

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
November 2023 - Volume 30, Issue 11

Employee of the Month

Taylor Approaches Work and Challenges with Positivity



Teresa Taylor
November Employee of the Month

Teresa Taylor, an Administrative Services Assistant 1 in the Fleet Management Division, has been selected as the Department of Administration's *Employee of the Month* for November.

A state employee for three years, Taylor serves as the fuel lead for agency fleet coordinators. She provides monthly reports on fuel usage and comparison, tracks monthly data, maintains the driver safety program, and provides training to new agency fleet coordinators on the fueling program and the benefits of Fleet's program. She is the account manager for nine state agencies, which services more than 2,500 vehicles.

"Teresa is the subject matter expert for the Fleet Management Division's fueling program," said the co-worker who nominated her. "Her attitude and willingness to assist with whatever is needed is truly impressive, despite the fact that she has experienced several major life-changing events dur-

ing the last two years. She is always pleasant, positive and provides customer service at the highest level.

"Teresa volunteered to review the Fleet website for usability and accuracy. After her assessment, she volunteered to rework the website and incorporate the ideas identified by her co-workers during a review," the co-worker continued. "This is outside her job description and comfort level. She wanted the challenge, and she excelled at it."

When she's not working, Taylor enjoys spending time with her family and exploring the state. During the last two years, she has visited 27 state parks and forests and completed the Department of Tourism's Waterfall Trail.

Taylor will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Mark D. Scott on Tuesday, Nov. 7, 2023, at 10 a.m. at the Fleet offices on Kanawha Blvd.

Agencies Offer New Training and Onboarding Tools

Onboarding has been reported as one of the single most important processes to ensuring a new employee's success and acclimation to an agency's climate and culture. But Gallup polling shows only 12% of people say their company does a good job with this process, according to the West Virginia Division of Personnel website.

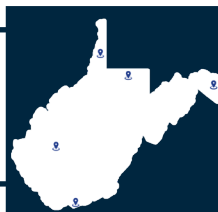
The Department of Administration charged each of its agencies with streamlining onboarding processes to help

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SNEAK PEEK

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In Person, Remote Public Hearings Scheduled for Comments on PEIA Plan Year 2025

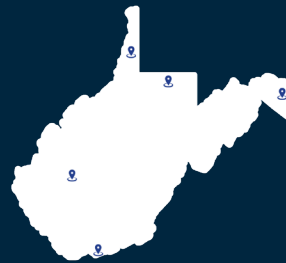
The Public Employees Insurance Agency (PEIA) is extending an invitation to all state employees to attend planned public hearings on the proposed financial plan for Fiscal Year 2025 (July 1, 2024, through June 30, 2025). Attendees will have the chance to discuss and provide comments on the plan. As in previous years, PEIA will host one telephonic hearing and multiple in-person meetings. Registration for the in-person sessions opens at 5 p.m. on the day of the hearing, and any individual who wants to speak must indicate so during registration.

All hearings will begin promptly at 6 p.m. An hour prior to each in-person hearing's start time, PEIA staff will also provide customer service to those members who have questions about the proposals being discussed or the medical, prescription, and/or life insurance benefits.

The proposed plan will be available online at www.wvpeia.com no later than Nov. 4, 2023. To view the changes, visit the News Center on PEIA's website. Comments from those who cannot attend may be submitted in writing to the Finance Board at 601 57th St. SE, Suite 2, Charleston, WV 25304-2345, or by email to PEIAComments@wv.gov.

2025 PEIA Plan Hearing Dates

All hearings, both in-person and telephonic, begin promptly at 6 p.m. Registration begins at 5 p.m. Individuals must indicate at the time of registration if they wish to speak.



Nov. 16: Teleconference
Dial-In: 413-418-2183
Conference ID: 453 611 324#
Meeting Link: meet.google.com/pbn-gcgk-szy

Nov. 6: Wheeling
The Highlands Event Center
Triadelphia, WV

Nov. 7: Martinsburg
Holiday Inn

Nov. 9: Morgantown
Holiday Inn
University Area

Nov. 13: Charleston
Culture Center

Nov. 14: Bluefield
Bluefield State College

Honoring Department of Administration Veterans

The Department of Administration is pleased to recognize many of the veterans who served our country and now serve the citizens of West Virginia through our department. Thank you all for your sacrifices and for your service.



Kerri Gaston, Real Estate Division



Jamison "Mitch" Mitchell, WVOT

AIR FORCE

Wesley Moats
Office of Technology
1974-1994

Msgt. David Parsons
General Services Division
1981-1995

Chris Stone
General Services Division
10 Years of Service

Robert (Tim) Richmond
Office of Technology
1985-1989

MARINES

Mark D. Scott
Cabinet Secretary
1986-1990

NAVY

Jerry McKee
Office of Technology
1997-2007

ARMY

Daniel Ball
General Services Division
6 years of service

Kerri A. Gaston
Real Estate Division
1997 to 2008

David Lester
Office of Technology
1987 to 1992

Jamison Mitchell
Office of Technology
20 Years of Service (retired)

John McHugh
General Services Division
1986-2017

Stephen "Travis" Windon
Office of Technology
2002-2011

Department Collects Socks, Donations for United Way

The Department of Administration collected 703 pairs of socks and \$300 during its Sock-to-ber campaign for the United Way.

Each day of the week of Oct. 23, 2023, had a special theme. The themes were College Sock Day, Halloween, Breast Cancer Awareness, and Crazy Sock Day. The State Credit Union donated prizes including tote bags, T-shirts, and \$25 gift cards. Winners were chosen from those who submitted photos of their socks to the Cabinet Secretary's Office.

The Department reminds employees the United Way's West Virginia State Employee Combined Campaign (WVSECC) for payroll

deductions continues until Dec. 15, 2023. State employees can donate through payroll deduction to the United Way to help youth, families, neighborhoods, and aging popula-

tions. Payroll deductions begin Jan. 1, 2024. For a downloadable copy of the pledge form or other ways to donate, go to www.unitedwaycwv.org/give-now.



West Virginians Invited to Deck the Halls through First Lady's Ornament Competition, Artistree Submissions

First Lady Cathy Justice is inviting all West Virginia students to participate in the 19th annual First Lady Student Ornament Competition, as well as West Virginians of all ages to create and submit hand-crafted ornaments to be displayed on a Christmas tree at the West Virginia Culture Center.

For "Artistree 2023," First Lady Justice is asking West Virginia residents and artists to create an ornament that celebrates Christmas in West Virginia.

"When making your ornaments, think about our state symbols, West Virginia landmarks, or your favorite holiday memories," she said. "Your art will bring the spirit of Christmas in West Virginia to life."

Ornaments must be hand-crafted and suitable for hanging on a tree. Size and weight should be taken into consideration.

All kindergarten through 12th grade students who are public, private,

or home-schooled are encouraged to "Deck the Halls with Doggy Paws" by creating a dog-themed Christmas ornament to honor West Virginia's canine companions. When creating the ornaments, classes are asked to focus on West Virginia's Friends With Paws school therapy dogs or Babydog Justice. The ornaments will be on display at the Culture Center in Charleston during the holiday season.

Design and submission information for the 2023 First Lady Student Ornament Competition include:

- Only one ornament per class is allowed for judging.
- The ornament must be no taller than six inches and can be three-dimensional.
- For the construction of the ornament, use a lightweight wood or lightweight materials such as paper, foam board, cardboard, felt, or paper mache.

On the reverse side of the ornament, or attached to the ornament, write the teacher's name, school or class, email address, phone number and mailing address. If the contact information is not included with the ornament, it will be displayed on the tree, but not eligible for judging. Attach a five-inch loop of string or ribbon to hang the ornament.

Ornaments for both the student competition and the Artistree must be received no later than Friday, Nov. 17, 2023.

The ornaments and the Christmas tree will be unveiled in conjunction with Joyful Night, the annual holiday celebration at the State Capitol held in early December.

Entries can be mailed to Elizabeth Yeager at the Department of Arts, Culture and History, 1900 Kanawha Blvd. East, Charleston, WV 25305.

Questions regarding this competition can be sent to Elizabeth.A.Yeager@wv.gov.

Applications for 2024 Cohort Program Due Nov. 30

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. 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 the Organization and Human Resource Development's (OHRD) Training and Development staff.

To apply, follow these steps:

1. Complete a Cohort Application Form (Cohort 2024 Application Deadline: Nov. 30, 2023). 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. Make sure your direct supervisor receives and submits his/her approval of your application WITH comments of support 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. In order to achieve these goals, it is imperative that each participant attend all sessions. Participants may be asked to leave the cohort if they cannot complete and attend the required courses.



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

2023 Cohort Schedule

Jan. 26	Orientation Webinar
Jan 30 -Feb. 1	Supervising for Success I: <i>Critical Skills for Supervisors</i>
Feb.*	Employee Performance Appraisal
March. 13-14	Conflict Management
April*	Managing and the Law
April 17**	Discipline & Documentation
May*	Attendance Management
June*	The Drug-Free Workplace AND Preventing Harassment
Aug.*	Workplace Safety: Your Responsibility
Sept. 18	Navigating Difficult Conversations
Oct. 16	Leading Change in Turbulent Times
Nov. 13-14	Supervising for Success II: <i>Leadership Essentials</i>

*On Demand

**Online Class

In-person classes will be held at the Capitol Complex, Bldg. 7, in Charleston.

ONBOARDING

Continued from Page 1

new employees better understand what's available to them. This includes using the new onboarding, orientation, and exit interview process offered by the Division of Personnel. The paperwork process is the same for all agencies. However, the onboarding and orientation checklist can be adapted to each agency based upon its needs.

Agencies in the Department of Administration recently did presentations on the process and forms they use. Jeff Fleck, director of the Consolidated Public Retirement Board (CPRB), created a slideshow outlining the forms his agency requires.

"When onboarding, all of the forms and benefits can be complicated," Fleck said. "We did a powerpoint then wrote a script and made a video."

The Public Employees Insurance Agency (PEIA) also has an onboarding video, as well as a "New Employee" section on the

website that has information about insurance plans, choices, how to enroll, and two different tools for employees to compare the PEIA plans. An interactive tool can be found at <https://openenrollment.wvpeia.com/YRE/index.cfm?fuseaction=HlthPlanComparison.Lookup> while a static tool is available at https://peia.wv.gov/wellness_tools/PublishingImages/PPBPlanCompare.png.

The CPRB and PEIA videos that explain services and can assist in onboarding can be found on the Finance Division website at <https://finance.wv.gov/SharedServices/Payroll/Pages/Employee-Benefits.aspx>.

The Division of Personnel offers live virtual training for establishing onboarding best practices. That training can be accessed at <https://personnel.wv.gov/ohrd/learning/alphabeticalistofprograms/Pages/LVTONboarding.aspx>.

OEO Annual Conference Brings Attendees Together for Learning

The West Virginia Office of Equal Opportunity's (OEO) annual conference brought together more than 140 participants in September. The conference was held at Stonewall Resort and featured presentations on digital identity; service animals in the workplace; leave as an accommodation; how to evaluate, energize, educate, elevate, and empower; and

opportunities for questions and answers.

"Our annual OEO conference was a great success and I'd like to think of this event as a collaborative venture," said OEO Director Kim Nuckles. "Educating our state's Equal Employment Opportunity officers and managers is our priority and we want them to feel empowered to take on any case or task they might face."

Speakers and sessions at this year's daylong conference included: *Back to Basics* with OEO's James Rollins; *Let's Get to Work* by WV Assistive Technology's Principal Investigator and Program Manager Doug Cumpston; *Digital Identity* by West Virginia Office of Technology's Chief Information Security Officer Danielle Cox; *Service Animals in the Workplace* by Nuckles and Cox; *Leave as an Accommodation* by Division of Personnel Deputy Director Joe Thomas, and a presentation by American Civil Liberties Union of West Virginia Director Eli Baumwell.

The West Virginia Office of Equal Opportunity (OEO) staff (left to right Brittany Rutrough, James Rollins, and Kim Nuckles) coordinated the annual OEO conference held in late September.



Privacy Office Intern Creating Online Training for HIPAA Security

A Department of Administration intern is getting first-hand experience in privacy work that will assist him in his future plans.

Eric Sencindiver is an intern in the State Privacy Office. He is a student at Blue Ridge Community and Technical College, where he will graduate in December with an associate degree in information technology (IT) and cybersecurity.

A veteran of the U.S. Air Force, Sencindiver lives in Martinsburg and is conducting his internship remotely. He is creating a training module for privacy officer online training regarding the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Security Rule.

"This internship has provided me the opportunity to do great work within the West Virginia State Privacy Office," said Sencindiver. "I've been given the chance to bridge the developmental gap between school and the working world. This project I am working on is allowing me a creative outlet to improve the overall prosperity of the department, and to provide new employees with the information they need to protect private health information."

After graduation, Sencindiver plans to pursue a career in cybersecurity.

Eric Sencindiver gains first-hand knowledge as an intern for the State Privacy Office.



Trick or Treaters Visit Capitol Campus

The children of the Public Employees Day Care made their way through the Capitol on Oct. 26, 2023, as part of their annual trick or treat march. As they entered the building, they passed by the Department of Administration's main office, where staff celebrated the many creative costumes and passed out candy.



CPRB Receives National Public Pension Award

The Consolidated Public Retirement Board (CPRB) has been awarded the 2023 Public Pension Standards Award. This award, offered by the Public Pension Coordinating Council (PPCC), recognizes public retirement organizations that meet or exceed professional standards in plan funding and administration.

“West Virginia’s public pension plans are among the best-funded and administered plans in the country, and this award just validates the hard work and dedication of our wonderful employees,” said CPRB Director Jeffrey Fleck. “We take pride in our motto: ‘Serving those who serve West Virginia.’ We also thank Governor Jim Justice and the West Virginia Legislature for their support.”

To receive the Recognition Award for Administration, a retirement system must certify that it meets the requirements in five areas of assessment. These requirements can be seen at www.nasra.org/ppcc.

To receive the Recognition Award for Funding, a retirement system must certify that it meets the requirements for funding adequacy, defined as meeting one or more of the criteria listed. Those requirements can also be seen at the link above.

The Public Pension Standards reflect minimum expectations for public retirement systems management and administration and serve as a benchmark by which all defined benefit public pension plans should be measured.

Congratulations to CPRB on earning this achievement!

Welcome! ... The Department of Administration is pleased to welcome **Ashley Sparks**, **Rebekah Hudnall**, and **Tiffany Rucker** (CPRB); **Beth Redden** (Fleet); and **Christopher Mor-ton** (Real Estate).

Best Wishes ... to **Kayla Smith** (PEIA); **Andrew Mendelson** (Public Defender Services); and **Joshua Johnson** (Technology), who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Sue McMinn** (BRIM); **John Cummings** (General Services); and **Doug Elkins** and **Guy Nisbet** (Purchasing) the very best during their retirements.

Mandatory Training ... is required annually by W. Va. Code § 5A-3-60. The first webinar for Fiscal Year 2024 will be conducted Nov. 8, 2023, and a recording of the webinar will be posted in CourseMill under Catalog ID “PUR400EFY24” following the webinar. For information on how to register and to learn more about these requirements, visit www.state.wv.us/admin/purchase/training/mandatory.html.

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 NOVEMBER

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

Tierra Gable.....Aviation
Sarah Tignor.....Aviation
Ashley Summitt.....BRIM
Elizabeth Crowder.....CPRB
Laura Harvey.....CPRB
Sherry Stowers.....CPRB
Rickie Adkins.....Gen.Srvs.
Cara Castle.....Gen.Srvs.
Michael Clendenin.....Gen.Srvs.
Mark Crites.....Gen.Srvs.
Mark Fletcher.....Gen.Srvs.
Charles Hager.....Gen.Srvs.
Eric Mackey.....Gen.Srvs.
John Nichols.....Gen.Srvs.
Cody Taylor.....Gen.Srvs.
Michael Urban.....Gen.Srvs.
Wesley White.....Grievance
Frances Anderson.....PEIA
Susan Beaty.....PEIA
Billie Landers.....PEIA
Robin Rose.....PEIA
Lela Alderman.....Personnel
Rita Schoolcraft.....Personnel
Layna Valentine-Brown.....Personnel
Olivia Lee.....Pub.Def.Srvs.

Carolyn Miller.....Pub.Def.Srvs.
Steven Thompson.....Pub.Def.Srvs.
Mark Atkins.....Purchasing
David Botkins.....Purchasing
Josh Hager.....Purchasing
Shane Hall.....Purchasing
Matt Harper.....Purchasing
Bill Pierce.....Purchasing
Franklin Sisson.....Purchasing
Angelina Villanueva.....Purchasing
Anthony Signorelli.....Real Estate
Laura Belcher.....Technology
Crystal Cook.....Technology
Megan Gallagher.....Technology
Bryan Gantzer.....Technology
Angela Graham.....Technology
Charles Hartman.....Technology
David Lalone.....Technology
Raymond Mullin.....Technology
Gilbert Richard.....Technology
Michael Slaughter.....Technology
Jeremy Tyler.....Technology
William Ward.....Technology
Jeffery Whitman.....Technology
Terry Young.....Technology

Administrative Notes

Quotes, Notes & Anecdotes

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