

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
April 2023 - Volume 30, Issue 4

Employee of the Month

Lyle's Expertise and Kindness Have Her in Great Demand



Tara Lyle
April Employee
of the Month

Tara Lyle, a buyer supervisor for the Purchasing Division, has been selected as the Department of Administration's *Employee of the Month* for April.

A state employee for 28 years, 13 of which have been with the Purchasing Division, Lyle's duties include reviewing purchasing requisitions for accuracy and completeness, assigning and reviewing the work of senior buyers and buyers, and reviewing and signing purchase orders for subordinate buyers.

"Tara is an exceptional employee. She knows purchasing inside and out and uses that knowledge as she reviews all work for consistency and completeness," said the co-worker who nominat-

ed her. "Outside agencies look to her for guidance and assistance. She is called upon by upper management for large projects because of her insight and excellent work ethic, proving that she is a reliable and valuable resource."

"Tara is the best example of instilling workplace harmony," the co-worker continued. "She is the one who can bring us all together. She is our glue, and we all look up to her."

When she's not working, Lyle enjoys quilting, camping, and fishing.

Lyle will be joined by friends and co-workers at a ceremony presented by Cabinet Secretary Mark D. Scott on Friday, April 14, 2023, at 11 a.m. at the Purchasing Division offices in Building 15.

PDS Honors 60th Anniversary of Gideon v. Wainwright Decision

This year marks the 60th anniversary of the Supreme Court's opinion in *Gideon v. Wainwright*, a case that guaranteed the right to legal counsel for criminal defendants in federal and state courts.

While the actual date of the landmark decision was March 18, 1963, Public Defender Services (PDS) held a reception in honor of the day on March 20, 2023, that featured speakers including Department of Administration Cabinet Secretary Mark D. Scott and PDS Executive Director Dana Eddy.

Clarence Earl Gideon was charged in Florida state court with felony breaking and entering. When he appeared in court without a lawyer,



Cabinet Secretary Mark D. Scott spoke at the ceremony hosted by PDS honoring the 60th anniversary of the Supreme Court's opinion in *Gideon v. Wainwright*.

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SNEAK PEEK

- PEIA Benefit Fairs Scheduled Statewide / Page 2
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WV Purchasing Division VENDOR OPEN HOUSE

April 11, 2023 | 9 a.m. to 11 a.m.
State Capitol Complex in Charleston
Building 7 - Capitol Room

The Purchasing Division invites all vendors to the Vendor Open House and meet with vendors to discuss the upcoming RFP process and answer questions. Representatives from the following agencies will be available to answer questions:

- Department of Transportation
- State Treasurer
- State Police
- West Virginia State Police

Benefit Fairs Scheduled Around State for PEIA Members


The Public Employees Insurance Agency (PEIA) is pleased to announce open enrollment for Plan Year 2024 will begin on April 2, 2023, and conclude at 11 p.m. on May 15, 2023. 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 (the new dental vendor), 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 Shopper's Guide will also be made available online in early April.

Senate Bill 268, enacted during the most recent legislative session, imposes a spouse surcharge for active employee policyholders from state agencies, colleges, universities, and county boards of education whose spouses are offered employer-sponsored insurance coverage but who choose to get coverage through a plan offered by PEIA. This change does not af-

PEIA Benefit Fairs for Plan Year 2024

<u>Charleston</u> April 11 3 p.m.-6 p.m. Holiday Inn Express 100 Civic Center Drive Charleston, WV	<u>Beckley</u> April 12 3 p.m.-7 p.m. Tamarack 1 Tamarack Park Beckley, WV	<u>Huntington</u> April 13 3 p.m.-7 p.m. Delta Hotels Downtown 800 Third Ave. Huntington, WV
<u>Wheeling</u> April 18 3 p.m.-7 p.m. West Virginia Northern Community College 1704 Market St. Wheeling, WV	<u>Morgantown</u> April 19 3 p.m.-7 p.m. University Holiday Inn 118 Pineview Drive Morgantown, WV	<u>Martinsburg</u> April 20 3 p.m.-7 p.m. Holiday Inn Express 301 Foxcroft Ave. Martinsburg, WV
<u>Parkersburg/Mineral Wells</u> April 25 3 p.m.-7 p.m. Comfort Suites 167 Elizabeth Pike Mineral Wells, WV		



fect non-state agencies, retirees, spouses who are employed by PEIA-participating agencies, are retired, or spouses whose coverage is through Medicare, Medicaid, or TRICARE. PEIA will be mailing a spouse surcharge affidavit to affected policyholders by mid-April, but you can report your spouse's coverage status on

PEIA's *Manage My Benefits Open Enrollment* site beginning April 2. Go to **peia.wv.gov** and click on the green "Manage My Benefits" button.

Questions regarding the PEIA plans and changes for Plan Year 2024 should be directed to the PEIA Open Enrollment Helpline at 1-877-676-5573.

Self-Service Password Reset and Account Unlock Features Available to State Employees

State employees are reminded that completing the Microsoft Self-Service Password Reset (SSPR) will allow state employees to reset their password once registered and unlock their network account without the assistance of the West Virginia Office of Technology (WVOT) Service Desk.

To set up the Microsoft SSPR program, employees must complete the following steps:

- Visit <https://aka.ms/ssprsetup>
- Enter **userID@wv.gov** (i.e. A, B, or E number for the user identification) where indicated, and click "Next"

If redirected to the **sts.wv.gov** page, re-enter **userID@wv.gov** and password

- Select "Set Them Up Now." If the op-

tion for the Self-Service Password Reset doesn't immediately show, the employee may be required to click on their profile and then click on the appropriate link under "Manage account."

- The employee may be required to re-enter their password to proceed
- The employee must complete three of the provided questions and select "save answers"
- Click "Finish" and close the window

Please note that WVOT cannot see the password reset questions and cannot change or delete the user's questions. To make changes, users must sign back into <https://aka.ms/ssprsetup> to modify their own questions.

If an employee forgets their password or gets locked out of their account and has already completed the Microsoft SSPR, they can follow these simple steps:

- Visit <https://pw.wv.gov>
- Enter the **userID@wv.gov** and complete the CAPTCHA/security code
- Select "I forgot my password" or select "I know my password but still can't sign in" and click "Next"
- Complete the previously chosen security questions (which are not case-sensitive) and select "Next"
- Create a new password or access the now unlocked account

Individuals needing assistance with this process should contact the WVOT Service Desk at 304-558-9966.

Quotes, Notes and Anecdotes

Northern Panhandle Park Provides Perfect Getaway

Heading up north? Consider staying at West Virginia's most northern state park, Tomlinson Run State Park. Located near the top of West Virginia's northern panhandle along the Ohio River, Tomlinson Run State Park provides an opportunity to explore a unique part of the state.

Visitors to Tomlinson Run State Park who are looking for a getaway may be interested in the unique camping features offered at the park. Featuring some of the best camping in the state, Tomlinson Run State Park has plenty of sites for those with their own tents or campers. In recent years though, the park has also added yurts for those looking for a more unique experience. The park features two five-person yurts that come complete with a cooler, propane stove, lantern, picnic table and cookware, and one set of bunk beds. Camper cabins are also available from April to October.

Tomlinson Run State Park also features an 18-hole disc golf course. While the first nine holes provide an easy walking and play experience, the second half of the course is designed to be much more challenging. Featuring woodland hazards, the back nine holes are a great way for a disc golf players to test their skills and accuracy. Visitors are able to utilize the disc golf course for free and are allowed to use their own equipment. Discs are available for purchase at the park headquarters if needed as well.

To learn more about Tomlinson Run State Park or other West Virginia state parks, visit <https://wvstateparks.com>.

STATE PARK HIGHLIGHT

TOMLINSON RUN STATE PARK

84 Osage Road • New Manchester, WV 26056

304-564-3651 • TomlinsonRunSP@wv.gov

ACCOMMODATIONS

- Campsites
- Camper cabins
- Yurts

ACTIVITIES:

- Biking*
- Boating
- Camping
- Disc golf
- Fishing
- Geocaching
- Golf*
- Hiking
- Horseback riding*
- Museums/ Historical sites*
- Playground with basketball and volleyball
- Swimming

*Located outside of park

NEARBY:

- Fiesta Tableware Company
- Oglebay Park
- Good Zoo
- World's Largest Teapot (Chester)
- Mountaineer Casino and Racetrack
- Brooke Hills Park (Wellsburg)
- City of Weirton

Administration's Employee Question of the Month

Thank you to everyone who continues to participate in our department's *Question of the Month*. Last month, we asked Department of Administration employees to share what song they would have play when they enter a room. Here are some of the responses:

- Walk by Pantera
- Stone Cold Steve Austin's theme
- What a Wonderful World
- In the Hall of the Mountain King
- Iron Man
- Roar by Katy Perry
- Party Up (Up In Here) by DMX
- God's Been Good To Me
- (There She Is) Miss America
- Big Poppa by The Notorious B.I.G.
- I Will Survive by Gloria Gaynor
- Wild Side by Motley Crue
- Working Man's Dollar by Chris LeDoux
- Wonderwall by Oasis
- Werewolves of London by Warren Zevon
- The theme from Magnum P.I.
- Diamond Song by Starcastle
- Take This Job and Shove It by Johnny Paycheck
- All Hail the Queen
- Brock Lesnar's intro
- Eye of the Tiger
- To God Be The Glory by Cece Winans
- Dirty Deeds Done Dirt Cheap
- Victory in Jesus
- The Imperial March
- 1970's Wonder Woman TV Theme
- Taking Care of Business
- Unwell by Matchbox Twenty
- Happy by Pharrell Williams
- Walking on Sunshine
- Takin Care of Business
- Blue (Da Ba Dee) by Eiffel 65
- Black Water
- Comfortably Numb by Pink Floyd
- Kiss An Angel Good Morning
- That's the Way Love Goes by Janet Jackson
- This Is Me from The Greatest Showman
- Bang Bang Bang by BIGBANG
- Free Bird
- Yakety Sax
- Toccata and Fugue in D Minor by J. S. Bach (AKA: that one dramatic organ song that everyone knows)

For the April month *Question of the Month*, Department of Administration employees are asked... "What is your favorite smell?" Submit your answer by visiting <https://forms.gle/gNAGcXn-HU4Qs7E717> by the end of the day on April 14, 2023.

Mandatory High-Level Officials Training Open for Registration

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 11, 2023, 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.

Space is limited to the first 100 people who register. Information on how to register for this live online training can be found on the Purchasing Division's 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 aforementioned link. Anyone who did not attend the November 2022 webinar or who has not viewed the recording must complete the training by June 30, 2023, to remain in compliance.

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

PDS HONORS ANNIVERSARY

Continued from Page 1

Gideon requested that the court appoint one for him. According to Florida state law at the time, an attorney was only appointed to an indigent defendant in capital cases. The trial court did not appoint one, so Gideon represented himself in trial. He was found guilty and sentenced to five years in prison. Gideon filed a habeas corpus petition in the Florida Supreme Court, arguing that the trial court's decision violated his constitutional right to be represented by counsel. In 1963, the Supreme Court ruled unanimously in favor of Gideon, guaranteeing the right to legal counsel for criminal defendants in federal and state courts. Following the decision, Gideon was given another trial with an appointed lawyer and was acquitted of the charges.

The anniversary of the Gideon decision prompted reflection on the nature of indigent defense.

"Unquestionably, indigent defense counsel are firmly embedded in the legal machinery of the criminal justice system. Clients' legal needs are being met," Eddy said. "But the question moving forward should be, is this enough?"

PDS has started a movement toward holistic defense, utilizing the platform that public defender corporations provide. Each public defender corporation in the state has developed a community engagement plan, identifying resources

and services available in the respective communities. Issues such as housing insecurity, food insecurity, lack of transportation, and unemployment are identified and addressed.

Through grant funding from the Chan Zuckerberg Initiative and the Greater Kanawha Valley Foundation, PDS has a pilot project in which a staff social worker interviews clients of the involved public defender corporations. The intent is to unearth undisclosed and untreated trauma that may explain the client's circumstances. In the past year, 21 clients were placed into needed treatment as part of this project.

While PDS' efforts are presently linked to the public defender corporations, the agency encourages private counsel to start considering the implementation of holistic defense principles in their representation of indigent defendants. According to Eddy, this starts with identifying the resources and services that exist in their communities to serve the needs of their clients.

"PDS can help counsel identify these resources," he said. "Attorneys then need to forge partnerships with service providers so that a team can address a client's needs in a more timely and more effective manner. Awaiting the resolution of judicial proceedings disserves the client who is often then left to find or obtain these services on his or her own."



"If an obscure Florida convict named Clarence Earl Gideon had not sat down in his prison cell with a pencil and paper to write a letter to the Supreme Court, and if the Court had not taken the trouble to look for merit in that one crude petition... the vast machinery of American law would have gone on functioning undisturbed. But Gideon did write that letter, the Court did look into his case... and the whole course of American legal history has been changed."

— Attorney General Robert F. Kennedy, Nov. 1, 1963

Purchasing Division Prepares for April Outreach Events

The Purchasing Division is hard at work planning for two vendor outreach events in April: an in-person open house scheduled for April 11, 2023, and an online webinar scheduled for April 27, 2023. Both events are free to attend and will provide participants the opportunity to learn about the processes, procedures, and requirements of doing business with West Virginia.

The in-person Vendor Open House will be held at the West Virginia State Training Center (Building 7 on the Capitol Campus) in the Capitol Room from 9 a.m. to 11 a.m. In addition to staff from the Purchasing Division's vendor registration program, vendors will also have the opportunity to speak with representatives from the Secretary of State's Office, the State Treasurer's Office, *wvOASIS*, the Finance Division, and more.

"The State of West Virginia procures a wide range of goods and services," said Purchasing Director Mike Sheets. "The best way we can ensure the state is receiving quality goods and services is to have a large vendor pool. Events like these allow us to connect with local vendors and increase competition for state procurement."

The Purchasing Division previously hosted a Vendor Open House in October 2019, which had more than 180 attendees. The evaluations following the event were overwhelmingly positive with vendors expressing an interest in attending a similar event. Due to COVID-19, plans for large in-person vendor events had to be postponed.

"Following the success of our last event, we are hoping to see a similar level of interest," continued Sheets. "We want to provide all of the information and resources to vendors that we can."

While registration is not required for the Vendor Open House, it is encouraged. If you or someone you know is inter-



In 2019, the Purchasing Division hosted its first in-person Vendor Open House with more than 180 attendees. The Purchasing Division is preparing for a similar event scheduled for April 11, 2023.

ested in attending, please register at <https://bit.ly/3Y0IRXQ>.

Vendors who are unable to attend the in-person event are encouraged to join the Purchasing Division for its bi-annual *Doing Business with West Virginia* vendor webinar. Offered each spring and fall, this webinar provides all the information a vendor needs to start the state procurement process while providing an opportunity for questions and answers with staff members of the vendor registration program.

The webinar will be held April 27, 2023, from 10 a.m. to 11:30 a.m. Registration is required and is limited to 100 participants. A recording will be shared on the Purchasing Division's website for those who are unable to attend either event. To register for the webinar, visit <https://bit.ly/3Z6PR76>.

Tell Us About Your Grad!

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 Friday, April 14, 2023.

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

Please submit all information via the Google Form at <https://forms.gle/kKRyU14ViEycRbbU9>. A space is included on this form to add any additional information such as a spouse also working for the department. Individuals may also submit more than one graduate on this form.

Questions regarding the graduation form should be sent to Jessica Chambers at Jessica.L.Chambers@wv.gov or by calling 304-588-2315.



Even More Google-ing Tips & Tricks

Last month, we shared four ways to improve your Google search results. This month, we are happy to share many more ways to look up information more efficiently. Try using the tips below to help you find the information you need more quickly.

Search for a particular file type with 'filetype' specified.

If you are looking for a specific file type, Google will let you designate that in your search. For example, you may be looking to download a replacement manual. Searching 'printer manual filetype:pdf' will only show PDF results.

Limit your search results by stating 'BEFORE:' or 'AFTER:' a year.

If you are looking for time sensitive information, specifying before/after a specific year is extremely helpful. Find news articles from before a certain year or find the most recent posts from a website.

Utilize built-in shortcuts.

Google has several built-in search results that will answer your questions without needing to click on a search result. Here are some of those features:

- **Math Equations**
- **Weather *location***
The location can be defined from zip code or city and state.
- **Define *word***
- **Time *place***
- **Stock Price *name***
- ***Sports Team* Score**
- **Conversions**
This includes distances (miles to kilometers), volume (tablespoons to cups), and money (U.S. dollar to British pounds)

Welcome! ... The Department of Administration is pleased to welcome **John Brown, Mark Crum, Keith Hawkins, and Robert Topp** (General Services); **Courtney Blankenship** (PEIA); **Jon Castleberry** and **Cal Colangelo** (Personnel); **Elizabeth Hatfield** (Public Defender Services); and **Aaron Cantley, Shannon McGrew, and Dakota Sowards** (Technology).

Best Wishes ... to **Carrie LeFevre** (Grievance); **Ricardo Figueroa** (Personnel); **Jessica Hovanec** and **Jimmy Meadows** (Purchasing); and **Cara Netzer** (Public Defender Services), who recently resigned from our department.

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

Employee Question of the Month ... Last month, we asked Department of Administration employees to share what song they would have play when they enter a room. Responses to this question can be seen on page 4.

This month we want to know... **"What is your favorite smell?"** Share your thoughts by visiting <https://forms.gle/gNAGcXn-HU4Qs7E717>.

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:

Jeffrey Lawrentz.....BRIM	Michael McCallister.....Personnel
Lora Reynolds.....BRIM	Kim Schleicher.....Personnel
Deanne Stevens.....BRIM	Jeremy Walker.....Personnel
Cynthia Adkins.....CPRB	Marsha Aubrey.....Pub.Def.
Marcia Howard.....CPRB	Matthew Brummond.....Pub.Def.
Lori Sayre.....CPRB	Donald Stennett.....Pub.Def.
Kenneth Woodson.....CPRB	Samantha Knapp.....Purchasing
Stefanie Youngblood.....CPRB	Melissa Pettrey.....Purchasing
Kimberly Weber.....Ethics	John Dotson.....Real Estate
Samantha Chapman.....Finance	Kerri Gaston.....Real Estate
Leslie Gwinn.....Finance	Michael Cheeks.....Technology
Luke Murray.....Finance	Jacqueline Clendenin.....Technology
Jason Agan.....Gen.Srvs.	Rebecca Ferrell.....Technology
Keith Burdette.....Gen.Srvs.	Kristin Hamon.....Technology
Carles Farley.....Gen.Srvs.	Donna Lipscomb.....Technology
Jeffrey Gillenwater.....Gen.Srvs.	Carlos Neccuzzi.....Technology
Andrew Guz.....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
James Knapp.....Personnel	

Quotes, Notes & Anecdotes

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