



Quotes, Notes & Anecdotes

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

CPRB's Marie Shelton Keeps Everyone Smiling

Marie Shelton, a Payroll Officer for the Consolidated Public Retirement Board (CPRB), has been selected as the Department of Administration's *Employee of the Month* for July.

A state government employee for four years, Shelton handles multiple financial transaction processes in the agency's Teachers' Defined Contribution Retirement System (TDC), one of state pension plans maintained by CPRB.

"I enjoy listening to Marie interact with payroll clerks and customers. She has a unique way of interacting with them in both a professional and personable way," said a co-worker. "She has that same spirited effect with all of us here in the TDC section and the agency as a whole."

Another co-worker commented about Shelton's friendly demeanor. "She knows her job and always has a positive atti-

tude and that makes our section a wonderful place to work. Her wonderful work ethic and upbeat personality is truly an asset to CPRB."

In her spare time, Shelton enjoys reading and scrapbooking. She will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Ross Taylor on Thursday, July 10, at 11:15 a.m. at the CPRB office on MacCorkle Avenue in Kanawha City.



MARIE SHELTON
July Employee of the Month

Aviation Celebrates 85 Years of Offering State Air Transportation



It would be an understatement to say that there have been many changes in how the state of West Virginia has used air transportation for business since its first official use in 1929.

What has undergone little change, however, in the past 85 years is the approach of the agency's personnel.

"I think the Aviation Division has been a real consistent operation for many years," said Chip McDowell, acting director for the state Aviation Division. "I have been here for 15 years and in talking with the pilots who were here for many years when I first joined, we have always said how

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Chip McDowell, acting director of the state Aviation Division (left), looks over photographs chronicling the division's history with Fixed Wing Supervisor Chris Bostick and Flight Scheduler Sarah Tignor.

SNEAK PEEK

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General Services Division's grounds sections has been hard at work planting and landscaping throughout the 55-plus acre Capitol campus. Grounds Manager John Cummings said his section is always busy with projects.

Grounds Crew Keeps the State Capitol a Bright, Safe Landmark

The Capitol grounds are once again brightly lit thanks in large part to the Grounds Section of the General Services Division.

Many new floral and plant arrangements adorn the many corners of the Capitol campus. With the late spring rains finally letting up and summer officially here, the grounds crew continues its year-round mission of keeping the state's primary hub of government a safe and eye-pleasing destination.

The seasonal plantings and landscape maintenance just touches on the numerous duties of the 11-person crew that is responsible for the physical upkeep of the 55-plus acre campus. When weather turns harsh with spring or summer thunderstorms or a winter snowstorm, the removal of downed tree limbs or shoveling of snow and ice quickly become a priority. The grounds crew is also turning its attention to sprucing up the area around the Holly Grove mansion this summer, which sits on the corner of Kanawha Boulevard and Greenbrier Street.

"Our section is never lacking for projects. There is always something keeping us busy whether it is planned or unforeseen."

John Cummings
Grounds Manager

said Grounds Manager John Cummings. "The grounds crew has always done a tremendous job of keeping the Capitol the picturesque place everyone has come to expect of it. I think what is just as notable is that the grounds crew does an incredible job in keeping it a safe and enjoyable site to visit for tourists and for the several thousand employees who come to work here every day, particularly when it comes to removing snow or fallen debris on short notice. Sometimes that means starting the work day at 4 a.m."

Cummings said the Capitol is a natural rallying point for all sorts of events, whether it be car shows or motorcycle rallies traveling through the state; or as the staging area for events such as 5K races, for non-profit and community organizations. The increased crowds translate to additional attention paid to garbage

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BRIM Honored by Safety Council for Driving Course

The Board of Risk and Insurance Management (BRIM) has been honored by the National Safety Council (NSC) for its 2013-2014 online Defensive Driver Course training program.

To date, BRIM has successfully trained more than 22,000 state and county employees in its driver safety program which is an initiative designed by the NSC. BRIM's on-line driver training continues until August 1 and state employees are reminded to complete this requirement by this deadline if they have not done so yet.

"This not only was a total BRIM team effort, but a team effort from our insured state agencies and county boards of education that successfully completed the training. I anticipate that when this initiative is complete we will have trained over 25 to 30 thousand insured drivers," said Jeremy Wolfe, BRIM loss control manager.

"This is a notable accomplishment which illustrates the commitment and hard work of our loss control specialists team. Their dedication is much appreciated," said BRIM Director Chuck Jones.

BRIM will receive its "Best Performance" award at the NSC's annual awards banquet in September.

BRIM provides this training to promote safe driving practices to reduce and control automobile incidents that could result in insurable claims. This training is beneficial to the agencies/boards by:

- Reducing crash and injury rates;
- Providing potential reductions in insurance premiums;
- Reducing down time as a result of fewer automobile incidents;
- Extending vehicle life spans through reduced incidents;
- Increasing driver confidence;
- Developing new skills to promote driver and passenger safety;
- Reducing vehicle maintenance and replacement costs; and
- Improving efficiency in work tasks through incident-free driving.

Quotes, Notes and Anecdotes

Department of Administration Agencies Benefit From Governor's Internship Program Participants

The Governor's Internship Program has been giving college students meaningful work experience in West Virginia since its inception in 1989. The program, which has seen hundreds of interns over the years, works to give high-achieving students the opportunity to work with government agencies, private businesses, and non-profit organizations around the state and enrich their professional education outside of the classroom.

Each year, approximately 130 students are selected to work all around the state. Just by taking a quick walk around the Capitol campus at lunch, you can likely spot one or two interns from the program. This year, the Department of Administration has 14 interns from the program.

This summer's interns include:

Seth Baker is a rising senior at Marshall University, where he is studying computer science. The Salt Rock native is interning with the Office of Technology, where he works with internal software tool development. This is his first summer as a program participant.

"I think the Governor's Internship Program is a great opportunity for students to explore careers in state government while simultaneously making a positive contribution to West Virginia," said Baker.

Natalie Byrne has been involved in the program for two summers now, working with the Finance Division where she is busy scanning and in-



Governor's Internship Program participants are, front row, from left: Sarah Knight, Technology; Caitlin Cunningham, Technology; Luke Parsons, Finance; and Natalie Byrne, Finance. Second row: Megan Cobb, ADA; Tyler Durham, Technology; Jack Timmons, Technology; Shannon Kelsh, Purchasing; and Matthew Nelson, Technology. Third row: Kavon Cutler, Secretary's Office; Jack Moore, Technology; Jared Mullins, Fleet; Erik Tate, Technology; and Joshua Montgomery, Technology. Back row: Seth Baker, Technology.

dexing W-9 forms and other various office duties. A Charleston native, Byrne is currently a junior enrolled at West Virginia University where she is majoring in psychology and possibly minoring in child development and family studies. Upon receiving her BA, she plans to go through the nursing fast track program at WVU.

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Deadlines Approaching on Separate Required Training Sessions

The deadline is approaching to complete two separate online training sessions for state employees.

August 1 is the deadline to complete an online defensive driver training offered by the Board of Risk and Insurance Management (BRIM), partnering with the National Safety Council. The training is for employees who drive a vehicle for state/county business, whether the vehicle is state-owned, leased or personal. If 90 percent or more of listed drivers successfully complete the training before August 1, 2014, an agency/board can receive a two percent credit toward its automobile insurance premium for the 2016 fiscal year. Conversely, if fewer than 80 percent of listed drivers complete the program, or an agency/board chooses to not participate, a five percent surcharge will be applied to the

premium.

The training program lasts approximately two hours, but does not have to be completed in one sitting. The program has already successfully trained more than 22,000 state and county board of education drivers and BRIM has been chosen as a Defensive Driving Course award recipient by the National Safety Council for its 2013-14 training efforts.

For questions about this initiative, contact BRIM's Loss Control Department at 304.766.2646.

July 31 is the deadline to complete "SEC2014 - Securing the Human 2014," a mandatory online training program for all state employees who access or use a computer as part of

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AVIATION

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the employees are dedicated to this agency. Many of the pilots now have 10-plus years of experience and [former Aviation director] Keith Wood had 23 years of experience. I think it is also reassuring to our passengers that they always see the same familiar pilots when they deal with the Aviation Division. It's not like that when you travel with a private sector charter company or on an airline."

The Aviation Division has experienced a variety of transitions throughout its history. It became a stand-alone agency in 1993, and in 2005, the Aviation Division became the sole administrator for all aircraft owned by the state. Previously, several agencies maintained their own air fleet.

The agency's headquarters is located at Yeager Airport near the primary hub which serves the commercial airlines and their passengers. At the Aviation Division office, more than a dozen photographs of state aircraft adorn a hallway with many framed prints being black-and-white which show their age. The earliest photograph of a state-owned airplane features Gov. Herman Kump, taken in 1932.

The vintage photographs suggest that past West Virginia governors probably did not have to fly in an open cockpit but one fact is certain looking at one early 1930s image.

"There was not a whole lot of room. The particular planes used were probably four seats with the pilot and one passenger up front and two passengers directly behind," McDowell said. "By the 1940s, the planes could start seating more people."

By comparison, McDowell notes, today, the state's two planes have two pilot seats and room for up to eight passengers. The Aviation Division also operates three helicopters.

"In 1929, I do not know exactly how many West Virginia cities had airports but I imagine most of the larger cities would have an airport. I would guess



Gov. Matthew Neely, second from right, is shown here in this early 1940s photograph with members of his security detail.

that governors back then may have done a little more flying around the state because of the type of roads that existed."

McDowell noted that air transportation still provides an efficient means for the governor and other state officials to conduct business.

"The governor could conduct business in Charleston in the morning, fly to Wheeling for meetings and then to Martinsburg for additional business meetings and still be home for dinner," he said. "To drive to Martinsburg and back alone in one day means being in a car at least eight to 10 hours."

McDowell added that many agencies in addition to the Governor's Office utilize Aviation Division services.

The state itself provides unique circumstances. McDowell said he has landed the state airplanes at some of the busiest airports in the United States. However, some landing sites in West

Virginia have minimal surroundings.

"There is a landing site in Berkeley Springs which has nothing but fields around it," McDowell said. "When we fly there, and there are other similar landing sites around the state, once we are on the ground, we pull out some folding chairs and wait there for the return flight because there is nowhere to go."

McDowell notes that airplane design has not changed much in the last decade. Rather, it is on the inside, particularly the instrument panels and the use of satellite technology, which has evolved the most with aircraft.

And, if McDowell is still with the Aviation Division – as he hopes – to celebrate its 100th anniversary, he joked technology may deliver a unique surprise.

"I may not be flying from the cockpit by then. We may have airplanes that will be flown from someone on the ground," he said.

INTERNSHIP

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[Megan Cobb](#) is entering her senior year at Marshall University, where she is studying communication disorders, specifically speech pathology, and psychology. This is her first year with the program, through which she works on projects with the state Americans with Disabilities Act office. After graduating from Marshall, Cobb plans on pursuing a graduate degree in communications disorders to become a speech therapist.

“This program always keeps you busy in a field that can help further your career. Those who are over us are very helpful in assisting us pursue our career goals,” said Cobb, a Ripley native.

[Caitlin Cunningham](#), a Dunbar native, is a senior at West Virginia State University, where she is studying business administration with a concentration on management. After graduation, she hopes to get her master’s degree in human resources. This is her first summer with the program, through which she is interning with the Office of Technology.

[Kavon Cutler](#) is a Charleston native studying public relations and communications at West Virginia University, where he will be a transfer junior this fall. After graduation, Cutler plans on going to graduate school. This is his first year with the program through which he is interning with the Department of Administration. His responsibilities include coordinating events and reconstructing manuals for Department agencies.

[Tyler Durham](#) is a Cross Lanes native spending his first year with the program working in the Office of Technology, where he helps resolve computer issues state employees encounter, such as resetting passwords, unlocking accounts, installing software updates, and helping install and maintain printers, among other duties. He is currently a senior at West Virginia University, where he is double majoring in computer science and mathematics. Although Durham is unsure of what he will do directly after graduation, he would like to ultimately attain a master’s degree.

“So far it seems really nice that full-time jobs are offered to students while they are off school for the summer. That can be hard to find these days,” said Durham.

[Shannon Kelsh](#) works in the Purchasing Division where her duties range from writing articles for newsletters to working on various computer-related projects. Hailing from Charleston, this is her first summer with the program. Kelsh is a sophomore in the business school at Fordham University where she studies marketing and computer science and after graduation she hopes to continue living and working in New York for a few years before attending graduate school.

[Sarah Knight](#) is a senior at West Virginia University at Parkersburg where she is studying network engineering. Originally from Roane County, this is Sarah’s third summer interning through the program. She is currently with enterprise networking in the Office of Technology where she assists in the monitoring, configuring, and deploying of networks and network devices. After graduation, Knight hopes to continue working for this department.

[Joshua Montgomery](#) is a rising senior at Marshall University, where he is working towards a degree in computer science. Originally from Scottown, Ohio, this is Montgomery’s first summer with this program with the Office of Technology. Montgomery works in the Security Operations Center where he finds vulnerabilities in the state network and helps with solutions to fixing them in addition to assisting in the creation of tools to find such security weaknesses. After graduation, Montgomery plans to work for a technology company in Columbus or Cincinnati.

[Jack Moore](#) works for the Office of Technology where he answers service desk phone calls, resets passwords, unlocks accounts, and handles printer issues. Originally from Huntington, this is his first summer in the program. Moore received a BS in computer science from West Virginia University and is currently working towards an MBA from Marshall University. Upon graduation, he plans on making a career in IT, most likely in software programming.

“I enjoy the opportunity to work in the IT field. I would also be excited to be able to work in different areas of the Office of Technology office, such as application development,” said Moore.

[Jared Mullins](#) is entering his junior year at Marshall University, where he is studying accounting. A Ripley native, Mullins is working in the Fleet Management Office handling vehicle information, organizing and updating spreadsheets, filing, scanning, and handing out and receiving vehicles, in addition to other duties.

[Matthew Nelson](#) is an intern with the Office of Technology, where he works with CRM development. This fall will be his last semester at Marshall University, where he will receive a degree in computer science. Originally hailing from Cross Lanes, this is Matthew’s first summer working with the program.

[Erik Tate](#) is graduating from Marshall University at the end of this summer with a degree in computer science that he hopes to use to start a career building software. A Charleston resident, Erik is spending his first summer with the program in the Office of Technology’s Security Operations Center where he works with software development for applications related to network security and utilities for automation.

“[The Governor’s Internship Program] is a great opportunity, especially for those who may not have any proper work experience. It’s a good place with friendly people to get your feet wet in your prospective field,” said Tate.

[Jack Timmons](#) is a rising junior at Marshall University, where he is pursuing a degree in computer science. Originally from St. Albans, this is Jack’s first summer with the program, through which he is interning with the Office of Technology. After graduation, he would like to gain more work experience and eventually attain a master’s degree.

The Department of Administration salutes all Governor’s Internship Program participants and wishes them all the best as they continue on their education and career paths.

WVSASP Offers Extended Hours

The West Virginia State Agency for Surplus Property (WVSASP) is offering extended hours of operation on the first Monday of every month throughout the summer to 7 p.m. The extra hours are intended to allow customers who might not be able to visit the agency's warehouses in Dunbar during regular business hours more of a chance to stop and shop.

WVSASP will continue to offer its extended hours on July 7 and August 4. For more information on WVSASP, please visit WVSurplus.gov.

DEADLINES

Continued from Page 3

their job function. Such training is required under *West Virginia Code* §5A-6-4a et seq.

The required annual West Virginia Information Security training for 2014 is now available on the State's Learning Management System at onlinelearning.wv.gov. The training takes approximately 45 minutes to complete, though users may complete it in multiple sessions.

GROUNDS

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pickup and lawn care.

"With all the activity that occurs here, it is a challenge to keep the Capitol looking its best but it is a challenge the grounds crew embraces. We know the campus and particularly the gold dome is a source of pride for many West Virginians," Cummings said. "This may be the first and possibly the only impression out-of-state visitors may have of West Virginia. We do our best

Welcome! ... The Department of Administration is pleased to welcome our new employees: **Charles Wolfe** (CPRB); **Renee King** (Finance); **Cleophus Booth** and **Joey Campbell** (General Services); **Misty DeLong** (Purchasing); **William Parrish** and **Jessica Riley** (Real Estate); and **Bill Brogan** and **James Carter** (Technology).

Best Wishes ... to **Shawn Hall** (BRIM); **Crystal Brooks** (CPRB); **David Lucas** (Ethics); **Carrie Childress** and **William Jones** (General Services); **Hilary Payne** (PEIA); and **Matthew Carr** and **Roberta Wagner** (Technology), who all recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to congratulate **Waltt Vest** (Finance) and **Bernadette Curry** (PEIA) on their retirements.

The State Credit Union ... The next time you need a loan, be sure to check out the State Credit Union. Auto loans start as low as 1.99 percent and new credit cards as low as 6.99 percent. For more information, please call 304.558.0566, visit www.wvpecu.com or contact@scuwv.com.

Got News? ... We want you to share all of your good news with us! Contact Diane Holley-Brown, editor, at 304.558.0661 or at Diane.M.Holley@wv.gov with information that you would like to share with the department's employees.

HAPPY BIRTHDAY ... in July

- | | |
|-------------------------------------|---------------------------------------|
| 1 Jeff Bird Technology | 17 Duane Ryder Technology |
| April Jarrell Technology | Philip Skeen Technology |
| Patty Johns Finance | Stan Stewart Gen. Svcs. |
| 2 Jamie Cartwright Technology | 18 Katherine Martin Technology |
| Duane Rosenlieb Pub. Def. | Daniel Nary Finance |
| Teddy Thompson Technology | 20 Thomas Riddell Technology |
| 3 Nathan Merritt Technology | 21 Heather Atkins.....Public Defender |
| April Taylor PEIA | Lee Ann Halstead PEIA |
| 5 Alysia Miller CPRB | Thad Robinson Technology |
| Lora Reese Finance | Stacey Shamblin CHIP |
| Kristi Short Technology | 22 Mitzie Howard Purchasing |
| Paula Van Horn CPRB | Steven Martin Technology |
| Roger Williams Technology | 23 John Gibson Technology |
| 6 Tony Easley Gen. Svcs. | Brian Pratt Technology |
| Nicole Simpkins PEIA | Crickett Reynolds Grievance |
| 8 Carl Baldwin BRIM | 24 Lori Bailey BRIM |
| 9 Sarah Jarrett Personnel | Toney Broyles Technology |
| Malechra Pannell CPRB | 25 Ray Jordan Gen. Svcs. |
| 11 Kevin Kinder Technology | 26 J.C. Erby Gen. Svcs. |
| Candy Moore CPRB | Kim Long PEIA |
| Ruth Shaffer Technology | 27 Kelli Doyle Technology |
| James Weathersbee . Technology | Sue McMinn BRIM |
| 12 Jack Pullen Technology | Mario Torres Finance |
| Nicholas Smith Technology | Christie Yarbough PEIA |
| 14 Brent Smith Technology | 28 Tom Marchio PEIA |
| 15 Valerie Osburn Technology | 29 Tammy Haynes Technology |
| 16 Terasa Miller CPRB | Theresa Kline CPRB |
| Margo Perkins PEIA | Hallie C. Sears Technology |
| 17 Romona Allen CHIP | Frank Waybright Technology |
| Bob Kilpatrick Purchasing | 30 Greg Starcher Technology |
| Thomas Miller PEIA | 31 Shaun Neidlinger Technology |

Administrative Notes

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