

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
November 2024 - Volume 31, Issue 11

Employee of the Month

Atkins Shows Professionalism in Her Many Duties



Lindsey Atkins
November Employee
of the Month

Lindsey Atkins, outreach officer and executive assistant with the Consolidated Public Retirement Board (CPRB), has been selected as the Department of Administration’s *Employee of the Month* for November.

A state employee for seven years, Atkins’ duties include providing outreach seminars around the state to inform CPRB members of the fundamentals of the 10 different retirement systems the agency administers. She also helps set up and coordinate large outreach events for the agency, such as the payroll clerk seminars. In addition, she assists Deputy Director Terasa Miller with agency needs that include monitoring and responding to the main CPRB email address, special projects related to legislative changes impacting the retirement systems, ordering and designing materials with agency logos, and scheduling

appointments.

“Lindsey listens and responds in a kind and helpful way. She is a hard worker and knows how to get things accomplished,” said the co-worker who nominated her. “She is the public face for most of our agency since she is holding the seminars and webinars. She is always put together and just an all-around great person.”

When she’s not working, Atkins spends a lot of her free time traveling with her four children for various school activities. She is also the assistant cheerleading coach at John Adams Middle School.

Atkins will be joined by friends and co-workers at a special ceremony presented by Acting Cabinet Secretary John McHugh on Thursday, Nov. 7, 2024, at 2 p.m. at the CPRB offices in Kanawha City.

West Virginia Earns ‘B+’ in Digital States Survey

The Center for Digital Government (CDG) has announced the results of its 2024 Digital States Survey, a biennial evaluation of the information technology (IT) practices of all 50 states. West Virginia achieved an overall grade of “B+,” up from the “B” it received in 2022. The state also received an Outstanding Achievement recognition for resilience.

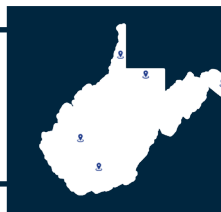
Since its inception 27 years ago, this biennial e-survey has helped benchmark state government use of digital



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SNEAK PEEK

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Public Hearings Scheduled Around the State for Comments on PEIA Plan Year 2026

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 2026 (July 1, 2025, through June 30, 2026). Attendees will have the chance to discuss and provide comments on the plan. As in previous years, PEIA will host one virtual hearing and multiple in-person meetings.

All hearings will begin promptly at 6 p.m. 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.

The proposed plan will be available online at peia.wv.gov no later than Nov. 4, 2024. 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.

2026 PEIA Plan Hearing Dates

All hearings, both in-person and virtual, 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. 18: Virtual
Dial-In: 1-413-350-0825
Conference ID: 426 346 783#
Meeting Link:
meet.google.com/fxe-wtgm-peg

Nov. 7: Beckley
Beckley-Raleigh
Convention Center

Nov. 12: Martinsburg
Holiday Inn

Nov. 14: Wheeling
The Highlands Event Center
Triadelphia

Nov. 19: Morgantown
The Erickson Alumni Center

Nov. 21: Charleston
The Culture Center

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.

Mike Adkins, CPRB
1971-1975 (Active), 1980-2007 (Reserve)
U.S. Navy

Marsha Aubrey, PDS
1993-2006
U.S. Army, Air Defense Artillery

Philip Beckett, WVOT
4 years (Desert Storm)
U.S. Army

James Bowes, WVOT
2003-2011
USAF & WVANG

James Dixon, WVOT
1988-2019
U.S. Air Force & WV Air National
Guard

John Fernatt, BRIM
1980-1990
U.S. Navy (Submarine Service)

Jeremiah Jones, CPRB
2010-present
U.S. Air Force

David Lester, WVOT
4 years, 10 months, 8 days
U.S. Army

John McHugh, GSD
1986-2017
U.S. Army

Michael Metz, WVOT
1990-2010
U.S. Army Reserve

Msgt. David K. Parsons, GSD
13 years
U.S. Air Force

Matt Riley, WVOT
8 years
U.S. Army

Robert Sheff, CPRB
1979-1988
U.S. Navy

Chris Stone, GSD
1989-1999
U.S. Air Force

Steve Wolfe, CPRB
1982-1992 (including Desert Storm)
U.S. Air Force



Marsha Aubrey
Public Defender Services

Applications for 2025 Cohort Program Due Dec. 2

New supervisors and managers who have not taken the required Supervisor/Manager Training Program Policy (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 2025 Application Deadline: Dec. 2, 2024). As you complete your application in Google Forms, be sure to put your direct supervisor/manager's correct 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 so your application will 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.

If you have any questions regarding Cohort or the application process, please contact OHRD at DOP.Registrar@wv.gov.



2025 Cohort Schedule

Jan. 24	Orientation Webinar
Jan 28-30	Supervising for Success I: <i>Critical Skills for Supervisors</i>
February*	Employee Performance Appraisal
March 5-6	Conflict Management
April*	Managing and the Law
April 8**	Discipline & Documentation
May 14	Attendance Management
June*	The Drug-Free Workplace AND Preventing Harassment
August*	Workplace Safety: Your Responsibility
Sept. 17	Navigating Difficult Conversations
Oct. 15	Leading Change in Turbulent Times
Nov. 5-6	Supervising for Success II: <i>Leadership Essentials</i>

*On Demand

**Online Class

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

OEO Hosts Annual Statewide Conference

More than 160 people attended the West Virginia Office of Equal Opportunity's (OEO) annual conference in September. The conference was held at Stonewall Resort and featured presentations on integration and inclusion, interview techniques, and equal employment investigation techniques.

"The conference was a huge success," said OEO Director Kim Nuckles. "We provided attendees with tools to network across job and industry disciplines and develop opportunities for partnership and collaboration in all areas of discrimination. The speakers covered a variety of topics, including cultivating inclusion in the community, leave as an accommodation, and EEO investigation techniques."

Speakers and sessions at this year's daylong conference included: "Cultivation, Integration, and Inclusion" by disability advocate David George; "Investigating and Interview Techniques," by Sgt. Justin Wills of the West Virginia Public Service Commission; "Know the Rules, Win the Game: EEO Investigations," by Frank Hairston of the West Virginia Department of Corrections; and Laura Mann of the West Virginia Division of Personnel.

Jan Powell Retires



Jan Powell, a public information specialist for PEIA, retired from state government with 37 years of service. Acting Cabinet Secretary John McHugh thanked her with a special ceremony.

November Events Offered Across West Virginia

Looking for events around the state in November? West Virginia Tourism maintains a list of events on its website at wvtourism.com. Check below for some of the many events happening around the Mountain State this month!

- Nov. 1, 2024 | *Harpers Ferry*
Lantern Tour: Strange Story of Harpers Ferry
- Nov. 2, 2024 | *Harpers Ferry*
Common Threads: Learn The Art of Tape Loom Weaving
- Nov. 6, 2024 | *Wheeling*
Festival of Lights
- Nov. 8, 2024 | *Grantsville*
WVAA Stars & Coffee Star Party- Calhoun County Park
- Nov. 11, 2024 | *Welch*
City of Welch's 106th Veteran's Day Parade
- Nov. 16, 2024 | *Shepherdstown*
Handmade Christmas in Shepherdstown
- Nov. 17, 2024 | *Harpers Ferry*
Bolivar Heights to the Nash Farm | Trails Less Traveled
- Nov. 30, 2024 | *Salem*
Spirit of Christmas in the Mountains

Trick or Treaters Visit Capitol Campus



As part of their annual trick or treat march, kids from a local day care paraded through the Capitol. As they entered the building from the east wing, they passed by the Department of Administration's main office, where staff celebrated the many creative costumes and passed out candy.



DIGITAL SURVEY

Continued from Page 1

technologies to improve service delivery, increase capacity, streamline operations, and reach policy goals. The survey assigns a letter grade based on quantifiable results.

The grade of "B+" reflects a state with technology leaders who use appropriate, consistent, and standard good government practices in all aspects of state operations, governance, and administration.

According to the survey results for West Virginia, "Enhancing the digital government experience for West Virginia residents is a central component of the state's IT work. To fully understand the digital experience residents encounter with state agencies, the West Virginia Office of Technology will examine that experience against key performance indicators such as error rates, cost per transaction and user satisfaction score, among others. The Division of Motor Vehicles has introduced digital vehicle registration cards, which allow residents to carry digital versions of their vehicle registration, and more than 7,000 residents have opted into the program. The digital registrations are held in digital wallet platforms on smartphones."

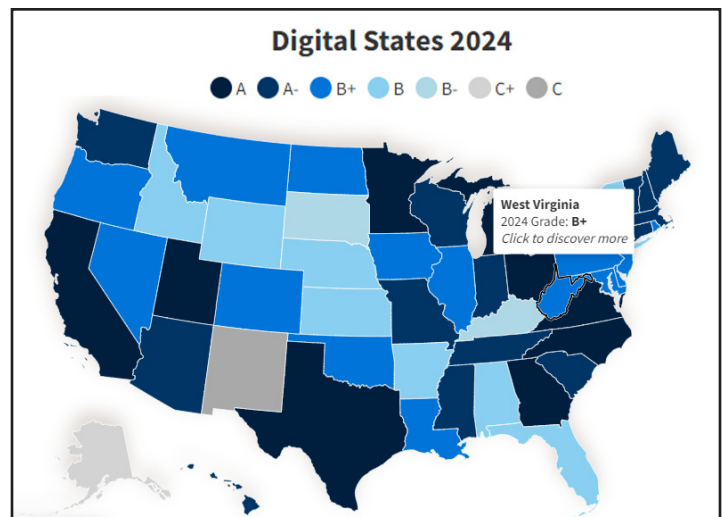
In addition, the survey highlighted the state Legislature's creation of the Select Committee on Artificial Intelligence to begin the process of educating elected and public officials about the impact and opportunities of AI.

On back-end IT progress, West Virginia has transitioned

its on-site mainframe system to a hosted network with full disaster recovery and backup abilities, the survey said.

In obtaining an Outstanding Achievement recognition for resilience, West Virginia was commended for the ability to maintain continuous technical and business operations during peak usage, disasters, and crisis conditions.

To view the list of the results for all states, visit www.gov-tech.com/cdg.



Department of Administration's *Employee Question of the Month*

Last month, we asked Department of Administration employees to share their favorite or most memorable Halloween costume as part of our *Employee Question of the Month*. Thank you to all who participated in last month's question. Below are some of the responses received.

- I definitely remember going as Leonardo from Teenage Mutant Ninja Turtles. I thought I was the coolest kid in school.
- I dressed as Fred Durst of Limp Bizkit in 6th grade.
- Jeannie from I Dream of Jeannie
- A lot of my costumes were recycled dance recital outfits so I went as a country singer (extremely sparkly with gold paint falling off everywhere) one year and as an Egyptian another year (extremely cold for October!)
- I was very proud to be a Pink Power Ranger for Halloween and sad that another girl in my class also had the same costume. It featured a very painful and hot plastic mask.
- Incredible Hulk
- A furry black panther costume handmade by my aunt
- In third grade I was Leonardo from TMNT. Check out my sweet ninja skills.
- Jester
- Tigger costume that my mom made
- A box of Kraft macaroni and cheese my mom helped me make that I drew and painted myself. I won the prize for "most original."
- Favorite: has to be SUPERMAN!!! Most Memorable: Raggedy Ann
- Homemade pumpkin costume
- 1970s blonde princess
- Most memorable was a homemade red Crayola crayon
- Charlie Chaplin
- Early high school - goth princess. It was most memorable because my grandma called me a street walker because of my fishnet stockings - to this day I still laugh about it.
- The year I dressed up as a genie because of the song Genie in a Bottle by Christina Aguilera!!
- Napoleon Dynamite or Michael J. Fox's Teen Wolf
- Wonder Woman
- When I was in the second grade, my mom made me a clown costume with a red yarn wig. Why is that so memorable to me? Well, my mother used the waistband from a pair of my brother's underwear to make the headband for the wig! I was horrified!
- Divorce attorney for our assistant principal's spouse. I was suspended for two days after that one.
- My mom made circus clown costumes for my sister and I when we were toddlers. My son later wore the same costume when he turned two!
- Princess
- Humpback
- Fred Flintstone
- Cinderella with a silver ball gown
- Vampire
- A sheepdog

Wreath-themed Ornaments Sought for 2024 Artistree

First Lady Cathy Justice and the West Virginia Department of Arts, Culture and History invite West Virginians of all ages, including artists of all disciplines, to create a wreath-themed ornament for the Artistree to be displayed in the West Virginia Culture Center Great Hall this holiday season.

There is a limit of one submission per artist. Ornaments must be handcrafted by West Virginians and suitable for hanging on a tree, so please take size and weight into consideration, and include all fasteners and fixtures necessary for hanging. Ornaments should be no bigger than 6 inches wide by 6 inches long.

The ornaments become property of the West Virginia Department of Arts, Culture and History and some may be archived permanently.

Mail submissions to Elizabeth Yeager, Department of Arts, Culture and History, The Culture Center, 1900 Kanawha Blvd. East, Charleston, WV 25305, attention Artistree.

All submissions must be received by Friday, Nov. 22, 2024.

Questions can be directed to Elizabeth Yeager by email at Elizabeth.A.Yeager@wv.gov.



All West Virginians are invited to participate
& see their ornament on display
at the Culture Center!

Submit your ornament by Friday, Nov. 22nd!

Department Employees Collect Socks, Donations for United Way

The Department of Administration collected pairs of socks and monetary donations during its Socktober campaign for the United Way.

Additionally, it hosted a special sock theme each day during the week of Oct. 28, 2024. The themes were School Spirit, 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.

Payroll deductions for the United Way's West Virginia State Employee Combined Campaign continues until Dec. 13, 2024. State employees can donate through payroll deduction to the United Way to help youth, families, neighborhoods, and aging populations.

All payroll deductions begin Jan. 1, 2025. For a downloadable copy of the pledge form or other ways to donate, go to www.unitedwaycwg.org/give-now.

Socktober photos for this year can be seen on the Department of Administration's Intranet website, Administration Station. The total of donations will be shared in the December issue of *Quotes, Notes & Anecdotes*. Thank you to all the employees who participated and donated to this event.



Welcome! ... The Department of Administration is pleased to welcome **Shawn Coleman** and **Jeremiah Moyers** (Aviation); **Shawn Cunningham** and **Jennifer Dills** (CPRB); **Evan Burdette** and **Charles Mullins** (General Services); and **Michelle Bauer** (PEIA). **Staci Clutters** also transferred from Technology to PEIA.

Best Wishes ... to **Sherry Stowers** (CPRB), **Theresa Kirk** (Ethics), **Luke Murray** (Finance), **April Taylor** (PEIA), and **Brittany Dent** and **Kimberly Stopani** (Public Defender Services), who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Ellen Briggs** (Ethics), **Nancy Crawford** (Finance), **Janice Powell** (PEIA), and **Teresa Asbury** (Public Defender) the very best during their retirement.

Question of the Month ... Thank you to all of the individuals who continue to participate in our **Employee Question of the Month**. Last month, we asked employees to share their favorite or most memorable Halloween costumes. The answers to that question can be seen on Page 5.

This month we want to know... "What are you most thankful for?" To answer this question, visit <https://forms.gle/JcCfM-VRGCgFgy2dA6>.

Holidays ... The Department of Administration will be closed on Nov. 5, 2024, for Election Day; Nov. 11, 2024, for Veterans Day; and Nov. 28-29, 2024, for the Thanksgiving holiday.

HAPPY BIRTHDAY ... in NOVEMBER

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

Tierra Gable.....aviation	David Botkins.....Purchasing
Sarah Tignor.....Aviation	Mark Fox.....Purchasing
Elizabeth Crowder.....CPRB	Josh Hager.....Purchasing
Laura Harvey.....CPRB	Shane Hall.....Purchasing
Wesley White.....Grievance	Matthew Harper.....Purchasing
Cara Castle.....GSD	Carol Hudnall.....Purchasing
Michael Clendenin.....GSD	William Pierce.....Purchasing
Charles Hager.....GSD	Franklin Sisson.....Purchasing
Eric Mackey.....GSD	Samantha Willis.....Purchasing
John Nichols.....GSD	Anthony Signorelli.....Real Estate
Cody Taylor.....GSD	Laura Belcher.....WVOT
Michael Urban.....GSD	Crystal Cook.....WVOT
Frances Anderson.....PEIA	Megan Gallagher.....WVOT
Susan Beaty.....PEIA	Bryan Gantzer.....WVOT
Billie Landers.....PEIA	Angela Graham.....WVOT
Robin Rose.....PEIA	David La Lone.....WVOT
Lela Alderman.....Personnel	Raymond Mullin.....WVOT
Jessica Halstead.....Personnel	Gilbert Richard.....WVOT
Candace Hodges.....Personnel	Michael Slaughter.....WVOT
Layna Valentine-Brown...Personnel	Jeremy Tyler.....WVOT
Olivia Lee.....Pub.Def.Srvs.	William Ward.....WVOT
Steven Thompson.....Pub.Def.Srvs.	Jeffery Whitman.....WVOT
Mark Atkins.....Purchasing	Terry Young.....WVOT

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