

Quotes, Notes & Anecdotes

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

Hays Keeps Customers Happy at the WVSASP



Jason Hays
June Employee
of the Month

Jason Hays, a Driver 3 for the West Virginia State Agency for Surplus Property (WVSASP), has been selected as the Department of Administration's *Employee of the Month* for June.

Hays joined the WVSASP in August 2023 and previously worked for the Department of Agriculture for 18 years. His duties include driving the tractor trailer to pick up retired state property, putting items on the warehouse floor, cleaning, and assisting with customers.

"Jason displays a 'can do' attitude. He always has a smile on his face and is willing to do any task asked of him," said the co-worker who nominated him. "He consistently shows initiative in performing tasks that need to be done and works tirelessly in the warehouse. He is constantly looking for work to do and will

help his co-workers without being asked. He can be relied on to get the job done and is a good role model for his co-workers. He also provides excellent customer service to both internal and external customers. He goes above and beyond to make customers happy while adhering to law, rule, and policy."

When he's not working at the WVSASP, Hays enjoys working around his house in Elkview and fishing. He is an active member of his church.

Hays will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Mark D. Scott on Thursday, June 13, 2024, at 10 a.m. at the WVSASP warehouse in Dunbar.

James Knapp named 'Shining Star' for Department of Administration

James Knapp, a Human Resources Specialist 3 in the Division of Personnel (DOP), was recognized during last month's Public Service Recognition Week (PSRW) with the Shining Star Award for the Department of Administration.

Knapp has worked for the state since 2013, when he started with the Kanawha-Charleston Health Department before transferring to the DOP in 2016.

He was nominated for the Shining Star award for his efforts in assisting Department of Corrections' work release employees with completing their applications on the DOP website.



Cabinet Secretary Mark D. Scott (left) presented James Knapp with the Department of Administration's Shining Star Award.

Please see **SHINING STAR**, page 2

SNEAK PEEK

- Training Initiative Focuses on Lead Workers / Page 2
- Recap: Public Service Recognition Week Festivities / Page 4

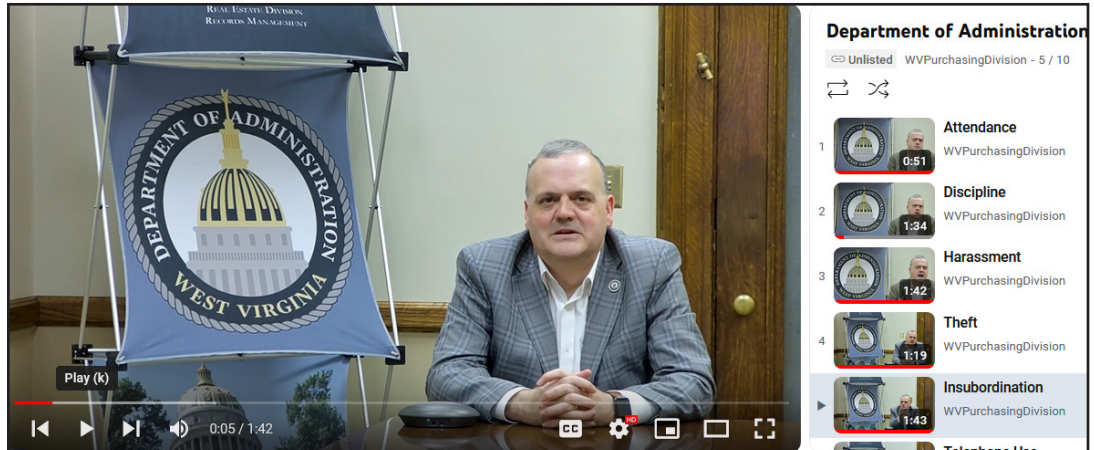


- Installation of Murals Underway in State Capitol Rotunda / Page 5

Department Training Initiative Focuses on Lead Workers

The Department of Administration has wrapped up an initiative to prepare lead workers for future promotions within their agencies. Since early March, lead workers have received weekly emails and videos on various topics related to management.

“These are the people who have the potential to move into supervisory and manager positions. Their roles in the agencies are very important, and we want to equip them with the skills that are necessary for these positions,” said Cabinet Secretary Mark D. Scott. “I have made it a priority to focus on creating professional development opportunities for our department’s supervisors and managers, and saw a need for additional training



for our lead workers.”

Topics addressed in the mails included:

- attendance;
- discipline;
- harassment and discrimination;
- theft;
- insubordination;

- telephone use;
- workplace behavior;
- health and workplace safety; and
- use of equipment, supplies and services.

Lead workers who have questions about the information presented are encouraged to talk to their supervisors.

“Run for the Wall” Visits Charleston

The annual “Run for the Wall” motorcycle ride traveled through West Virginia on its way to the Vietnam Veteran’s Memorial Wall in Washington, D.C. Starting in California, this cross-country motorcycle ride honors veterans and their families while raising awareness of military members who are missing in action or prisoners of war.



SHINING STAR

Continued from Page 1

“It can take up to two hours for him to input information into a profile for each employee. During this time, Jimmy encourages them and tells them they have great skills and can make a difference going back into the workforce,” said the co-worker who nominated him. “At the end of the process, he helps them apply for jobs listed on the DOP website.”

Knapp has helped more than 20 DOC work release employees and has successfully helped more than 10 of them gain employment with the state.

“Jimmy is very deserving of this award,” said DOP Director Sheryl Webb. “He is one of the most authentic people that you could know. He has a love for people and a passion to help wherever he can. Our division is fortunate to have someone like him.”

Congratulations Jimmy on this award!

DOP Adds Facebook, Virtual Career Fairs to its Recruitment Efforts

In addition to career fair participation, the Division of Personnel (DOP) has added Facebook to its job recruitment efforts. Job and career fair postings on the social media site have led to an increase in job applications.

“Facebook has played a role in raising awareness about critical job open-

ings. By sharing information about the career fairs we attend, prospective applicants stay informed about opportunities to engage with recruiters and apply for roles that align with their preferences and qualifications,” said DOP Director Sheryl Webb.

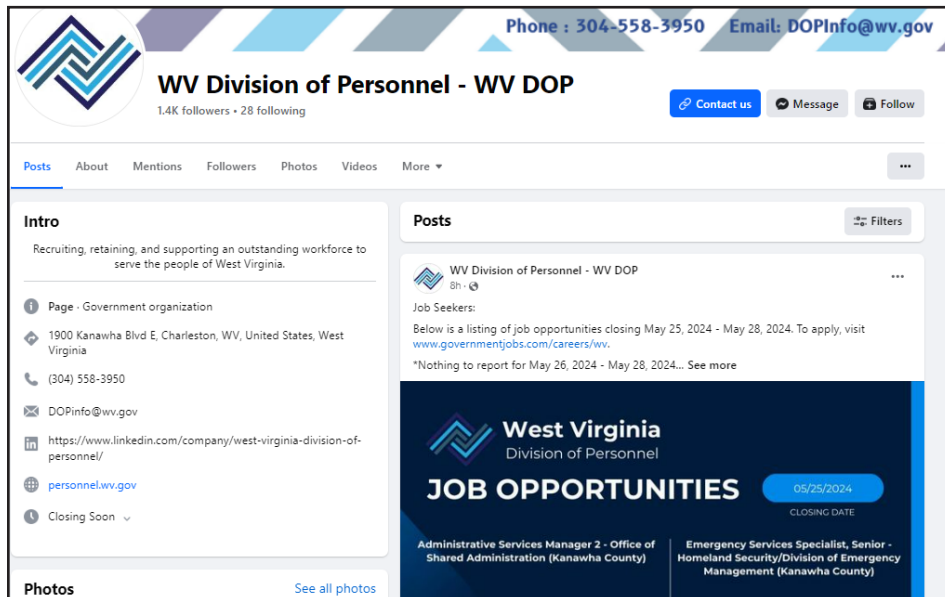
Representatives from the DOP regu-

larly attend career fairs and prepare informational documents geared toward the audience. They make themselves available to answer any questions from career fair participants. In addition, DOP participates in virtual career fairs hosted by Workforce West Virginia.

“Many participants are not aware of the benefits that the state offers. We tend to see a slight increase in applications after a virtual event more often as this type of event reaches a larger number of applicants,” said Webb.

Workforce West Virginia’s virtual career fairs allow DOP to interact with hundreds of applicants in a two-hour time frame. These virtual career fairs provide an opportunity for applicants to ask questions and interact with human resources specialists who can assist with their job searches.

“The virtual career fairs are one of the best tools we have. There is not an in-person event where we can talk to potentially hundreds of applicants. Each month we find more people who are interested in working for the state,” said Webb.



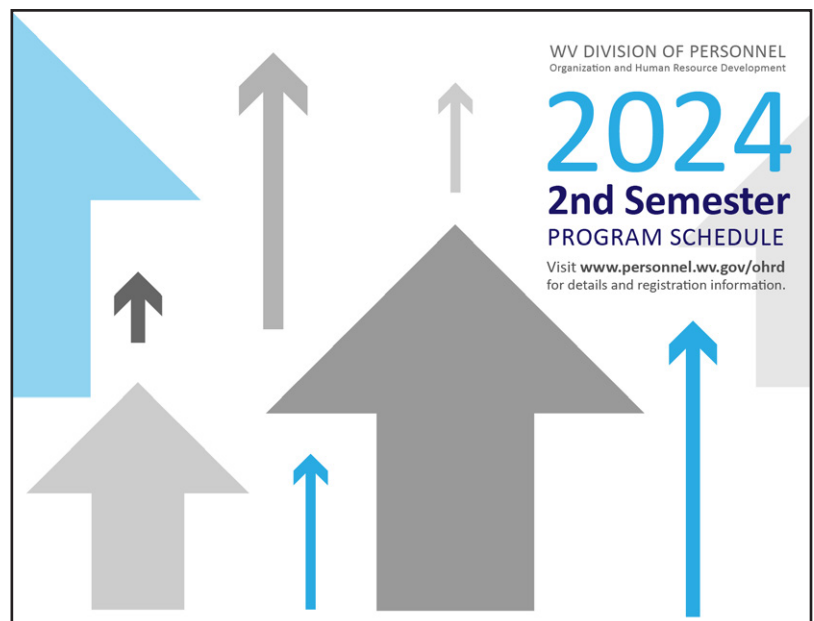
Registration Open for Division of Personnel’s 2024 Second Semester Training Classes

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, time management, digital communication, successful delegation, building resilience in challenging times, and onboarding.

A list of classes and detailed course descriptions, schedules, and requirements can be found online at <https://personnel.wv.gov/ohrd/learning/alphabeticalofprograms>. Employees can also register directly at www.onlinelearning.wv.gov.

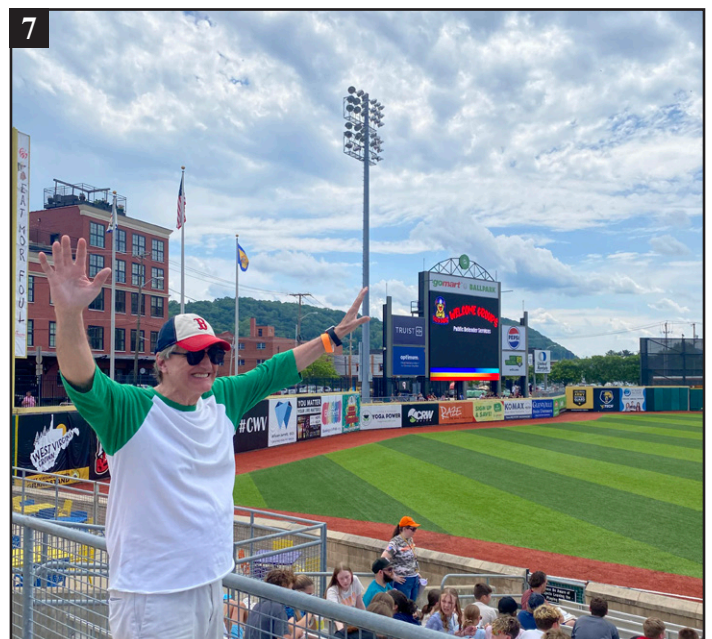
If you have any questions or a class you need is full, contact DOP.Registrar@wv.gov.



Recap: Public Service Recognition Week Festivities

Thank you to everyone who joined the Department of Administration in observing Public Service Recognition Week (PSRW) last month, during the week of May 6-10, 2024. This national campaign honors public employees who serve in federal,

state, county, and municipal government. While the celebration is over, we hope you remember how appreciated you are and take pride in the important role you play in serving the state of West Virginia.



1. 20 Years of Service
2. 45 Years of Service
3. Tacky Tourist Day at the Real Estate Division
4. Department Bingo
5. 25 Years of Service
6. 35 Years of Service
7. Public Defender Services at a Dirty Birds Game

Visit Administration Station for more photos!

Installation of Murals Underway in State Capitol Rotunda

Plans are moving forward for the installation of eight new murals in the historic West Virginia State Capitol rotunda. These beautiful artworks, which will depict iconic state scenes and landmarks, are set to be installed through November of this year. The original design of the West Virginia Capitol

included the decorative murals on the interior of the dome. However, before this could be completed, the Great Depression hit and put the project on hold.

The murals will be installed at the third floor level of the rotunda, at approximately 52'10" above the first floor

level. The installation process will be phased, with four lunettes (semi-circular spaces above doorways) being completed first, followed by four pendentives (curved triangular sections supporting the dome).

Installation began in April 2024 with the "Battle of Philippi Bridge" and "State Seal" lunettes. A detailed construction schedule has been developed to ensure the remaining work is completed efficiently and with minimal disruption to the public.

The schedule is as follows:

- June 3: Installation continues with the "Shiveree of Seneca Rock" and "Harpers Ferry 1859" lunettes
- Aug. 5: Work begins on the first two pendentives
- Sept. 16: Work continues on the remaining two pendentives
- Nov. 12: Scaffolding dismantled and removed from the site

Eight murals will be installed in total. The project is expected to be completed by the end of November 2024.



The installation of murals in the West Virginia State Capitol rotunda is underway. The project began in April and is expected to be completed by the end of November 2024.

Bottled Water Enjoyed Around the State Wins Bragging Rights in International Competition

Many West Virginia state employees are drinking some of the best bottled water in the country. Lesage Natural, which is a division of Green Acres Regional Center in Cabell County, provides bottled water to state agencies through the WVARF

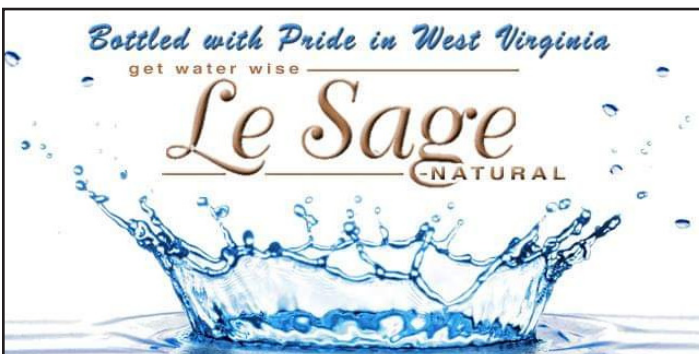
statewide contract. This includes both individual bottles and larger jugs used in coolers.

The nonprofit water bottling facility won second place for "The Best Purified Drinking Water" at the 34th annual Berkeley Springs International Water Tasting.

Lesage Natural Water was beaten by a company in the West Indies for the top spot but placed highest among competitors in the United States in that category.

Green Acres was founded more than 50 years ago and provides services and programs for children with special needs. Lesage Natural was developed to employ and train people with developmental disabilities. The facility produced 1.7 million bottles of water last year and has customers as far away as Los Angeles.

Twenty other states, three Canadian provinces, and 14 foreign countries participated in the competition.



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 2026 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 2026 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.

Agencies are required to submit the Fiscal Year 2026 Loss Control Questionnaire no later than Aug. 1, 2024. This can be found on the BRIM website at <https://brim.wv.gov/losscontrol>.

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

Welcome! ... The Department of Administration is pleased to welcome **Perry Allen, Richard Atencio, Zander Belcher, Mark Cleek, Jedidiah Lyle, and Jacob Pauley** (General Services); **Lara Bissett** (Grievance); and **Nathan Ventura** (Technology).

Best Wishes ... to **Michael Fisher** (General Services); **Blake Collias** and **Carolyn Miller** (Public Defender Services); **Michelle Barnes** and **Tina Desmond** (Purchasing); and **Debbie Drake** (Technology), who recently resigned from our department.

Mandatory High-Level Training Now Online ... An updated recording of the State Officials' Purchasing Procedures and Purchasing Card Training is now available via CourseMill. 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 "PUR400EFY24" in the Course ID field.

Equal Opportunity Training Conference ... The 2024 Office of Equal Opportunity Training Conference has been rescheduled for Wednesday, Sept. 18, 2024, at Stonewall Resort.

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 JUNE

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

Lora Simmons-Myers.....BRIM	Amy Leslie.....Pros.Atty.
Tracy Batman.....CPRB	Kimberly Stopani.....Pub.Def.
Samantha Chance.....CPRB	Mallory Thompson.....Pub.Def.
Rachelle Davis.....CPRB	Crystal Walden.....Pub.Def.
Tina Eddy.....CPRB	Frank Whittaker.....Purchasing
Jeff Fleck.....CPRB	James Amos.....WVOT
Tamera Hunt.....CPRB	Philip Beckett.....WVOT
Jeremiah Jones.....CPRB	Danielle Cox.....WVOT
Bonita Knapp.....CPRB	Dempsey Dickson.....WVOT
Mellissa Stover.....CPRB	Eric Farr.....WVOT
Victoria Carrel.....Finance	Michael Green.....WVOT
LeAnne Neccuzi.....Finance	James Harrison.....WVOT
Dena Smith.....Finance	Zachary Jarrett.....WVOT
Perry Allen.....Gen.Srvs.	Scott Kebler.....WVOT
Roger Allen.....Gen.Srvs.	Jonathan Lupson.....WVOT
Joey Campbell.....Gen.Srvs.	Jerry McKeel.....WVOT
Greg Edelman.....Gen.Srvs.	Amy Newman.....WVOT
John Persinger.....Gen.Srvs.	Jeffrey Nichols.....WVOT
Ronald Reece.....Grievance	Travis Reynolds.....WVOT
Vanessa George.....PEIA	Matt Riley.....WVOT
Bill Hicks.....PEIA	Donald Rogers.....WVOT
Amy Stalnaker.....PEIA	Daniel Shriver.....WVOT
Lisa Wojcieszak.....PEIA	Gary Smith.....WVOT
Jon Castleberry.....Personnel	Dakota Sowards.....WVOT
Myrisha Harrison.....Personnel	Emily Stark.....WVOT
Laura Mann.....Personnel	Joshua Tinnel.....WVOT
Wendy Mays.....Personnel	Shannon Workman.....WVOT
Mary Youngblood.....Personnel	

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

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