



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
APRIL 2026 - Volume 33, Issue 4



APRIL 2026 BENEFIT FAIRS

PEIA Schedules Benefit Fairs During Open Enrollment

06 Charleston 10 am - 1:30 pm

Capitol Complex - Building 3
1900 Kanawha Boulevard E, Bldg. 3
Charleston, WV 25302

07 Huntington 3 - 6 pm

Marshall University Student Center
1 John Marshall Drive
Huntington, WV 25755

13 Mineral Wells 3 - 6 pm

Comfort Suites
167 Elizabeth Pike
Mineral Wells, WV 26150

16 Wheeling 3 - 6 pm

WV Northern Community College
J. Michael Koon Auditorium
1704 Market Street
Wheeling, WV 26003

21 Virtual 3 - 5 pm

LINK: <http://meet.google.com/wsu-fvyo-egn>
PHONE: 1 727-314-1004
PIN: 151 511 647#

06 Charleston 3 - 6 pm

Kanawha City Community Center
3511 Venable Avenue
Charleston, WV 25304

09 Beckley 3 - 6 pm

WVU Institute of Technology
Admin & Extension Bldg. Auditorium
410 Neville Street
Beckley, WV 25081

14 Morgantown 3 - 6 pm

Holiday Inn University Area
1188 Pineview Drive
Morgantown, WV 26505

20 Martinsburg 3 - 6 pm

Holiday Inn Martinsburg
301 Foxcroft Avenue
Martinsburg, WV 25401

Please take a moment to complete our survey at the end of our Benefit Fairs! A QR code will be available at the sign-in table of each meeting.

Thank you.

The Public Employees Insurance Agency (PEIA) is pleased to announce that open enrollment for Plan Year 2027 will begin on April 2, 2026, and conclude on May 15, 2026.

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

During open enrollment, members can change their health coverage, or add, drop or change coverage for themselves and dependents without a qualifying event. Changes can also be made to Mountaineer Flexible Benefits during this time.

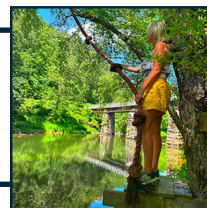
All policyholders will receive a Benefits Guide containing information on the health coverage PEIA offers. A copy of the Benefits Guide is also available online at peia.wv.gov.

Questions regarding the PEIA plans and changes for Plan Year 2027 should be directed to the PEIA Open Enrollment Helpline at 1-877-676-5573.

SNEAK PEEK

CPRB Encourages
October Retirees to
Plan Now / **Page 2**

Celebrate Your
Graduates / **Page 4**



Dark Skies and Starry
Waters: The State Parks of
Pocahontas County / **Page 5**

CPRB Encourages October Retirees to Plan Now

October is a popular month for retirements, and state government employees considering retirement this October need to act now to ensure a smooth transition. The Consolidated Public Retirement Board (CPRB) strongly encourages prospective retirees to get ahead of the six-to-eight-week processing time for retirement paperwork.

“We strongly urge all members considering retirement to schedule a planning meeting with us as soon as possible,” says CPRB Director Jeff Fleck. “Processing retirement forms takes a while due to the sheer volume, and proactive planning is the only way to ensure a smooth, timely start to your retirement.”

The most crucial step is scheduling an appointment with a CPRB Retirement Advisor for planning assistance. Call CPRB at 304-558-3570 right away to get started.

This meeting will help you in your proper retirement planning, including:

- Requesting your Benefit Estimate, which should be done at least six months before your desired retirement date.
- Understanding the necessary retirement forms that must be submitted completely and correctly as you near your retirement date.
- Clarifying the employer’s role, as they must report your final salary and service to CPRB after you officially terminate employment so the final retirement calculation can be processed.

Once you receive your first payment, you can sign up for the Retiree Self-Service (RSS). This portal allows you to access information about your benefits and make transactions 24 hours a day, including:

- Viewing your monthly pay statement a couple of days prior to payment receipt
- Printing annual 1099-R tax documents

For general retirement questions, members can visit www.wvretirement.com. You can sign in to the Retirement Self-Service portal at <https://mywvretirement.wv.gov>, and a guide to registering for RSS is available at www.wvretirement.com/Forms/2017RetSelfServ.pdf.

RETIREMENT PLAN

Medical
Insurance
Saving
Expenses



Application Deadline Approaching for OHRD’s Cohort Program

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

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

within the specified time frames, that participant may be asked to leave the cohort and would be responsible for completing DOP-P18 requirements by registering in OHRD’s regular program schedule. An informational webinar with additional information is scheduled for May 1, 2026.

Interested applicants must:

- Complete a Cohort Application Form **here** by June 1, 2026.
- Make sure your supervisor receives the Supervisor Support Form and submits a recommendation. Applications without supervisor support will not be considered.
- Questions can be sent to Kim Schleicher at kim.a.schleicher@wv.gov.

WV State Agency for Surplus Property to Host Event for Nonprofits, Eligible Organizations

The West Virginia State Agency for Surplus Property (WVSASP) is inviting organizations from across the state to attend its Open House, scheduled for May 28, 2026. This event is open to nonprofits, local municipalities, state agencies and other eligible organizations, such as churches, school boards, and volunteer fire departments.

“WVSASP is a unique and valuable resource, giving eligible organizations access to everything from office furniture and cleaning supplies to planes and vehicles, all at a great price,” said Manager Jessica Burns-McDonnell. “Our state and federal property programs exist to help these organizations maximize every dollar in their budget.”

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

“I’m really looking forward to connecting with all our



eligible partners face-to-face at the Open House,” added Burns-McDonnell. “We invite all interested organizations—whether you know WVSASP well or are just learning about us—to come see the full scope of what we offer.”

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

While organizations are not required to RSVP, it is encouraged. Registration can be completed at <https://bit.ly/4m276mb>. Please direct all questions to Jessica Burns-McDonnell at 304-356-2425.

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

Division of Personnel Boosts Digital Access with Refreshed Website and Active Career Hub on Facebook

The Division of Personnel (DOP) is committed to making career opportunities and resources as accessible as possible. Building on this commitment, DOP has officially unveiled its refreshed, user-friendly website, designed to streamline digital interactions for all stakeholders. This updated site makes it easier than ever to explore career opportunities, access necessary resources, and stay informed on the latest developments.

For the most up-to-the-minute information on state employment, be sure to follow DOP’s Facebook page. This social media presence serves as a dynamic career hub, providing real-time updates on state job postings and crucial announcements regarding upcoming career fairs.

“Our goal for the new website was to create a digital home that is intuitive and accessible, reflecting our commitment to serving our employees and applicants with the utmost efficiency,” said DOP Director Sheryl Webb. “It’s a complement to the Facebook page, where we post updates regularly.”

The new website is built to ensure quick and confident navigation for a diverse audience, whether you are a job seeker reviewing available positions or a state employee needing professional resources.

To explore the enhanced features and career opportunities, visit the new website at personnel.wv.gov and follow the DOP on Facebook at <https://www.facebook.com/wvdop> for all the latest job and career fair announcements.



State employees can shop at Surplus Property in Dunbar!

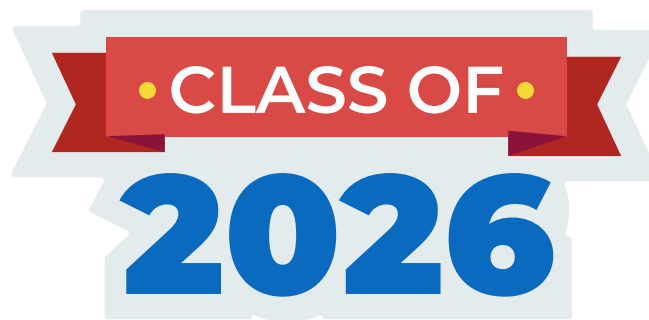
Browse a rotating selection of furniture, equipment, and more—at great prices.



2700 Charles Ave.
Dunbar, WV

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

The Department of Administration will continue its tradition of recognizing graduates in the May issue of *Quotes, Notes & Anecdotes*. If you have a child, grandchild, niece/nephew, or are yourself graduating from a high school, college, or vocational program, please submit your information by **Wednesday, April 15, 2026**.



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

Please submit all information via the Google Form at <https://bit.ly/4uNNV3C>. A space is included on this form to add any additional

information, such as a spouse who also works for the department. More than one graduate can be submitted on this form.

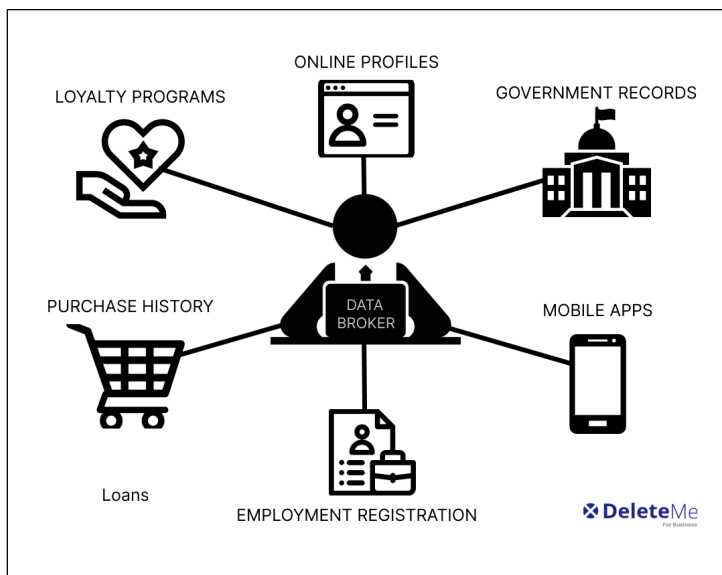
Questions regarding the graduation form should be sent to Jessica Carl at Jessica.M.Carl@wv.gov or by calling 304-558-2315.



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

West Virginia State Privacy Office Monthly Tip



Opting Out of Data Brokers

As a government employee, your name and role are often part of the public record, but your home address and cell phone number shouldn't be easily accessible to everyone with a search engine. Data brokers scrape public records to create "people search" profiles.

For public servants, this is a safety risk. "Spring cleaning" your privacy means demanding these companies remove your information from their searchable databases.

What Can You Do?

- Search for your name plus your city and state on Google.
- When you see a site like Whitepages or Spokeo listing your info, look for the "Opt-Out" or "Privacy" link at the bottom of that page.
- While this is a manual process, it is the most effective way to "un-list" yourself from the public square.

**Note: Your agency/bureau/department/division may have specific requirements – always check your policies and procedures. If you have questions, contact your Privacy Officer.*

Dark Skies and Starry Waters: The State Parks of Pocahontas County

by Teresa Taylor, Fleet Management Division

There is one county in West Virginia where you can spend the night in a fire tower, ride a train powered by a steam locomotive, experience the magic of synchronous fireflies, walk through a magical town of moss-covered rocks, and visit the site of a Civil War battle.

Pocahontas County is known as “Nature’s Mountain Playground,” and that is largely due to the five state parks and two state forests within its boundaries. The diversity of these parks makes it one of the most desirable counties in the state to visit.

Watoga State Park

Watoga is a Cherokee word meaning “starry waters.” This is evident at Watoga Lake where you can fish, swim, paddle, and stargaze. There are several camping and historic cabin options. The Greenbrier River Trail is nearby and is great for hiking, biking, and horseback riding. Visit in June to see the rare synchronous fireflies light up the night sky!



Watoga State Park



Droop Mountain Battlefield State Park

Droop Mountain Battlefield State Park

As the site of one of the last Civil War battles, Droop Mountain is perfect for history buffs and nature enthusiasts. It is in the southern part of the county, and includes a museum, hiking trails, picnic shelters, and an Almost Heaven swing. Climb the Droop Mountain Tower for some of the best views in the state and stay to see the stars twinkling at night.

Beartown State Park

Four miles south of Droop Mountain is Beartown State Park. It is a natural area containing huge rocks and deep crevices. A half-mile boardwalk runs through the park, making it ADA accessible, and takes visitors on a magical journey. Most state park enthusiasts consider this Narnia-like park as one of the most beautiful in the state park system.



Beartown State Park



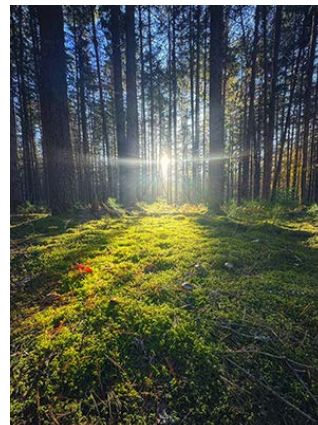
Cass Scenic Railroad State Park

Cass Scenic Railroad State Park

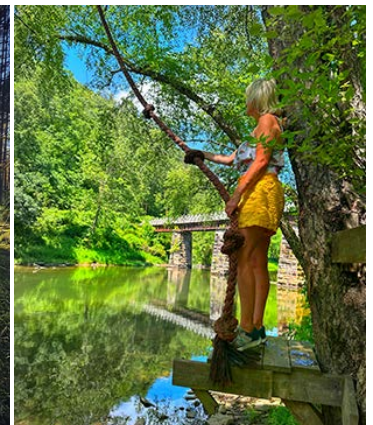
At Cass Scenic Railroad, you can climb aboard a steam-powered train that travels to one of the highest points in the state. Located in the northern part of the county, it contains a historic company town with a restaurant, large gift shop, and museum. Bring your whole family and stay in one of the company houses which can accommodate up to 14 people. The Greenbrier River and Greenbrier River Trail are nearby, giving visitors the opportunity to fish, swim, hike, and bike.

Seneca State Forest

Seneca State Forest is the oldest and largest of West Virginia’s state forests. It contains Seneca Lake, which is superb for boating and fishing. The secluded woodlands make it a great place for hiking and biking and offer some of the most scenic camping spots in the state. Stay in one of the rustic cabins or rent the iconic Thorny Mountain Fire Tower for amazing views.



Seneca State Forest



Calvin Price State Forest

Calvin Price State Forest

Calvin Price is located near Watoga, and has remote, rugged forests ideal for hunting. Typical game includes deer, bear, turkey, and grouse. Most of the forest is accessible only by foot, and is excellent for stargazing, birdwatching, and finding solitude.

QUESTION OF THE MONTH

Last month, we asked Department of Administration employees “**Describe your job like it’s the voiceover from an over-the-top movie trailer.**” A sampling of the responses we’ve received is below. Visit the *Administration Station* to read more.

In a world drowning in fiscal chaos, where every decimal point is a heart-beat and every budget line is a battleground... one person stands between the West Virginia Office of Technology and total economic collapse. ## **THE FINANCE DIVISION**...

In a world where UKG and FMLA can be a dark, scary place a hero was needed. Someone who could update schedules and provide the correct paperwork when a public employee needed to be off of work for surgery. Just when all hope was lost an unlikely hero emerged....the Human Resources Associate...

In a world where every file holds a life and every form a final chapter. One person stands as the silent guardian at the gates of bureaucracy. She doesn’t wear a cape, does not chase criminals through the street. She verifies eligibility for life insurance and enters death certificates...

In a world drowning in a sea of unstructured specifications data... where the truth is buried under a mountain of noise... one entity rises from the silicon depths. He doesn’t sleep. He doesn’t breathe. He only procures...

In a world where anything can go wrong... *Frantic Voice from Phone* “The water just started spewing from the pipe! We’re losing our equipment left and right over here!!! WE NEED HELP NOW!” *Movie Announcer Voice* “...you know who to call!” *Avengers Music Plays as Logo Below Appears* “General Services Division”...

ADMINISTRATIVE NOTES

WELCOME! ... The Department of Administration is pleased to welcome **Jennifer Snow** (BRIM); **Makiaha Cline** and **Kelli Shaver** (CPRB); **Todd Mosteller** and **Emma Parker** (General Services); **Kari Still** (Public Defender Services); **Ronald Triplett** (Real Estate); and **Christopher Price** and **Jordan Tavarez** (Technology).

BEST WISHES ... to **Lee Stone** (PEIA); **John McAlister** (Personnel); **Gordon Simmons** (Public Defender Services); and **John Daniels** (Technology), who recently resigned from our department.

HAPPY RETIREMENT! ... After years of hard work and dedication, we would like to wish **Steven Thompson** (Public Defender Services) the very best during his retirement.

EMPLOYEE QUESTION OF THE MONTH ... This month we want to know “What’s the best advice you’ve ever received at work.” To answer this question, visit <https://bit.ly/4taNn64>.

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

HAPPY BIRTHDAY in APRIL

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

BRIM	Jeffrey Lawrentz Deanne Stevens	GEN.SRVS.	Jason Agan Joshua Barefield Keith Burdette Rashawn Davis Tori Edens Carles Farley Jeffrey Gillenwater Raymond Hanshaw James Hawley Donald Jordan Jedidiah Lyle Willie Nelson	PURCHASING	Samantha Knapp
CPRB	Cynthia Adkins Marcia Howard Lori Sayre Hannah Spaulding Kenneth Woodson Stefanie Youngblood			REAL ESTATE	Kerri Gaston
ETHICS	Kimberly Weber			TECHNOLOGY	Michael Cheeks Jacqueline Clendenin Brittany Cummings Rebecca Ferrell Kristin Hamon Donna Lipscomb Matthew Nelson Ray Perkins Gage Shetley Matthew Short Nathan Ventura Trent White Jeffrey Wilson Roger Young
FINANCE	Leslie Gwinn				
FLEET	Beth Redden	PERSONNEL	Mark Isabella James Knapp Michael McCallister Kim Schleicher Jeremy Walker		
		PEIA	Stephanie MacLellan		
		PUB.DEF. SRVS.	Marsha Aubrey Matthew Brummond Donald Stennett		



Quotes, Notes & Anecdotes

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