Employee of the Month

Smith Takes Extra Steps to Ensure Work is Done Properly

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

Please see RECORDS REVIEW, page 4

SNEAK PEEK

• PEIA Hosts Annual Benefit Fairs Around the State / Page 2
• WVOT Tip: Creating a Contact Group within Google / Page 3
• Fleet Updates Daily Rental Rates for State Vehicles / Page 5
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 online during this time by clicking on the green “Manage My Benefits” button on the PEIA website at 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Location 1</th>
<th>Location 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 7</td>
<td>Charleston (3 p.m.-6 p.m.)</td>
<td>Holiday Inn Express 400 Second Ave.</td>
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<tr>
<td>April 12</td>
<td>Beckley Tamarack Park</td>
<td>Tamarack 1 Tamarack Park</td>
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<tr>
<td>April 13</td>
<td>Huntington Holiday Inn</td>
<td>800 3rd Ave.</td>
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<tr>
<td>April 14</td>
<td>Parkersburg Comfort Suites</td>
<td>167 Elizabeth Pike</td>
</tr>
<tr>
<td>April 19</td>
<td>Wheeling (3 p.m.-6 p.m.)</td>
<td>The Highlands Event Center 355 Wharton Circle Triadelphia, WV</td>
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<tr>
<td>April 20</td>
<td>Morgantown University Holiday Inn 118 Pineview Drive</td>
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<tr>
<td>April 21</td>
<td>Martinsburg Holiday Inn</td>
<td>301 Foxcroft Ave.</td>
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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 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. 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. As seen below, there are several categories immediately 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 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/oth-tip-of-the-week.
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.

### 2022-2023 Cohort Program Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>July 15</td>
<td>Orientation Webinar</td>
</tr>
<tr>
<td>July 19-21</td>
<td>Supervising for Success I: Critical Skills for New Supervisors</td>
</tr>
<tr>
<td>August 16-17</td>
<td>Conflict Management</td>
</tr>
<tr>
<td>Online Self-Paced for September</td>
<td>Employee Performance Appraisal: The Foundation for Performance Management</td>
</tr>
<tr>
<td>October 19</td>
<td>Virtual Training: Discipline and Documentation</td>
</tr>
<tr>
<td>Online Self-Paced for October</td>
<td>Managing and the Law</td>
</tr>
<tr>
<td>Online Self-Paced for November</td>
<td>The Drug-Free Workplace AND Preventing Harassment: A Shared Responsibility</td>
</tr>
<tr>
<td>December 8</td>
<td>Attendance Management</td>
</tr>
<tr>
<td>Online Self-Paced for February</td>
<td>Workplace Safety: Your Responsibility</td>
</tr>
<tr>
<td>March 16, 2023</td>
<td>Navigating Difficult Conversations</td>
</tr>
<tr>
<td>April 13, 2023</td>
<td>Leading Change in Turbulent Times</td>
</tr>
<tr>
<td>May 10-11, 2023</td>
<td>Supervising for Success II: Leadership Essentials</td>
</tr>
</tbody>
</table>
The West Virginia State Agency for Surplus Property (WVSAS) 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 WVSAS, 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 WVSAS 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 WVSAS 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 WVSAS services can be directed to 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.

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 include gasoline or a West Virginia Parkways E-ZPass® transponder. A mileage calculator found here 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. The FMD has produced a step-by-step video here www.youtube.com/watch?v=IgFp3U6PILw with instructions on how to make a reservation. Call 1.855.8170.1910 with questions.
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/WFFDsmay7LnAwgy5](https://forms.gle/WFFDsmay7LnAwgy5). 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
Lora Reynolds.....................BRIM
Deanne Stevens..................BRIM
Cindy Adkins.....................CPRB
Marcia Howard...................CPRB
Lori Sayre........................CPRB
Kenneth Woodson..............CPRB
Stefanie Youngblood...........CPRB
Kimberly Weber..................Ethics
Samantha Chapman.............Finance
Luke Murray.....................Finance
Becky Farmer......................Fleet
Keith Burdette...............Gen.Srvs.
Carles Farley......................Gen.Srvs.
Andrew Guz........................Gen.Srvs.
Thomas Hackney................Gen.Srvs.
Raymond Hanshaw..............Gen.Srvs.
David Williams..................Gen.Srvs.
Stephanie MacLellan...........PEIA
Mark Isabella.....................Personnel
James Knapp......................Personnel
Michael McCallister.............Personnel
Kim Schleicher..................Personnel
Jeremy Walker....................Personnel
Samantha Knapp...............Purchasing
Melissa Pettrey...............Purchasing
Leslie Gwinn...............Purchasing
John Dotson......................Real Estate
Kenneth Bowles................Technology
Michael Cheeks...............Technology
Jacqueline Clendenin, Technology
Rebecca Ferrell...............Technology
Kristin Hamon...............Technology
Donna Lipcomb...............Technology
Carlos Neeuzzi.................Technology
Matthew Nelson...............Technology
Ray Perkins.....................Technology
Matthew Short..................Technology
Trent White.....................Technology
Jeffrey Wilson...............Technology
Roger Young....................Technology