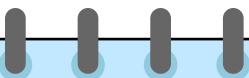




Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
JANUARY 2026 - Volume 33, Issue 1

2026 Legislative Calendar and Reminders



JAN. 14 (1st Day)

Session begins

FEB. 2 (20th Day)

Legislative Rule-Making
Review bills due

FEB. 17 (35th Day)

Last day to introduce
bills in the House

FEB. 23 (41st Day)

Last day to introduce
bills in the Senate

MARCH 1 (47th Day)

Bills due out of committees

MARCH 4 (50th Day)

Last day to consider
bill on third reading

MARCH 14 (60th Day)

Last day of session

During the legislative session, metered parking around the Capitol is monitored on weekdays from 8 a.m. to 5 p.m., excluding state holidays. If using the app to pay, make sure to correctly enter your license plate number to avoid a ticket.

The Real Estate Division's Parking Section encourages state employees to use their assigned parking during the session. This helps ensure the limited number of metered spaces are available for Capitol visitors.

Free visitor lots (7a and 7b) are located on the stadium side of Elizabeth Street at Laidley Field, and the Capitol Shuttle runs from there to the Capitol Complex every 10 to 15 minutes during the hours of 6 a.m. to 9:15 a.m., 11:30 a.m. to 1:30 p.m., and 3 p.m. to 5:15 p.m. The shuttle can be requested during down times by calling 304-558-0248. The shuttle does not operate on weekends or state holidays.



Courtesy of Perry Bennett

Employees Encouraged to Learn Legislative Process

With the 2026 Regular Session of the Legislature beginning on Jan. 14, 2026, it is important to understand how the legislative process works. It starts with a bill, which articulates 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 committee approves the bill, the recommendation for that bill is read on the floor of the House or

Please see LEGISLATIVE, page 3



SNEAK PEEK

Department Celebrates 2025 Agency Successes / Page 2

West Virginia Welcomes Winter Tourists / Page 5

Retirement Board Receives National Public Pension Award / Page 5

Department Celebrates 2025 Agency Successes

As we head into 2026, the Department of Administration is celebrating and building upon the many successes that were realized last year within its agencies and divisions. Below are just a few highlights of the department's accomplishments.

Aviation Division

The Aviation Division and West Virginia State Police Aviation established a staff and facility sharing agreement to better align the mission of both agencies, resulting in unified leadership, strengthened working relationships, and cost savings to the agency.

Flight hours increased by 34% due to increased aircraft availability and better management and maintenance.

Board of Risk and Insurance Management (BRIM)

BRIM increased claim subrogation over the past year and has recovered approximately \$3.9 million for FY2021 through FY2025.

Consolidated Public Retirement Board (CPRB)

The Public Employees Retirement System (PERS) administered by CPRB is funded at 101.9% and the Teachers Retirement System (TRS) is funded at 83.4%—a record high.

CPRB also protected more than 36,000 accounts by turning on multi-factor authentication.

Ethics Commission

The Ethics Commission took steps to move toward a paperless office, including eliminating the paper copy of the annual lobbyist directory, which is now posted online. Staff also upgraded the lobbyist portal, making registration and reporting easier and more accessible.

Finance Division

The Finance Division serves more than 50 agencies within its Shared Services Section, saving almost \$1 million per year.

In addition, the agency submitted its annual reports in a timely manner and included the year-end IRS documents, the ACFR, and the Single Audit Report.

Fleet Management Division (FMD)

The FMD enhanced its tracking processes to capture additional vehicle data, as well as capture agency requests for fuel, maintenance, and data changes.

The agency also identified state vehicles not averaging 500 miles per month over the last 180 days and lacking fuel activity in the last three months for possible retirement or re-assignment.

General Services Division (GSD)

The GSD completed its on-site warehouse, eliminating \$100,000 in rental fees annually, as well as completed the Building 4 Renovation Project, opening up 95,000 square feet of office space for use.

The GSD also created and promoted an online system, allowing state citizens to purchase flags that have been ceremoniously flown over the West Virginia State Capitol.

Division of Personnel (DOP)

The agency modified the Position Description (PD) form (utilized to make position classification determinations) to make it easier to complete. They also created a streamlined job posting review to include a more simplified process that has resulted in agencies advertising vacant positions more efficiently.

The DOP offers a required Supervisor/Manager Training Program to

ensure that all supervisors and managers in affiliated agencies possess the requisite knowledge, skills, and abilities to successfully carry out the duties and responsibilities of their positions.

Prosecuting Attorneys Institute (PAI)

The agency assigned 573 special prosecutor cases, saving the state \$1,134,500.00 in FY2025.

Public Defender Services (PDS)

PDS leveraged the federal participation in the legal expenses related to the state's foster care system to implement programs statewide to resolve child abuse and neglect proceedings more quickly and to facilitate the reunification of families.

PDS' parental resource navigator program resulted in 52 closed child abuse and neglect cases with 32 cases resolved by family reunification.

Public Employees Grievance Board

The Grievance Board decreased its response time for acknowledging grievances and scheduling mediations and hearings, as well as significantly increased its mediation success rate.

Purchasing Division

The Purchasing Division redesigned its website to improve the user experience. The agency also implemented an onboarding program for Purchasing Division staff and new agency procurement officers, implemented a contract management program, and updated the reimbursement policy to expedite reimbursements to agencies from the West Virginia State Agency for Surplus Property (WVSASP).

The WVSASP also saw significant

Please see SUCCESSES, page 3

Quotes, Notes and Anecdotes

SUCCESSES, Continued from Page 2

savings through the state and federal property programs.

Real Estate Division

The Real Estate Division completed a trial of new software with RentManager and entered into a subsequent multi-year contract, saving the agency approximately \$15,000 per year. The division has utilized part of this savings to operate a no-cost shuttle to employees and the general public every day, despite rising maintenance costs.

The division also helped secure alternative work locations for the various agencies located at the State Building 37 in Kanawha City, known as the DEP building. This will save the state in excess of \$1 million during the year-long project in rental and moving fees.

Office of Technology (WVOT)

The WVOT rolled out Gemini for Google Workspace and created an AI landing page on the WVOT Hub. The agency pushed more than 590 updates to PCs; 355,000 spam emails were blocked monthly; and 12.7 million daily threats were blocked.

LEGISLATIVE, Continued from Page 1

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 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 <https://www.wvlegislature.gov/index.cfm> and click on Bill Status.

Brooks Finds Joy in Baking Cookies

Renee Brooks, Help Desk Analyst 1 for the General Services Division, found comfort in baked goods as a kid. Now, baking has become a favorite activity.

"When I was young, I moved around a lot with my mom and my older sister. We bounced back and forth between West Virginia and Colorado multiple times during my childhood as my mom worked in regional management at Target," Brooks said. "All of the moving made it difficult to maintain friendships and to make new friends each time we would set down temporary roots."

Each time the family moved to a new community, Brooks' mother would bake sugar cookies for her children to take to school.

"On the first day at a new school, my mom would give my sister and I each an entire plastic tub filled with iced sugar cookies. My mom's kindness and her love of baking helped my sister and I make new friends whenever we started at a new school. Everyone wanted to be friends with the kids who had free cookies," Brooks said.

Brooks enjoys the complexities of new recipes and routinely tries new desserts to keep up with new trends and methods. Those include cakes, cupcakes, and pies, as well as marshmallow fondant, decorated sugar cookies, and multi-tiered cakes with cream cheese frosting.

"For me, baking has always been about more than dessert," Brooks said. "It's a way to show you care, bring people together, and create a sense of home, no matter where you are."



Travel Card Information Must Be Kept Current at Auditor's Office and with Rental Companies

To ensure that vendors receive proper and timely payment for services, state employees utilizing the statewide vehicle rental contracts should keep their payment information with those entities current. While some travel arrangements can be made using the *wvOASIS* Online Booking Tool, reservations can still be made manually. When booking manually with Enterprise, a GAR number is required. Each GAR number has a corresponding P-Card on file with the Auditor's Office. Agencies should keep their payment information that corresponds to GAR numbers current with the State Auditor's Office. Updates will be needed if P-Card holders change and when new cards are issued with new expiration dates.

The Travel Management Office (TMO) frequently receives decline messages from Enterprise, and because the TMO does not manage P-Card information, any updates must come directly from the agency cardholder. Cardholders needing to update their P-Card information with the State Auditor's Office may do so by contacting Nathan Ellis at 304-205-8533 or Nathan.Ellis@wvao.gov. The updated information should not be emailed.

For agencies utilizing the Hertz contract, the payee should submit the Guaranteed Credit Card Applicant Program Letter of Agreement following the instructions located at www.state.wv.us/admin/purchase/travel/

GCC APPLICATION including up-dating existing Pdf

The Letter of Agreement and its required information must be prepared on agency letterhead. Once Hertz receives the information, the agency will be assigned a new billing ID. Upon completion and submission of the Letter of Agreement to Hertz, the agency will be provided with a new billing number as well as a discount number. The discount number, while not related to billing, may be used by Hertz to search the contract rates for West Virginia.

If you aren't sure if you have current information on file, follow up with the appropriate entities to verify your agency's information.

Employee Performance Cycle Begins and Ends with New Year

This month, managers will be wrapping up the 2025 performance year (PY25) for employees using the EPA-3, while simultaneously kicking off the 2026 performance year (PY26) through use of the EPA-1.

The Division of Personnel's Organization and Human Resource Development (OHRD) section encourages managers to watch *A Manager's Guide to the EPA-3*, located [here](#), to refresh their knowledge of how to complete the EPA-3 in NEOGOV Perform. OHRD has the following tips to help managers with the process:

- For EPA-3s, gather your notes and data on each employee's performance. Ask employees to do a self-evaluation based on what was in their EPA-1 and sit down with them to have a preliminary talk to assess how they view their own performance. You can use this as part of your own EPA-3 evaluation.
- Sign up for the online course, *Employee Performance Appraisal: The Foundation for Performance Management*, to learn more about how to partner with your employees to establish meaningful goals; how to write measurable performance expectations; and holding performance discussions.
- Ask employees to meet with you regarding their goals for 2026. Have them discuss the areas they'd like to improve, new duties they might be able to take on, etc. This can be useful when creating your EPA-1 expectations for the upcoming year.

The due date for both EPA-3s for PY25 and EPA-1s for PY26 is March 2, 2026. Questions can be directed to epasupport@wv.gov.

Capitol Dispensary Available During Legislative Session

The Division of Protective Services would like to remind state employees and those who will visit the Capitol during the legislative session that the Capitol Dispensary is open each weekday from 8 a.m. to 4 p.m.

Located in Room 9-A of Building 1, the dispensary is available to assist with your medical needs and is operated by registered nurse Elizabeth George, who can provide a variety of over-the-counter pain relievers, as well as medications for colds, allergies, insect bites, and stings. The dispensary also has medications for medical emergencies, such as EpiPens for anaphylaxis and nitroglycerin pills for angina. The dispensary does not maintain antibiotics or provide any other medication that requires a prescription.

To speak with the nurse at the Capitol Dispensary, please call 304-414-1669. If you have a medical emergency outside of the hours of operation, please call 911 or the Capitol Police Command Center at 304-558-5715. The Dispensary phone number will forward to the Capitol Police Command Center if dialed after business hours.

West Virginia Welcomes Winter Tourists



📍 Canaan Valley Resort State Park

The ski resorts are open and West Virginia is ready for visitors seeking crisp air, fresh snow, and unforgettable mountain adventures.

Timberline Mountain, located in the scenic community of Davis, features more than 20 trails designed for beginners, intermediates, and seasoned skiers, all connected by a high-speed, six-person lift that reduces wait times and maximizes time on the snow. Its forested slopes, quiet ridgelines, and inviting base area create a setting ideal for travelers who enjoy a blend of adventure and tranquility. As early winter snowfall dusts the surrounding peaks, the resort's layout offers smooth, varied descents perfect for families as well as experienced visitors seeking long, uninterrupted runs.

With 47 trails, Canaan Valley Resort is an unmatched destination for skiers and snowboarders of all ages and skill levels. Tackle the popular Ramble run for sweeping views and groomed slopes, or start at Critters Crawl, a beginner-friendly area designed for first-timers to learn the basics, complete with a magic carpet lift to get you back up for another go.

Snowshoe Mountain brings a different kind of winter energy. With more than 60 trails, terrain designed for all levels, and dedicated snowboarding zones, the resort has long been a favorite for travelers who want abundant options. Beyond the slopes, it offers winter experiences that appeal to both thrill-seekers and leisure-minded guests, including snow tubing, horse-drawn carriage rides, and a lively pedestrian

village filled with dining, shopping, and entertainment.

Winterplace Ski Resort serves as a convenient winter escape for families and visitors traveling through the region. Located near Interstate 77, the resort combines accessibility with variety. Travelers can enjoy nearly 30 trails, two terrain parks, and the longest tubing run in West Virginia. Early-season preparations at the resort have focused on enhancing snowmaking capabilities, ensuring a consistent snow base throughout the busy December-March period.

Named one of the "Best Cross-Country Ski Resorts," White Grass features more than 35 miles of maintained trails stretching from 3,220 feet below the lodge to 4,463 feet atop Weiss Knob, Tucker County's highest point. Enjoy snowshoe-only trails, wholesome meals at the cafe, a back-country ski shop and lessons for all levels, in a unique and laid-back atmosphere.

In addition to these ski resorts, the East Coast's longest sled run, located at Blackwater Falls, is also now open. Operating Thursday through Sunday through March 2026 (weather permitting), the sled run offers a unique winter experience that combines natural scenery with family-friendly outdoor fun. Its length and gentle slope profile make it suitable for a wide range of ages, adding a fresh layer of excitement to West Virginia's seasonal offerings.

With crisp mountain air and diverse terrain, West Virginia is ready to welcome travelers in search of exhilarating winter escapes. For more winter activities, visit wvtourism.com.

Retirement Board Receives National Public Pension Award

The Consolidated Public Retirement Board (CPRB) has been awarded the 2025 Public Pension Standards Award. This award, offered by the Public Pension Coordinating Council (PPCC), recognizes public retirement organizations that meet or exceed professional standards in plan funding and administration.

"West Virginia's public pension plans are among the best funded and administered plans in the country, and this award just validates the hard work and dedication of our wonderful employees," said CPRB Director Jeffrey Fleck. "We take pride in our motto: 'Serving those who serve West Virginia.' We also thank Gov. Patrick Morrisey and the West Virginia Legislature for their support."

To receive the Recognition Award for Administration,

a retirement system must certify that it meets the requirements in five areas of assessment. These requirements can be seen at www.nasra.org/ppcc.

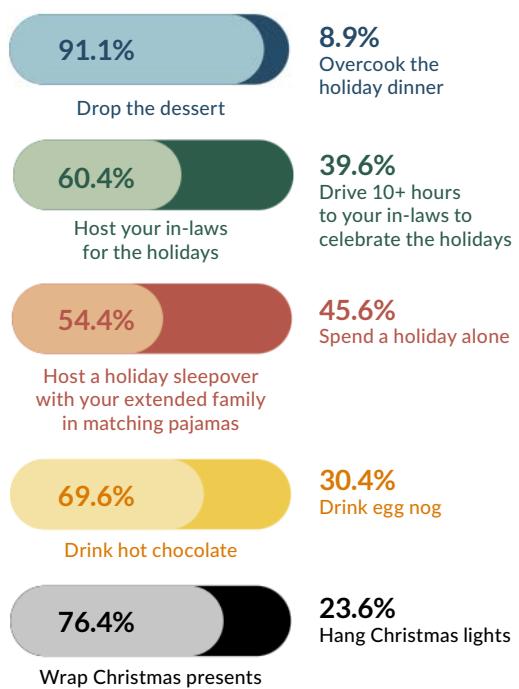
To receive the Recognition Award for Funding, a retirement system must certify that it meets the requirements for funding adequacy, defined as meeting one or more of the criteria listed. Those requirements can also be seen at the link above.

The Public Pension Standards reflect minimum expectations for public retirement systems management and administration and serve as a benchmark by which all defined benefit public pension plans should be measured.

Congratulations to CPRB on earning this achievement!

QUESTION OF THE MONTH

Last month, we asked Department of Administration employees "Would you rather..."



ADMINISTRATIVE NOTES

WELCOME! ... The Department of Administration is pleased to welcome **Tabitha Gibson** (General Services); **Austin Harvey** (PEIA); **Jayden Piscopo** (Purchasing); and **Malachi Sherrod** (Technology).

BEST WISHES ... to **Alyssa Cooper** (CPRB); **David Crowe** (Finance); **Ryan McCoy** (Public Defender Services); **Rojen Embol** (Surplus Property); and **Ashley Huffman** and **Luke Lovejoy** (Technology), who recently resigned from our department.

HAPPY RETIREMENT! ... After years of hard work and dedication, we would like to wish **Shaun Dempsey** and **Baxter Parsons** (General Services); **Pamela Clark** (Public Defender Services); and **Patricia Ebert** (Technology) the very best during their retirements.

PEIA FINANCE BOARD ... Approved the financial plan for Fiscal Year 2027. The plan will go into effect on July 1, 2026. Premiums for state employees and retirees will increase by 3%, and a monthly spousal surcharge for state employees will increase by \$200. The changes can be seen [here](#).

HOLIDAY ... The Department of Administration will be closed on Jan. 19, 2026, in observance of Martin Luther King Jr. Day.

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 JANUARY

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

BRIM Tonya Pugh
CPRB Virginia Goff
Alyssa Jones
Kimberly Pauley
ETHICS John Ellem
GEN.SRVS. Jonathan Barrett
Gregory Carrier
Tyrone Clark
James Jobe
David Lawrence
Eric Loftis
James McCoy
Kenneth Meadows
James Morrow
Eric Pardue
Leonard Spencer
Kari Westfall
PERSONNEL Elizabeth Arthur
PEIA Joni Blankenship
Darron Parks

PUB.DEF. SRVS. Lindsey Bailey
Lee Carper
Elizabeth Hatfield
Emily Hatfield
Cierra Jones
PURCHASING Michelle Chandler
Wendy Pettry
REAL ESTATE Regina Reynolds

TECHNOLOGY Scott Birchfield
Mary Burkey
Tina Christian
Joshua Collins
David Douglas
David Fitzwater
Sherri Frontino
Richard Gauldin
Brian Hatcher
Dallas Hudnall
TravisHysell
Monica Knight
John Lalli
Lisa Maurer
Jose Molinar
Kim Nuckles
Jacob Redman
Tina Snyder
Danny Stover
Christopher Thornton

Quotes, Notes & Anecdotes

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Patrick
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Samantha
Knapp
Communication
Director/Editor

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Courtney
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Jessica Carl

