



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
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Employee of the Month

Jean Brown Keeps Everyone Smiling at Personnel



JEAN BROWN
August Employee
of the Month

Jean Brown, a Personnel Specialist Associate with the Division of Personnel, has been selected as the Department of Administration's *Employee of the Month* for August.

A state government employee for more than 36 years, Brown's duties include answering the telephones; handling incoming mail; updating applicants' files; responding to requests for information; and scanning applications for filing.

"Jean has worked faithfully for the state for 34-plus years. She has a wonderful attitude and everyone admires and respects her," said a co-worker. "Jean is constantly helping others, usually without being asked."

Another co-worker commented about Brown's helpful attitude. "Employees do not come any more reliable than Jean. You do not have to ask her twice to assist a co-worker

or accomplish a task. We are fortunate to have Jean here in Personnel."

In her spare time, Brown enjoys spending time with her family and grandchildren. She is also active with her church. She will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Ross Taylor on Wednesday, August 6, at 11:15 a.m. at the Personnel office in Building 6.

A Healthier YOU Can Begin with PEIA and Just a Click of the Mouse

With summer fully in swing, it might be a good time to look back to those New Year resolutions made during the cold winter months and try again. For many, that might be getting back in shape, and the Public Employees Insurance Agency (PEIA) is ready to help state employee policy holders find the road to better health.

PEIA has unveiled its revamped "Pathways to Wellness" program at its website at www.peiathways.com following the agency's partnership with Marshall University's College of Health Professionals for administering the program. Nidia Henderson, health promotions director for PEIA, said the



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The Public Employees Insurance Agency and Marshall University's College of Health Professionals have unveiled a new website at www.peiathways.com for PEIA members.

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PEEK**

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Chuck Jones, right, and his wife, Minnie, left, is pictured with one of the D-Day veterans in attendance during the 70th anniversary of the landing by U.S. and Allied forces on the beach of Normandy during World War II.

BRIM Executive Director Chuck Jones Reflects on Visit to the Historic Beaches of Normandy

By Kavon Cutler
Governor's Intern for Secretary's Office

Chuck Jones, the executive director of the Board of Risk and Insurance Management, recently concluded an overseas trip with a memorable visit to the Normandy beaches, site of the historic U.S. and allied invasion of France which liberated the French from German occupation during World War II.

Jones' trip to the site was part of a 45th wedding anniversary he celebrated with his wife, Minnie. Their visit to Normandy coincided with many commemorative events associated with the 70th anniversary of "D-Day."

"It was a very moving experience to visit the cemetery with the white crosses where American soldiers are buried. Even more moving was the opportunity to meet actual soldiers who participated in and survived the allied invasion on June 6, 1944," Jones said. "Although many of the veterans are in their late 80s, they came back in observance of D-Day."

Jones said the D-Day invasion consisted of five different beach landings: Omaha and Utah, where the Americans landed; Juno, where the Canadians landed; and the Sword and Gold beaches, where the British landed. Jones said dignitaries

"It makes you proud to be an American. It was the icing on the cake to go sightseeing and meet soldiers who survived."

Chuck Jones
Executive Director, Board of Risk and Insurance Management



A D-Day veteran speaks to anniversary attendees at Normandy, France.

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A Day at the “State Capitol” Market



The West Virginia Department of Agriculture continued its tradition of “Capitol Market at the State Capitol” this summer, which brings fresh produce from West Virginia farms to state employees located on the Capitol campus. The Department of Agriculture sponsors this annual event from 11 a.m. to 1 p.m. on Wednesdays, beginning July 9 through August 6, with a corn roast on the final day. Produce available includes include corn, beans, tomatoes, squash, watermelon, cantaloupes, cucumbers, potatoes, bell peppers, peaches and more!

EEO Conference Offers More Hands-On Learning Opportunities for Participants

Jann Hoke, director of the West Virginia Equal Employment Opportunity (EEO) Office, said this year’s EEO conference will be different from previous years. The event, set for Oct. 1-3 in Charleston, will focus on working through EEO scenarios.

“We work to ensure that everyone in attendance remains up to date on EEO laws, and on anything new that comes from the federal government,” Hoke said. “But this year we will be focusing on working through a series of different scenarios, with each one of our speakers going through the steps of the scenarios during their presentations.”

Hoke said the speakers will walk attendees through an EEO investigation, showing the steps of how to look at EEO situations, how to interview individuals, how to



The annual Equal Employment Opportunity conference will be conducted Oct. 1-3 in Charleston.

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Readers Invited to Revisit Articles about Agencies

Quotes, Notes & Anecdotes readers were invited in 2012 to complete an online survey about the content of this publication and offer the editorial staff suggestions for future articles.

One overwhelming response was an interest to learn more about the Department of Administration agencies. Since that survey, each Department of Administration agency has been profiled, beginning with the September 2012 issue and ending with the June 2014 issue to give readers a high-level oversight of the mission and goals of each.

Below is a list of the Department agencies and when they were featured for those who wish to re-visit the articles. All past issues of QNA can be accessed by visiting, www.administration.wv.gov/newsletters/Pages.

- [Aviation Division](#) – September 2012
- [Board of Risk and Insurance Management](#) – October 2012
- [Children’s Health Insurance Program](#) – January 2013
- [Consolidated Public Retirement Board](#) – February 2013
- [Ethics Commission](#) – March 2013
- [Finance Division](#) – April 2013
- [Fleet Management Division](#) – May 2013
- [Prosecuting Attorneys Institute](#) – July 2013
- [Purchasing Division](#) – August 2013
- [Public Employees Insurance Agency](#) – September 2013
- [Real Estate Division](#) – October 2013
- [Division of Personnel](#) – December 2013
- [Public Defender Services](#) – January 2014
- [Office of Technology](#) – February 2014
- [Public Employees Grievance Board](#) – March 2014
- [General Services Division](#) – June 2014

PEIA

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changes are exciting.

“For those who are motivated to make a change, we have many resources to help them,” Henderson said. “We have expanded offerings to better meet member needs.”

She lauded the work by Marshall University in the program. “This partnership proves you do not have to go out of state for expertise,” she said. “They have a vested interest in the future of the state, as well as a willingness to experiment, and a willingness to grow with us.”

Sharon Covert, Marshall’s supervisor for the Pathways to Wellness program, said the website is a great first step for anyone interested in better health. “The website has a summary of the new offerings, as well as a listing of different courses that will be offered,” she said. On the website, those inter-

“For those who are motivated to make a change, we have many resources to help them. We have expanded offerings to better meet member needs.”

Nidia Henderson
Health promotions director,
PEIA

ested in joining the program can find how to reach their health promotion consultant (HPC).

Covert said the program has expanded its offerings, with a focus on physical activity, nutrition and stress management. “We began offering health coaching on July 1,” she said. “In addition, we have a walking program where participants are eligible

to receive free pedometers, a six-week Dynabands challenge, and a 10-minute stress reduction presentation that can be done at your desk. We are trying more than ever to connect things and we hope that it will lead to other programs in the future.”

Henderson said the HPCs have a list of pre-approved fitness instructors that has been vetted by Marshall, and individuals may arrange services through the HPCs. Covert said yoga, zumba and on-site fitness programs are also gaining popularity.

The emphasis is on helping employees change their lifestyle and find their own ways to health, Covert said, and those interested can start a road to a new and healthier life with a simple click of a mouse. “A lot of information is right there at your fingertips, on the website,” she said.

E-mail Encryption to Be Required for Use of State Credit Cards

The West Virginia Office of Technology will be implementing new security measures to ensure the safety of credit card numbers. Once this new feature is active, any e-mails on state agency-issued computers containing credit card numbers will NOT be sent or received unless the e-mail is encrypted. Users will receive return notifications that the e-mail was not delivered because of “security policies.”

State employees who have a business-related need for e-mailing credit card numbers must use encrypted e-mail. For state employees who do not already have e-mail encryption capabilities, the agency’s designated approval authority will need to request access for the employee on naf.wv.gov.

This change will take place Friday, August 22nd at the close of the business day.

For more information, please e-mail OTCommunications@wv.gov.

NORMANDY

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from the participating countries, including President Barack Obama, were part of the commemorative events.

What Jones said he valued most about the trip was meeting three soldiers who survived that battle and then visiting the cemetery which contained over 9,300 graves and white crosses. “It really makes you think of what they went through to survive. It makes you proud to be an American. It was exciting to go sightseeing in Paris, but humbling to meet soldiers who survived D-Day,” he said.

Jones added that he found four graves

for soldiers from West Virginia. Among some of the other historical sites Jones said he visited during his trip included the Palace of Versailles and its gardens, along with the home of the King and Queen of France. While visiting Versailles, Jones and his wife saw where Queen Marie Antoinette suffered her death by guillotine during the French Revolution.

If you would like to share a unique summer trip that you recently made, contact Chad Williamson at Chad.B.Williamson@wv.gov or 304.558.231

EEO

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conduct informal EEO counseling, and when to take a problem to management.

“Oftentimes, the goal is to keep situations internal and handled at the agency level, with the EEO Office acting as an information source or in an advisory capacity,” Hoke said. She said the structure of the conference allows for a more immersive opportunity, with participants working through a

hands-on role-playing experience.

A list of speakers will be announced closer to the conference date.

Hoke said the conference is open to EEO officers as well as those who deal with EEO issues within a state agency, such as human resource workers. The EEO conference will be conducted at Embassy Suites. For more information, please go to www.eeo.wv.gov.

Scenes From Across the State



Pictured (above) is the view from Nelson's Rock in Circleville in Pendleton County and (left) the Kanawha County Courthouse in Charleston. Photographs taken by Jimmy Meadows of the Purchasing Division.

West Virginia is awash with beauty, as seen in these photos taken by Purchasing Division Staff Attorney Jimmy Meadows. Do you have photos taken throughout West Virginia that spotlight the state's beauty? E-mail Chad Williamson at Chad.B.Williamson@wv.gov your photographs and a description of each so they can be spotlighted in a future issue of *Quotes, Notes and Anecdotes*.

State Privacy Tip of the Month

The State Privacy Office of the West Virginia Health Care Authority occasionally issues tips to assist you in your "away from work" life. This tip is for that purpose.

The Accountability Policy requires that each Executive Branch Cabinet Secretary or department head assign a Privacy Officer who, among other duties, makes sure that their department's workforce receives training and education regarding laws, regulations, policies, standards and procedures in the handling of personally identifiable information (PII).

- All new members of the workforce are to receive training as a part of orientation to their jobs.
- All members of the workforce will receive additional training when policies, standards or procedures are revised, if the changes affect their job.
- Some departments require annual training – check with your Privacy Officer for details.

Taking training courses is part of everyone's job, but here's how to make the most of your privacy training experiences:

- Give the training course your full attention. We all struggle with competing work demands, but it is best to focus on the training completely. Leave your Blackberry and other work behind. You will learn more, and it will be more interesting!
- Think about how the material covered in the training applies to the PII you handle. Are you comfortable that you understand all the rules? If not, ask your Privacy Officer for additional guidance.
- Give your Privacy Officer honest feedback on the training. Was it too easy or too hard? Did it provide you with information that you found helpful? Your privacy officer welcomes suggestions for how to make the training more useful.
- If there are other areas that you think the training should cover, be sure to share that with your privacy officer too.

State Workers Urged to Save to Server Drives

During a recent incident involving an apparent malicious (malware) threat, a number of state workstations were "wiped" and reloaded with a new image. This is the accepted standard (best) practice in this type of scenario.

Unfortunately, several of these workstation users were saving critical business data to their local hard drive (C:), and had not saved this data to their server drive (also the standard/best practice). For this reason, critical

state data may have been permanently lost and work processes unnecessarily disrupted.

This notice is an important reminder that ALL critical State data must be saved to server drives assigned to you (not your C: drive). These server drives are backed up to a remote location and assure the protection of valuable State data.

If you have questions or concerns, please send in e-mail to EnterpriseSecurity@wv.gov.

State Agency Directory Offers Easy Way to Stay Updated

The State Agency Directory, available as a downloadable PDF on the West Virginia state website at www.wv.gov, remains a valuable resource to both state employees and the general public for where to go and who to contact within state government.

“Each department within West Virginia state government updates the State Agency Directory, and those updates become available when the directory is posted the first week of each month,” said Chad Williamson, a Public Information Specialist for the Purchasing Division who oversees updates to the directory. “Each department maintains a contact person who ensures that department transitions – from new hires and retirements to changes of address and telephone numbers – are updated in the directory.”

The directory is in a searchable format, allowing users to look for a specific name or listing through the document’s search function.

Williamson said that the electronic format offers a simple way to find the latest contact information within government. “Whereas printed directories required you to pore over page after page of information, with the State Agency Directory, you simply utilize the search function to find whoever or whatever you need,” he said.

For a direct link, please visit www.wv.gov/Documents/StateGovernmentDirectory.pdf to view the most recent updated version of the directory. The State Agency Directory may also be found at www.wv.gov under the “State Employees” tab.

Welcome! ... The Department of Administration is pleased to welcome our new employees: **Tenna Bell** and **Donald Blackwell** (CPRB); **Laura Mann** (Personnel); **Rhonda Ashworth**, **Matthew Brummond**, **Rachel Flynn**, **Jason Parmer**, **Sarah Saul**, **Crystal Walden** and **Lori Waller** (Public Defender); and **Brandon Curnutte**, **Jeremy Rose** and **Stephen Windon** (Technology). We also welcome the return of **Tierra Gable** (Aviation) and **David Lucas** (Ethics).

Happy Retirement! ... After years of hard work and dedication, we would like to congratulate **Yolanda Tyler** (PEIA), **Jane Fouty** (Personnel), and **Tammy Haynes** and **Lester Thomas** (both from Technology) on their retirements.

Best Wishes ... to **Ashlyn Harlan** and **Katie Heindl** (BRIM); **Anthony Stubbs** (General Services); **Christopher Harich** (Secretary’s Office); and **Lisa Green**, **Roderic McAfee**, **Nolan Mullins** and **Tim Pauley** (Technology), who recently resigned from our department.

Got News? ... We want you to share all of your good news with us! Contact Diane Holley-Brown, editor, at 304.558.0661 or at Diane.M.Holley@wv.gov.

HAPPY BIRTHDAY ... in August

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

Administrative Notes

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