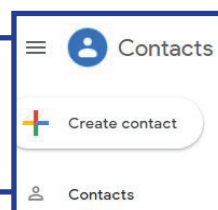
The Public Records Management and Preservation Act (W. Va. Code § 5A-8-1, et seq.) sets forth the provisions for the management of state and local records with the goal of promoting efficiencies, preserving records that document the state's history, and ensuring that records needed to continue the operations of state government are preserved in the event of a disaster. The Act provides that the Secretary of the Department of Administration is the State Records Administrator responsible for oversight of the records management program. One of the first initiatives current Department of Administration Cabinet Secretary Mark D. Scott undertook was to assess the status of state records stored with the state's current vendor for records



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## SNEAK PEEK

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# PEIA Invites Employees to Annual Benefit Fairs Around the State

As open enrollment for Plan Year 2023 approaches, the Public Employees Insurance Agency (PEIA) is pleased to announce dates for its annual benefit fairs. With seven locations scheduled across the state, this is an important opportunity for employees to speak with representatives from PEIA, the Health Plan, FBMC, Humana, and Securian.

During open enrollment, eligible employees can change their health plan; add, drop, or change coverage for themselves and their dependents; and make changes to their Mountaineer Flexible Benefits. The open enrollment for Plan Year 2023 is scheduled for April 2, 2022, through May 15, 2022. Changes to benefits can be made on-line during this time by clicking on the green "Manage My Benefits" button on the PEIA website at [www.wvpeia.com](http://www.wvpeia.com). Open enrollment changes for Plan Year 2023 are effective July 1, 2022.

The benefit fairs will last from 3 p.m. to 7 p.m. unless otherwise noted. For more information, consult the PEIA Shopper's Guide, which is available on

the PEIA website. Additional questions regarding the various PEIA plans and changes for Plan Year 2023 should be

directed to the PEIA Open Enrollment Helpline at 1.877.676.5573.

## PEIA Benefit Fairs for Plan Year 2023

**April 7 – Charleston (3 p.m.-6 p.m.)**  
Holiday Inn Express  
400 Second Avenue

**April 12 – Beckley**  
Tamarack  
1 Tamarack Park

**April 13 – Huntington**  
Holiday Inn  
800 3<sup>rd</sup> Ave.

**April 14 – Parkersburg**  
Comfort Suites  
167 Elizabeth Pike

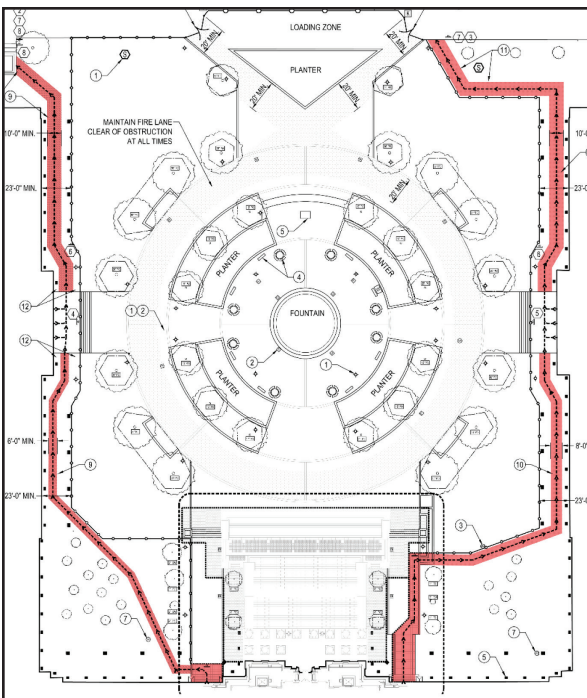
**April 19 – Wheeling (3 p.m.-6 p.m.)**  
The Highlands Event Center  
355 Wharton Circle  
Triadelphia, WV

**April 20 – Morgantown**  
University Holiday Inn  
118 Pineview Drive

**April 21 – Martinsburg**  
Holiday Inn  
301 Foxcroft Ave.



## North Stairs Repair Project Slated for April Start



Work is scheduled to begin in April on the first phase of the North Stairs Repair Project at the main Capitol building. The renovation work will be conducted in two phases, with the first phase being done by SQP Construction Group Inc. of St. Albans.

Phase one, which is expected to take eight months to complete, will consist of the removal of pavers and stonework, as well as the cataloging and storage of stonework to be preserved. Limestone pavers and panels will be removed and salvaged, and the concrete stair slab and the concrete encasement on steel beams will be removed. There also will be an investigation into some areas of the concrete and water leaks inside the building that have deteriorated the platform.

The work will be enclosed in a temperature-controlled space, preventing weather delays. Temporary protections also will include fencing, pedestrian barriers, overhead protection, and tree protection. Temporary alternate walkways will be marked.

Phase two, which will be a separate project, will include structural repairs, waterproofing, stone treatment, and site restoration.

**Work is expected to begin in April on the first phase of the North Stairs Repair Project. During the project, the north stairs will be enclosed and temporary walkways will be created around the Capitol Campus.**

## Registration Now Open for the Mandatory Training Webinar for High-Level Officials on May 5<sup>th</sup>

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 May 5, 2022, will be conducted online as a webinar. Offered twice a 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. Space is limited to the first 100 people to register. Information on how to register for this live online training is on the Purchasing Division website at [www.state.wv.us/admin/purchase/training/mandatory.html](http://www.state.wv.us/admin/purchase/training/mandatory.html). Following the webinar, the recording will be posted in CourseMill. Instructions on how to view the recording following the webinar are also posted at the link above.

Any individual who did not participate in the November 2021 webinar or who has not viewed the recording within CourseMill must complete the training by June 30, 2022, to remain in compliance for this fiscal year.

## Who is Required to Complete this Training?

West Virginia Code § 5A-3-60 requires the following individuals to take two hours of training on purchasing procedures and purchasing cards annually:

- Executive Department Secretaries
- Commissioners
- Deputy Commissioners
- Assistant Commissioners
- Directors
- Deputy Directors
- Assistant Directors
- Department Heads
- Deputy Department Heads
- Assistant Department Heads

## West Virginia Office of Technology Tech Tip: Creating a Contact Group within Google

Within Google, users have the option to create a contact group using labels. This is a time-saving and customizable tool to help manage groups of individuals you email regularly.

To make a contact group, use the Google menu to select "Contact" or go to [contacts.google.com](http://contacts.google.com). As seen below, there are several categories im-

mediately available. Contacts (1) shows your manually created contact list. Frequently contacted (2) is a list that Google has comprised of the individuals you email most often. Directory (3) is a list of all contacts within the organization directory. For state employees, that is the [wv.gov](http://wv.gov) directory.

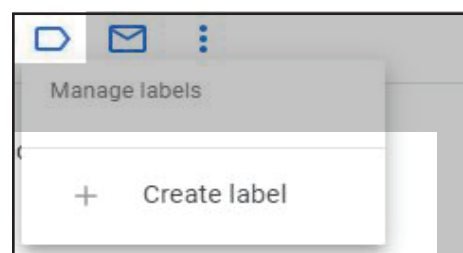
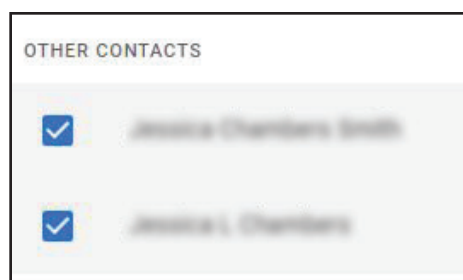
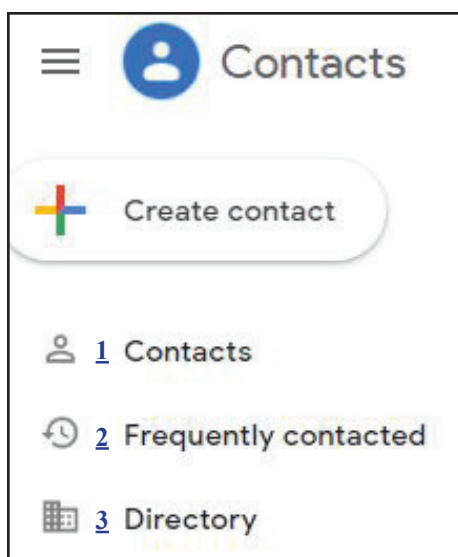
Using the checkbox next to a name,

select the individual you wish to add to a group. At the top of the menu, click the Manage Labels icon and select "create label". Here you will be able to name the group. You can continue to search for more individuals and use the Manage Labels icon to select what groups you wish to assign an individual. You must hit apply for the label to be assigned. Individuals can also be added to multiple label groups.

Once your contact group is created, you can utilize this feature within Gmail. Simply type the group name into a new email instead of adding each member individually.

To remove someone from a contact group, locate that individual within Google Contacts and click the Manage Labels icon. Find the label you want to remove and click it.

This is one of many tips the West Virginia Office of Technology has shared as part of its Tip of the Week. More tips can be found online at <https://sites.google.com/wv.gov/othub/nonav/ot-tip-of-the-week>.





# 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. Successful applicants 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 practices 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 requirements by registering in OHRD's regular program schedule.

Interested applicants must:

- Complete a Cohort Application Form (Deadline: May 13, 2022)
- Ensure supervisor completes the Supervisor Support Form

Send the completed application package to:

WV DOP-OHRD

ATTN: Cohort

Capitol Complex, Bldg. 3, Ste 500

1900 Kanawha Blvd., E

Charleston, WV 25305

Applications may also be emailed to

**Kim.A.Schleicher@wv.gov.**

## RECORDS REVIEW

Continued from Page 1

management and encourage state agencies to reduce their inventory. To assist state agencies in managing their inventory of stored records, Secretary Scott implemented a records review project to facilitate the review and destruction of records with no further administrative value.

Many state government agencies have records in storage that do not have box descriptions identifying the contents of the box or how long they need to be retained. Therefore, agencies must retrieve those records and review them. Unfortunately, most agencies do not have secure space within their offices to put the records until the review is complete. To assist with this task, Secretary Scott secured temporary space in the state's Greenbrooke Building on Spring Street for agencies to use while reviewing records stored at the facility. Agencies can now have their records retrieved from storage and delivered to the Greenbrooke Building, and use the space provided to review boxes.

Secretary Scott encourages agencies that have records stored in Iron Mountain's facility to review their inventory of records and arrange for destruction of any records that have reached the end of their retention period. If agencies have inventory with no box descriptions, those should be retrieved for review first and delivered to the agency offices or to the Greenbrooke Building. Agencies should determine the disposition of their records and request destruction of those records that are eligible or digitize records needing longer retention periods, if appropriate. The State Records Management Office and Secretary Scott seek to ensure that state agencies are managing their records in the most efficient and cost-effective manner possible, and encourage them to explore solutions for electronic storage.

Agencies interested in using the Greenbrooke building as part of their records review should contact State Records Program Administrator Donna Lipscomb at **Donna.M.Lipscomb@wv.gov** or 304.352.4943.

## 2022-2023 Cohort Program Schedule

July 15	Orientation Webinar
July 19-21	Supervising for Success I: Critical Skills for New Supervisors
August 16-17	Conflict Management
Online Self-Paced for September	Employee Performance Appraisal: The Foundation for Performance Management
October 19	Virtual Training: Discipline and Documentation
Online Self-Paced for October	Managing and the Law
Online Self-Paced for November	The Drug-Free Workplace AND Preventing Harassment: A Shared Responsibility
December 8	Attendance Management
Online Self-Paced for February	Workplace Safety: Your Responsibility
March 16, 2023	Navigating Difficult Conversations
April 13, 2023	Leading Change in Turbulent Times
May 10-11, 2023	Supervising for Success II: Leadership Essentials

# Veterans Who Own Small Businesses Invited to Attend WVSASP Webinar on Federal Property Program

The West Virginia State Agency for Surplus Property (WVSASP) has partnered with the West Virginia Small Business Association (SBA) to present a webinar on the Veterans Small Business Enhancement Act of 2018, which allows veteran-owned businesses access to retired federal property. This is a free presentation scheduled for Friday, April 29, 2022 at 10 a.m.

The WVSASP, which is overseen by the Purchasing Division, previously partnered with the SBA in 2021 for a similar presentation. The previous event had been scheduled for a small audience of West Virginia and Pennsylvania veterans before gaining national attention. It was viewed by more than 340 individuals from across the country.

“We are excited to be invited again by the SBA to present to veterans on this important program,” said WVSASP Manager Elizabeth Cooper. “While we are only the managers of the program for veterans in West Virginia, it is an honor to be asked to present on the federal property program to veterans across the country once more.”

The WVSASP has already assisted several West Virginia veterans in acquiring property. The forklift, shown to the right, was acquired by a veteran in Princeton who runs a construction business.

During the webinar, Cooper will present on veteran eligibility, how to identify and request federal property, compliance requirements, and potential pitfalls.

While this is a free presentation, registration is required. Individuals who are interested in registering for this event can visit <https://bit.ly/36cL0ex>. Questions about this event, the federal property program, and WVSASP services can be



**West Virginia veterans are now able to acquire federal property, such as the forklift shown above, through the West Virginia State Agency for Surplus Property.**

directed to [Elizabeth.J.Cooper@wv.gov](mailto:Elizabeth.J.Cooper@wv.gov) or 304.766.2626.

To learn about the veterans' program, visit [www.state.wv.us/admin/purchase/surplus/veterans.html](http://www.state.wv.us/admin/purchase/surplus/veterans.html).

## Fleet Updates Daily Rental Rates for State Vehicles

The Fleet Management Division (FMD) has a small rental pool of state vehicles, including vans, medium and large sedans, as well as SUVs, available to state agencies for daily or long-term rental. The FMD has recently updated the daily rental rates for this vehicle fleet to the following:

- Jeep Grand Cherokee - \$50.00
- Dodge Caravan - \$35.00
- Chrysler 200 - \$45.00
- Ford Fusion - \$22.00
- Chevy Equinox - \$50.00
- Chevy Impala - \$45.00

The motor pool's new rates mirror the pricing mechanism used by Enterprise and Hertz at a lower cost and no longer in-

clude gasoline or a West Virginia Parkways E-ZPass® transponder. A mileage calculator found here [www.state.wv.us/admin/purchase/travel/rental.html](http://www.state.wv.us/admin/purchase/travel/rental.html) helps the user establish whether renting a vehicle from FMD or Hertz/Enterprise is the most cost-effective option.

FleetCommander is conveniently available 24 hours a day, seven days a week. It offers services such as making an online reservation, updating your profile, and checking your reservation schedule based on your availability. Your user profile and reservation schedule are kept safely online for you to view at your discretion. This means no more paperwork, and provides an easy tool to make and view reservations in minutes.

The FleetCommander kiosk is located at the Guard Shack on Piedmont Road. To register your account through the website and make a reservation, visit [www.wvmotorpool.agilefleet.com](http://www.wvmotorpool.agilefleet.com). The FMD has produced a step-by-step video here [www.youtube.com/watch?v=IgFp3U6PILw](http://www.youtube.com/watch?v=IgFp3U6PILw) with instructions on how to make a reservation. Call 1.855.8170.1910 with questions.



STATE OF WEST VIRGINIA  
FLEET MANAGEMENT

## Employee Question of the Month

Each month, we invite Department of Administration employees to share their opinions on a unique topic. Last month, we asked "What is your favorite thing about spring?"

Here are some of the answers:

- Warmer weather
- The spring thunderstorms!
- Everything starts to come back to life from being dormant.
- Baseball/softball
- My favorite thing to do is head to Capitol Market to get new flowers for my porch and garden.
- The singing birds
- I get to say goodbye to seasonal depression and just deal with my regular depression.
- Sunlight
- Being able to do more things/activities outdoors
- More daylight
- Trout fishing
- Starting my garden
- Finally opening up the pool!
- I get to try new prescriptions for my allergies.
- Watching all of the new life popping up everywhere, especially in the woods
- Yard work
- Sitting on my back porch
- It is the first time of the year that we get to open the window in the infusion room during chemotherapy treatments. Sounds small, but makes a big difference.
- Not worrying about driving in the snow
- Tulips popping up
- All the pretty colors
- More daylight and warmer weather

**Welcome! ...** The Department of Administration is pleased to welcome **Rodney Burdette** (CPRB); **Betsy Allen** and **James Morrow** (General Services); **Joanna McDaniel** and **Anthony Signorelli** (Real Estate); **Lee Stone** and **Shannon White** (PEIA); and **Jason Duckworth** (Personnel). **Jason Fewell** also transferred from Office of Technology to CPRB.

**Best Wishes ...** to **Stephen McConihay** (Aviation); **Zacharee Wisda** (General Services); **Breanne Myers** and **Krista Scott** (Personnel); **Lisa Knell** (Public Defender Services); **John Vance** (Purchasing); and **Robert Cogar** (Technology), who recently resigned from our department.

**Happy Retirement! ...** After years of hard work and dedication, we would like to wish **Connie Bloss** (BRIM) and **William McCallister** (CPRB) the very best during their retirements.

**Free At-Home COVID-19 Tests ...** Every home in the U.S. is invited to order two sets of four free at-home tests. These tests can be ordered at [www.covidtests.gov](http://www.covidtests.gov) and will be delivered by the USPS. Each house can place a total of two separate orders. Households that already received tests through this program are now able to order a second set.

**Employee Question of the Month ...** Last month, we asked Department of Administration employees to share their favorite thing about spring. These results can be seen listed to the left. This month, we want to know "What is one event in your life you wish you had a picture of, but don't?" Share your thoughts by visiting <https://forms.gle/WFFDsmaY7LjnAwgy5>. All responses must be submitted by Friday, April 8, 2022.

## HAPPY BIRTHDAY ... in APRIL

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

Jeffrey Lawrentz.....BRIM	James Knapp.....Personnel
Lora Reynolds.....BRIM	Michael McCallister.....Personnel
Deanne Stevens.....BRIM	Kim Schleicher.....Personnel
Cindy Adkins.....CPRB	Jeremy Walker.....Personnel
Marcia Howard.....CPRB	Matthew Brummond.....Pub.Def.Srvs.
Lori Sayre.....CPRB	Donald Stennett.....Pub.Def.Srvs.
Kenneth Woodson.....CPRB	Samantha Knapp.....Purchasing
Stefanie Youngblood.....CPRB	Melissa Pettrey.....Purchasing
Kimberly Weber.....Ethics	Leslie Gwinn.....Purchasing
Samantha Chapman.....Finance	John Dotson.....Real Estate
Luke Murray.....Finance	Kenneth Bowles.....Technology
Becky Farmer.....Fleet	Michael Cheeks.....Technology
Jason Agan.....Gen.Srvs.	Jacqueline Clendenin.....Technology
Keith Burdette.....Gen.Srvs.	Rebecca Ferrell.....Technology
Carles Farley.....Gen.Srvs.	Kristin Hamon.....Technology
Jeffrey Gillenwater.....Gen.Srvs.	Donna Lipscomb.....Technology
Andrew Guz.....Gen.Srvs.	Carlos Neccuzzi.....Technology
Thomas Hackney.....Gen.Srvs.	Matthew Nelson.....Technology
Raymond Hanshaw.....Gen.Srvs.	Ray Perkins.....Technology
James Hawley.....Gen.Srvs.	Matthew Short.....Technology
David Williams.....Gen.Srvs.	Trent White.....Technology
Stephanie MacLellan.....PEIA	Jeffrey Wilson.....Technology
Mark Isabella.....Personnel	Roger Young.....Technology

## Administrative Notes

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

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