

# Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration  
FEBRUARY 2017 - Volume 24, Issue 2

## Employee of the Month

### Purchasing's Rink Uses Experience to Help Others



**Crystal Rink**  
February Employee  
of the Month

Crystal Rink, a Senior Buyer for the Purchasing Division, has been selected as the Department of Administration's *Employee of the Month* for February.

An employee of the Purchasing Division since March of 2012, Rink purchases a variety of goods and services used in the daily operation of state agencies and institutions, utilizing various purchasing methods. She reviews specifications, administers the formal bidding process, and completes the evaluation and award

process. In addition, she assists agencies and vendors with questions or concerns and ensures compliance of contracts between the state and vendors.

"Crystal has demonstrated a very high level of knowledge and understanding of the procurement process," said the co-worker who nominated her. "She has worked extensively with me in wvOASIS processing and contract management and has always been eager to answer my questions. I have seen her interact with all of her co-workers in a professional but friendly manner. She always maintains a humble attitude. I feel very fortunate to work with her and cannot recommend her enough."

When she's not working, Rink enjoys being a foster dog mom as part of a rescue operation in Logan County called "The Paws Squad." She has helped the organization for more than three years.

Rink will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary John Myers on Thursday, February 2 at 3:00 p.m. at the Purchasing Division office in Building 15.

### Governor Jim Justice Appoints John Myers as Department of Administration's Cabinet Secretary

Welcome John Myers, our new Secretary for Administration! Governor Jim Justice appointed Myers in this position, effective January 16, 2017.

Prior to this position, Myers served as the director for the West Virginia Lottery. He previously worked in the private sector for Toyota Motor Manufacturing in Buffalo, West Virginia.

"I am excited for the opportunity to continue my service to the people of West

Virginia and to be part of the team the Governor is building," Myers said. "In my new role, I want to help the taxpayers by making government run more cost effectively. It will take innovative ideas to achieve the Governor's goal of making West Virginia number one and I am ready to help him in every way."

Myers is a graduate of The Ohio State University and previously served as the chairman of the Board of Directors for the Putnam County Chamber of Commerce. He has also served as president of the Point Pleasant and Logan Lions Club.



**John Myers**  
Dept. of Administration  
Cabinet Secretary

## SNEAK PEEK

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# Administration Pleased to Welcome 36<sup>th</sup> Governor

The Department of Administration is pleased to welcome and congratulate Jim Justice as the state's new



governor. An inaugural ceremony took place on January 16, 2017, where Gov. Justice was sworn in as West Virginia's 36<sup>th</sup> Governor.

The ceremony was conducted at the State Capitol, with a reception following at the Culture Center. With the weather cooperating on this January day, Gov. Justice celebrated with family, friends and members of the public later that evening at the Inaugural Ball at The Greenbrier in White Sulphur Springs.

During his Inaugural Address, the Governor urged the state to come together and work toward a better future. He outlined some of his initiatives by stating he plans to raise revenue by focusing on energy, tourism and agriculture; improve infrastructure; reduce wasteful spending; and fix the state's education system.

"We can do it," concluded Gov.



**Jim Justice was sworn in as West Virginia's 36<sup>th</sup> governor on January 16 on the Capitol steps. Governor Justice spoke at the inauguration about his hopes and plans for West Virginia.**

Justice at the end of his inaugural address. "We will do it. It's time for us to claim our place. It is truly West Virginia's time."

## Forms Due This Spring for PEIA's Healthy Tomorrows to Avoid Higher Deductibles

This is the third year of Public Employees Insurance Agency's (PEIA) Healthy Tomorrows initiative for active employees and non-Medicare retirees in the PEIA PPB Plans. What this means is that members should schedule a visit soon with their primary care physician if they have not already done so this Plan Year.

Policyholders must have their blood pressure, blood glucose and cholesterol within an acceptable range or have a physician's certification that those numbers cannot be met. The form is due to PEIA by the end of the open enrollment period in mid-May.

**Please see HEALTHY TOMORROWS, Page 3**

Healthy Tomorrows Reporting Form Plan Year 2018	
PEIA ID #	7 7 0 0
<small>(from medical ID card)</small>	
Policyholder Name: _____	
Address _____	
City, State, Zip _____	
<small>For Plan Year 2018 (July 1, 2017 - June 30, 2018), the PEIA Finance Board has authorized a deductible increase of \$500 for any PEIA PPB Plan policyholder who does not pass a Primary Care Provider (PCP) and report the following biometric data before the end of Open Enrollment in 2017 (mid-May 2017), and have the numbers within the acceptable ranges. All active employees and non-Medicare retired policyholders in any PEIA PPB Plan must report this data. Health Plan members do not have to comply.</small>	
<b>Instructions for Provider</b>	
1. Please report the biometric values below.	
2. Complete the contact information, including signature and date.	
3. Return completed form to patient.	
<b>All fields are REQUIRED. Any missing data will cause the form to be rejected.</b>	
<b>Blood Pressure:</b>	Systolic: >140 <input type="checkbox"/> ≤140 <input type="checkbox"/>
	Diastolic: >90 <input type="checkbox"/> ≤90 <input type="checkbox"/>
<b>Total Cholesterol:</b>	>245 <input type="checkbox"/> ≤245 <input type="checkbox"/>
<b>Glucose:</b>	>125 <input type="checkbox"/> ≤125 <input type="checkbox"/>
<b>Waist Circumference (in inches):</b>	Male >40 <input type="checkbox"/> ≤40 <input type="checkbox"/>

**PEIA members are encouraged to schedule an appointment with their primary care physician soon and to complete this year's Healthy Tomorrows Reporting Form to remain in compliance.**

## Department Employees Encouraged to Learn About the Legislative Process

With the 2017 Regular Session of the State Legislature beginning on February 8, 2017, it is important to understand how the legislative process works. It starts with a bill, which basically is an idea for a new law or a change to an existing law. In West Virginia, two groups of elected citizens (34 senators and 100 delegates) study, discuss and vote on bills. In order to become law, bills must pass both the House of Delegates and the Senate, as well as avoid a governor's veto.

Anyone can propose an idea for a bill to his or her legislator, who must then decide if he/she wishes to sponsor it. If sponsored, the bill is drafted and sent to the clerk of that legislator's chamber. The bill is assigned a number and is directed to a committee to be considered.

When the bill is approved from the committee, the recommendation for that bill is read on the floor of the House or Senate. The Rules Committee of each chamber then determines which bills will be considered and placed on the calendar. Each bill is read a total of three times. The first time serves as the information stage, the second allows the legislators to vote on amendments and the third time allows them to vote on the passage of the bill. If a bill is passed by one chamber, it is sent to the

**Please see LEGISLATIVE PROCESS Page 5**

# Limited Parking Available at State Capitol Campus During Upcoming Legislative Session

With the 2017 Legislative Session fast approaching, the Real Estate Division's Parking Section would like to remind employees of its parking regulations. The 60-day session kicks off February 8, 2017, and with it, a much greater demand for parking around the Capitol campus.

Parking will be near capacity during the Regular Session of the State Legislature. State employees are reminded of the following policies and procedures for parking as outlined in *West Virginia Code of State Rules* 148CSR6.

To ensure that employees parked in designated parking spots are not ticketed, parking placards must be displayed directly behind the vehicle's rear-view mirror or parking decals on the bottom right corner of the windshield. Cop-

ies or notes placed on dashboards will not be accepted in lieu of the placard or parking decal. Employees may purchase one additional placard for \$20 for a second vehicle. Employees who forget their placard should report it to the Piedmont Avenue guardhouse immediately at 304.558.0248.

During the Regular Session, state employees should also advise guests visiting state offices and those who do not have designated parking spots where to find available parking.

For guests and state employees parked at a meter that appears not to be working, that individual must report the malfunctioning meter on the same day to the Piedmont Avenue guardhouse as well. The malfunction must be verified by the Department of Admin-



istration for a ticket to be voided.

Tickets will not be voided for unauthorized parking in handicapped areas, including parking spaces and access aisles. Payment of parking fines should be submitted within 10 days of the date the ticket was issued and may

**Please see PARKING, Page 6**

## Agencies Reminded to Send Updates for the Government Directory

Needing to find a contact person for a particular program within a state agency? You're in luck! The Department of Administration maintains a directory for public and internal use.

Each month, updates are made to the directory and posted online at [www.wv.gov/Documents/StateGovernmentDirectory.pdf](http://www.wv.gov/Documents/StateGovernmentDirectory.pdf).

Each division/agency within the Department has identified a designated contact person who monitors his or her division/agency's section of the directory to ensure the information is up-to-date and accurate. That designee reports all updates to Stephanie Mosley with the West Virginia Purchasing Division, who handles all changes to the directory for the Department of Administration.

These updates include any changes to leadership, telephone numbers or addresses relating to the agency that may occur. While the directory is updated each month, changes may be submitted throughout the month to ensure the updates can be made in a timely matter.

Questions regarding the directory should be submitted to your agency's designated contact person. For additional information, contact Mosley with questions at 304.558.2744 or [Stephanie.M.Mosley@wv.gov](mailto:Stephanie.M.Mosley@wv.gov).



## HEALTHY TOMORROWS

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Those who do not comply with the initiative will face an additional \$500 medical deductible.

Acceptable ranges for the Healthy Tomorrows initiative can be found at:

[www.peia.wv.gov/Forms-Downloads/Documents/other\\_documents\\_providers/HTOM%20reporting%20attribute.PNG](http://www.peia.wv.gov/Forms-Downloads/Documents/other_documents_providers/HTOM%20reporting%20attribute.PNG)

To print a copy of the Healthy Tomorrows Reporting Form for Plan Year 2017, visit [www.peia.wv.gov/Forms-Downloads/Documents/ppb\\_plans/members/Healthy-Tomorrows-Reporting-Form.pdf](http://www.peia.wv.gov/Forms-Downloads/Documents/ppb_plans/members/Healthy-Tomorrows-Reporting-Form.pdf).

PEIA started the Healthy Tomorrows program to promote healthier living, healthier lifestyles and help make policyholders aware of their own health concerns.

PEIA members were encouraged to choose a primary care physician with whom to build a working relationship within the first year of the Healthy Tomorrows program. In the second year, policyholders were required to see their primary care physician for checks of blood pressure, blood glucose, cholesterol and waist circumference and report the results to PEIA.

Annual checkups and general lipid panels are provided free of charge by PEIA for every policyholder.

# Fleet Management Office Advises Employees of Steps to Take in Event of a Brake System Failure

Fleet Management Office officials ask you to imagine that you're driving along normally when you come to a stop light or stop sign. You press your brake pedal and nothing happens. You press the brake pedal to the floor and still nothing happens. *What do you do?*

Brake failure is a terrifying scenario, and it's almost always unexpected. Typically, brake failure happens when your vehicle has lost a lot of brake fluid or its brake pads are worn down. Your vehicle's maintenance plan should include a brake system inspection.

Brake system inspections often uncover problems. Some that can be found include leaky brake lines, a warped drum, worn brake pads, air in the system and faulty wiring. The brake warning light in your vehicle's dash is there for a reason and should not be ignored. If it remains lit during regular driving, go to a service station where they can examine your brakes.

In the event that you do experience brake failure, here are some tips that you should follow:

- Don't panic. Take your foot off the accelerator and/or turn the cruise control off. Turn on your emergency flashers, honk your horn or flash your

lights to make other drivers aware that something is wrong.

- Downshift into a lower gear as smoothly as possible. This applies to both manual and automatic vehicles. By downshifting, this will slow down your vehicle and it may allow you enough time to pull over safely. Never throw your vehicle into reverse to slow it down. Never put your vehicle into park. The mechanism that binds your transmission is not strong enough to handle a moving vehicle. It will fail and provide little stopping power, not to mention the possibility of having to replace the transmission.
- Pay attention to the feel of your brake pedal. If it is soft and goes to the floor, you may have low fluid, a faulty master cylinder or problems with your drums and calipers. You may be able to rebuild some braking pressure by pumping the brakes. If the brake pedal is hard and does not move, something in your brake system may have seized or you may have an obstruction under the brake pedal. Try to feel with your foot (or have a passenger look) to see whether you have something under the brake pedal.

- If your vehicle has anti-lock brakes, you need to apply firm steady pressure to the brakes. Do not be alarmed if you feel a heavy pulse coming from the brake pedal. This is normal with anti-lock brakes and it may take a few seconds for your vehicle to begin braking.
- If you have regular brakes (i.e. not anti-lock brakes), you can try pumping the brakes quickly. This should help build up brake fluid pressure. After a few quick pumps on the pedal, squeeze the brake pedal down to the floor to make the most of all the pressure you may have preserved or built up and keep the brakes squeezed to the floor.
- If you've tried three or four times to pump your brakes and they are still not working, gradually apply your vehicle's emergency brake and prepare for the vehicle to skid. It will not bring you to a full stop, but it should help you slow down. If you apply the parking brake too quickly with too much pressure, it will lock up your wheels. If this happens, release the parking brake.
- Pull toward the right side of the road to the shoulder or emergency lane. Be very careful if you must change lanes to get over. Also, don't turn the wheel too much but just enough to avoid any obstacles in the roadway.
- Try to use what's available to you to stop your vehicle, like driving onto grass, gravel or small bushes. Changes in the road terrain can help to slow your vehicle.
- Even if you manage to get your brakes working again after a malfunction, you should pull over. Call for a tow truck to take the vehicle to a repair shop to have the brake system inspected and/or replaced. It is far too dangerous to attempt to continue driving.

For more defensive driving tips, visit the Fleet Management Office's website at [www.fleet.wv.gov/Pages/Defensive-Driving-Monthly-Topics.aspx](http://www.fleet.wv.gov/Pages/Defensive-Driving-Monthly-Topics.aspx).

## Technology Employees Gather to Enjoy Private Movie Screening



There's nothing like getting together for some fun! Current and former Office of Technology (OT) employees as well as their family and friends got together on December 17 for a private movie screening.

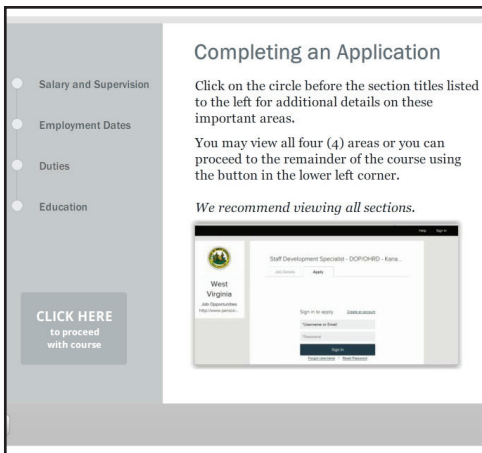
With more than 120 individuals in attendance, everyone had a great time. OT hopes to conduct another private movie screening in May.

## New DOP Module Walks Applicants Through the WV Job Application Process

Filling out job applications can be overwhelming, but the Division of Personnel (DOP) wants to make the process easier for future applicants.

The DOP recently developed an on-line learning module on how to properly complete a state of West Virginia job application. The interactive learning tool is posted on DOP's main website and at [www.governmentjobs.com](http://www.governmentjobs.com).

The module walks the viewer through each section of the application, which is broken down much like a resume, including education and experience. It takes approximately eight minutes to watch from beginning to end. The learning module also utilizes quizzes to test the viewer's knowledge.



**Personnel's new online learning module is an asset for all applicants planning to complete a state job application. This interactive module can be completed in under ten minutes and covers each section of the application.**

To view the online module, visit [www.personnel.wv.gov/SiteCollectionDocuments/Miscellaneous%20Documents/SS%20Application%20Blast/story.html](http://www.personnel.wv.gov/SiteCollectionDocuments/Miscellaneous%20Documents/SS%20Application%20Blast/story.html).

## West Virginia History Facts Did You Know...?

*Did you know that...*

Marshall University was named for Chief Justice John Marshall of the United States Supreme Court? Justice Marshall served as the country's fourth Chief Justice from 1801-1835 and famously served as the presiding justice over the Aaron Burr treason trial in 1807.

## LEGISLATIVE PROCESS

Continued from Page 2

other body where the process is repeated.

If changes are made to a bill in the second chamber, it must return to the first chamber for additional review. If the first chamber does not agree with the changes, a conference committee with members of both chambers is assigned to work on the differences. If the committee reaches a compromise, the bill is once again voted on for passage.

After a bill passes both chambers in the same form, it is sent to the governor. If the Legislature is in session, the governor has five days to approve or veto it. After the Legislature adjourns, the governor has 15 days to act on most bills. If the governor fails to act within these time limits, the bill(s) automatically become law without his signature. After bills are signed, they may not become effective until a later date.

A simple majority vote of the Legislature is needed to override a veto, unless a budget bill is vetoed. In that case, a two-thirds vote of the members of both chambers is needed to successfully override the veto.

To view or track the status of a particular bill, visit [www.legis.state.wv.us](http://www.legis.state.wv.us) and click on Bill Status.

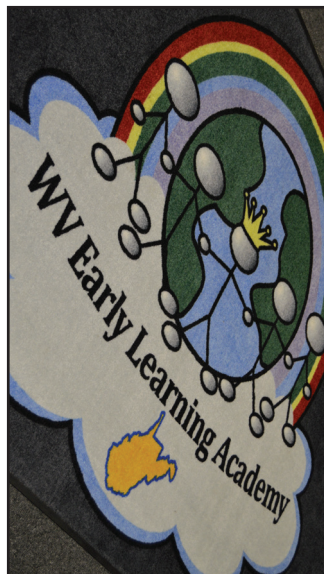
## Grand Re-Opening Ceremony Held January 11 for New Day Care Center

The West Virginia Early Learning Academy near the Capitol conducted a grand re-opening ceremony on January 11, 2017. Previously, this facility was administered by Kanawha County Schools as the West Virginia Public Employees Day Care Center.

The West Virginia Early Learning Academy offers child care services and instructional learning to children between the ages of six weeks and five years. Enrollment is now open for new participants in the program and parents and guardians are invited to call 304.558.1416 for more information.



**The West Virginia Early Learning Academy is located at 2100 Washington Street, East, in Charleston, near the State Capitol. The Department of Administration is responsible for providing and maintaining the building.**



## PARKING

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not be paid by cash. Fines not paid within 10 days may be doubled.

Vehicles that are found to have more than 10 unpaid violations are subject to removal from designated state parking spots. Furthermore, any vehicle owner with a state-issued parking space who has more than 10 unpaid violations may have that parking space revoked.

A vehicle owner is responsible for the payment of fines, penalties or costs assessed for his or her vehicle regardless of whether the owner was operating the vehicle at the time of the violation.

Metered parking around the Capitol campus is monitored from 8 a.m. – 5 p.m., Monday through Friday, except holidays. A vehicle may be ticketed up to four times per day.

During the Legislative Session, the Capitol shuttle service will run Monday through Friday, every 10 to 15 minutes, starting at 6:45 a.m. at Laidley Field and completing its last run to Laidley Field at 5:15 p.m. The shuttle will not run daily between 11-11:20 a.m. nor on Saturdays, Sundays and state holidays.

For more information regarding the shuttle schedule, contact the Real Estate Division's Parking Section at 304.558.3062 or the Kanawha Regional Transportation Authority at 304.343.7586.

The Real Estate Division's Parking Section notes that during the Regular Session and interims, no temporary parking requests will be granted due to limited parking spaces. Temporary parking requests for five spaces or more are charged \$4 per vehicle, per day when the Legislature is not in session.

**Welcome!** ... The Department of Administration is pleased to welcome **Nancy Crawford**, **Carles Farley** and **Stephen Pinkerton** (General Services); **Teresa Bellamy** (Personnel); and **Thaddeus Fortner**, **Aaron Ooten**, **Travis Reynolds** and **Frank Waybright** (Technology).

**Happy Retirement!** ... After years of hard work and dedication, we would like to wish **Rosa McFarland** (Public Defender Services) the very best during her retirement.

**Best Wishes** ... to **Torrence Williams** (CPRB), **Darlene Ramsey** (Finance), **Rebecca Veltri** (PEIA), **Carol Garnes** (Personnel) and **Misty Delong** (Purchasing), who recently resigned from our department.

**Beware of Card Skimmers** ... Please continue to be aware when purchasing gas on your WEX fuel card. For more information on how to identify card skimmers or compromised card readers, review the article in the January 2017 issue of **Quotes, Notes & Anecdotes**.

**Mark Your Calendar** ... President's Day is Monday, February 20 and is an official state holiday.

**Remember** ... West Virginia state employees can view and print their W-2s for the 2016 calendar year electronically through their myApps account by going to [wvsao.gov](http://wvsao.gov) or [wvOASIS.gov](http://wvOASIS.gov).

**Got News?** ... Share YOUR good news will all of your department co-workers! Email [Diane.M.Holley@wv.gov](mailto:Diane.M.Holley@wv.gov) with detailed information so we may include it in the next issue of the newsletter.

## HAPPY BIRTHDAY ... in February

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

Linda Coleman.....CPRB	Pamela Duncan.....Purchasing
Chrissy Courtney.....CPRB	Diane Holley-Brown.....Purchasing
Heather Drake.....CPRB	Debra Watkins.....Purchasing
Amber Hawkins.....CPRB	Thomas Barton.....Real Estate
Tenna Lillibridge Bell.....CPRB	Kenneth Jackson.....Real Estate
Victoria Sutfon.....CPRB	Misty Moore.....Real Estate
Teresa Cunningham.....Ethics	Andrew Sabatino.....Real Estate
Andrew Bragg.....General Svcs.	Christopher Bailey.....Technology
Nancy Crawford.....General Svcs.	Hollis Baumgartel Biondi.....Technology
Michael Hamrick.....General Svcs.	Sara Davis.....Technology
David Haynes.....General Svcs.	Matthew Fenney.....Technology
Brusanna Jackson.....General Svcs.	Eric Gartin.....Technology
Gary Pennington.....General Svcs.	Taylor Hurst.....Technology
Stephen Pinkerton.....General Svcs.	Carlos Kinder.....Technology
William Raines.....General Svcs.	Donnie Lively.....Technology
Landon Brown.....Grievance	Isaac Miller.....Technology
Carrie Lefevre.....Grievance	Nathan Moul.....Technology
Crystal Broyles.....PEIA	Timothy Phillips.....Technology
Lisa Conley.....PEIA	Roy Pratt.....Technology
Kara Anderson Stewart.....Personnel	Adam Robinson.....Technology
James Bateman.....Personnel	Joshua Spence.....Technology
Breanne Myers.....Personnel	Jason Warner.....Technology
Tracy Richardson.....Personnel	

# Administrative Notes

**Quotes, Notes & Anecdotes** is published by the West Virginia Department of Administration

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Special Thanks  
Kaye Parks