



Quotes, Notes & Anecdotes

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

Whittaker Leads with Empathy and Grace at CPRB



Sharon Whittaker
March Employee
of the Month

Sharon Whittaker, manager of the Deaths and Refunds Department for 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 five years, Whittaker manages the department that handles refunds for employees who terminate their position with a participating agency and wish to withdraw their contributions. She and her staff also handle active employee and retiree deaths.

"Her work-related service goes above and beyond normal expectations and that includes always being available to anyone who needs her assistance. It does not matter what you need, you can ask her,"

said the co-worker who nominated her. "She is always available.

"In her position, she interacts with vulnerable and heartbroken people," the co-worker continued. "She holds this position with empathy, grace, and a humility we should all be so lucky to have. This speaks volumes to her professionalism."

When she's not working, Whittaker enjoys spending time with her three grandchildren and boating with friends at Summersville Lake.

Whittaker will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Mark D. Scott on Thursday, March 2, 2023, at 2 p.m. at the CPRB offices in Kanawha City.

State Records Center Open on Bullitt Street

A State Records Center is now open at 902 Bullitt St. The 46,286-square-foot facility is a secure storage location for state records, and can be expanded if necessary.

In February 2023, the state secured a one-year statewide contract with Iron Mountain with the goal of bringing the records management program in house, which led to the creation of the State Records Center. Staff members will be available to provide records management services and to facilitate the pickup and delivery of records between agencies and the Records Center.

Every agency that has records to be stored in the State Records Center is asked to designate an employee with knowledge of the agency's records, to review those records currently in storage during the



The new State Records Center opened March 1, 2023.

Please see **STATE RECORDS CENTER**, page 3

SNEAK PEEK

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Department of Administration Leadership Sees Changes with New General Services, Real Estate Directors

Department of Administration Cabinet Secretary Mark D. Scott announced changes to his senior management team following the retirement of General Services Division (GSD) Director Bill Barry.

Effective Feb. 25, 2023, former Real Estate Division Director John McHugh assumed the position of director of GSD, while former Real Estate Division Deputy Director Arlie Hubbard was appointed by the Governor's Office to serve as the new executive director of the Real Estate Division. McHugh will retain his role as deputy cabinet secretary, a position he has held since May 2022.

"I thank Bill for his many years of service with the General Services Division," said Cabinet Secretary Scott. "I am pleased that we have two very qualified individuals ready to step into these new roles and look forward to seeing what they accomplish."



In February, several leadership changes took place within the Department of Administration. John McHugh (left) now serves as the director for the General Services Division. McHugh takes over this position following the retirement of Bill Barry and will continue to serve as deputy cabinet secretary. Arlie Hubbard (right) now serves as the director for the Real Estate Division.

As director of GSD, McHugh will oversee the operations and maintenance of multiple state facilities and the management of various state construction projects. McHugh holds significant experience related to construction and facilities management from his prior work with the West Virginia Military Authority, where he was assigned as counsel for the West Virginia National Guard's Construction and Facilities Management Office. He is also a licensed West Virginia contractor and has an extensive background as an attorney in the private sector.

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Finance Completes ACFR and Single Audit Reports

Since 1992, West Virginia has completed a 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 date is Dec. 31. West Virginia submitted its Fiscal Year 2022 ACFR on Dec. 16, 2022.

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 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 2022, 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 2022, West Virginia received more than 490 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, 2023, for the state. The State submitted the Single Audit in February 2023, well before the deadline.



Staying Up To Date on West Virginia State Parks

Instead of highlighting an individual state park in this issue of *Quotes, Notes & Anecdotes*, we want to remind readers to keep an eye on the West Virginia State Parks' calendar of events. As the temperatures continue to rise, now is a great time to get outdoors and enjoy the natural beauty of West Virginia.

The State Parks' website maintains a large list of events and special activities in each park. Events can be found by specifying a year/month, designating a specific state park, or using both features.

Here are some of the exciting events scheduled around the state:

- **Lore & Tracking Weekend**
March 3-5, 2023 • Twin Falls State Park
- **Team Irish Road Bowling**
March 5, 2023 • Kanawha State Forest
- **Green Day Hike**
March 18, 2023 • Multiple Parks
- **School of the Longhunter**
March 30 – April 2, 2023 • Prickett's Fort
- **40th Annual Sue Browning Wildflower Hike**
April 1, 2023 • Chief Logan
- **Egg Hunts - Various Events**
April 1-9, 2023 • Multiple Parks
- **Easter Buffet**
April 9, 2023 • Chief Logan & Pipestem

To learn more about these events or West Virginia state parks, visit <https://wvstateparks.com>.

STATE PARK OVERVIEW

WEST VIRGINIA STATE PARKS

1-833-WV-Parks • <https://wvstateparks.com>

ACCOMMODATIONS

- 1,500+ campsites
- 350+ cabins
- 10 lodges
- Unique stays

ACTIVITIES:

- Aerial tours
- ATV riding
- Boating
- Camping
- Elk management tours
- Fishing
- Geocaching
- Golf courses
- Hiking trails
- Horseback riding
- Hunting
- Mountain biking trails
- Museums and historical sites
- Outdoor adventures
- Scenic train rides
- Snow sports
- Stargazing
- Swimming
- Whitewater rafting

VERY IMPORTANT PARKS PERSON PROGRAM

Frequent state parks? Join the West Virginia State Parks Very Important Parks Person (VIPPP) program. By visiting parks and completing the program requirements, you'll receive a patch and a \$25 West Virginia State Parks gift card.

STATE RECORDS CENTER

Continued from Page 1

transition process, and to provide any required information relating to the records.

Anyone with questions can contact Donna Lipscomb at Donna.M.Lipscomb@wv.gov or 304-352-4943. Lipscomb can provide a detailed inventory of what records each agency has in storage, facilitate the retrieval and review of the records, and facilitate requests for storage or destruction of the records.



The new State Records Center on Bullitt Street is now open. In February, WV Office of Technology employees worked to get the center networked. Rod Chapman (left), an information systems specialist 2 with the Information Services and Communications section, and Jonathan Lyons (above), a network cabling technician, worked to install network cabling in the building.

Administration Agencies Invited to Participate in Annual Governor's Internship Program

West Virginia state agencies are encouraged to consider hosting an intern this summer through the 2023 Governor's Internship Program.

Agencies interested in becoming a host for the Governor's Internship Program must apply at <https://apps.wv.gov/Portal/Intern/HostApp.aspx>. Once they have applied, they will get access to a database of college students who have a 3.0+ GPA, have completed at least one year of undergraduate study, and are West Virginia residents attending a college/university in or out of state.

Hosts will be responsible for interviewing and selecting their own intern(s). This process ensures that each agency can select an intern whose skills best fit the needs of the position and the agency. Host agencies must pay interns at least

minimum wage and give them meaningful work assignments related to their field of study. Interns generally work for 9-13 weeks throughout the summer. Outside of state government, nonprofits and private businesses may host interns as well.

During the summer of 2022, the Department of Administration hosted three interns. A recap of the interns' experiences can be seen in the August 2022 issue of *Quotes, Notes & Anecdotes*.

More information can be found at www.intern.wv.gov. Questions regarding the program or the application process can be directed to Andrea Thompson at 304-558-0220 or Andrea.D.Thompson@wv.gov, or Mary Jane Ayoob at Mary.Jane.Ayoob@wv.gov.





SAVE THE DATE

2023 Annual OEO Training Conference

**Where: Stonewall Resort
Roanoke, WV**

**When: Thursday
September 21 st, 2023**

Please stay tuned for information on registration and overnight stay accommodations.

Thank you,

**WV Office of
Equal Opportunity**

LEADERSHIP

Continued from Page 2

"I'm looking forward to bringing my skills and years of experience to the agency, as well as the new opportunities that will be presented to me," McHugh said.

Hubbard will serve as the executive director of the Real Estate Division following McHugh's departure. He is a West Virginia native who graduated from the West Virginia University College of Law in 2008 and joined the State Bar in 2009. Before joining the Real Estate Division as its deputy director in March 2020, he served as general counsel for the House of Delegates Committee on Government Organization for more than four years. During this time, he drafted legislation and provided legal expertise to the Committee and members of the Legislature. He earned his real estate broker's license in 2019.

"I've really enjoyed working with the great staff at the Real Estate Division, and I'm glad I can continue the important work we do here in this new role," Hubbard said. "I'm excited to use my real estate knowledge to provide cost-effective and efficient services to state agencies."

Congratulations to McHugh and Hubbard on their new roles!

Gov. Justice Proclaims March as Purchasing Month

Gov. Jim Justice has proclaimed March 2023 as Purchasing Month in the state of West Virginia.

This proclamation is part of an annual nationwide recognition initiated by the National Institute of Governmental Purchasing. The Purchasing Month proclamation highlights the initiatives that develop, support, and promote public procurement practitioners through educational and research programs.

“The success of the Purchasing Division is based on the relationships we have built over the years with both our agency procurement officers and vendors,” said Purchasing Director Mike Sheets. “Our staff does tremendous work each year and we are pleased the governor has again recognized our commitment to our stakeholders.”

Purchasing Division highlights from Fiscal year 2022 include:

- Created a more user-friendly *Purchasing Division Procedures Handbook*
- Compiled a *Welcome Packet* for new procurement officers that makes available in one location the resources, tools, and other procurement information needed to complete their day-to-day jobs
- Held a virtual Agency Purchasing Conference with more than 200 at-

tendees

- Facilitated the solicitation and award of two contracts to improve the lighting at the Capitol Complex
- Hosted 17 training webinars for approximately 800 agency participants

The Purchasing Division’s mission is to:

- Provide valued services to its customers by making sound and effective decisions in accordance with state law
- Exercise prudent and fair spending practices in acquiring quality goods and services in a timely fashion at the lowest possible price
- Continually improve the services it offers to maximize the efficiency of state government
- Provide leadership and guidance to its customers – state agencies, vendors, legislators, and the general public – while building lasting business relationships

The Purchasing Division is pleased that this vital function in the operation of state government has been recognized by Gov. Justice. 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.



March has been recognized by Gov. Justice as Purchasing Month in concurrence with the national observation of several organizations. The official proclamation (seen above) is on display at the Purchasing Division office in Building 15.

Administration’s Employee Question of the Month

Thank you to everyone who continues to participate in this Q&A forum each month! In February, Department of Administration employees were asked, *If you could switch lives with any one person for one day, who would you choose?*

Here are some of the people department employees would like to be:

- Colin Jost
- George Strait
- President of the USA
- Mike Judge so I can talk to everyone like Hank Hill for a day
- Elon Musk
- No one. I love who I am. Sassiness and all!
- Somebody rich so I could transfer desperately needed money from their accounts to mine
- The disciple Andrew on the day Jesus fed the 5,000
- I wouldn’t. I am very proud of who I am. Wouldn’t change it for the world, not even for a second.
- It’s not a person, but Babydog. She’s got the life!
- Gabe Lowey. Great guy from my hometown who runs a volunteer organization for disadvantaged youths.
- My younger self in the 80s
- It would have to be my favorite author, Sofanda Peters. She has such a unique writing style that I wish I could emulate.
- I would choose my identical twin, to see what life is like through the eyes of someone who looks just like me.
- MacKenzie Scott
- I would prefer to be a spoiled cat or dog, but if it would have to be a person, I would choose someone extremely wealthy to experience the lavish life of luxury for a day.
- A National Park ranger
- My husband
- Astronaut Nicole Mann. I would love to see the view from the International Space Station!

Google-ing Tips & Tricks

Google search is used by millions of people each day. From checking local weather to learning who was the fifth emperor of Rome, there is no limit to what you can discover. But did you know that there are ways to look up information more efficiently? Try using the tips below to help you find the information you need more quickly.

Put words in quotes to search for exact phrases.

This tip is useful for when you want an exact phrase to turn up in your results. Searching *Great War* could bring up results for anything including the words Great or War. Putting "Great War" in quotes ensures you only get results using that exact wording and results related to World War I.

Use a hyphen to exclude words.

Searching for *mustang* could bring up results for both horses and cars. Updating your search to *mustangs -cars* will omit vehicles from the results.

Use a colon to search within a specific site.

If you only want search results from a specific website, you can limit the results with a colon. For example, if you only wanted results about Joe Mazzulla from nba.com, you would search *Joe Mazzulla site:nba.com*.

Limit the search to a defined range with two periods between numbers.

Telling Google to only show results based upon a range of numbers is a great way to look at results dealing with certain years (*Stanley Cup Winners 2004..2008*) or find results within a certain price point (*computers \$500..\$900*).

Welcome! ... The Department of Administration is pleased to welcome **Cheryl Pickens** (CPRB); **Michele Cunningham** (Fleet); **Chanton Claybrooks**, **Mark Fletcher**, **Vaughn Gold**, and **Claude Lynch** (General Services); **Leslie Rader** (Personnel); and **Jennifer Fields** (Purchasing). **John McHugh** also transferred from Real Estate to General Services.

Best Wishes ... to **Dustin Anthony** and **Gabriel Silvia** (Aviation); **James Nelson** (Public Defender); and **Terra Oliver** (Purchasing), who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to wish **William Barry** (General Services) and **Carolyn Flanigan** (Real Estate) the very best during their retirements.

Fleet Rentals ... During the month of March, the Fleet Management Division (FMD) will be offering 10% off rentals for all new and existing State of West Virginia employees who are using the Fleet Commander Kiosk rental system. For a list of FMD vehicles available to rent or information on how to make a reservation, visit the FMD website at <http://fleet.wv.gov>.

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 MARCH

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

Mischa Difillippo.....BRIM	Shannon White.....PEIA
Jeremy Wolfe.....BRIM	Sharon Withrow.....PEIA
Christopher Boggess.....CPRB	Paula Dean.....Personnel
Lori Cottrill.....CPRB	Marina Mack.....Personnel
Brittani Huffman.....CPRB	Sheryl Webb.....Personnel
Kimberly McCormick.....CPRB	Philip Morrison.....Pros.Att.
Cheryl Pickens.....CPRB	Gary Collias.....Pub.Def.Srvs.
Tony Pocrnich.....CPRB	Crystal HustedPurchasing
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
Daniel Ball.....Gen.Srvs.	John Daniels.....Technology
Billy Clark.....Gen.Srvs.	Barbara Fields.....Technology
Chanton Claybrooks.....Gen.Srvs.	Charlene Good.....Technology
Robert Hovatter.....Gen.Srvs.	William Hargus.....Technology
Aaron Rollins.....Gen.Srvs.	Sandra Henson.....Technology
Michael Stone.....Gen.Srvs.	Ernest Hunter.....Technology
Billie Catlett.....Grievance	Timothy Hyatt.....Technology
Erika Crump.....PEIA	George Muncey.....Technology
Lisa Fernandez.....PEIA	Crystal Nichols.....Technology
Jason Haught.....PEIA	David Sanders.....Technology
Cathleen Hearnshaw.....PEIA	Sandra Shaffer.....Technology
Jenny Manhart.....PEIA	Daniel Ziesemer.....Technology
Lisa Newell.....PEIA	

Administrative Notes

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