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.

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.peiapathways.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...
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

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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

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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 interested 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.

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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

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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.
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 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.

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.
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
   Gary Burns ................ Technology
3 Tracy Dennis ............... Personnel
   Stephanie Gaile ......... Personnel
   David Roberts ............. Personnel
4 Tim Cradock ............... Service Management
   Sean Smyth ............... Technology
5 Donnie Lewis ............... Technology
   Charles Long ............. Gen. Svs.
   Kimberly Pickens ........ Ethics
6 Patrica Bowgren .......... CPRB
   Michele Null ............. Technology
   Elizabeth Perdue ....... Purchasing
   Robin Chambers ........ Finance
   Sheen Laconilogoager ... Personnel
8 Jordan Kirk ............... Purchasing
9 Amber Rose-Bible ........ PEIA
10 Larry Meninger ............ Technology
   Shawn Taylor ............ Gen. Svs.
11 Greg Melton ............... Gen. Svs.
   Donald Patterson ....... Technology
12 Darden Greene ............ CPRB
   Paul Harless .......... Gen. Svs.
   Ed Nelson ................. Technology
13 Phil Debruyne ............ Technology
   Brittany Smith .......... CPRB
14 Marta Dean ............... Technology
   Sharon White ............ Personnel
   Richard Wickerf .......... Technology
15 Marilyn Padon ............ Technology
   David Scruggs .......... Finance
   Robert Stafford ........ Gen. Svs.
16 Jessica Wiseman .......... Finance
17 Chris Bostick .......... Aviation
   James Hicks ............. Technology
   Rebecca Owens .......... Technology
   Mike Sheets ............ Purchasing
   Beverly Toeler .......... Purchasing
18 Bob Krause ............... Gen. Svs.
   Ryan Lawler ........... Grievance Board
   Bill McGinley .......... Grievance Board
19 Donna Price ............. Technology
   Dave Tinchcr ........ Purchasing
   Michael Usher .......... Technology
20 Robert Fisher ............ BRIM
   Brandon Fox .......... Technology
   Bryant Reynolds ....... Technology
21 Terry Light ............... CPRB
   Tim Miller ............... Purchasing
   Ashley Neff .............. CPRB
   Cynthia Smith .......... Technology
   Don Stiles ............... CPRB
23 Hillary Balding .......... Personnel
   Frances Buchanon ........ PEIA
24 Brandon Curnutte ....... Technology
   Kim Harbou .......... Technology
   Tammy Patton .......... CPRB
26 Sheila Coughlin ....... Public Defender
   Jennifer Ricker .......... Grievance
27 Teresa Townsend .......... Personnel
28 Greg Ganoce .......... Technology
29 Candace Vance .......... CHIP
30 Elizabeth Humphreys Technology
   Nancy Stark .......... Technology
   Claudia White .......... CPRB
31 Sharon Carter .......... CHIP
   Cynthia Dotson .......... PEIA
   Benjamin Visonic .......... Ethics