

# **PURCHASING DIVISION**

## **Senior Management Biographical Information**

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*Pictured above: (front row) General Counsel James Meadows and Administrative Secretary Debbie Watkins; (back row) Assistant Director of the Acquisition and Contract Administration Section Frank Whittaker, Assistant Director of Program Services Section Elizabeth Perdue, Director Mike Sheets, and Assistant Director of the Communication and Technical Services Section Diane Holley-Brown*

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### **Mike Sheets, CPPO**

#### **Purchasing Director**

#### **West Virginia Purchasing Division**

Mike Sheets was named Purchasing Director on September 30, 2017.

Mr. Sheets has worked in the procurement field in various roles since 1997, first in private sector manufacturing and in the public sector since 2004. Most recently, Mr. Sheets served as the Acting Purchasing Director and Deputy Purchasing Director and previously as an Assistant Purchasing

Director responsible for the Acquisition and Contract Administration Section. Other positions he served in the Purchasing Division includes the State Purchasing Contracts Manager and Senior Buyer. He is a graduate of West Virginia University with a bachelor's degree in accounting.

Mr. Sheets has been recognized by the National Institute of Governmental Purchasing (NIGP) as a Certified Professional Public Buyer (CPPB) and as a Certified Public Purchasing Officer (CPPO).

**Diane Holley-Brown, CPPO**  
**Assistant Purchasing Director**  
**West Virginia Purchasing Division**

Diane Holley-Brown serves as the Assistant Purchasing Director, overseeing the Communication and Technical Services Section. This Section includes communication, technology, professional development and training, vendor registration, purchase order encumbrance, bid receipt, and imaging and retention.

With more than 30 years of state government service within the Department of Administration, Ms. Holley-Brown has a bachelor's degree in journalism from Marshall University and a master's degree in organizational communication from West Virginia University. Ms. Holley-Brown has been recognized by the National Institute of Governmental Purchasing (NIGP) as a Certified Professional Public Buyer (CPPB) and as a Certified Public Purchasing Officer (CPPO).

In addition, she serves as the Director of Communication for the Department of Administration. She has also obtained her Accreditation in Public Relations (APR) by the Universal Accreditation Board.

**Elizabeth Perdue, CPA**  
**Assistant Purchasing Director**  
**West Virginia Purchasing Division**

Elizabeth Perdue serves as Assistant Purchasing Director, overseeing the Program Services Section of the West Virginia Purchasing Division. She graduated from West Virginia Institute of Technology in 1994 with a bachelor's degree in business management and from West Virginia University Institute of Technology in 1998 with a bachelor's degree in accounting. She received her CPA in August 2002.

Elizabeth has eight years of public accounting experience in tax and write-up. Previously, she served as the write-up manager for a private accounting firm in Charleston, West Virginia.

Ms. Perdue has been employed by the State of West Virginia since 2004. She previously served as the CFO for the Purchasing Division for three years before being promoted to Assistant Director of the West Virginia State Agency for Surplus Property in 2010.

## **Frank Whittaker, CPPB**

Assistant Purchasing Director  
West Virginia Purchasing Division

Frank Whittaker is the Assistant Purchasing Director, overseeing the Acquisition and Contract Administration Section. He has worked in public procurement in various roles since 2005.

Mr. Whittaker has previously served as a Senior Buyer and Buyer Supervisor in the Purchasing Division. Prior to working for the Purchasing Division, he served as the procurement officer for the West Virginia Tax Department.

Before his state government positions, he worked in the private sector handling procurement of technology solutions for agencies in West Virginia and Pennsylvania.

Mr. Whittaker has been recognized by the National Institute of Governmental Purchasing (NIGP) as a Certified Professional Public Buyer (CPPB)

## **James Meadows, ESQ., CPPO**

General Counsel  
West Virginia Purchasing Division

James Meadows serves as the General Counsel for the Purchasing Division. In this role, Mr. Meadows is responsible for contract review and negotiation, representation of the Division in administrative hearings, providing legal guidance in policy decisions, and numerous other legal responsibilities.

Mr. Meadows is a 2004 graduate of the University of Charleston as an accounting major and a 2007 graduate of West Virginia University's joint JD/MBA program.

Prior to joining the Purchasing Division, Mr. Meadows worked in private legal practice for three years, focusing his practice in bankruptcy, real estate, and commercial transactions.

Mr. Meadows has been recognized by the National Institute of Governmental Purchasing (NIGP) as a Certified Professional Public Buyer (CPPB) and as a Certified Public Purchasing Officer (CPPO).