

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
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Capitol Police to Offer Free Active Shooter Safety Trainings to State Employees

The West Virginia Division of Protective Services' (WVDPS) Capitol Police is offering free active shooter training classes for all state employees. These sessions are designed to provide essential information on how to prepare for and respond to an active shooter situation in the workplace.

This series will kick off with two sessions on Wednesday, Aug. 20, 2025, and each class is limited to 30 participants, so early registration is encouraged. The classes will be held in Building 3 in the conference room on the 8th floor. The sessions will be offered from 9 a.m. to 11 a.m. or 1 p.m. to 3 p.m.

In addition to individual sign-ups, Capitol Police staff members are also available to work directly with agencies to schedule separate sessions (also limited to 30 people per

class). If your agency is interested in coordinating a group session, please reach out to discuss availability.

This is a valuable opportunity for employees to enhance their personal safety awareness and contribute to a safer work environment.

If you would like to attend, please
RSVP by Friday, Aug. 15, 2025 to:

Margaret M. Cash
WVDPS Capitol Police
304-558-9911

margaret.m.cash@cappd.wvsp.gov

Scam Involving Fraudulent Package Deliveries Continues

The West Virginia Office of Technology (WVOT) is reminding agencies to stay vigilant as a scam involving fraudulent package deliveries continues.

Scammers are placing fraudulent orders with vendors, pretending to represent your agency. The vendor, believing the order is legitimate, ships the items to your agency. After delivery, the scammer contacts you, posing as the vendor, claiming the shipment was sent in error and provides a return label. However, the return label directs the package to another location unrelated to the original vendor, which allows the scammer to take possession of the items. Meanwhile, the agency is billed by the vendor.



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**SNEAK
PEEK**

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PEIA Planholders Can Now Earn Points through Mountaineer Mile as Part of Personify Platform

Personify Health, a wellness platform with tools and resources to support PEIA policyholders' personal well-being goals, is incorporating Gov. Patrick Morrisey's "Mountaineer Mile" mission into its platform.

Gov. Morrisey has designated an official Mountaineer Mile trail at state parks, state forests, and state rail trails. You soon will see more details within the Personify Platform on how you can earn points by visiting West Virginia State Parks and walking the designated Mountaineer Mile Trails.

Personify Health is creating individualized QR codes for members to scan and get points on the platform. The codes also will track which trails are getting the most movement. Members can earn 400 points for doing the Mountaineer Mile trails. Members also can track their steps and sync or report them within the platform as they walk in their communities. Community walks will be worth 100 points on the platform upon completion.

Personify Health is a wellness app for your phone, or it can be pulled up as a website on your computer. It comes with tools and resources to support your personal well-being goals. It includes healthy habit tracking, fun step challenges, a video library, and

more.

To get started, go to <http://join.personifyhealth.com/> and download the app, then create an account.

PEIA is encouraging policyholders to become more active and engaged in managing their health. Members will be able to earn up to \$300 this year or \$75 per quarter by completing well-being activities. There is something for every member and to assist with managing every health situation. Additionally, any member that meets the quarterly goal of 15,000 points will be eligible for drawings for two \$1000 cash awards. Rewards cash can be used to purchase gift cards or other merchandise in the Personify Health Store or can be donated to charity.

This is strictly a voluntary program and has no effect on PEIA premiums or eligibility. A list of Mountaineer Mile trails can be found at <https://wvstateparks.com/take-on-a-mountaineer-mile-trail-in-west-virginia-state-parks/>.

Because health is personal™

personify
HEALTH

EPA-2 Mid-Year Reviews Now Open in NEOGOV

EPA-2s are now open to complete for those employees on the January-December performance cycle (i.e., everyone but first year employees). In successful organizations, feedback is a regular part of workplace culture. While informal, day-to-day conversations between managers and employees are essential, a formal mid-year check-in adds structure, clarity, and focus. It gives both parties a chance to step back, reflect, and align on performance and expectations.

Research supports the value of formal check-ins. Gallup found that employees who receive consistent feedback are 3.6 times more likely to be motivated to do outstanding work. A survey by Omni HR found that 80% of employees who receive meaningful feedback report higher engagement levels. Mid-year reviews provide an opportunity for managers to offer that timely, constructive feedback.

To support this process, NEOGOV Perform is used to formally document

the Mid-Year Check-In. This valuable documentation is completed by the supervisor and includes a conversation with the employee to ensure shared understanding and collaboration. The process focuses on three key areas:

Mid-Year Review: Strengths

- The supervisor reflects on how the employee is modeling the core competencies expected of all state employees. This includes noting where the employee's quality and quantity of work are meeting or exceeding expectations.

Mid-Year Review: Development Opportunities

- This section focuses on growth. The supervisor identifies areas where the employee can continue to develop or improve, either in competencies or in performance. A development plan should be included, even if the employee is doing well. These plans are meant

to support professional growth, not signal poor performance.

Mid-Year Review: Next Steps

- Finally, the supervisor outlines an action plan for the rest of the performance year. This plan should help ensure the employee has the support, clarity, and direction needed to succeed moving forward.

Completing the EPA-2 Mid-Year Check-In in NEOGOV Perform is required for classified employees under the Employee Performance Appraisal Policy (DOP-17). However, it is also a best practice for all managers. This process reinforces ongoing conversations, provides a written record to support fairness and accountability, and fosters employee engagement. When used effectively, the mid-year check-in strengthens the connection between employees, their managers, and the mission of public service.

Wolfe Named as New BRIM Director



**Jeremy Wolfe, Director
BRIM**

The West Virginia Board of Risk and Insurance Management (BRIM) has announced the selection of Jeremy Wolfe to serve as executive director, effective July 17, 2025.

A state employee for 20 years, Wolfe most recently served as the agency's

deputy director and risk manager. He brings extensive experience to the position.

"I am grateful for the opportunity to lead such a wonderful agency and to have a dedicated and hardworking staff," Wolfe said. "My goal is to build on the achievements of this agency in serving the state of West Virginia."

In addition to his wealth of knowledge, Wolfe brings strong leadership skills.

"With Jeremy's guidance, BRIM will no doubt be in wonderful hands," said Cabinet Secretary Eric Householder. "I couldn't be more pleased with his selection. Jeremy is a dedicated and valued employee, and I know this will be a seamless transition to new leadership."

Wolfe is a 2003 graduate of West Virginia University with a master's degree in safety and environmental management and a 2002 graduate of Glenville State College with a bachelor's degree in interdisciplinary studies/biology.

The five-member board overseeing BRIM is appointed by the governor, with the executive director responsible for managing daily operations. BRIM's primary responsibility is to provide casualty insurance coverage for state agencies. BRIM operates a similar insurance program for other public entities, including boards of education, county commissions, municipalities, other governmental entities, and many nonprofit organizations throughout the state. With the exception of boards of education which are mandated to obtain BRIM coverage, there are nearly 1,000 other public entities that voluntarily participate in this program, referred to as the Senate Bill #3 program.

Office of Equal Opportunity Now Housed in Division of Personnel

The functions of the state's Office of Equal Opportunity (OEO) within the Department of Administration have a new home. Division of Personnel (DOP) Deputy Director Joe Thomas will serve as the State Equal Opportunity Coordinator, continuing the work of the OEO.

During the 2025 Legislative Session, lawmakers passed Senate Bill 837, which formally eliminated the state's standalone Office of Equal Opportunity by repealing its mandate in state code.

The office was tasked with complying with federal disability rights and educating public employees on equal opportunity laws. The bill allows for that work to continue under the oversight of a coordinator. However, Cabinet Secretary Eric Householder opted to keep those responsibilities within the DOP in an effort to streamline processes and eliminate duplication of efforts, since the OEO's work was also being done within that agency.

"I am honored and grateful to Secretary Householder for entrusting me with the role of State Equal Opportunity Coordinator," said Thomas. "This position is more than just a title to me, it is a responsibility and a privilege. It represents an opportunity to make a difference and contribute meaningfully to the well-being of others."

More information pertaining to the responsibilities of the State Equal Opportunity Coordinator can be found here:

Equal Opportunity

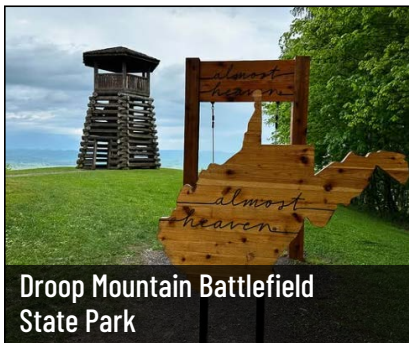


**Joe Thomas, Deputy Director
Division of Personnel
Equal Opportunity Coordinator**



The functions of the Office of Equal Opportunity are now housed within the Division of Personnel. Joe Thomas will serve as the Equal Opportunity Coordinator.

Summer Road Trip: Scenic Almost Heaven Swings



Droop Mountain Battlefield State Park

In just a few weeks, summer will come to an end. Enjoy a final getaway while perched upon an Almost Heaven swing! These scenic photo ops can be found in every corner of West Virginia and give way to some of the state's most stunning landscapes. Embark on a journey to visit the swings below for a picture-perfect view.

Droop Mountain Battlefield State Park

Hillsboro, W.Va.

Overflowing with Civil War history, Droop Mountain Battlefield State Park is also home to some of the most magnificent dark skies on the East Coast. Visit after sunset to experience a panoramic view of the natural nighttime twinkle. Turn your day into a stay with one of the many on-site cabin options.



Stonewall Resort State Park

Stonewall Resort State Park

Roanoke, W.Va.

Escape to Stonewall Resort State Park, where you can spend your days kayaking on the lake, relaxing poolside, getting pampered in the spa, swinging on the golf course or on the seat of this delightful Almost Heaven swing.

Death Rock Overlook via Buffalo Mountain Trail

Williamson, W.Va.

Hit the Hatfield-McCoy Trail System for an off-roading adventure and discover one of the most unique swing locations. Travel along Buffalo Mountain Trail to reach Death Rock Overlook, where this swing overlooks the town of Williamson below.



Death Rock Overlook

Bluestone State Park

Hinton, W.Va.

Take a breath of fresh mountain air while gazing upon the tranquil waters of Bluestone Lake. Retreat for a solo rejuvenation or bring along your family and friends to stay in one of the on-site cabins, equipped to accommodate up to eight people.



Bluestone State Park

Wheeling Heritage Port

Wheeling, W.Va.

Located just off the walkway to the Ohio River, this swing boasts views of the iconic Wheeling Suspension Bridge. Stroll or bike along the riverfront path, enjoy a picnic dinner, and watch the pastel skies from this spectacular photo op.



Wheeling Heritage Port



Administration Agencies Recognized for Excellence in Financial Reporting

The Government Finance Officers Association (GFOA) of the United States and Canada has once again recognized Department of Administration agencies for excellence in financial reporting.

The Consolidated Public Retirement Board (CPRB), the Board of Risk and Insurance Management (BRIM) and the Finance Division were recognized for their work for the fiscal year ending June 30, 2024. This is the 13th year CPRB has received the Certificate of Achievement for Excellence in Financial Reporting award and the 30th year for BRIM and the Finance Division. Each agency submitted an application based on its Annual Comprehensive Financial Report.

The GFOA offers this prestigious award to state and local governments that go above and beyond the minimum requirements of generally accepted accounting principles to prepare financial reports that are transparent and contain the full disclosure of financial information. Obtaining the award represents a significant accomplishment by a government and its management.

The Annual Comprehensive Financial Report award is the highest form of recognition in the area of governmental accounting and financial reporting. The GFOA is a major professional association servicing the needs of more than 20,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. Its Annual Comprehensive Financial Report award is judged by an impartial panel to meet the high standards of the program.

Congratulations to CPRB, BRIM, and Finance!

WV Surplus 75% Off Sale for Teachers

SALE ENDS
AUG. 8

- binders
- side chairs
- credenzas
- desks
- bookcases
- file cabinets
- mail sorting stations
- cork boards
- white boards
- elmos and projectors
- laptop bags

These items will be 75% off for teachers who present a valid ID that shows they teach in a West Virginia school system.

SCAM, Continued from Page 1

Here are key steps to recognize and avoid falling victim to this scam:

- Be suspicious of unexpected packages. If you receive a package you did not order, do not assume it was sent by mistake.
- Do not respond to unsolicited contacts offering return labels. Scammers may pose as legitimate vendors, contacting you to claim they have a return label ready for the package. Do not engage with them or use the return label they provide.
- Review purchase order documents carefully. Check for inconsistencies or discrepancies in order details and vendor information.
- Verify directly with vendors. If you are unsure about an order or package, contact the vendor directly using official contact information, not details provided by the unsolicited sender. The vendor will then help you determine the appropriate path to send the products back to them.

If you encounter this type of scam or suspect fraudulent activity, report it immediately to Charles Sutphin with Capitol Police at 304-558-9911.

American Red Cross Blood Drive



SCAN HERE
to register!

Thursday, Aug. 7, 2025

9:00 a.m. to 3:00 p.m.

Capitol Complex | Capitol Room, Building 7



HELP KEEP THE SUPPLY AFLOAT.

Give Blood.

To schedule your appointment, please call 1-800-RED-CROSS (1-800-733-2767) or visit redcrossblood.org and enter "sgw" as the sponsor code.

Question of the Month

Last month, we asked Department of Administration employees **“What’s the weirdest thing you believed as a kid?”** Below are some of the responses we received.

- If I swallowed my bubble gum, it would stay in my belly as long as I lived.
- Being an adult would be fun.
- That men and women have a different number of ribs.
- There was someone living under my bed, but only at night, and a shark fin would pop up through the carpet and chase me if I stepped down on the floor (after watching Jaws)
- That when you lost a tooth, if you didn’t stick your tongue in the opening, a gold tooth would grow back (of course who could do that?). Not to swallow watermelon seeds or else they’d grow in your stomach.

Welcome! ... The Department of Administration is pleased to welcome **Alexandra Brannon, David Crow, Kari Davis, Susan Kuhn, and Tera O’Connor** (Finance); **Sirena Bennett** (Personnel); and **Scott Combs, Brent Epling, Madison Hanshaw, Dallas Hudnall, Cody McClanahan, Nathan Merritt, Garrett Mueller, Jillian Pizza, Jason Smith, and Dustyn Stover** (Technology).

Best Wishes ... to **Heather Holtsclaw** (CPRB); **Betsy Chapman** (Finance); **Zachary Price** (General Services); **Crystal Edens** and **Amelia Holtsclaw** (PEIA); **Stephanie Bailes** (Finance); and **Joshua Lerose** (Technology), who recently resigned from our department.

State Tax Holiday ... The West Virginia State Sales Tax Holiday will begin at 12:00 a.m. on Friday Aug.1, 2025 and will end at 11:59 p.m. on Monday Aug. 4, 2025. For more information, visit <https://tax.wv.gov/Business/Pages/SalesTaxHoliday.aspx>.

Question of the Month ... Thank you to all of the individuals who continue to participate in our Employee Question of the Month. This month we want to know **“What’s your most irrational fear that you know makes no sense, but it’s still real to you?”** To answer this question, visit bit.ly/3U5lbCk.

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 AUGUST

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

BRIM Shelley Brightwell

CPRB Jonathan Booher
Patricia Bowgren
Michael Ciarochi
Elizabeth Cooper
Amber Fox
Brandon Fox
Brianna Means
Gary Myatezh
Brittany Smith
Ashley Sparks
Debra Young

ETHICS Kateland Glasure

FINANCE David Scruggs

GEN.SRVS. Renee Brooks
William Graham
Keith Hawkins
Jonathan Hughes
James Jones
Charles Long
Claude Lynch
John Mason
Jacob Pauley
Zachary Paxton

GEN. SRVS. Vito Perilli
Anthony Smith
Robert Stafford
Billy Stephens
Bobbie Williams

GRIEVANCE Kimberly Bentley
Ryan Lawler

PEIA --Marcia Booker
Cynthia Dotson
Trina Sweeney
Varsha Vaghela

PERSONNEL Tracy Dennis
Aju James
Mary Perdue

PURCHASING Samantha Chaney
Cody Rose
Timothy Miller

TECHNOLOGY James Caraballo
Phillip Crist
Brent Epling
Jessica Fish
Greg Ganoe
James Hicks
Brandon Hill
Amanda Kelley
Kelly Klein
Gregory Mattox
Sherri Moore
Mitchell Olive
Rebecca Owens
Donald Patterson
Charles Persinger
Dekota Phillips
Melissa Ramsey
Bryant Reynolds
David Roberts
Michael Smith
Sabrina Snead
Bradlee Wolfe



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