

# Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration  
MAY 2016 - Volume 23, Issue 5

## Employee of the Month

### General Services' Persinger a Valuable Team Player



**Tim Persinger**  
May Employee  
of the Month

Tim Persinger, a Procurement Officer for the General Services Division, has been selected as the Department of Administration's *Employee of the Month* for May.

Persinger has been a state government employee for nearly six years. His responsibilities include procurement of commodities and services used to maintain Department of Administration-owned buildings, paying invoices, and serving as the Purchasing Card holder for the division.

"Tim applies his experience from his previous position in inventory and receiving to his current job, which requires him to place orders.

He does everything he can to make it easier for employees to receive the goods they need," said one co-worker.

"Tim is always willing to help. He's a team player who is valuable to our team," stated another co-worker.

Tim enjoys spending his free time with his family, golfing, working on old cars and watching sports. He will be joined by friends and co-workers at a special ceremony presented by Acting Cabinet Secretary Mary Jane Pickens on Thursday, May 5, 2016, at 3:00 p.m. in the General Services Division offices in building 1.

## wvOASIS Travel Module Now Operational for Wave 1 Agencies

The wvOASIS Travel Module was launched on April 1st for Wave 1 agencies, which includes the Department of Administration. In light of the new system, the wvOASIS E-Travel Unit wants to make agency personnel aware of the steps they need to take to become familiar with the new process for entering Travel Authorizations and Expense Reports.

"We recommend that people first watch the training videos," said Kelley Smith, Director of E-Travel for the West Virginia State Auditor's Office. "These videos offer step-by-step instructions for completing the most common scenarios in the Travel Module."

To access the training videos, log in to myApps at [wvOASIS.gov](http://wvOASIS.gov). Select "Enterprise Readiness" from the options, then click "training." From the first drop-down menu, choose "Travel," and in the second drop-down

Please choose a Section and Sub-Section from the dropdowns below.

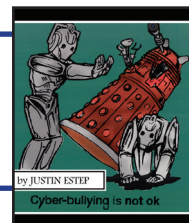
Description	Event Name	Event Date
Advanced Traveler Simulation 3.2 - Updating Booking Tool Profile Information	Simulation Video	03/23/2016
Advanced Traveler Simulation 3.3 - Creating a Travel Authorization using the Booking Tool Purchase Itinerary	Simulation Video	03/23/2016
Advanced Traveler Simulation 3.5 - Create a Travel Authorization with meals advance and lodging on pcard	Simulation Video	03/23/2016
Advanced Traveler Simulation 3.6 - Modify or Delete an Itinerary in the Online Booking Tool	Simulation Video	03/23/2016
Advanced Traveler Simulation 3.7 - Create a Travel Authorization by Copying a Previous Travel Authorization	Simulation Video	03/24/2016
Advanced Traveler Simulation 3.8 - Verify or Modify Document Accounting	Simulation Video	03/24/2016
Basic Traveler Simulation 2.2 - Creating an Expense Report with Mileage Only	Simulation Video	03/08/2016

**Following the implementation of wvOASIS' Travel Module, Wave 1 agencies are encouraged to review applicable training videos and manuals posted on myApps.**

Please see **WVOASIS TRAVEL, Page 4**

## SNEAK PEEK

- Bills Pass Related to Department of Administration / Page 2
- WV Student Wins National Poster Design Competition / Page 4



- The 39<sup>th</sup> Vandalia Gathering Set for May 27 - 29 / Page 5

by JUSTIN ESTEP  
Cyber-bullying is not ok

# 2016 Legislative Session Realizes Passage of Many Bills Affecting the Department of Administration

By Jennelle Jones, Deputy General Counsel/Legislative Liaison

The 2016 Regular Legislative Session proved to be a busy one with the passage of several bills that affect the Department of Administration.

A total of 1,896 bills were introduced during the 2016 Regular Session. The House of Delegates introduced 1,191; the Senate introduced 705 bills. Only 276 of those bills completed legislation. Of those passed, 26 bills were vetoed by the Governor.

The Department of Administration ultimately had seven agency-requested bills introduced in each house, not including supplemental spending requests. Of those seven agency-requested bills, six completed legislation and are indicated with an asterick (\*). All bills and resolutions introduced may be found on the Legislature's website at [www.wvlegisla-](http://www.wvlegisla-)

[ture.gov](http://www.wvlegisla-).

Some of the bills which passed that may affect or be of particular interest to the Department of Administration are listed below.

## SENATE BILLS

**SB 345\*** – Relating to parking on state-owned or leased property. This was a “clean-up” bill that simply moves the duties of enforcing parking on state property from General Services Division to Real Estate, as has been the practice for years. (Real Estate and General Services)

**SB 346\*** – Updating projects managed by the Project Management Office. This bill increased the dollar value for major information technology projects that must be managed by the Project Management Office, thereby allowing the office to manage projects more efficiently. (Technology)

**SB 474** – Exemption DEP construction and reclamation contracts from review and approval. This bill exempts certain contracts from approval by the Purchasing Division. (Purchasing)

**SB 484** – Relating to reemployment rights of military personnel. This bill codifies for all employers the practice that has currently be observed by Personnel concerning rights for reemployment when an individual returns from military service. (Personnel)

**SB 517\*** – Clarifying PEIA plans are exempt from regulation by the Insurance Commissioner. This bill codifies the current policy and practice of the Insurance Commissioner that PEIA is exempt from regulation by that office. (PEIA)

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**Please see BILLS, Page 5**

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## Department Employees Recognize Their Graduates!

This is the season to celebrate the academic achievements of our children and grandchildren graduating from high school and college, who we proudly recognize below:. Below we recognize the graduates of our proud employees:

**Mary Jane Ayooob (Personnel):** Son, Zachary, graduates from University of Southern California (Los Angeles, CA) and has accepted a position as a Business Process Analyst for ZS Associates.

**Connie Bloss (Personnel):** Granddaughter, Christen Brewster, graduates from Tazewell High School (Tazewell, VA), with plans to attend Southwest Virginia Community College (Cedar Bluff, VA).

**Jessica Chambers (Purchasing):** Daughter, Morgan Smith, graduates from St. Albans High School, with plans to attend West Virginia University, majoring in psychology.

**Vicky Charley (Grievance):** Son, James ‘Ryan’, graduates from Marshall University with a master’s degree in exercise science with plans to work in a hospital rehabilitation department.

**Lori Cottrill (CPRB):** Daughter, Madison, graduates from Poca High School, with plans to attend Marshall University.

**Robin Duncan (PEIA):** Daughter, Ciara, graduates from Riverside High School, with plans to attend Carver Career Center for Cosmetology.

**Shelly Ellis (Personnel):** Son, Jonathan Slaughter, graduates from South Charleston High School, with plans to attend West Virginia University, majoring in business management; and stepson, Zachary Ellis, graduates from Riverside High School and will study to become an electrician.

**Jeff Fleck (CPRB):** Daughter, Madison, graduates with honors from West Virginia University, with a degree in journalism and has been accepted to the University of Missouri’s Graduate School of Journalism.

**Gale Given (Technology):** Son, Drew, completed Chicago Portfolio School and has accepted a position with the Calvary Agency in Chicago, IL.

**Emily Harrell (Ethics):** Daughter, Em-

ily, a temporary employee for the Ethics Commission, graduates from Capital High School with high honors with plans to attend the University of Kentucky to study psychology.

**Patty Johns (Finance):** Daughter, Nichole, graduates from West Virginia University School of Law and plans to practice law in Charleston.

**Donna Lipscomb Spano (Technology):** Daughter, Morgan Prunty, graduates from West Virginia University and plans to attend graduate school.

**Tara Lyle (Purchasing):** Son, Jediah, graduates from South Charleston High School, with plans to attend West Virginia State University, majoring in criminal justice.

**Sue McMinn (BRIM):** Grandson, Samuel, graduates from Trevecca Nazarene University (Nashville, Tennessee) with a degree in religion and has a full scholarship to attend seminary for his master’s

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**Please see GRADUATES, Page 4**

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# OT Warns About the Dangers of Encryption Viruses

The West Virginia Office of Technology (OT) has observed a substantial increase in the attempts of formidable viruses and ransomware. Some forms of ransomware systematically encrypt files on the system's hard drive, which become difficult or impossible to decrypt without paying the ransom for the encryption key, while others simply lock the system and display messages intended to coax the user into paying.

Ransomware typically propagates as a Trojan, whose payload is disguised as a seemingly legitimate file. These viruses not only encrypt all files on a computer, but they also encrypt all files on the network and any attached drives, such as USBs. Currently, there is no way to recover lost files if there is not a backup file.

There are precautions that users can take to avoid these infections. Anti-virus software, firewalls and auto SPAM

e-mail filtering help separate threatening files and can considerably reduce the chances of a computer becoming infected. However, most infections are caused by users bypassing these safeguards.

To help prevent malware, Trojans, and viruses from infecting your computer, ask yourself these questions:

- Are you expecting an e-mail from this person or agency? If not, do not open any attachments until you can verify its source. If you do know the person in question but weren't expecting an attachment, contact them and confirm that they sent it before opening.
- Does the attachment have a random name or number? Does the attachment seem relevant to the text of the e-mail? If the file name is random or if the attachment is irrelevant to the e-mail being sent, do not open the file.

Additionally, follow these best practices when using the State network.

- Always follow State technology policies. Visit only work-related websites when using the State network. Personal e-mails, devices, games, movies and music are common sources of virus infections.
- All critical State data must be saved to server drives assigned to you, not your C: drive. These server drives are backed up to another location to assure that valuable State data is protected and can be recovered in the case of a catastrophic event.

Should you receive a suspicious e-mail, the Office of Technology advises employees to forward it to [OTPhishing@wv.gov](mailto:OTPhishing@wv.gov) or [ServiceDesk@wv.gov](mailto:ServiceDesk@wv.gov). If you have fallen victim to a virus attempt or you believe your account or computer was compromised, please contact the Service Desk immediately.

## Potholes Provide Dangerous Obstacles for Drivers

Although drivers are free from snowy weather conditions, the resulting potholes from winter weather continue to plague drivers for many months.

According to the Fleet Management Office, potholes may look harmless but they can cause damage to a car as if it was in a 35 mph car crash. Damaged tires, alignment problems and dented rims are major concerns for drivers facing potholes in their daily drives.

Potholes are caused by the expansion and contraction of water underneath the pavement. When the cold water freezes, it results in expansions forcing bends and cracks in the pavement. As the ice melt, the pavement contracts, leaving behind gaps and voids that become a safety hazard to drivers.

As you come across potholes on the road, keep these avoidance tips in mind to help protect yourself and your vehicle:

- Keep your tires properly inflated.
- Keep your distance from other vehicles so you can better see any road obstructions.
- Slow down if you can't avoid hitting a pothole. Breaking directly over a pothole can cause more damage.
- Hold the steering wheel firmly when driving over a pothole to avoid losing control.
- Use caution when driving over puddles of water—this may be a hidden pothole.

For additional tips on safe driving, please visit the Fleet Management Office's website at [www.fleet.wv.gov](http://www.fleet.wv.gov) and check out their monthly Defensive Driving Topics.

## Personnel's 5<sup>th</sup> Annual State Government Career Fair

**When:** May 18, 2016, from 9 a.m.- 3 p.m.

**Where:** West Virginia Culture Center

For more information, please visit [personnel.wv.gov](http://personnel.wv.gov) or call the Division of Personnel at 304.558.3950.

## OT's Cyber Security TIP OF THE MONTH

*By Danielle Cox, West Virginia Office of Technology*

Only download apps you need and make sure they come from trusted sources. When installing a new app, be sure to review and set the privacy options. Be careful of what you allow each app to access. For example, does the flashlight app you just downloaded really need to have access to all of your friends' contact information?

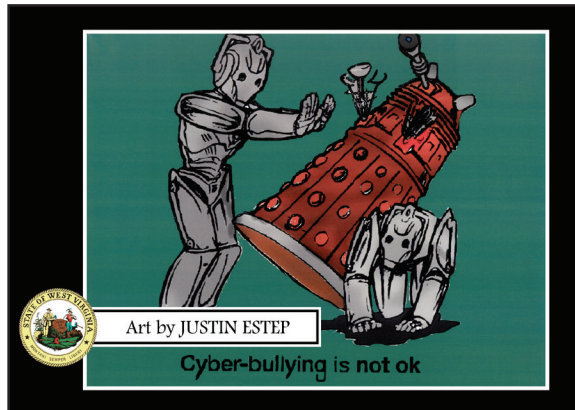
If you are uncomfortable with the permission requirements of an app, find a different one that meets your needs. Make sure to regularly check the permissions to ensure they have not changed. Once you no longer need or actively use an app, delete it from your device.

# Mason County Student Selected as Winner in National Poster Contest

The Office of Technology (OT) is pleased to announce that West Virginia student Justin Estep has been chosen as a winner in the 2016 Kids Safe Online Poster Contest. This contest, which was open to students grades K-12, is sponsored by The Center for Internet Security, a non-profit organization focused on improving cyber security. Students participating in the contest were required to submit artwork focusing on topics such as cyber bullying, using social media safely and protecting computers from worms and viruses.

Estep, who is from Mason County, is one of thirteen winners selected from thousands of submissions from across the country. As one of the winners, his art will appear in a 2017 calendar that will be distributed nationally as a part of National Cyber Security Awareness Month in October.

OT has participated in the Kids Safe Online Poster Contest on a state and



**Justin Estep, a student from Mason County, was selected as a national winner in the 2016 Kids Safe Online Poster Contest. His artwork will be featured in a 2017 calendar that will be distributed as a part of National Cyber Security Awareness Month.**

national level for many years. Participation grows each year and OT is always impressed by the creativity displayed in the entries received.

The 2017 poster contest will launch in October and more information will be available at [technology.wv.gov](http://technology.wv.gov) as National Cyber Security Awareness Month draws near.

Congratulations to Justin and all the participants in this wonderful event!

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## GRADUATES

Continued from Page 2

degree in divinity in Kansas City, Missouri.

**Gail Montantez (Purchasing):** Son, **Garrek**, graduates from Capital High School, with plans to attend BridgeValley Community and Technical College, enrolling in the information technology program.

**Regina Reynolds (Real Estate):** Son, **Chadwick Ryan Perry**, graduates from the University of Charleston, summa cum laude, with a bachelors in business management. He will be attending law school in the fall.

**Tamala Skidmore (PEIA):** Daughter, **Jessica Crago**, graduates from Marshall University, with a degree in business management. She plans to pursue a master's degree in healthcare admin-

istration through Marshall University.

**Cindy Smith (Technology):** Son, **Chris**, graduates from Pensacola Christian College (Pensacola, Florida) with a degree in Pastoral Studies and plans to obtain his master's degree; and son, **Ryan**, graduates from Winfield High School and will study business management.

**Deanne Stevens (BRIM):** Daughter, **Montana Turley**, graduates from Capital High School and plans to attend BridgeValley Community and Technical College.

**Debbie Watkins (Purchasing):** Son, **Jonathan**, graduates from Ravenswood High School and plans to attend WVU at Parkersburg for registered nursing. He then Marshall University to pursue a degree as an anesthetist.

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## WVOASIS TRAVEL

Continued from Page 1

menu, select "Employee Travel."

Smith recommended that agency employees begin with the Basic Traveler Simulation 2.2 and watch all videos through number 2.5. These cover the more simple types of in-state reports for basic travelers who just need to claim mileage or in-state lodging on a Purchasing Travel Card with meals reimbursed.

Smith also suggested that agency personnel read through the *E-Travel Quick Reference Guide*, *Traveler FAQ*, and *Travel and Expense Reporting Employee Self Service User/Training Manual*, which all supplement the training videos with more detailed information about the functionality of the system.

Agency personnel who travel out-of-state should view the Advanced Traveler Simulation training videos.

"We appreciate everyone's patience as we transition to the new module," Smith stated. "We added over 1,000 new users and have experienced a few new issues. Any time you transition to a new system, there will be 'growing pains,' but I'm confident that once agency personnel use the new module, they will quickly get accustomed to it and will see efficiencies in the processing of documents."

If users have issues that are not security related, they should e-mail the E-Travel Unit at [pcard\\_travel@wvsao.gov](mailto:pcard_travel@wvsao.gov). When users contact the E-Travel Unit, they should also send screen shots with document numbers and be as detailed as possible regarding the issue they are experiencing.

"This module was not an existing functionality for CGI, our wvOASIS vendor. The State Auditor's Office worked with CGI to design this system from the ground up based on the industry's best practices," noted Smith.

She said that if an agency has a special need regarding travel, they should contact the E-Travel Unit at the e-mail address above.

Wave 2 is expected to roll out in the second quarter of Fiscal Year 2017. Information regarding Wave 2 implementation will be forthcoming, but Wave 2 Agencies are encouraged to view the available training materials.

## BILLS

Continued from Page 2

**SB 520\*** – Allowing PEIA to recover benefits or claims obtained through fraud. This bill allows PEIA to investigate and adjudicate claims or benefits obtained by fraud, including the ability to issue administrative subpoenas. (PEIA)

**SB 563** – Increasing the retirement benefit multiplier for WV Emergency Medical Services Retirement System members. (CPRB)

**SB 575** – Requiring leases for state office space to make landlord or owner responsible for cleaning and janitorial services. This bill simply codifies the current policy of Real Estate, saying that if a private lease to the state does not provide for janitorial services, the landlord cannot require the state to use any particular provider of these services. (Real Estate and the Governor's Committee for the Purchase of Commodities and Services from the Handicapped)

**SB 595** – Relating to retirement credit for members of the WV National Guard. This bill establishes a procedure for purchase of military service credit by members of certain retirement systems with current or prior service in the West Virginia National Guard. (CPRB)

**SB 602** – Relating to Patient Injury Compensation Fund. This bill terminates the Patient Injury Compensation Fund administered by the Board of Risk and Insurance Management, adjusts the limit on recovery for certain injuries in litigation, and assesses a temporary fee on certain health care providers to fund the future liability of the Fund. (BRIM)

**SB 619** – The 2016 Regulatory Reform Act. This bill affects administrative rules promulgated by agencies, requiring additional information to be provided, and requires all rules to have a sunset provision of no more than five years. (Administration)

## HOUSE BILLS

**HB 4005** – Repealing prevailing hourly rate of wage requirements. This bill

would repeal the code requiring prevailing wages to be paid on public construction contracts. (Purchasing and General Services)

**HB 4315\*** – Relating to air-ambulance fees for emergency treatment or air transportation. This bill provides that a provider of air-ambulance services may not balance bill a PEIA insured for cost of services above the rate of reimbursement. (PEIA)

**HB 4345\*** – Repealing the West Virginia Permitting and Licensing Information Act. This bill repealed code sections that required the Office of Technology to maintain information related to business activity in the state that is already being compiled and maintained by the Secretary of State's Office. (Technology)

**HB 4463** – Permitting the practice of telemedicine. This bill allows physicians to provide health care services to patients via video feed. (PEIA)

**HB 4487** – Relating to state retirement systems. This bill clarified some of the changes that were adopted during the 2015 Regular Session relating to the retirement systems by providing definitions and procedures for reinstatement and purchase of retroactive service credit. (CPRB)

**HB 4604** – Relating to violations of the Ethics Act. This bill changes the statute of limitations for actions before the Ethics Commission, changes the burden of proof needed to sustain a violation of the Ethics Act, and allows extension of the time for investigation of possible violations. (Ethics)

**HB 4618** – Relating to limitations on use of a public official's name or likeness. This bill codifies the rule relating to "trinkets" and social media used by public officials. (Ethics)

**HB 4734** – Relating to mine subsidence insurance. This bill increases the maximum amount of total insured value reinsured by the Board of Risk and Insurance Management. (BRIM)

## 39<sup>th</sup> Annual Vandalia Gathering Set for May 27-29

The Capitol campus will come alive with the sound of guitars, banjos, dulcimers, and fiddles during the 39th Annual Vandalia Gathering, scheduled for May 27-29, 2016. The Vandalia Gathering celebrates West Virginia's rich Appalachian culture, which has roots in Irish, Scottish, Swiss, Morris, Croatian, and Native American cultures.

In celebration of the musical spirit of the region, a banjo, mandolin, and guitar competition will be held with youth and senior categories. For those not musically gifted, the annual Liars Contest and juried quilt exhibition and contest are Vandalia favorites. A baking competition will also bring a sweet element to the celebration while local non-profit organizations will sell a variety of food.

In addition to Appalachian music, several dancing demonstrations featuring flat-footing, square dancing, and Celtic and Native American traditions will occur at the Culture Center and on the Capitol grounds. The Craft Circle will bring together a wide assortment of West Virginia artists and their works, including pottery, folk toys and glass creations. Several craftspeople will offer live demonstrations. These live events along with the Old-Time for Young'uns area will delight children with unique and engaging experiences of Appalachian culture and history.

Admission is free as is parking at the Capitol campus meters after 5 p.m. on Friday and all day on Saturday and Sunday. Visitors may also park in the parking garage at no charge; however, please note the elevator may not be working throughout the weekend. For more details, visit [www.wvculture.org/vandalia](http://www.wvculture.org/vandalia).



Quotes, Notes and Anecdotes

## Open Enrollment and Upcoming Changes Underway for PEIA Members

The Public Employees Insurance Agency (PEIA) reminds policyholders that Open Enrollment will conclude on May 15, 2016. All changes to PEIA and Mountaineer Flexible Benefits plans must be completed by this date as well as reporting for the next phase of the Healthy Tomorrows initiative. Members must have the signed form from a physician reporting their blood pressure, blood glucose, cholesterol and waist circumference. The Healthy Tomorrows Reporting Form was mailed to members' homes in early April and is also available by calling 1.877.676.5573 and following the prompts.

Due to the lack of additional revenue, the PEIA Finance Board adopted a healthcare plan that was originally approved in December 2015. This plan makes significant cuts to prescription benefits and increases medical deductibles and out-of-pocket maximums for employees in the PEIA PPB Plans. By increasing out-of-pocket costs to all policyholders, the plan will balance the agency's budget.

Additional funding for PEIA may be available when the State Budget is adopted. If the necessary funding is provided, the Finance Board will revisit the plan changes and make adjustments. Should that occur, policyholders would then be given additional time to make open enrollment decisions.

For more information regarding the PEIA changes and further developments, please visit [www.wvpeia.com](http://www.wvpeia.com).

**Welcome!** ... The Department of Administration is pleased to welcome **Jessica Cain** (CPRB); **Michael Hamrick** (General Services); **Robert Marriott** (PEIA); **Shelly Ellis** (Personnel); **Jessica Riley** (Purchasing); and **Cameron Clark, Megan Gallagher, Samantha Lutsy, Nathan Moul, James Ray, Andrew Schwalm** and **Michael Smith Jr.** (Technology).

**Happy Retirement!** ... After years of hard work and dedication, we would like to wish **Curt Hasting** (Aviation); **Larry Stover** (PEIA); and **Daniel Stonestreet** (General Services) the very best during their retirement.

**Best Wishes** ... to **Gregory Harman** and **Robert Withrow** (General Services); and **Jason Snow** (PEIA), who recently resigned from our department.

**Other News** ... The Division of Personnel's Organization and Human Resource Development section is pleased to share that its 2<sup>nd</sup> Semester Program Schedule is now available. For complete details, visit [www.personnel.wv.gov/ohrd](http://www.personnel.wv.gov/ohrd).

## HAPPY BIRTHDAY ... in May

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

Adam Arthur.....Technology	Elias Majdalani.....Technology
Debra Asbury.....CPRB	Douglas Martin.....Technology
Frank Barone.....Technology	William Mccallister.....CPRB
Bill Barry.....General Services	Kelley Mcclanahan.....Personnel
Jeffrey Bartlett.....Technology	Jimmy Meadows.....Purchasing
Jaime Barton.....Technology	Nicole Michaelis.....Personnel
Louis Blair.....Technology	Faith Miller.....Technology
Junior Blount.....Purchasing	Niki Miller-Casdorph.....BRIM
Cynthia Boyd.....CPRB	Martha Mohammad.....Personnel
Caroline Brady.....CPRB	Stephanie Mosley.....Purchasing
Lynn Browder.....CPRB	Dave Mullins.....Finance
Jessica Cain.....CPRB	Alan Nease.....Technology
Eric Cannetti.....Technology	Timothy Nichols.....General Services
Michelle Childers.....Purchasing	Luis Ortiz.....Technology
Donald Clark.....Technology	James Parsons.....Fleet
Brett Clutters.....Real Estate	William Pate.....General Services
Anthony Cooper.....Surplus	Mary Pickens.....Sec. Office
Cindi Cvechko.....Technology	Sara Poe.....CPRB
James Davis.....Personnel	Robin Roberts.....Technology
Jerry Digman.....Technology	Christy Romeo.....Personnel
Robin Duncan.....PEIA	Carolyn Saul.....Technology
James Easley.....Technology	Melody Scott.....CPRB
Helen Estep.....PEIA	Bethany Sharp.....Personnel
Micheal Evans.....General Services	Robert Sheff.....CPRB
James Ferris.....Technology	Tamala Skidmore.....PEIA
Carolyn Flanigan.....Real Estate	Franklin Stone.....General Services
Ellen Fleet.....CPRB	Jeffery Swisher.....General Services
Diane Fletcher.....Technology	Mark Totten.....Purchasing
Jason Fox.....Technology	Edwin Trader.....Technology
Gale Given.....Technology	Stephanie Turner.....Technology
Jennifer Grabowski.....Technology	Lon Vannoy.....Technology
Carolyn Hager.....General Services	Rebecca Veltri.....PEIA
Sheila Hannah.....Purchasing	Kay Walden.....Finance
Daniel Hart.....Personnel	Gene Walters.....Technology
Matthew Jackson.....General Services	Martha White.....Technology
Judith Jarrell.....CPRB	Kelly Williams.....Technology
Ryan Jett.....Technology	Roger Wines.....General Services
Jennelle Jones.....Sec. Office	Maria Yoakum.....Finance
Candace Kimble.....Technology	Andrew Zicafoose.....Technology
Thomas Lucas.....General Services	

# Administrative Notes

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

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