



Quotes, Notes & Anecdotes

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Employees Reminded of Inclement Weather Policy



Vehicles navigate a snow-covered Greenbrier Street in Charleston on Jan. 5, 2025, as a winter storm dumped snow across West Virginia. Christopher Millette | Gazette-Mail

Winter weather is just beginning, so employees should review the Division of Personnel's policy on inclement weather conditions (ES/IWC) if their agency does not have its own policy.

All state employees are expected to report to work as scheduled during ES/IWC unless otherwise instructed. If an employee cannot report to work due to weather and/or road conditions, he or she must use annual leave, accrued comp time, or an unpaid leave of absence. However, employees and their direct supervisor may establish a plan to allow for the employee to work from home or an alternate work location in place of the annual leave/comp time/leave of absence requirement. Employees may be able to make up time lost within the same workweek if they have approval to do so from their immediate supervisor. Comparable time off will not be provided to employees who choose to work as scheduled during an ES/IWC.

In situations where the workplace or office building is closed due to an ES/IWC, the agency head may direct employees to work from home, report to an alternate work location, or remain in restricted on-call status until the workplace is reopened. Employees should not be placed in restricted on-call status unless it is anticipated they will return to the normal work location during that scheduled workday.

The governor has final authority to provide personnel directives during an ES/IWC by proclamation or other orders. Please note that a "State of Emergency" does not necessarily mean your state office is closed. Contact your supervisor to see if your workplace or office is affected.

To view the entire ES/IWC policy, please visit <https://personnel.wv.gov/SiteCollectionDocuments/Policies/Emergency.PDF>. The DOP also provides an FAQ document for reference at <https://personnel.wv.gov/SiteCollectionDocuments/Policies/FAQ%20Emg%20Situations%2011-25-14.pdf>.

**SNEAK
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Cherry Blossom Trees Planted at Governor's Mansion



Officials help plant one of six cherry blossom trees outside the Governor's Mansion in late October.

Gov. Patrick Morrisey and First Lady Denise Morrisey recently joined the Charleston Municipal Beautification Commission in planting six cherry blossom trees at the Governor's Mansion.

The commission is planting flowering trees as part of its Appalachian Spring Project, which is an effort to plant 1,000 flowering trees throughout Charleston.

The cherry blossom trees are native to Japan and were a gift from the Japanese people to Washington, D.C. These trees came directly from the tidal basin in D.C.

The trees planted at the mansion are expected to bloom in April 2026.

DOP's First Semester Program Open for Registration

The Division of Personnel's Organization and Human Resource Development (OHRD) section is pleased to announce that registration is now open for its 2026 First Semester Program Schedule, including virtual training and face-to-face/classroom sessions.

Through its training sessions, OHRD strives to develop leaders at all levels by facilitating learning, guiding change efforts, and improving individual, team, and organizational performance.

Sessions available during the first semester include Discipline and Documentation, Conflict Management, Time Management, and Onboarding Employees.

For a complete list of courses, including detailed course descriptions, schedules, and requirements, visit <https://personnel.wv.gov/ohrd/news-and-announcements/Pages/20261stSemester.aspx> or go directly to the State of West Virginia Learning Center (CourseMill) for registration.

Contact OHRD at dop.registrar@wv.gov if you have any questions or a class you need is full.

Christmas Trees Displayed on Campus

Each year, the General Services Division beautifully decorates Christmas trees on the Capitol Complex, thanks to generous donations from West Virginia residents.

This year, both the North Stage tree and the tree on the South Plaza were donated by Al Tolliver, who owns and operates Crickmer Tree Farm in Danese, W.Va. Tolliver has donated many trees over the years to be displayed on the Capitol Complex. Both trees are Norway Spruce and were donated by Crickmer Farms on behalf of the West Virginia Christmas Tree Growers Association.

They were planted approximately 28 years ago in one of the farm's Christmas tree fields. They were dug and transplanted into the farm's general landscape eight years later.

An official lighting ceremony for the trees will be conducted during the annual Joyful Night celebration on Dec. 4, 2026 starting at 6 p.m.

Two 25-foot-tall Norway Spruce trees from Crickmer Farms in Danese arrived on the Capitol grounds on Nov. 17.



WVOT Reminds Users to Turn Off Transcription Following Meetings to Protect Sensitive Information

As part of an ongoing commitment to transparency, accessibility, and accurate record keeping, many agencies have incorporated automated transcription tools into virtual meetings. While these tools can be useful for documenting discussions, they also introduce significant privacy and information security risks if transcription remains active after a meeting concludes.

Please note the following important considerations:

- **Risk of Unauthorized Recording:** If transcription is not turned off promptly, it may capture informal, private conversations after the meeting concludes, raising privacy and ethical concerns.
- **Sensitive Data Exposure:** Transcripts may contain Personally Identifiable Information (PII) or internal deliberations. Leaving it active unnecessarily increases the risk of this sensitive data being stored, shared, or accessed improperly.
- **Legal and Policy Violations:** Recording or transcribing without proper control may violate state/federal privacy laws, as well as agency records management and information security policies.

All staff are reminded to adhere to the following steps to ensure only the meeting organizer receives the transcript and to protect information integrity:

- **Restrict Who Can Start Transcription (Organizer Role):**
 - The meeting organizer must enable 'Host management' immediately upon joining the meeting. This ensures that only the host and co-hosts have the ability to start or stop the transcription.
 - Do not assign co-hosts if you intend for only the organizer to receive the final transcript. Co-hosts will also receive a copy.
- **Turn Off Transcription Promptly:** Turn off or stop transcription immediately once the meeting officially ends.
- **Post-Meeting Security Check:** The transcript is automatically saved as a Google Doc in the organizer's Drive. The organizer must perform a manual security check to ensure access is restricted.
- **Secure Records:** Ensure transcripts are stored, shared, or deleted in accordance with the agency's records retention and information security policies.

Follow the links below for step-by-step guidance on how to:

- **Turn On and Off the Transcripts Feature within Google Meet**
- **Enable Host Management Feature** to restrict participant actions
- **Manually Manage Access Permissions**

Maintaining the integrity and confidentiality of agency information is everyone's responsibility. Please remain vigilant when using transcription features to ensure compliance and protect public trust.

West Virginia Tourism Office Launches "Almost Heaven" Brand Licensing Program

The West Virginia Department of Tourism has launched an Almost Heaven brand licensing program.

The program will allow the licensed use of its "West Virginia" logo, "WV" icon, the "Almost Heaven" and "Country Roads" scripts, and the popular wooden "Almost Heaven" swings on apparel, accessories, and specialty merchandise. The move is in response to growing demand from local artists and business owners who want to feature the brand.

The Almost Heaven campaign, introduced in 2018 and inspired by John Denver's "Take Me Home, Country Roads,"

has become one of the state's most successful tourism brands. It has been featured on billboards, bus wraps, digital displays, print campaigns, and television spots across the country.

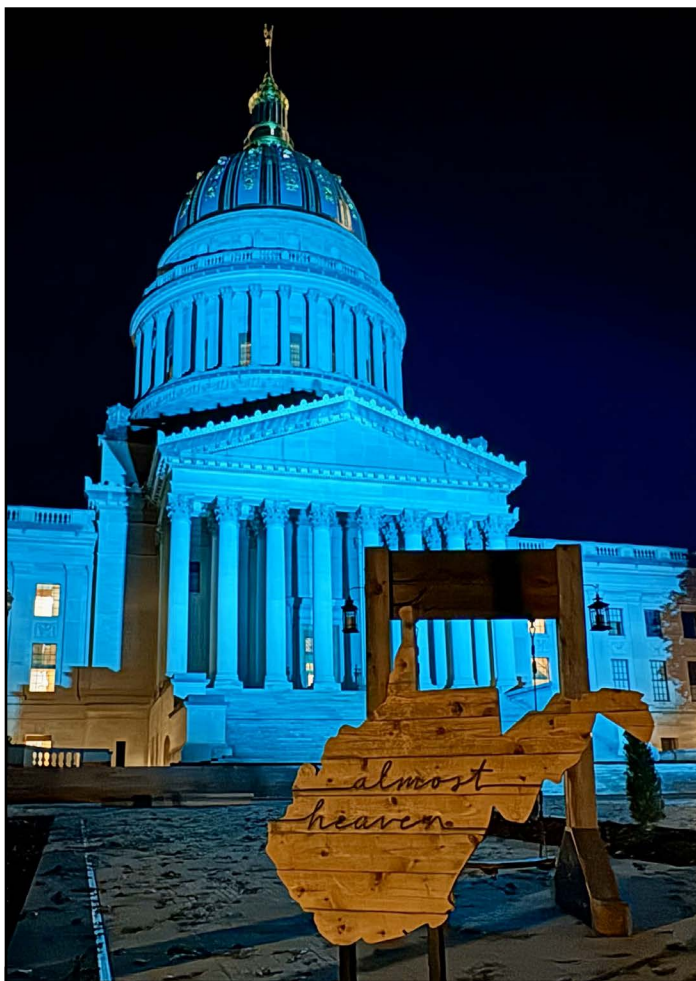
West Virginia State Parks have sold official merchandise for years, but officials say the new licensing effort means even more products will be available statewide.

The program is expected to roll out in phases, with additional guidance for participating businesses coming in the weeks ahead.

For more information on the licensing application process, [*click here*](#).



Quotes, Notes and Anecdotes



With a record-setting number of landmarks participating in 2025, the West Virginia Capitol was one of 1,583 sites worldwide that turned teal in November. The Light the World in Teal campaign is offered annually by the Alzheimer's Foundation of America as a way to bring attention to the fight against Alzheimer's disease.

Holiday Creativity on Display in Governor's Mansion and Culture Center



West Virginia First Lady Denise Morrissey invited local K-12 classrooms, adult creators, and state agencies to participate in the Inaugural First Lady's Gingerbread House Competition.

Handiworks from across the state are on display this holiday season at the Governor's Mansion and the West Virginia Culture Center.

Handmade, history-themed ornaments are on display at the Governor's Mansion to celebrate its 100th anniversary. The tree is on display until Jan. 2, 2026.

"This year marks a century of history and beauty for the Governor's Mansion, and I can't think of a better way to celebrate this milestone than with custom ornaments that honor our state's rich history," said First Lady Denise Morrissey.

In addition, K-12 classrooms and adults from across the state were invited to participate in the inaugural First Lady's Gingerbread House Competition. Those entries are also on display at the Culture Center until Jan. 2, 2026.

FMD Releases New Motor Pool Rental Rates

The Fleet Management Division (FMD) has a small rental pool of state vehicles, including vans, medium and large sedans, and SUVs, available to state agencies for daily or long-term rental. The FMD has recently updated the daily rental rates for this vehicle fleet, effective Jan. 1, 2026.

Although the rental rates will see a slight increase, the motor pool still remains a low-cost option for rental needs.

FleetCommander is available 24 hours a day, seven days a week at https://wvmotorpool.agilefleet.com/fleetcommander_net/auth/login. This program offers services that include making reservations online, 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

Fleet Management Division Rates

Vehicle Selection	MPGs	Daily	Weekly	Monthly
Compacts (Nissan Versa Note)	36 MPG	\$29.00	\$150.00	\$550.00
Intermediate (Chrysler 200, Corolla)	33 MPG	\$30.00	\$160.00	\$575.00
Fullsize (Altima)	33 MPG	\$35.00	\$172.00	\$645.00
Premium	28 MPG	\$67.00	\$225.00	\$860.00
Intermediate Hybrid	40 MPG	\$40.00	\$205.00	\$815.00
Standard SUV	22 MPG	\$62.00	\$275.00	\$1,015.00
Large SUVs (Tahoe, Navigator)	20 MPG	\$85.00	\$400.00	\$1,550.00
Small Pick-Up (Nissan Frontier)	21 MPG	\$60.00	\$265.00	\$1,050.00
Trucks (Silverado, Ram 1500 Quad Cab)	25 MPG	\$65.00	\$285.00	\$1,005.00
Minivans (Grand Caravan, Sienna)	22 MPG	\$63.00	\$235.00	\$1,000.00
12-Passenger Van (Ford & Chevys)	14 MPG	\$100.00	\$450.00	\$1,725.00

easy tool to make and view reservations in minutes.

The FleetCommander kiosk is located at the Guard Shack on Piedmont Road. If you have any questions, contact FMD at <https://fleet.wv.gov/page/contact-us>.

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GENERAL SERVICES DIVISION



COMMUNITY FOOD DRIVE

We are collecting non-perishable food items for the **Covenant House** to support those in need within our community. Every contribution makes a difference.

DONATE BY DEC. 10

DELIVER TO: **BUILDING 4 LOBBY**
(HOURS: 8AM-4PM)

GSD MAINTENANCE SUPPORT FACILITY
WAREHOUSE (HOURS: 6AM-3PM)

ITEMS WE'RE COLLECTING:

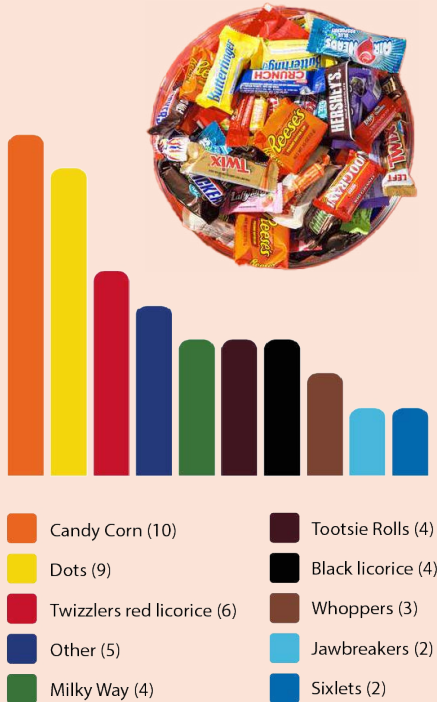
- Canned vegetables & fruits
- Pasta, rice & grains
- Peanut butter & canned protein
- Instant meals & cereal boxes
- Any other non-perishable food item

Questions? Contact
Shelly Lusk at
681-833-9614



QUESTION OF THE MONTH

Last month, we asked Department of Administration employees “What is your least favorite Halloween candy?”



ADMINISTRATIVE NOTES

WELCOME! ... The Department of Administration is pleased to welcome **James Barnett** (CPRB); **Bryan Day** and **John Newman** (Finance); **Jacob Hughes** and **Joshua Schwendeman** (GSD); **Brandy Early** (PEIA); **Richard Franklin**, **Sherri Frontino**, **Jeffrey Hardy** and **Valerie Osburn** (Technology).

BEST WISHES ... to **Kara Anderson** (DOP); **Mark Cleek** (GSD); and **Sherry Eling** (Prosecuting Attorneys Institute) who recently resigned from our department.

HAPPY RETIREMENT! ... After years of hard work and dedication, we would like to wish **Judith Jarrell** (CPRB) the very best during her retirement.

UNITED WAY ... The deadline to donate to the United Way's State Employees Combined Campaign through payroll deduction is Friday, Dec. 12. Complete the pledge form [here](#) and submit it to Sarah Jarrett in the Finance Division at sarah.jarrett@wv.gov. You can also donate online at <https://www.unitedwaywv.org/campaign>.

CONGRATULATIONS ... to **Alex Brannon** (Finance) who got married on Oct. 25, 2025; and **David Crowe** (Finance), whose daughter Emma Claire was born on Nov. 2, 2025.

PEIA FINANCE BOARD ... Will meet to approve a final version of the FY2027 Financial Plan during its Finance Board meeting on Dec. 4, 2025.

HOLIDAYS ... The Department of Administration will be closed on Dec. 25, 2025, in observance of Christmas Day. It will also be closed a half day on Dec. 24, 2025, and Dec. 31, 2025, in observance of Christmas Eve and New Year's Eve.

HAPPY BIRTHDAY in DECEMBER

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

AVIATION	Anthony Tharp	GEN.SRVS.	Steven Adkins	PEIA	Jennifer Barger	TECHNOLOGY	Heather Abbott
BRIM	Mary Ann Escarda		Richard Atencio		Courtney Blankenship		Rodney Chapman
	Johnny Fernatt		Joseph Belcher		Teresa Burdette		Jason Curia
	Emily Fleck		Zachary Brown		Amanda Downs		Madison Hanshaw
	Catherine Harless		Richard Casdorph		Felice Joseph		Jennifer Harmon-Boykin
	Katie Heindl		Shaun Dempsey		Kathy Lester		William Holmes
	Kimberly Hensley		William Dodson		Jason Myers		Monica Keeney
CPRB	Tina Baker		Paul Frame		Jennifer Perry		James Kirk
	Christopher Barr		Aidan Landgrebe		Charlotte Stover		David Lester
	Brittney Conley		Timothy Lee		Susan Trail		Gary Lewis
	Jason Fewell		Troy Mynes		Jungyeon Yoon		Kenneth Martin
	Charles Hawkins		David Parsons		Pamela Clark		Christopher Rankin
	Calvin Long		Glenn Sigmon	PUB.DEF. SRVS.	Gordon Simmons		Jeremy Rhodes
	Rhea Smith		Jonathan Trout	PURCHASING	Brandon Barr		Geoff Richardson
	Charles Wolfe		Michelle Bradley		Greg Clay		Georgina Richardson
FINANCE	Bryan Day	GRIEVANCE	Brian Holmes	REAL ESTATE	Steven Bradbury		Brittany Rutrough
	Stephanie Kirk	PERSONNEL	Melanie Larch		Christopher Morton		Patrick Scragg
			John McAlister	SEC.ADMIN.	Robert Paulson		Vincent Sodaro
			Bobbie Wisniewski				Joann Sturgeon

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