



# Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration  
July 2019 - Volume 26, Issue 7

## Employee of the Month

### Otey's Assistance Helps Her Unit Sail Smoothly

Twila Otey, Secretary II for the Classification and Compensation (Class and Comp) section of the Division of Personnel, has been selected as the Department of Administration's **Employee of the Month** for July.

Otey has worked for the state for three years. Her duties include scheduling and coordinating meetings for the Class and Comp Assistant Director and staff; notifying and communicating with state agencies of classification determinations on behalf of the Class and Comp Assistant Director; tracking and maintaining all incoming and outgoing documents received by Class and Comp; and composing, typing, editing, and proofreading a variety of documents.

"Twila is so much more than the title she holds," said the co-worker who nominated her. "She keeps our unit on track most days and is always willing to assist in any way she can. Her organizational skills, vast knowledge, experience, expert letter writing ability, and time management skills keep our unit flowing smoothly and help us stay ahead of deadlines. Twila never

complains when asked to help or take on additional tasks on top of the 100 other things she has with deadlines, and she does it with a smile and positive attitude. She not only supports our unit but is willing to assist anyone else in the department who comes to her for support."

When she's not working, Otey enjoys attending church, gardening, playing Scrabble and Rook with her family, and watching football with her husband.

Otey will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Allan McVey on Thursday, July 18, 2019, at 3:00 p.m. at the Division of Personnel's offices in Building 3.



**Twila Otey**  
**July Employee**  
**of the Month**

### PEIA Health Care Plan for Fiscal Year 2020 Now in Effect

State employees should be aware of changes resulting from the Public Employees Insurance Agency's (PEIA) financial plan for Fiscal Year 2020, effective July 1, 2019.

As part of the changes, PEIA has a new third-party administrator, UMR, and new medical ID cards were issued. The new plan will eliminate penalties originally intended to encourage members to seek in-state care, including a 10 percent higher coinsurance rate, a \$25 per visit copay, and a facilities fee limit that requires members to pay the difference between discounted in-state

rates and higher out-of-state and out-of-network rates for a variety of routine procedures such as lab tests, MRIs and colonoscopies. The coinsurance change applies only to counties bordering West Virginia. The higher coinsurance will remain in place for out-of-state providers beyond the bordering counties.

The plan also adds an appeal process for members who require medications from the Tier 3 nonpreferred brand name list, which carries a 75 percent coinsurance rate up to the \$1,750 annual out-of-pocket maximum for prescription drugs.

For more information regarding these changes and the PEIA health plans for Fiscal Year 2020, visit [peia.wv.gov](http://peia.wv.gov) or call 1.888.680.7342.



## SNEAK PEEK

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## Three West Virginia Schools Rank Nationally in Girls Go CyberStart

For the second year, West Virginia participated in an innovative competition designed to encourage girls and women to explore careers in cybersecurity.

“Cybersecurity is a growing and well-paying field,” said Gov. Jim Justice. “The profession faces a shortage of qualified professionals, especially women. The Girls Go CyberStart program is a fun way our West Virginia students can get training opportunities and find out how they can be part of this workforce.”

West Virginia partnered with the SANS Institute to provide high school girls with an opportunity to learn cyber skills, discover their cyber talents, and explore what a career in the field entails.

Each player starts as a “cyber agent” responsible for protecting an important operational base. The student selects a storyline and earns points by solving a series of cybersecurity-related puzzles, deciphering cryptography, applying research, and using other skills to solve challenges. When the player has won enough points, she moves to the next level of play with new challenges.

The first month of the CyberStart program kicked off on March 20, 2019, with 9,500 girls from 27 states applying their cyber skills to accumulate points, vying to be one of the schools invited to the third and final stage. From the schools with the

highest scoring participants, 120 teams comprised of four girls each were chosen to compete in the national online “Capture the Flag” competition. Of those, three schools from West Virginia placed in the top 100: Morgantown High school ranked 41<sup>st</sup>, Fayetteville High School ranked 72<sup>nd</sup>, and Scott High School ranked 99<sup>th</sup>.

The Girls Go CyberStart challenge focuses on high school girls in grades 9 through 12, and no experience in information technology or cybersecurity is needed. Girls can play solo or on a team of up to four people. Players can participate from home, school, or both. This free program only requires a computer and an internet connection. Girls begin with the Assess program to explore their cyber talents and interests.

Schools where girls meet eligibility requirements win access to the full CyberStart Game for their entire school and extend the competition to both male and female students. Students also have the opportunity to win cash prizes for themselves and their schools.

For more information, visit [girlsgocyberstart.org](http://girlsgocyberstart.org).



### College Level FastTrack for all students

New this year was the college-level Cyber FastTrack challenge for both male and female college students, a program that mirrored the Girls Go Cyber Start high school program. With the state's help, West Virginia college students were encouraged to participate in the program, which identifies individuals who excel in cybersecurity and inspires them to consider a future in the field.

Individuals competed for \$2.5 million available in scholarships and a chance for an all-expenses paid spot in the SANS Honors Academy for advanced cybersecurity training and certifications. Sixteen students from West Virginia colleges made the quarterfinals.

## GSD Seeks Potential Donated Trees for Holiday Season



It truly is Christmas in July for the General Services Division (GSD). This is the month when the grounds crew starts planning for the holiday season and looking at potential trees for the Capitol campus. GSD is seeking two Christmas tree donations—one to be displayed on the south plaza (Lincoln side) of the State Capitol Complex and one on the north plaza (at the fountain circle). The two trees will be on display from after Thanksgiving to New Year's Day.

Each tree selected must stand between 25 to 30 feet tall. While a Blue Spruce is preferred, recently used trees include a Norway Spruce and a Douglas Fir. Ideally, the tree will need to be uniform in shape since it will be seen at 360 degrees.

When traveling to view potential tree donations, the crew must consider the ease of access for Division of Highways' trucks, which will be used to load and haul the trees back to the Capitol campus. The area surrounding each tree also needs to be relatively flat to accommodate the truck and hoist. Any power lines, utilities, or gas meters surrounding the tree may also be a hazard and should be considered.

If you or somebody you know would be interested in donating a tree to be displayed during the 2019 holiday season, please contact the General Services Division at 304.558.2317.



# Public Employees Grievance Board Moves to New Location

This month, the Public Employees Grievance Board will conduct business in a new location. Previously located at 1596 Kanawha Boulevard, the Grievance Board has a new home at the Schoenbaum Center. The move will help provide benefits that fulfill the needs of the Board and those who use their services.

Perhaps most notably, the move to the Schoenbaum Center is estimated to save \$30,000 annually. The new lease has a lower price per square foot compared to the Kanawha Boulevard location. The lease also includes utilities, which were paid for separately at the previous location. Due to the increase of their annual costs, the Grievance Board has had to depend on money transfers from the Cabinet Secretary's Office in order to operate through an entire fiscal year. With this move, the money being saved annually can be allocated to other expenditures in the future.

"This move is something that is long overdue," said Grievance Director Jim Cox. "It took over a year of looking at properties, but it was well worth it. The move will provide the Board a more functional space for conducting mediations and level three hearings."

In addition to saving money, moving locations will also provide the Board with more space they can utilize. The hearing rooms at the Schoenbaum Center will be equal to or larger than the two hearing rooms at the Kanawha Boulevard location, and both will be located on the first floor of the facility. The new location will also have one additional witness room, an upgrade from only having one in the past.



Photo courtesy of the Schoenbaum Family Enrichment Center

## West Virginia Public Employees Grievance Board

**New Physical Address**  
**Schoenbaum Family**  
**Enrichment Center - Suite 142**  
**1701 5th Avenue, Charleston**

**New Mailing Address**  
**1701 5th Avenue**  
**Suite 2**  
**Charleston, WV 25387**

The Grievance Board moved locations in late June, with the first day of business in the new location planned for July 1, 2019. Planning a smooth transition took a collective effort: the Office of Technology, Real Estate Division, Verizon, and Frontier Communications were all involved. The Board was able to reschedule all mediations and level three hearings set to take place within the moving time frame to make sure that any unexpected issues that arose could be resolved before the Board resumed operations.

The Department of Administration would like to congratulate the Grievance Board on a successful move and thank everyone who was involved!

## Office of Technology Implements New Email Change

A change in the appearance of emails sent from outside contacts has been implemented by the West Virginia Office of Technology (WVOT) to help mitigate the risk of successful phishing and spam attempts. All emails sent from external sources will be now labeled as "external"

in the email subject line. In addition to the sender being labeled as an external source, there will also be a highlighted disclaimer in the body of the email expressing caution when opening links and attachments.

Emails from addresses with the **WV.gov** domain will not be affected un-

less they are generated emails from agency systems. WVOT warns against emails that appear to be sent from the state but have the disclaimer attached. These emails may not be legitimate and should be considered with caution.

This change is part of the WVOT's cybersecurity campaign to raise awareness of the risks of spam and phishing emails.

For more cybersecurity information and tips, visit <https://technology.wv.gov/security>.

**Subject:** [External] Issue Check

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and are expecting the content. -- WV Office of Technology

Dear Employee,

Please create a check to be issued to Company XYZ for \$4,000.00 out of these funds.

# What is Real Food and Why Should You Want to Eat It?

By Cheryl Jackson, PEIA Wellness Coordinator

As is the case nearly every summer, we begin searching for the best eating plans to help us get our body into shape and shed those extra winter pounds. A term that is becoming more popular among diets or lifestyles is “real food.” But what is “real food” and why should I want to eat it? Below are some tips if you want to explore this eating style.

Real foods are not an exact science, and it may be difficult to determine what qualifies. In general, foods that are closer to their natural state and less processed, and not ultra-processed, are what you want to consume. Processed food has undergone a change, such as canning, smoking, or drying before it is sold. Ultra-processed refers to more processing and adds ingredients such as preservatives, sugars, and

artificial colors and flavors.

Here are some “real foods” that can be found at farmers markets, grocery stores, and even your own garden:

- Local or organic fruits and vegetables;
- Local meats in moderation;
- Wild fish;
- Organic, whole, unsweetened, pasture-raised dairy products;
- Organic, unsweetened raw dried fruits, nuts, and seeds;
- Whole grains; and,
- Naturally sweetened coffee, tea, water, milk, juice, wine, and beer.

What should I avoid if I am taking the “real food” challenge? Top foods to avoid include fast foods; deep fried foods; packaged items with more than five ingredients on their label; refined grains such as white flour and white rice; and refined sweeten-

ers such as sugar, corn syrup, or artificial sweeteners. Take time to read the label on everything you put in your grocery cart. You can also use the strategy of only shopping the outer rows, or perimeter, of a grocery store where most of the real food like fruits, vegetables, dairy, and whole grains reside. Avoid the middle rows of a grocery store that are often packed with ultra-processed boxes of “food.” Plant a garden and enjoy the benefits of walking out and picking your own real food as you need it.

If you have worried in the past about counting calories and macro-nutrients like carbs and fat, take a break and focus on ensuring that what you eat is real food and test the outcomes. Do you feel better? Did it impact your weight and overall health?

The Public Employees Insurance Agency (PEIA) recognized Real Food Day last month on its Facebook page. PEIA members were encouraged to take the 10-day or 100-day Real Food Pledge that is available at [www.100daysofrealfood.com](http://www.100daysofrealfood.com). If you struggle for ideas on how to translate real food into healthy meals for the entire family, search the internet. There are many useful resources available with tips for packing lunches, preparing meals ahead of time, and eating healthy snacks.

## EMPLOYEE QUESTION OF THE MONTH

In recognition of last month’s Real Food Day (June 19, 2019), we want to know “What is your favorite real food?”

To answer this month’s question, visit [www.surveymonkey.com/r/VXMXG2N](http://www.surveymonkey.com/r/VXMXG2N) by Friday, July 12, 2019.

## Where Department Employees Go to Get Away in West Virginia

In honor of West Virginia’s birthday, employees were asked in the June issue of *Quotes, Notes & Anecdotes* to share their favorite place to visit in the Mountain State. Thank you to all employees who responded to our most recent question.

Our favorite places to visit in West Virginia are...

- Dolly Sods
- Helvetia and its Hutte Restaurant
- Hawks Nest
- Beartown State Park
- Cedar Lakes in Ripley
- Blackwater Falls
- Canaan Valley
- The road that winds down underneath the New River Gorge Bridge
- Highland Scenic Highway
- Bistro at the Barge
- Pipestem State Park
- Babcock State Park
- Summersville Lake
- Oglebay Park Zoo
- French Creek Game Reserve
- Smoke Hole Caverns
- Bone Creek Rod & Gun Club
- Auburn
- Floating the Trough on the South Branch
- Tunnel in Mercer County
- Sirianni’s in Davis
- Pocahontas County
- Snowshoe Ski Resort
- Marshall University
- Seneca Rocks
- Sherwood Lake
- Elkins
- Nitro Park & Pool
- Germany Valley
- Greenbrier County
- Thomas
- Wheeling
- Potomac Highlands area
- Watoga State Park
- Stonewall Resort
- Downtown Charleston
- Bluestone Turnpike Trail
- Thurmond
- Kanawha State Forest
- Green Bank Telescope
- Cass Railroad
- Holly River
- Coopers Rock

Quotes, Notes and Anecdotes

# Purchasing Division Continues its 2019 Presentations to Vendors and Local Governments Around the State

Following the success of its 2018 seminars, the Purchasing Division has continued to host informational sessions around West Virginia. In 2019, the Purchasing Division has hosted events in Moorefield and Beckley with an additional date scheduled for Fairmont in August. At each location, the Purchasing Division presents on opportunities for local governments and educates potential vendors on how they can conduct business with the state.

"We are pleased to have continued our travels around the state with so many individuals interested in these seminars," shared Purchasing Director Mike Sheets. "Educating others on what the Purchasing Division can offer and how it operates helps all of West Virginia."

The Purchasing Division's last presentation of Opportunities for Local Governments and Doing Business with West Virginia is scheduled for August 8, 2019, at Fairmont State University. While these presentations are free, registration is required. For more information or to register, visit <http://WVPurchasing.eventbrite.com>.

In addition to its outreach seminars, the Purchasing Division will also be hosting its first-ever Vendor Open House on October 3, 2019. This event will be conducted at the State Capitol Campus in Charleston and will allow vendors to attend informational sessions on the processes, procedures, and requirements of doing business with West Virginia. Representatives from the Secretary of State's Office, the State Treasurer's Office, the Tax Department,



**Local government municipalities and interested vendors are invited to attend a free seminar hosted by the Purchasing Division.**

the Finance Division, and more will also be in attendance to answer questions and offer assistance. Vendors will also have the opportunity to market their goods and services to agencies that process a large volume of solicitations. Additional information regarding this event will be available later this summer at [WVPurchasing.gov](http://WVPurchasing.gov).

## Keep Your Home Secure and be Prepared While Traveling

*By Kimberly Hensley, Loss Control Specialist II of the West Virginia Board of Risk & Insurance Management*

It's that time of year again, when most of us are planning our vacations. The months of May through August are the most traveled months for vacation. If you are traveling, you should have a plan prior to leaving to ensure safety of you and your passengers. Planning is essential for not only the vehicle/plane transport, but the safety and security of unattended homes.

It is recommended that you shut off utilities, such as gas and water, at the main valve. Ask a neighbor and/or the police (if they have a procedure in place) to keep an eye on your home and give them a telephone number in case of an emergency. Also, it is best to stop the delivery of mail and newspapers. Only take essential money, credit cards, insurance cards and identification.

It is not a good idea to post your vacation on social media. Some other travel suggestions include the following:

- If you have a hidden spare key for your home, remove it.
- Make sure all windows and doors to your home are secure and locked.
- It is also a good idea to invest in a timer(s) for your light(s).
- Make a checklist of items that you will need ahead of time.
- If you are traveling on the road, make sure that your vehicle has had a thorough inspection, and drive at a comfortable speed (within posted limits). It is wise to study the driving route ahead of time, including stops, rather than while driving. Include plenty of breaks and refreshments in your plan to prevent driving fatigue.
- Always make sure to wear your seatbelt. It's best to travel in daylight and leave in plenty of time so that you aren't rushing.
- Take a first aid kit, including a flashlight and flares.

During your vacation, be sure to keep your money, wallet, and/or purse close

to your body. If you are flying, carry on anything of value, including medicine, jewelry, money, etc. Lots of baggage and expensive luggage make you more vulnerable to being robbed.

If renting a car during your trip, make yourself familiar with the lights, mirrors, etc. It is not prudent to leave your car running and unattended.

When you arrive at your destination, make sure your car and hotel room stay locked. As soon as you check in to your room, get familiar with emergency exits, stairs, fire extinguishers and the fire alarm pull stations.

Be sure to park your vehicle in a well-lit area, where possible, and make sure that valuables in the car are out of sight (e.g. covered with a blanket or placed in the trunk).

If you have to walk at night, make sure you are in well-lit/well-traveled areas. It is best to travel with a companion, if possible. Also, do not leave money or expensive items lying open in the hotel room.

*Quotes, Notes and Anecdotes*



## CPRB to Conduct Final PERS Seminar in August

The West Virginia Consolidated Public Retirement Board (CPRB) has been hosting a series of face-to-face retirement seminars available to all Public Employees Retirement System (PERS) members. Following the seminars conducted in May and June, PERS members have one more opportunity to attend in August.

The final seminar date is scheduled for Thursday, August 6, 2019, from 5:30 p.m. to 7:30 p.m. in Charleston. Registration is required and space is available on a first-come, first-served basis. To register, contact Outreach Officer Pamela Russell at [Pamela.G.Russell@wv.gov](mailto:Pamela.G.Russell@wv.gov) with your first and last name, place of employment, and names of any guests attending with you.

PERS members wanting more information can visit the CPRB website at [www.wvretirement.com](http://www.wvretirement.com). Members may also schedule an appointment with a retirement advisor by calling 304.558.5455 or sending an email to [CPRB@wv.gov](mailto:CPRB@wv.gov).

## Save the Date!

**Annual  
West Virginia  
Equal Employment  
Opportunity Office  
Conference**

**September 12, 2019  
Beckley, WV**

**Register online at  
[www.eeo.wv.gov](http://www.eeo.wv.gov).**

**Welcome! ...** The Department of Administration is pleased to welcome **Joshua Hudnall** (CPRB); **Morgan Hurley**, **Charles Quinnelly**, and **Cody Wines** (General Services); **Joshua Kirwan** (Personnel); **Misty Peal** (Secretary's Office); and **Bethany Belding**, **John Toomey**, and **Annette Vance** (Technology). **Ada Kennedy** transferred from General Services to Finance.

**Best Wishes ...** to **Melody Bailey** (CPRB); **Jessica Jones** (PEIA); and **Mark Doyle** and **Lori Waller** (Public Defender Services), who recently resigned from our department.

**Happy Retirement! ...** After years of hard work and dedication, we would like to wish **Lisa Collins** and **Yvonne McCormick** (Personnel); and **Diana Arden**, **Anne Crabtree**, and **Carla Maleski** (Technology) the very best during their retirements.

**Condolences ...** to the family of **Philip Roberts** (Technology), who recently passed away.

**New Shuttle Service..** The new Capitol Shuttle will begin service on Monday, July 15, 2019, at the state Capitol complex. The shuttle will run from 6:45 a.m. to 9 a.m., 11 a.m. to 1 p.m., and 3:15 p.m. to 5:15 p.m. and will make eight stops around the campus, including Laidley Field. For more on the new shuttle, check out next month's issue of **Quotes, Notes & Anecdotes!**

**Webinar for Managers ..** The Division of Personnel will host an informational webinar on July 9, 2019, at 10 a.m. to inform employees of its new Managing for Excellence Certification Program. To register for the webinar, visit [www.onlinelearning.wv.gov](http://www.onlinelearning.wv.gov).

## HAPPY BIRTHDAY ... in July!

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

Stephen Knotts.....Aviation	Stephanie Whitney.....PEIA
Lori Bailey.....BRIM	Christie Yarbough.....PEIA
Carl Baldwin.....BRIM	Monica Ashford.....Personnel
Marilyn McMinn.....BRIM	Sarah Jarrett.....Personnel
Timothy Abraham.....CPRB	Heather Atkins.....Pub.Def.Srvs.
Raymond Barron.....CPRB	James Light.....Pub.Def.Srvs.
Jennifer Looney.....CPRB	Jennifer Fields.....Purchasing
Alysia Miller.....CPRB	Dana Hoffman.....Purchasing
Terasa Miller.....CPRB	Mitzie Howard.....Purchasing
Malechra Pannell.....CPRB	Matthew Beckett.....Technology
Paula Van Horn.....CPRB	Jeffrey Bird.....Technology
Sharon Whittaker.....CPRB	Toney Broyles.....Technology
Patricia Johns.....Finance	Jamie Cartwright.....Technology
Lora Reese.....Finance	Kevin Cecil.....Technology
Timothy Scites.....Finance	Staci Clutters.....Technology
Michelle Spencer.....Fleet	Robert Cogar.....Technology
Tony Easley.....Gen.Srvs.	Kelli Doyle.....Technology
Jesse Erby.....Gen.Srvs.	John Gibson.....Technology
Kacy Evans.....Gen.Srvs.	April Honaker.....Technology
Raymond Jordan.....Gen.Srvs.	Steven Martin.....Technology
Bob Kilpatrick.....Gen.Srvs.	Nathan Merritt.....Technology
Jeffrey Moore.....Gen.Srvs.	Shaun Neidlinger.....Technology
Limber Munoz.....Gen.Srvs.	Valerie Osburn.....Technology
Stanley Stewart.....Gen.Srvs.	Jack Pullen.....Technology
George Williamson.....Gen.Srvs.	Thomas Riddell.....Technology
Lee Halstead.....PEIA	Thaddeus Robinson.....Technology
Marinda Lanham.....PEIA	Duane Ryder.....Technology
Thomas Marchio.....PEIA	Ruth Shaffer.....Technology
Tom Miller.....PEIA	Philip Skeen.....Technology
Nicole Spears.....PEIA	Teddy Thompson.....Technology
April Taylor.....PEIA	

# Administrative Notes

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