



# Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration  
APRIL 2015 - Volume 22, Issue 4

## Employee of the Month

### Hard Work Pays Off for Technology's Dan Shriver



**DAN SHRIVER**  
April Employee  
of the Month

Dan Shriver, an Information Systems Specialist for the Office of Technology, has been selected as the Department of Administration's *Employee of the Month* for April.

A state government employee for 26 years, Shriver's duties include performing data backups for agency servers and assisting in writing procurement

specifications.

"There is nothing that Dan cannot do or will not try," said a co-worker. "He is super helpful to his co-workers."

Another co-worker agreed, by saying, "Dan is a hard-working and honest man of integrity and a true asset to the Office of Technology."

In his spare time, Shriver en-

joys gardening, doing handyman work, and operating the audio-visual activities at his church.

He will be joined by friends and co-workers at a special ceremony presented by Secretary Jason Pizatella on Thursday, April 2, at 3 p.m. at the Office of Technology office in Building 5.

### PEIA Members Encouraged to Designate Primary Care Physician During Open Enrollment on April 2 - May 15

**PEIA members are reminded that all PPB Plan policyholders must designate a Primary Care Physician (PCP) to avoid a \$500 deductible penalty for Plan Year 2016.**



As the West Virginia Public Employees Insurance Agency (PEIA) enters the Open Enrollment period, set for April 2-May 15, members are reminded that all PEIA PPB Plan policyholders must designate a Primary Care Physician (PCP) to avoid a \$500 medical deductible penalty for Plan Year 2016.

The designation is part of *Healthy Tomorrows*, a three-year initiative for active employees and non-Medicare retirees in the PEIA PPB Plans. *Healthy Tomorrows* encourages policyholders to name and develop a relationship with a PCP.

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## SNEAK PEEK

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- General Services Division Preps Capitol Complex Grounds for Spring / **Page 4**

# Daily Vehicle Rentals Now Available to State Agencies through Fleet Management Office

Department of Administration agencies looking to rent a vehicle for state business may do so through the West Virginia Fleet Management Office (FMO). This service is available for all state government agencies as well.

“Sometimes an agency may find itself in need when they do not have enough vehicles within their fleet,” said Fleet Coordinator Becky Farmer. “When that occurs, rather than rent a vehicle through the statewide contract, the agency can contact us for their rental needs.”

FMO’s current fleet of vehicles includes two Ford Fusions, three Ford Focuses, two Dodge Caravans, a Jeep Patriot and a Jeep Liberty. “We have different sizes of vehicles to accommodate the needs of the agencies,” Farmer said.

In addition to the convenience of renting from FMO, Farmer said this option can also be less expensive. “With our rentals, mileage and gas is included in the flat daily rate,” she said. “We try to make it as easy as possible for agencies to have their transporta-



Pictured with vehicles available for daily rental from the Fleet Management Office are, from left, Acting Fleet Manager Mandy Parsons, ARI Analyst James Parsons, Fleet Coordinator Becky Farmer and WEX Analyst Donna Wellman.

tion needs met.”

For more information on vehicle rentals through FMO, visit [www.fleet.wv.gov/Rental](http://www.fleet.wv.gov/Rental) or contact Farmer at

304.957.8207. The rental reservation request form is downloadable and must be filled out and emailed to Farmer in order to reserve a vehicle.

## PEIA Benefit Fairs Scheduled Throughout State in April

The West Virginia Public Employees Insurance Agency is sponsoring benefits fairs throughout the state during its Open Enrollment period (April 2-May 15) for Plan Year 2016. These sessions give policyholders a forum to ask questions. All changes become effective July 1, 2015.

This year during Open Enrollment, all PEIA PPB Plan policyholders will have to designate a Primary Care Provider (PCP) to avoid the \$500 medical deductible penalty for Plan Year 2016. **PEIA will NOT take these designations after May 15, 2015.** Anyone who does not designate a PCP during open enrollment will be subject to the additional \$500 deductible.

For more information or questions about the various PEIA plans and what changes will be implemented July 1, 2015, consult the PEIA Shopper’s Guide which is available on the PEIA website at [www.peia.wv.gov](http://www.peia.wv.gov) or call the PEIA Open Enrollment Helpline at 1.877.676.5573.

Members may review and update their accounts online by clicking on the “Manage My Benefits” button on the PEIA website. Members are also encouraged to attend these Benefit Fairs, which will be from 3 to 7 p.m. at each location except where noted.

### The PEIA Benefit Fair Schedule

The following PEIA Benefit Fairs are scheduled throughout the state and will be conducted from 3 p.m. to 7 p.m., with the exception of South Charleston\*, which will be offered 3 p.m. to 6 p.m.



**April 7 - Huntington**  
Big Sandy Arena, One Civic Center Plaza

**April 8 - Martinsburg**  
Holiday Inn  
301 Foxcroft Avenue

**April 9 - Morgantown**  
Ramada Inn  
20 Scott Avenue

**April 14 - South Charleston\***  
Holiday Inn  
400 Second Avenue

**April 15 - Parkersburg**  
Comfort Suites of Parkersburg  
167 Elizabeth Pike  
Mineral Wells

**April 16 - Beckley**  
Tamarack Conference Center  
Board Room, One Tamarack Park

**April 21 - Wheeling**  
Northern Community College  
Market Street

## General Services Division Prepares Capitol Complex Grounds for Spring



**The General Services Division is preparing the Capitol grounds for spring by getting mowing equipment ready, freshening up mulch and cleaning up debris from the recent snow.**

The snow has finally melted and temperatures are warming up. Spring is official here...and the General Services Division (GSD) has begun to prepare the Capitol grounds for the warmer weather. Grounds Manager John Cummings said GSD employees have started to gear down from winter by taking snow scraping blades off of the trucks and has started prepping its mowing equipment by sharpening and testing all lawn mower blades.

“A lot of our spring preparation actually happens in the fall,” said Cummings. “This past fall, we planted 40,000 bulbs for flowers that will bloom this spring. We ordered our annuals in the fall and will start planting those at the end of April or beginning of May,” he continued.

The Capitol grounds will be fertilized sometime during late spring or early summer. Until it is time to plant the annuals and fertilize the grounds, GSD workers will be cleaning up debris from the recent snow storms and freshen up mulch.

Cummings has a grounds staff consisting of 11 employees. One crew member is stationed at the Department of Environmental Protection office building in Kanawha City and another spends his time predominantly maintaining the grounds around the Governor’s mansion. All others spend their time on the main grounds of the Capitol campus. “What we do is pretty much what everyone is doing at home. Just multiply that by 20 acres,” Cummings concluded.

## Public Service Recognition Week Set for May 4-8

The Department of Administration will observe Public Service Recognition Week (PSRW) from May 4-8. PSRW was created nationally to honor public employees who serve in federal, state, county, and municipal government. In years past, West Virginia has observed PSRW in the fall; however, this year’s festivities have been moved to the first week of May to coincide with the national celebration.

This year’s national theme is Government Works. Kim Nuckles with the

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## BRIM Now Offers Agencies Cyber Liability Insurance

It can seem like every day there is news about a cyber information breach. Be it related to a government entity or a multi-national corporation, cyber security is definitely a concern for any large organization. It was with that in mind that the Board of Risk and Insurance Management (BRIM) began last year exploring cyber liability insurance.

“Cyber liability insurance is a type of liability insurance that pays for damages and expenses which the insured becomes legally obligated to pay resulting from covered claims,” said Mary Jane Pickens, director of BRIM. “The policy can include various types of coverages, such as privacy liability, regulatory claims coverage, and security breach response coverage.”

Pickens said the decision to explore a cyber liability policy was broached by Charles Jones, the long-time former BRIM director. “It is becoming increasingly common to see news reports of data breaches and attacks on data systems by cybercriminals,” she said.

She cited attacks on both national retailer Target and health insurance giant Anthem as two victims of cyber attacks, as well as an attack on the state of South Carolina computer systems that comprised bank account numbers and tax returns for millions, as well as ultimately costing more than \$14 million.

“These attacks can result in the misuse of private information of millions of people,” Pickens said. “Recognizing that state systems contain vast amounts of personally identifiable and private information, BRIM management determined many months ago that part of the effort to address this threat includes insurance coverage in the event of criminal activity or an employee breach.”

BRIM competitively bid out brokerage service, with the winning bro-

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## Digital Technology Summit Focuses on Best Practices

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The West Virginia Digital Government Summit, set for May 6 at Embassy Suites in Charleston, is intended to spread best practices and spur innovation among state and local governments.

The event, organized through a joint venture between the company e.Republic and the West Virginia Office of Technology (WVOT), offers an agenda designed to see the latest in digital government solutions; stay current on policy issues; and network with key government executives, technologists, and industry specialists.

“Technology has never been so much a part of our lives. At its core, the West Virginia Digital Government Summit is a great opportunity to create solutions and face challenges head-on through collaboration and strategy,” said Gale Given, WVOT’s chief technology officer. “This event is for anyone interested in hearing and sharing innovative insight as well as participating in dynamic discussions.”

This year’s topics include:

- Innovation and leadership
- Digital government trends
- Emerging technologies
- Mobility and citizen engagement
- Data and analytics
- Cyber security
- Cloud services
- Collaboration

Registration is open to public sector employees only. The fee is \$25 per person and may be paid for by credit card only.

To register, contact Lee Vang, senior registration coordinator for e.Republic, at 916.932.1407 or [lvang@govtech.com](mailto:lvang@govtech.com).

Individuals representing the private sector who are interested in attending may contact Heather Earney, sales operations manager for e.Republic, at 916.932.1435 or [hearney@govtech.com](mailto:hearney@govtech.com).

## Public Invited to the 4th Annual State Government Career Fair



**The State Government Career Fair, scheduled for Thursday, May 7, at the Culture Center, gives state agencies and job seekers a chance to interact and discuss job opportunities.**

The West Virginia Division of Personnel (WVDOP) will host the 4<sup>th</sup> annual State Government Career Fair from 9 a.m. to 3 p.m. on Thursday, May 7, at the Culture Center, and the public is invited to attend.

WVDOP partnered with WorkForceWV to coordinate 18 agencies for this year’s event. The Career Fair is a great opportunity to reach out to prospective employees to fill positions that experience a continual need, including physicians, nurses, social workers, engineers, and child protective services workers, among others.

Mary Jane Ayooob, administrative services manager for the Division of Personnel, coordinates the event. She said WVDOP tracks how many people apply, and of those, how many are hired.

Ayooob said the Career Fair has been very successful. Last year, more than 300 job seekers participated. Some of the positions filled included child protective service workers, economic service workers, correctional counselors, and investigators.

“Twenty-three percent of applicants resulting from the Career Fair last year were hired. In other words, the state hired approximately 1 in 5 state government job seekers who attended the fair for a total of 25 new hires. This, of course, does not include all of those who were hired in the private sector through WorkForceWV,” Ayooob added.

“We attend job fairs all over the state and are most proud of this event,” Ayooob said. “If someone participates in this event, the person is there to learn about state government. Other career fairs highlight both the public and private sectors.”

Staff from participating agencies will be available at the Career Fair to speak with job seekers about vacant positions. Individuals who are interested in applying for available positions are encouraged to bring their resume and identification, as well as other information they would like to share with job recruiters.

Ayooob added that although the Library Commission has no vacancies, they will showcase free resources, such as Job and Career Accelerator, which is a program available to the public to prepare resumes and cover letters, locate potential employers, or return to school.

For additional information on the State Government Career Fair or for directions, contact WVDOP at 304.558.3950 or visit [www.personnel.wv.gov](http://www.personnel.wv.gov).

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## PEIA

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Specifically, policyholders must designate a PCP during year one of the initiative. In year two, members must visit their PCP for a regular checkup to include their blood pressure, blood glucose, cholesterol and waist circumference. In year three, members must show that their blood pressure, blood glucose and cholesterol levels are within an acceptable range or have a certification from their PCP that those numbers cannot be met. The *Healthy Tomorrows* initiative applies only to the policyholder, not to any enrolled dependents.

**PEIA will NOT accept PCP designations for Plan Year 2016 after the May 15 deadline.** Any individual who does not designate a PCP during open enrollment or comply with the initiative in subsequent years will be subject to the additional \$500 medical deductible. The PCP may be a member of PEIA's Medical Home Program (MHP), the Comprehensive Care Partnership (CCP), or any provider seen regularly for primary care.

For members who participate in PEIA's MHP or CCP and remain in either program, the requirement to name a PCP for Plan Year 2016 will be considered met.

Members who don't participate in

one of those programs may use the online directory to find all primary care-type providers in West Virginia and its neighboring counties.

If a member's provider isn't listed in the directory, members may enter their provider's information on the "Pick a PCP" form, and mail the form to PEIA, and that will satisfy the requirement of naming a PCP. A link to the online provider directory can be found on PEIA's website at [www.peia.wv.gov](http://www.peia.wv.gov).

There are two ways to designate a PCP:

1) Go online to [www.wvpeia.com](http://www.wvpeia.com), click on the green "Manage My Benefits" button, log in or register to use the site, and indicate that you are on the site for Open Enrollment. The Open Enrollment script will walk members through the process, which will include designating a PCP.

2) Call the PEIA Open Enrollment Helpline on or after April 2 and follow the prompts to order a Pick a PCP form. One will be mailed to the member's home address on the next business day.

For questions regarding the *Healthy Tomorrows* initiative or PEIA's Open Enrollment period, contact PEIA at 877.676.5573.

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## POLICY

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ker going into the insurance market to find the best coverage. Pickens said the resulting cyber liability policy covers all executive domain agencies, such as agencies within the Department of Administration, with work towards covering Constitutional offices.

Pickens said the state benefits from having cyber liability insurance in place. "Having the coverage in place, along with BRIM's risk management and loss control service as it evolves in this increasingly important area, will support our agencies' efforts to meet the needs of our citizens and be more efficient through the use of electronic services," she said. "In the event of a data breach or cyber-attack, coverage will be in place to address covered losses and damages that could result. BRIM is committed to bringing all state agencies on board as we continue to move forward with this crucial part of the state's liability coverage."

To learn more about the cyber liability coverage or other policies covered by the Board of Risk and Insurance Management, visit [www.brim.wv.gov](http://www.brim.wv.gov).

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## How Ready are You? Resolve to be Ready for Emergencies in 2015

ReadyWV and Volunteer West Virginia have joined the *Resolve to be Ready* campaign. Together, they challenge West Virginians to make preparations for whatever emergency situations may occur in 2015.

Last year, West Virginians faced several emergency situations, including the Elk River chemical spill and severe snowstorms. So far in 2015, weather has once again wreaked havoc, causing massive school and business closures.

As part of the Resolve to be Ready campaign, ReadyWV and Volunteer West Virginia are encouraging individuals to become better prepared for such occurrences by following a few simple steps.

- **Be Informed.** Know the risks of the surrounding environment. Are there chemical plants, rivers or streams, areas prone to mudslides, railroad tracks, or an interstate highway nearby? Understand how a chemical spill, natural disaster, or other accident would affect the community. Also learn when to evacuate and when to shelter-in-place. To learn what protective measures to take before, during, and after an emergency, visit [www.Ready.gov/Be-Informed](http://www.Ready.gov/Be-Informed).

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## PUBLIC SERVICE

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Department of Administration Cabinet Secretary's Office is coordinating this year's events.

Some of this year's events for PSRW include:

**Monday, May 4** – PSRW Capitol Cook-Off 2015 - 11:30 am - 1 pm – North Side of Building 1

**Wednesday, May 6** – Governor's Reception for state employees with tenured service (30 years or more, then increments of five years). *This event is by invitation only.*

**Thursday, May 7** – Department of Administration Luncheon and Ceremony for employees with 20 or more years of service (in increments of five years). *This event is also by invitation only.*

**Friday, May 8** – Walk-a-Thon – 11 a.m. – 2 p.m. – Around Building 1

Additional information will be e-mailed to Department employees at a later date.

Questions about any of these events may be directed to Kim Nuckles at 304.558.4331, ext. 57004, or [adacoordinator@wv.gov](mailto:adacoordinator@wv.gov).

## EMERGENCY

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• **Make a Plan.** If at home when a disaster strikes, know what steps to take. In the event of a fire, be aware of all exits in every room. Remember, one exit may be a window. Make sure every family member knows where the central meeting spot is should they need to vacate the home. If a disaster occurs some place other than at home, understand those specific emergency policies. Create a plan so that everyone in the household knows:

- How to contact each other in the event of an emergency;
- How to get to a central and safe meeting place; and
- What the plan is for different situations.

Templates for family emergency plans can be found at [www.fema.gov/media-library/assets/documents/34330](http://www.fema.gov/media-library/assets/documents/34330). Be sure to include kids in the planning process. For ideas on how to involve kids, visit the preparedness website at [www.ready.gov/kids](http://www.ready.gov/kids).

• **Build a Kit.** Include enough water for everyone in the home; the rule of thumb is one gallon of water for each person per day for at least three days. Make sure to keep on hand enough non-perishable food for at least three days. Also include in the kit any daily medications, flashlights, extra batteries, a battery-powered or hand-cranked radio, a first aid kit, and a manual can opener. Pets should also be considered. Include at least three days of water and food for your pet. More detailed information on what to include in any disaster kit can be found at [www.ready.gov/kit](http://www.ready.gov/kit).

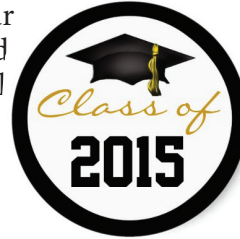
For more information on the **Resolve to be Ready** campaign, visit [www.ready.gov](http://www.ready.gov).

**Welcome!** ... The Department of Administration is pleased to welcome **Chad Greene** and **Loretta Thaxton** (PEIA) and **Aimee Cantrell**, **Katrina Dufourny** and **Ashley Williams** (Purchasing).

**Best Wishes** ... to **Alina Roupe** (CPRB), **Betsy Frame** (Finance), **Leslie Adkins** (Personnel), **Dean Wingerd** (Purchasing) and **David Roberts** (Technology) who recently resigned from our department.

**Happy Retirement!** ... After years of hard work and dedication, we would like to congratulate **Candance Vance** (CHIP) and **Carolyn Wiesen** (PEIA) on their retirements.

**Tell Us About Your Grad!** ... As in the past, **Quotes, Notes & Anecdotes** will be recognizing all of our graduates for this year. If you have a child or grandchild graduating from high school or college, please e-mail Chad Williamson at [Chad.B.Williamson@wv.gov](mailto:Chad.B.Williamson@wv.gov) by April 15 with the name, school and future plans of your special graduate.



**Purchasing Procedure and Purchasing Card Training** ... High-level state officials are required to take two hours of training on purchasing procedures and purchasing cards annually in accordance with **W.Va. Code** § 5A-3-60. The Purchasing Division, in partnership with the West Virginia State Auditor's Office, has scheduled the spring training from 9-11 a.m. on Wednesday, April 22. The training will be conducted at the West Virginia State Training Center's (Building 7) Capitol Room. For details, contact Samantha Knapp at [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

## HAPPY BIRTHDAY ... in April

1 April Battle ..... Purchasing Paul Hardy ..... CPRB	14 Keith Huffman ..... PEIA
Samantha Knapp ..... Purchasing	15 Sarah Hunter ..... CPRB
Harry Mandel ..... CPRB	Torrie Williams ..... CPRB
Deanne Stevens ..... BRIM	16 Michael Cheeks ..... Technology
2 Shelia Young ..... CPRB	David Williams ..... Gen. Services
3 Chad Williamson ..... Purchasing	17 George Tanner ..... Gen. Services
4 Brenda Gould ..... Grievance	19 Nidia Henderson ..... PEIA
5 Mark Isabella ..... Personnel	Michael Powell ..... Finance
Melanie Lopez ..... Technology	20 Keith Burdette ..... Gen. Svcs.
6 Craig Bosworth ..... Technology	Andrew Guz ..... Gen. Services
Perry Rawlings ..... Gen. Services	21 Jeremy Walker ..... Personnel
Donna Spano ..... Sec. Office	Trent White ..... Technology
Donald Stennett .. Pub. Defender	22 Anne Crabtree ..... Technology
Rebecca Whetzel .... Technology	Gary Reed ..... PEIA
7 Jeremy Summers ..... Technology	23 Thomas Hackney .. Gen. Services
Roger Townsend ..... CHIP	Jeffrey Lawrentz ..... BRIM
8 Becky Farmer ..... Fleet	Carlos Neccuzi ..... Technology
Stefanie Youngblood ..... CPRB	24 Matt Brummond .. Pub. Defender
10 Timothy Bill ..... Technology	25 Nathaniel Sizemore .. Technology
Kenneth Bowles ..... Technology	26 Jim Hawley ..... Gen. Services
John Dotson ..... Gen. Services	Richard Miller ..... Gen. Services
11 Byron Lusher ..... Technology	Robin Perdue ..... Grievance
Melissa Pettrey ..... Purchasing	28 Cynthia Adkins ..... CPRB
Jane Shinn ..... Finance	Tina Murdock ..... CPRB
12 Jason Agan ..... Gen. Services	Jeff Wilson ..... Technology
Matt Short ..... Technology	29 Carles Farley ..... Gen. Services
13 Jeremy Rose ..... Technology	30 Edward Thaxton .... Gen. Services
14 Rosa Burgess ..... CPRB	Kim Weber ..... Ethics

# Administrative Notes

**Quotes, Notes & Anecdotes** is published by the West Virginia Department of Administration

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