

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
July 2023 - Volume 30, Issue 7

Employee of the Month

Lipscomb Takes on State Records Project with a Smile



Donna Lipscomb
July Employee
of the Month

Donna Lipscomb, Records Management Program Administrator within the West Virginia Office of Technology (WVOT), has been selected as the Department of Administration's *Employee of the Month* for July.

A state employee for 22 years, Lipscomb has led the relocation of state records to the new State Records Center on Bullitt Street. Her duties include managing the day-to-day activities of the records management program and running the operations of the State Records Center.

"Donna has taken on the task of managing the state records with limited supervision," said the co-worker who nominated her. "Under her direction, the state has destroyed 26,000 boxes of records, which is saving the state more than

\$100,000 every year. She has coordinated bringing the management program in house by collecting pricing for a new facility, computer program, and shelving.

"Donna has shown extreme initiative to keep the program on track to bring it in house by January of 2023," the co-worker continued. "She never complains and meets deadlines regardless of how tight they may be."

When she's not working, Lipscomb enjoys spending time with her family, camping, boating, and loving on her pets.

Lipscomb will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Mark D. Scott on Wednesday, July 5, 2023, at 11:30 a.m., at the WVOT offices in Building 5.

State Offers Employee Referral Program

State employees are aware of the holidays, annual and sick leave, and insurance available to them, but a benefit they might not know about is the Employee Referral Program (ERP).

When employees need assistance with personal problems that can also affect their work lives, this offering from the Division of Personnel can help. Confidential referrals to independent, off-site professionals can be made for treatment or assistance with many issues such as relationship or family conflicts, finances, and alcohol/drug abuse.

Please see ERP PROGRAM, page 4



SNEAK PEEK

- Department of Administration Hosts Summer Interns / **Page 2**
- Registration Open for DOP Second Semester Training Classes / **Page 3**
- CPRB Moves Into New Location in Kanawha City / **Page 4**



Department of Administration Hosts Three 2023 Summer Interns

The Department of Administration has three summer interns this year through the Governor's Internship Program (GIP).

Daniel McCloy, from Elizabeth, W.Va., is an intern with the Purchasing Division, where he is working on website development and maintenance in the Business and Technical Services section.

McCloy is a rising senior at Marshall University, majoring in computer information technology.

"The main reason I wanted to become an intern was to get credit for my capstone experience at Marshall," McCloy said. "As a CIT major at Marshall, I had to either get an internship and have that approved by the chair of my department, or do a personal project beyond the scope of our normal education while supervised by a professor. In my search for an internship I got to interview with Mark Totten, the Technical Services Unit manager, and it just felt like a good fit. I'm hoping this will help build my experience in the web development field, and I feel like I've already learned so much in just a few weeks."

Kristen Sayre is interning for a second summer with the Division of Aviation. She is from St. Albans and will be starting her third year at Marshall University's Bill Noe Flight School as a Commercial Pilot/Fixed-Wing major.

Since last summer, Sayre has earned



Daniel McCloy



Kristen Sayre



Quinn Wooten

her private pilot's license and instrument rating. This summer, she plans to complete the Commercial Flight Lab and Instructor Flight Lab courses, earning her commercial pilot's license and flight instructor certification.

"I am grateful for the opportunity to be an intern in the Aviation Division for the second summer in a row. Learning about potential career options, having mentors, and networking in the aviation industry is essential, particularly to student pilots as it can be challenging to navigate," Sayre said. "This summer, I hope to continue to expand my knowledge and experience in the industry as I am approaching my first employment opportunity as a pilot."

Quinn Wooten, from South Charleston, is spending the summer with Public Defender Services (PDS). He is researching cases, writing briefs, taking notes during calls or meetings with

counsel or clients, along with other office tasks.

Wooten is a junior at West Virginia University and is majoring in political science and international studies, with a minor in philosophy.

"I really appreciate the great staff at PDS. They have accepted me as one of their own. I appreciate how they include me in their daily operations and are making sure that I will get the most out of this internship," Wooten said. "It has provided me with much more knowledge on how the legal system truly operates, and that's something you simply cannot learn from just taking a college class. The legal experience I have gained, and hope to gain more of, from this experience will help me better prepare for my goal of attending law school."

Welcome Wooten, McCloy, and Sayre to the Department of Administration!

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 2025 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 2025 *Loss Control Questionnaire* is an op-

portunity 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.

Agencies are required to submit the Fiscal Year 2025 *Loss Control Questionnaire* no later than Aug. 1, 2023.

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

Donations Sought for Capitol Christmas Trees

With the heat of summer all around us, it is hard to think of those cold winter months ahead. But for the General Services Division (GSD), this is the perfect time to start planning and hunting for the perfect holiday trees. Because of the required selection criteria and logistical considerations, this endeavor often takes

many months.

The ideal trees chosen for display on the Capitol grounds should stand between 25- to 30-feet tall and must be uniform in shape. Each tree is fully decorated and can be viewed from all angles, so it is important that they do not have a bad side. Once trees are found that meet the selection

criteria, GSD begins the logistical work to transport them to Charleston. The trees must be located on level ground so a Division of Highways' truck can enter and exit the property with the trees. Additionally, GSD must also ensure there are no utility poles or meters that could be damaged in the pickup area.

In 2022, the trees displayed at the Capitol were donated by Morgantown resident and Christmas tree farmer Jim Rockis. The Canaan fir, also known as a West Virginia balsam, has become a popular tree in the last few years.

If you or someone you know would be interested in donating a tree, please contact the GSD Service Desk at 304-352-5483.



Each year, the General Services Division coordinates the selection and placement of Christmas trees on the Capitol campus. Last year, two Canaan fir trees were donated for display.

Registration Open for Division of Personnel's 2023 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. These classes 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/alphabeticallistofprograms>. Employees can also register directly at www.onlinelearning.wv.gov.

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

 WV Division of Personnel Organization and Human Resource Development			
PROGRAM		2nd Semester 2023	
SCHEDULE			
Visit www.personnel.wv.gov/ohrd for class details and registration information.			
Expanded online offerings are available.			

Summer Driving Tips

With the summer heat upon us, now is the perfect time to plan ahead and conduct some safety checks in your vehicle. Here are some summer driving safety tips offered by the U. S. Department of Transportation and National Highway Traffic Safety Administration (NHTSA):

Air Conditioning - Checking air conditioning in advance can help ensure a comfortable trip for all travelers. For people who are more sensitive to heat, having a working A/C is very important.

Belts and Hoses - Summer heat can accelerate the breakdown of belts and hoses in a vehicle. Pop open the hood of your car and check for signs of bulges, blisters, cracks, or cuts in any rubber parts. If a part is showing wear, replace it.

Fluid Levels

While it is easy to know when you need to add gas, checking your vehicle's various fluids can sometimes slip your mind. Before traveling, check the following fluid levels and fill or replace in accordance with your vehicle

Please see **SUMMER DRIVING**, page 6

CPRB Moves to New Location

On June 7, 2023, Department of Administration Cabinet Secretary Mark D. Scott, center, and Consolidated Public Retirement Board (CPRB) Director Jeff Fleck, to his right, cut the ribbon on CPRB's new location. Often referred to as the "DEP building" in Kanawha City, this new location will provide additional parking and convenience for employees and visitors alike. CPRB hours will remain Monday through Friday (excluding state/federal holidays) from 8 a.m. to 5 p.m.

Consolidated Public Retirement Board

601 57th Street SE
Suite 5
Charleston, WV 25304

Telephone: (304) 558-3570
Fax: (304) 957-7522
Email: CPRB@wv.gov



ERP PROGRAM

Continued from Page 1

The ERP Booklet serves as a resource for state employees by providing information on available services. It can be found online at <https://personnel.wv.gov/SiteCollectionDocuments/Miscellaneous%20Documents/ERP-Booklet.pdf>.

ERP provides employees and their families with opportunities to obtain assistance for a variety of personal problems which may affect their continued functioning as productive members of West Virginia state government or society as a whole. Confidential referrals are made for treatment with independent, off-site professionals who are experienced in a wide range of issues including:

- Workplace concerns
- Grief and loss
- Interpersonal conflicts
- Addiction and recovery
- Anxiety, depression, and trauma
- Stress management
- Mental wellness
- Parenting or elder care support
- Financial issues

The ERP services are voluntary. Anyone who is interested in learning more about the ERP services that are available can contact their agency's human resources coordinator or their supervisor who will provide assistance and guidance identifying the services found in this booklet.

West Virginia's Employee Referral Program Booklet

January 2021

Sponsored by:



Administration's *Employee Question of the Month*

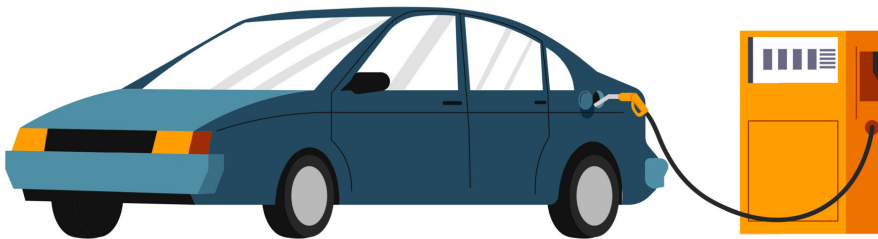
Thank you to everyone who continues to participate in our department's *Question of the Month*. Last month, we asked Department of Administration employees their favorite place to travel on one tank of gas. If the suggestions below give you the urge to travel, take a moment to review some summer driving tips on Page 4 from the U. S. Department of Transportation and the National Highway Traffic Safety Administration.

Here are some of the answers:

- Summersville Lake
- Fayetteville, Lewisburg, anywhere in the Monongahela National Forest
- Frankfort, KY
- Cincinnati/Covington
- Shepherdstown
- Ohio Amish Country
- Columbus Zoo and Aquarium
- Pigeon Forge, TN
- I always love to go to my local bowling alley. I am a fan of both duckpin and 10-pin bowling.

- Lewisburg from Charleston
- Pipestem Resort State Park
- Trans Allegheny Lunatic Asylum in Weston, Lewis County
- Canaan Valley and any part of that paradise!
- Charlotte
- Lexington, KY
- Fayetteville
- Amish Country in Ohio to the winery and drive through zoo to feed the animals
- Ohiopyle State Park
- My place on the Greenbrier River
- Fayette County/New River Gorge

For our July *Question of the Month*, we want to know... "What item do you bring to the summer cookout?" Submit your answer by visiting <https://forms.gle/ZD75cXCFCXqQhHsc9> by the end of the day on July 14, 2023.



Beartown State Park is the Perfect Way to Spend a Day

Unlike many West Virginia state parks, Beartown State Park is strictly a day-use park. This means it offers no accommodations or camping to visitors. But because of its small size, Beartown State Park provides a perfect adventure for those looking to squeeze in a quick trip.

Located on the eastern summit of Droop Mountain (right between Greenbrier and Pocahontas Counties), Beartown State Park is renowned for its unique rock formations. Many visitors visit Beartown State Park to hike its boardwalk to marvel at its massive boulders, overhanging cliffs and deep crevices. Interpretive signs along the trail can provide insight into the geological significance of these formations.

After hiking Beartown State Park, visitors can stop at the site of West Virginia's last major Civil War battle at the Droop Mountain Battlefield State Park. History buffs are invited to witness the battle's re-enactment each October. The Shay locomotive at Cass Scenic Railroad State Park is also available to take visitors on a ride up to Bald Knob, the third highest summit in West Virginia. And those looking to end their day with camping can head over to the nearby Seneca State Forest or Watoga State Park.

Please note that Beartown State Park is only open from April through October.

To learn more about Beartown State Park or other West Virginia state parks, visit <https://wvstateparks.com>.

STATE PARK HIGHLIGHT

BEARTOWN STATE PARK

4800 Watoga Park Road • Marlinton, WV 24954

304-799-4087 • Beartownsp@wv.gov

Open April through October

ACCOMMODATIONS

- None

ACTIVITIES:

- Geocaching
- Hiking

NEARBY:

- Allegheny Trail (ALT)
- Cass Scenic Railroad
- Droop Mountain Battlefield
- Greenbrier River Trail
- Seneca State Forest
- Watoga State Park

SUMMER DRIVING

Continued from Page 1

owner's manual:

- Coolant
- Brake fluid
- Automatic transmission or clutch
- Power steering
- Windshield washer

Be Prepared for the Worst

While you never want anything to happen to your vehicle, it is important to be prepared in case your vehicle does break down. The NHTSA recommends stocking your vehicle's emergency roadside kit with the following items:

- Cell phone and charger
- First aid kit
- Flashlight
- Flares and a white flag
- Jumper cables
- Tire pressure gauge
- Jack (and ground mat) for changing a tire
- Work gloves
- Change of clothes
- Basic repair tools and some duct tape (for temporarily repairing a hose leak)
- Paper towels
- Nonperishable food
- Drinking water
- Extra windshield washer fluid
- Maps
- Emergency blankets, towels, and coats

Remember: It's Getting Hot in Here Vehicles heat up quickly. While the temperature outside may be in the 70s, a vehicle with cracked windows can still rapidly rise to deadly temperatures. Because a child's body temperature raises three to five times faster than an adult, children should never be left alone in a parked car for any length of time.

For additional tips, visit www.nhtsa.gov/summer-driving-tips.

Welcome! ... The Department of Administration is pleased to welcome **Donald Jordan** and **Mark Nelson** (General Services); **Wesley White** (Grievance); **Lela Alderman** (Personnel); **Olivia Lee** and **Carolyn Miller** (Public Defender Services); **Angelina Villanueva** and **Larry McDonnell** (Purchasing); and **Charles King** and **Jonathan Lyons** (Technology).

Best Wishes ... to **Megan Fields** and **Haley Perry** (CPRB); **Samantha Chapman** (Finance); and **Allen Betsy** and **Monica Leigh** (General Services) who recently resigned from our department.

EEO Conference ... Registration for the annual West Virginia Office of Equal Opportunity (OEO) Training Conference will begin on July 5, 2023. An email from the OEO office will be sent that morning with the registration instruction. The conference is scheduled for Sept. 21, 2023. For more information regarding this conference, email Brittany.N.Rutrough@wv.gov.

Parking Updates ... The top floor of the garage is now primarily festival parking. Employees who are currently parking in Lots 12 and 21 will soon be reassigned to the festival parking section of the garage due to construction on the East Campus parking lots. If the festival parking in the garage is full, Laidley will be used as overflow parking. Anyone with questions related to parking should contact the Real Estate Division at 304-558-9093.

HAPPY BIRTHDAY ... in JULY

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

Lori Bailey.....BRIM	April Taylor.....PEIA
Carl Baldwin.....BRIM	Christie Yarbough.....PEIA
Sue McMinin.....BRIM	Heather Atkins.....Pub.Def.Srvs.
Jason Stover.....BRIM	James Light.....Pub.Def.Srvs.
Timothy Abraham.....CPRB	Hannah McCoy.....Pub.Def.Srvs.
Melissa Ash.....CPRB	Katy Bell.....Purchasing
Jennifer Gillerlain.....CPRB	Jennifer Fields.....Purchasing
Alysia Miller.....CPRB	Dana Hoffman.....Purchasing
Teresa Miller.....CPRB	Derek Houston.....Purchasing
Paula Van Horn.....CPRB	Mitzie Howard.....Purchasing
Sharon Whittaker.....CPRB	Joanna McDaniel.....Real Estate
Sarah Jarrett.....Finance	Bobby Snodgrass.....Real Estate
Patricia Johns.....Finance	Dawn Taylor.....Real Estate
Lora Reese.....Finance	Matthew Beckett.....Technology
Timothy Scites.....Finance	Toney Broyles.....Technology
Vinutha Vishnu.....Finance	Jamie Cartwright.....Technology
Lori Harper.....Fleet	Kevin Cecil.....Technology
Teresa Taylor.....Fleet	Staci Clutters.....Technology
Tony Easley.....Gen.Srvs.	April Honaker.....Technology
Nathan Himelrick.....Gen.Srvs.	Andrew Lore.....Technology
Bob Kilpatrick.....Gen.Srvs.	Randall Lowe.....Technology
John Miller.....Gen.Srvs.	Steven Martin.....Technology
Jeffrey Moore.....Gen.Srvs.	Shaun Neidlinger.....Technology
Limber Munoz.....Gen.Srvs.	Jack Pullen.....Technology
Patrick O'Neill.....Gen.Srvs.	Thomas Riddell.....Technology
George Williamson.....Gen.Srvs.	Thaddeus Robinson.....Technology
Lee Halstead.....PEIA	Duane Ryder.....Technology
Thomas Miller.....PEIA	Ruth Shaffer.....Technology
Nicole Spears.....PEIA	Teddy Thompson.....Technology

Administrative Notes

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

Jim Justice
Governor

Samantha Knapp/
Communication
Director/Editor

Production
Jess Chambers
Courtney Johnson
Teresa Cutlip

Special Thanks
Kaye Parks