



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
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Employee of the Month

General Services' Lawrence Always Helpful and Positive



David Lawrence
August Employee
of the Month

David Lawrence, trades specialist for the General Services Division (GSD), has been selected as the Department of Administration's *Employee of the Month* for August.

A state employee for 25 years, Lawrence's duties include remodeling offices, as well as repairing walls, floors, ceilings, sidewalks, doors, furniture, and more in all state-owned buildings.

"David always lends a helping hand and offers better ways to repair problems," said the co-worker who nominated him. "He is always trying to figure out a way to cut costs and does all of this with a positive and upbeat attitude."

The co-worker also praised Lawrence for always being on time for work and his dedication. When he's not working, Lawrence enjoys hunting, fishing, and gardening.

Lawrence will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Mark D. Scott on Wednesday, Aug. 10, 2022, at 1 p.m. at the GSD's offices in the basement of Building 1.

Have a great co-worker? Want to nominate the next Employee of the Month? Check out the article on Page 3 to learn how!

Division of Personnel Partners with Tech Colleges to Build Trained Employee Base

The West Virginia Division of Personnel (DOP) is coordinating with the West Virginia Community and Technical College System (CTCS) to provide student employees to state agencies through the Learn and Earn program.

"We are excited about this partnership and the opportunities it will provide our state agencies," said DOP Director Sheryl Webb. "This program will help find positions for students that will hopefully lead to full-time employment with the state following graduation."

The Learn and Earn program was created to connect West Virginia



Please see **LEARN AND EARN**, page 2

SNEAK PEEK

- Department Hosts Three Summer Interns / Page 2
- New Nomination Process for Employee of the Month Program / Page 3



- PEIA Reminds Members of New Salary Tier Update / Page 5

Department Hosts Three Summer Interns Through Annual Governor's Internship Program

The Department of Administration has three summer interns this year through the Governor's Internship Program (GIP).

Braden Phillips of Charleston is working as a marketing intern for the West Virginia State Agency for Surplus Property (WVSASP). A marketing major at West Virginia University, he is a rising senior with plans to pursue law school. He is responsible for promoting the public sales and federal surplus programs at WVSASP. He is also developing plans to increase outreach to organizations that are eligible to receive surplus property, such as state agencies.

"Working for WV Surplus has given me the opportunity to gain experience in my field of study and a better understanding of professionalism in the workplace," said Phillips. "I'm honored to be returning for the third year as an intern with state government and aim to continue honing my skill set that will benefit my future."

Charles Long of Charleston is a rising sophomore at West Virginia University, where he is majoring in political science. His duties at Public Defender Services consist of examining and updating record retention and disposal policies for the agency, examining case files, and shadowing various attorneys in the Habeas Division.

"I really like that my co-workers are always willing to go above and beyond to include me in the activities of the office and to make sure I get the most out of this internship experience," Long said. "The program has solidified my interest in the legal field by providing me with an incredibly in-depth experience in the law that is hard to come by elsewhere."

Kristen Sayre is from St. Albans and will be starting her second year at Marshall University's Bill Noe Flight School as a Commercial Pilot/Fixed-Wing major. She is interning at the West Virginia Division of Aviation, where she oversees the scheduling process of



Braden Phillips (1), Charles Long (2), and Kristen Sayre (3) joined the Department this summer as interns. Phillips worked with the West Virginia State Agency for Surplus Property/Purchasing Division, Long with Public Defender Services, and Sayre with the Aviation Division.

the aircraft for various state agencies, learns about the operation and uses of their aircraft, participates in some scheduled flights, assists with various office tasks, and furthers her aviation knowledge.

"I enjoy learning how West Virginia utilizes the potential of aviation and furthering my exposure to the industry through talking and working with fellow aviators," she said. "The GIP allows students from all over the state to become familiar with how our state works in general. Specifically, the Aviation Division grants great learning opportunities for aspiring aviators."

Thank you Long, Phillips, and Sayre for their hard work this summer at the Department of Administration!

LEARN AND EARN

Continued from Page 1

employers with the vast talent generated by our state's community colleges. Students may be placed statewide with local businesses and state government agencies in positions that directly align with their degree area. Employers receive a 50% wage reimbursement for student-employees who are working in their field and earning a minimum of

\$10 per hour while actively enrolled as a student. Though the minimum is \$10 per hour, it is recommended that participants be paid at least \$12.

The program offers a pathway for students to seek employment, earn income and establish roots in communities across West Virginia while earning a degree, and also provides a

financial incentive for employers. The DOP works directly with Tiffany Ellis-Williams, Director of Workforce and Economic Development/WV Council for Community and Technical College Education, and the state's community colleges to find interested students to fill agency hiring needs.

Nomination Process for Department's Employee of the Month Program Made Easier with Google

Nominations for the Department of Administration's *Employee of the Month* are now being done via a Google form, making it easier for employees to nominate a co-worker for the monthly award.

This means individuals can submit a nomination from the convenience of their desktop computer, laptop, or other mobile device without the need to print, complete, scan, and email a PDF or paper copy of the form. Simply fill out the electronic form and click "Submit." Upon completion of the form, a message will confirm that the nomination was submitted.

The link to the form remains on the Employee Information section of the Department of Administration website at <https://forms.gle/bedSvZ97BH-W1x7KE9>.

A paper copy of the nomination form is still available upon request from your agency's *Employee of the Month* committee representative. Any

EMPLOYEE OF THE MONTH COMMITTEE MEMBERS

Shelley Whitehill, *Chairperson*
M. Ellen Briggs, *Secretary*
Myrisha Harrison, *Division of Personnel*
Greg Clay, *Purchasing Division*
Kaye Parks, *Finance Division*

Kim Miller, *General Services*
Barbara Fields, *WVOT*
Jessica Vartz, *PEIA*
Nancy Butcher, *CPRB*
Valerie Poindexter, *Combined Agency Representative*

The Employee of the Month Committee is responsible for selecting each month's recipient based upon the information included in the nomination form. These committee members are not eligible to be selected for the Employee of the Month award.

questions regarding the program may be directed to that individual. A list of the committee members can be viewed online at <http://administration.wv.gov>.

The *Employee of the Month* and *Employee of the Year* programs honor Department of Administration employees who have been nominated for providing outstanding service. Nominations can be made by co-workers, supervisors, or subordinates. Nominations can also be made by customers, including employees from other state agencies and the general public.

Questions may be submitted via email to Shelley.L.Whitehill@wv.gov.

NightWatchman Returning to State Computers

The West Virginia Office of Technology (WVOT) will re-enable the security tool, NightWatchman (NWM), on users' computers on Aug. 15, 2022. NWM functionality was disabled in July 2020 to accommodate teleworking during the COVID-19 pandemic.

Re-enabling NWM will cause computers that have not been exempted from the NWM policy to:

- Blank the display after 10 minutes of inactivity. To bring the display back to life, users will need to move the mouse or press any key, then enter their password.
- Go into sleep mode (i.e. power-saving mode) after 30 minutes of inactivity. To bring the computer out of sleep mode, users will have to press the power button on the computer, then enter their password.
- Shut down at 6 p.m. every day if there is no activity.

In addition to power-saving efficiencies, another benefit of re-enabling NWM will allow more computers to successfully receive patches and updates from WVOT each month.

At 6 p.m. a logged-on user would expect to see an option to "shut down now" or "shut down later". If the user clicks "shut down now" or allows the countdown to elapse, NightWatchman closes all open applications and saves any work in progress before shutting the computer down. If they click "shut down later", NightWatchman defers the shutdown and re-tries again later. If no user is logged in, the computer will go to sleep at the designated time. If a user is logged on and applications are open, they will be saved, and the PC will go to sleep unless the user opts to shut down later. Users can also defer the shutdown by right clicking the NightWatchman icon in the system tray.

If a computer needs to be exempted from NWM, the user should contact the WVOT Service Desk to open an incident ticket. Please include the computer name(s) that need to be exempted from the security tool and the business justification for why the computer cannot be put into sleep mode after a period of inactivity. The Service Desk can be reached at 304-558-9966 or by email at servicedesk@wv.gov.



Donations Sought for Capitol Christmas Trees

Each summer, the General Services Division (GSD) begins planning for the winter months by searching for the perfect holiday tree. Because of the required selection criteria, this endeavor often takes many months.

What makes an ideal tree? For GSD, the trees that will be displayed on the Capitol grounds should stand between 25- to 30-feet tall and must be uniform in shape. Each tree is fully decorated and can be viewed from all angles, so it is important that it does not have a bad side.

But after finding a beautiful tree, GSD also must make sure the logistics work to transport it to Charleston. The tree must be located on level ground so a Division of Highways' truck can enter and exit the property with the tree. Additionally, GSD must also ensure there are no utility poles or meters that could be damaged in the pickup area.

The trees displayed during 2021 were an 18-year-old Fraser Fir, donated by Helen Herring of Elkview, and a Blue Spruce, donated by the Buchanan family of Hansford in honor of their daughter, Andrea, who passed away in 2009



at age 18.

If you or someone you know would be interested in donating a tree, please contact the GSD Service Desk at 304-352-5483.

Moncove Lake State Park Provides a Getaway for Water Enthusiasts and Nature Lovers

The 250-acre park and 500-acre wildlife management area of Moncove Lake State Park is a perfect summer getaway for water enthusiasts and bird-watchers. Established following the damming of Devil Creek in Monroe County, the Moncove Lake area has been an attraction since 1960.

With the waterfront being its primary attraction, the state park also features fishing and opportunities for visitors to get out on the water. Moncove Lake offers rowboat, kayak, and paddleboat rentals seasonally. In between trips on the water, visitors can grill at one of the many picnic areas (which include playgrounds for kids) or settle in at one of the campgrounds for the night.

Each fall, Moncove Lake State Park becomes a hot spot for bird-watchers. More than 160 species of birds have been seen at the park, with many species being considered uncommon or rare for the region. From nearby Peter's Mountain, nearly every species of eastern migrating hawks can be seen. This annual migration occurs from September to October with the end of September providing the most sightings.

To learn more about Moncove Lake State Park or other West Virginia state parks, visit <https://wvstateparks.com>. And don't forget, all state employees can take advantage of a special government rate of \$96 per night in standard lodge rooms at any West Virginia State Park.

STATE PARK HIGHLIGHT

MONCOVE LAKE STATE PARK

695 Moncove Lake Access Rd. • Gap Mills, WV 24941

304-772-3450 • MoncoveLakeSP@wv.gov

ACCOMMODATIONS

- Camping

ACTIVITIES:

- Biking*
- Boating
- Camping
- Fishing
- Geocaching
- Hiking
- Hunting*
- Museums/Historical sites*
- Swimming

*Located outside of park

NEARBY:

- Lost World Caverns
- Hanging Rock Raptor Observatory
- Old Rehoboth Church and Museum
- The Greenbrier
- Organ Cave

PEIA Reminds Members of New Salary Tier Update

Effective Aug. 1, 2022, the Public Employee Insurance Agency (PEIA) has adopted a new salary tier. A copy of the salary tier now in effect can be seen to the right.

Updates were made to the salary pricing tier to ensure PEIA members did not have an increase in premiums following the across-the-board raises passed during the 2022 Legislative Session. Avoiding premium increases was an important vow made by Gov. Jim Justice when the raise was introduced.

By increasing all of the salary tiers by \$2,700 to match the raise, more than 15,000 active PEIA members will not see an increase in their premium payments.

For more information regarding this change, please visit www.wvpeia.org.

Current Salary Tier	Updated Salary Tier
\$0-\$25,400	\$0-\$28,100
\$25,401-\$35,400	\$28,101-\$38,100
\$35,401-\$41,400	\$38,101-\$44,100
\$41,401-\$47,400	\$44,101-\$50,100
\$47,401-\$55,400	\$50,101-\$58,100
\$55,401-\$67,900	\$58,101-\$70,600
\$67,901-\$80,400	\$70,601-\$83,100
\$80,401-\$105,400	\$83,101-\$108,100
\$105,401-\$130,400	\$108,101-\$133,100
\$130,401+	\$133,101+

West Virginia Ambassadors' Camp Participants visit Department of Admin.



The Department of Administration hosted participants in the West Virginia Ambassadors' Camp during July. Coordinated by the Department of Arts, Culture, and History with support from the Department of Education, the West Virginia Ambassadors' Camp is a multi-day, educational summer camp for students in West Virginia. As part of the camp, leaders from several agencies spoke to camp attendees about how their careers in public service make a difference in the lives of every West Virginia citizen.

Last Row (left to right): John McHugh, Bill Barry, Cabinet Secretary Mark D. Scott, Jennelle Jones, Charles McDowell, Patty Johns, Robert Fisher, Misty Peal, and Samantha Knapp.

Front Row: Thomas Wikel (Wyoming East High School), Matthew Murphy (PikeView High School), and Jakob Tomlinson (Greenbrier East High School).

Employee Question of the Month Answers for July

Last month we asked Department of Administration employees to share, "What book had the most significant impact on you?" Thank you to all who submitted answers. Here are some of the results:

- 1984
- A Thousand Splendid Suns
- All American Boys
- All Systems Red
- Harry Potter
- Jesus, CEO
- Righteous Indignation
- Stay-cation
- The Bible
- The Book Thief
- The Greatest Salesman In The World
- The Hobbit
- The Lord of the Rings
- The Magic Strings of Frankie Presto
- Watership Down

For the next *Employee Question of the Month*, see Page 6.

2023 PEIA Plan Now in Effect

Employees who are enrolled with the Public Employees Insurance Agency (PEIA) are reminded of several changes following the start of the 2023 PEIA Plan Year on July 1, 2022. In accordance with the change to a new Pharmacy Benefits Manager (Express Scripts), PEIA PPB policy holders should have received a new insurance card, in addition to a detailed Summary Plan Description. The Summary Plan can be viewed online at <http://peia.wv.gov>.

PEIA members are also reminded that the organization will no longer be responsible for the management of beneficiaries of PEIA life insurance policies. The designation of, changes to, and updates of beneficiary information will be the responsibility of the PEIA life insurance vendor, MetLife.

Two new online diabetes management programs are also available to PEIA members. The programs, Day Two and Cecelia, are both free to members and participants will have no copay for generic diabetes medications and diabetes supplies. Enrollment is currently open for both programs. Additional information can be found at https://peia.wv.gov/wellness_tools/Pages/DiabetesPilots23.aspx.

Express Scripts

www.express-scripts.com/wv-peia

Phone: 1-855-224-6247

MetLife

www.metlife.com/WV-PEIA/

Phone: 1-888-466-8640

Welcome! ... The Department of Administration is pleased to welcome **Woodrow White** (BRIM); **Christina Anders, Christopher Champe, Charles Hawkins, and Tony Pocrnich** (CPRB); **Jason Adkins, Nathan Himelrick, and Traci Topp** (General Services); and **Ethan Boley and Dekota Phillips** (Technology).

Best Wishes ... to **Jordan Gunnoe, Andrew Shumate, and Graham Platz** (Public Defender Services); and **James Kirk and Tara Flout** (Technology) who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Eddie Bell** (CPRB) the very best during his retirement.

Employee Question of the Month ... A big THANK YOU to our employees who participated in our Employee Question of the Month. Last month's question and answers can be seen on Page 5. This month's Department employee question is, "**What was your favorite new school supply as a child?**" Share your comments with us by August 14, 2020, by visiting <https://forms.gle/bvNA-Heb6CTYslabH6>.

HAPPY BIRTHDAY ... in AUGUST

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

Christopher Bostick.....Aviation	Mary Perdue.....Personnel
Shelley Brightwell.....BRIM	Rosa McFarland.....Pub.Def.Srvs.
Robert Fisher.....BRIM	Elizabeth Cooper.....Purchasing
Jennifer Boggess.....CPRB	Timothy Miller.....Purchasing
Jonathan Booher.....CPRB	Cody Rose.....Purchasing
Patricia Bowgren.....CPRB	Mike Sheets.....Purchasing
Michael Ciarochi.....CPRB	Melissa Skiles.....Purchasing
Amber Derrick.....CPRB	Beverly Toler.....Purchasing
John Galloway.....CPRB	James Caraballo.....Technology
Ashley Gunnoe.....CPRB	Brandon Curnutte.....Technology
Shane Parsons.....CPRB	Brandon Fox.....Technology
Brittany Smith.....CPRB	Greg Gano.....Technology
Debra Young.....CPRB	Jennifer Harless.....Technology
David Scruggs.....Finance	James Hicks.....Technology
Jessica Wiseman.....Finance	Brandon Hill.....Technology
Renee Brooks.....Gen.Srvs.	Kelly Klein.....Technology
Robert Clark.....Gen.Srvs.	Jamison Mitchell.....Technology
William Graham.....Gen.Srvs.	Sherri Moore.....Technology
Jonathan Hughes.....Gen.Srvs.	Edward Nelson.....Technology
James Jones.....Gen.Srvs.	Mitchell Olive.....Technology
Charles Long.....Gen.Srvs.	Rebecca Owens.....Technology
Zachary Paxton.....Gen.Srvs.	Donald Patterson.....Technology
Robert Stafford.....Gen.Srvs.	Charles Persinger.....Technology
Billy Stephens.....Gen.Srvs.	Krista Peyton.....Technology
Kathleen Craddock.....Grievance	Dekota Phillips.....Technology
Ryan Lawler.....Grievance	Melissa Ramsey.....Technology
William McGinley.....Grievance	Bryant Reynolds.....Technology
Marcia Booker.....PEIA	David Roberts.....Technology
Cynthia Dotson.....PEIA	Cindy Smith.....Technology
Kayla Smith.....PEIA	Michael Smith.....Technology
Trina Sweeney.....PEIA	Sean Smyth.....Technology
Varsha Vaghela.....PEIA	Sabrina Snead.....Technology
Tracy Dennis.....Personnel	Matthew Winfree.....Technology
Jason Duckworth.....Personnel	Bradlee Wolfe.....Technology
Aju James.....Personnel	

Administrative Notes

Quotes, Notes & Anecdotes

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