



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
MARCH 2014 - Volume 21, Issue 3

Employee of the Month

Purchasing's Kilpatrick Keeps Procurement on Track

Bob Kilpatrick, a Senior Buyer with the Acquisition and Contract Administration Section of the Purchasing Division, has been selected as the Department of Administration's *Employee of the Month* for March.

A state government employee for more than 17 years, Kilpatrick is responsible for processing purchases exceeding \$25,000. He is assigned to processing formal acquisitions on behalf of the Department of Health and Human Resources. Prior to joining the Purchasing Division in October, Kilpatrick served as the

agency procurement officer for the General Services Division.

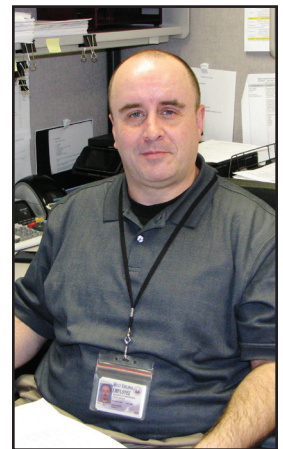
"I was tasked with getting a Request for Quotation together on behalf of my agency. The state purchasing process was new to me and it seemed overwhelming. Bob went beyond the call of duty in helping me put together the RFQ," said an employee with another state agency. "I have never worked with someone who truly cared as much as I did about getting a project completed in such a timely fashion."

Added a co-worker, "Bob has

been an agency procurement officer and now he is a Purchasing Division buyer. That background, along with his keen attention to details, makes him very proficient at his job."

In his spare time, Kilpatrick likes to play basketball, fish and hike. He also coaches youth football.

He will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Ross Taylor on Thursday, March 6 at 11:15 a.m. at the Purchasing Division in Building 15.



BOB KILPATRICK
March Employee of the Month



Safety and Health Coordinator Keep State Buildings a 'Cool' Place to Be

Lee Orr tells his friends that he works in the "coolest" office building in the state.

It would be hard to argue as his place of work was designed by legendary architect Cass Gilbert and is one of West Virginia's most photographed sites.

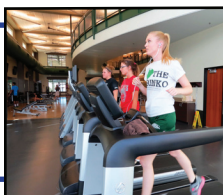
The number of rooms in Orr's office is near impossible to count when you consider he and Butch Arthur -- as the General Service Division's Occupational Safety and Health Coordinators -- are

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General Services' Butch Arthur and Lee Orr review safety protocols for the Capitol's fire detection and alarm system.

SNEAK PEEK

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The West Virginia Public Employees Grievance Board was created in 2007 by the West Virginia Legislature to provide state employees with a procedure to resolve workplace grievances.

Located just a couple blocks from the State Capitol, the Public Employees Grievance Board serves public employees to assist in resolving employment issues.

Public Employees Grievance Board Offers Employees Procedure to Solve Problems

In 2007, the West Virginia Legislature passed the West Virginia Public Employees Grievance Procedure law which created the current structure that defines the West Virginia Public Employees Grievance Board (PEGB). The primary reason behind the law was to create a body which would “provide a procedure for the resolution of employment grievances raised by public employees” with a goal of resolving them “in a fair, efficient, cost-effective and consistent manner.”

The PEGB replaced the previous agency which was first created in the 1980s to provide education employees and employers with a process for resolving problems in the employment relationship and then later expanded to include all Executive Branch employees.

PEGB Director Robin Perdue said 12 full-time employees make up the agency including her.

Six Administrative Law Judges conduct mediations and hearings and otherwise manage each file as it proceeds through the grievance process.

The five support staff set hearings and mediations; prepare grievance correspondence; track and monitor grievances at all times to verify they are moving forward; answer procedural questions from the parties; make sure documents are handled properly by scanning and filing; and work with the judges to keep all files up to date. The staff also prepares records for grievances that are appealed to the Kanawha County Circuit Court. During Fiscal Year 2013, there were 2,126 grievances filed. Support staff acknowledged each appeal filed at each level and maintained a record of the documents filed at each level.

“I think one of the notable aspects about our agency is its independence and the independence of the individual judges to render their decisions. Our decisions are appealable to Circuit Court and the State Supreme Court and the fact that

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LOOKING AT ADMINISTRATION: Public Employees Grievance Board

Statutory Authority: *West Virginia Code §6C-2-1 et seq., §6C-3-1 et seq.*

Mission Statement: “To provide a fair, consistent, and expedient administrative process for resolving employment disputes between the employers and employees of the state’s executive branch, public institutions of high education, county boards of education and county health departments”

Website: www.pegb.wv.gov

Telephone Number: (304) 558-3361; toll-free: (866) 747-6743

Fax Number: (304) 558-3361

Physical Address: 1596 Kanawha Boulevard, East, Charleston, WV 25311

PEIA and Marshall University to Collaborate on Pathways to Wellness Project for Workers

State employees looking to lose weight and improve their health can do so through the Pathways to Wellness worksite program, offered through the Public Employees Insurance Agency (PEIA). PEIA has entered into an agreement with Marshall University's College of Health Professions for the administration of the PEIA Pathways to Wellness worksite program. This collaboration will assist employers in implementing practice-based prevention and wellness strategies that will lead to specific, measurable health outcomes. This wellness program seeks to promote good health through prevention, reduce chronic illness and disability, and improve productivity outcomes that contribute to employers' competitiveness.

"For years, PEIA has been working on the development of a full continuum of prevention, health promotion and disease management services," said PEIA Director Ted Cheatham. "We view this new partnership with Marshall as a logical extension of that effort which will further enhance the best possible outcomes."

Sharon Covert, Marshall's newly appointed Supervisor of the PEIA Pathways to Wellness program, added that



Photo courtesy of Marshall University

Marshall University and the Public Employee Insurance Agency (PEIA) will be working together on the administration of PEIA's Pathways to Wellness worksite program.

these programs will include worksite wellness services to be delivered to PEIA worksites through nine regional health promotion consultants throughout the state of West Virginia.

Nidia Henderson, health promotions director for PEIA, said classes on fitness,

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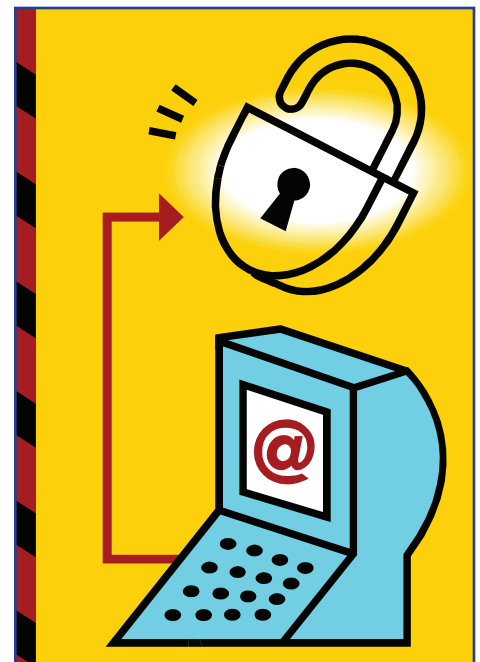
Internet Security Training Session Available Online for Employees

Internet security is something we sometimes take for granted, in this age of firewalls, virus software, and access codes. But the West Virginia Office of Technology is rolling out a training program that emphasizes the importance of the first line of defense in Internet security: the human end-user.

"SEC2014 - Securing the Human 2014" is a mandatory online training program for all state employees who access or use a computer as part of their job function. Such training is required under *West Virginia Code* §5A-6-4a et seq.

Chief Information Security Officer Jim Richards said the training is essential to maintain the integrity of the state's computer network. "In spite of the existence of sophisticated hacking tools, people with malicious intent continue to follow the path of least resistance as they seek to exploit weaknesses to gain access to systems. Even today, the end-user remains the 'weakest link' in most organizations, making it incumbent upon leadership to make certain that employees get regular reminders about the fundamental elements of safe computing."

Richards said regular training, with new information about changes in cyberattacks, is necessary as threats are constantly evolving. He emphasized certain basics to maintain safety. "Examples of the fundamentals include creating



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SAFETY

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responsible for a number of services to more than 30 state buildings on the Capitol campus and around the state under the agency's purview.

"Working at the Capitol is a really unique part of this job. These are older buildings with distinct features, such as marble floors and rounded stairs. That does present its own set of issues and challenges, but the attractive part is that these are some very distinct buildings to work in," Orr said.

Arthur noted this section has made strides in the last six years with its training programs and added safety stations for General Service Division employees.

"We have come so far and it shows," he said. "My first year here, we had 17 [OHSA classified] recordable lost days. Last year, we had only four and two of those were related to snow. All the measures we are putting in place and continue to put in place are paying off."

This time of year, Orr said, he and Arthur's primary focus is the Capitol and its surroundings as the Legislative session brings several thousand employees and visitors to the Capitol campus daily.

"When we have this type of population on campus, and in the wintertime, we are always out and about observing for potential hazards, such as puddles of water that could turn to ice patches," he said. "We are always walking around ensuring that we are keeping in compliance with state and federal safety codes and regulations but also looking for things that could become issues if they are not addressed right away."

Echoing the sentiment is the recently appointed General Services Division Deputy Director Bill Barry who oversees the agency's Occupational Safety



Lee Orr and Butch Arthur prepare safety harness equipment for a training class for General Service Division employees.

and Health section. Barry joined the General Services Division in December and became acquainted right away with unforeseen issues when a chemical leak in the Elk River in January caused major water disruptions throughout nine counties.

"We had a lot of adjusting to do," Barry said. "There were the protocols issued by health agencies that had to be followed and there were additional duties around campus that needed immediate attention like making sure all the water fountains and sinks were bagged off and labeled 'do not use.' Then once we got the go-ahead to flush all of the buildings, we had to change filters in the

fountains and clean out ice machines. These are the behind-the-scenes type of things that we are constantly attending to."

Once the Legislative session is complete and the winter weather leaves, the Capitol becomes less busy. Orr and Arthur then increase their facility safety inspections at state facilities outside of Charleston.

"We are making sure the buildings are safe as well as doing things like checking indoor air quality and conducting fire alarm drills," Orr said. "All of these factors go together to ensure we provide a safe and comfortable work environment."

PERS Enrollees to Receive Annual Statements in April

The West Virginia Public Employees Retirement System (PERS) section of the Consolidated Public Retirement Board will mail **Annual Statements of Contributions and Interest** directly to state employees' home addresses this year in April, rather than through each employee's

respective employer. Please note that the address used for mailing your annual statement is generated from the state EPICS payroll processing system.

The current EPICS payroll address for state employees is indicated on the employee's 2013 W-2 form. If your W-2

form address is incorrect or if you have since moved, please contact the payroll office at (304) 558-3438 or (304) 558-3482 to ensure that the EPICS system record reflects your current and accurate mailing address. This will ensure that you receive your statement in a timely manner.

Governor's Internships Prove Beneficial in Keeping College Graduates in the State

One way state government can assist in keeping college graduates from relocating is to introduce them to public service as a career. One of the primary goals of the Governor's Internship Program is to retain the best and brightest as we move forward in the 21st century.

This program which is in its 25th year combines high-achieving college students with state agencies, the private sector and/or organizations. Participants step into "real world" work environments for several months conveying fresh ideas and energy.

"Much of our Division of Personnel recruitment efforts are enhanced through college campus visits. The Governor's Internship Program gives us the opportunity to provide college students to us to give them a first-hand look at what a state government career has to offer," said Mary Jane Ayoob, Recruitment and Research Manager at Division of Personnel, who assists in managing this program with the Department of Education and the Arts. "Agencies who take advantage of hiring interns will discover that are bringing in excellent seasonal employees."

To participate, agency officials must apply as a host agency at www.wv.gov/

GIP. Agency officials who complete the enrollment process are given access by the Division of Personnel to hundreds of qualified applicants which enable them to review resumes of the college interns in the program. Interns are required to have a minimum of a 3.0 grade point average and have completed at least one year of college. Recommendation letters and college transcripts are provided by the applicant to the potential employer if selected for an interview.

Since 1989, the Governor's Internship Program has provided opportunities for students who attend colleges all over the U.S., but are state residents. Internships usually last nine to 13 weeks and the program intends to match students with agencies based on the interests of both entities.

Last year, approximately 150 students participated in the program among 40 state agencies, according to Program Director Beth Hughes with the Education and the Arts.

"I think it is worth stressing that this is a highly competitive program," she said.

The program also sponsors profes-

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GRIEVANCE

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nearly all of our cases appealed to circuit court are upheld says a lot about the time and thought that our judges put into a case," Perdue said. "Our support staff does an excellent job of maintaining the extensive paperwork entailed with all of our cases. The support staff cannot provide legal advice if contacted, though; they can only answer procedural questions."

The PEGB website has been updated and enhanced in recent years to provide those potentially involved with the grievance process quick and efficient access to information. Perdue said the agency's *Code of State Rules* explains details of filing a grievance and how the procedure works at the different levels. To review it, please visit: www.pegb.wv.gov/Code_Rules/Documents/Rules_156CSR1.pdf

In addition, Perdue said, the agency's web site contains a database that is updated twice a month with the latest decisions that have been issued. The database can be searched in a variety of ways, including by name, date range, respondent (employer), and topic. Information on grievances that have been appealed to the Circuit Court and the State Supreme Court is also included at: www.pegb.wv.gov/Pages/DatabasesSearch.aspx.

"Disagreements occur between employees and employers. That is human nature. And when such disagreements come to our agency, I am confident that each situation is given the attention it deserves to resolve it in the most proper way," Perdue said. "Our benchmark is to be equally fair to all involved and I think we do an excellent with that."

Seminar Offers Focus on Agency Fleet Management

State agency fleet coordinators will have the opportunity to meet the staff of the Fleet Management Office and share what they have learned during a one-day fleet coordinator seminar set for March 18.

Fleet Manager Mandy Parsons said the seminar gives the division the chance to offer a series of instructional sessions. "We will be covering various aspects of fleet management, such as how to order, receive and decommission vehicles; the ARI and WEX contracts covering maintenance and fueling respective; and tools that are available to manage their agency's fleet more efficiently," she said.

Parsons said the seminar will allow coordinators to focus solely on the responsibility of fleet management. "For most fleet coordinators, this is just one of many responsibilities they have with in their job," Parsons said. "This seminar will provide them with the tools needed to more effectively work with their vehicle fleets, regardless of size."

Executive Director Kenny Yoakum said, "After a year of addressing office structure, staffing and record cleanup, it's nice to be at the point where FMO can get out in front of the State Fleet Coordinators and showcase some of the tools availed to assist them with managing their fleet in an efficient and effective manner."

The seminar will be open to one fleet coordinator per agency. For more information, please visit: www.fleet.wv.gov.

PEIA

Continued from Page 3

nutrition and stress management will be offered, as well as lifestyle coaching services, and research and promotion of the various programs offered by PEIA. "We want to promote good health through prevention, reduce chronic illness and disability and improve productivity outcomes for public employers throughout the state."

For more on Pathways to Wellness, visit www.peiathways.com.

SECURITY

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strong passwords and never sharing them; being very circumspect about opening attachments from uncertain sources – check with the sender if the attachment was unexpected and doesn't conform with their normal attachment types; and never click on links to web sites that you have been referred to by an unknown person, or in an email from a known person that doesn't seem altogether "right."

The required annual West Virginia Information Security training for 2014 is now available on the State's Learning Management System at www.onlinelearning.wv.gov. The training takes approximately 45 minutes to complete, though users may complete it in multiple sessions. The system will save progress after each module. The deadline for completion is July 31. Attendees of the October 2013 Information Security Conference at the Civic Center should have already received an email confirming their training status for SEC2014 as completed.

GIP

Continued from Page 5

sional development activities for the interns throughout the summer. Past programs include seminars pertaining to graduate scholarship programs, roundtables with community leaders, resume and job interviewing classes, and visits to locales, such as the Governor's Mansion, Tamarack, and the State Museum.

For more details, visit the program's website or call Hughes at (304) 558-2440 for questions about the Governor's Internship Program. For questions about the agency application process, contact Ayoob at (304) 558-3950, extension

Welcome! ... The Department of Administration is pleased to welcome our new employees: **Katie Heindl** (BRIM); **David Jett** (CPRB); **Donna Wellman** (Fleet); **Kari Dean** and **Shawn Taylor** (General Services); **Leslie Adkins** (Personnel); **Donald Stennett** (Public Defender); **Shelly Eads** (Real Estate); and **Charles Hartman, Jeremiah Johnson, Douglas Martin, Larry McDonnell** and **Raymond Mullin** (Technology).

Best Wishes ... to **Charles Lynch** (CPRB), **Frank Priddy** (Real Estate) and **Ryan Hampton** (Technology), who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to congratulate **Barbara Jarrell** (Personnel) and **Robert Norvell** (Technology). Thank you to these employees for their service!

Baby News! ... Congratulations to **April Battle** (Purchasing), who welcomed her granddaughter Araya N'Vay, on Feb. 3. She weighed 8 lbs., 8 oz., and was 21 3/4 inches long. Mother, Esince, and daughter are doing well.

wvOASIS Have you heard the buzz about the new Enterprise Resource Planning (ERP) system that the state is pursuing, which will fully or partially replace approximately 100 of the state's existing legacy business applications? An ERP system is a comprehensive suite of software modules that provide for statewide administrative functions, including financial management, procurement, asset management, personnel administration, payroll, time reporting and benefits administration. To learn more about this project, visit www.wvoasis.gov.

Got News? ... 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 March

1 Thomas Harper PEIA	17 Anna Holstein CPRB
Sandra Henson Technology	18 Daniel Ball Gen. Svcs.
Therman Mullins Technology	20 William Jones Gen. Svcs.
2 Ashlyn Harlan BRIM	Tammie Means Technology
3 Mischa DiFilippo BRIM	21 Tim Hall Gen. Svcs.
Staci Young CPRB	22 Crystal Rink Purchasing
4 Shelly Eads Real Estate	Jack Toler Technology
5 Billie Catlett Grievance	23 Clyde Lee Arline Pros. Atty.
6 Scott Belcher Gen. Svcs.	George Muncey Technology
Jeremy Wolfe BRIM	Robert Worledge Jr. Finance
7 Chris Chapman Technology	24 Thomas Bailey III Gen. Svcs.
Jeff Williams Technology	25 Jyotshna Arjuna Technology
8 Catherine DeMarco .. Purchasing	John Dunlap Technology
Timothy Hyatt Technology	26 Natalie Faulkner Technology
Thomas Williams Personnel	Philip Heyliger Technology
11 Mary Bolton Personnel	Robert Hovatter Gen. Svcs.
12 Jamie Hardman CPRB	Ora Salyers Personnel
Alisha Ord Purchasing	Marilyn Summers Technology
13 Greg Harman Gen. Svcs.	27 Crystal Nichols Technology
Angela Riley Technology	29 Cheryl Garner Finance
15 Lori Cottrill CPRB	Philip Morrison Pros. Atty. Inst.
Charlene Good Technology	30 William Hargus Technology
16 Darlene Fletcher Personnel	Tara Lyle Purchasing
Jason Haught PEIA	31 Krista Charley Grievance

Administrative Notes

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

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Special Thanks
Kaye Parks