

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
February 2022 - Volume 29, Issue 2

Employee of the Month

Harper's Co-Workers Benefit from Her Knowledge



Linda Harper
February Employee
of the Month

Linda Harper, a buyer supervisor in the Purchasing Division, has been selected as the Department of Administration's *Employee of the Month* for February.

A state employee for more than 15 years, Harper started in the West Virginia Office of Technology in August 2006. In 2013, she transferred to the Division of Natural Resources, and in 2015, moved to the Purchasing Division. As a buyer supervisor, she is responsible for reviewing purchasing requisitions for accuracy and completeness; assigning and reviewing the work of senior buyers, buyers, and clerical personnel; and reviewing and signing purchase orders for subordinate buyers.

"Linda's wealth of knowledge gained from her

years of service, both at the agency level and with the Purchasing Division, has proven to be a great asset in her current position as a buyer supervisor," said the co-worker who nominated her. "She always makes herself available."

When she's not working, Harper enjoys working on small projects around her house, such as painting and remodeling. She also enjoys gardening and working in the yard, swimming, playing with her dogs, and road trips, usually to concerts across the United States.

Harper will be joined by co-workers at a special ceremony presented by Cabinet Secretary Mark D. Scott on Thursday, Feb. 10, 2022 at 10 a.m. at the Purchasing Division in Building 15.

Governor Delivers Delayed State of the State Message to Legislature Following COVID-19

Gov. Jim Justice gave his State of the State message on Thursday, Jan. 27, 2022, after his initial address was delivered in written format to the Legislature following his COVID-19 diagnosis. The address touted the many economic successes during the last year.

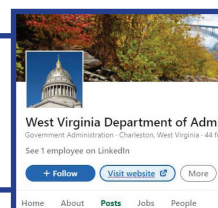
"In times the likes of which we have never seen before, and with this message being conveyed in a manner it has never been before, I am happy to report to you that the State of our State has never been stronger," Gov. Justice wrote initially. "We have proved that the rocket ship ride I promised the people of West Virginia is real. We have set records with our revenue growth. Our employment numbers are the best in state history. Tourism in



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SNEAK PEEK

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National Data Privacy Day Recognized by BRIM with Virtual Event for State Officials

With hackers making the news headlines almost daily, digital data privacy has become more important than ever. Hackers and bad actors have acquired access that compromises all our digital information. Therefore, an even greater need for awareness and protection has come to the forefront.

January 25 was recognized by Gov. Jim Justice as Cyber Security Awareness and Data Privacy Day in West Virginia. This proclamation allows West Virginia to join in this internationally recognized day that highlights privacy issues and strategies to safeguard data. The West Virginia State Privacy Office, which is within the Board of Risk and Insurance Management (BRIM), hosted a special virtual Data Privacy Day event for the state's Agency Privacy Officers on Jan. 25, 2022. Presenter Bob Seigel, president of Privacy Ref, Inc., offered some tabletop exercises that allowed the participants to divide into smaller groups to work through the various scenarios.

Data Privacy Day began in the United States and Canada in January 2008 as an extension of the Data Protection Day celebration in Europe. Data Protection Day commemorates the Jan. 28, 1981, signing of Convention 108, the first legally binding international treaty dealing with privacy and data protection.

For more information on data privacy, please contact BRIM at 304.766.2646.



U.S. General Services Administration Review Praises WVSASP Procedures and Program Processes

In accordance with federal requirements, the General Services Administration's (GSA) Personal Property Management Team conducted a review of the West Virginia State Agency for Surplus Property (WVSASP) in late 2021. WVSASP, which is overseen by the Purchasing Division, was evaluated on several aspects of the state-run surplus program, including operational capabilities, fiscal management, program compliance, and records management. In addition to its overall positive report, GSA also praised WVSASP's progress regarding its Federal Surplus Property Program.

Following each review, formal follow-up reviews are scheduled two or four years out based on the results of the current review. The GSA team announced it wouldn't need to formally review WVSASP operations again until 2025 due to the significant progress made in the state's Federal Surplus Property Program.

According to the review, "The agency [WVSASP] has addressed several issues relevant to its operations that have stabilized its status and reinvigorated its efforts to obtain more property and attract more customers moving forward. It appears to be on the right track."

"I am very pleased with the results of the review," said Elizabeth Cooper, WVSASP manager. "I give credit to our Federal Surplus Property Manager Doug Elkins, and to Matt Harper, who willingly stepped in as Acting Federal Surplus Property Manager when Doug was unexpectedly out of the office for a few months. Doug and Matt believe in the mission of the program and understand how to achieve it."

The review also stated that, "These, together with the development of warehousing facilities and new transport capabilities, in addition to webinars for entities like nonprofits, should have a positive impact on expanding business

and meeting customer need."

The GSA review also cited the recent donation of two planes as a big plus and noted that obtaining property from overseas shows progress. Additional information on these plane donations can be seen in the November 2021 issue of *Quotes, Notes and Anecdotes* or in WVSASP's third quarter newsletter, *The Property Connection*, at WVSurplus.gov.

While state agencies are able to acquire state and federal property from WVSASP's eligible organization program, state employees and members of the general public are able to shop at the WVSASP warehouse in Dunbar. The warehouse features a variety of retired state property from desks and bookcases to vehicles and snack machines. Individuals interested in learning more about WVSASP should visit WVSurplus.gov or follow WVSASP on Facebook at www.facebook.com/WV-Surplus.

Quotes, Notes and Anecdotes

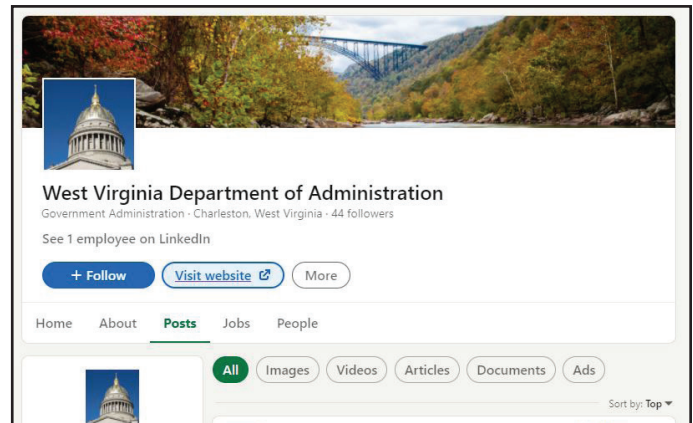
Department of Administration Now on LinkedIn

The Department of Administration is now on LinkedIn, a social media platform primarily used for professional networking and career development.

“Joining LinkedIn provides us with an additional means of getting our news out,” said Samantha Knapp, Director of Communication for the Department of Administration. “We look forward to connecting with state employees and sharing Department news as it happens.”

The Department will share stories and updates from its 16 agencies and various boards and commissions, such as employee successes, project updates, surplus property, and more.

To follow the Department on LinkedIn, visit www.linkedin.com/company/west-virginia-dept-of-administration.



Public Defender Services Receives Grant for Juvenile Justice System Improvement Project

Training, information sharing, legal advocacy, and identification of alternatives to exclusionary school discipline and juvenile detention are the goals of Public Defender Services' (PDS) *Juvenile Justice System Improvement: Juvenile Law Boot Camp and Alternatives Program*.

Through this grant project, PDS will take two approaches to improve juvenile justice systems in West Virginia. First, an intensive, 40-hour Juvenile

Law Boot Camp training for defense attorneys who are public defenders and court appointed counsel representing juveniles will be held twice in 2022, and a ready-to-display poster on the effects of the school-to-prison pipeline will be provided to middle and high schools across West Virginia. The overall objective of this grant project is to provide high-quality, juvenile-specific training at no cost to defense attorneys who are representing the more than

3,700 juveniles in West Virginia, as well as to share factual and free information about the impact of the school-to-prison pipeline with school personnel who encounter many of these youth.

“We recognize that high-quality, specialized, legal education and training for juvenile defense counsel is critical and has a direct relationship to juvenile justice system improvement,” said PDS Director Dana Eddy. “Defense counsel across West Virginia can become more adept in their advocacy and in the practice of juvenile law matters through an intensive Juvenile Law Boot Camp to train public defenders and panel attorneys at no cost to the attorneys. We also see an inherent opportunity to share information with West Virginia teachers and school personnel related to the decisions they make in response to youth behavior and school discipline that may place juveniles at risk of entering the juvenile justice system.”

Through a previous collaboration with a representative from the National Juvenile Defender Center and PDS, a colorful poster with facts on the long-term effects of exclusionary school discipline and its relationship to the school-to-prison pipeline will be mailed to middle and high schools across West Virginia.

Register Now!

- ✓ February 7, 2022
- ✓ February 14, 2022
- ✓ February 21, 2022
- ✓ February 28, 2022
- ✓ March 7, 2022

Free but space is limited! Must commit to all 5 sessions.

Public Defender Services to launch five week juvenile law boot camp hosted via Zoom.

The program is open to any WV attorney representing children in status offense or delinquency cases.

Note: This document was prepared under a grant from the West Virginia Division of Administrative Services, Justice & Community Services Section. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of the State of West Virginia Division of Administrative Services, Justice & Community Services Section or any entity of the Department of Justice.



Employees Reminded of Capitol Dispensary Services

During the Legislative Session, state employees working at or visiting the Capitol Complex can take advantage of the Capitol Dispensary's full-time hours. The Capitol Dispensary, which is overseen by the Division of Protective Services, offers a variety of minor medical services. Registered nurse Elizabeth George provides services including but not limited to over-the-counter pain relievers; medications for colds, allergies, insect bites and stings; and medications for medical emergencies, such as EpiPens for anaphylaxis and nitroglycerin pills for angina.

State employees and visitors to the Capitol can also have their blood pressure checked or receive assistance with medical injections at the Dispensary. Please note that the Dispensary does not carry or provide medication that requires a prescription, including antibiotics.

While the Capitol Dispensary is open full time during the legislative session, it only operates Mondays and Wednesdays from 8:00 a.m. to 4:00 p.m. outside of the session. These abbreviated hours are scheduled to begin on March 14, 2022, following the last day of the session.

If you have a medical emergency outside of these hours of operation, please call 9-1-1 or the Capitol Police Command Center at 304.558.5715.

CAPITOL DISPENSARY

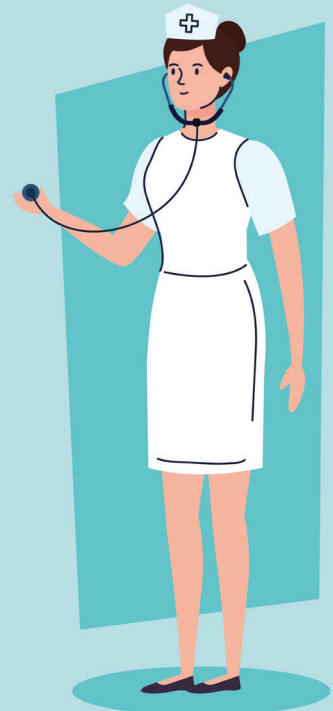
Hours

During Legislative Session:
Monday-Friday
8 a.m. to 4 p.m.

Regular Hours (remainder of year):
Mondays and Wednesdays
8 a.m. to 4 p.m.

Services

Medication for pain relief
Cold medicine
Insect bite/sting treatments
EpiPens
Blood pressure checks
Injection assistance



STATE OF THE STATE

Continued from Page 1

West Virginia is exploding—every travel publication says our state is the place to be. And we have accomplished all this while responding to a once-in-a-lifetime pandemic.”

Gov. Justice highlighted recent manufacturing developments that will bring hundreds of jobs around the state. Nucor Corporation, headquartered in Charlotte, N.C., selected Mason County as the location for a state-of-the-art sheet steel mill. The investment will exceed \$2.7 billion, making it the largest in West Virginia history, as well as the largest single investment Nucor has ever made.

“Nucor is going to be a key part of West Virginia’s DNA long into the future,” the Governor said.

GreenPower Motor Company announced an agreement with the state to manufacture zero-emission, all-electric school buses in South Charleston, bringing hundreds of new jobs and millions of dollars in economic impact to West Vir-

ginia. Their operation will bring up to 200 new jobs to the state when manufacturing begins later this year, with the potential workforce to eventually reach up to 900 new jobs when full production is reached in 24 months.

Owens & Minor, a Fortune 500 company that provides medical supplies, plans to expand on a deal they previously had with WVU Medicine and create more than 125 jobs at a healthcare products preparedness and supply center in Morgantown. Together with the state, Owens & Minor will invest an estimated \$50 million in West Virginia.

Additional highlights from the Governor’s message to the Legislature included:

- The state has a \$413 million revenue surplus, despite the effects of the COVID-19 pandemic on the state’s economy. Halfway through FY2022, year-to-date collections of nearly \$2.650 billion are \$475 million above estimate.

- The unemployment rate has dramatically declined from 7.1% in January 2021 to 4% at the time of the message, the lowest rate recorded in state history. These figures represent more than a 60% improvement in West Virginia’s unemployment rate.
- In 2021, more than \$1.1 billion was invested in West Virginia by 39 different companies through economic development efforts. This led to the creation of more than 1,330 new jobs, while retaining more than 6,400 additional jobs in the state. In the calendar year of 2021 – the first year of the Department of Economic Development – total employment in West Virginia has increased by more than 36,000 jobs.

In both addresses, Gov. Justice shared that he has proposed a relatively flat budget for Fiscal Year 2023 that includes a pay raise for state employees and a one-time 2.5% bonus.

Office of Technology Offers New Self-Service Catalog in Ivanti

The West Virginia Office of Technology (WVOT) is transitioning many of its services to a new self-service catalog within its Information Technology Service Management (ITSM) system, Ivanti. Currently, WVOT uses Ivanti for services such as password resets, creating/reviewing incident reports, and tracking technology service tickets.

The forms added to the new service catalog within Ivanti include:

- **Simple Employee Change Request Form.** This request allows the user to make changes to their name, supervisor, job title, phone number, employee ID, and add or remove an email account. All requested changes made with this form will require Designated Approval Authority approval.
- **Service Account Request Form.** This request allows users to request a service account for Rightfax, scanners, copiers, or servers. Individual employees are not able to use this request, which requires Designated Approval Authority approval.

- **Security Questions Form.** This request allows new and existing employees, contracted employees, and temporary employees to submit or update their answers to security questions. These questions are used to verify an individual's identity when he or she calls the Service Desk for assistance.

In addition to the changes above, some forms that were previously accessed at naf.wv.gov are now available in this catalog.

WVOT offers several ways to learn about the new features in the ITSM Ivanti system. For each new service, a "How To" guide is available, which employees can review at their own pace. Extra help is also available within the individual service request forms. Simply hover your cursor over the designated question mark to see helpful hints. An Ivanti Self-Service Resource Site is also available at <https://sites.google.com/wv.gov/ivantiselfservice>.

If you have any questions, contact the WVOT Service Desk at 304.558.9966 or email servicedesk@wv.gov.

Mileage Rate Announced for 2022

In accordance with the West Virginia State Travel Rules, the state's mileage reimbursement rate for privately-owned vehicles has been updated to reflect the federal government rate set by the U.S. General Services Administration (GSA).

As of January 1, 2022, the current GSA rate has increased to 0.585 cents per mile. This rate will remain in effect until further notice.

Questions regarding the mileage reimbursement rate should be directed to your agency's travel coordinator or State Travel Manager Elizabeth Cooper at Elizabeth.J.Cooper@wv.gov. Additional travel information is also available online at www.state.wv.us/admin/purchase/Travel.

Test Your Knowledge: West Virginia History

Everyone knows that West Virginia is the Mountain State. But how much do you really know about the place you live? Take this quiz below to test your knowledge of West Virginia trivia.

1. Where is the Coal House located?
2. What variety of apples is only native to West Virginia?
3. The Greenbrier bunker was revealed in what year by the Washington Post?
4. West Virginia's state flag is the only state flag to feature what?
5. The Green Bank Telescope is located in what county?
6. What is the highest point in the state?
7. Muskingum Island is used to help monitor what native population?
8. This mammal is often mistaken as a black panther roaming the mountains.

9. West Virginia borders how many states?
10. This man was both the youngest and oldest governor in West Virginia.
11. The community of Mountain changed its name as part of a publicity stunt. What was the original

name?

12. Georgeann Wells is famous for what sports accomplishment?
13. What famous company had the first railroad line in West Virginia?
14. Pearl S. Buck is most famous for what book and award?



9. Five
10. Cecil Underwood
11. Mole Hill
12. First woman to register a dunk in an official NCAA basketball game.
13. Be-O (Baltimore & Ohio)
14. Buck won the Nobel Prize in literature for *The Good Earth*.

1. White Sulphur Springs
2. Golden Delicious
3. 1992
4. Crossing rifles
5. Pocahontas
6. Spruce Knob
7. Mussels
8. Fisher

Quotes, Notes and Anecdotes

PAI Puts W. Va. Kids First with ChildFirst Training Program

ChildFirst WV, coordinated by the Prosecuting Attorneys Institute, has trained more than 1,000 individuals in the state, as well as many out-of-state professionals, on the ChildFirst Forensic Interview Protocol. The protocol includes child development, memory, and suggestibility; testifying in court; legal issues; and preparing children for court. The training incorporates lecture and discussion, review of electronically recorded interviews, skill-building exercises, and an interview practicum.

ChildFirst is a training program designed by the Zero Abuse Project, an organization that is committed to the elimination of child sexual abuse.

"Zero Abuse Project is thrilled to continue our long-standing relationship with West Virginia. We are proud that so many West Virginia child abuse professionals have attended our high-quality training in the past and continue to train multidisciplinary team members," said Rita Farrell, director of ChildFirst and the Zero Abuse Project. "We look forward to our continued partnership."

The ChildFirst Forensic Interview Protocol brings the field into the classroom, enhancing the education of front-line child abuse professionals.

This course is designed for multidisciplinary teams of law enforcement officers, social workers, prosecutors, and forensic interviewers.

Welcome! ... The Department of Administration is pleased to welcome **Leah Hoover** (CPRB); **Troy Campbell** (General Services); **Brandon Armstrong** and **Richard Moore** (PEIA); **Mallory Thompson** (Public Defender Services); and **Meghan Shears** and **Hannah Williams** (Technology).

Best Wishes ... to **Tara Taylor** (BRIM); **David Roush** (Real Estate); and **James Showalter** (Technology) who recently resigned from our department.

W-2s Now Online ... West Virginia state employees can view and print their W-2s for the 2021 calendar year electronically through their myApps account by going to www.wvsao.gov or wvOASIS.gov.

Presidents' Day ... Please remember that state employees will recognize Monday, Feb. 21, 2022, as a state holiday in observance of Presidents' Day.

Ethics Training ... The Ethics Commission is offering virtual training on the Ethics Act and the Open Meetings Act to all public officials, employees, and candidates for public office. This training will be held on Feb. 9, 2022, at 12:00 p.m. Attorneys who attend will receive one hour of CLE credit. To register, email Kimberly.B.Weber@wv.gov.

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 FEBRUARY

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

Valerie Poindexter.....BRIM	Richard Moore.....PEIA
Alyssa Cooper.....CPRB	Kara Anderson.....Personnel
Heather Drake.....CPRB	James Bateman.....Personnel
Jordan Hannah.....CPRB	Gary Goble.....Personnel
Amber Hawkins.....CPRB	Breanne Myers.....Personnel
Joshua Hudnall.....CPRB	Tracy Richardson.....Personnel
Ashley Knapp.....CPRB	Sawyer Weekley.....Personnel
Nathan Moul.....CPRB	Nicole Cofer-Fleming...Pros.Atty.
Haley Perry.....CPRB	Shantih Kleen.....Pub.Def.Srvs.
Timothy Phillips.....CPRB	Bob Ross.....Purchasing
Jennifer Scarbro.....CPRB	Jason Thompson.....Purchasing
Victoria Sutton.....CPRB	Jessica Hovanec.....Purchasing
Marjorie Stephenson.....Finance	Misty Corsaro.....Real Estate
Nancy Crawford.....Finance	Kenneth Jackson.....Real Estate
Leigh Jackson.....Fleet	John McHugh.....Real Estate
Chena Hill.....Fleet	Ronald Pleasant.....Real Estate
Andrew Bragg.....Gen.Srvs.	Andrew Sabatino.....Real Estate
Michael Hamrick.....Gen.Srvs.	Christopher Bailey.....Technology
David Haynes.....Gen.Srvs.	Michael Ebert.....Technology
Gary Pennington.....Gen.Srvs.	Matthew Fenney.....Technology
Stephen Pinkerton.....Gen.Srvs.	Zachary Hennen.....Technology
William Raines.....Gen.Srvs.	David Highland.....Technology
Landon Brown.....Grievance	Donnie Lively.....Technology
Carrie LeFevre.....Grievance	Chaz Pittman.....Technology
Crystal Broyles.....PEIA	Adam Robinson.....Technology
Lisa Conley.....PEIA	Joshua Spence.....Technology

Administrative Notes

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