



# Quotes, Notes & Anecdotes

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

### Fleet Management's Sylvester Keeps Agency on Track



**Timothy Sylvester**  
October Employee  
of the Month

Tim Sylvester, Data Warehouse Specialist I and Fleet Administrator with the Fleet Management Division (FMD), has been selected as the Department of Administration's *Employee of the Month* for October.

A state employee for almost seven years, Sylvester's duties include making sure all vehicle-related data across ARI, wvOASIS, GeoTab, Fleet Commander, and internal systems are correct and correlate with each other. He also compiles the data for the

year-end report. If it is vehicle data-related, he is in charge of organizing and checking it.

"During the early stages of COVID-19, Tim ensured all FMD employees had the necessary computer equipment and accessibility to stay productive from remote locations," said the co-worker who nominated him. "Tim has implemented a new billing process through wvOASIS for ARI's telematics and defensive driving programs. He provides a weekly state fleet inventory count that includes vehicles outside of FMD's purview."

When he's not working, Sylvester enjoys hunting, fishing, and having dance parties with his 3-year-old son.

Sylvester will be joined by friends and co-workers at a special ceremony on Thursday, October 14, at 11:00 a.m. at the FMD offices in Building 17.

## Custodial Services Ups Cleaning Game with Clorox 360

Custodial services are a necessary, and much appreciated, part of the operation of state agencies. These services are even more important while navigating the COVID-19 pandemic.

Over the last year and a half, custodians have paid extra attention to disinfecting doorknobs, vending machines, and other touchpoints daily, but the General Services Division (GSD) has another cleaning tool at its disposal that can be used upon request; electrostatic battery powered sprayers, called Clorox 360 machines, are used by GSD



The General Services Division uses Clorox 360 machines to disinfect surfaces by spraying disinfectant that has been charged with electrostatic properties. The machines were purchased near the start of the pandemic and are available upon request.

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## SNEAK PEEK

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# Aviation Plane Sold in Online Auction by WVSASP

Earlier this summer, the West Virginia State Agency for Surplus Property (WVSASP), which is overseen by the Purchasing Division, facilitated the auction of the state's 2009 Cessna 208B Grand Caravan. The auction was held virtually through WVSASP's auction site, GovDeals. After a one-month listing, the plane was sold for \$1,526,650.00.

"WVSASP is responsible for the retirement of most state property, no matter how big or small," said WVSASP Manager Elizabeth Cooper. "When a state agency has an item it no longer needs, we want to ensure it is retired in the best way possible. For the state's plane, holding an online auction allowed us to reach a larger audience that would be interested in this unique item."

During the month it was listed online, the Cessna Grand Caravan received 64 bids. The winner, Loren Watts, was located in Richland, Wash.

The state originally purchased the plane in 2009 and had completed 574 flight hours and made 657 landings. While the plane is in good condition, usage had declined, and the decision was made to sell it instead of letting it depreciate in value. The Aviation Division will use the funds from this sale for future operations.

"I hope the successful auction of this plane encourages state agencies to contact us with questions about our process and feel



**The West Virginia State Agency for Surplus Property is responsible for the retirement of many state government assets. This summer, it facilitated an auction to sell the state's 2009 Cessna 208B Grand Caravan for more than \$1.5 million.**

more comfortable planning for higher priced items that need to be retired," added Cooper.

For more information regarding retirements, contact your agency's Fixed Asset Coordinator or visit [WVSurplus.gov](http://WVSurplus.gov).

## Technology's Lore Honored as 2021 Procurement Officer of the Year by the Purchasing Division

The Purchasing Division is pleased to recognize Andrew Lore, who serves as the primary designated procurement officer for the West Virginia Office of Technology (WVOT), as its 2021 *Procurement Officer of the Year* recipient.



**Andrew Lore (left) from the West Virginia Office of Technology was awarded the 2021 Procurement Officer of the Year by State Purchasing Director Mike Sheets.**

Lore began his role in procurement in 2014 when WVOT's procurement officer left the organization. With one month of training, Lore took over all the agency-delegated purchases and quickly became well-versed in all aspects of the state's procurement process.

"I'm honored and humbled to win 2021 *Agency Procurement Officer of the Year* award. Winning this award has been a professional goal and I am proud to have achieved it," Lore said. "Given the past year's challenges, I'm grateful to my co-workers at the Office of Technology and to our agency partners for their hard work and dedication, and for constantly making my work better. I'd also like to thank the Purchasing Division for this recognition and for its invaluable guidance over the years. I'm looking forward to seeing everyone soon."

According to the co-worker who nominated him, Lore is always available to discuss a project – even after hours – and is known for command of the subject matter

and its details.

"He jumps into the tough projects, learns all he can about the subject matter, and then works with the agency's technical experts to develop the best specifications and contract possible," the co-worker said.

At the time of his nomination, Lore was his agency's only procurement officer, yet completed more procurements in FY2020 than the agency completed in the five previous fiscal years when fully staffed.

The *Agency Procurement Officer of the Year* award program was created in 1996. Since that time, the Purchasing Division has recognized 27 individuals, including Lore, for their outstanding performance, dedication, and leadership in procurement. The Purchasing Division values the expertise and cooperation of those who handle the daily procurement operations within each agency.

This marks the 26<sup>th</sup> year that the Purchasing Division has named an *Agency Procurement Officer of the Year*.

Quotes, Notes and Anecdotes

# VISTA Member Kleen Focuses on Data Sharing at PDS

After 10 months of virtual service as a National Legal Aid and Defender Association (NLADA) Defending Communities in Service VISTA, Shantih Kleen joined Public Defender Services (PDS) in person in August 2021. Kleen left her home in Portland, Ore., to complete her VISTA year in West Virginia. Her year will end in October 2021 at which time she will become a full-time employee of the agency.

Kleen is a 2020 graduate of Wesleyan University with a Bachelor of Arts degree in anthropology and brings with her experience in travel and advocacy from her college years. At PDS, Kleen is working on various data systems and database projects that will enhance the work, efficiency, and capacity of the agency.

Kleen has been integral in PDS' exploration of and feasibility toward developing a statewide criminal justice data-sharing system through the agency's 2019 training and technical assistance grant from the Bureau of Justice Assistance's Sixth Amendment Initiative and the Center for Court Innovation. Kleen has worked collaboratively with members from the Center for Court Innovation in creating demonstrative maps that display examples of

a statewide integrated data sharing system and how criminal justice data is currently shared between agencies in West Virginia. To this end, Kleen worked with the agency's Criminal Justice Specialist in writing a grant application for ongoing training and technical assistance to further explore a statewide data-sharing system. Without Kleen's dedication and assistance, many of these projects and efforts would not be as far along as they are presently.

"Through my work evaluating criminal justice data sharing, I came to understand that local stakeholders face many challenges related to data infrastructure. However, I also saw how dynamic coalitions in the state are coming together to solve an array of issues associated with data, technology, and efficiency in the legal system. I look forward to seeing stakeholders make increasingly data-driven policy," said Kleen.

Kleen has also worked with the Public Defender Corporations and PDS to learn about case management systems and collect internal data and case information relevant to indigent criminal defendants.

"In only 10 months, Shantih became an integral part of the agency, advancing its



**Shantih Kleen joined Public Defender Services as part of the National Legal Aid and Defender Association's Defending Communities in Service VISTA. Kleen's efforts have assisted the agency in developing a statewide integrated criminal justice database.**

efforts to develop a statewide integrated criminal justice database further than thought possible. She has a unique ability to take obscure and technical information and translate it into an understandable and immensely useful format. Shantih is yet undetermined as to whether or not she will remain with the agency but I know that whatever she chooses to do, she will be a star," said PDS Executive Director Dana Eddy.

## Department of Administration Agencies Earn National Recognition in Financial Reporting

The Consolidated Public Retirement Board (CPRB), Board of Risk and Insurance Management (BRIM), and Finance Division have once again been recognized for excellence in financial reporting.

The Government Finance Officers Association of the United States and Canada (GFOA) awarded these agencies the Certificate of Achievement for Excellence in Financial Reporting for work completed on behalf of the state of West Virginia.

Each agency submitted an application based on its Comprehensive Annual Financial Report for the fiscal year ending June 30, 2020. The GFOA offers this prestigious award to state and local governments who go above and beyond the minimum requirements of generally accepted accounting principles to prepare financial reports that are transparent and contain the full

disclosure of financial information. Obtaining the award represents a significant accomplishment by a government and its management.

"On behalf of Gov. Justice, I am privileged to once again recognize these agencies for the work they do on behalf of our state," said former Cabinet Secretary Allan McVey. "Having quality comprehensive annual financial reports allows the state to ascertain its financial forecast for future years. It also assures that the state has, at a minimum, internal financial controls and assurances in place that provide accountability and transparency to our citizens."

This is the 26<sup>th</sup> year BRIM and the Finance Division have received the honor, and the ninth year for CPRB. The Comprehensive Financial Annual Report is judged by an impartial panel and must include demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users to read the annual financial report.

The GFOA is a major professional association servicing the needs of more than 20,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services and products designed to enhance the skills and performance of those responsible for government finance policy and management.





# WVOT Urges Employees to Be “Cyber Smart”

Each October, the West Virginia Office of Technology (WVOT) takes part in recognizing National Cyber Security Awareness Month. Since 2003, October has been recognized as Cyber Security Awareness Month by the U.S. Department of Homeland Security and the National Cyber Security Alliance to help educate individuals on cyber security risks and how to protect themselves.

“We all have a role in protecting our personal accounts and our work accounts,” said Danielle Cox, chief information security officer. “We all have to be proactive in protecting our information online.”

WVOT’s Cyber Security Office was developed to help make cyber security awareness a year-round project. The Office’s goals are to maintain compliance with legal regulatory requirements, implement practical measures to protect the



## CYBERSECURITY AWARENESS MONTH

*Do Your Part. #BeCyberSmart*

state’s data and systems from compromise, and adopt best practices that safeguard all forms of information. The Cyber Security Office provides daily cyber tips, in-person and interactive trainings, and additional resources for state employees.

“We get into a routine and maybe don’t evaluate email links for text as closely as we should,” Cox said. “Scams can be easy to fall for.”

This October, consider your role in protecting your personal data as well as state data. The theme for the 2021 National Cyber Security Awareness Month is *Do Your Part. #BeCyberSmart*. It takes each state employee making good decisions to ensure the state remains safe from cyber security threats. Visit [www.technology.wv.gov](http://www.technology.wv.gov) to view resources from the Cyber Security Office on how to do your part.

## Department Agencies Host Virtual Conferences

With the COVID-19 pandemic continuing, two Department of Administration agencies chose to host virtual conferences this year. The Purchasing Division hosted its annual Agency Purchasing Conference from Aug. 23-27 while the Equal Employment Opportunity (EEO) office hosted a one-day event on Sept. 16.

For the Purchasing Division, hosting a virtual conference was critical after the agency was forced to cancel its 2020 in-person conference. The Division offered 20 courses over the five-day conference, which was attended by more than 200 people. In addition to the Purchasing Division staff, the event also featured several presenters from the state Auditor’s Office, Correctional Industries, the Board of Risk and Insurance Management’s State Privacy Office, Secretary of State, West Virginia Office of Technology and WV OASIS.

Following the event, the Purchasing Division invited attendees to complete a post-event survey. Of those who completed the survey, 94% rated the event as excellent or good. Comments from the survey praised the format and ability to offer a conference during the continuing pandemic. While some individuals enjoyed the freedom to watch the webinars from various locations, others missed the networking and discussions facilitated by in-person trainings.

“With the rise in cases over the past few months, we knew we had to put the health and safety of our conference attendees, Purchasing Division staff, and presenters first,” said Communication and Training Assistant Director Samantha Knapp. “After monitoring the situation and keeping in mind guidance

from national, state, and local health experts, we decided to offer a virtual conference in lieu of an in-person one. While we knew it wouldn’t take the place of an in-person conference fully, we were pleased with the positive response from attendees and the opportunity to educate them on the laws and rules governing the purchasing process.”

While the EEO office only hosted a one-day event, its planning also took many months. The theme for the 2021 EEO conference was “Facing Challenges and Moving Forward” and was attended by 84 individuals. During the event, the following presentations were given:

- *How to Hire with Diversity, Equity and Inclusion* and *DOP Prohibited Workplace Harassment* by Division of Personnel Director Sheryl Webb;
- *FSN Disability Advocacy Update* by Fair Shake Network Director Paul Smith;
- *Embracing Employees with Disabilities* by JAN Principal Consultant Linda Batiste;
- *Unconscious Bias in the Workplace* by Kitty Dooley, Attorney at Law;
- *EEOC Mediation Program* by EEOC Mediator Deanna R. Jackson; and,
- *Sexual Harassment & Discrimination in the Workplace* by EEOC Outreach & Training Manager Marcel Baldwin.

Congratulations to the Purchasing Division and EEO office on these successful events!

## CPRB Shares Information to State Employees Planning for Retirement

As many state government employees prepare to retire soon, the Consolidated Public Retirement Board (CPRB) would like to share a few reminders about what those individuals can expect during the retirement process and post retirement.

Individuals should allow adequate time for CPRB to process their retirement paperwork as the process can take anywhere from six to eight weeks. For those individuals considering retirement soon, there are some requirements necessary to start the process. First, they are encouraged to request a Benefit Estimate at least six months prior to the date they wish to retire. This will allow adequate time for proper retirement planning.

Once the individual nears the retirement date, the retiree must submit all retirement forms filled out completely and correctly. Upon receipt of the completed retirement packet, the employer will be notified of the

individual's intention to retire. Once the individual terminates employment, the employer can complete the required employer certification and report final salary and service to CPRB. Upon receipt of the employer certification, CPRB will be able to process the final retirement calculation.

After retirees receive their first payment, they can sign up for the Retiree Self-Service (RSS) to obtain information about their benefits and make transactions, 24 hours a day. Examples of the services available via the RSS include viewing the monthly pay statement a couple of days prior to payment receipt as well as printing annual 1099-R tax documents.

For questions related to retirement, individuals can visit <https://mywvretirement.wv.gov>. A guide to register for the Retirement Self-Service can also be accessed at [www.wv-retirement.com/Forms/2017RetSelfServ.pdf](http://www.wv-retirement.com/Forms/2017RetSelfServ.pdf).

## CLOROX CLEANING

Continued from Page 1

to disinfect surfaces when needed.

"The Clorox 360 machine uses a process that charges the disinfectant with electrostatic properties that envelope and adhere to the surfaces sprayed for greater killing capabilities," said GSD Custodial Services Manager James Hawley.

GSD purchased its first Clorox 360 machine in Spring 2020.

In addition to the Clorox 360 sprayers, GSD has battery-operated Electrostatic Victory Sprayers that are more versatile. These sprayers are not handed out to agencies, but the service is available to GSD-supported agencies by request and with an identifiable need.

For example, state agencies may request that GSD come and spray when an employee has reportedly tested positive for COVID-19 and/or showed up to work prior to receiving that positive result.

"We review the request and respond following the guidance from the CDC to ensure the proper response," Hawley said.

GSD has seen an increase in cleaning requests due to the COVID-19 pandemic. Requests have been for the cleaning and disinfection control of restrooms and common areas.

"Our outlying maintenance technicians in places like Weirton and Logan also get requests for cleaning and have the disinfectant machines at their disposal and were trained on how to properly use them," Hawley said.

To request the Clorox 360 cleaning service, contact Hawley at 304.352.5497.

Quotes, Notes and Anecdotes

## Quilts of Valor Displayed at Capitol

Photos courtesy of  
Misty Holtzman



The Quilts of Valor Foundation awarded West Virginia service members and veterans with a quilt of valor as "an expression of gratitude from a grateful nation." The quilts were presented to nine individuals on Labor Day.

"This was such a nice way to honor our veterans. It meant a lot to my husband and the other veterans we talked to that day," said Misty Holtzman of Cross Lanes, whose husband, Andy, served in Desert Storm.



## Department Bids Farewell to Cabinet Secretary

The Department of Administration sends its best wishes to outgoing Cabinet Secretary Allan McVey, who is resuming his former role as West Virginia Insurance Commissioner.

McVey will be responsible for the regulation of the insurance market, as well as protection of insurance consumers.

"Although I will be leaving my Secretary post and returning to the Insurance Commission, please know I really enjoyed working with all the good people in the department and wish you all only the very best," said McVey.

This year marked his 50<sup>th</sup> in the insurance industry. Prior to his public service, he was a licensed insurance agent who served in several capacities. His experience included a position as a Medical Claims Examiner with the W. Va. Workers' Compensation Fund; an underwriter with a large national insurance company; since 1976, a licensed insurance agent and broker with several firms, both local and national; and sales and management of the West Virginia operations for a large national insurance brokerage firm.



**Allan McVey**  
Former Cabinet Secretary

**Welcome! ...** The Department of Administration is pleased to welcome **Rachelle Davis** (CPRB); **Aaron Armstrong** (General Services); **William Pierce** (Purchasing); **Kimberly Stopani** (Public Defender Services); and **Laura Belcher, Jason Fox, and Daniel Zieseemer** (Technology). **Cynthia Baker** also transferred from Personnel to Finance.

**Best Wishes ...** to **Lynn Browder** and **John Houston** (CPRB); **Johnathan Brannon** (PEIA); **Trevor Veltri** (Personnel); and **Dusty Smith** and **Melody Waite** (Purchasing), who recently resigned from our department.

**Happy Retirement! ...** After years of hard work and dedication, we would like to wish **Frances Buchanan** (PEIA) and **Donald Clark** (Technology) the very best during their retirements.

**Our Condolences ...** The Department of Administration is saddened to note the losses of **David Jarrell** and **Roger Wines** (General Services) and **Ronald Kushner** (Technology) who passed away recently.

**Cabinet Secretary ...** Current Deputy Secretary Mary Jane Pickens will serve as Acting Secretary for the Department of Administration until a new appointee is announced.

## HAPPY BIRTHDAY ... in OCTOBER

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

Norman Hall.....Aviation	Kerri Nice.....Personnel
Melody Duke.....BRIM	Douglas Pence.....Personnel
Solomon Phillips.....BRIM	James Rollins.....Personnel
Lori Tarr.....BRIM	Dori Sunderland.....Personnel
Kinsey Fox.....CPRB	Joseph Thomas.....Personnel
Marie Shelton.....CPRB	Sherry Eling.....Pros.Atty.
Lisa Trump.....CPRB	Luke McVay.....Pros.Atty.
Virginia Wright.....CPRB	Rhonda Ashworth...Pub.Def.Srvs.
John Roush.....Ethics	Cheryl Cohen.....Purchasing
Carmen Looney.....Finance	James Elkins.....Purchasing
Shelia Gray.....Finance	John Estep.....Purchasing
James Atkins.....Gen.Srvs.	Lee Fuller.....Purchasing
Jason Bowling.....Gen.Srvs.	Courtney Johnson.....Purchasing
Bonnie Brady.....Gen.Srvs.	David Roush.....Real Estate
Steven Bratchett.....Gen.Srvs.	Jennifer Ayers.....Technology
Philip Brooks.....Gen.Srvs.	James Bowles.....Technology
Randall Hazlewood.....Gen.Srvs.	Jeremy Boykin.....Technology
Carl Westfall.....Gen.Srvs.	Robert Caldwell.....Technology
Marie Wilmer.....Gen.Srvs.	Eric Daniel.....Technology
Harold Young.....Gen.Srvs.	Brian Dunbar.....Technology
Susan Miller.....Grievance	Tate Hamon.....Technology
Meredith Ayers.....Grievance	Christopher Johnson.....Technology
Kasi Bell.....PEIA	Adam Malone.....Technology
Beverly Hedrick.....PEIA	Gregory Pittman.....Technology
Cheryl Jackson.....PEIA	Robert Richmond.....Technology
Andrew Spangler.....PEIA	Michael Ross.....Technology
Jessica Virtz.....PEIA	Wanda Shafer.....Technology
Mary Jane Ayooob.....Personnel	Ruby White.....Technology
Katherine Hardway.....Personnel	

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Jim Justice  
Governor

Samantha Knapp/  
Communication Director/Editor

Production  
Jess Chambers  
Courtney Johnson  
Teresa Cutlip

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