



# Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration  
MARCH 2026 - Volume 33, Issue 3

## GSD Grounds Crew Works Hard to Clear Ice and Snow



When winter winds howl and snow blankets the West Virginia Capitol Complex, a dedicated group of public servants is hard at work—the grounds crew of the General Services Division (GSD). While many state employees can work from home or come into the office later during inclement weather, these essential personnel clock in before dawn and often work late, battling the elements to ensure the Capitol Complex remains safe and operational.

Winter storms in January and February brought a unique set of challenges, transforming sidewalks and parking lots into treacherous fields of ice and snow. The Capitol Complex requires continuous accessibility for lawmakers, staff, and the public, especially during the legislative session. The sheer volume of snow and the unpredictable nature of ice accumulation meant long hours for the crew members.

“The work doesn’t stop just because it’s after

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## Governor Proclaims March as Purchasing Month

Gov. Patrick Morrisey has proclaimed March 2026 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 appreciate the governor’s acknowledgment of the purchasing process as a cornerstone of state operations,”

said Purchasing Director Samantha Willis. “This recognition highlights the dedication) of our procurement officers, who serve as diligent guardians of public funds in their daily roles.”

The Purchasing Division’s mission is “to make smart, fair, and timely purchasing decisions that help state government run efficiently.”

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

**SNEAK  
PEEK**

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# Understanding Your Paycheck Deductions

It's tax season, and you might be paying more attention to your paystub and the listed deductions. The Finance Division of the Department of Administration has compiled a list of common employee deductions and what they mean:

These appear on the upper right side of the paystub. See the screenshot below for the headers these would appear under.

DEDUCTIONS		
Description	Deduction Amount	YTD Deduction Amount

<b>Federal Inc Tax</b>	Federal withholding
<b>ADDL Federal TX</b>	Additional optional Federal tax elected by the employee
<b>WV State Tax</b>	State Withholding
<b>ADDL WV Tax</b>	Additional optional State tax elected by the employee
<b>FICAE Inc Tax</b>	FICA is a US federal payroll tax. It stands for the Federal Insurance Contributions Act and is deducted from each paycheck. Your nine-digit number helps Social Security accurately record your covered wages or self-employment. As you work and pay FICA taxes, you earn credits for Social Security benefits. 6.2% of your gross wages goes to Social Security tax.
<b>Medicare Tax</b>	Also known as the hospital insurance tax. 1.45% of your gross wages goes to Medicare tax.
<b>PERS EE Ded</b>	PERS retirement plan contribution with the Consolidated Public Retirement Board
<b>PEIA EE Ded</b>	PEIA health insurance

<b>PEIA OPT DEP LF</b>	PEIA Optional Dependent Life Insurance
<b>PEIA OPT LIFE</b>	PEIA Optional Life Insurance
<b>PEIA OPT INS Tax</b>	PEIA Optional Life Insurance Tax
<b>457 Def CP</b>	457 WV Retirement Plus Deferred Compensation Plan (pre-tax)
<b>457 CD AT</b>	457 WV Retirement Plus Contribution (after-tax or Roth)
<b>MTFLX ACDNT INS</b>	Mountaineer Flex Accident Insurance
<b>MTFLX CRTCL ILL</b>	Mountaineer Flex Critical Illness Insurance
<b>MTFLX INDMNT IN</b>	Mountaineer Flex Hospital Indemnity Insurance
<b>MT FLEX HLTH SP</b>	Mountaineer Flex Health Savings Account
<b>MFB LEGAL PLAN</b>	Mountaineer Flex Legal
<b>MT FLEX Benefit</b>	Mountaineer Flex benefits that may include (dental, vision, hearing, short-term/long-term disability, flexible spending account, etc.)
<b>City Chas Userf</b>	City of Charleston User Fee
<b>UW KAN VALLEY</b>	United Way Contribution for Kanawha Valley

These appear on the bottom right side of the paystub. See the screenshot below for the headers these would appear under.

FRINGE BENEFITS		
Description	Amount	YTD Amount

<b>FICA TAX EMPR</b>	Matched employer portion of the FICA payroll tax (6.2% of the employee's gross wages)
<b>MEDICARE TAX ER</b>	Matched employer portion of the Medicare payroll tax (1.45% of the employee's gross wages)
<b>PERS ER DED</b>	PERS retirement plan contribution with the Consolidated Public Retirement Board
<b>PEIA ER DED</b>	PEIA Health Insurance
<b>PEIA ER LF DED</b>	PEIA Basic Life Insurance

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<b>PERS ER DED</b>	PERS retirement plan contribution with the Consolidated Public Retirement Board
<b>PEIA ER DED</b>	PEIA Health Insurance
<b>PEIA ER LF DED</b>	PEIA Basic Life Insurance

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# Top 10 Tips About Ethics and Election Season, Presented by the Ethics Commission

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To help state employees be better prepared for the upcoming election cycle, the West Virginia Ethics Commission compiled a Top 10 list of guidelines. This list is based upon the *Ethics Commission's Elections Booklet* that is available online.

1. The Ethics Commission enforces the Ethics Act found in Chapter 6B of the state code. It does not regulate elections or campaigns. That authority rests with the West Virginia Secretary of State.

2. The Ethics Act does not disqualify current public employees or public officials from running for public office. *Advisory Opinion 2023-09* holds that a state college employee may serve as a legislator, but other laws may prohibit a person from holding both positions.

3. Candidates for all state and county offices must file a Financial Disclosure Statement with the commission within 10 days of filing a certificate of announcement, unless the candidate had already filed one earlier that year.

4. Public servants may not use public funds or resources for campaigning purposes or to display a public official's name or picture to promote a public official or political party. W.Va. Code § 6B-2B-2(b).

5. Successful candidates will be subject to the Ethics Act, W.Va. Code § 61-10-15 (a statute which governs county officials and county schools), and other laws that may prohibit or restrict them and their family members from having employment and contracts with the public office. See example in 6.

6. A county commissioner (and spouse) may not work for any county agency, such as the sheriff's office. (*Advisory Opinion 1995-24*) But, a commissioner may be employed by a nonprofit organization to which a county commission appropriated funds constituting less than seven percent of the nonprofit's budget. County funds may not be used to directly fund the commissioner's job with the nonprofit. (*Advisory Opinion 2023-12*)

7. New legislators, elected executive branch officials, and the governor's appointees who were designated by an executive order must attend Ethics Act training within six months of taking office.

8. The Ethics Act does not prohibit public officials or public employees from being involved in political campaigns on their own time, but other laws may apply. Some state employees are subject to the West Virginia Division of Personnel Rules governing political activities.

9. W.Va. Code § 18-5-1a restricts Board of Education (BOE) members from running for or holding another public office, in most instances.

10. The Ethics Commission has held that public agencies may use public funds to educate the public about ballot issues, including levies. The specific rules are discussed in *Advisory Opinion 2022-17*.

The Ethics Commission's complete Elections Booklet is available *here*. If you have questions regarding the Ethics Act and this election season, please contact the Ethics Commission at 304-558-0664.

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## Finance Division Completes Annual Comprehensive Fiscal Report, Turns Attention to Single Audit

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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. For West Virginia, that means Dec. 31. West Virginia submitted its Fiscal Year 2025 ACFR on Dec. 19, 2025.

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 that are required to submit audited finan-

cial 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 2025, 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 2025, West Virginia received 512 individual grant awards, with approximately 25 major federal programs. These grants were received from 29 different federal grantor agencies. The Single Audit report must be submitted within nine months of the fiscal year end, or March 31, 2026, for the state.

## Division of Personnel to Host Job Opportunity Expo

The West Virginia Division of Personnel, in collaboration with WorkForce West Virginia, is pleased to announce the 2026 Job Opportunity Expo, an event designed to highlight the wide range of careers available within West Virginia state government.

The expo will be held from 9 a.m. to 3 p.m. on March 9, 2026, at the WorkForce West Virginia office located at 5707 MacCorkle Ave. SE, in the Shops at Kanawha.

“The in-person career fair provides applicants with the opportunity to meet one-on-one with agency representatives about specific state jobs and to get a better understanding of what is needed for each position,” said Sheryl Webb, director of the Division of Personnel.

Following the strong turnout and success of the 2025 Job Opportunity Expo, this year’s event aims to connect even more job seekers with meaningful public service career paths. Attendees will have the opportunity to meet with agency representatives, explore current job openings, learn about competitive state benefits, and gain insight into the many ways state employees support West Virginia communities.

## Privacy and Multi-Factor Authentication (MFA)

In the world of government security, a password is no longer enough to protect an account. Hackers use “credential stuffing,” where they take leaked passwords from old data breaches and try them on every major site.

Multi-Factor Authentication (MFA) is the “deadbolt” on your digital door. Even if a hacker has your key (password), they can’t get past the second lock (the code sent to your phone or app).

### Your Action:

- Secure your “Primary 3”: your personal email, your bank, and your mobile phone provider account.
- Log in to each, go to security settings, and enable MFA, ideally using an “Authenticator App” like Google or Microsoft Authenticator rather than text messages, which can be intercepted by sophisticated scammers.

\*Note: Your agency/bureau/department/division may have specific requirements, so always check your policies and procedures. If you have questions, contact your privacy officer.

For more privacy tips from the Board of Risk and Insurance Management, visit <https://brim.wv.gov/privacy/privacy-tips>.

## The New Personnel Website Now Live

The West Virginia Division of Personnel website has been redesigned to improve your experience—whether you’re searching for job postings, policies, or employee resources.

See what’s new at <https://personnel.wv.gov>.



## GSD GROUNDS CREW, Continued from Page 1

five,” said GSD Grounds Manager Carles Farley. “When a storm hits, it’s a 24-hour job until the grounds are completely clear and safe. We’re monitoring the forecast and prepping equipment just to make sure we can stay on top of it. I speak for the entire division when I say thank you to the grounds crew for their hard work this winter, as well as four Division of Corrections workers who helped us this year.”

The crew’s responsibilities include plowing parking areas; shoveling countless steps, ramps, and pathways around monuments and buildings; and applying salt to prevent ice formation, a task often requiring multiple applications throughout the day and night. Their dedication ensures the government can continue to serve the people of West Virginia, and the Department of Administration appreciates them!



Photo credit: WCHS/Christopher Morris

# 2026 West Virginia Vacation Guide Now Available

The state's official travel magazine, the 2026 West Virginia Vacation Guide, is now available for both residents and potential visitors.

"The quality and usefulness of this guide is astounding," said Gov. Patrick Morrisey. "From rich history and world-class outdoor recreation, to small businesses and amazing locals, it highlights every piece of what makes West Virginia truly special."

In October 2025, more than 270,000 travelers visited the New River Gorge National Park, up from 215,000 the year before. This follows a record-setting year where the state surpassed \$9.1 billion in annual tourism economic impact and more than 77 million people in visitor volume.

"These numbers represent more than statistics," said Gov. Morrisey. "They represent jobs, small businesses, and real

opportunity in every corner of the Mountain State."

"Just when I think our Vacation Guide can't possibly get any better, it exceeds my expectations once again," said Tourism Secretary Chelsea Ruby. "In just over a month, we've had nearly 81,000 pre-orders for the 2026 Guide, up more than 460% compared to pre-orders for last year's guide."

Request a free copy of this luxury Almost Heaven trip planner at [wvtourism.com](http://wvtourism.com). The new Vacation Guide will also be available for visitors at each of the state's welcome centers.

WEST VIRGINIA®



Photo courtesy of West Virginia Tourism

## QUESTION OF THE MONTH

Last month, we asked Department of Administration employees “Would you rather...” Here are your responses:



66% Be surprised with a weekend getaway 34% Receive a handwritten love note



62% Have a candlelight dinner at home 38% Have dinner at a fancy restaurant



81% Get/give one amazing gift once a year 19% Get/give flowers once a month



69% Reconnect with an old crush 31% Go on a blind date



67% Be with someone very funny 33% Be with someone very romantic

## ADMINISTRATIVE NOTES

**WELCOME!** ... The Department of Administration is pleased to welcome **Carrie Palmer** (General Services); **Sonia Cople** (Public Defender Services); **Kayla Delgado**, **Brandon Hicks**, **Gifty Nuamah**, and **Omar Ortiz** (Technology).

**BEST WISHES** ... to **Michelle Bradley** (Grievance Board); **Marsha Aubrey** and **Gordon Simmons** (Public Defender Services); **John Daniels** and **Troy Stanley** (Technology) who recently resigned from our department.

**CONGRATULATIONS** ... to **Ada Kennedy's** (General Services) son Evan, who earned his Eagle Scout rank with Boy Scout Troop #146 in St. Albans.

**EMPLOYEE QUESTION OF THE MONTH** ... This month we're turning everyday public service into a cinematic masterpiece. Describe your job like it's the voiceover from an over-the-top movie trailer. The more dramatic the better. To answer this question, visit <https://bit.ly/47d49ZK>.

**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:

BRIM	Mischa Difilippo Jeremy Wolfe	PERSONNEL	Marina Mack Sheryl Webb	TECHNOLOGY	Jarred Badalucco Crist John Daniels Charlene Good William Hargus Sandra Henson Brandon Hicks Riken Nowlin Gifty Nuamah Gregory Quinn Sandra Shaffer Daniel Ziesemer
CPRB	James Adkins James Barnett Lori Cottrill Brittani Huffman Kimberly McCormick Cheryl Pickens Tony Pocrnich Lisa Scarberry	PEIA	Jason Haught Cathleen Hearnshaw Jenny Manhart Erika Smith Michael Smith Sharon Withrow		
FINANCE	Cheryl Garner Robert Worlledge	PUB.DEF. SRVS.	Gary Collias		
GEN.SRVS.	Brennan Bays John Brown Billy Clark Tabitha Gibson Robert Hovatter Timothy Moore Michael Phelix Aaron Rollins Joshua Schwendeman	PURCHASING	Jessica Burns-McDonnell Jason Hays Crystal Husted Tara Lyle Alisha Pettit		
GRIEVANCE	Billie Catlett	REAL ESTATE	Richard Rach		
		SEC.OF ADMIN.	Misty Peal		

## Quotes, Notes & Anecdotes

is published by the West Virginia Department of Administration

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