



# Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration  
March 2024 - Volume 31, Issue 3

## Employee of the Month

### CPRB's Batman Approaches Duties with Focus



**Tracy Batman**  
March Employee  
of the Month

Tracy Batman, an Accountant/Auditor 3 with the Consolidated Public Retirement Board (CPRB), has been selected as the Department of Administration's *Employee of the Month* for March.

A state employee for 13 years, Batman's duties include processing all paper checks received at CPRB in *wvOASIS* and allocating those payments into the COMPASS system. She also prepares all accounting related documents for electronic storage and processes invoices in *wvOASIS* to vendors for administrative expenses. In addition, she assists the accounting manager and/or CFO with preparing backup documentation for financial statements and reports.

"Tracy promotes a positive image of CPRB by

being a friendly, caring, and hardworking employee to anyone inside or outside of CPRB," said the co-worker who nominated her. "Whenever she sees an opportunity to make our retirement system's computer program more efficient for our accounting section, she will work with our IT section to make it happen. She will work individually with a co-worker to help them understand how their work product affects the agency as a whole."

When she's not working, Batman enjoys decorating her home, planting flowers, taking beach trips, and hanging out with her three dogs.

Batman will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Mark D. Scott on March 6, 2024, at 1 p.m. at the CPRB offices in Kanawha City.

## Building 4 on Track for Completion This Year

Renovation on Building 4, at the corner of California Avenue and Washington Street East, is expected to be finished this year, and the first tenants are expected to move in by the summer or early fall.

"The building has undergone a complete interior demolition including all partitions, as well as the mechanical, plumbing, and electrical infrastructure," said Kari Dean, construction project manager for the Architecture and Engineering Section of the General Services Division (GSD).

Please see **BUILDING 4**, page 6



The renovation of Building 4 began in October 2022 and is expected to conclude at the end of the year. The first tenants are expected to move in this summer or early fall.

## SNEAK PEEK

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# Department of Administration and House of Delegates Partner for Dress for Success Donations

The Department of Administration partnered with the House of Delegates to collect both women's and men's clothing donations for Dress for Success of Charleston. Donations will be delivered to the House of Delegates on March 8.

The Dress for Success boutique accepts nearly new or lightly loved contemporary, ready-to-wear, seasonal interview/career-appropriate women's professional attire in all sizes. The Dress for Success boutique also accepts donations of new and unopened cosmetics, fragrances, and hygiene items.

The greatest needs are apparel in sizes 0-2 and 14 and up, and business-appropriate shoes (especially size 9 and above), although all donations are appreciated. Donations of trades work apparel (such as jeans, work boots, industrial safety clothing, etc.), in addition to medical scrubs (solid colors preferred), nursing shoes, etc. are always needed.

Any men's clothing not kept by the Dress for Success of Charleston will be donated to the University of Charleston's Campus Closet program.

The mission of Dress for Success is to empower women to achieve economic independence by providing a network of support, professional attire, and development tools to help them thrive in work and life. All client services are provided free of charge, and clients can participate in the workshops, educational opportunities, and personal enrichment activities that Dress for Success offers for as long as they wish. The goal is to help women not only gain employment but maintain it, and continue to grow on their journey to success and self-sufficiency.

Dress for Success always needs volunteers to assist with client suiting appointments, conduct mock interviews, sort and process donations, facilitate educational workshops, etc. If you are interested in volunteering, please contact Dress for Success in Charleston at 304-400-4058, or in Huntington at 304-522-3011.



Together we can ensure that West Virginia women with barriers to employment have everything they need to achieve success in the workplace and beyond, by supporting the mission of Dress for Success! Join our efforts by donating any of the items below, until March 8th (International Women's Day)

## Items collected :

### Apparel -

suits - dresses - blazers - skirts - dress pants - cardigans - dress shirts & blouses - jeans - medical scrubs - outerwear jackets/coats

### Shoes -

low heels - flats - loafers - boots - tennis shoes - work boots

### Accessories -

handbags - totes - makeup bags - jewelry - belts - scarves

### Cosmetics/Toiletries -

toiletries - hygiene & grooming products - cosmetics - fragrances

### Other -

reusable shopping bags - professional development & motivational books - magazines (for activities)

Questions? Contact Shelley Whitehill 304.558.4331

Questions about the current donation drive can be directed to your agency's United Way representative, or to Shelley Whitehill at 304-558-4331.

## PEIA Employees Host Special Events in February



***In February, the Public Employees Insurance Agency (PEIA) wore red for Heart Health Month. The Eligibility Team also spearheaded a donation drive for a local nursing home to receive useful items, valentines, and snacks (two baskets for patients and two baskets for the nursing staff).***



# How to Track Bills as Legislative Session Winds Down

The legislative session is wrapping up and representatives in both chambers are busy pushing bills through various committees. Many agencies and state employees are watching during these last few days to see if bills are passed that could potentially affect their processes and daily tasks, as well as those dealing with insurance, retirement, other aspects of employment, and even their personal lives.

Legislative staff have made it easy for individuals to track bills that are of interest. This can be done by visiting the Legislature's website at [www.wvlegislature.gov](http://www.wvlegislature.gov). Once there,

click on the "Bill Status" tab at the top of the page. A drop-down menu will give two options: "Bill Status" or "Bill Tracking".

Choosing Bill Status allows users to view all bills introduced in each chamber or to search for them by number, subject, short title, sponsor, or date introduced. Bill Tracking requires the user to set up an account with a username and password. Then, by clicking on the "Add Bills / Lists" tab, the user can create multiple lists with unique names and add bills accordingly.

To check the progress of bills on each list, the user simply needs to click on the "My List" tab under Bill Tracking, and click on the list name. The latest activity for each bill will populate.

Anyone needing technical assistance can click the "Contact" tab on the home page.

**The West Virginia Legislature website allows anyone to check the status of or track a bill.**



## Finance Completes ACFR, Turns Attention to Single Audit

Since 1992, West Virginia has completed an Annual Comprehensive Financial Report (ACFR), and since 1995, the state has been awarded the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting. Governments that participate in the Certificate of Achievement for Excellence in Financial Reporting must submit their ACFR within six months of the fiscal year end.

To produce the ACFR, the Financial Accounting and Reporting Section (FARS) of the Finance Division gathers information from all areas of state government, including departments, state agencies, and boards and commissions. West Virginia has approximately 27 component units and enterprise funds which are required to submit audited financial statements based on Generally Accepted Accounting Principles. For agencies not audited, work papers are prepared from information gathered in the form of "closing book forms." In Fiscal Year 2023, the FARS used 20 closing forms that were completed by approximately 60 state agencies.

West Virginia also files a Single Audit report each year, and has since 1986. The Single Audit allows the federal government to verify that the state expends federal monies in a proper manner. For Fiscal Year 2023, West Virginia received more than 500 individual grant awards, with approximately 22 major federal programs. These

grants were received from 27 different federal grantor agencies. The Single Audit report must be submitted within nine months of year end, or March 31, 2024, for the state.

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## Gov. Jim Justice Proclaims March as Purchasing Month

The Purchasing Division is pleased to announce that Gov. Jim Justice has once again proclaimed March as Purchasing Month in the state of West Virginia.

The Purchasing Month proclamation allows the state to participate in the annual nationwide recognition initiated by the National Institute of Governmental Purchasing. The proclamation highlights the initiatives that develop, support, and promote public procurement practitioners through educational and research programs.

“We are pleased the governor continues to recognize the state purchasing process as a vital function in the operation of state government,” said Acting Purchasing Director Samantha Knapp. “This serves as a great honor for our state’s agency procurement officers and the work they do every day as responsible stewards of state spending.”

Purchasing Month has been recognized in West Virginia since 2011 and honors the integrity and professionalism of all state purchasers who are entrusted with the spending of tax dollars.

The official proclamation is on display at the Purchasing Division offices in Building 15.

## State Employees Achieve Guinness World Record

Purchasing Division Senior Buyer Larry McDonnell can boast an unusual accolade. He and his wife, also a state employee, are now in the Guinness Book of World Records and will be recognized on the Italian television show *Lo Show dei Records* in Milan, Italy.

McDonnell and his wife Jessica, procurement manager for the Division of Administrative Services, now hold the

world record for greatest height differential of a married couple, with the wife being taller. At 5’10”, Jessica is 2.85 feet taller than Larry, who is three feet tall due to diastrophic dwarfism.

“I came across an article a couple of years ago in a dwarfism group I interact with on occasion. It was about a couple who had a Guinness record for greatest height difference,” Larry said. “I knew

Jessica and I had that beat.”

Shortly after the McDonnells put in an application with Guinness, they received guidelines and options for getting certified. Larry said the available options were not possible at the time because of several factors, including the COVID-19 pandemic. Jessica also became pregnant with their fourth child around the same time.

Late last year, the couple decided to give the Guinness application another try. They went through a thorough certification process that included height measurements at different times in a 12-hour period, performed by a medical practitioner with a witness, as well as photo and video proof of the measurements. Also, paperwork including the McDonnells’ marriage license and the measuring physician’s credentials had to be submitted to Guinness.

The couple and their four children will appear on *Lo Show dei Records* this spring.

**State employees Larry and Jessica McDonnell now hold the world record for greatest height differential of a married couple.**





# State Privacy Office Warns of IRS Tax Scams

With Tax Day almost here, the State Privacy Office would like to remind taxpayers of possible scams and what to watch for.

Here are some facts regarding how the IRS communicates with taxpayers:

- When the IRS needs to contact a taxpayer, the first contact is normally by letter delivered by the U.S. Postal Service. Fraudsters often send fake documents through the mail, and in some cases will claim they already notified a taxpayer by U.S. mail. Depending on the situation, IRS employees may first call or visit with a taxpayer. In some instances, the IRS sends a letter or written notice to a taxpayer in advance of the call or visit, but not always.
- IRS revenue agents or tax compliance officers may call a taxpayer or tax professional after mailing a notice to confirm an appointment or to discuss items for a scheduled audit.
- Private debt collectors can call taxpayers for the collection of certain outstanding tax liabilities, but only after mailing the taxpayer and their representative written notice.
- In certain cases, IRS revenue officers and agents may make unannounced visits to a taxpayer's home or place of business to discuss taxes owed, delinquent tax returns, or a business falling behind on payroll tax deposits. IRS revenue officers will request payment of taxes owed by the taxpayer. However, they will only request payments be made to the U.S. Treasury.
- When visited by someone from the IRS, who is seeking per-

sonal information or collecting a tax debt, taxpayers should always ask for credentials. IRS representatives can always provide two forms of official credentials: a pocket commission and a Personal Identity Verification Credential.

- In some cases, departments within the IRS may contact a taxpayer requesting copies of documents via email and/or fax. Taxpayers should ask for a way to verify the IRS employee's identity, such as requesting their email address or employee badge number.

The IRS will never:

- Send text messages or contact people through social media to get personal information or collect a tax debt.
- Demand immediate payment using a specific payment method such as a prepaid debit card, gift card or wire transfer.
- Threaten to immediately bring in local police or other law enforcement groups to have the taxpayer arrested for not paying.
- Demand that taxes be paid without giving taxpayers the opportunity to question or appeal the amount owed.
- Call unexpectedly about a tax refund.

This information is part of an ongoing series of tips sent monthly by the State Privacy Office. A record of all tips from the State Privacy Office can be found at <https://privacy.wv.gov/tips>.

Additional tips on tax scams and consumer alerts from the IRS can be found at [www.irs.gov/newsroom/tax-scamsconsumer-alerts](http://www.irs.gov/newsroom/tax-scamsconsumer-alerts).

## Administration's Employee Question of the Month

Thank you to everyone who continues to participate in the department's *Question of the Month*. Last month, we asked Department of Administration employees to share their idea of the best first date.

While a full list of answers can be seen on the Administration Station Intranet, here are some of the answers:

- Anything as long as you both have fun
- Lunch or dinner date
- I would suppose an appropriate answer would be, "Whatever feels best for you."
- Going out to dinner somewhere and just talking and getting to know each other more
- One that leads to a long and happy marriage
- Something daring that gets you out of your comfort zone
- Casino/dog track
- An easy, daytime walk, somewhere with a view
- Bowling
- Somewhere you can easily escape from if it does not work out!
- A trip across the North Atlantic Ocean

on a luxurious ocean liner steamship

- Picnic or hike
- Coffee or ice cream date, talking about the things that you like and dislike. This will give you the opportunity to see if they are going to be ok to go on a second date with.
- A cookout with hamburgers and hot dogs, with an extra hot grill
- We go to a seedy part of town where the hooligans hang out, and I defend her honor by defeating them in hand-to-hand combat.
- Do something fun that neither have tried and eat somewhere that neither have eaten. Be adventurous!
- Public place with several friends along
- Dinner at a nice restaurant and going to see a play or show
- The classic dinner, dancing, and a movie
- Dinner and a stroll in a park (playing on swings)
- Someplace to have fun like Chuck E Cheese, Dave and Buster's or putt putt golf, where you can have fun getting to know each other and how they are,

without having to be formal and sit and eat in front of someone you don't quite know yet.

As a bonus, some employees also shared their personal best first dates:

- Lunch date with my now-husband of 30 years
- My best first date was a blind date where I met my husband. We have been together ever since!
- I am still on my first date. It has been ten years. We got married and have never had a fight. Life is great!
- My best first date was an event behind the Target where we went bobbing for apples. It was hilarious!
- Drove across a swinging bridge in Clay Co. I went across as fast as I could, turned around, came back as fast as I could, and hit my brakes. Wanna talk about swag?
- My best first date was going to my now-husband's family Christmas party. I met his entire family that day. They were so nice at that first meeting and I think we all made a great impression on each other.

Quotes, Notes and Anecdotes

## BUILDING 4

Continued from Page 1

“Only its structural members, exterior walls, and windows remained upon completion of the demolition phase.”

The contractor, Swope Construction, has been following a “top-down” approach. Interior finish work such as painting, drywall finish, and tile work is occurring on the top floors. Framing work and mechanical, electrical, and plumbing projects are being completed on the middle and lower floors.

“Preparation for the installation of new elevators is occurring from the penthouse to the basement,” said GSD Deputy Director Robert Kilpatrick. “Exterior work on the granite facade and windows is ongoing. Future tenants are ordering furniture for a floor-by-floor move-in that will start late summer or early fall.”

The initial renovation of the building began in October 2022. Upon its completion in December 2024, it will be a fully occupied and code-compliant office building housing multiple state agencies, including the Department of Natural Resources, Offices of the Insurance Commissioner, Public Defender Services, General Services Division, and Office of Tax Appeals.

### SAVE THE DATE

ANNUAL OEO  
TRAINING CONFERENCE

24 OCTOBER  
2024

Location: Stonewall Resort  
Roanoke, West Virginia

West Virginia  
Office of  
Equal  
Opportunity

What to expect:

- Breakout sessions
- Scenarios
- Leave as an Accommodation
- and MORE!

**Welcome!** ... The Department of Administration is pleased to welcome **David Taylor** (General Services); **Tina Desmond** (Purchasing); and **Timothy Maloney** (Real Estate).

**Best Wishes** ... to **Stephanie Lane** (Fleet) who recently resigned from our department.

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

**Our Condolences** ... The Department of Administration is saddened to note the losses of **Shannon Shaffer** (BRIM) and **Joan Chapman** (Finance), who passed away recently.

**Employee Question of the Month** ... Last month Department of Administration employees were invited to share what they thought made the best first date. Answers to this question can be seen on Page 5. This month we want to know... “**What is your favorite song released the year you were born?**” To answer this question, visit <https://forms.gle/wPt3bp9fQ8535NXo8>.

**Got News?** ... Share YOUR good news with all of your department co-workers! Email [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov) with detailed information so we may include it in the next issue of the newsletter.

## HAPPY BIRTHDAY ... in MARCH

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

Mischa Difilippo.....BRIM	Shannon White.....PEIA
Jeremy Wolfe.....BRIM	Sharon Withrow.....PEIA
Christopher Boggess.....CPRB	Marina Mack.....Personnel
Lori Cottrill.....CPRB	Sheryl Webb.....Personnel
Brittani Huffman.....CPRB	Philip Morrison.....Pros.Atty.
Kimberly McCormick.....CPRB	Gary Collias.....Pub.Def.Srvs.
Cheryl Pickens.....CPRB	Jason Hays.....Purchasing
Tony Pocrnich.....CPRB	Crystal Hustead.....Purchasing
Lisa Scarberry.....CPRB	Tara Lyle.....Purchasing
Cheryl Garner.....Finance	Alisha Pettit.....Purchasing
Robert Tanner.....Finance	Richard Rach.....Real Estate
Robert Worledge.....Finance	Misty Peal.....Sec.Of.Admin.
John Brown.....Gen.Srvs.	John Daniels.....WVOT
Billy Clark.....Gen.Srvs.	Barbara Fields.....WVOT
Chanton Claybrooks.....Gen.Srvs.	Charlene Good.....WVOT
Robert Hovatter.....Gen.Srvs.	William Hargus.....WVOT
Timothy Moore.....Gen.Srvs.	Sandra Henson.....WVOT
Aaron Rollins.....Gen.Srvs.	Ernest Hunter.....WVOT
Michael Stone.....Gen.Srvs.	Timothy Hyatt.....WVOT
Billie Catlett.....Grievance	George Muncey.....WVOT
Lisa Fernandez.....PEIA	Crystal Nichols.....WVOT
Jason Haught.....PEIA	Riken Nowlin.....WVOT
Cathleen Hearnshaw.....PEIA	David Sanders.....WVOT
Jenny Manhart.....PEIA	Sandra Shaffer.....WVOT
Lisa Newell.....PEIA	Daniel Ziesemer.....WVOT
Erika Smith.....PEIA	

# Administrative Notes

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

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