Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration

AUGUST 2013 - Volume 20, Issue 8

Employee of the Month

Dodson's Professionalism Shines at General Services

WILLIAM DODSON
August Employee of the Month

William Dodson, a Custodial Supervisor with the General Services Division, has been selected as the Department of Administration's ***Employee of the Month*** for August.

A state government employee for nine years, Dodson is responsible for supervising all the activities of the agency's custodial day shift, which includes general office cleaning; moving furniture; setting up and breaking down equipment for special events at the Capitol; and trash removal.

"William performs his duties with great professionalism and constantly goes out of his way to handle any situation that may arise at the Capitol," said one co-worker. "He is dependable, courteous and quick to provide assistance, always doing his duties with a smile on his face."

Said another co-worker, "I think a testament to him being a top-notch employee and supervisor is that he always carries out his duties from others without fail and the ones he supervises always respond positively to him."

In his spare time, Dodson likes going to the movies and spending time with his family. He will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Ross Taylor on August 1 at 11:15 a.m. in the lower rotunda area of the Capitol.

Eddy Appointed Executive Director at Public Defender Services

Cabinet Secretary Ross Taylor welcomes Dana Eddy to the Department of Administration as the executive director of the West Virginia Public Defender Services. Gov. Earl Ray Tomblin made the appointment in June and Eddy began his duties on July 1.

As executive director of the Public Defender Services, Eddy's responsibilities include overseeing the funding of all indigent defenses for the state of West Virginia. The Public Defender Services coordinates the payment of representation through Public Defender Corporations and through private attorneys appointed on an individual case basis.

An experienced attorney and author, Eddy has had his own legal practice since 2007 and worked previously for other law firms and as legal counsel for various businesses. Additionally, he served as general counsel for former Gov. Gaston Caperton from 1993-1996.

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Dana Eddy was appointed by Gov. Earl Ray Tomblin as the executive director of the West Virginia Public Defender Services.

SNEAK PEEK

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The Purchasing Division, pictured in this June 2013 staff photo, marks its 80th anniversary in 2013, following the creation by Executive Order of the Department of Purchases in 1933 by then-Governor George Kump.

Purchasing Division Marks 80th Anniversary with Focus on Providing Best Deal for State

Editor's Note: This is part of an on-going series of articles which takes a closer look at Department of Administration agencies.

It was 80 years ago that Governor George Kump created the Purchasing Division, then known as the Department of Purchases. Kump first tried to establish a central state purchasing agency through the legislative process but his bill to do so was turned away by elected officials during the Legislative Session. Thus, in 1933, the Department of Purchases was created by Executive Order, and in 1935, the Legislature did pass legislation to create the agency by statute.

The creation of this new agency made quite an impression, as the then-state Democratic chairman said of the new agency that it was "one of the most far-reaching reforms the state has experienced. It enables the state to buy efficiently, economically and honestly."

Today, the focus of the Purchasing Division remains the same as noted in its Mission Statement: "*To provide prudent and fair spending practices in procuring quality goods and services at the lowest cost to state taxpayers by maximizing efficiencies and offering guidance to our customers.*"

The Purchasing Division accomplishes this mission within the agency's three sections in addition to the Director's Office: Acquisition and Contract Administration (ACA); Com-

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LOOKING AT ADMINISTRATION:
Purchasing Division

Statutory Authority: *West Virginia Code §5A-3-1 et seq.*
Mission Statement: "To provide prudent and fair spending practices in procuring quality goods and services at the lowest cost to state taxpayers by maximizing efficiencies and offering guidance to our customers."
Website: www.wvpurchasing.gov
Telephone Number: (304) 558-2306
Physical Address: 2019 Washington Street, East
Charleston, WV 25305

Administrative Law Judges Take Pride in Making Sound Decisions in Grievance Cases

By his own admission, Bill McGinley likes to inject humor in his role as an Administrative Law Judge (ALJ) at the West Virginia Public Employees Grievance Board. Doing so, he notes, helps puts those before him at ease.

"When people are here for a grievance, it is safe to say it is probably not their best day," McGinley said. "I think it is important to try to make everyone involved as comfortable about the process as possible and for me, to joke around a little bit helps accomplish that."

What is no joking matter for McGinley and his fellow ALJs at the Grievance Board is the time and energy devoted to making the soundest decision upon completion of a hearing. There are six ALJs at the Grievance Board who are charged with conducting mediations and level three evidentiary hearings for public employees and to issuing decisions. Per agency statute, the ALJs are members "in good standing of the West Virginia State Bar."

"I wish people could see how much each judge here struggles to reach the right decision," McGinley said as his fellow ALJs nodded in agreement. "It can be really moving of how earnestly we take this responsibility. Some people might think that we just come to a decision. It is the opposite, every decision we make is not 'just another brief' to us."

In 2007, the West Virginia Legislature passed the West Virginia Public Employees Grievance Procedure law "to provide a procedure for the resolution of employment grievances raised by public employees" with a goal of resolving them "in a fair, efficient, cost-effective and consistent manner …"

The hearing room at the West Virginia Public Employees Grievance Board office is where the agency's Administrative Law Judges administer decisions regarding public employees after a great amount of thought and deliberation.

It is something the ALJs, four of whom are located in Charleston and two in Westover, take to heart.

"Making sure the right decision is made" is Landon R. Brown's response about what is one of the most engaging aspects of being an ALJ. "Whether a decision is made in favor for an employee or for an employer, making sure the situation is resolved fairly and having the opportunity to make a decision for what is right is what I like most about this job."

Being thorough and efficient is another trait the ALJs possess.

"We do a great deal of research and deliberation before writing a decision,"

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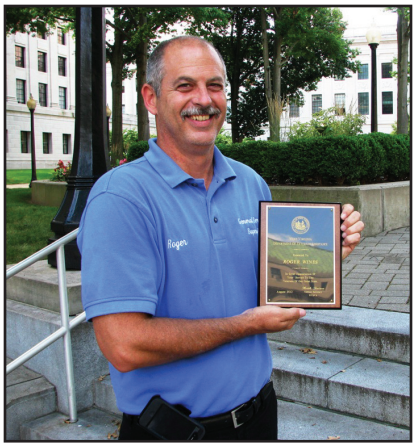
Wines Recognized for Work with State Veterans Cemetery



Roger Wines, a Buildings Operations Supervisor with the General Services Division, holds a plaque given to him by the state Department of Military Affairs and Public Service (DMAPS) in recognition of his contributions to the Donel C. Kinnard Memorial State Veterans Cemetery.

At the request of DMAPS officials, Wines utilized his certified city inspector credentials to assist the agency in its post-construction check of the cemetery. Wines is also 14-year veteran of the U.S. Air Force. The State Veterans Cemetery is located in Institute and includes 354 acres of land capable of accommodating approximately 60,000 burial plots according to the West Virginia Department of Veterans Assistance. The cemetery was officially dedicated on Memorial Day, May 28, 2012.

Roger Wines, a Buildings Operations Supervisor with the General Services Division, was honored by the Department of Military Affairs and Public Service for his contributions to the Donel C. Kinnard Memorial State Veterans Cemetery.

PURCHASING

Continued from Page 2

munication and Technical Services (CTS); and Program Services.

The ACA section is responsible for the procurement of products and services for state agencies – except those exempt by law – which are expected to exceed $25,000. The Contract Management Unit within this section oversees the management of contracts and the inspection of purchasing documents to ensure compliance with state laws, regulations and procedures.

"Our primary mission is centered on sound purchasing decisions and practices. At the same time, we continue to focus our energies on being good partners with our state agency procurement officers and our vendor community," said Dave Tincher, who has been at the Purchasing Division for more than 35 years, the last 17 years as director. "Our agency is looked upon for our ability to manage tax dollars, and rightfully so, but we never lose sight that having good working relationships with our many customers is vital to accomplishing this goal."

> ***"Our agency is looked upon for our ability to manage tax dollars ... but we never lose sight that having good working relationships with our many customers is vital to accomplishing this goal."***
>
> **- Dave Tincher**
> ***Purchasing Division Director***

Tincher added that the 17 procurement staff members have attained noteworthy credentials, including 13 with a minimum of a college bachelor's degree; eight achieving national procurement certification through the Universal Public Procurement Certification Council; eight achieving the Basic Certification in the West Virginia Purchasing Certification Program; and four earning the Advanced Certification.

The CTS section focuses on technology, communication, training, vendor registration and relations, and other administrative functions, such as imaging and records retention, purchase order encumbrance, bid receipt and bid package distribution.

The Program Services section is responsible for several statewide programs, such as the Travel Management Unit, which offers guidance to state business travelers; the Fixed Assets Unit maintains the state's inventory of property and ensures the agencies certify their state-owned property on an annual basis; and the West Virginia State Agency for Surplus Property, which manages the state and federal programs for property no longer needed within the respective governments.

"Our agency executes more than $500 million in purchases each year on behalf of state agencies under our authority. Because of this enormous responsibility of our staff, I commend them for their professionalism and dedication," said Tincher. "It is vital that we function in a transparent manner and I think our state's taxpayers can be reassured that our agency is very professional in performing efficiently as mandated by state code, legislative rule and our agency guidelines."

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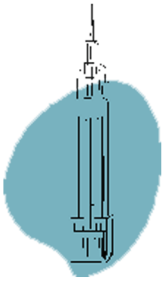
Department of Administration by the numbers

REAL ESTATE DIVISION



18 buildings bought since 2007

$400 million in total transactions since 2007

OFFICE OF TECHNOLOGY

250 terabytes of information stored

1 terabyte = 1,000 gigabyte

AVIATION DIVISION

1,726 flights and 1,188.2 flight hours, carrying 1,618 passengers, in Fiscal Year 2012

GENERAL SERVICES DIVISION

14,000 service requests, or 7 per work hour

Surplus Property Says 'Thanks!'

Warehouse Supervisor Anthony Cooper moves a desk with a forklift during the Customer Appreciation Day at the West Virginia State Agency for Surplus Property on July 25. The agency offered extended hours and special deals throughout the day.

Supervisor/Manager Training Program Provides Benefits to State Employees

The West Virginia Division of Personnel has a Supervisor/Manager Training Program to assist supervisors and managers of public employees and public programs to better carry out their duties and responsibilities. In addition, the Division of Personnel offers many courses to assist state employees in becoming more proficient with their varying duties and responsibilities.

The Supervisor/Manager Training Program consists of specialized courses of study that are designed to prepare public supervisors and managers to function effectively in today's dynamic workplace. The Division of Personnel's Organization and Human Resource Development (OHRD) Section provides the training which is organized into four sections, each with specific topics and goals.

Component I of this program is recommended for supervisors and managers to take within three months of assuming their duties. The topics include training on Preventing Harassment, The Drug-Free Workplace, and Employee Performance Appraisal. Component II courses, which should be taken within nine months, include Managing and the Law, Supervising for Success, and Discipline and Documentation.

The program's Component III courses include Personnel Transactions in State Government; Workplace Safety; and Finance for the Non-Financial Manager and should be taken within 24 months of becoming a supervisor or manager. Once these courses are completed, supervisors and managers then have Component IV classes which consist of additional training in supervisory, management and/or leadership.

"This Supervisor/Manager Training Program is a valuable asset for those new to management and supervisor roles but it is also an equally valuable program for those who have been

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EDDY

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"I am looking forward to serving the state of West Virginia again in this new role," Eddy said. "The Public Defender Services office has an important role in providing necessary services to our citizens and my staff and I look forward to carrying out these duties as efficiently and effectively as possible."

Eddy graduated summa cum laude from Salem College with a Bachelor of Arts degree and earned his Doctor of Jurisprudence from Harvard Law School. Eddy has been a member of the Criminal Justice Act Panel from which appointments are made to represent indigent defendants in the federal court system. In addition to his education and professional career, Eddy has been actively involved with the United States Tennis Association and currently serves as President of the Ohio Valley Tennis Association.

"We are fortunate to have Dana Eddy join West Virginia state government in leading the Public Defender Services," said Governor Tomblin. "He brings not only an in-depth knowledge and legal background, but also a wealth of experience that will benefit the operational goals of this agency."

JUDGES

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said ALJ Billie Catlett. "Our decisions can be appealed to appellate courts and I think the fact that nearly all of our decisions which have been appealed are upheld by these courts demonstrates that we do put a great deal of effort into our decisions."

Carrie LeFevre is among the agency's four Charleston-based ALJs, joining McGinley, Brown, and Catlett. Ronald Reece and Brenda Gould are located in Westover, outside of Morgantown, to oversee grievances handled in the northern and eastern parts of the state.

"One of the encouraging aspects of being an ALJ is that we do see that we have a very good workforce here in the state," LeFevre said. "The grievant and employer do have their disagreements but I think both sides do have the best interests of the state in mind and that is a positive thing to see."

TRAINING
Continued from Page 5

in supervisory positions for many years," said Linda Coleman, Human Resources Coordinator for the Department of Administration. "Our OHRD section is constantly modifying this program to address the ever-changing dynamics of the workplace. There is always a benefit in taking advantage of this program."

Coleman added that the OHRD section provides a diverse and detailed curriculum for all state employees designed to make the employees more proficient with their job duties.

To learn more about the Supervisor/Manager Training Program, please visit ***www.personnel.wv.gov/SiteCollectionDocuments/Policies%20and%20Interpretive%20Bulletins/SupvTrgPolicy.pdf***. For additional questions about this policy, contact Coleman at (304) 558-6181, ext. 203 or ***Linda.F.Coleman@wv.gov***.

Reimbursement Rate for Mileage Stays Steady

West Virginia Department of Administration officials announced in July that the state mileage reimbursement rate for privately-owned vehicles for state use will remain at 47 cents per mile. This rate will be in effect until the next review period in January of 2014 or until further notice.

A bi-annual review of the state's mileage reimbursement rate for privately-owned vehicles is conducted in both January and July of each year by Department of Administration Cabinet Secretary Ross Taylor. This state rate will be in effect until further notice or after the next review is published in January 2014.

Administrative Notes

Welcome! ... The Department of Administration is pleased to welcome our new employees: **Lionel Adams** (CPRB); **Daniel Nary** (Finance); **Hilary Payne** (PEIA); **Jason Agan** (General Services); **Dana Eddy** (Public Defender); and **Timothy Bailey**, **Abiodun Craig**, **Bill Ferguson** and **Gregory Starcher** (Office of Technology).

Best Wishes ... to **Dawn Webster** (Finance); **Casey Hill** (Purchasing); **Justin Alston** (Real Estate); and **Debra Lore** and **Emily Washington** (Office of Technology), who recently resigned from our department.

National Designation ... **Bob Miller**, a Senior Claim Representative at the Board of Risk and Insurance Management, recently earned Certified Subrogation Recovery Professional (CSRP) Designation from the National Association of Subrogation Professionals (NASP), the world's largest insurance subrogation association and leader in subrogation education. Congratulations to Bob for his achievement!

Baby News! ... Congratulations to Purchasing Division's Lu Anne Cottrill, who celebrated the birth of her first grandchild, Eden Anderson Hall. Eden is the daughter of Jenny and Jimmy Hall, who was born July 24, weighing 7 lbs, 6 oz. and 21 inches long.

HAPPY BIRTHDAY ... in August

2 Gary Burns ..... Technology
3 Tracy Dennis ..... Personnel
David Roberts ..... Technology
Sean Smyth ..... Technology
4 Tim Graley ..... Technology
Roderic McAfee ..... Technology
Rosa McFarland .. Public Defender
Jennifer Myers ..... CHIP
Sabrina Snead ..... Technology
5 Donnie Lewis ..... Technology
Charles Long ..... Gen. Srvs.
7 Patricia Bowgren ..... CPRB
Michele Null ..... Technology
Elizabeth Perdue ..... Purcashing
8 Anthony Brooks ..... Gen. Srvs.
Robin Chambers ..... Finance
Sheena Lincolnogger .. Personnel
9 Jordan Kirk ..... Purchasing
Amber Rose-Byble ..... PEIA
10 Linda Dexter ..... BRIM
Larry Meninger ..... Technology
11 Greg Melton ..... Gen. Srvs.
Donald Patterson ..... Technology
12 J. Greene ..... CPRB
Ed Nelson ..... Technology
13 Phil Debruyn ..... Technology
Brittany Smith ..... CPRB
14 Marta Dean ..... Technology
Sharon White ..... Personnel
Richard Wickert ..... Technology
15 Marilyn Padon ..... Technology
David Scruggs ..... Finance
Robert Stafford ..... Gen. Srvs.
16 Paul Halloran .....Gen. Srvs.
Joyce Larrabee ..... Technology
16 Jessica Wiseman ..... Finance
18 Chris Bostick ..... Aviation
James Hicks ..... Technology
Rebecca Owens ..... Technology
Mike Sheets ..... Purchasing
Beverly Toler ..... Purchasing
19 Robert Krause ..... Gen. Srvs.
Ryan Lawler ..... Grievance Board
Bill McGinley ... Grievance Board
Donna Price ..... Technology
Dave Tincher .....Purchasing
Michael Usher ..... Technology
20 Robert Fisher ..... BRIM
Brandon Fox ..... Technology
Bryant Reynolds ..... Technology
21 Terry Light ..... CPRB
Tim Miller ..... Purchasing
Ashley Neff ..... CPRB
22 Christopher Harich .... Sec. Office
Cynthia Smith ..... Technology
Don Stiles ..... CPRB
24 Hillary Balding ..... Personnel
Frances Buchanan ..... PEIA
25 Kim Harbour ..... Technology
Tammy Patton ..... CPRB
26 Sheila Coughlin . Public Defender
Jennifer Ricker ..... Grievance
27 Teresa Townsend ..... Personnel
Erin Vance ..... CPRB
28 Greg Ganoe ..... Technology
29 Candace Vance ..... CHIP
30 Elizabeth Humphreys Technology
Nancy Stark ..... Technology
Claudia White ..... CPRB
31 Sharon Carte ..... CHIP
Cynthia Dotson .....PEIA

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