

PURCHASING DIVISION

Senior Management Biographical Information

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).

Elizabeth Cooper, CPA

ASSISTANT PURCHASING DIRECTOR
WEST VIRGINIA PURCHASING DIVISION

Elizabeth Cooper 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. Cooper 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.



Samantha Knapp, CPPB

ASSISTANT PURCHASING DIRECTOR
WEST VIRGINIA PURCHASING DIVISION



Samantha Knapp serves as the Assistant Purchasing Director of the Communication and Training section. This section is responsible for developing monthly newsletters; maintaining formal publications and documents, including the *Purchasing Division Procedures Handbook* and Annual Report; distributing guidance to all designated procurement officers through regular eblasts; maintaining the official Procurement Officer Listing; and more.

This section also manages the training program, including in-person workshops and virtual webinars; coordinates the annual Agency Purchasing Conference; manages the State Procurement Certification Program; develops online training modules; oversees compliance with training requirements for designated procurement officers; and more.

Ms. Knapp has 14 years of state government service, ten of those within the West Virginia Purchasing Division. Prior to her time with the Division, she managed communication and training for the Cancer Prevention and Control Division within the Mary Babb Randolph Cancer Center, West Virginia University.

She holds a bachelor's degree in journalism from West Virginia University and a master's degree in public administration from West Virginia University. Ms. Knapp has been recognized by the Universal Public Procurement Certification Council (UPPCC) as a Certified Professional Public Buyer (CPPB).

Guy Nisbet III, CPPO

ASSISTANT PURCHASING DIRECTOR
WEST VIRGINIA PURCHASING DIVISION

Guy Nisbet serves as Assistant Purchasing Director for the Business and Technical Services section of the West Virginia Purchasing Division. He has worked in public procurement in various roles since 2011.

Guy has a Master of Science degree from Mountain State University School of Business in Strategic Leadership Management, a Bachelor of Science from The College of West Virginia in Organizational Leadership and



Management, and an Associate Science degree in Management and Marketing from West Virginia State University.

Guy previously served as a buyer, senior buyer, and buyer supervisor in the Purchasing Division. In these various roles, he served as the assigned buyer for many agencies, including the General Services Division, Tax Department, Division of Natural Resources, and Department of Environmental Protection.

Prior to joining the Purchasing Division, Guy was an adjunct professor at Kanawha Valley Community and Technical College and West Virginia State University. He was also a Quality Control Manager in the Maintenance Department at Bayer Crop Science.

Guy has been recognized by the Universal Public Procurement Certification Council (UPPCC) as a Certified Professional Public Buyer (CPPB) and obtained the West Virginia: Procurement Basic and Advanced Certifications.

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).