

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
May 2023 - Volume 30, Issue 5

Employee of the Month

No Job is Too Big or Too Small for DOP's Hayes



Amy Hayes
May Employee
of the Month

Amy Hayes, a Human Resource Specialist 3 in the Division of Personnel (DOP), has been selected as the Department of Administration's *Employee of the Month* for May.

A state employee for more than two years, her duties include ensuring compliance with all applicable policies, procedures, laws, rules, and regulations. She checks and reviews the work of lower level specialists and is a resource for policies and procedures of the agency.

"Amy puts extra thought and detail into all of her work, even work that is not required of her. She volunteers to take on difficult assignments and is always pleased to answer any questions her co-workers might have," said the co-worker who nominated her. "Amy is the prime example of an extraordinary

employee. I've seen how above and beyond she can go for the office. If there is a project or task that needs to be done, she is the first to volunteer, or if the phone is ringing, she is the first to answer it. She is able to explain my questions/situations to where I can understand with ease, and if I don't understand at first, she remains patient and will explain in a different manner."

When she's not working, Hayes enjoys hiking and rock climbing with her family and all outdoor activities in West Virginia. She also enjoys ballroom dancing and spending time with her three children.

Hayes will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Mark D. Scott on Friday, May 5, 2023, at 11 a.m. at the DOP offices in Building 3.

Department Managers Attend Leadership Conference

The "power of positive leadership" isn't just a catchphrase. It is what Cabinet Secretary Mark D. Scott hopes more than 130 managers within the Department of Administration will begin to establish within their various agencies.

The managers attended a two-day leadership conference April 4-5, 2023, with the first day featuring two motivational speakers who discussed topics ranging from how positive leaders drive positive cultures to how they can lead with love and accountability, build trust, and feed great relationships. Attendees worked together in several small group exercises to recognize opportunities for positive changes in the workplace.



Department of Administration managers recently attended a leadership conference as part of Cabinet Secretary Mark Scott's initiative to build positive leadership.

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SNEAK PEEK

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Shopper's Guide



2023 West Virginia Legislature Passes Several Bills Affecting the Department of Administration

During the first session of the 86th Legislature, 2,317 bills were introduced, with 333 bills completing the legislative process. Of the 333 bills, 203 were House Bills and 130 were Senate Bills. The Governor signed 109 of those bills, and two became law without signature.

Some bills of interest to the Department of Administration include:

Consolidated Public Retirement Board (CPRB)

- [Senate Bill 237](#) provides a one-time supplemental payment of \$1,500 to retirees of the Public Employees Retirement System (PERS) and Teachers' Retirement System (TRS) who are 70 years or older, have at least 20 years of service, and have a monthly annuity payment of less than \$1,000. The bill also increases the minimum annuity payment for retirees of PERS or TRS who are 70 or older, have 25 or more years of service, and have a monthly annuity payment of less than \$1,000.
- [House Bill 2026](#) permits any police officer or firefighter who is a member of PERS and who was hired on or after July 1, 2015, to transfer to the Municipal Police Officers and Firefighters Retirement System under certain circumstances.

- [House Bill 2900](#) permits retired deputy sheriffs to be re-employed and still continue to receive their retirement under certain circumstances.
- [House Bill 2917](#) increases the calendar year amount that PERS retirees can earn as a temporary employee to \$25,000 without stopping their monthly retirement annuity. It also permits PERS retirees who have been retired for 60 days or more to accept full-time or part-time employment as a child protective services worker or adult protective services worker and continue to draw their full monthly pension.
- [Senate Bill 449](#) updates the government employee retirement systems to include Natural Resources Police Officers and public charter school employees.

Purchasing Division

- [Senate Bill 553](#) allows for a best-value procurement evaluation for prequalified bidders.

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Department Hosts Equal Footing Shoe Drive

The Department of Administration has partnered with the United Way of Central West Virginia to host an Equal Footing Shoe Drive. The goal of this drive is to collect shoes to provide directly to children in need within Kanawha, Putnam, Boone, Braxton, Clay, and Logan counties upon referrals from school counselors and principals.

With the end of the school year approaching, the goal is to collect as many shoes as possible in an effort to meet any needs before kids leave school for the summer. The greatest need is for children's shoe sizes 3 to 8, but sizes up to adult 12 are welcome.

For any individual who does not regu-

larly shop or have any extra new shoes lying around but would still like to contribute, a monetary donation is also appreciated. There are two options to share securely, including a QR code and via text message. You may also give a cash donation to your agency's United Way representative, listed to the right. Monetary donations will allow United Way staff members to purchase new shoes to fulfill specific size requests that aren't in their inventory. All donations (shoes and money) will be collected through Friday, May 12, 2023.

Please give all donations to your agency's campaign contact, and questions regarding this fundraiser can be directed to Samantha.S.Knapp@wv.gov.

Agency Leaders

Aviation — Tierra Gable

BRIM — Lora Myers

CPRB — Brittney James

EEO — Brittany Rutrough

Ethics — Ellen Briggs

Finance — LeAnne Neccuzzi

Fleet — Michele Cunningham

General Svcs. — Michelle "Shelly" Lusk

Grievance — Candace Spade

Personnel — Jimmy Knapp

Prosecuting Attorneys — Amy Leslie

Public Defender Svcs. — Emily Hatfield

PEIA — Erika Smith

Purchasing — Courtney Johnson

Real Estate — Keri Gaston

Technology — Madeline Fitzwater



Our goal is simple.
We put your donation on kid's feet.

Administration Employees Celebrate Their Graduates

This is the season to celebrate the academic achievements of our children and family members who are graduating from high school and college. Below we honor the graduates sent in by our employees:

Marcia Booker (PEIA): Granddaughter, **Lyric Green**, graduates from George Washington High School.

Jennifer Fields (Purchasing): Daughter, **Emiley Piscopo**, graduates from Sissonville High School. She will be attending BridgeValley with plans to study respiratory therapy.

Mitzie Howard (Purchasing): Niece, **Shelby Lestitian-Howard**, graduates from Marshall University with a bachelor's degree in Health Science. Nephew, **Jake Lestitian-Howard**, graduates from Marshall University with a bachelor's degree in Hospital Administration. Both

plan to pursue master's degrees.

Robert Kilpatrick (General Services): Stepdaughter, **Ariya Snead**, graduates from South Charleston High School and plans to attend West Virginia University.

Felice Joseph (PEIA): Daughter, **Brittany Joseph**, graduates with a Doctorate of Dental Surgery (DDS) from West Virginia University School of Dentistry. She plans to practice dentistry in the Charleston, W. Va., area.

Kathy Lester (PEIA): Daughter, **Cassidy Lester**, graduates from Marshall University with a Bachelor of Business Administration and a minor in psychology.

Sarah Long (Administration): Daughter, **Carrie Long**, graduates from Marshall University with a Master's degree in CyberSecurity.



Stephanie MacLellan (PEIA): Daughter, **Cailyn MacLellan**, graduates as valedictorian from Herbert Hoover High School. She will be attending John Jay College in New York City. Daughter, **Makayla MacLellan**, graduates with high honors from Herbert Hoover High School and will be attending Marshall University.

Please see **GRADS**, page 5

Cohort for New Supervisors/Managers to Begin in July

New supervisors and managers who have not taken the required DOP-P18 courses are eligible to apply for the Division of Personnel's (DOP) Cohort Program, administered by the Organization and Human Resource Development (OHRD) section of DOP. The next Cohort will be in July, and the application deadline is June 1, 2023. Successful applicants move through the courses as one group over the course of one calendar year. In addition, participants are eligible to receive one-on-one coaching and support from OHRD's Training and Development staff.

This year, the DOP is using Google Forms for the 2023 Cohort Application. Here's how to apply:

1. Complete a *Cohort Application Form*. As you complete

your application in Google Forms, be sure to put your direct supervisor/manager's email address. This will ensure that your application successfully makes it to the next step (i.e. your supervisor's approval).

2. Ensure your direct supervisor receives and submits his/her approval of your application WITH comments of support in order for your application to be considered complete. This approval form will be submitted to your supervisor via email after you submit your application and will include instructions on how to correctly complete this step. Applications that do not have both supervisor approval AND comments of support will be returned to you to resubmit.

The Cohort Program was created to provide an opportunity for new state government managers/supervisors to quickly enhance their management practices in an environment that fosters relationship building and facilitates completion of all DOP-P18 requirements within one year. To achieve these goals, it is imperative that each participant attend all sessions. OHRD staff will be supporting attendance as they check in with participants and provide reminders for upcoming courses. However, if a participant is unable to attend/complete required courses within the specified time frames, that participant may be asked to leave the Cohort and would be responsible for completing DOP-P18 requirements by registering in OHRD's regular program schedule.

If you have any questions regarding Cohort or the application process, please email Kim.A.Schleicher@wv.gov.

THE WV DIVISION OF PERSONNEL-
Organization and Human Resource Development
ANNOUNCES RELEASE OF THE

2023
1st Semester
PROGRAM SCHEDULE

Department of Administration Observes Public Service Recognition Week May 8-12

The Department of Administration will observe Public Service Recognition Week (PSRW) during the week of May 8-12, 2023. This national campaign honors public employees who serve in federal, state, county, and municipal government. As part of PSRW, the Department is pleased to recognize its employees who have achieved 20 years or more of

public service, in increments of five.

Thank you to these employees for their hard work, dedication, and many years of service to the state of West Virginia, and thank you to all Department employees who continue to work tirelessly and devotedly to provide the needed services of state government.

20 Years of Service

Lionel Adams, *CPRB*
Stephanie Bailes, *Finance Division*
Steven Bratchett, *General Services*
Robert Caldwell, *Office of Technology*
Elizabeth Cooper, *CPRB*
Shaun Dempsey, *General Services*
Greg Ganoe, *Office of Technology*
William Hargus, *Office of Technology*
Melanie Larch, *Division of Personnel*
George Muncey, *Office of Technology*
Christy Romeo, *Division of Personnel*
Melissa Skiles, *Purchasing Division*
Teddy Thompson, *Office of Technology*
Stefanie Youngblood, *CPRB*

25 Years of Service

Michael Cheeks, *Office of Technology*
Amy Leslie, *Prosecuting Attorneys*
Lisa Maurer, *Office of Technology*
Timothy Miller, *Purchasing Division*
Matthew Short, *Office of Technology*
Sabrina Snead, *Office of Technology*
Sarah Tignor, *Aviation Division*
Rachel Trahan, *Office of Technology*
Robert Worlledge, *Finance Division*

30 Years of Service

Tanya Bradshaw, *Office of Technology*
Lori Cottrill, *CPRB*
Ada Kennedy, *General Services*
David Lester, *Office of Technology*
Deidre Rainwater, *Office of Technology*
Joseph Thomas, *Division of Personnel*
Maria Yoakum, *Finance Division*

35 Years of Service

Marilyn McMinn, *BRIM*
Daniel Pauley, *Office of Technology*
Jan Powell, *PEIA*

40 Years of Service

Nancy Crawford, *Finance Division*



LEADERSHIP CONFERENCE

Continued from Page 1

Directors from several Department of Administration agencies spoke on the second day, along with West Virginia State University football Coach John Pennington, who talked about using leadership to build a better team.

When surveyed following the event, several attendees shared ways they plan to implement change.

"I will make a point to find opportunities at least three times a day to give positive feedback, give compliments, or just take the time to take an interest in my staff," said one attendee.

"I learned that I need to be more present with my staff," said another. "I need to check in more frequently and be more verbal and communicative."



As far as what was the most enjoyable aspect of the conference, one attendee said, "I appreciated the opportunity to deeply think about the problems facing my agency through the questions asked and in an environment full of positive energy and support. I left the conference feeling energized, connected, and hopeful."

"I enjoyed the networking with our peers in other agencies," said another. "This type of exposure and shared experiences I feel will be huge in helping our Department of Administration team work more effectively."

Scott expressed his appreciation for both those who attended and organized the event.

"It's not easy for managers to commit two days away from the office, but the investment of time into this event will pay dividends well into the future as we start to see improved work culture in our agencies," he said.

"I also want to thank the staff members in my office who spent countless hours planning and organizing this event. It was a huge success," he added.

During a recent leadership conference, Department of Administration managers heard from various speakers, participated in activities, and took time to reflect on their own style of management and ways they can improve leadership and engagement.

Quotes, Notes and Anecdotes

PEIA Open Enrollment Deadline Extended to May 31

Due to the unavoidable delays in printing and mailing the Shopper's Guide for Plan Year 2024, PEIA has chosen to extend Open Enrollment through May 31, 2023. This extension allows employees extra time to make necessary Open Enrollment decisions for the next plan year.

During Open Enrollment, employees can change their health plan; add, drop, or change coverage for themselves and their dependents without a qualifying event; and make changes to their Mountaineer Flexible Benefits, if applicable.

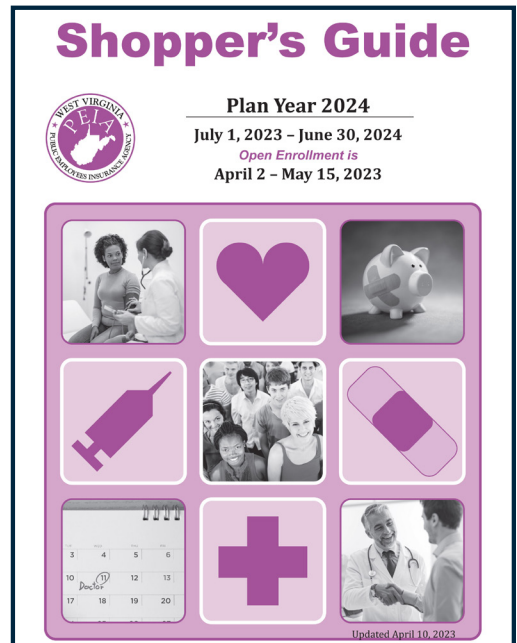
There are several changes this year for which employees should be aware. These include a new provider for dental benefits (Sun Life Healthcare Company) and a spousal surcharge to go into effect July 1, 2023.

To assist employees in understanding the differences and comparing costs between the different plans, PEIA has made available several comparison tools on its website. These tools may be accessed at <https://peia.wv.gov/members/Pages/OE.aspx>.

To make changes to benefits online, go to peia.wv.gov and click the green "Manage My Benefits" button. Online changes must be finalized no later than 11 p.m. on May 15, 2023. Enrolled members may also request a transfer form, or ask any other questions, by calling 1-877-676-5573.

The Plan Year 2024 Shopper's Guide is available online at <https://peia.wv.gov/Forms-Downloads/Pages/Shopper%27s-Guides.aspx>.

All changes for Plan Year 2024 become effective July 1, 2023.



GRADS

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John McHugh (General Services): Daughter, **Olivia McHugh**, graduates from West Virginia University with a Bachelor of Science in Immunology and Medical Microbiology.

Greg Pittman (Technology): Daughter, **Kayla Pittman**, graduates from the University of Charleston with a Bachelor of Science in Nursing. She has accepted a position at West Virginia University Children's Hospital.

Aaron Rollins (General Services): Son, **Eli Woodson Rollins**, graduates from Buffalo High School and Putnam Career and Technical Center.

Deanne Stevens (BRIM): Niece, **Alexxa Atkinson**, graduates from Capital High School and Carver Career Center.

Kim Weber (Ethics): Daughter, **Kate Weber**, graduates from George Washington High School.

Jessica Wiseman (Finance): Daughter, **Kya Hampton**, graduates from Sissonville High School.

The Department of Administration would also like to congratulate the following employees:

Emily Stark (Technology) graduates from Eastern West Virginia Community and Technical College with an Associate degree in Arts. Stark plans to continue working with the Office of Technology and is finishing a bachelor's degree from Potomac State/West Virginia University.

Teresa Taylor (Fleet) graduates from Marshall University with a Regents Bachelor of Arts.

LEGISLATIVE UPDATES

Continued from Page 2

- [House Bill 2638](#) authorizes the Department of Administration to file legislative rules relating to purchasing and parking.

Public Employees Insurance Agency (PEIA)

- Enactment of the spouse surcharge for active employee policyholders from state agencies, colleges, universities, and county boards of education whose spouses are offered employer-sponsored insurance coverage but who choose to get coverage through a plan offered by PEIA. This change does not affect non-state agencies, retirees, spouses who are employed by PEIA-participating agencies, or spouses whose coverage is through Medicare, Medicaid, or TRICARE.
- Increasing health premiums to get the plan back to an 80/20 employer/employee premium split for state agencies, colleges, universities, and county boards of education by July 1, 2023.
- Increasing reimbursement to providers to a minimum of 110% of Medicare's reimbursement.

Public Defender Services (PDS)

- [House Bill 2910](#) allocates money to establish a Public Defender Corporation in Monongalia County.

Quotes, Notes and Anecdotes

Dana Eddy Inducted as Foundation Fellow for the WV Bar Foundation

Dana Eddy, executive director of Public Defender Services (PDS), has been inducted as a Foundation Fellow for the West Virginia Bar Foundation.

Eddy was inducted during the 25th Annual Fellows Dinner in April, which recognized attorneys and judges whose professional, public, and private careers have demonstrated outstanding dedication to the welfare of their communities and honorable service to the legal profession.

"It is, indeed, an honor to be designated as a Fellow. While it is an honor to be included with such distinguished members of the legal profession and judiciary, it is also a commitment to support the philanthropic mission of the West Virginia Bar Foundation," Eddy said. "For me, it was important to emphasize that the attorneys involved in indigent defense are also members of the legal profession and should have a voice in the Foundation. I join former public defenders Teresa McCune and Wilbert Payne in giving a voice to the tireless work of court-appointed counsel and the public defenders throughout the state."

Eddy has served as executive director of PDS since July 2013.



Dana Eddy

Welcome! ... The Department of Administration is pleased to welcome **Rachel Carpenter** (Ethics); **Tyrone Clark** (General Services); **Kaitlyn Jarvis** (Purchasing); and **Joshua Johnston, Randall Lowe, Gregory Mattox, Brent Northcutt, and Michael Slaughter** (Technology).

Best Wishes ... to **Lora Reynolds** (BRIM); **Timothy Sylvester** (Fleet); **John Coleman** (General Services); and **Meredith Ayers** (Grievance), who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Roger Chapman** (Technology) the very best during his retirement.

CPRB Moving ... The Consolidated Public Retirement Board (CPRB) is preparing to move into its new location later this month. Often referred to as the "DEP building" in Kanawha City, CPRB's new address is 601 57th Street SE, Suite 5, Charleston, WV 25304. CPRB offices are currently closed to visitors due to the move and are expected to reopen later in May. CPRB phones, emails, and faxes will still be accessible during this transition.

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 MAY

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

Stephen McConihay.....Aviation	Cal Colangelo.....Personnel
Niki Miller-Casdorff.....BRIM	Nicole Michaelis.....Personnel
Donna White.....BRIM	Christy Romeo.....Personnel
Woodrow White.....BRIM	Bethany Sharp.....Personnel
Caroline Brady.....CPRB	Teresa Cutlip.....Purchasing
Jessica Cain.....CPRB	David Pauline.....Purchasing
Christopher Champe.....CPRB	Mark Totten.....Purchasing
James Ferris.....CPRB	Toby Welch.....Purchasing
Judith Jarrell.....CPRB	Brett Clutters.....Real Estate
Sara Poe.....CPRB	Shelley Whitehill.....Sec. of Admin
Hannah Potter.....CPRB	Frank Barone.....Technology
Melody Scott.....CPRB	Louis Blair.....Technology
Robert Sheff.....CPRB	Eric Cannetti.....Technology
Leslie Young.....CPRB	Candace Colagrosso.....Technology
Betsy Chapman.....Finance	Cindi Cvechko.....Technology
Trent Kirk.....Finance	Jerry Digman.....Technology
David Mullins.....Finance	Debora Drake.....Technology
Kay Walden.....Finance	Diane Fletcher.....Technology
Kelly Williams.....Finance	Jason Fox.....Technology
Maria Yoakum.....Finance	Ashley Huffman.....Technology
James Parsons.....Fleet	Ryan Jett.....Technology
Michele Cunningham.....Fleet	Jennelle Jones.....Technology
Troy Campbell.....Gen.Srvs.	Christina Lanham.....Technology
Robin Casto.....Gen.Srvs.	Joshua Lerosé.....Technology
Eric Cutlip.....Gen.Srvs.	Elias Majdalani.....Technology
Michelle Lusk.....Gen.Srvs.	Douglas Martin.....Technology
Harold McVay.....Gen.Srvs.	Brent Northcutt.....Technology
William Pate.....Gen.Srvs.	Robin Roberts.....Technology
Franklin Stone.....Gen.Srvs.	Keyona Spurgeon.....Technology
Jeffery Swisher.....Gen.Srvs.	Edwin Trader.....Technology
Robin Duncan.....PEIA	Rachel Trahan.....Technology
Helen Gantt.....PEIA	Jacob Welch.....Technology

Administrative Notes

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