

Quotes, Notes & Anecdotes

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

Chadband Has Positive Attitude to Tackle Any Task



Krista Chadband
October Employee
of the Month

Krista Chadband, an Office Assistant III for the Purchasing Division, has been selected as the Department of Administration's *Employee of the Month* for October.

A state employee for eight years, Chadband has been with the Purchasing Division for two of those. Her duties include serving as the registration contact for training sessions, vendor webinars, and the mandatory training for high-level officials. She also assists with the Division's certification program, updates the listing of designated procurement officers, and communicates with primary designated procurement officers to update the listing of non-designated procurement officers. She conducts a mid-year review of training hours for all designated procurement officers,

as well as updates the Department's section of the State Government directory each month.

"Krista's calm demeanor, positive attitude, and strict focus on the task at hand ensures the job gets done correctly and promptly every time," said the co-worker who nominated her. "She works independently, meets every deadline consistently, and never shies away from a challenge."

When she's not working, Chadband enjoys spending time with family, traveling, and working out.

Chadband will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Mark D. Scott on Tuesday, Oct. 11, 2022, at 2:30 p.m. at the Purchasing Division's offices in Building 15.

Department of Administration Reveals New Designs

Last month, the Department of Administration launched its redesigned website and its newly developed seal. Both items were revealed during the Department's mid-level managers meeting held on Sept. 21, 2022, which can be seen on **Page 5**.

While the Department of Administration's website can still be accessed at **administration.wv.gov**, updates to the site have improved usability and navigation for employees and members



Please see **ADMINISTRATION**, page 3

SNEAK PEEK

- DOA Partners with United Way on Annual Campaign / **Page 3**

- Mid-Level Manager Meeting Held at Culture Center / **Page 5**

TRICK OR TREAT

Children who attend the Public Employees day care will make their annual trick or treat march through the Capitol on Oct. 21, 2022, at 3 p.m.

GSD Service Requests Can Now Be Submitted Online

A service ticket can now be submitted online at the General Services Division's (GSD) website.

The "Service Desk" button links to a fillable form that allows individuals to submit a service request without having to speak with anyone. The form asks for complete contact information for the person submitting the form and specific information about the issue to help speed up the process.

"We've updated our website to be more user friendly with the intent of providing employees with useful information such as our calendar for Capitol events and the history of the Capitol," said GSD Business Manager Ada Kennedy. "Currently, we are working on adding building information for our facilities statewide. We hope to be able to spotlight what's going on in GSD and introduce our employees to our customers. The goal is for our website to become a resource for all state employees."

The button can be found online at <https://generalservices.wv.gov>.



[wv.gov](https://www.wv.gov). The GSD still accepts requests via email at GSDServiceDesk@wv.gov and by phone at 304-558-2317.

Capitol Project to Fulfill Intent of Original Designer

The West Virginia Capitol will soon feature additional artwork thanks to the Department of Arts, Culture and History (DACH) with assistance from the Purchasing Division. As part of its original design, the West Virginia Capitol was intended to have decorative murals placed on the interior of the dome. However, before this could be completed, the Great Depression hit and put the project on hold. After an attempt to revisit the project in the 2000s fell through, DACH is actively working to complete this project.

The completion of this project involves the Department acquiring the artwork itself and the installation of the artwork. The artwork to be placed is an original design by architect Cass Gilbert and uses the marouflage technique. Marouflage is a 3,000-year-old method that will al-

low for a canvas mural to be directly applied to the interior of the Capitol dome. By using this technique, the artwork can be easily repaired or replaced as needed. This option also offers a more natural and realistic decoration. Guided by Cass Gilbert's original notes, installation company John Canning & Company is developing a color palette that will enhance the marble and architectural style of the Capitol.

"John Canning & Company is an architectural arts restoration contractor with specialized experts in art conservation and historical decoration," explained Cara Suppa, procurement officer for the DACH. "This company was also a subcontractor for the gilding of the Capitol dome in 2004, completed all the artwork and period paintings for the remodeling

of the Governor's Mansion, and worked on the mural artwork at Independence Hall in Wheeling."

Additionally, Canning & Company is a member of the American Institute for Conservation (AIC). This association is one of two conservation organizations in the U.S., the other being the Intermuseum Conservation Association (ICA), that provides rigorous, peer reviewed, professional membership in their respective organizations. Any AIC or ICA member must adhere to a code of ethics that requires fully reversible conservation treatments. In this instance, John Canning & Company is acting in its professional role as an Art & Historic Preservation Conservator.

DACH is currently working with John Canning & Company in the design phase, which involves developing and finalizing mock-up compositions from the original, historical artwork. Once the art has been approved, the compositions will be transferred to canvas using artists' oil paints and glazes. The last phase of this project will be the installation itself.



A project is underway to create and install a mural in the West Virginia Capitol. The mural was part of Cass Gilbert's original design for the Capitol, and the project will use the marouflage technique.

Quotes, Notes and Anecdotes

Department of Administration Partners with United Way on Annual Campaign

The Department of Administration is partnering with the United Way of Central West Virginia this month for the West Virginia State Employee Combined Campaign (WVSECC) to help aid youth, families, neighborhoods, and aging populations. The Department is also holding a Socktober event all month long, during which employees can donate pairs of socks for those in need.

Last year, the United Way of Central West Virginia assisted 79,025 individuals, 14,882 of whom were children. Past campaigns in West Virginia have been equally as successful, and state employees are encouraged to give again this year.

The WVSECC is the only state-sanctioned fundraising effort in which employees can use payroll deduction, and donations can be directed to any United Way location of the employee's choice. Donations may also be tax deductible as part of an individual's itemized federal tax return.

Pledges for payroll deduction run through Dec. 16, 2022, and deductions begin with the first pay period of 2023. For a downloadable copy of the pledge form, go to www.unitedwaycwg.org/give-now. Agencies within the Department of Administration will also have bins for collecting sock donations during the Socktober event.

For more information about the United Way of Central West Virginia, visit www.unitedwaycwg.org.

WEST VIRGINIA STATE EMPLOYEE CAMPAIGN

Name

Employer (If Applicable)

Home Address Phone

City State Zip Code

E-Mail

United Way

United Ways of West Virginia

PAYROLL DEDUCTION PLEDGE INFORMATION

☐ YES! I will do \$52 (\$1 a week)
 ☐ I will do more!

My Total Annual Gift Is: _____

ALTERNATIVE PAYMENTS

☐ I want to make my gift with a credit card.

DONATE

☐ I want to be billed directly.
 ☐ Quarterly
 ☐ Monthly
 ☐ Other

MY SIGNATURE NEEDED TO AUTHORIZE CONTRIBUTION

Signature

Date

LAST 4 DIGITS OF SOCIAL SECURITY NUMBER

XXXX XX

DEPARTMENT NUMBER

AGENCY COUNTY

GIFT CALCULATOR

26 Pays

\$25 per pay period	\$650 annual
\$20 per pay period	\$520 annual
\$15 per pay period	\$390 annual
\$10 per pay period	\$260 annual
\$5 per pay period	\$130 annual

UNITED WAY OF WV

☐ UWNV United Way of Central WV serving Kanawha, Boone, Logan, Clay, Putnam and Braxton Counties
 ☐ UWRVC United Way of River Cities serving Mason, Cabell, Wayne, Lincoln, Mingo
 ☐ UWSW United Way of Southern WV serving Raleigh, Fayette, Webster, Nicholas, Summers, Wyoming, Mercer, McDowell and Webster
 ☐ UWEP United Way of Eastern Panhandle serving Morgan, Berkeley, Jefferson
 ☐ UWGB United Way of Greenbrier Valley serving Greenbrier, Monroe, Pocahontas, Pendleton

ADMINISTRATION

Continued from Page 1

of the public. These changes include a new front page with quick links to the *Employee of the Month* program, holiday/pay calendar, retirement and insurance information, and the latest issue of the Department newsletter, *Quotes, Notes and Anecdotes*. Additionally, press releases can be found on this page along with links to the Department of Administration's LinkedIn, Twitter, and Flickr accounts.

"The new Department of Administration website is a great resource for our employees and members of the public who are looking to learn more about our agencies," said Department of Administration Cabinet Secretary Mark D. Scott. "As part of the updates, the site is now mobile responsive, allowing individuals easy access regardless of what device they are viewing from."

One element featured on the new website is the official Department of Administration seal. Featuring shades of blue and gold, the new department seal highlights the West Virginia Capitol dome.

"I am excited to share our new department seal," said Secretary Scott. "The Department of Administration has some of the best employees in the state, and I want them all to feel pride as the new seal symbolizes their hard work and dedication to the state."

Though the new Department of Administration seal is not intended to fully replace the state seal on official documents, it is now available for official use. Copies of the seal can be requested from the Cabinet Secretary's Office.



WEST VIRGINIA Department of Administration

OEO Conducts First In-Person Conference Since 2019

More than 100 participants turned out in September for the West Virginia Office of Equal Opportunity's (OEO) annual conference at the Stonewall Resort in Roanoke, W. Va. The day-long conference agenda featured presentations on fairness and equity, reasonable accommodations, and labor and employment law, along with opportunities for questions and answers.

This was the office's first in-person conference since 2019. OEO did not hold a conference in 2020 and held one virtually in 2021.

"There's so much value in training our Equal Employment Opportunity counselors and coordinators. The response has been overwhelmingly positive and demonstrates the commitment of agency leadership," said OEO Director Kim Nuckles. "This conference will arm folks in the proactive prevention of unlawful discrimination and teach them how to do it efficiently and effectively."

This year's conference featured seven speakers and included Meshea Poore, Vice President of the West Virginia University Division of Diversity, Equity and Inclusion; Lisa Mathess, lead consultant for the Job Accommodation Network; Cameron McKinney, general counsel for the West Virginia Human Rights Commission; Liz Ford, Executive Director, and Doug Hess, Chief Operating Officer, of The Arc of the Mid-Ohio



The Office of Equal Opportunity (OEO) hosted a day-long conference in September with more than 100 attendees. Above (pictured left to right) is James Rollins, Cindy Smith, Brittany Rutrough, Rebecca Ferrell, and OEO Director Kim Nuckles.

Valley; Melissa Southall, Self-Advocate Coordinator for People First of West Virginia; and Eric Kinder, of the Spilman, Thomas and Battle law firm.

WVOT Urges Employees to 'See Yourself in Cyber'

October is Cybersecurity Awareness Month, and this year's campaign, titled "See Yourself in Cyber," promotes the people behind cybersecurity. As part of its focus on the people, the campaign will provide information and resources to help educate the public and ensure all individuals and organizations make smarter decisions on the job, at home, and at school.

"We all need to understand how to keep our data safe by taking the time to learn how viruses work, the risks to avoid, and tips to keep your computer safe," said Danielle Cox, Chief Information Security Officer with the West Virginia Office of Technology.

Cybersecurity Awareness Month is a collaboration between government and private industry to raise awareness about digital security and to empower everyone to protect

their personal data from digital forms of crime.

The four areas state and federal partners are focusing on this month include:

- Enabling multi-factor authentication
- Using strong passwords
- Recognizing and reporting phishing
- Updating your software

As an individual employee or consumer, you are encouraged to take basic steps to protect your online information and privacy through constant education from trusted partners, like Stay Safe Online, at <https://staysafeonline.org/category/online-safety-privacy-basics>. No matter what role you play within an organization, you can still affect its cybersecurity.



Mid-Level Manager Training Held at Culture Center

Department of Administration Cabinet Secretary Mark D. Scott spoke to more than 100 of the Department's mid-level managers about positive leadership at a special meeting held Sept. 21, 2022, at the Culture Center. Several senior Administration staff and division directors also spoke on various topics, such as available training from the Division of Personnel and how to be an equal opportunity leader.

During the meeting, the Department of Administration's new mobile responsive website and seal were revealed (see *Page 1*), a special message from the Governor was played, and attendees were given an opportunity to socialize and network with individuals from other agencies.

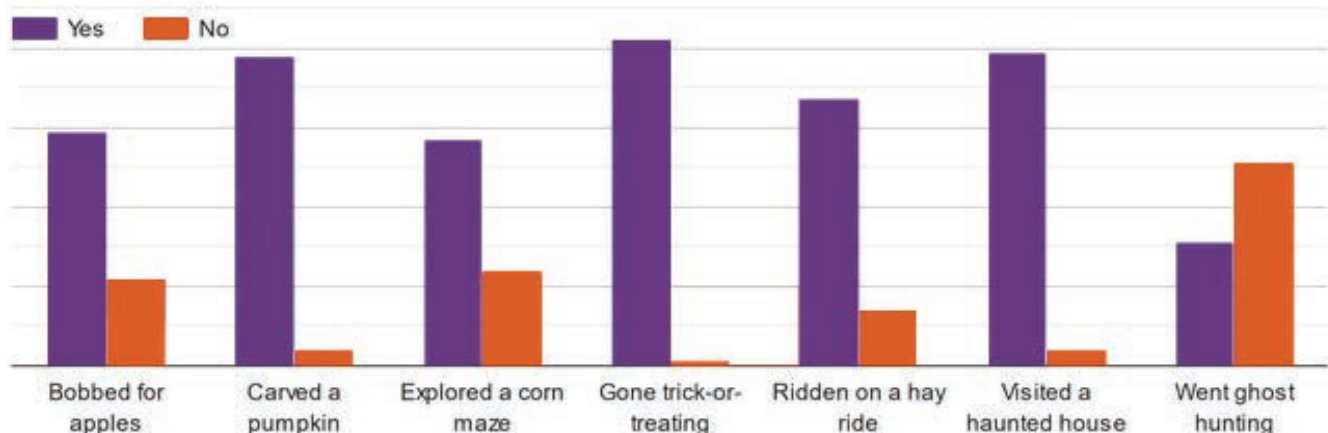
The event helped kick off the Department's initiative to ensure all managers are educated on how to handle tough situations and how to lead positively.



Employee Question of the Month: Classic Fall Activities

Last month, we invited Department of Administration employees to share if they had participated in the following fall activities. Thank you to everyone who participated.

This month, we want to know, "What the the little things you are thankful for?" To answer this question, visit <https://forms.gle/r5P7PL1tDh5f5VzKA>.



Excellence in Financial Reporting Award Presented to BRIM

The Government Finance Officers Association of the United States and Canada (GFOA) has once again recognized the Board of Risk and Insurance Management (BRIM) for excellence in financial reporting for the fiscal year ending June 30, 2021.

"I am pleased BRIM has been awarded this honor and joins the many other Department of Administration agencies who have also received this recognition," said Department of Administration Cabinet Secretary Mark D. Scott.

This is the 27th year that BRIM has received the Certificate of Achievement for Excellence in Financial Reporting (CAFR) award. The CAFR award is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

The GFOA is a major professional association servicing the needs of nearly 19,000 members. Its CAFR award is judged by an impartial panel to meet the high standards of the program.



Welcome! ... The Department of Administration is pleased to welcome **John Coleman**, **Justin Dible**, and **Sidney Harmon** (General Services); **Jessica Wallace** (PEIA); and **David Sanders** (Technology).

Best Wishes ... to **Christina Anders** and **John Hickman** (CPRB); **Matthew Pennington** (General Services); **Jason Duckworth** and **Sawyer Weekley** (Personnel); and, **Brandon Curnutte**, **Zachary Hennen**, and **David Nolawski** (Technology), who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Eugene Leach** (Personnel) and **Sherry Fewell** (Purchasing) the very best during their retirements.

Mandatory Training for High Level Officials ... A two-hour webinar on purchasing procedures and P-Card Rules is scheduled for Thursday, November 3, 2022. To register, visit www.state.wv.us/admin/purchase/training/mandatory.html.

Financial Wellness for Public Employees ... The West Virginia State Treasurer's Office invites you to attend its free webinar series from Oct. 18-27, 2022. Topics include retirement savings gaps, state retirement benefits, market volatility and more. While these webinars are free, registration is required. For more information or to register, visit www.wvtreasury.com/Savings-Programs/Financial-Wellness. Questions should be sent to wvtreasury@wvsto.com.

HAPPY BIRTHDAY ... in OCTOBER

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

Melody Duke.....BRIM	Kerri Nice.....Personnel
Solomon Phillips.....BRIM	Douglas Pence.....Personnel
Lori Tarr.....BRIM	James Rollins.....Personnel
Rodney Burdette.....CPRB	Dori Sunderland.....Personnel
Kinsey Fox.....CPRB	Joseph Thomas.....Personnel
Lisa Trump.....CPRB	Sherry Eling.....Pros.Atty.
John Roush.....Ethics	Luke McVay.....Pros.Atty.
Shelia Gray.....Finance	Rhonda Ashworth.....Pub.Def.Srvs.
Carmen Looney.....Finance	Cheryl Cohen.....Purchasing
James Atkins.....Gen.Srvs.	James Elkins.....Purchasing
Steven Bratchett.....Gen.Srvs.	Lee Fuller.....Purchasing
Philip Brooks.....Gen.Srvs.	John Estep.....Purchasing
Michael Fisher.....Gen.Srvs.	Courtney Johnson.....Purchasing
Sidney Harmon.....Gen.Srvs.	Mark Scott.....Sec.Office
Randall Hazlewood.....Gen.Srvs.	Jennifer Ayers.....Technology
Carl Westfall.....Gen.Srvs.	James Bowles.....Technology
Marissa White.....Gen.Srvs.	Jeremy Boykin.....Technology
Marie Wilmer.....Gen.Srvs.	Robert Caldwell.....Technology
Harold Young.....Gen.Srvs.	Eric Daniel.....Technology
Meredith Ayers.....Grievance	Brian Dunbar.....Technology
Susan Miller.....Grievance	Tate Hamon.....Technology
Carlyn Barker.....PEIA	Christy Jarrett.....Technology
Kasi Bell.....PEIA	Christopher Johnson.....Technology
Beverly Hedrick.....PEIA	Adam Malone.....Technology
Cheryl Jackson.....PEIA	Gregory Pittman.....Technology
Andrew Spangler.....PEIA	Robert Richmond.....Technology
Lee Stone.....PEIA	Wanda Shafer.....Technology
Jessica Virts.....PEIA	Meghan Shears.....Technology
Mary Ayooob.....Personnel	Ruby White.....Technology
Katherine Brammer.....Personnel	

Administrative Notes

Quotes, Notes & Anecdotes is published by the West Virginia Department of Administration

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