



# Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration  
September 2022 - Volume 29, Issue 9

## Employee of the Month

### Pinkerton is a 'Cut Above' the Rest in Diligence



**Steve Pinkerton**  
September Employee  
of the Month

Steve Pinkerton, a day supervisor for the General Services Division (GSD), has been selected as the Department of Administration's *Employee of the Month* for September.

A state employee for five years, Pinkerton's duties include coordinating with custodial staff on cleaning and maintaining buildings for the Capitol Complex and other buildings. He also sets up tables and chairs for the Governor and for special events at the capitol, and is involved with arranging cleaning contracts for the capitol.

"Steve is a cut above the rest when it comes to being a diligent worker and handles every request with a smile. He genuinely brightens a room whenever he enters," said the co-worker

who nominated him. "His work ethic is something that I aspire to emulate in my daily tasks. Steve is punctual, kind-hearted, empathic, and diligent. He isn't afraid to learn new skills and actively tries to better himself. I see all his traits as something our division can learn and benefit from."

When he's not working, Pinkerton enjoys being with his family, listening to music (especially jazz), and watching the news and weather.

Pinkerton will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Mark D. Scott on Tuesday, Sept. 13, 2022, at 11 a.m. at the GSD offices in the capitol.

## September is National Preparedness Month

National Preparedness Month (NPM) is the annual preparedness outreach campaign sponsored by the Federal Emergency Management Agency. Volunteer West Virginia has committed to participate in NPM to increase community preparedness in West Virginia through its ReadyWV multimedia campaign. This is the 16<sup>th</sup> year that Volunteer West Virginia has participated in NPM.

The theme this year is "A Lasting Legacy." The life you've built is worth protecting. Prepare for disasters to create a lasting legacy for you and your

**Please see PREPAREDNESS, page 3**

**Protect your family  
and your property  
from disasters.**



## SNEAK PEEK

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# Fleet Offers Variety of Rental Options for State Employees

The Fleet Management Division (FMD) has a small rental pool of state vehicles, including vans, medium and large sedans, and SUVs available to state agencies for daily or long-term rental. The table below shows a sample of FMD's rental selection.

Mileage and gas usage are no longer included in the price. The FMD also no longer offers the West Virginia Parkways E-Z Pass® transponders.

A mileage calculator found online at [www.state.wv.us/admin/purchase/travel/rental.html](http://www.state.wv.us/admin/purchase/travel/rental.html) helps the user establish whether renting a vehicle from FMD or Hertz/Enterprise is the most cost-effective option.

FleetCommander conveniently offers 24/7 access to the Capitol Complex Motor Pool. Through FleetCommander, individuals can make reservations, view their existing reservations, update their profile, and more. User profiles and

reservations are kept safely online for viewing at any time, which means quicker and easier access to the Capitol Complex Motor Pool. Keys for reservations can be picked up at the FleetCommander Kiosk located near the Capitol Complex Guard Shack on Piedmont Road.

To register your Capitol Complex Motor Pool Kiosk account through the FleetCommander website and make a reservation, visit [www.wvmotorpool.agilefleet.com](http://www.wvmotorpool.agilefleet.com) or scan the QR code on the top right.

The FMD has also produced a step-by-step video, available online at <https://youtu.be/IgFp3U6PILw>, with instructions on how to make a reservation. Questions can be directed to the FMD at 855-817-1910.



## Fleet Management Division Vehicle Inventory Rates

	MPGs	Daily	Weekly	Monthly
<b>Intermediate (Chrysler 200, Corolla)</b>	33	\$22	\$120	\$425
<b>Premium</b>	28	\$45	\$230	\$750
<b>Standard SUV</b>	22	\$50	\$240	\$800
<b>Minivans (Grand Caravan, Sienna)</b>	22	\$75	\$375	\$1,300

## North Stairs Project Underway at Capitol Campus



Workers can be seen removing a limestone stair tread (photo left) as part of the North Stairs Project. Each stair, paver, and knee wall stone will be catalogued, cleaned, repaired (if needed) and preserved as part of the project.

*Photos courtesy of Perry Bennett*

# Administration Agencies Receives Continued Recognition for Excellence in Financial Reports

The Government Finance Officers Association (GFOA) of the United States and Canada has once again recognized Department of Administration agencies for excellence in financial reporting. The Consolidated Public Retirement Board (CPRB) and the Finance Division were recognized for their work for the fiscal year ending June 30, 2021.

This is the 10<sup>th</sup> year CPRB has received the Certificate of Achievement for Excellence in Financial Reporting (CAFR) award and the 27<sup>th</sup> year for the Finance Division. The CAFR award is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

nificant accomplishment by a government and its management.

“Receiving this recognition means so much for the Department of Administration and the state as a whole,” said Department of Administration Cabinet Secretary Mark Scott. “These comprehensive annual financial reports showcase the state’s financial picture and forecast for future years, and this acknowledgment confirms that the internal financial controls and assurances that are in place within state government are working. The result is a high level of accountability and transparency to our citizens.”

The GFOA is a major professional association servicing the needs of



nearly 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. Its CAFR award is judged by an impartial panel to meet the high standards of the program.

Congratulations to CPRB and Finance for once again receiving this award!

## PREPAREDNESS

Continued from Page 1

family. ReadyWV suggests the steps below as ways you can create a lasting legacy.

- **Be Informed:** Be aware of the different types of hazards that can affect your community. Be familiar with local alerts and warnings. Sign up to receive local, state, and federal emergency alerts. Contact your city or county’s emergency management office to learn more.
- **Prepare for Disasters:** Limit the effects disasters have on you and your family. Document and insure your property. Check your insurance coverage. Safeguard

critical documents and valuables. Learn how to make your home stronger in the face of storms and other common hazards, and act fast if you receive a local warning or alert.

- **Make a Plan:** Talk to your friends and family about how you will communicate before, during, and after a disaster.
- **Build a Kit:** Gather enough supplies to last for several days after a disaster for everyone in your home. Don’t forget to consider the unique needs each person or pet may have in case you have to evacuate quickly.
- **Teach Youth About Preparedness:** Talk to your kids about how to prepare for emergencies and what to do in case you are separated. Reassure them by providing information about how they can get involved.

More information and resources can be found year-round at <https://ready.wv.gov>.





# Purchasing Division Hosts Annual Conference

The West Virginia Purchasing Division hosted its annual statewide Agency Purchasing Conference Aug. 23-26, 2022, at The Resort at Glade Springs in Daniels, W. Va. Nearly 200 state agency procurement officers attended the conference, the first in-person conference since 2019. An additional 100 state employees participated through the virtual option that was offered.

The conference was cancelled in 2020 because of the COVID-19 pandemic. It was held virtually in 2021.

The annual conference provides critical training to state agency purchasers on the laws and rules that govern the state purchasing process. During the conference, Administration Cabinet Secretary Mark D. Scott provided the keynote presentation.

Many valuable workshops were offered on this year's agenda, including those on agency delegated purchasing, statewide contracts, vendor registration, and surplus property. A new class this year, "Building High Engagement and a High Performance Culture," was presented by Hitomi Scott, senior manager at the Toyota Production System Support Center (TSSC), Inc. The Purchasing Division partnered with the TSSC and applied the Toyota Production System (TPS) culture of high engagement and high performance to improve speed of the requisition process to benefit agencies.

In addition to this year's workshops, Purchasing Director Mike Sheets recognized Morgan Sheets, fiscal supervisor for the West Virginia Veterans Home in Barboursville, as the 2022 Procurement

Officer of the Year.

"This award will benefit me in my job by reminding me that procurement is an ever-evolving learning experience and whether changes be driven legislatively or by out of the ordinary market fluctuations, we all must be prepared to learn and implement new processes and procedures to lawfully and effectively achieve our procurement goals," said Sheets. "The award will also strengthen my resolve to keep working as a team, which makes all of our jobs easier and definitely more fulfilling!"

The Purchasing Division provides additional training workshops and webinars throughout the year. To view these training opportunities, visit the Purchasing Division's Training Center online at [www.state.wv.us/admin/purchase/training](http://www.state.wv.us/admin/purchase/training).



**Purchasing Division Director Mike Sheets addressed attendees at the 2022 Agency Purchasing Conference held last month at Glade Springs Resort. Approximately 200 agency procurement officers attended. This was the first time the event had been held in-person since the start of the COVID-19 pandemic.**

## WVSASP Manager Receives National Recognition

The National Association of State Agencies for Surplus Property (NASASP) recently recognized Elizabeth Cooper, manager of the West Virginia State Agency for Surplus Property overseen by the Purchasing Division, as the recipient of its President's Award. The award was presented to Cooper during its annual conference, which celebrated the 75<sup>th</sup> anniversary of NASASP.

The NASASP President's Award is an annual award. This year the award was presented in honor of former Alabama State Agency for Surplus Property Director Shane Bailey.

"I am humbled and honored to receive the President's Award in honor of Shane Bailey," said Cooper. "Shane was such an advocate for the federal property program, and he was the one who encouraged me to accept the nomination for president in 2019. I am proud to be associated with NASASP, an organization that saves taxpayer dollars and extends federal financial assistance to many organizations throughout the country."

Cooper served as the NASASP president from Sept. 1, 2019, though Aug. 31, 2021. While she is no longer president, Cooper continues her service with NASASP as the chair of the overseas committee.



Quotes, Notes and Anecdotes

## Employee Question of the Month: Favorite School Supply

In August, Department of Administration employees were asked to share what school supply they were most excited for each year as a child. Thank you to all who participate in this Q&A forum each month!

Here are some of the school supplies our employees were excited to receive:

- Backpack
- Lunch box
- Anything Lisa Frank
- The big 64 count box of Crayola crayons with the built in sharpener.
- The mighty Trapper Keeper...I think I still have a few. :)
- When I was in 2<sup>nd</sup> grade my mom got me a Wonder Woman trapper keeper! It was great.
- My favorite school supply was my new box of 64 Crayola's with the built in sharpener. To this day I remember that smell. Precious memories.
- I would always get a planner to write down my assignments and a brightly colored notebook with lots of pockets.
- Pencil with faux fur at the top
- A planner - type A from the get go!
- Erasers in different shapes, sizes, colors and SMELLS
- Notebooks. I still buy them to this day!
- PAPER. My dad was a printer and I loved the smell of ink on new paper.
- Protractor
- Flavored crayons
- Notebooks! I don't know why, but even to this day there is very little as satisfying as a fresh new notebook with nothing in it, just waiting for me to fill it up.
- New books
- Lisa Frank folders and stickers
- My lunch box. Very telling turns out.
- Smelly glue sticks

## Watoga State Park a Perfect Spot for Starry Night Observation and Outdoor Recreation

As the largest of West Virginia's state parks, the more than 10,000 acres of Watoga State Park has something for everyone. Located in Marlinton, WV, Watoga State Park was originally designated as a state forest and as a wildlife and timber preserve before officially opening as a state park in 1937. Since then, it has become a popular destination for those looking for a quiet weekend away and those wanting a more adventurous experience.

With the name "Watoga" originating from the Cherokee word for "starry waters," it is no surprise that two features of the park are its stargazing and waterways. Watoga State Park was recognized by the International Dark-Sky Association as a Dark Sky Park in 2021. Amateur astronomers will want to take advantage of these clear skies to observe the celestial objects above.

Watoga Lake provides opportunities for boating, swimming, and fishing. The West Virginia Department of Natural Resources stocks a variety of fish each year at the park. Trout, catfish, and bluegill are among the many variety of fish you might catch in the 11-acre lake. With the Greenbrier River also flowing through the park, visitors have the opportunity for river fishing as well.

Featuring more than 40 miles of trails, Watoga State Park has hiking opportunities available for any level. A popular hiking destination is to the Ann Bailey Lookout Tower which rewards hikers with spectacular views. While the Arrowhead Trail provides a faster and steeper route, more casual hikers can take the longer and flatter Ann Bailey Trail to the lookout.

To learn more about Watoga State Park or other West Virginia state parks, visit <https://wvstateparks.com>.

### STATE PARK HIGHLIGHT

#### WATOGA STATE PARK

4800 Watoga Park Road • Marlinton, WV 24954

304-799-4087 • [WatogaSP@wv.gov](mailto:WatogaSP@wv.gov)

#### ACCOMMODATIONS

- Camping
- Cabins

#### ACTIVITIES:

- Biking
- Boating
- Camping
- Fishing
- Geocaching
- Hiking
- Hunting\*
- Museums/Historical sites\*
- Playground
- Recreation Building
- Swimming

\*Located outside of park

#### NEARBY:

- Beartown State Park
- Cass Scenic Railroad
- Cranberry Glades Botanical Area
- Greenbrier River Trail
- Highland Scenic Highway
- Monogahela National Forest
- Pocahontas County Opera House
- Seneca State Forest



## Cabinet Secretary's Office Welcomes New Office Assistant

A new office assistant has joined the Department of Administration's Cabinet Secretary's Office.

In this role, Kateland Cantrell is performing clerical tasks that include data entry, compiling records and reports, receiving calls, greeting visitors, and assisting in other day-to-day tasks of the Department of Administration. She is also assisting with several projects set forth by Cabinet Secretary Mark D. Scott, including training for all mid-level supervisors/managers.

"I look forward to working with so many highly intelligent people and learning all that I can," Cantrell said.

A native of Hurricane, Cantrell enjoys practicing softball with her daughter Brooklyn and hanging out with their new puppy. She also enjoys cooking, fishing, hiking, and spending time with family.

Welcome Kateland to the Department of Administration!



**Kateland Cantrell**  
Dept. of Administration  
Cabinet Secretary's Office

**Welcome! ...** The Department of Administration is pleased to welcome **Carlyn Baker** (PEIA) and **Kateland Cantrell** (Secretary's Office).

**Best Wishes ...** to **Cody Wines** and **Mark Nelson** (General Services); **Jon Castleberry** (Personnel); **Jessica Hudnall** (Public Defender Services); and **Megan Snodgrass** (Purchasing), who recently resigned from our department.

**Ethics Training ..** The Ethics Commission is offering a virtual training to public officials, employees, and the public on the Ethics Act and the Open Meetings Act on Tuesday, Sept. 20, at 12:00 p.m. (West Virginia attorneys will receive one hour of CLE credit). Please email [kimberly.b.weber@wv.gov](mailto:kimberly.b.weber@wv.gov) for an invitation.

**Dates to Remember ...** Labor Day is Sept. 5, 2022. State offices will be closed in observance of this official state holiday.

**Got News? ...** Share YOUR good news with all of your department co-workers! Email [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov) with detailed information so we may include it in the next issue of the newsletter.

## HAPPY BIRTHDAY ... in SEPTEMBER

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

Dustin Anthony.....Aviation  
Luke Mitchell.....BRIM  
Lionel Adams.....CPRB  
Christine Fernandes.....CPRB  
Stachia Fields.....CPRB  
Jamie Huff.....CPRB  
Kevin Kerns.....CPRB  
Virginia May.....CPRB  
Dan Morris.....CPRB  
Paige Strickland.....CPRB  
Tammy White.....CPRB  
Melissa Williams.....CPRB  
Ellen Briggs.....Ethics  
Cynthia Baker.....Finance  
Diane Corker.....Finance  
Kenny Yoakum.....Fleet  
Timothy Sylvester.....Fleet  
John Anderson.....Gen.Srvs.  
Aaron Armstrong.....Gen.Srvs.  
Paul Boswell .....Gen.Srvs.  
John Cummings.....Gen.Srvs.  
Ada Kennedy.....Gen.Srvs.  
Gary Morris.....Gen.Srvs.  
Terry Parsons.....Gen.Srvs.  
Scotty Pauley.....Gen.Srvs.  
Joseph Pratt.....Gen.Srvs.  
Joshua Fraenkel.....Grievance  
Lynne Lovejoy.....PEIA  
Jennifer Priddy.....PEIA  
Jessica Wallace.....PEIA  
Eugene Leach.....Personnel

Brandon Perdue.....Personnel  
Teresa Asbury.....Pub.Def.Srvs.  
Lee Ann Doyle.....Pub.Def.Srvs.  
Mark Doyle.....Pub.Def.Srvs.  
Dana Eddy.....Pub.Def.Srvs.  
Lorena Liffen.....Pub.Def.Srvs.  
Sherry Fewell.....Purchasing  
Krista Chadband.....Purchasing  
Arlie Hubbard.....Real Estate  
Gail Delmaar.....Real Estate  
Sarah Long.....Sec.Of.Admin  
Thomas Allen.....Technology  
Tanya Bradshaw.....Technology  
Franklin Buskirk.....Technology  
Kenneth Casto.....Technology  
Derrick Day.....Technology  
James Dixon.....Technology  
Patricia Ebert.....Technology  
Madeline Fitzwater.....Technology  
John Foster.....Technology  
Adena Mays.....Technology  
Wesley Moats.....Technology  
Michael Moore.....Technology  
Jason Nichols.....Technology  
Daniel Pauley.....Technology  
Deidre Rainwater.....Technology  
Terri Sheets.....Technology  
Mark Smith.....Technology  
Larry Sutters.....Technology  
Stephen Windon.....Technology  
Annette Vance.....Technology

## Administrative Notes

### Quotes, Notes & Anecdotes

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Samantha  
Knapp/  
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