

Quotes, Notes & Anecdotes

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

DOP's Colangelo a Team Player for Staff and Agencies



Cal Colangelo
July Employee
of the Month

Cal Colangelo, a Human Resources Specialist II for the Division of Personnel (DOP), has been selected as the Department of Administration's *Employee of the Month* for July.

A state employee for more than two years, his duties include reviewing personnel transactions submitted by state agencies and local health departments, as well as creating and maintaining the Google- and Excel-based tools that his section uses, such as the Google-based Local Health Database. To do this, he often must create complex formulas and functions in Google Sheets and scripts using the Google Script Editor.

"Cal goes above and beyond to help not only agencies, but DOP staff as well," said the co-worker who nominated him. "When managers were

looking for a new database to assist local health departments, Cal took the time to build a new system from the ground up and educated DOP staff on how to navigate the new system. He is patient and courteous with everyone he encounters."

When he's not working, Colangelo enjoys watching soccer and baseball, especially the Baltimore Orioles; maintaining a 55-gallon saltwater reef fish tank in his house; and reading books about early American history and ancient world history.

Colangelo will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Mark D. Scott on Wednesday, July 6, 2022, at 1 p.m. at the DOP offices in Building 3.

PayByPhone Gives Visitors New Payment Option for Parking

People who visit the State Capitol Complex in Charleston now have the option to pay for parking using a mobile app.

The new payment option is available through the free PayByPhone parking app. The mobile app can be downloaded at no cost through the PayByPhone website, the Apple App Store, or the Google Play Store.

Once the app is downloaded, visitors can input their location number and credit card information to put time on their parking meter.

The technology allows users to extend time on their meters from the convenience of their phones rather than physically returning to the

Download the app now:

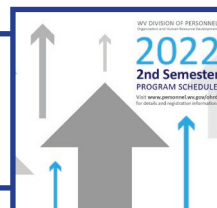
- GET IT ON Google play
- Download on the App Store
- BlackBerry App World

- 1. Download the PayByPhone app**
Download the app now from the BlackBerry, Google Play and iOS App Store.
- 2. Enter your location code**
Tap in the location code you wish to park in as advertised on street signage.
- 3. Enter your parking duration**
Add the time duration you wish to park for. Check the details then confirm your selection.
- 4. Extend your parking anytime**
Add more time from wherever you are. Simply open the app and add time to your current parking meter.

Please see **PAYBYPHONE**, page 5

SNEAK PEEK

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- WVOT, Division of Personnel Create Social Media Pages / **Page 3**



- Registration Open for DOP's Second Semester Trainings / **Page 6**

PDS Receives Additional Grant Funding as Part of the Chan Zuckerberg Initiative for “Swift Defense of Women”

Public Defender Services (PDS) has received a second year of grant funding from The Greater Kanawha Valley Foundation's (TGKVF) Chan Zuckerberg Initiative: WV Criminal Justice Reform. The grant, which provides monetary support for the position of a social worker as part of the Social Worker Intervention for Trauma-Informed (SWIFT) Defense of Women project, will run through Sept. 30, 2022. The project offers a collaborative and holistic approach to the early assessment of the treatment or other services needed by indigent women defendants facing any offense that allows for attorney representation by any Public Defender Corporation in Kanawha, Boone, Lincoln, Fayette, Raleigh, and Logan counties.

Please see PDS GRANT, page 3

CZI-TGKVF PARTNERSHIP

TGKVF established a unique partnership with the Chan Zuckerberg Initiative (CZI) in late 2019.

We look forward to supporting policy and direct service initiatives statewide and becoming a model for community foundations nationwide.



Safety Tips for a Fun Summer from Ready WV

Ready WV, which is a program of Volunteer West Virginia, wants to remind all West Virginians to stay safe this summer. Before heading out to enjoy the weather, review the tips below to help you safely enjoy the summer fun.

Beating the Heat

- Limit outdoor activities on hot days: stick to early or very late in the day
- Stay hydrated
- If you are feeling overheated, do not drink ice cold water. It could shock the body and make you sick.
- Avoid drinking caffeine or alcoholic beverages
- Wear light clothing
- Always wear sunscreen
- Never leave children or pets in a hot car

- Monitor high-risk persons such as infants, seniors, those taking certain medications, or those with medical conditions who may be more susceptible to the heat.

Grilling

- Only use grills outside
- Grills should be used at least 3 ft. from siding, deck rails, and eaves
- Clean your grill after each use. This will remove grease that can start a fire.
- Check for gas leaks
- Open your gas grill before lighting
- Never leave a lit grill unattended
- Once cooled, place used coals in a metal can with a lid

Water Safety

- Don't swim alone
- Supervise children in/around water
- Learn CPR and first aid
- Obey pool and water safety rules

and guidelines

- Do not overestimate your swimming or boating skills
- Wear a U.S. Coast Guard-approved life jacket while boating. Young children or inexperienced swimmers should always wear one.
- Complete a boating safety course
- Review all state laws related to boating

Road Tripping

- Check and adjust the following if needed before heading out on a long trip: coolant and oil; tire pressure and spare tire; brakes, belts, caps, hoses and filters' lights and signals; and wiper blades and fluid.
- Keep a first aid and emergency kit
- Jumper cables and flares are helpful
- Never drive in flip-flops
- Keep a cell phone charger on hand for emergencies. A portable power bank is also a good idea.



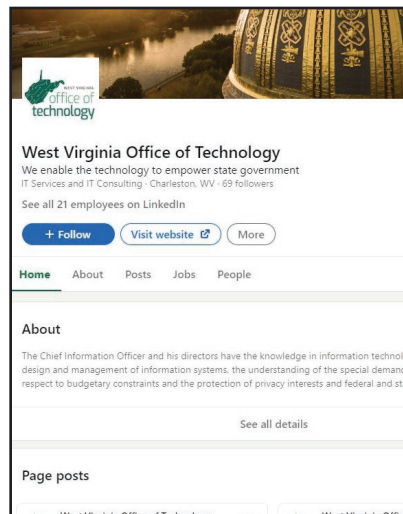
WVOT, Division of Personnel Create Social Media Pages

Two Department of Administration agencies have launched new social media accounts. The Division of Personnel (DOP) now has a Facebook and LinkedIn page, while the West Virginia Office of Technology (WVOT) also has a LinkedIn page.

Whether you already work in state government or are looking for a job, DOP shares necessary information via these social media pages. The agency recently introduced Facebook and LinkedIn pages that highlight information on job postings, job fairs, training opportunities for current state employees, and more.

“The Division of Personnel continues to work closely with agencies to develop and implement recruitment strategies to attract and retain qualified employees in a time when unique and unprecedented labor market challenges exist,” said DOP Director Sheryl Webb.

The DOP Facebook page can be found online at www.facebook.com/wvdop and the LinkedIn page at www.linkedin.com/company/west-virginia-division-of-personnel.



The West Virginia Office of Technology (WVOT) recently launched an official LinkedIn page. Joining WVOT on LinkedIn is the Division of Personnel, which also created a Facebook page.

[com/company/west-virginia-division-of-personnel](http://www.linkedin.com/company/west-virginia-division-of-personnel).

WVOT’s new LinkedIn page provides a place for the agency to share important news, daily events, employee spotlights, and other agency highlights.

“Our LinkedIn page is a great way to stay connected not just within the WVOT office but throughout the entire online community,” said Deputy Chief Information Officer Cindy Smith.

WVOT’s LinkedIn page can be accessed at www.linkedin.com/company/west-virginia-office-of-technology.

PDS GRANT

Continued from Page 2

“In the first year of the grant, 118 women who were clients of the Public Defender Corporations in the pilot judicial circuits were served by the funded position through gender-responsive assessments, case management services, and treatment and community referrals,” said PDS Director Dana Eddy. “The expectation is that 125 women will be similarly served in the second year of the grant. The goal is that the underlying reason for these clients’ intersection with the criminal justice system will be identified and treated or otherwise addressed. At the end of this second year’s grant period, two years of data will exist for an evidence-based assessment supporting the sustained funding of such a position throughout the state’s indigent defense system.”

While the project will focus primarily on first-time offenders, any female defendant with public defender representation may be referred to the program. Referrals can be made by attorneys and public defender staff to the SWIFT Defense project social worker, who will contact the defendant, assess her needs, and make appropriate treatment referrals that address the defendant’s mental health, substance abuse, medical needs, and/or provide vocational support.

The SWIFT Defense project social worker will be trained in trauma-informed legal practice, gender-responsive assessments, Adverse Childhood Experiences, and other assessments necessary to ensure female defendants’ treatment needs are met. The

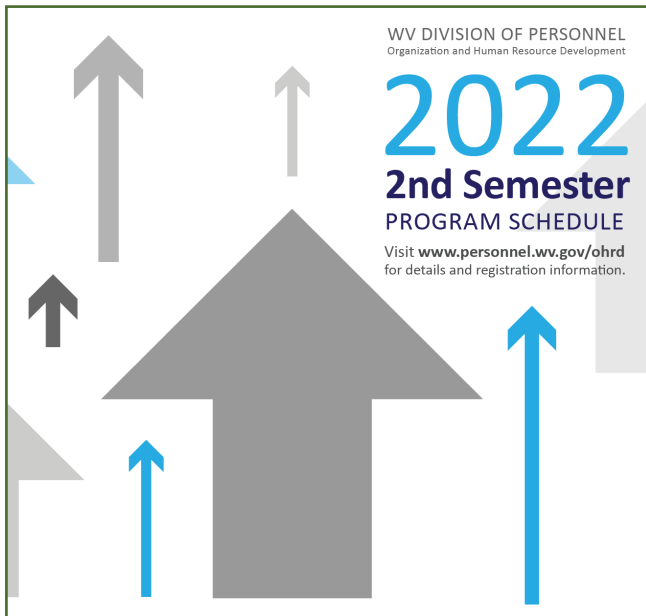
goal is to help women engage in treatment while meeting court requirements, reducing recidivism, and promoting care for clients.

Work performed by the social worker is just one focus of the SWIFT Defense of Women project. All Public Defender Corporation staff in the six counties, including but not limited to office staff, paralegals, and investigators, are trained in trauma-informed legal practice so they know how to identify trauma in defendants; how to respond to that trauma; how to avoid triggering that trauma through their interactions with the defendant; and how to avoid vicarious trauma, which is a work condition that mimics Post-Traumatic Stress Disorder.

The grant was the result of concern for rising incarceration rates of West Virginia women, a lack of gender-specific assessments of women, and prevalent circumstances impacting female defendants, including trauma. The purpose of the project is to compile data that shows the impact that early intervention plays in lowering incarceration rates and reducing recidivism, as well as to demonstrate the need for sustainable funding to expand this program in the future.

Project SWIFT Defense of Women (Social Worker Intervention for Trauma-Informed Defense of Women) has been made possible in part by a grant from TGKVF’s Chan Zuckerberg Initiative Donor Advised Fund.

Registration Open for Division of Personnel's 2022 Second Semester Training Classes



The Organization and Human Resource Development (OHRD) section of the Division of Personnel (DOP) has posted on its website the second semester list of training classes, which are now open for registration. In addition to virtual training programs, the schedule offers face-to-face classroom sessions for the first time since 2020. The classes, which are scheduled for July through December 2022, are open to employees of DOP-affiliated agencies. Topics include but are not limited to avoiding burnout, conflict management, digital communication, successful delegation, and building resilience in challenging times.

A list of classes and detailed course descriptions, schedules, and requirements can be found online at <https://personnel.wv.gov/ohrd/learning/alphabeticalistofprograms>.

Employees can also register directly at www.onlinelearning.wv.gov.

If you have any questions or a class you need is full, contact OHRD at dop.registrar@wv.gov. OHRD also recommends reviewing the *Virtual vs. Online Courses Guide* prior to registering for your first virtual training.

Chief Logan State Park Provides Perfect Getaway in Southern West Virginia

Located approximately one hour from the State Capitol in Charleston, Chief Logan State Park is a 4,000-acre destination in southern West Virginia. Featuring a campground, cabins, and lodge, Chief Logan State Park is perfect for a day trip or multi-night stay.

While many know Chief Logan State Park for its annual "Christmas in the Park" drive-through holiday light display, the park features a wide variety of activities perfect for summer exploration and relaxation. The scenic mountain trails are ideal for beginner or novice hikers and can offer a special view of local flora and fauna. Individuals at the park can also participate in geocaching, miniature golf, swimming, recreational sports, and more. Visitors looking for a more relaxed visit can also visit historical sites in and around the park.

In addition to physical activities onsite, visitors can take advantage of nearby entertainment. The outdoor Liz Spurlock Amphitheater located at the park often hosts special events and live theatre shows produced by the Aracoma Story, Inc. Just outside of the park is the Hatfield-McCoy Trail System, which attracts visitors from across the country.

All state employees can take advantage of a special government rate of \$96 per night in standard lodge rooms at any West Virginia State Park. To learn more about Chief Logan State Park or other West Virginia state parks, visit <https://wvstateparks.com>.

STATE PARK HIGHLIGHT

CHIEF LOGAN STATE PARK

1000 Conference Center Drive • Logan WV 25601

304.855.6100 • ChiefLoganSP@wv.gov

ACCOMMODATIONS

- Cabins
- Camping March through November
- Lodge

ACTIVITIES:

- Biking
- Camping
- Fishing
- Geocaching
- Hiking
- Hunting
- Museums/ Historical sites
- Miniature golf
- Swimming
- Wildlife viewing

NEARBY:

- Hatfield-McCoy Trail System
- The Liz Spurlock Amphitheater with the Aracoma Story
- National Coal Heritage Trail Scenic Highway

Agencies Reminded to Complete Annual BRIM Loss Control Questionnaire by August

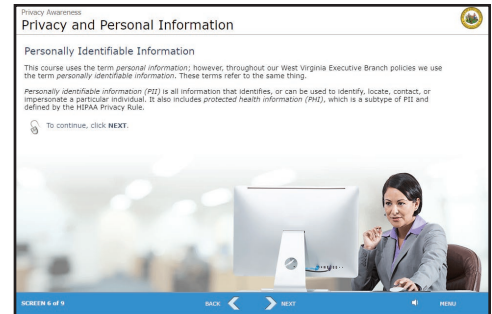
It is time once again for the West Virginia Board of Risk and Insurance Management (BRIM) to gather information necessary for the calculation of loss control credits or surcharges for the Fiscal Year 2024 premium.

BRIM Loss Control Standards of Participation were established to assist customers in implementing initiatives that would help them to manage their risks and reduce the frequency and severity of incidents that could give rise to claims. Incurring fewer and less severe losses can be a factor toward a more favorable insurance premium.

The Fiscal Year 2024 *Loss Control*

Questionnaire is an opportunity for agencies to document their efforts. The more factors that can be shown in the management of risks and reduction of claims, such as completing the Cybersecurity and Privacy online training via the **KnowBe4.com** platform, the greater the likelihood of a better premium. The questionnaire is due by agencies no later than Aug. 1, 2022.

If you have any questions regarding the *Loss Control Questionnaire*, contact Risk and Insurance Manager Jeremy Wolfe at Jeremy.C.Wolfe@wv.gov.



In June, the state's Privacy and Cybersecurity training was rolled out. State employees' participation in this training, offered by KnowBe4, is one way an agency can help reduce its insurance premiums.

Booker T. Washington Monument Getting Cleaned and Updated



The Booker T. Washington monument, which has stood on the West Virginia State Capitol grounds for more than 30 years, is getting a face-lift.

Last month, crews replaced the concrete steps at the monument, pressure washed and cleaned the statue, and installed handrails. The installation and replacement work was completed by Tempo Construction. Smith Art Conservation handled the cleaning and preservation.

Smith Art Conservation has a three-year contract for taking care of 17 monuments at the Capitol, with the Booker T. Washington monument getting priority this year. Each year, the monuments are cleaned and coated for protection.

PAYBYPHONE

Continued from Page 1

meters, which will help visitors avoid allowing the time on their meters to expire.

"I am excited to have this option available for people who visit the Capitol Complex," said Department of Administration Cabinet Secretary Mark D. Scott. "If you don't carry change or want to stay longer than you expect, PayByPhone is an easy and convenient option."

PayByPhone will alert users, via text message, when their parking session is about to expire and allow them to extend the time without having to walk to their vehicle. Anyone who uses the app will pay the same as if they were using coins, with no added fees.

Instructions have been applied to all parking meters at the Capitol Complex to assist visitors in utilizing this technology. Visitors can still pay for parking with change if they prefer.

More information is available online at www.paybyphone.com/how-it-works/parking.

New Office of Equal Opportunity Protects the Rights of Those with Disabilities

The state now has a new agency that is pooling the resources and talents of two former agencies.

Senate Bill 522 combined the West Virginia State Americans with Disabilities Act Office and the West Virginia Equal Employment Opportunity Office within the Department of Administration. The agency is now known as the Office of Equal Opportunity (OEO), directed by Kim Nuckles, State Equal Opportunity Coordinator.

"I'm excited about the merge, which will allow us to create and apply best practices to achieve equal opportunities for all West Virginians," Nuckles said.

Nuckles is responsible for the development, implementation, and monitoring of a statewide program to assure compliance with several federal laws related to civil rights and the rights of those with disabilities regarding employment, education, housing, and public accommodation.

The agency is currently planning for its annual training conference. Registration is set to open Tuesday, July 5, 2022. The Conference will be held Thursday, Sept. 22, 2022, at Stonewall Resort. Space is limited.

For more information or for access to the registration link, please contact Brittany Rutrough at 304.352.5908 or Brittany.N.Rutrough@wv.gov.

Welcome! ... The Department of Administration is pleased to welcome **Stephen McConihay** (Aviation); **Emily Fleck** and **Jason Stover** (BRIM); **Paul Boswell** and **Matthew Pennington** (General Services); **Marsha Aubrey** and **Andrew Mendelson** (Public Defender Services); and **David Botkins** (Purchasing).

Best Wishes ... to **Andrew Bragg** (General Services); **Marinda Lanham** and **Christopher Pavelka** (PEIA); **Justin Collin** (Public Defender); and **Paul Sullivan** and **Michael Ross** (Technology) who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Joyce Jones** (Office of the Secretary) and **Linda Harper** (Purchasing) the very best during their retirements.

Mileage Reimbursement Rate ... Effective July 1, 2022, the standard mileage reimbursement rate for business travel will increase to 62.5 cents per mile which is up four cents from the rate at the start of the year.

Independence Day ... Please remember that state employees will recognize Monday, July 4, 2022, as a state holiday in observance of Independence Day.

In Other News ... The month of July will have three paydays. Employees will see a larger paycheck on the third payday.

Congratulations ... **Lori Bailey** (BRIM) welcomed granddaughter Aleah Grace Dewese Bailey on June 27, 2022. She was 7 pounds, 9 ounces and 19 ¾ inches long.

HAPPY BIRTHDAY ... in JULY

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

Gabriel Silva.....Aviation	April Taylor.....PEIA
Lori Bailey.....BRIM	Christie Yarbough.....PEIA
Carl Baldwin.....BRIM	Heather Atkins.....Pub.Def.
Marilyn McMinn.....BRIM	Hannah Knell-Warner.....Pub.Def.
Jason Stover.....BRIM	James Light.....Pub.Def.
Timothy Abraham.....CPRB	Katy Bell.....Purchasing
Jennifer Gillerlain.....CPRB	Jennifer Fields.....Purchasing
John Hickman.....CPRB	Dana Hoffman.....Purchasing
Alysia Miller.....CPRB	Mitzie Howard.....Purchasing
Terasa Miller.....CPRB	Derek Houston.....Purchasing
Paula Van Horn.....CPRB	Joanna McDaniel.....Real Estate
Sharon Whittaker.....CPRB	Bobby Snodgrass.....Real Estate
Sarah Jarrett.....Finance	Matthew Beckett.....Technology
Patricia Johns.....Finance	Toney Broyles.....Technology
Lora Reese.....Finance	Jamie Cartwright.....Technology
Timothy Scites.....Finance	Kevin Cecil.....Technology
Teresa Taylor.....Fleet	Staci Clutters.....Technology
Lori Harper.....Fleet	April Honaker.....Technology
Tony Easley.....Gen.Srvs.	Andrew Lore.....Technology
Jesse Erby.....Gen.Srvs.	Steven Martin.....Technology
Robert Kilpatrick.....Gen.Srvs.	Shaun Neidlinger.....Technology
John Miller.....Gen.Srvs.	Jack Pullen.....Technology
Jeffrey Moore.....Gen.Srvs.	Thomas Riddell.....Technology
Limber Munoz.....Gen.Srvs.	Thaddeus Robinson.....Technology
Patrick O'Neill.....Gen.Srvs.	Duane Ryder.....Technology
George Williamson.....Gen.Srvs.	Ruth Shaffer.....Technology
LeeAnn Halstead.....PEIA	Philip Skeen.....Technology
Thomas Miller.....PEIA	Teddy Thompson.....Technology
Nicole Spears.....PEIA	

Administrative Notes

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