

Quotes, Notes & Anecdotes

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

Barr Brings Expertise and Commitment to CPRB



Chris Barr
June Employee
of the Month

Chris Barr, Administrative Services Manager I for the Consolidated Public Retirement Board (CPRB), has been selected as the Department of Administration's *Employee of the Month* for June.

A state employee for 12 years, Barr began his state employment with CPRB as a retirement adviser before being promoted to his current position in February 2017. His duties include assisting more than 900 participating employers in getting members' retirement contributions submitted accurately and in a timely manner, which requires internal testing to improve the new reporting system and auditing the information that is remitted. He also conducts outreach to educate members about retirement and employers on the reporting

process and procedures.

"Chris goes above and beyond to perform his duties," said the co-worker who nominated him. "He performs his tasks on time and is always available to offer assistance or answer questions. His extensive knowledge of the CPRB code book is a valuable asset."

When he's not working, Barr is an avid golfer who enjoys sports, live music, and spending as much time as possible with friends and family.

Barr will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Mark D. Scott on Wednesday, June 1, 2022, at 1 p.m. at the CPRB offices in Kanawha City.

Real Estate Director John McHugh Named Deputy Secretary for the Department of Administration

Department of Administration Cabinet Secretary Mark D. Scott has named John McHugh to the position of Deputy Secretary of Administration. McHugh has served as executive director of the Real Estate Division since 2019, a role that he'll retain. He succeeds Mary Jane Pickens, who moved to the position of executive director of the West Virginia State Bar in late April. A state employee since 2006, McHugh brings extensive knowledge and experience to the position.

"I am pleased to welcome John to serve as my deputy secretary," said Secretary Scott. "In the short time I have worked with him, John has demonstrated a talent for seeing the big picture and has implemented



John McHugh
was named
**Deputy
Secretary for the
Department of
Administration.**
McHugh also
serves as the
executive
director of the
Real Estate
Division, a role
he'll retain.

Please see **DEPUTY SECRETARY**, page 6

SNEAK PEEK

- Department of Administration Welcomes New Directors / **Page 3**
- Department Employee Recognized with "Shining Star" Award / **Page 3**



- CPRB Member Self-Service Now Available to Active State Employees / **Page 5**

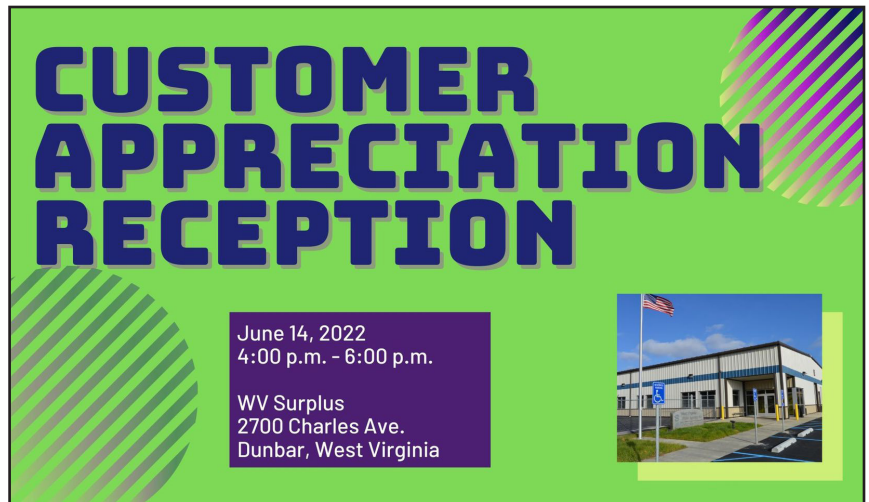
WVSASP Invites State Employees and General Public to its 2022 Customer Appreciation Day Reception

The West Virginia State Agency for Surplus Property (WVSASP) is hosting a Customer Appreciation Day Reception on June 14, 2022, from 4 p.m. to 6 p.m. State employees and members of the public are invited to take advantage of special extended hours and light refreshments while WVSASP says “thank you” to its customers.

“Our Customer Appreciation Day reception allows us to thank our loyal shoppers for their support while welcoming new customers to learn about the different services WV Surplus offers,” said WV Surplus Manager Elizabeth Cooper.

WVSASP’s regular hours are from 9 a.m. to 4 p.m., which can make it difficult for state employees to shop. Cooper hopes this evening reception will encourage individuals who may not normally be able to visit the warehouse to stop by.

State employees, except for those in the Purchasing Division, may acquire property from WVSASP for personal use as long as they purchase as a member of the public. During the 2021 Customer Appreciation Day Reception,



visitors to the WVSASP warehouse purchased furniture, electronics, and vehicles during this event.

RSVPs are not required but encouraged via the WVSASP Facebook page at <https://www.facebook.com/events/2248212135341615>.

To learn more about shopping at WVSASP, visit WVSurplus.gov or call 304.766.2626. The WVSASP Facebook page can also be followed at www.facebook.com/wvsurplus for information regarding weekly deals, the vehicle list, and unique inventory.

Purchasing Division Opens Doors to State Procurement Officers as Part of Open House Event



On May 3, 2022, the Purchasing Division hosted its first Open House event since 2019. As part of the event, attendees met with Purchasing Division staff, as well as their agency peers, to discuss procurement-related issues, best practices, and future procurements.

The Purchasing Division welcomed approximately 45 agency procurement officers to its annual Open House on May 3, 2022. Due to COVID-19, this was the first open house the Purchasing Division has hosted since 2019.

“Just like many state agencies, we have had to cancel most of our in-person trainings, conferences, and events,” said Purchasing Director Mike Sheets. “We were excited to bring back our Open House event to provide an opportunity for Purchasing Division staff and state procurement officers to connect.”

During the event, visitors to the Purchasing Division offices in Charleston were able to talk one-on-one with Purchasing Division buyers and meet people from other agencies. Since the last Open House in 2019, the Purchasing Division has hired several new employees who had not had the opportunity to meet with many of the people they interact with from the agencies on a daily basis.

In addition to the networking opportunities, attendees also received educational handouts on procedures and information regarding the upcoming Agency Purchasing Conference.

Department of Administration Welcomes New Directors to Lead BRIM, Grievance Board

The Department of Administration welcomes Michelle Bradley as director of the West Virginia Public Employees Grievance Board and Melody Duke as director of the Board of Risk and Insurance Management (BRIM).

Bradley comes to the Department of Administration from the Department of Health and Human Resources (DHHR), where she served as legislative counsel. She previously worked as a public defender in Boone and Kanawha counties, served as a law clerk for the 25th Judicial Circuit, and was a child support attorney for DHHR. Her previous experience also includes private practice in family law, general civil litigation, and criminal law.

“The Grievance Board plays a unique but integral role in state government,” Bradley said. “Disputes between employees and employers can happen even in the most work-friendly environments. The Grievance Board administers a fair, consistent, and expedient process to resolve disputes between employees and employers of the executive branch, public institutions of higher education, county boards of education, and county health departments. My goal for the Grievance Board is to continue to provide an invaluable service and to build an organizational climate based on transparency, openness, and trust.”

As director of BRIM, Duke replaces Mary Jane Pickens, who left to serve as director of the West Virginia State Bar. Pickens had served as BRIM’s executive director since 2015.

Duke has been a state employee for nearly 28 years, most of those with BRIM. She most recently served as the agency’s Deputy Director and Underwriting Manager. She brings an extensive wealth of knowledge and experience to the posi-

tion.

“I am grateful for the opportunity to lead such a wonderful agency and to have a dedicated and hardworking staff,” Duke said. “My goal is to build on the achievements of this agency in serving the state of West Virginia.”

Duke is a 1996 graduate of West Virginia State University with a bachelor’s degree in business administration. She also earned a post baccalaureate certificate in accounting in 2012.

Welcome Bradley and Duke to their new roles!



Melody Duke
Executive Director
Board of Risk and
Insurance Management



Michelle Bradley
Executive Director
Public Employees
Grievance Board

Department Employee Recognized as Shining Star in Governor’s PSRW Ceremony



An employee of Public Defender Services (PDS) was recognized during last month’s Public Service Recognition Week (PSRW) with the Shining Star Award for the Department of Administration. Crystal Walden serves as the deputy director of PDS and is also the director of the agency’s Office of Legal Representation.

In her eight years with PDS, Walden has improved the agency’s Appellate Division and developed the Habeas Corpus Division. As deputy director, she is always available to PDS’ seven attorneys, two paralegals, and additional staff in resolving challenges to their work.

“Crystal’s office is never empty,” said PDS Director Dana Eddy. “She is constantly mentoring, directing, organizing, supporting, and reviewing the work of the attorneys and staff. She inspires confidence; she exemplifies hard work; and she is, without question, a shining star in this agency.”

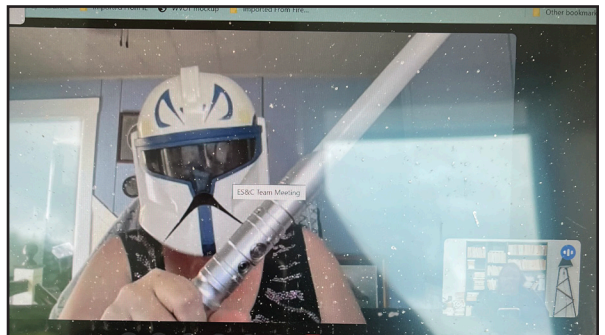
Congratulations to Walden on this award!

Quotes, Notes and Anecdotes

West Virginia Public Service Recognition Week Recap

Since 1985, the first full week of May has served as Public Service Recognition Week (PSRW). Department of Administration employees took part in this national celebration with themed days such as Tie Dye Tuesday, Wacky Wednesday, and Shoe Us the Love Friday.

Department of Administration employees also participated in the United Way of Central West Virginia's Equal Footing Shoe Drive during PSRW. Employees donated 13 pairs of socks, 34 pairs of shoes, and \$390 toward a fund that will provide new shoes for children across a six-county region. Thank you to all of the employees who participated in this drive.



CPRB Member Self-Service Now Available to Enrolled Public Employees Retirement System Members

The Consolidated Public Retirement Board (CPRB) has unveiled a new self-service option for current state employees who are enrolled in the Public Employees Retirement System (PERS).

Letters explaining how to access the self-service website were mailed to state employees at the end of May. The mailing included a two-page instruction form on how to register.

Examples of the services available on the website include:

- View your beneficiary on file
- View or edit your contact information
- View a summary of your plan, service, and account balance
- View a history of your salary, contributions, and service
- Download or print blank forms

- View recent correspondence

"It used to be that employees would get a statement once a year," said CPRB Director Jeff Fleck. "As we go live with the Member Self-Service, they will be able to take a look at their retirement savings anytime. They will also be able to make changes and use other services online."

Questions regarding the CPRB Member Self-Service should be directed to CPRB at 304.558.3570. The website can be accessed online at <https://mywvretirement.wv.gov>.



CPRB Hosts Legislative Lunch-and-Learn for Employees



CPRB held a Lunch and Learn event for its employees to discuss bills passed during the 2022 Legislative Session and how they might affect processes and procedures moving forward. Seen above, Department of Administration Cabinet Secretary Mark D. Scott stands with *Employee of the Month* Chris Barr, who dressed as "Bill" from the TV show Schoolhouse Rock for educational entertainment.

Among the changes to the law, all retirement plans were updated to comport with federal law.

Mandatory High-Level Officials Training Now Online

An updated version of the State Officials' Purchasing Procedures and Purchasing Card Training is now available via CourseMill.

Presented by the Purchasing Division and the State Auditor's Office, this biannual webinar provides information on purchasing procedures and purchasing card processes. This training is mandatory for high-level officials and must be completed each fiscal year as indicated in W. Va. Code § 5A-3-60.

To view the recording of this webinar, visit www.onlinelearning.wv.gov and search for course "PUR400EFY22." For questions related to this training, email Purchasing.Training@wv.gov or contact Samantha Knapp at 304.588.7022.

Purchasing Processes & Purchasing Card Rules

A JOINT PRESENTATION BETWEEN THE WV PURCHASING DIVISION AND STATE AUDITOR'S OFFICE

MAY 5, 2022

DEPUTY SECRETARY

Continued from Page 1

positive change for the good of the public and our state employees. His many accomplishments include saving the state money by bringing the Capitol Shuttle services in house and making better use of state-owned real property. I look forward to the insight and wisdom he'll bring to the table for all Department agencies."

Prior to being named director of the Real Estate Division, McHugh served as the general counsel for the West Virginia Military Authority, chief of the Legal Section for the Highways' Right of Way Division, and as disciplinary counsel for the West Virginia Board of Medicine. He also has an extensive background as an attorney in the private sector.

"I look forward to the challenge and opportunity to serve the public in this expanded role within the Department, while continuing my duties at the Real Estate Division," McHugh said.

McHugh is a graduate of the West Virginia University College of Law and the United States Army War College, where he earned a master's degree in strategic studies. In 2017, McHugh retired from the West Virginia Army National Guard, after more than 30 years of military service, having attained the rank of Colonel. While in the National Guard, he served as Battalion Commander for the 771st Battalion Troop Command, Brigade Commander for 77th Brigade Troop Command, and State Army Aviation Officer.

McHugh is also a veteran of Desert Storm, where he was awarded the Air Medal for meritorious service as a Medevac helicopter pilot.

Welcome! ... The Department of Administration is pleased to welcome **Donna White** (BRIM); **Brianna Means** (CPRB); **Nicole Adkins** and **Mark Nelson** (General Services); **Brandon Barr** and **Kathryn Bell** (Purchasing); and **Zachary Jarrett** and **Rachel Trahan** (Technology).

Best Wishes ... to **Mary Stevenson** (Personnel), **Virginia Wright** (CPRB), and **Shantih Kleen** (Public Defender Services) who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Ricky Morris** (General Services) the very best during his retirement.

Employee Question of the Month ... Last month, we asked Department of Administration employees what public service meant to them. Responses to this question will be seen in an upcoming email. This month, we want to know **"What summer plans are you most looking forward to?"** Share your thoughts by visiting <https://forms.gle/Y8taG58k678X1odP7>.

Congratulations! ... To **Leeann Halstead** (PEIA), whose granddaughter, Annabelle Halstead, graduates from Hurricane High School and Civil Air Patrol with honors. She plans to study agriculture and forestry at West Virginia University.

Dates to Remember ... State offices will be closed in observance of Juneteenth and West Virginia Day on June 20, 2022.

HAPPY BIRTHDAY ... in JUNE

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

Lora Simmons-Myers.....BRIM
Tracy Batman.....CPRB
Eddie Bell.....CPRB
Samantha Chance.....CPRB
Rachelle Davis.....CPRB
Tina Eddy.....CPRB
Jeffrey Fleck.....CPRB
Samantha Harper.....CPRB
Leah Hoover.....CPRB
Tamera Hunt.....CPRB
Bonita Knapp.....CPRB
Victoria Carrel.....Finance
LeAnne Neccuzi.....Finance
Dena Smith.....Finance
Stephanie Lane.....Fleet
Chad Allen.....Gen.Srvs.
Roger Allen.....Gen.Srvs.
Joey Campbell.....Gen.Srvs.
Gregory Edelman.....Gen.Srvs.
William McDonald.....Gen.Srvs.
John Persinger.....Gen.Srvs.
Ronald Reece.....Grievance
Vanessa George.....PEIA
William Hicks.....PEIA
Amy Stalnaker.....PEIA
Lisa Wojcieszak.....PEIA
Jon Castleberry.....Personnel
Ricardo Figueroa.....Personnel
Myrisha Harrison.....Personnel
Laura Mann.....Personnel
Wendy Mays.....Personnel
Mary Youngblood.....Personnel

Amy Leslie.....Pros.Atty.
Andrew Shumate....Pub.Def.Srvs.
Kimberly Stopani.....Pub.Def.Srvs.
Mallory Thompson....Pub.Def.Srvs.
Crystal Walden.....Pub.Def.Srvs.
Linda Harper.....Purchasing
Frank Whittaker.....Purchasing
Joyce Jones.....Sec.Of.Admin
James Amos.....Technology
Philip Beckett.....Technology
Hannah Canady.....Technology
Roger Chapman.....Technology
Danielle Cox.....Technology
Dempsey Dickson.....Technology
Eric Farr.....Technology
Michael Green.....Technology
James Harrison.....Technology
Zachary Jarrett.....Technology
Jeremiah Jones.....Technology
Scott Kebler.....Technology
Jonathan Lupson.....Technology
Jerry McKee.....Technology
Amy Newman.....Technology
Jeffrey Nichols.....Technology
Travis Reynolds.....Technology
Cavan Riley.....Technology
Donald Rogers.....Technology
Daniel Shriver.....Technology
Gary Smith.....Technology
Joshua Tinnel.....Technology
Shannon Workman....Technology

Administrative Notes

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