



**WEST VIRGINIA  
EQUAL EMPLOYMENT OPPORTUNITY OFFICE  
50 DEE DRIVE  
CHARLESTON, WV 25311**

**JANN HOKE  
DIRECTOR**

## **2014 ANNUAL REPORT**

**STATE OF WEST VIRGINIA  
EQUAL EMPLOYMENT OPPORTUNITY OFFICE  
2014 ANNUAL REPORT**

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The Honorable Earl Ray Tomblin  
Governor  
West Virginia State Capitol  
Charleston, West Virginia

January 1, 2015

Dear Governor Tomblin,

Pursuant to Executive Order No. 6-90, I am submitting this report covering the period from January 1, 2014 to December 31, 2015.

Your EEO Office has had an excellent year. Our EEO investigations caseload, especially with our agency being requested as lead, has again increased from last year. Our office has conducted EEO trainings for an ever-increasing number of state employees at state agencies large and small. Each EEO Office staff member has worked diligently to increase this office's visibility and outreach in the community, often participating in meetings, trainings and events on weekends and after regular working hours.

Our annual training conference for EEO counselors, planned and coordinated by our office manager, Beverly Reed, was held at Embassy Suites in Charleston this year. Although attendance was down from the 2013 conference, the positive feedback from our participants was overwhelming – the best we have ever had. Our conferees especially liked the method we developed to present the training scenarios. We hired an acting troop from Bridgeport, WV, The Fearless Fools, who memorized and rehearsed the training scenarios I wrote. The troop interacted with our conferees as we took them through an EEO investigation and an EEO mediation, simulating a real-world experience.

Our conference banquet featured Reverend Ronald English as our keynote speaker. Reverend English is a dynamic community leader whose many accomplishments in protecting and nurturing civil rights include having marched with Martin Luther King Jr. His remarks were inspiring.

Our quarterly EEO coordinators meetings at our offices have been particularly productive this year. The meetings are well-attended, and this office gains valuable knowledge about which EEO problems are being encountered by the different agencies and how such issues may be resolved. The training scenario topics for our conference came directly from input we received at these meetings. James Rollins and I are staying current on ever-changing EEO laws and mandates by attending national employment and EEO training conferences.

My staff and I are aware every day of the importance the Governor's Office places not only on providing a safe, comfortable, non-discriminatory and harassment-free working environment for every West Virginia employee, but on emphasizing this State's commitment to Affirmative Action in its hiring, promotion and retention of employees. Your Equal Employment Opportunity Office is proud of the key role it plays in fulfilling these goals.

Respectfully submitted,

Jann D. Hoke

**MISSION STATEMENT**  
**WEST VIRGINIA EQUAL EMPLOYMENT OPPORTUNITY OFFICE**

The mission of the West Virginia Equal Employment Opportunity Office is:

To assist all state agencies in mediating or investigating allegations of unlawful workplace harassment or discrimination based upon protected class; and

To provide useful, up-to-date training for all West Virginia state employees on identifying, preventing and eliminating workplace harassment and discrimination; and

To provide EEO advice and assistance, as requested, for state employees, including agency supervisors, managers and directors; and

To form working relationships with other agencies and with community organizations to promote diversity and support affirmative action in West Virginia state government.

## MESSAGE FROM THE STATE EEO DIRECTOR

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The Equal Employment Opportunity Office strives every day to implement its important mission. Following the mandates set forth in Executive Order No. 6-90, the office has continued to refine its understanding of its duties and has established “specific goals and timetables for implementing courses of action to achieve the necessary” result of striving for diversity and affirmative action in the hiring, retention and promotion of qualified employees who are members of historically protected classes. The office has also continued to update, adjust and improve the guidelines for Informal EEO Counseling and Formal EEO counseling by listening to agency EEO personnel input and by re-drafting policies, procedures and forms as needed for agencies to use.

The office continually updates and refines its trainings in EEO topics. We are currently writing new trainings for the coming year. This year we added topic trainings that were written especially to address EEO problems encountered by the particular agency that was dealing with specific workplace employment challenges. Additionally, I am committed to ensuring that every person who undertakes to train state employees in EEO topics is qualified to conduct such trainings by virtue of faithful attendance at state and national legal conferences and seminars on federal and state employment law, EEO law, and EEO investigation techniques. Such continuing education for EEO trainers is vital to keep abreast of the dynamic nature of EEO laws. Societal norms for workplace behavior and for interpersonal relationships in the workplace are evolving rapidly and the law is reacting accordingly. It is imperative that every state employee receive updated training annually.

Our office handles an average of five telephone, mail or email inquiries a day about what constitutes an EEO problem, and how a state employee or West Virginia citizen can learn about or implement his or her rights under EEO law and mandates. Many of the communications we receive are referred to other state agencies because the problems do not fall under EEO law. We most often refer callers to either the West Virginia Human Rights Commission or the West Virginia Division of Personnel.

Special note should be made of the very real contribution that this Office’s continued participation in the Equal Pay Commission makes in achieving that entity’s important goal. The EEO Director serves as a member of the Equal Pay Commission by statute. Pay equity is important to the future of West Virginia’s state government.

Finally, in light of the overwhelmingly positive response from the attendees at our annual training conference this year, coupled with the laudatory improvement made by the Governor's Office in its Affirmative Action goals and the fast-changing nature of EEO laws on the federal level, I would respectfully request that the Governor's Office ensure that all of the state agency EEO and HR personnel have the opportunity to attend the WVEEO annual training conference in the fall of 2015 so that every agency is abreast of the most up-to-date EEO trends and laws.

Jann Hoke

Director, West Virginia Equal Employment Opportunity Office

**Jann Hoke**  
**Director**

**Jann Hoke was appointed as Director of the West Virginia Equal Employment Opportunity Office in August, 2009. Before that, she spent many years as a legislative attorney, working mainly for the West Virginia Senate.**

**Jann is a graduate of the West Virginia College of Law where she earned her JD; the Isaac Perley Reed School of Journalism at West Virginia University where she earned a BS in Journalism; and the University of Montana where she earned an MFA in literature and writing. Jann has been a member of the West Virginia State Bar since 1982. She serves on the Government Lawyers Bar Committee, the Alternative Dispute Resolution Bar Committee and the Military Affairs Bar Committee.**

**Among her career achievements are being selected for the Council of State Governments Henry Toll Fellowship class of 2013, and graduating as a Henry Toll Fellow; being selected by the American Bar Association to travel to Russia and Romania to teach bill drafting classes to parliamentary staff as part of the Central and Eastern European Law Initiative for emerging democracies; giving the Keynote Address at Women's Day at the Legislature, sponsored by the West Virginia Women's Commission; and earning national**

**certification as an Affirmative Action plan trainer. She is also certified in Advanced Mediation by the West Virginia State Bar.**

**In 2014, Jann won the Charleston FestivALL Location Play contest for the fourth year in a row. She is an active member of West Virginia Writers, a remunerated reviewer for Amazon Vine since 2008, and served yet again as a judge for the Amazon Breakthrough Novel contest. Her creative writing skills are useful in devising entertaining, informative training scenarios for the annual EEO conference and agency EEO presentations.**

**Jann is married to 25<sup>th</sup> Judicial Circuit Chief Judge Jay Hoke. They have three daughters.**

**James Rollins**  
**EEO Investigator/Specialist**

**James Rollins came to the WV EEO Office November 1, 2010. James is a retired Sergeant from the Charleston Police Department, with over twenty years of service. While employed with the CPD, James worked in numerous areas, with increasing responsibilities, including Patrol Division and over fourteen years with the Investigative Division and Background Investigations. He also served as Chair of the Background Investigation Committee.**

**James is a graduate of West Virginia State College where he majored in Criminal Justice, receiving A.S. and B.A. degrees. While at State, he also completed their ROTC program. James was a member of the ROTC Drill Team, Persing Rifles Society and Kappa Alpha Psi Fraternity.**

**James is an active member of the First Baptist Church in Charleston. He has owned several businesses in West Virginia. In his spare time, James has instructed martial arts classes, and has competed in a professional full-contact karate competition. James is married and has one son who attends WVU.**

**Among James' many activities are:**

- Membership in West Virginia Leads, an organization which assists law enforcement agencies in recruiting efforts for minorities;**

- **The weekly Tuesday Morning Group;**
- **The West Virginia Hate Crimes Task Force;**
- **The West Virginia Crime Prevention Task Force;**
- **Certified Advanced Mediator, West Virginia State Bar;**
- **Kanawha County Community That Cares Board Member;**
- **Member of the NAACP Charleston Branch; and**
- **Received a national certification in the writing and planning of an Affirmative Action Plan**

**Beverly Reed**  
**Administrative Assistant**

**Beverly Reed came to the WV EEO Office August 18, 2010 after working at West Virginia State University and the West Virginia Supreme Court. Previously, Beverly managed her Mary Kay business while working as an office manager for two area physicians' offices. Beverly is a graduate of Fairmont State College with a B.S. degree in Office Administration. Beverly was a member of Alpha Kappa Alpha Sorority graduate chapter. Beverly**

**retired from DuPont Plant after nineteen years of service with ever-increasing responsibilities in clerical work and office management.**

**Beverly is a member of Levi First Missionary Baptist Church in Rand. She is married and has two sons, an adult stepson and stepdaughter.**

**Beverly assists in her husband's annual community back-to-school event.**

## COMMUNITY OUTREACH

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Pursuant to the goals outlined in Executive Order No. 6-90, which reads in pertinent part that the all state agencies shall “develop an Equal Employment Opportunity Program...[which] shall be in writing and shall entail positive and aggressive measures to be taken for protected classes in the area of recruitment, hiring, training and all other personnel matters;” (Executive Order 6-90, Article I, Section A); and that the “State Equal Employment Opportunity [Office] shall consult with and solicit the recommendations of interested individuals and organizations regarding the implementation of this Executive Order;” (Executive Order 6-90, Article II, Section C); and that the “State Equal Employment Opportunity [Office] shall develop a recruitment program...and shall work in cooperation with state agencies, departments and other organizational units to...identify minorities, women, handicapped and other [members of] protected groups who qualify or can become qualified for state employment...” (Executive Order 6-90, Article II, Sections F and H), the State EEO Office strives each year to strengthen its relationship with the community, to interact in meaningful ways with community leaders and organizations which are involved in outreach to members of protected classes; and to participate in job fairs and other opportunities to underscore the Governor’s commitment to affirmative action in hiring.

The following is a partial listing of the community outreach events in which the State EEO Office participated in 2014:

- Jann Hoke is a board member of the West Virginia Equal Pay Commission, meeting monthly.
- James Rollins is a board member of the WV Leads. WV Leads is a group of current and retired law enforcement and others who will engage to assist law enforcement agencies in recruiting minorities.
- James Rollins is a representative for the Kanawha Communities That Care Coalition.
- James Rollins attends meetings with the Kanawha County Community That Cares Task Force.
- James Rollins is a board member of the Kanawha Communities That Care Coalition.
- The James Rollins attends a weekly meeting with the Tuesday Morning Group.

- James Rollins is a representative for the West Side Ward 4 Coalition Against Substance Abuse.
- James Rollins attends meetings with the Kanawha County Crime Prevention Task Force.
- James Rollins attends a quarterly meeting with the WV Hate Crimes Task Force.
- James Rollins attends a quarterly meeting with the Job Corps Community Program.
- James Rollins attends the NAACP monthly meetings.
- James Rollins attended the Martin Luther King Jr. Day events at the Capitol Complex on January 20, 2014.
- James Rollins was a panel guest for the Charleston Police Department “State of the Union Address” on January 23, 2014.
- Beverly Reed had information table for the annual YWCA Stand Against Racism at the Capitol Complex with Myisha Robinson of the Herb Henderson Office of Minority Affairs on April 25, 2014.
- Beverly Reed attended the annual Alzheimer’s Walk in Charleston on October 25, 2014.
- Beverly Reed was the planner for the annual Equal Employment Opportunity Office conference held at Charleston Embassy Suites October 1 – 3, 2014.

## EEO COMPLAINTS AND INVESTIGATIONS

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Pursuant to the mandates established under Executive Order 6-90, which authorizes the State EEO Office to oversee all agency EEO “problem areas,” “monitor records of personnel actions,” and have “access to all data, records and reports that are required for the execution of the [Office’s] responsibilities,” the EEO Office takes its participation in all agency EEO complaints and investigations very seriously.

The State EEO Office rewrote the EEO counseling and investigative procedures which had been in place for the past four years to reflect current federal investigative standards, to clarify vague language and to superimpose lettering and numbering outline format on the document so it will be easier to cite. Our office has been monitoring the use of these new guidelines closely, and continues to update and re-draft the guidelines as we see what is working and what is not in a “real-world” complaint and investigation scenario.

The former state EEO counseling and investigative guidelines, which were contained in a document entitled **Guidelines for Conducting Equal Employment Opportunity Complaint Investigations**. (Revised in July, 2007), have been superseded by documents now found on the state EEO website ([www.eeo.wv.gov](http://www.eeo.wv.gov)) and in a manual first distributed at the 2011 Annual EEO Conference, held at Glade Springs Resort, in November entitled: “West Virginia EEO Counselor’s and Investigator’s Tool Kit.” The main differences in the new materials is that EEO counseling procedure has been divided into informal and formal stages, (an investigation can only commence upon the filing of a formal EEO complaint once attempts at EEO counseling have failed) and that there are new forms for the intake of EEO complaints and filing formal EEO complaints. These forms are being updated as this office and the agencies use them and suggest changes. A new EEO Counselor’s and Investigator’s Toolkit will be distributed at the 2015 EEO annual training conference. The

purpose of updating the materials is to make them easier to use, and to follow more closely the Governor's mandate that EEO issues be dealt with informally by the agency first, if at all possible.

Copies of all EEO investigation documents from all state agencies, including the initial complaint, the appointment letters, the Investigative Report, Affirmation statements, notes and any audio or video recordings made during the investigation, witness statements and letters which either substantiate or non-substantiate the complaint, along with subsequent documentations of agency action, are required under the auspices of Executive Order No. 06-90 to be filed with the EEO Office so that our office may keep abreast of the agency actions in such cases. However, all original documentation from EEO investigations is always returned to the agencies for their ultimate decision on employment action (if any) in these cases. All such copies of agency investigation documents are kept by the EEO Office for a period of not less than five years, and then destroyed.

## 2014 EEO Laws Update

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This is been a year of great changes in how this country views the rights of individuals who hold protected class status. New EEOC policies and mandates address pregnancy discrimination, LGBT harassment and discrimination, FOIA requests and veteran status. The impact of these changes in federal law are beginning to be felt in West Virginia.

There is available online a “New Digest of EEO Law” issued by the Federal Equal Employment Opportunity Commission which addresses Federal legislation, as well as executive orders, directives, court decisions and EEOC opinions. This new research tool, which became available on July 30, 2013, is invaluable for those persons wanting to know the most up-to-date versions of the Federal statutes and applicable case law.

## **INITIAL DISCUSSION DOCUMENTS FOR EEO ALTERNATIVE DISPUTE RESOLUTION PROCESS**

At the 2014 WVEEO Annual Training Conference, a major topic presented and discussed was alternative dispute resolution (ADR). In the past, we have called this process both "Informal EEO Counseling" and "Informal Mediation." Such informal attempts at reaching a satisfactory result in an EEO matter before going to formal EEO investigation is mandated by the Office of the Governor.

The ultimate goal is to come up with a process which is easily-adaptable for each state agency to use with its unique mission and personnel, but which gives the entirety of state government a uniform starting point from which to utilize ADR in EEO or potential EEO workplace situations. The following documents were either distributed or discussed during the conference.

This is an ongoing process, and one which the staff at the WVEEO Office and the agency EEO coordinators will be revising and refining over the coming year.

It should be noted that the evolution of ADR in EEO matters will eventually take the place of what was referred to as Formal EEO counseling also, as that term becomes redundant. The current thinking is that when a problem arises, an informal solution will be attempted where appropriate. If the informal solution is not appropriate or is unsuccessful, the complainant will be apprised of how to file a Formal EEO Complaint, and the matter will most likely go to formal EEO investigation.

**WHAT IS THIS AND WHAT ARE WE EVEN CALLING IT?  
ALTERNATIVE DISPUTE RESOLUTION/MEDIATION  
POLICY PLANNING SESSION  
2014 WV EEO CONFERENCE**

In 2007, then Governor Manchin issued a set of guidelines for EEO Formal Investigations. In that document is the following statement:

**“Parties are encouraged to attempt informal resolution of EEO complaints.”**

This document is still the official position of the Office of the Governor as it has never been re-written, cancelled or re-addressed.

Consequently, since 2007, the WV EEO Office, the agency counselors and coordinators, and many of the agency Human Relations offices have been attempting to figure out exactly how to “attempt informal resolution” in a way which is fair, lawful, practical and leads naturally to one of two outcomes:

1. The complainant is satisfied and an EEO Formal Complaint is either never filed or is withdrawn; or
2. The complainant is dissatisfied and the complaint goes to Formal EEO Investigation.

To end our training conference, we are going to present how the federal EEOC approaches their mandatory Alternative Dispute Resolution, apply that methodology to a new EEO scenario which is about to be presented, and then discuss how we can adapt, change or rewrite the federal guidelines to fit our needs in West Virginia.

We may not come up with one policy which will be acceptable to every agency, but we should at least come up with some ideas and methods for further discussion and exploration over the next year.

**WV EEO Conference 2014**

**Mediation/ADR Session**

**Intake Form – Initial EEO Counseling Session**

EEO Counselor: \_\_\_\_\_

Counselee: \_\_\_\_\_

Counselee's Job Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

Personal Telephone(s): \_\_\_\_\_

May Counselor Call Counselee at Work? Yes \_\_\_ No \_\_\_

May Counselor Call Counselee at Personal Telephone(s)? Yes \_\_\_ No \_\_\_

Home Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Place Where Counseling Occurred: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Does Counselee Wish to Remain Anonymous? Yes \_\_\_ No \_\_\_

Name of Counselee's Supervisor: \_\_\_\_\_

Supervisor's Job Title: \_\_\_\_\_

Supervisor's Telephone Number: \_\_\_\_\_

Supervisor's Email Address: \_\_\_\_\_

Has Counselee reported incident(s) to his/her supervisor? Yes \_\_\_ No \_\_\_

Date of Alleged Discrimination/Harassment Incident(s)(mm/dd/yyyy) \_\_\_\_\_

45<sup>th</sup> Calendar Day After Incident (mm/dd/yyyy) \_\_\_\_\_

Reason for Delayed Contact Beyond 45 days (if applicable) \_\_\_\_\_

**Basis(es) of Complaint:**

1.  Race (Specify) \_\_\_\_\_
2.  Color (Specify) \_\_\_\_\_
3.  National Origin (Specify) \_\_\_\_\_



Location of alleged incident(s):

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Documents relating to the incident(s), if any:

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- Will Counselee agree to Informal EEO Counseling (mediation or ADR) in an attempt to resolve this dispute? Yes \_\_\_ No \_\_\_
- May the EEO Counselor contact your employer and request personnel records relevant to your complaint? Yes \_\_\_ No \_\_\_

The Counselee agrees that the information contained in this Intake Form is true and accurate to the best of the Counselee's knowledge.

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Counselee

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Date

The EEO Counselor attests that this is a true and accurate representation of the Initial Counseling Session with the above-named Counselee.

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EEO Counselor

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Date

Revised by:  
West Virginia Equal Employment Opportunity Office  
Jann Hoke, Director  
September, 2014

TEMPLATE FOR LETTER OF AGREEMENT AFTER SUCCESSFUL ADR/MEDIATION

(Agency Letterhead)

DATE \_\_\_\_\_

Addressee \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Dear \_\_\_\_\_,

This letter serves as your LETTER OF AGREEMENT for the EEO matter which you initially discussed with me, in my capacity as an EEO Counselor on \_\_\_\_\_  
**(date of initial counseling session.)**

On \_\_\_\_\_ **(date of initial counseling session)**, you alleged that

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ **(insert brief synopsis of the complaint.)**

The basis for the discrimination/harassment you alleged was

\_\_\_\_\_  
\_\_\_\_\_ **(legally protected class/basis of  
complaint.)**

In response to your allegation(s), \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ **(insert  
brief summary of the actions taken by the EEO counselor and the outcome of the EEO  
counselor's subsequent conversations with responsible management and/or the person or  
persons who allegedly engaged in the discriminatory or harassing behavior.)**

On \_\_\_\_\_ **(date the EEO Counselor informed the Counselee of the  
results of the Informal EEO inquiry)**, you were informed of my findings in this matter and you  
have **(here the EEO counselor will pick one of two possible outcomes for the Informal EEO  
counseling):**

(1) elected not to pursue further action on this matter [or]  
(2) indicated that you are satisfied with the outcome of the Informal EEO counseling and ensuing actions.

The agreement is as follows: \_\_\_\_\_ (insert a brief description of the agreement reached pursuant to the ADR/Mediation.)

Since an agreement has been reached by all affected parties, I ask that you please sign on the Counselee signature line below and return this letter to me by \_\_\_\_\_ (give date specific.) A copy of this LETTER OF AGREEMENT with all signatures will be returned to you.

All parties are now responsible for complying with this agreement. Should there be any non-compliance by any party involved, a copy of this agreement will be submitted by the EEO counselor, or may be submitted by any of the involved parties, in a Formal EEO Complaint or in a grievance or litigation. Copies of this signed agreement shall be given to all parties.

Sincerely yours,

(EEO Counselor)

\_\_\_\_\_  
Counselee

\_\_\_\_\_  
Responsible Management Official

\_\_\_\_\_  
Any other involved party (or parties)

**EEO COUNSELOR'S REPORT FORM**  
**(Formal Counseling Process)**

**A. AGGRIEVED INDIVIDUAL**

Counsee: \_\_\_\_\_  
Counsee's Job Title: \_\_\_\_\_  
Work Telephone: \_\_\_\_\_  
Personal Telephone: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Agency Address: \_\_\_\_\_  
Name of Counsee's Supervisor: \_\_\_\_\_  
Supervisor's Job Title: \_\_\_\_\_  
Supervisor's Telephone: \_\_\_\_\_

**B. CHRONOLOGY OF EEO COUNSELING**

Date of Initial Contact: \_\_\_\_\_  
Date of Alleged Discrimination/Harassment Incident(s)(mm/dd/yyyy) \_\_\_\_\_  
45<sup>th</sup> Calendar Day After Incident (mm/dd/yyyy) \_\_\_\_\_  
Reason for Delayed Contact Beyond 45 days (if applicable) \_\_\_\_\_  
\_\_\_\_\_  
Date of Final Informal Counseling Session (if applicable) \_\_\_\_\_  
Date of Notice of Final Interview Letter (if applicable) \_\_\_\_\_

**C. BASIS(ES) FOR ALLEGED DISCRIMINATION/HARASSMENT**

1.  Race (Specify) \_\_\_\_\_
2.  Color (Specify) \_\_\_\_\_
3.  National Origin (Specify) \_\_\_\_\_
4.  Sex (Specify) \_\_\_\_\_
5.  Age (Date of Birth) \_\_\_\_\_
6.  Mental Disability (Specify) \_\_\_\_\_
7.  Physical Disability (Specify) \_\_\_\_\_
8.  Military Status (USERRA) \_\_\_\_\_



**G. CONCLUSION.**

[ ] INFORMAL COUNSELING WAS UNSUCCESSFUL; A **NOTICE OF FINAL INTERVIEW LETTER** WAS ISSUED TO THE COUNSELEE; A COPY OF THE **EEO FORMAL COMPLAINT FORM** WAS PROVIDED TO THE COUNSELEE; AND AN **EEO COUNSELOR'S REPORT FORM** (Informal EEO Counseling) HAS BEEN SUBMITTED TO THE WEST VIRGINIA EQUAL EMPLOYMENT OPPORTUNITY OFFICE.

[ ] INFORMAL COUNSELING OPTION WAS DECLINED; A COPY OF THE **EEO FORMAL COMPLAINT FORM** WAS PROVIDED TO THE COUNSELEE; AND AN **EEO COUNSELOR'S REPORT FORM** (Formal EEO Counseling) IS NOW SUBMITTED TO THE WEST VIRGINIA EQUAL EMPLOYMENT OPPORTUNITY OFFICE.

\_\_\_\_\_  
Name of EEO Counselor

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature of EEO Counselor

\_\_\_\_\_  
Office Address

\_\_\_\_\_  
Date

Revised by:  
West Virginia Equal Employment Opportunity Office  
Jann Hoke, Director  
November, 2011

## **Rights and Responsibilities**

Individuals who seek EEO counseling should be aware of their rights and responsibilities under the law, which include at a minimum the following:

- a. The **right** to anonymity.
- b. The **responsibility** to know that neither the West Virginia Equal Employment Opportunity Office nor the EEO counselor is an advocate for either the aggrieved party or the agency but acts strictly as a neutral in the EEO process.
- c. The **right** to participate in an attempt to resolve the EEO problem through informal EEO counseling, following proscribed guidelines established by the West Virginia Equal Employment Opportunity Office.
- d. Where informal counseling is selected, the **right** to receive in writing within thirty (30) calendar days of the first counseling contact (unless the West Virginia EEO Director approves an extension, not to exceed an additional sixty (60) calendar days, with a notice of the extension being mailed to the aggrieved individual) a notice terminating informal counseling and informing the aggrieved individual of:
  - (1) The **right** to file a formal EEO complaint within fifteen (15) calendar days of the receipt of the notice; and
  - (2) The appropriate official with whom to file the formal EEO complaint.
- e. If it is determined the complaint does not fall within the parameters of EEO law, the aggrieved party has the **right** to address his/her supervisor/manager directly or pursue the matter through the West Virginia Public Employees Grievance Procedure. However, it is the **responsibility** of the aggrieved party to take affirmative steps to address the complaint in these forums.
- f. The **right** to go directly to a court of competent jurisdiction on claims of workplace discrimination or harassment based upon protected class or retaliation even though such claims are also cognizable under Title VII and other EEO laws.
- g. Once a **Formal EEO Complaint Form** is filed, the **right** to a final decision after an EEO Investigation within forty-five (45) working days of the appointment of investigators by the agency (unless the West Virginia EEO Director approves an extension, in which case a notice of the extension will be mailed to the Complainant).

- h. The **responsibility** to keep the agency and the EEO Office informed of his/her current mailing address, email address and telephone number(s).
- i. The **responsibility** to know that only those claims raised at the counseling stage, or claims that are like or related to those that were raised, may be the subject of this formal EEO complaint.
- j. The **responsibility** to contact the West Virginia EEO Office or the EEO counselor handling his/her complaint to ascertain proper procedure for amending a **Formal EEO Complaint Form** with claims that are like or related after it has been filed.
- k. The **right** to know the time frames in the EEO complaint process.

The respective "Rights and Responsibilities" listed above have been reviewed with, and explained to, the individual who has sought EEO Counseling by the EEO Counselor on this date.

Attested to by:

\_\_\_\_\_  
EEO Counselor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Individual Counselee (voluntary)

Revised by:  
West Virginia Equal Employment Opportunity Office  
Jann Hoke, Director  
November, 2011

**State of West Virginia**  
**Equal Employment Opportunity**  
**50 Dee Drive**  
**Charleston, WV 25311**

**(304) 558-0400 Fax (304) 558-3861**

**FORMAL EEO COMPLAINT FORM**

This is a formal EEO Complaint Form which may be completed by any West Virginia state employee who feels he/she has been discriminated against or harassed in the workplace on the basis of his/her membership in a legally-protected class.

Once you have completed this Form, you may give it to your EEO Counselor, or you may mail it directly to the WV Equal Employment Opportunity Office at the above-listed address, or you may fax to the WV Equal Employment Opportunity Office at the above-listed fax number. Your EEO Counselor will forward a copy of the Form to the WV Equal Employment Opportunity Office.

A West Virginia State employee who feels he/she is the subject of unlawful workplace discrimination or harassment is **urged to discuss INFORMAL EEO COUNSELING with his/her EEO Counselor before beginning the Formal EEO Investigative Process.** The INFORMAL EEO PROCESS is designed to attempt resolution of an EEO dispute more quickly than the formal EEO Complaint and Investigation Process. However, it is your RIGHT to forego INFORMAL EEO COUNSELING.

**Furthermore, it is your RIGHT as a West Virginia state employee to file a Formal EEO Complaint Form if you feel you have been harassed or discriminated against in the workplace on the basis of your race, color, national origin, sex, gender, age, mental or physical disability, military status, medical history pursuant to GINA, political affiliation, tobacco use, religion, or retaliated against because you filed an earlier EEO complaint.**

Please fill out this form as completely as possible. Use additional sheets of paper as needed.

Please contact the EEO Office if you have questions about this form.

- 
1. Name \_\_\_\_\_
  2. Home Address \_\_\_\_\_
  3. Home Telephone Number \_\_\_\_\_
  4. Other Telephone Number Where You May Be Reached \_\_\_\_\_
  5. Your Work Telephone Number \_\_\_\_\_
  6. Email Address \_\_\_\_\_
  7. Agency \_\_\_\_\_
  8. Your Work Address \_\_\_\_\_
  9. Agency Telephone Number \_\_\_\_\_
  10. Agency Email Address \_\_\_\_\_

**11. List the person(s) you allege discriminated against or harassed you.**

**Name**

**Work Address**

**Work Telephone Number**

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**12. Which of the following best describes why you believe you were discriminated against or harassed:**

1.  Race (Specify) \_\_\_\_\_
2.  Color (Specify) \_\_\_\_\_
3.  National Origin (Specify) \_\_\_\_\_
4.  Sex (Specify) \_\_\_\_\_
5.  Age (Date of Birth) \_\_\_\_\_
6.  Mental Disability (Specify) \_\_\_\_\_
7.  Physical Disability (Specify) \_\_\_\_\_
8.  Military Status (USERRA) \_\_\_\_\_
9.  GINA violation(specify) \_\_\_\_\_
10.  Political Affiliation (specify) \_\_\_\_\_
11.  Tobacco Use \_\_\_\_\_
12.  Religion (Specify) \_\_\_\_\_
13.  Other (Specify) \_\_\_\_\_
14.  Retaliation (Identify earlier EEO complaint, with date) \_\_\_\_\_

**13. On what date(s) did the alleged discrimination/harassment take place? \_\_\_\_\_**

**14. If there was continuing discrimination/harassment, indicate the dates.**

**Most recent** \_\_\_\_\_ **First occurrence** \_\_\_\_\_

**15. Explain clearly the events that occurred. How were you treated differently from other persons at your workplace? You may attach any written documentation pertaining to this matter, such as emails or letters you received.**

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**19. Explanation of Investigation Process:**

The State EEO Investigation Process allows investigators forty-five (45) working days from their appointment date to complete the investigation into this EEO complaint. Should the investigators be unable to complete their investigation within the allotted time period, they may request an extension from the West Virginia Equal Employment Opportunity Office Director. You will be notified if such an extension is requested.

Upon completion of the investigation, a completed EEO Investigative Report and all accompanying investigative materials are submitted to the West Virginia Equal Employment Opportunity Director for review. The EEO Director has fifteen (15) working days to complete his/her review.

Subsequent to the review by the EEO Director, the EEO Investigative Report and all accompanying materials are submitted to your agency administrator or his/her designee for review and action. A decision concerning the actions which may be taken by the agency should be rendered within fifteen (15) working days.

Should the EEO Investigation find that unlawful harassment or discrimination has occurred, you will be notified that the case has been decided and that it has been "substantiated." Should the EEO Investigation find that there are not sufficient grounds for a finding that unlawful harassment or discrimination has occurred, you will be notified that the case has been "not substantiated." In either case, you will not be notified of any employment action which has been taken against any Respondent(s) in this case, as employment actions are protected under the federal Privacy Act.

**I, the undersigned, attest that the information provided in this Formal EEO Complaint is true and accurate to the best of my knowledge.**

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Signature of Complainant

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Date

Revised by:

West Virginia Equal Employment Opportunity Office

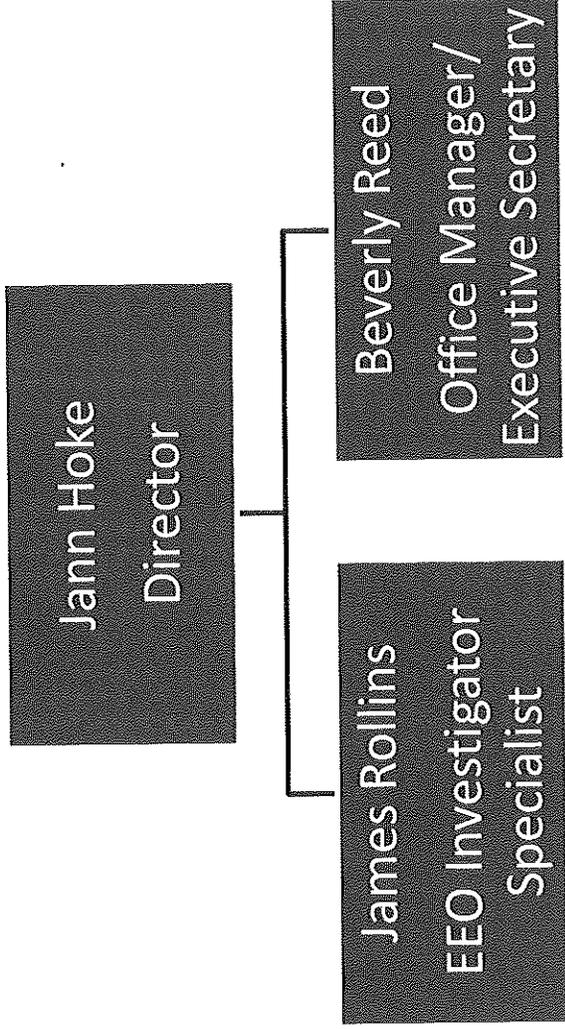
Jann Hoke, Director

November, 2011

2014-2015 AFFIRMATIVE ACTION PLAN LOG

Agency	Date Received	Asked for Extension	Extension Granted	Prepared By	Divisions
Administration Department		N/A	N/A	Donna Lipscomb	Ethics Commission; Finance Division; General Services; Grievance Board; Information Services & Communications; Personnel Division; Public Defender Services; Public Employees Insurance Agency; Purchasing Division, and Risk and Insurance Management
Commerce Bureau of(C&H)		N/A	N/A	Diane Spence	Division of Forestry; Division of Natural Resources; Geological Survey; Division of Tourism; Division of Labor; Water Development Authority; Miners' Health, Safety & Training; WV Development Office
Corrections	9/15/14	N/A	N/A	Terri Arthur	Department of Corrections
Education & The Arts	12/16/14	N/A	N/A	Robin Taylor	Division of Culture & History; Educational Broadcasting Authority; Higher Education; Library Commission, and Division of Rehabilitation Services
Workforce West Virginia	11/25/14	N/A	N/A	Vickie Elkins	Worker's Compensation; Management Information Systems; Executive Division; Office of Judges; Employment Service/Job Training Programs; Legal Services; Fiscal & Administrative Management; Board of Appeal; Unemployment Compensation; Research, Information & Analysis; and Bureau of Employment Programs
Environmental Protection Division of Governor's Office	12/16/14 <b>12/15/14</b>	N/A N/A	N/A N/A	Monica Ashford James Rollins	Water Resources; Air Quality; Mining & Reclamation; and Waste Management <b>Governor's Mansion; State EEO Office; Office of Technology; Economic Opportunity; National Commission for Community Service; Cabinet on Children &amp; Families; WV Rural Development Council, and WV Human Resource Council</b>
Health & Human Resources Department of			Yes	Dawn Adkins	Secretary's Office; Operation & Finance; Children & Families; Public Health; Medical Services; Hopemont Hospital; Mildred Mitchell-Rateman Hospital; Lakin Hospital; Marion Health Care Hospital; Pinecrest State Hospital; Sharpe Hospital and Welch Emergency Hospital
Juvenile Services	11/24/14	N/A	N/A	Brenda Hoylman	Division of Juvenile Services
Military Affairs & Public Safety	11/24/14	N/A	N/A	Tim Harper	West Virginia State Police; Veterans Affairs; Corrections; Juvenile Services; Regional Jails; National Guard; State Fire Marshall; Protective Services; Office of Emergency Services; and Military Affairs and Public Safety
Public Service Commission			N/A	Belinda Jackson	State Fire Marshall Public Service Commission and Consumer Advocate Division
Real Estate Commission		N/A	N/A		West Virginia Real Estate Commission
Regional Jail Authority	11/24/14	N/A	N/A	Katrina Kessel	Regional Jail Authority Re: MAPS
WV State Police	<b>1/7/2015</b>		N/A	Reginald Patterson	West Virginia State Police
Tax & Revenue, Division of	12/15/14		N/A	Terri Martin	Alcohol Beverage Control Administration; Banking Commission; Insurance Commission; Lottery Commission; Racing Commission; Tax Commission, and Athletic Commission
Transportation		Yes	Yes	Drema Smith	Division of Highways; Division of Motor Vehicles; Public Transit; WV Port Authority; Aeronautics Commission
WV State Fire Commission	<b>9/15/14</b>			Leslie Racine	RE: DMAPS

Education	9/3/14				Julian Woods	
Justice/Comm. Service	9/11/14				Jeff Estep	Re: DMAPS
Library Commission	12/16/14				Deborah Neal	
Parole Board	1/13/2015				Michelle Jones	Re: DMAPS
Senior Services					Deborah Kittinger	
Supreme Court of Appeals	10/21/14				Jennifer Singletary	
WV Veterans	8/29/14				Chris Cremeans	
Cultural/History	12/16/14				Bethany Cline	
Homeland Security					Kathy Mullins	Re: DMAPS
WV Miners' Health & Safety		Yes		yes	Jaucelyn Thaxton	Re: Commerce Bureau
Protective Services					Randall Mayhew	DMAPS



# WV Governor's Office of Equal Employment Opportunity

## 2014 Training

Training Date	Agency, Facility, or Business	Number of Attendees	CO	Training or Outreach Conducted by:	Subject
01/07/14	Southern Regional Jail	2		James Rollins	New Counselor Training
01/07/14	WV House of Delegates	2		Jann Hoke	EEO Law for Legislators
02/07/14	Southern Regional Jail	2		James Rollins	New Counselor training
06/04/14	Kenneth Honey Rubenstein Juv. Ce	19		James Rollins	Protecting Prof. Rep., Hostile Env. & Sexual Har./Diversity/Supv. Har.
06/05/14	Kenneth Honey Rubenstein Juv. Ce	31		James Rollins	Protecting Prof. Rep., Hostile Env. & Sexual Har./Diversity/Supv. Har.
06/17/14	Charleston Work Release	11		James Rollins	Harassment Training for Supervisors
07/01/14	Martinsburg Correctional Center	8		James Rollins	Harassment Training for Supervisors
07/02/14	Martinsburg Correctional Center	12		James Rollins	Harassment Training for Supervisors
07/22/14	Huttonsville Correctional Center	66		James Rollins	Harassment Training for Supervisors
07/23/14	Huttonsville Correctional Center	59		James Rollins	Harassment Training for Supervisors
08/19/14	Parkersburg Correctional Center	13		James Rollins	Harassment Training for Supervisors
08/20/14	Salem Correctional Center	28		James Rollins	Harassment Training for Supervisors
08/21/14	Salem Correctional Center	28		James Rollins	Harassment Training for Supervisors
09/23/14	HRDF	73		Jann Hoke	Water Cooler Topics
10/24/14	WV Legislative Services	34		Jann Hoke	Basic Overview of EEO Law
10/29/14	WVCUPA-HR	24		Jann Hoke	Water Cooler Topics-The Basics of EEO for HR
10/29/14	WV Regional Jail Authority	28		James Rollins	New Counselor Training and Overview of Investigations

## MEMORANDUM

TO: West Virginia State Agency EEO Coordinators  
FROM: Jann Hoke, Director, WV State EEO Office  
DATE: March 31, 2014  
SUBJECT: Quarterly EEO Coordinators' Meeting in April

I would like to invite you to attend the quarterly working lunch meeting, which will be held again at our office, on Tuesday, April 15, 2014 at 11:30 a.m. We will be discussing:

Investigation Report Writing

Investigative Tools additional interview techniques

Additional informal resolution training

Mini course training throughout the State

AAP training

Conference speakers and topics

As always, lunch will be provided. At the last meeting, personal pizzas were the choice for lunch. Please let Beverly Reed know by Friday, April 11, 2014 if you are attending the meeting so that we can order an adequate amount of pizzas. Please email Beverly at [Beverly.r.reed@wv.gov](mailto:Beverly.r.reed@wv.gov) if you have a particular pizza preference.

**QUARTERLY EEO COORDINATORS MEETING**  
**APRIL 15, 2014**  
**WV EEO OFFICE**

1. Call to order
2. Approval of minutes from last meeting
3. Old Business
4. New Business
  - Investigation Report Writing
  - Investigative Tools Additional Interview Techniques
  - Additional Informal Resolution Training
  - Mini Course Training Throughout the State
  - AAP Training
  - Accepting names to second-chair investigations with James Rollins
  - Conference Speakers and Topics
5. Other business
6. Set date for next quarterly meeting
7. Adjournment

Minutes  
Quarterly EEO Coordinators Meeting  
April 15, 2014  
EEO Office

The meeting was called to order by Jann Hoke, EEO Office Director. The first item on the agenda was approval of the minutes of the last meeting. Motion was called for, made by Debbie Kittinger and seconded by Chris Cremeans. All voted "aye". The minutes were approved.

Old Business: DJ Adkins stated that she has seen an increase in non-EEO complaints. A new form has been made for non-EEO complaints. Personnel has a bulletin out for non-discriminatory workplace harassment.

New Business: Conference – An interest was expressed for more training on informal investigation. An article appeared in the Charleston newspaper about our agency hiring Thom Kirk to speak at a past conference. Interest was also expressed for Report writing and interview techniques. Conference suggestions/topics:

- Reed Training Company for trainer
- Training to remain neutral and open minded on interviews
- Sensitivity training in questioning

It would be good to have training to follow sequence from complaint to investigation to report writing. We're considering adding a half day to the conference to enjoy the venue and make it less intense. We discussed possibly having a sign in/out sheet at each session for accountability. Director Hoke is checking with the State Bar for CEU/CLE credit for the conference. We are considering Embassy Suites, Snowshoe and Mountaineer Casino Resort as venues for our next conference. It was brought to our attention that agencies won't pay for rooms or meals for venues that are less than 50 miles from workplace locations. We asked for other venue suggestions. Lakeview, Snowshoe, and Oglebee may not be handicap accessible. Canaan is out of the way. The Waterfront in Morgantown has carpet and parking issues.

Director Hoke and Judge Hoke are considering team teaching informal resolution training. Tim Harper could offer his expertise in that area. An example was discussed of a complainant that wasn't satisfied with the result of their complaint, filed a grievance, and it was unsubstantiated as well. There was another instance of a complainant who didn't accept the result of their complaint and wouldn't sign off on it.

Specialist James Rollins discussed having a mini-course training for the Affirmative Action Plan. There will be a new list of code changes coming out in 2015. There was a question of whether all agencies' forms should be standard. Director Hoke explained they don't have to be standard. They just have to meet the guidelines. Director Hoke suggested that agencies check with our

office if they need Affirmative Action Plan training before contracting with any company because she and James are certified to do the training.

James Rollins asked for a list of names of EEO Counselors/Coordinators who could second chair investigations with him.

Other Business: DJ Adkins asked if we were going to change our affirmation statements. She discussed an instance in which a lawyer wouldn't sign off due to not being able to talk about the case. Director Hoke stated that you can't gage someone. It was stated that lawyers can be present as a representative at an investigation, but they can't interject.

We set a tentative date of Tuesday, July 15, 2014 for the next quarterly meeting.

Beverly conducted a drawing for a door prize goodie bag. Vicki Hairston won the goodie bag.

Meeting adjourned at 1:00.

Beverly Reed

## MINUTES

### Coordinator's Meeting, August 5, 2014

**Attendees:** James Rollins, Chris Cremeans, Jann Hoke, Patricia Clay, Becky Ferrell, Brenda Hoylman, Dawn Adkins, Carlotta Gee, Zack Eskew and Debbie Kittingser.

Jann Hoke, Director of the State of WV EEO office, called the meeting to order. The first item on the agenda was the approval of the minutes of the last meeting. A motion was called for, made by James Rollins & seconded by Hoylman & Gee. All voted "aye." The minutes were approved.

**Old business:** Director Hoke announced that the EEO Annual Conference would be held at the Embassy Suites in Charleston, WV for two whole days on Wednesday, October 1, 2014 and Thursday, October 2, 2014. A half day of training will be held on Friday, October 3, 2014.

Director Hoke will be sending out scenarios that will be used for the two days of training so that everyone will be familiar with the fact patterns for this discussion.

**New Business:** Director Hoke and Patricia Clay talked about possible future training with Higher Education.

The group discussed the topics of the training for the EEO annual training conference. The first day of training will deal with the initial interviewing of the complainant, respondent, agency heads and witnesses. James Rollins said the second day of training would instruct investigators how to write their EEO reports.

The group discussed the purpose of the closure letters, which are sent to the EEO Office after an agency complete its investigation. Next, the group discussed how each agency handled the issue of what documents from an investigation could or should be given to persons after the close of an EEO investigation. Most agencies handled it based on their personnel policy. Some agencies allow the director or administrator to determine the issue. Some agencies allow a participant who gave an affirmed statement to get a copy of their testimony only.

The group discussed various topics and fact scenarios which might be used for the training at the EEO annual conference. One "hot button" issue is that of religion in the workplace. Several attendees discussed problems they were having with discrimination and harassment of their gay, lesbian, and transgender and bi-sexual employees. The group discussed digital communication policies, or the lack of them, in the workplace regarding religious messages being put into email signatures by employees.

Another topic of discussion was the smoking issue. The attendees were asked to bring up any other hot topic issues they were dealing with at the office for discussion at the conference. A

suggestion was made not to let anyone investigate alone – EEO investigations should always be done in pairs to protect both the investigators and the integrity of the investigation.

A tentative date was set for the next EEO coordinators meeting: Tuesday, January 6, 2015.

JAR

## 2014 EEO Training Conference Evaluation Results

Attendees: 81

Evaluations returned: 60

	Excellent	Very Good	Good	Fair	Poor
Interviewing and Investigation	34	19	4	0	0
Review of EEO Law and Intro to Report Writing	20	24	12	1	0
Informal EEO Counseling/Mediation	28	18	6	0	0
<i>"The Fearless Fools"</i> Presentations	36	15	7	0	0

## 2014 EEO CONFERENCE SPEAKERS' RESULTS/COMMENTS

### Interviewing and Investigation – Thom Kirk

Excellent - 34  
Very Good – 19  
Good - 4  
Fair - 0  
Poor - 0

#### Comments:

- It would be better if it were geared more towards administrative v. criminal setting. Also, first half hour commercial completely irrelevant. Very good presentation overall.
- Always like to hear him.
- Best episode of CSI ever!
- Rushed due to time but very effective.
- Very long, technical piece was not fine tuned, info was good though.
- Great points – video examples were super in getting the points across.
- Very interesting and informative.
- I enjoyed him and his power points. He was very informative, and I would enjoy seeing him speak in the future.
- Does a great job, most interesting speaker even though I heard him last conference.
- Mr. Kirk is a true specialist at his job. He presented the info in a very interesting way.
- Presentation was very interesting and enjoyable. I look forward to using some of these techniques during interviews.
- Seems like he had much more to offer but didn't have the time. Would have liked more although I know presenters are restricted on time.
- Excellent content. Handouts would've been helpful. Too bad about the technical glitches. Would have enjoyed seeing more of this content.
- Excellent speaker, entertaining and interesting.
- Technical difficulties interfered with excellent ratings.
- A little long and not completely related to our level of investigations.
- Great presentation. Would like to hear more from him. Topic would have been easier to follow if slides had been in conference book.
- Interesting videos. Only suggestion would be to let us test out his theory of baseline and practicing to see if we can tell when someone is lying.
- I learned a lot. Very good trainer with great materials.
- If it had been a little interactive, I may not have gotten sleepy. But the content was great.
- Even though I'd seen his presentation several times, he had new information that was very good. It was much easier to follow along once he started to use the mic.
- Enjoyed the thoroughness of the information, and I hope that when I return to work that the power point will be waiting.

## 2014 EEO CONFERENCE SPEAKERS' RESULTS/COMMENTS

Review of EEO Law & Intro to Report Writing – Charetta Harrington/Vicki Wright

Excellent - 20  
Very Good – 24  
Good - 12  
Fair - 1  
Poor - 0

### Comments:

- Charetta is great!
- Would like to have had blank copies to fill in when completing memos, final report, etc.
- Dry but informative
- Very good, learned a lot.
- Could go through this again, very informative.
- Charetta was excellent and style of presentation was wonderful and resulted in lots of interaction. Vicki was good, but it would have been even more effective if it was more geared to the State level vs. Federal.
- I loved Charetta Harrington. She was a great speaker. I enjoyed all of the info she shared. She is very knowledgeable of things and good speaking capabilities.
- Good job. Great for first-time attendees. Would like to see new speakers with different material.
- I liked the intake form writing exercises.
- Very knowledgeable and interesting. I have never written a report, so this was very useful. Also happy to have references to look at.
- Visual aid and interaction was great.
- Very useful; very challenging to make interesting, yet the number of stories as examples were excellent.
- Very well presented.
- Slides were very good and informative.
- Liked the sample documents.
- Afternoon was a little less structured. Would have been beneficial to have this same day as scenarios.

## 2014 EEO CONFERENCE SPEAKERS' RESULTS/COMMENTS

Informal EEO Counseling/Mediation – Judge Jay and Jann Hoke

Excellent - 28  
Very Good – 18  
Good - 6  
Fair - 0  
Poor - 0

### Comments:

- Jay Hoke is a riot!
- I really enjoyed today's teaching, it was great!
- Really enjoyed this session (I didn't think I would). But participation by everyone made me realize that all agencies are different, and it could work in mine (some counselors-not others).
- Great tag team on info, very helpful.
- Wonderful format.
- Enjoyed them both very much.
- I think how this was done, by listening to everyone, not getting in groups works well. You get to hear a lot of other co-worker's issues and how they resolved them.
- Need more training on mediation.
- Both great speakers, very informative and knowledgeable. Great ideas about writing mediation policy.
- Great role play, great discussion, great interaction.
- Excellent material, good handouts, excellent participation and contributions of Jay Hoke.
- Judge Hoke is very entertaining.
- Really fit my personal learning style, the presenters very knowledgeable, good discussion.
- Perhaps actually do a mediation from start to finish and then have others attempt.
- All my questions and issues were addressed. Thank you!
- Pretty funny couple.
- Really helped me think about the process for my office, which does not currently have a policy in place. Great job!
- I've never done mediation. Good information.
- The discussion was very beneficial.
- Resourceful and good handouts.
- Role playing a good idea. This session was better than I expected.

## 2014 EEO CONFERENCE SPEAKERS' RESULTS/COMMENTS

### *"The Fearless Fools"* Presentations

Excellent - 36  
Very Good - 15  
Good - 7  
Fair - 0  
Poor - 0

Training Scenarios Effective? 48 - Yes 0 - No

#### Comments:

- Really helped with understanding scenarios. Entertaining!
- The Theatre Company was a much better way to educate and demonstrate vs. role play. More true-to-life with humor.
- Bring them back – pay them well. Bring them back every year.
- Great!
- I enjoyed the skits and role playing/helps with certain situations within your own office.
- They were excellent!
- I liked this better than breaking into groups.
- So funny!
- Very effective!!!
- Quick on their feet. Interesting and fun way to present the information.
- Excellent idea to act out the scenarios.
- . Very informative, learned a lot. I have never actually done an EEO complaint, so going through the paperwork was beneficial. I really enjoyed the Fearless Fools skits. Fun!
- Really liked the Fearless Fools scenarios. Kept my interest, and I learned more. Much more effective than traditional role plays. I hate those.
- *The Fearless Fools were a great addition.*

## 2014 EEO Training Conference Evaluation Results

### Training Suggestions/Comments for Next Conference; Additional Comments:

- The food was delicious, and parking was convenient except when the machine ran out of tickets that we need as receipt. The hotel was clean, bright and peaceful not to mention business like.
- Great hotel, although Stonewall Jackson Resort was great too!
- Venue – not Charleston. Far from Charleston.
- Stonewall is always good.
- Days Inn, Flatwoods (central location).
- Embassy is always nice, but I prefer to go offsite – outside of Charleston. The Greenbrier! ☺  
Canaan, Waterfront in Morgantown or a State Park.
- I work in Charleston. Very convenient. Food was good, though I only ate breakfast and lunch here.
- Ogleby
- Very carb heavy but plenty of options for “healthy”. Especially loved the seafood pasta during the banquet. Only negative was the coffee didn’t taste good. Great variety of topics. Interactions and activities were engaging and fun. All staff and presenters did a great job.
- LGBT presentation was especially interesting and new. Very helpful job aids on mediation! Fearless Fools were comical.
- I like steak, so that’d be good...and Starbucks would also be great...just saying.
- Amazing food. Coffee was horrible.
- Very well put together. Would recommend this to all.
- Thank you! The conference was very informative. Had a great time.
- Would be helpful to have slide handouts larger – three per page resulted in too small font. Is it possible to have a secure web access where these materials could be electronically downloaded? Excellent support throughout the conference by Beverly and James. Well organized. Good location, nice facilities, easy parking/convenient and effective, timely and relevant. Excellent food.
- Too much food...lol!
- Wish we could have a week to cover everything. This conference is very good for us. Truly an enjoyable experience.
- Really enjoyed this conference, hope to be back next year. Really enjoyed discussion on LGBT. Learned a lot that I did not know. Still confused why Hispanic is not a race (lol)
- Was not sure of the overnight parking fee being so large amount. Menu not much for diabetics. Much better than 2013.
- Hate the elevator.
- Great food, bagels today were kind of hard even after toasting but overall good food. I most of all enjoyed the speakers, especially Mr. Kirk and Charetta, they were both very informative and answered a lot of questions that I was thinking about.
- Best location ever.
- Great conference!

## 2014 EEO Training Conference Evaluation Results (cont'd)

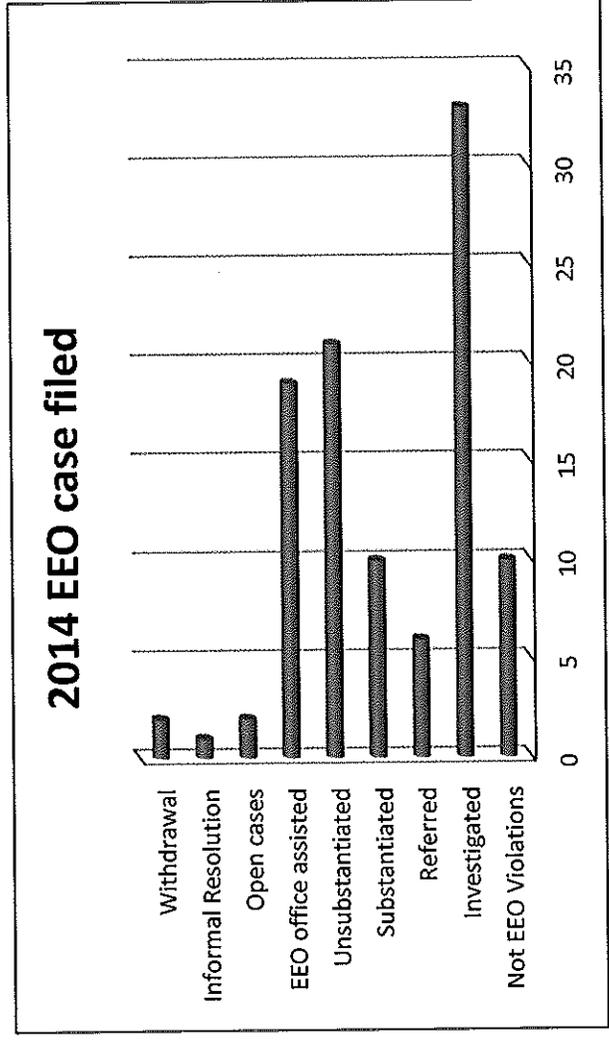
### Training Suggestions/Comments for Next Conference; Additional Comments:

- A combination of information for all of our roles in the EEO process. Keep the seminars going. This is the only form of training and it keeps our knowledge fresh.
- Convenient for those of us who live close and work in Charleston. Lots of food – food at banquet very good.
- I enjoyed the location.
- Was not a big fan of some of the menu chosen.
- Healthier food options needed. Lunch Thursday was gross.
- Beverly did good with setting up and all that she did. Jann and James I appreciate also – good job.
- Getting into the parking garage the second day was a challenge because of the other meetings that were held here. Sat in that line for 15 minutes waiting to get in the garage. The bread on the chicken sandwich would be the only thing I'd change. It was too thick. Everyone from the EEO Office was very helpful and friendly. The banquet was fabulous and extremely entertaining. I'm so glad I attended. Rev. English's speech was on point with our training. The "Fools" were fantastic!

### Next year:

- Live polygraph, more investigation training tactics, more door prizes (free car giveaway, vacations, jewelry...just joking).
- Social media. Responsibility of agency when harassment/discrimination occurs between two co-workers outside of work.
- Conflict resolution, mediation training
- Need a class of basics for new counselors at beginning. Need to steer away from teaching counselors to draw conclusions of law vs. violations of policy.
- More hands-on training for conducting interviews/interrogations. Mediation for beginners would be a good course (especially for first-time attendees).
- More info on LGBT
- Samples of mediation policy
- More in depth on how to do investigations
- More of the same – legal updates, litigious examples, context with West Virginia, add URLs for specific resources/references.
- Always interested in improving interviewing, investigation and writing skills.
- Would like it if you could share different EEO policies with all of us.
- I'm not sure because this is my first time coming, but I will definitely return and I would love to become an EEO Officer within my current agency.
- Other acceptable examples of investigation summary reports. (I may be bias because I am an Investigator.)
- Counselor training. Difference between Coordinator and Counselor.

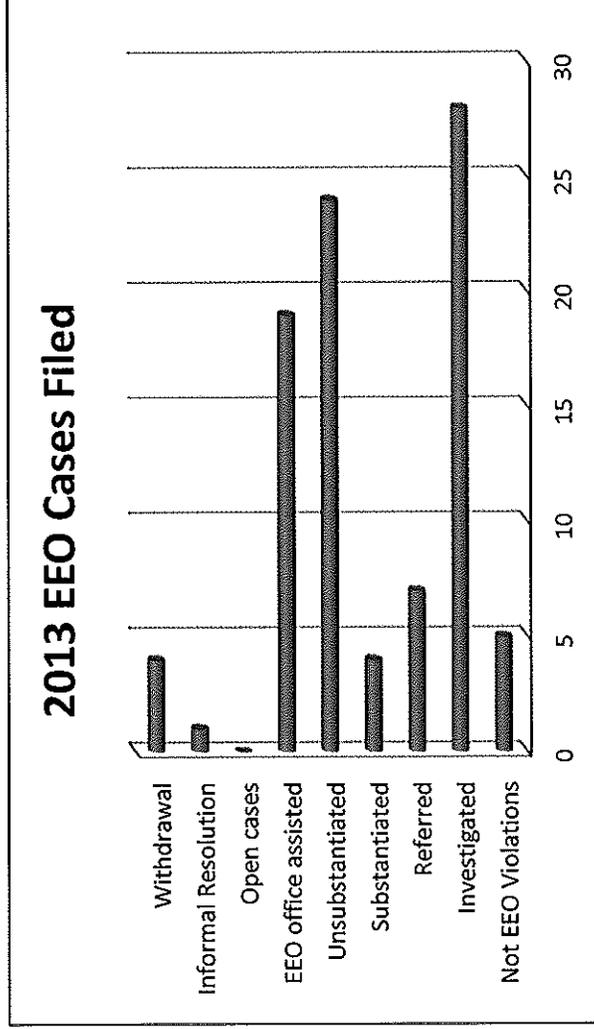
Not EEO Violations	10
Investigated	33
Referred	6
Substantiated	10
Unsubstantiated	21
EEO office assisted	19
Open cases	2
Informal Resolution	1
Withdrawal	2
Total cases filed	52



The EEO office received fifty-two (52) complaints allegations in our office  
 Thirty-three (33) of the submitted cases were investigated.  
 Ten ((10) of the thirty-three (33) cases were substantiated  
 Twenty-one (21) of the thirty-three (33) cases were unsubstantiated  
 One (1) case used the Informal Resolution Process  
 The EEO office assisted in nineteen (19) of the thirty-three (33) investigated cases.  
 The EEO investigator was the lead in seventeen (17) of the nineteen cases.  
 Six (6) cases were referred to other agencies 1.) WV Human Rights 2.) WVU Diversity Office Investigative Division 3.) Grievance  
 Two (2) did not proceed with the process. (1) refused to cooperate at Regional Jails and (1) Did not forward their formal complaint  
 Ten (10) cases were not an EEO violation  
 One (1) assigned case was returned to the DMAPS office for internal investigation



Not EEO Violations	5
Investigated	28
Referred	7
Substantiated	4
Unsubstantiated	24
EEO office assisted	19
Open cases	0
Informal Resolution	1
Withdrawal	4
Total cases filed	45



The EEO office received forty-five (45) actual complaint forms in our office.

Twenty-eight (28) of the submitted cases were investigated

Four (4) of the twenty-eight (28) cases were substantiated

Twenty-four (24) of the twenty-eight (28) cases were unsubstantiated

One (1) case used the Informal Resolution Process

The EEO office assisted in nineteen (19) of the twenty-eight (28) investigated cases.

The EEO investigator was the lead in eighteen of the nineteen cases

Seven (7) cases were referred to other agencies 1.) WV Human Rights 2.) DOP Grievance Process

Four (4) decided not to complete the complaint process

Five (5) of those cases were not an EEO violation



## State of West Virginia Equal Employment Opportunity Office Coordinators/Counselors List

Click on one of the links below for a department's list of EEO Coordinators and Counselors (*or scroll down the page*). If you are unable to find a Counselor for your agency, please contact the department's EEO Coordinator for assistance.

[Department of Administration](#)

[Department of Commerce](#)

[Department of Education & the Arts](#)

[Department of Environmental Protection](#)

[Department of Health & Human Resources](#)

[Department of Military Affairs & Public Safety](#)

[Public Service Commission](#)

[Department of Revenue](#)

[Department of Transportation](#)

[Miscellaneous Agencies](#)

Department of Administration

Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
ADMINISTRATION	LIPSCOMB, DONNA (COORDINATOR)	<a href="mailto:donna.m.lipscomb@wv.gov">donna.m.lipscomb@wv.gov</a>	304-558-3392	207
Aviation Division	Chapman, Kevin	<a href="mailto:Kevin.L.Chapman@wv.gov">Kevin.L.Chapman@wv.gov</a>	304-558-0403	
Board of Risk	Fisher, Robert	<a href="mailto:robert.a.fisher@wv.gov">robert.a.fisher@wv.gov</a>	304-766-2646	111
CHIP	Jones, Brenda	<a href="mailto:Brenda.K.Jones@wv.gov">Brenda.K.Jones@wv.gov</a>	304-558-6579	
CPRB	Stockton, Steve	<a href="mailto:Stephen.B.Stockton@wv.gov">Stephen.B.Stockton@wv.gov</a>	304-558-3570	52509
Ethics Commission	Briggs, Ellen	<a href="mailto:Ellen.M.Briggs@wv.gov">Ellen.M.Briggs@wv.gov</a>	304-558-0664	
Finance Division	Chapman, Joan	<a href="mailto:Joan.E.Chapman@wv.gov">Joan.E.Chapman@wv.gov</a>	304-558-4587	
Fleet Management	Parsons, Mandy	<a href="mailto:Mandy.F.Parsons@wv.gov">Mandy.F.Parsons@wv.gov</a>	304-558-8208	
General Services	Hovatter, Robert	<a href="mailto:Robert.w.hovatter@wv.gov">Robert.w.hovatter@wv.gov</a>	304-558-3502	
Grievance Board	Kouroma, Mariama	<a href="mailto:mariama.b.Kouroma@wv.gov">mariama.b.Kouroma@wv.gov</a>	304-558-3361	
Office of Technology	Halen, Mary	<a href="mailto:Mary.M.Halen@wv.gov">Mary.M.Halen@wv.gov</a>	304-957-8299	
PEIA	Marchio, Thomas	<a href="mailto:thomas.j.marchio@wv.gov">thomas.j.marchio@wv.gov</a>	304-558-7850	52656
Division of Personnel	Sharp, Bethany	<a href="mailto:Bethany.G.Sharp@wv.gov">Bethany.G.Sharp@wv.gov</a>	304-558-3950	57241

(Department of Administration cont.)				
Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
Prosecuting Attorney	Leslie, Amy	<a href="mailto:Amy.R.Leslie@wv.gov">Amy.R.Leslie@wv.gov</a>	304-558-3348	
Public Defender	Cook, Russell	<a href="mailto:Russell.S.Cook@wv.gov">Russell.S.Cook@wv.gov</a>	304-558-3905	57709
Purchasing Division	Knapp, Samantha	<a href="mailto:Samantha.S.Knapp@wv.gov">Samantha.S.Knapp@wv.gov</a>	304-558-7022	
Real Estate Division	Thomas, Carolyn	<a href="mailto:carolyn.l.thomas@wv.gov">carolyn.l.thomas@wv.gov</a>	304-558-3062	

## Department of Commerce

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<b>TOURISM</b>	<b>KEENEY, LYNDA (COORDINATOR)</b>	<a href="mailto:Lynda.J.Keeney@wv.gov">Lynda.J.Keeney@wv.gov</a>	304-957-9321	
Development Office	Spence, Diana	<a href="mailto:D.Diana.Spence@wv.gov">D.Diana.Spence@wv.gov</a>	304-957-2066	
Division of Forestry	Edens, Phyliss	<a href="mailto:Phyliss.J.Edens@wv.gov">Phyliss.J.Edens@wv.gov</a>	304-558-2788	51765
Division of Forestry	Parsons, Darlene	<a href="mailto:Darlene.D.Parsons@wv.gov">Darlene.D.Parsons@wv.gov</a>	304-558-2788	51778
Division of Labor			304-558-7890	
Division of Natural Resources	Fout-Tinsley, Andrea	<a href="mailto:Andrea.L.FoutTinsley@wv.gov">Andrea.L.FoutTinsley@wv.gov</a>	304-558-4025	
Geological & Economic Survey	Hohn, Michael	<a href="mailto:hohn@geosrv.wv.net.edu">hohn@geosrv.wv.net.edu</a>	304-594-2331	320
Miner's Health Safety	McClure, Thomas	<a href="mailto:Tom.L.McClure@wv.gov">Tom.L.McClure@wv.gov</a>	304-558-1425	52179

Workforce West Virginia	<b>MCVEY, ALICE (COORDINATOR)</b>	<a href="mailto:alice.g.mcvey@wv.gov">alice.g.mcvey@wv.gov</a>	304-558-1600	
Workforce West Virginia	Elkins, Vickie	<a href="mailto:vickie.h.elkins@wv.gov">vickie.h.elkins@wv.gov</a>	304-558-1600	
Workforce West Virginia	Wolfingbarger, Jim	<a href="mailto:jim.l.wolfingbarger@wv.gov">jim.l.wolfingbarger@wv.gov</a>	304-558-3434	

## Department of Education &amp; the Arts

Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
<b>EDUCATION &amp; THE ARTS</b>	<b>TAYLOR, ROBIN (COORDINATOR)</b>	<a href="mailto:rtaylor@wvosea.org">rtaylor@wvosea.org</a>	304-558-2440	
Culture & History	Cline, Bethany	<a href="mailto:bethany.cline@wvculture.org">bethany.cline@wvculture.org</a>	304-558-0220	
Educational Broadcasting	Treadway, Tammy	<a href="mailto:ttreadway@wvpubcast.org">ttreadway@wvpubcast.org</a>	304-254-7842	
Library Commission	McNeal, Deborah	<a href="mailto:Deborah.k.mcneal@wv.gov">Deborah.k.mcneal@wv.gov</a>	304-558-2041	
Rehabilitation Services	Farha, Angela	<a href="mailto:Angela.R.Farha@wv.gov">Angela.R.Farha@wv.gov</a>	304-766-4603	

## Department of Environmental Protection

Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
DEP	Ashford, Monica (COORDINATOR)	<a href="mailto:Monica.S.Ashford@wv.gov">Monica.S.Ashford@wv.gov</a>	304-926-0499	1556

## Department of Health &amp; Human Resources

Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
DHHR	ADKINS, DAWN (COORDINATOR)	<a href="mailto:Dawn.M.Adkins@wv.gov">Dawn.M.Adkins@wv.gov</a>	304-558-7048	
BCF (Bureau of Children and Families) Region I Harrison	Owens, Charla J.	<a href="mailto:Charla.J.Owens@wv.gov">Charla.J.Owens@wv.gov</a>	304-627-2295	225
BCF Region I Tyler/Wetzel/Marshall	Parker, Debra A.	<a href="mailto:Debra.A.Parker@wv.gov">Debra.A.Parker@wv.gov</a>	304-843-4120	225
BCF Region I Ritchie/Pleasants/Doddridge	Norman, Erin L.	<a href="mailto:Erin.L.Norman@wv.gov">Erin.L.Norman@wv.gov</a>	304-643-2934	122
BCF Region I Ohio/Brooke/Hancock	Wells, Valerie A.	<a href="mailto:Valerie.A.Wells@wv.gov">Valerie.A.Wells@wv.gov</a>	304-794-3060	2062
BCF Region I Marion/Monongalia	Boone, Arlene B.	<a href="mailto:Arlene.B.Boone@wv.gov">Arlene.B.Boone@wv.gov</a>	304-368-4420	79238
BCF Region I Wood/Calhoun/Gilmer/Wirt	Justice, Walter	<a href="mailto:Walter.C.Justice@wv.gov">Walter.C.Justice@wv.gov</a>	304-420-2560	2160
BCF Region I Kanawha				
BCF Region I Kanawha	Haynes, Juan L.	<a href="mailto:Juan.I.Haynes@wv.gov">Juan.I.Haynes@wv.gov</a>	304-356-4552	
BCF Region II Kanawha/Putnam	Miller, Patrick J.	<a href="mailto:Patrick.J.Miller@wv.gov">Patrick.J.Miller@wv.gov</a>	304-586-1538	
BCF Region II Boone/Lincoln	Browning, Tiffany M.	<a href="mailto:Tiffany.M.Browning@wv.gov">Tiffany.M.Browning@wv.gov</a>	304-369-7802	78323
BCF Region II Wayne	Mills, Sandra K.	<a href="mailto:Sandra.k.Mills@wv.gov">Sandra.k.Mills@wv.gov</a>	304-272-6311	109
BCF Region II Roane/Jackson/Mason	Perkins, Kim D.	<a href="mailto:Kim.D.Perkins@wv.gov">Kim.D.Perkins@wv.gov</a>	304-927-0956	2128
BCF Region II Cabell	Scaggs, Karen	<a href="mailto:Karen.R.Scaggs@wv.gov">Karen.R.Scaggs@wv.gov</a>	304-528-5800	1074
BCF Region II Logan/Mingo	Griffin, Bobbi J.	<a href="mailto:Bobbi.J.Griffin@wv.gov">Bobbi.J.Griffin@wv.gov</a>		
BCF Region III Randolph/Tucker	Canfield, Aimee S.	<a href="mailto:Aimee.S.Canfield@wv.gov">Aimee.S.Canfield@wv.gov</a>	304-637-5560	2016
BCF Region III Hampshire/Mineral	Davis, Melissa C.	<a href="mailto:Melissa.C.Davis@wv.gov">Melissa.C.Davis@wv.gov</a>	304-822-6900	208
BCF Region III Hardy/Grant/Pendleton	Simmons, Amanda F.	<a href="mailto:Amanda.F.Simmons@wv.gov">Amanda.F.Simmons@wv.gov</a>	304-358-2305	115
BCF Region III Jefferson/Berkeley/Morgan	Oliver, T'zouri P.	<a href="mailto:Tzouri.P.Oliver@wv.gov">Tzouri.P.Oliver@wv.gov</a>	304-724-2600	2008

(Department of Health & Human Resources continued)				
Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
BCF Region III Taylor/Preston/Barbour	Coffindaffer, Fred K.	<a href="mailto:Fred.K.Coffindaffer@wv.gov">Fred.K.Coffindaffer@wv.gov</a>	304-457-9030	78436
BCF Region III Lewis/Upshur	Rush, Tammy L.	<a href="mailto:Tammy.L.Rush@wv.gov">Tammy.L.Rush@wv.gov</a>	304-269-6820	2035
BCF Region III WV Children's Home	Phillips, Patricia	<a href="mailto:Patricia.L.Phillips@wv.gov">Patricia.L.Phillips@wv.gov</a>	304-637-0274	219
BCF Region IV Braxton/Clay/Nicholas/ Webster	Brown, Dawna P.	<a href="mailto:Dawna.P.Brown@wv.gov">Dawna.P.Brown@wv.gov</a>	304-872-0803	108
BCF Region IV Fayette	Morris, April M.	<a href="mailto:April.M.Morris@wv.gov">April.M.Morris@wv.gov</a>	304-465-9613	109
BCF Region IV Summers/Greenbrier/Monroe/ Pocahontas	Hutchins, Kathy L.	<a href="mailto:kathy.l.hutchins@wv.gov">kathy.l.hutchins@wv.gov</a>	304-772-3013	16
BCF Region IV McDowell/Wyoming	Williams, Tina V.	<a href="mailto:Tina.V.Williams@wv.gov">Tina.V.Williams@wv.gov</a>	304-436-8302	78196
BCF Region IV Mercer	Deel, Julie S.	<a href="mailto:Julie.S.Deel@wv.gov">Julie.S.Deel@wv.gov</a>	304-425-8738	
BCF Region IV Raleigh	Jones, Delena R.	<a href="mailto:Delena.R.Jones@wv.gov">Delena.R.Jones@wv.gov</a>	304-256-6930	
Bureau for Child Support Enforcement	Bradshaw, Tammy L. (Back-up) Lucas, Carol ASAI	<a href="mailto:Tammy.L.Bradshaw@wv.gov">Tammy.L.Bradshaw@wv.gov</a> <a href="mailto:Carol.S.Lucas@wv.gov">Carol.S.Lucas@wv.gov</a>	304-356-4664	
Health Care Authority	Kinder, Marilyn	<a href="mailto:MKinder@hcawv.org">MKinder@hcawv.org</a>	304-558-7000	240
Human Rights Commission	Moss, Marshall P.	<a href="mailto:Marshall.P.Moss@wv.gov">Marshall.P.Moss@wv.gov</a>	304-558-2616	N/A
Bureau of Public Health	Kinnaird, Melissa J.	<a href="mailto:Melissal.J.Kinnaird@wv.gov">Melissal.J.Kinnaird@wv.gov</a>	304-558-6920	4004
Bureau for Public Health	Whitener, Tim J.	<a href="mailto:Tim.J.Whitener@wv.gov">Tim.J.Whitener@wv.gov</a>	304-356-4085	N/A
Bureau for Behavioral Health and Health Facilities	Fitzwater, Ginny L.	<a href="mailto:Ginny.L.Fitzwater@wv.gov">Ginny.L.Fitzwater@wv.gov</a>	304-356-4819	N/A
Bureau of Medical Services	Adkins, Dawn	<a href="mailto:Dawn.M.Adkins@wv.gov">Dawn.M.Adkins@wv.gov</a>	304-558-7048	N/A
Hopemont Hospital	Strawser, Betsy E.	<a href="mailto:Betsy.E.Strawser@wv.gov">Betsy.E.Strawser@wv.gov</a>	304-789-2411	211
Lakin Hospital	Rife, Stephanie R.	<a href="mailto:Stephanie.R.Rife@wv.gov">Stephanie.R.Rife@wv.gov</a>	304-675-0860	102
Manchin Health Care	Labdik, Judy	<a href="mailto:Judy.A.Labdik@wv.gov">Judy.A.Labdik@wv.gov</a>	304-363-2500	107
Manchin Health Care	Lake, Becky A.	<a href="mailto:Becky.A.Lake@wv.gov">Becky.A.Lake@wv.gov</a>	304-363-2500	
Mildred Mitchell-Bateman Hospital	Holt, Scott A.	<a href="mailto:Scott.A.Holt@wv.gov">Scott.A.Holt@wv.gov</a>	304-525-7801	728
Mildred Mitchell-Bateman Hospital	Stewart, Nicole B.	<a href="mailto:Nicole.B.Stewart@wv.gov">Nicole.B.Stewart@wv.gov</a>	304-525-7801	233
William R. Sharpe, Jr. Hospital	Kimble, Robert J	<a href="mailto:Robert.J.Kimble@wv.gov">Robert.J.Kimble@wv.gov</a>	304-269-1210	288
William R. Sharpe, Jr, Hospital	McCarty, Sherry	<a href="mailto:Sherry.J.McCarty@wv.gov">Sherry.J.McCarty@wv.gov</a>	304-269-1210	
Welch Community Hospital	Smith, Shelia M.	<a href="mailto:Shelia.M.Smith@wv.gov">Shelia.M.Smith@wv.gov</a>	304-436-8708	8615
Jackie Withrow Hospital	Hamb, Serena L.	<a href="mailto:Serena.L.Hamb@wv.gov">Serena.L.Hamb@wv.gov</a>	304-256-6600	
Jackie Withrow Hospital	Henley, Anita G.	<a href="mailto:Anita.G.Henley@wv.gov">Anita.G.Henley@wv.gov</a>	304-256-6600	2017

## Department of Military Affairs &amp; Public Safety

Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
DMAPS	HARPER, TIM (COORDINATOR)	<a href="mailto:Timothy.V.Harper@wv.gov">Timothy.V.Harper@wv.gov</a>	304-558-9800	2005
Office of Cabinet Secretary	Wimer, Barbara	<a href="mailto:Barbara.S.Wimer@wv.gov">Barbara.S.Wimer@wv.gov</a>	304-558-2930	
Justice and Community Services	Whipkey, Alice	<a href="mailto:Alice.M.Whipkey@wv.gov">Alice.M.Whipkey@wv.gov</a>	304-558-8814	
Fire Marshall	Racine, Leslie	<a href="mailto:Leslie.A.Racine@wv.gov">Leslie.A.Racine@wv.gov</a>	304-558-2191	
Homeland Security	Speciale, Lisa	<a href="mailto:Lisa.B.Speciale@wv.gov">Lisa.B.Speciale@wv.gov</a>	304-380-9156	
National Guard	Basford, Tim	<a href="mailto:tbasford@suddenlink.net">tbasford@suddenlink.net</a>		
Parole Services	Webb, Chris	<a href="mailto:cwebb4@mail.wvnet.edu">cwebb4@mail.wvnet.edu</a>	304-425-7487	
Protective Services	Mayhew, Randy	<a href="mailto:rmayhew@state.wv.us">rmayhew@state.wv.us</a>	304-558-9911	

STATE POLICE	PATTERSON, REGINALD (COORDINATOR)	<a href="mailto:reginald.patterson@wvsp.gov">reginald.patterson@wvsp.gov</a>	304-746-4846	
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DIVISION OF CORRECTIONS	ARTHUR, TERRI J. (COORDINATOR)	<a href="mailto:Terri.J.Arthur@wv.gov">Terri.J.Arthur@wv.gov</a>	304-558-2036	53453
Human Resources	Ferrell, Rebecca	<a href="mailto:rebecca.s.ferrell@wv.gov">rebecca.s.ferrell@wv.gov</a>	304-558-2036	
Central Office	Arthur, Terri	<a href="mailto:terri.j.arthur@wv.gov">terri.j.arthur@wv.gov</a>	304-558-2036	
Central Office	Duckworth, Jason	<a href="mailto:Jason.T.Duckworth@wv.gov">Jason.T.Duckworth@wv.gov</a>	304-558-2036	
Central Office	Meadows, Debbie	<a href="mailto:Debbie.A.Meadows@wv.gov">Debbie.A.Meadows@wv.gov</a>	304-558-2036	
Central Office	Casto, Kevin	<a href="mailto:Kevin.A.Casto@wv.gov">Kevin.A.Casto@wv.gov</a>	304-558-2036	
Anthony Correctional Center	Gore, Charles	<a href="mailto:Charles.P.Gore@wv.gov">Charles.P.Gore@wv.gov</a>	304-536-3911	
Anthony Correctional Center	Wiley, Kimberly	<a href="mailto:Kimberly.E.Wiley@wv.gov">Kimberly.E.Wiley@wv.gov</a>	304-536-3911	
Beckley Correctional Center	Pauley, Richard	<a href="mailto:Richard.A.Pauley@wv.gov">Richard.A.Pauley@wv.gov</a>	304-256-6780	
Beckley Correctional Center	Crider, John	<a href="mailto:John.E.Crider@wv.gov">John.E.Crider@wv.gov</a>	304-256-6780	
Charleston Work Release Center	Baldwin, Pamela	<a href="mailto:Pamela.G.Baldwin@wv.gov">Pamela.G.Baldwin@wv.gov</a>	304-558-2763	
Charleston Work Release Center	Thomas, Erik	<a href="mailto:Erik.W.Thomas@wv.gov">Erik.W.Thomas@wv.gov</a>	304-558-2763	
Charleston Work Release Center	Williams, Bobby	<a href="mailto:bobby.r.williams@wv.gov">bobby.r.williams@wv.gov</a>	304-558-2763	
Corrections Academy	Miller, Treena	<a href="mailto:Treena.D.Miller@wv.gov">Treena.D.Miller@wv.gov</a>	304-462-3044	
Denmar Correctional Center	Miller, Debbie	<a href="mailto:Debbie.L.Miller@wv.gov">Debbie.L.Miller@wv.gov</a>	304-653-4201	
Denmar Correctional Center	Campbell, Charlan	<a href="mailto:Charlan.A.Campbell@wv.gov">Charlan.A.Campbell@wv.gov</a>	304-653-4201	
Huntington Work Release Center	Vacant		304-529-6885	

Huttonsville Correctional Center	Norman, Terri	<a href="mailto:terri.d.norman@wv.gov">terri.d.norman@wv.gov</a>	304-335-2291	
Huttonsville Correctional Center	Turley, Dana	<a href="mailto:Dana.L.Turley@wv.gov">Dana.L.Turley@wv.gov</a>	304-335-2291	
Huttonsville Correctional Center	Graziani, Cynthia	<a href="mailto:Cynthia.D.Graziani@wv.gov">Cynthia.D.Graziani@wv.gov</a>	304-335-2291	
Lakin Correctional Center	Kaylor, Cheryl	<a href="mailto:cheryl.l.kaylor@wv.gov">cheryl.l.kaylor@wv.gov</a>	304-674-2440	
Lakin Correctional Center	Roslinski, Lynn	<a href="mailto:Jacqueline.K.Roslinski@wv.gov">Jacqueline.K.Roslinski@wv.gov</a>	304-674-2440	
Lakin Correctional Center	Putney, Phillip	<a href="mailto:Phillip.N.Putney@wv.gov">Phillip.N.Putney@wv.gov</a>	304-674-2440	
Martinsburg Correctional Center	Beeson, Jannette	<a href="mailto:Jannette.L.Beeson@wv.gov">Jannette.L.Beeson@wv.gov</a>	304-267-0156	
Martinsburg Correctional Center	Grider, Kenny	<a href="mailto:Kenny.D.Grider@wv.gov">Kenny.D.Grider@wv.gov</a>	304-267-0156	
Mt. Olive Correctional Complex	Dyer, Lia	<a href="mailto:Lia.L.Dyer@wv.gov">Lia.L.Dyer@wv.gov</a>	304-442-7213	
Mt. Olive Correctional Complex	Ward, Josh	<a href="mailto:Josh.v.ward@wv.gov">Josh.v.ward@wv.gov</a>	304-442-7213	
Mt. Olive Correctional Complex	Harrison, Tonya	<a href="mailto:Tonya.M.Harrison@wv.gov">Tonya.M.Harrison@wv.gov</a>	304-442-7213	
Mt. Olive Correctional Complex	Kendrick, Nate	<a href="mailto:Nate.l.kendrick@wv.gov">Nate.l.kendrick@wv.gov</a>	304-442-7213	
Mt. Oliver Correctional Complex	Wilson, Jarrod	<a href="mailto:Jarrod.L.Wilson@wv.gov">Jarrod.L.Wilson@wv.gov</a>	304-442-7213	
Northern Correctional Facility	Hores, Cindy	<a href="mailto:Cindy.A.Hores@wv.gov">Cindy.A.Hores@wv.gov</a>	304-843-4067	
Northern Correctional Facility	Parker, Mark	<a href="mailto:Mark.T.Parker@wv.gov">Mark.T.Parker@wv.gov</a>	304-843-4067	
Northern Correctional Facility	Yahnke, Sharon	<a href="mailto:Sharon.E.Yahnke@wv.gov">Sharon.E.Yahnke@wv.gov</a>	304-843-4067	
Northern Correctional Center	Tedrow, Debbie		304-843-4067	
Ohio County Correctional Complex			304-238-1007	
Parkersburg Correctional Center	Galland, Jody	<a href="mailto:Jody.L.Galland@wv.gov">Jody.L.Galland@wv.gov</a>	304-420-2443	
Parole Services	Huffman, Brenda	<a href="mailto:Brenda.L.Huffman@wv.gov">Brenda.L.Huffman@wv.gov</a>	304-425-7487	
Parole Services	Harrison, Rebecca	<a href="mailto:Rebecca.L.Harrison@wv.gov">Rebecca.L.Harrison@wv.gov</a>	304-425-7487	
Pruntytown Correctional Center	Murphy, Robert	<a href="mailto:Robert.D.Murphy2@wv.gov">Robert.D.Murphy2@wv.gov</a>	304-265-6111	
Salem Correctional Center	Bayless, Carol	<a href="mailto:Carol.L.Bayless@wv.gov">Carol.L.Bayless@wv.gov</a>	304-782-2371	
Salem Correctional Center	Van Natta, Roy	<a href="mailto:Roy.R.Vannatta@wv.gov">Roy.R.Vannatta@wv.gov</a>	304-782-2371	
St. Mary's Correctional Center	McDowell, Lisa	<a href="mailto:Lisa.A.McDowell@wv.gov">Lisa.A.McDowell@wv.gov</a>	304-684-5500	
St. Mary's Correctional Center	Stewart, Wesley		304-684-5500	
WV Corrections Academy	Miller, Treena	<a href="mailto:Treena.D.Miller@wv.gov">Treena.D.Miller@wv.gov</a>	304-462-3044	

<b>REGIONAL JAIL AND CORRECTIONAL FACILITY AUTHORITY</b>	<b>LYNCH, LORI (COORDINATOR)</b>	<a href="mailto:Lori.A.Lynch@wv.gov">Lori.A.Lynch@wv.gov</a>	304-558-2110	
Central Regional Jail	Reeder, Patricia	<a href="mailto:Patricia.A.Reeder@wv.gov">Patricia.A.Reeder@wv.gov</a>	304-765-7904	
Eastern Regional Jail	Mann, Aaron	<a href="mailto:Aaron.w.mann@wv.gov">Aaron.w.mann@wv.gov</a>	304-267-0045	
North Central Regional Jail	Reed, Julie	<a href="mailto:Julie.G.Reed@wv.gov">Julie.G.Reed@wv.gov</a>	304-873-1384	
Northern Regional Jail	Rush, Teresa	<a href="mailto:Teresa.L.Rush@wv.gov">Teresa.L.Rush@wv.gov</a>	304-843-4067	
Potomac Highlands Regional Jail	Lamborne, Christina	<a href="mailto:Christina.M.Lamborne@wv.gov">Christina.M.Lamborne@wv.gov</a>	304-496-1275	
South Central Regional Jail	Oxley, Leslie	<a href="mailto:Leslie.D.Oxley@wv.gov">Leslie.D.Oxley@wv.gov</a>	304-558-1336	
Southern Regional Jail	Wilson, Kimberly	<a href="mailto:Kimberly.S.Wilson@wv.gov">Kimberly.S.Wilson@wv.gov</a>	304-256-6726	
Southwestern Regional Jail	Vance, Lisa	<a href="mailto:Lisa.J.Vance@wv.gov">Lisa.J.Vance@wv.gov</a>	304-239-3032	
Tygart Valley Regional Jail	Currence, Amber	<a href="mailto:Amber.B.Currence@wv.gov">Amber.B.Currence@wv.gov</a>	304-637-0382	
Western Regional Jail	Elliot, Rochelle	<a href="mailto:Rochelle.L.Elliot@wv.gov">Rochelle.L.Elliot@wv.gov</a>	304-733-6821	

<b>DIVISION OF JUVENILE SERVICES</b>	<b>HOYLMAN, BRENDA (COORDINATOR)</b>	<a href="mailto:Brenda.R.Hoylman@wv.gov">Brenda.R.Hoylman@wv.gov</a>	304-558-9800	2024
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D. R. Kuhn Juvenile Center	Chambers, Bonnie	<a href="mailto:Bonnie.R.Chambers@wv.gov">Bonnie.R.Chambers@wv.gov</a>	304-369-2976	
Kenneth Honey Rubenstein Juvenile Center	Sagace, Mary	<a href="mailto:Mary.L.Sagace@wv.gov">Mary.L.Sagace@wv.gov</a>	304-259-5241	
Gene Spadaro Juvenile Center	Harman, Tara	<a href="mailto:Tara.E.Harman@wv.gov">Tara.E.Harman@wv.gov</a>		
Gene Spadaro Juvenile Center	Scarbro, Rick		304-877-6890	
James H. "Tiger" Morton Juvenile Center	Fulks, Margaret	<a href="mailto:Margaret.A.Fulks@wv.gov">Margaret.A.Fulks@wv.gov</a>	304-766-2616	
Lorrie Yeager Jr. Juvenile Center	Cain, Letitia		304-420-4860	
Robert Shell Juvenile Center	Richardson, Kevin	<a href="mailto:Kevin.M.Richardson@wv.gov">Kevin.M.Richardson@wv.gov</a>	304-733-0871	
Sam Perdue Juvenile Center	Johnson, Misty		304-425-9721	
Vickie Douglas Juvenile Center	Esposito, Domenico	<a href="mailto:Domenico.Esposito@wv.gov">Domenico.Esposito@wv.gov</a>	304-267-0164	

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Public Service Commission	Jackson, Belinda	<a href="mailto:bjackson@psc.state.wv.us">bjackson@psc.state.wv.us</a>	304-340-0497	
Public Service Commission	Mottesheard, John	<a href="mailto:jmottesheard@psc.state.wv.us">jmottesheard@psc.state.wv.us</a>	304-340-0399	
Public Service Commission	Hill, Versie	<a href="mailto:Vhill@psc.state.wv.us">Vhill@psc.state.wv.us</a>	304-340-0870	

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Division of Financial Institutions	Holt, Ruth	<a href="mailto:rholt@wvdfob.org">rholt@wvdfob.org</a>	304-558-2294	
Insurance Commission	Blake-Epperly, Karen	<a href="mailto:Karen.S.Blake-Epperly@wv.gov">Karen.S.Blake-Epperly@wv.gov</a>	304-558-1966	
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Racing Commission	Carnefix, Becky	<a href="mailto:Becky.G.Carnefix@wv.gov">Becky.G.Carnefix@wv.gov</a>	304-558-2150	
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Administrative Hearings	Moore, Tilah	<a href="mailto:Tilah.M.Moore@wv.gov">Tilah.M.Moore@wv.gov</a>	304-356-2252	
Administrative Hearings	Gardner, Harper	<a href="mailto:Harper.D.Gardner@wv.gov">Harper.D.Gardner@wv.gov</a>	304-356-2259	
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DOH-District 8			304-558-9365	
DOH-District 9	King, Lisa	<a href="mailto:Lisa.S.King@wv.gov">Lisa.S.King@wv.gov</a>	304-647-7450	
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DOH-District 10	Hudson, Bob	<a href="mailto:Bob.R.Hudson@wv.gov">Bob.R.Hudson@wv.gov</a>	304-487-5216	
DOH-Equipment Division	Burnside, Dirk	<a href="mailto:Dirk.O.Burnside@wv.gov">Dirk.O.Burnside@wv.gov</a>	304-473-5337	

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State of WV EEO Office	Rollins, James A.	<a href="mailto:James.A.Rollins@wv.gov">James.A.Rollins@wv.gov</a>	304-558-0400	
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Senate Clerk			304-357-7800	
State Bar	Casey, Anita	<a href="mailto:caseya@wvbar.org">caseya@wvbar.org</a>	304-558-7993	
Supreme Court of Appeals	Singletary, Jennifer	<a href="mailto:Jennifer.Singletary@courtswv.gov">Jennifer.Singletary@courtswv.gov</a>	304-340-2934	
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Clarksburg Veterans Home			304-626-1600	2006
Administration/Field Offices	Heath, Amber	<a href="mailto:Amber.J.Heath@wv.gov">Amber.J.Heath@wv.gov</a>	304-558-3661	
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