

Quotes, Notes & Anecdotes

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

Hymes' Skills Help Finance Division and Other Agencies



Thomas Hymes
February Employee
of the Month

Thomas Hymes, a Procurement Specialist for the Finance Division, has been selected as the Department of Administration's *Employee of the Month* for February.

A state employee for eight years, his duties include creating and administering multiple contracts for the Finance Division and its Shared Services Section, as well as accounts payable. He serves as the primary procurement officer for many state agencies within the Department of

Administration, including boards and commissions.

"His daily output of work is beyond satisfactory and he

thoroughly researches his work," said the co-worker who nominated him. "He takes pride in his job and is dedicated on or off the clock. A file can be located at any time due to his organizational skills. He not only helps our division with in-depth contracts that get frustrating but also takes the additional step to help agencies outside of the Department of Administration."

When he's not working, he enjoys playing drums in local bands, riding his motorcycle, coaching his three grandsons in baseball and basketball, and traveling around the country.

Hymes will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Allan McVey on Thursday, February 6, 2020, at 3:00 p.m. at the Finance Division offices in Building 17.

Annual State of the State Address Highlights West Virginia Accomplishments and Goals

On January 8, 2020, Gov. Jim Justice delivered the annual State of the State at the West Virginia Capitol. During his address, Gov. Justice presented a conservative budget, the creation of a Narcotics Intelligence Unit, and the state's revenue growth.

Gov. Justice began his address by recognizing various state leaders and their commitment to protecting health-care for individuals with preexisting conditions, improving the state's protection against cybersecurity threats, offering transparency of the state's finances, and investing in



Photo Courtesy of
Governor's Office

Gov. Jim Justice presented the annual State of the State on January 8, 2020, at the West Virginia Capitol where he discussed challenges facing the state and goals for this legislative session.

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SNEAK PEEK

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State Adopts New Telematics Pilot Program

By: Becky Farmer, Fleet Manager

With the passage of House Bill 4015 and the Division of Motor Vehicles state vehicle title, registration, and relicensing project of 2018, the state of West Virginia addressed the total number of vehicles inventory question. Now, the Fleet Management Division (FMD) is focused on the tools and services to assist agencies with state vehicle utilization.

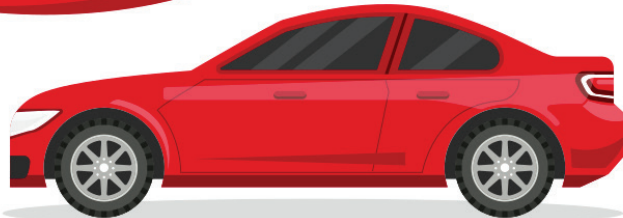
With the support of the Governor's Office, Department of Environmental Protection (DEP), and the Purchasing Division, the FMD entered into a one-year telematics pilot program. The goal of the telematics pilot program is to identify the features and plans that will provide the best controls and reports suited for state-owned vehicles.

Vehicle telematics refers to automobile systems that combine Global Positioning System (GPS) tracking and other wireless communications for automatic roadside assistance and remote diagnostics. Telematics can be used to monitor the location, movements, status, and driver behavior of vehicles.

In addition to location data, telematics can provide a list of vehicles and the status of each vehicle and its activities, which can be tracked in a single web-based interface.

Telematics allows end users to modify rules and parameters to create a scorecard that collects virtually any piece of data desired. Agencies may choose to focus on certain problems in order to maximize their use of the telematics information. Telematics

What are the Telematics Benefits?



"Fleets have a wide range of **fuel cost reductions**, but typically fleets see reductions well beyond 20 percent." — *GovernmentFleet.com*

"Quality GPS tracking software delivers over **100% return on investment** within the first year with proper usage." — *Automotive Fleet (October 2015)*

"Average percentage of **decreases with telematics for Fuel Consumption** = 10.2%, Accident Cost = 21.1% and Labor Cost = 11.8%." — *Connected Fleet Guide (2015)*

is capable of "geo-fencing" (which creates a virtual perimeter for a geographic area) and tracking speeding, harsh braking, harsh acceleration, harsh cornering, idle time, downtime, and seat belt use. Individual drivers can receive a key fob so that specific driver behavior can be identified for different drivers of the same vehicle.

There are many variables that can affect whether the use of telematics will result in cost savings to the state, including but not limited to acting on

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High-Level Officials Training on Purchasing Procedures and P-Card Rules Now Available in CourseMill

High-level officials who are unable to participate in one of the two webinars offered annually on state purchasing procedures and the Purchasing Card Program may now view this training via CourseMill. This training is co-presented by the Purchasing Division and the State Auditor's Office.

The most recent live training was offered as a webinar on November 7, 2019. To view the recording of that webinar, visit www.onlinelearning.wv.gov and log in using your unique ID number (e.g. A or B number) and password.

If you have not logged in before, the password should be "password." If you have logged in to CourseMill previously but cannot remember the password, simply click on the "Forgotten your User ID or Password?" link. If your email is in the system correctly, you should receive a message within five minutes of submitting your email address. Be sure to check your junk or clutter folder to see if the message went there. If you do not receive an email, call the Office of Technology's

Service Desk at 304.558.9966 for assistance.

Once logged into the site, click on the Course Catalog tab, type "PUR400E" into the Catalog ID field, and click on the Search button. The Purchasing Procedures and P-Card Rules (PUR400E) recording will populate. Simply click on the "Enroll" button for that session. Then click on the MyCourses tab to view the recording. You will need to view the entire recording to gain credit for viewing this training.

You will receive a confirmation email upon enrolling in this session, and a certificate will be emailed upon completion of viewing this training.

The training is mandatory for high-level officials and must be completed each fiscal year as indicated in W. Va. Code § 5A-3-60. For questions related to this training, email Purchasing.Training@wv.gov or contact Samantha Knapp at 304.558.7022.

How Does a Bill Become Law?

A bill is an idea for a new law, or an idea to change or repeal an existing law. In West Virginia, two groups of elected citizens (34 senators and 100 delegates) study, discuss, and vote on bills. In order to become law, bills must pass both the House of Delegates and the Senate, as well as avoid a governor's veto.

Anyone can propose an idea for a bill to his or her legislator. The legislator must decide to sponsor it, and then the bill is drafted in proper bill form. The bill is sent to the clerk of that legislator's chamber, and the clerk assigns the bill a number. The numbered bill is assigned to a committee to be considered.

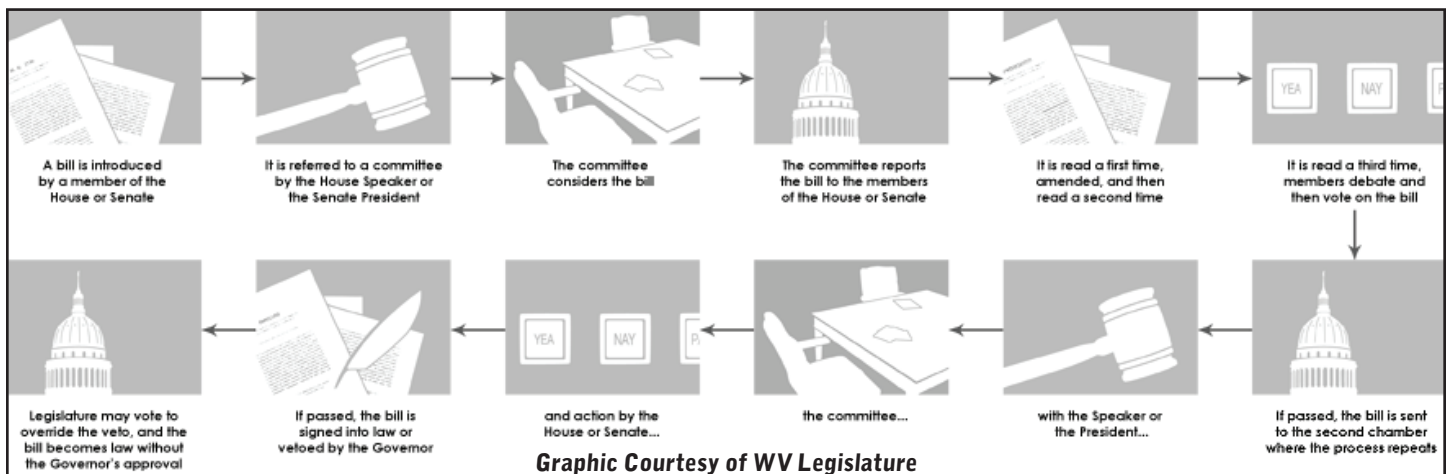
When the bill is passed out of committee, the recommendation for that bill is read on the floor of the House or Senate. The Rules Committee of each chamber then determines which bills will be considered and places them on the calendar. Each bill is read a total of three times. The first time serves as the information stage, the second allows the legislators to vote on amendments and the third time allows them to vote on passage of the bill. If a bill is passed by one chamber, it is sent to the other body where the process is repeated.

If changes are made to a bill in the second chamber, it must go back to the first chamber for additional review. If the first

chamber doesn't agree with the changes, a conference committee with members of both chambers is assigned to work on the differences. Assuming the committee reaches a compromise, the bill is once again voted on for passage.

After a bill passes both chambers in the same form, it is sent to the governor. If the Legislature is in session, the governor has five days to approve or veto it. After the Legislature adjourns, the governor has 15 days to act on most bills. If the governor fails to act within these time limits, the bill(s) automatically becomes law but may not become effective until a later date.

A simple majority vote of the Legislature is needed to override a veto, unless a budget bill is vetoed. In that case, a $\frac{2}{3}$ vote of the members of both chambers is needed to successfully override the veto.



STATE OF THE STATE

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agriculture opportunities.

"The state of our state is strong," stated Gov. Justice. "And it's growing stronger every single day."

Several times throughout the evening, Gov. Justice reiterated the need to help those struggling and needing assistance. Justice outlined his plan for \$2 million to go to the Department of Education's Backpack Program to help provide food to students and \$1 million to create and support food pantries. Justice also allocated \$150 million in his budget to create the Medicaid Families First Reserve Fund which ensures "we will always have vital services for those that are the most exposed and need the most help."

As he had done in previous State of the State addresses, Gov. Justice commented on the opioid crisis in West Virginia and ordered DMAPS Cabinet Secretary Jeff Sandy to create the Narcotics Intelligence Unit. This unit will work as a "strike force" to crack down on drug dealers in the state.

Revenue growth went up \$511 million in the last year according to Gov. Justice. He recognized several factors that could have assisted in this growth, including the state's tourism program

which surpassed the national average of growth by 58 percent. Several companies, such as Northrop Grumman, Proctor & Gamble, The Great Barrel Company, and Toyota, have continued to add jobs and perform well in West Virginia. Gov. Justice anticipates announcing that the company Ramaco will be building a plant in the southern part of the state soon. Gov. Justice also expressed hopes that the Virgin Hyperloop project would be placed in West Virginia.

Medal of Honor recipient Woody Williams also spoke a few words regarding the Gold Star Family Memorial Monument that will be located on the Capitol grounds and "will be two times the size of anybody else's in the country, because we are West Virginia."

Gov. Justice ended the evening by sharing his love for the state and instructing the state to keep working to "go win the gold."

To read the full transcript of Gov. Justice's State of the State address, visit <https://governor.wv.gov/News/press-releases/2020/Pages/2020-West-Virginia-State-of-the-State-Address.aspx>.

Privacy Day Event Hosted by State Privacy Office, BRIM



Gov. Jim Justice declared January 28, 2020, as Cyber Security Awareness and Data Privacy Day in West Virginia. BRIM celebrated by hosting a privacy event with West Virginia's Cyber Breach Coach, Scott Koller.

January 28th has once again been recognized by Gov. Jim Justice as Data Privacy Day in West Virginia. This proclamation allows West Virginia to join in this internationally recognized day that highlights privacy issues and strategies to safeguard data. The West Virginia State Privacy Office, which falls within the Board of Risk and Insurance Management (BRIM), hosted a special Data Privacy Day event for the state's Privacy Management Team and state agency payment card industry contacts who work with the WV Treasurer.

"In 2019, state and local governments nationwide saw an unprecedented number of ransomware attacks on their computer and technology systems," shared Chief Privacy Officer Ashley Summitt. "We, as a state government, can have the most sophisticated technology protections in place but still be vulnerable to a data disclosure because a person makes an inadvertent mistake.

"Our best defense is the constant drumbeat of employee training, awareness, and vigilance. The State Privacy Office and BRIM work every day to get that message out to state employees. Data Privacy Day is our opportunity to reiterate those fundamentals again on a larger and more in-depth scale."

More than 75 individuals attended the Data Privacy Day event on Payment

Card Industry-Data Security Standards which was presented by Scott Koller of BakerHostetler. Representatives from the Treasurer's Office, Office of Technology and Experis also attended the event.

"As the state's risk manager, BRIM supports all efforts to protect our state employees' and citizens' private information and data," said BRIM Executive Director Mary Jane Pickens. "We have enjoyed having the State Privacy Office as a division within BRIM and we look forward to continuing to support the Chief Privacy Officer's important work."

Employees are encouraged to periodically review privacy policies and know the steps of how to report an incident. For more information or tips on privacy practices, visit <http://privacy.wv.gov/tips>.



TELEMATICS

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information received to affect the behavior of drivers.

According to many telematics providers, the use of telematics data may result in the following types of savings:

- Changes in driver behaviors may result in fuel savings;
- Improved maintenance scheduling and servicing with diagnostic data;
- Better warranty recovery;
- Better utilization of vehicles;
- Potential reductions in accidents, claims, and roadside assistance; and
- Potential reductions in labor costs.

The pilot program is an addition/ex-

tension of the state's vehicle management vendor, Automotive Resources International (ARI), who currently holds a contract to supply vehicle maintenance and fueling services.

By utilizing the state's current maintenance and fueling vendor, it eliminates interface charges. It also reduces the timeline of learning a new system. Having one centralized place for all maintenance, fueling, vehicle tracking, and diagnostics will better define how driving behavior affects a vehicle's operations cost.

DEP volunteered to pilot 44 of the

Geotab telematics devices and FMD installed another six devices on their rental vehicles. The pilot program will test Geotab's Base, Pro, and ProPlus plans. Each plan provides a different level of features. The devices were installed on the vehicles at DEP's headquarters in late October.

The pilot program will provide the format to evaluate telematics devices and features for one year and develop an understanding of the services that can best assist agencies with maximizing the efficiencies of their state vehicles.

Nominate the next Department Employee of the Month!

Do you have a co-worker who stands out from the crowd? Let him or her know you appreciate his or her hard work and dedication by submitting a nomination for that person for the Department of Administration's **Employee of the Month** award!

Each month, a Department of Administration employee is selected by a committee from a list of nominees. Recipients are presented with an award during a small ceremony. In December, all department employees vote from the 12 monthly recipients for one to receive the honor of **Employee of the Year**.

The nomination form can be found online at www.administration.wv.gov/employee-of-the-month/Documents/

[EOTMnominationform.pdf](#).

When completing this form, employees should be as detailed as possible as to why this individual should be selected as the **Employee of the Month**. Nomination forms must be signed and submitted to the Cabinet Secretary's office in Building 1, Room E119. All nominations are confidential.

For more information on the **Employee of the Month** program, visit www.administration.wv.gov/employee-of-the-month. Questions may also be directed to your agency's committee representative, which can be found at the link above, or to **Employee of the Month** Chairperson Joyce Jones at Joyce.K.Jones@wv.gov.

Each Employee of the Month nominee is screened using the following criteria:

- Producing work-related service above and beyond the norm;
- Promoting harmony with co-workers;
- Promoting a positive image of the Department/Section/Unit;
- Maintaining exemplary work standards;
- Presenting a cooperative or helpful attitude;
- Demonstrating exemplary use of time (includes work time and leave use); and
- Service to the community.

West Virginia Girls Participate in 2020 Girls Go CyberStart

West Virginia once again joined in on the innovative competition known as Girls Go CyberStart, designed to encourage girls and women to explore careers in cybersecurity.

"We need to do everything we can to give our talented students the chance to access the rewarding field of cybersecurity," Gov. Jim Justice said. "Over the past few years, the Girls Go CyberStart competition has been a fun way to introduce hundreds of young ladies across West Virginia to a profession that offers an abundance of opportunities for highly qualified people, especially women, and we hope that this competition inspires some of our participants to launch a career in this great field."

West Virginia is partnering with the SANS Institute – which runs the Girls Go CyberStart initiative – to provide high school girls with the opportunity to learn cyber skills and apply them to realistic threats and scenarios faced by professionals in the field of cybersecurity. The SANS Institute is the largest provider of cybersecurity training and professional certifications worldwide.

For the competition, each student takes on the role of a security agent and solves puzzles and challenges to earn points that al-

low her to progress to the next level with new challenges. High school girls in grades 9-12 can register to play alone or in teams of up to four students. Participants solve challenges to gain points and advance through levels, earning prizes along the way for themselves and their schools.

The first phase of the games began in January, but registration is open until February 14, 2020. As of mid-January, a total of 113 girls from 13 West Virginia schools had signed up to participate, with 11 of them successfully completing the Assess phase. Those girls are set to move on to the CyberStart Game on February 10, 2020.

Clubs that have five girls who qualify for Stage 2 of Girls Go CyberStart will also earn additional non-competition licenses for boys or other girls in their school.

Boys who are interested in learning more about the field of cybersecurity can play the CyberStart Game, which is also run through the SANS Institute, but is independent of the Girls Go CyberStart competition.

In 2019, 206 students in West Virginia participated in the program. The top West Virginia teams in 2019 were Greenbrier East High School, Parkersburg High School, and Notre Dame High School.

In 2018, the inaugural year of the competition, 231 students from West Virginia participated in the program. The top West Virginia teams in 2018 were Fayetteville High School, Scott High School, and Williamstown High School.

For more information or to register, visit the Girls Go CyberStart website at <https://www.girlsgocyberstart.org/> or the West Virginia Office of Technology's website at <https://technology.wv.gov/security/PresentationOpportunities/Pages/Girls-Go-CyberStart.aspx>.





20% Auto Rate Savings

The State Credit Union has funds allocated for special financing rates for new and used automobiles. Buying or refinancing, we will save you money!!

Used Autos

Buying:

In the market for a used auto, great! SAVE 20% off stated rates !!!

Refinancing:

Refinance with us from another institution and SAVE 20% off your current rate.

If your current rate is 3.99%, you could save 0.80% and refinance at 3.19%!!!

New Autos

Take the REBATE and our super low RATE with 20% off.

Call us for a free quote at 304.558.0566. Apply ON-LINE, it's easy, convenient & within 1 day.

**Offer does not apply to Loans currently financed at SCU or cash-out refinances and no other discounts or offers may be applied in combination with promotional rates. All loans are subject to current underwriting guidelines, credit approval and a floor interest rate of 2.49% APR for a maximum term of 36-72 months based on credit score and model year. Member must qualify and other terms and rates available for non-qualifiers. Proof required of current contract rate for loan being refinanced. Additional terms and restrictions may apply. APR = Annual Percentage Rate. Act now!! Offer good for limited time only.*

Welcome! ... The Department of Administration is pleased to welcome **Norman Hall** (Aviation); **Kelly McClure** (Personnel); and **Jeffery Whitman** (Technology).

Best Wishes ... to **Paul Miller** (CPRB); **Anna Burford** (Personnel); **Carina Ferrell** (Real Estate); and **Michael Manning** (Technology), who recently resigned from our department.

W-2s Now Online ... State employees can view and print their W-2s for the 2019 calendar year electronically through their myApps account by going to www.wvsao.gov or wvOASIS.gov.

Presidents' Day ... Please remember that state employees will recognize Monday, February 17, 2020, as a state holiday in observance of Presidents' Day.

Many Thanks ... to General Services Division employee Angie Nitardy for coordinating a last-minute, complicated event on behalf of Delegate Dianna Graves. Your hard work is appreciated!

Tweet Tweet ... Are you following the Department of Administration on Twitter for news and announcements at [@west-virginiadoa](https://twitter.com/@west-virginiadoa)? Follow us there to stay informed on the latest information!

Got News? ... Share YOUR good news with all of your department co-workers! Email Samantha.S.Knapp@wv.gov with detailed information so we may include it in the next issue of the newsletter.

HAPPY BIRTHDAY ... in FEBRUARY

Below is a list of Department of Administration employees celebrating their birthdays during the month of February:

Valerie Poindexter.....BRIM	Crystal Broyles.....PEIA
Heather Drake.....CPRB	Lisa Conley.....PEIA
Bridget Hanshaw.....CPRB	Kara Anderson.....Personnel
Amber Hawkins.....CPRB	James Bateman.....Personnel
Joshua Hudnall.....CPRB	Gary Goble.....Personnel
Tenna Lillbridge Bell.....CPRB	Breanne Myers.....Personnel
Nathan Moul.....CPRB	Tracy Richardson.....Personnel
Haley Perry.....CPRB	Bob Ross.....Purchasing
Timothy Phillips.....CPRB	Thomas Barton.....Real Estate
Victoria Sutton.....CPRB	Kenneth Jackson.....Real Estate
Nancy Crawford.....Finance	John McHugh.....Real Estate
Chena Hill.....Fleet	Misty Moore.....Real Estate
Andrew Bragg.....Gen.Srvs.	Andrew Sabatino.....Real Estate
Michael Hamrick.....Gen.Srvs.	Christopher Bailey.....Technology
David Haynes.....Gen.Srvs.	Michael Ebert.....Technology
Gary Pennington.....Gen.Srvs.	Matthew Fenney.....Technology
Stephen Pinkerton.....Gen.Srvs.	Zachary Hennen.....Technology
William Raines.....Gen.Srvs.	David Highland.....Technology
Landon Brown.....Grievance	Donnie Lively.....Technology
Carrie Lefevre.....Grievance	Adam Robinson.....Technology
Samantha Smith.....Grievance	Joshua Spence.....Technology

Administrative Notes

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