



Quotes, Notes & Anecdotes

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

CPRB's Bailey Brings Harmony to the Workplace



Melody Bailey
July Employee
of the Month

Melody Bailey, an Actuarial Analyst for the Consolidated Public Retirement Board (CPRB), has been selected as the Department of Administration's *Employee of the Month* for July.

A state employee for 11 years, Bailey's duties include data analysis, preparing actuarial/fiscal notes for proposed legislation, performing actuarial valuations of the plans administered by the Board, and performing other actuarial studies.

"Not only does Melody perform her job duties well, she goes above and beyond to assist co-workers as much as she can when she is asked for help," said the co-worker who nominated her. "Additionally, as the unofficial leader of the Employee Activity Committee, Melody voluntarily spends countless hours

of her own time making sure that the various holiday luncheons, Public Employee Appreciation Week activities, and other events are successful. These events are vital to all CPRB employees' morale and sense of workplace community, and they would not be as awesome without all of Melody's hard work."

When she's not working, Bailey enjoys spending time with family, attending church and Bible studies, traveling, playing Team Trivia, dancing, and driving around in her El Camino (a.k.a. the *Mel Camino*).

Bailey will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary John Myers on Thursday, July 6, 2017, at 3:00 p.m. at the CPRB offices in Kanawha City.

DOP Policy Provides Education Expenses Assistance

State employees may be eligible for reimbursement for education expenses or qualify for leave under the Education Expense Reimbursement and Leave (EERL) program.

As stated in the Department of Administration's EERL policy maintained by the Department and recognized by

the Division of Personnel, the reimbursement must be for employment-related education expenses, and reimbursement is at the discretion of agency leaders.

The Department of Administration's EERL program is limited to full-time permanent employees who have been employed by the agency for a minimum

of two years. Participants are required to satisfy a minimum academic grade or full completion of the course standards as specified in the policy. While employers can reimburse some education costs, they are not required to reimburse more than the original agreed upon amount. Any instance of false information being provided will require the employee to repay any monies received.



West Virginia Division of Personnel

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College Students Join Department of Administration Agencies as Part of Governor's Internship Program

This summer, the Department of Administration continues to benefit from the West Virginia Governor's Internship Program. This program offers high-achieving West Virginia college students the opportunity to step beyond the classroom into the real-world work environment of state agencies.

Students are placed in internships where they can gain experience relevant to their academic interests while learning under a professional in that field and assisting agencies with their projects.

The West Virginia Department of Education and the Arts and the Division of Personnel collaborate each year to make this program available to all state agencies and allow these prestigious students the opportunity to gain valuable experience and insight. This year, the Department of Administration has six interns from the program.

This summer's interns include:

Damian Adams, a senior at Marshall University majoring in computer science, is working for the Purchasing Division. His general duties include troubleshooting printers and computers, and creating various reports. In

addition, he is developing a mobile application for the Division to replace its current application, working on an information kiosk for the reception area and an electronic method for visitors to sign in upon entry, and researching new uninterruptible power supplies for the office.

"My favorite thing about my internship is the freedom to offer my ideas in the workplace," he said. "When I am assigned work, I am able to prioritize as I feel best to get the work completed. I also like the friendly atmosphere around the office. The program itself is great because it provides fantastic opportunities to see Charleston and experience West Virginia."

Matthew Reynolds, a senior at the University of Kentucky majoring in accounting, is working for the Finance Division. His duties include archiving, making follow-up telephone calls on behalf of the agency, and comparing old and new reports.

"All of the employees in the office are friendly and willing to answer questions," he said. "The internship program has given me the opportunity to see how an agency within state government operates."



Ryan Patrick, a junior at Fairmont State University double majoring in national security and intelligence and political science, is working for the Division of Personnel. His duties include logging staffing requests, organizing binders that might be used in legal cases, attending grievance hearings, and going to job audits on occasion.

"My internship is providing useful information I can use at school, such as learning how to mediate problems and gather proper documentation," he said. "This will help me tremendously as I was recently elected the president of my fraternity, Alpha Phi Omega. I will be able to use new methods to deal with

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2017 Alternative Fuel Vehicles Showcased at Event at State Capitol for State Employees and Public



The National Alternative Fuels Training Consortium, a program of West Virginia University, and alternative fuel vehicle experts and fleet managers were at the Capitol on May 19, 2017, for a workshop called "The ABCs of AFVs: Alternative Fuel Vehicles' Role in Our Energy Future" and a display of alternative fuel vehicles. The event was funded by the West Virginia Division of Energy Clean State Program.

Unstable fuel prices, as well as concerns for the environment and air quality, have led many Americans to seek information about alternatives to gasoline, diesel fuel, and other petroleum-based products. The National AFV Odyssey Day at the Capitol and vehicle display provided attendees with information about AFVs and local alternative fueling infrastructure.

New Effort to Guard Against Cyber Security Threats

An Executive Order issued in May by Gov. Jim Justice directed the Chief Technology Officer (CTO), who oversees the West Virginia Office of Technology, to conduct cyber risk management oversight in the identification, analysis and decision making process to ensure cyber security protections for the state of West Virginia.

CTO John Dunlap will be in charge of developing and overseeing a Cyber Security Program, which will encompass a Cyber Security Team that will provide strategy and advance governance, create technology-focused workgroups to conduct cyber security training, issue cyber security policies and baselines indicating minimum levels of cyber security

protection, and conduct and oversee cyber security risk assessments.

"I would relate the project to a maturity model. We are starting to crawl, seeking to move forward to walking, then running," said Chief Information Security Officer Joshua Spence of the Office of Technology. "This is a multi-year initiative. It will take time as it is a fundamentally different approach."

According to Spence, the primary initiative at this point is to collect critical information to be used to calculate and "draw" a risk picture. The risk picture will empower agency heads to focus limited resources on that which matters most.

"The Executive Order is a significant

step forward in advancing the protection of state information systems and sensitive data," said Spence. "The topic of 'cyber security' makes the news on a regular basis for a reason, because the threat is real." Spence added that the Executive Order highlights the importance of cyber risk management and broadens the scope of responsibility, as cyber security and privacy is everyone's job.

"The importance of protecting our state's systems against cyber security threats is crucial," said Department of Administration Cabinet Secretary John Myers. "The CTO will heighten his organization's role in providing more outreach to our employees and citizens to ensure awareness of these risks."

Summer Road Construction Brings Driving Hazards

When traveling this summer, be on the lookout for more than other vehicles. Warmer months mean an influx of construction work zones. For many of these workers, their only protection from oncoming traffic is a plastic cone or drum.

The leading cause of injury and death in highway construction zones is speeding traffic. The Fleet Management Office (FMO) would like to remind you of the following safety tips to keep yourself and workers safe this summer.

- **Slow down:** Speeding is a primary cause of work zone crashes.
- **Don't tailgate:** Keeping a safe distance between the car in front of you will allow you time to react and avoid a rear-end collision. Leave two car lengths between you and the car in front of you when traveling through work zones.
- **Stay alert and minimize distractions:** 25% of all traffic crashes are related to distracted driving. Be alert in work zones.
- **Expect the unexpected:** Work zones can affect speed limits, traffic lanes and road conditions.
- **Pay attention to the signs and obey road crew flaggers:** Warning signs

Summer Driving Facts

- During the past five years, more than 4,400 people have died in work zone crashes in the U. S. and 200,000 people were injured.
- Drivers are the most frequent fatality in work zone crashes.
- Most work zone fatalities involve working-age adults.
- Rear-end crashes are the most common type of work zone crash.
- Fatal work zone crashes occur most often in summer and fall.

- Stopping distance for motor vehicles traveling at 50 mph on dry roadways is 300 ft.
- A loaded tractor-trailer requires 50% more stopping distance.
- The majority of fatal work zone crashes occurred on roads with speed limits greater than 50 mph.
- It only takes an extra 25 seconds to cover one mile at 45 mph compared to 65 mph.



Source: U.S. Department of Transportation and the Federal Highways Administration

and flaggers will help direct drivers safely through work zones. You can be ticketed for not following directions.

- **Keep up with the traffic flow:** Don't wait until the last minute to merge from a lane closing.
- **Schedule enough time for travel:** The West Virginia Department of Transportation provides information on road conditions and scheduled construction sites at www.wv511.org.

Allow yourself plenty of time during your travel so you do not feel compelled to rush.

- **Be patient and stay calm:** Work zone crew members are working hard to improve the road and make your future drive better. Be considerate of their hard work and understanding of delays.

For more driving safety tips, visit the Fleet Management Office's website at www.fleet.wv.gov.

Quotes, Notes and Anecdotes

State Privacy Office Transfers From DHHR to BRIM

The West Virginia Board of Risk and Insurance Management (BRIM) will now oversee the protection of personally identifiable information, including protected health information, that is collected and maintained by Executive Branch agencies.

As part of an Executive Order issued by Gov. Jim Justice in May, BRIM will now oversee the State Privacy Office, which was previously organized under the Department of Health and Human Resources' Health Care Authority. The Office is responsible for issuing privacy policies, providing awareness and conducting assessments. A Privacy Management Team will be maintained and comprised of appointed representatives from all Executive Branch department-level organizations.

"We are pleased to welcome the Privacy Office to BRIM," said Deputy Cabinet Secretary and BRIM Director Mary Jane Pickens. "Responsibility for developing and maintaining an effective state privacy program is critical as we increasingly rely on the use of personal information and technology to provide state services. Having the expertise of the State Privacy Officer and her team within our agency will enhance BRIM's ability to focus on mitigating risk and limiting liability in this area, and through BRIM's loss control functions, ultimately improve the security of personal information."

Cabinet Secretary John Myers added that incorporating the State Privacy Office into the organization of BRIM is an efficient and logical blending of core functions since BRIM already exists to protect the state against risks. "BRIM has been instrumental in enabling West Virginia to be one of



Chief Privacy Officer Sallie Milam (left), Administrative Secretary Sue Haga (center) and Assistant Chief Privacy Officer Lori Tarr (right) encompass the State Privacy Office, which recently transferred to the stewardship of the Board of Risk and Insurance Management. The Privacy Management Team previously fell under the authority of the Department of Health and Human Resources.

the first states to administer cyber liability insurance for its government agencies," he said.

The Department of Administration is pleased to welcome the State Privacy Office to BRIM and looks forward to working closely with them to minimize any risk to our state citizens' personally identifiable information.

Cyber Technology Tip

Cyber Tip: Only Use Trusted Wi-Fi Networks When Connecting to the Internet

Cybercriminals can create fake hotspots that provide free access points from which to steal your data. When away from the office or your home network, you may be tempted to use a free Wi-Fi connection to get on the Internet. For example, you go to a coffee shop and want to check your email or do some online research. These are the types of instances when criminals conveniently set up free, innocent-looking hotspots to give you online access while secretly monitoring all of your data. Avoid untrusted public Wi-Fi spots when working with the state's sensitive data, and naturally, your own personal information.

For more information and advice on how to protect one's information online, visit the Office of Technology's Cyber Security website at www.technology.wv.gov/security.

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INTERNS

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problems and can teach others how to document our hours and pledge requirements in a more professional manner. I view this job not only as a way to make money over the summer and serve the state, but also a way to help others and leave a better functioning group than when I came. I share a quote from Dr. Harold Winston with my fraternity brothers, 'Never accept the world as it appears to be. Dare to see it for what it could be.' I try to live by that every day and see everything I gain here as a lesson and tool to further myself and others."

Jaime Barton is working for the Office of Technology (OT) and plans to attend graduate school this fall at Marshall University to study English. She graduated from West Virginia State University in May with a bachelor's degree in English and a minor in French. She returned to OT this year, working with the project management team. Her duties include writing and proofreading Standard Operating Procedures, gathering information and data for Telecommunication Change Requests, gathering information and data related to phone numbers in order for office moves to run more smoothly, and organizing and archiving files in the office's shared hard drive.

"My favorite part of the internship is the people I work with. I've been blessed with a wonderful boss, and everyone in the office is kind and helpful. They make the work day go by very quickly," she said. "The best part about the Governor's Internship Program overall is the opportunities. The program is a great way to get your foot in the door and gain work experience. I've learned so much in my two years of working at the Office of Technology, and I'll always be grateful for this internship program."



Trevor Wooten, Matthew Reynolds, Ryan Patrick, Logan Neccuzzi, and Damian Adams (left to right) are all participants in the 2017 Governor's Internship Program. This program allows students to experience a real-world work environment within Department of Administration agencies. Not pictured: Jaime Barton.

Logan Neccuzzi, a junior at West Virginia University's Music Education program in the College of Creative Arts, is also working for the Office of Technology. His duties include observing and teaching classes on how to use various Microsoft Office programs, as well as putting together textbooks for the classes and helping out around the office. "My favorite part of my internship is getting to work within an environment of people who are helpful, friendly, and full of advice," he said. "That allows me to get teaching experience early in my education."

Trevor Wooten is a junior at West Virginia University majoring in political science with an emphasis on pre-law and minoring in philosophy. His duties at Public Defender Services include gathering information on indigent defense nationwide, to better put our current system into perspective. "The best part of my internship is meeting great people, and the fantastic opportunities," he said.

EDUCATION

Continued from Page 1

Advanced authorization is required for education expenses and subsidized education leave. Employees who are enrolled in any course prior to receiving written approval will be solely responsible for all financial payments if not approved. Approved education expenses are limited to traditional costs, such as tuition and related fees. Funds will not cover payments for books, transportation costs, supplies, room

and board, subscription to any professional/technical publication, and other voluntary expenses listed in the Department of Administration's policy.

Completed applications for employees interested in the program should be submitted to the employee's supervisor in accordance with guidelines. The supervisor will then verify that the education is relevant to the person's job, verify that funding is available to re-

imburse the education, and submit the request for approval of the Department of Administration's EERL Committee.

To learn more about the Department of Administration's EERL program, visit <https://sharepoint.wv.gov/sites/administration/default.aspx> and click on "Department of Administration Agency Policies". The EERL program is the third policy listed.

PEIA Makes Change to Premium Deductions

The Public Employees Insurance Agency (PEIA) recently announced a change to how premiums will be withheld. Starting with the July 7, 2017, paycheck, PEIA premiums will be withheld twice each month. This will move premiums from 26 deductions to 24 deductions with two PEIA premium holidays during the plan year. The two premium holidays will occur in months that have three pay periods.

By withholding premiums twice a month, this will resolve accounting issues experienced by PEIA and participating agencies and provide employees with two paychecks each year that have no health or life insurance premium deductions, resulting in greater take-home pay in those two paychecks.

This will only affect PEIA health (i.e. PEIA PPB and the Health Plan) and life insurance premiums. Mountaineer Flexible Benefit Plan premiums will continue to be withheld over all 26 pay periods.

For more information, visit www.wvpeia.com.

Are you following the Department of Administration on Twitter for news and announcements at @westvirginiadoa? Stay informed on the latest information!

Welcome! ... The Department of Administration is pleased to welcome **Susan Haga, Sallie Milam, and Lori Tarr** (BRIM); **Thomas Hymes and Stephanie Kirk** (Finance); **Sabrina Stollings** (Purchasing); and **Derek Bailey** (Technology).

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Christine Johnson** (BRIM); **Keith Huffman** (PEIA); and **Donna Meadows, Larry Meninger, Michele Null and Jack Toler** (Technology) the very best during their retirement.

Best Wishes ... to **Matthew Jackson** (General Services); **Robert Marriott** (PEIA); and **Eric Gartin, Laura Hooper and Jimmy Owens** (Technology), who recently resigned from our department.

Agency Fleet Coordinator Training ... This training is for all agency fleet coordinators and is scheduled for August 1, 2017. Registration will be required. Stay tuned for more information from the Fleet Management Office soon.

Got News? ... We want you to share YOUR good news with your department co-workers! Send your information to Communication Director Diane Holley-Brown at Diane.M.Holley@wv.gov!

HAPPY BIRTHDAY TO YOU ... in July!

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

Stephen Knotts.....Aviation	Seth Atkisson.....Technology
Lori Bailey.....BRIM	Matt Beckett.....Technology
Carl Baldwin.....BRIM	Jeffrey Bird.....Technology
Marilyn McMinn.....BRIM	Toney Broyles.....Technology
Candace Kinslow.....CPRB	Jamie Cartwright.....Technology
Theresa Kline.....CPRB	Kevin Cecil.....Technology
Alysia Miller.....CPRB	Staci Clutters.....Technology
Terasa Miller.....CPRB	Kelli Doyle.....Technology
Malechra Pannell.....CPRB	John Gibson.....Technology
Paula Van Horn.....CPRB	Rebecca Hall.....Technology
Dena Butler.....Fleet	April Honaker.....Technology
Tony Easley.....General Svcs.	Patricia Johns.....Technology
Jesse Erby.....General Svcs.	Kevin Kinder.....Technology
Raymond Jordan.....General Svcs.	Andrew Lore.....Technology
Bob Kilpatrick.....General Svcs.	Katherine Martin.....Technology
Limber Munoz.....General Svcs.	Steven Martin.....Technology
Stanley Stewart.....General Svcs.	Nathan Merritt.....Technology
Cricket Reynolds.....Grievance	Shaun Neidlinger.....Technology
Lee Halstead.....PEIA	Valerie Osburn.....Technology
Thomas Marchio.....PEIA	Brian Pratt.....Technology
Tom Miller.....PEIA	Jack Pullen.....Technology
Nicole Spears.....PEIA	Lora Reese.....Technology
April Taylor.....PEIA	Thomas Riddell.....Technology
Christie Yarbough.....PEIA	Thaddeus Robinson.....Technology
Monica Ashford.....Personnel	Duane Ryder.....Technology
Sarah Jarrett.....Personnel	Ruth Shaffer.....Technology
Heather Atkins.....Pub. Def. Svcs.	Philip Skeen.....Technology
Jason Parmer.....Pub. Def. Svcs.	Nicholas Smith.....Technology
Mitzie Howard.....Purchasing	Teddy Thompson.....Technology
Sabrina Stollings.....Purchasing	Frank Waybright.....Technology
John Myers.....Sec. of Admin.	

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