

# Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration  
November 2019 - Volume 26, Issue 11

## Employee of the Month

### Phillips Encourages Co-workers Both in and Out of Work



**Tim Phillips**  
November Employee  
of the Month

Tim Phillips, a Programmer Analyst IV for the Consolidated Public Retirement Board (CPRB), has been selected as the Department of Administration's *Employee of the Month* for November.

A state employee for more than 27 years, his duties include performing complex systems and analysis work for CPRB's information systems and working with the Information Technology team at CPRB to maintain and support

COMPASS, the pension administration system. mer Financial Information Management System, Tim is now on the cutting edge helping to implement CPRB's new pension benefits administration system. Especially in the technology industry, this illustrates Tim's unquenchable desire to learn and grow professionally.

"Furthermore, Tim is great for our culture, as he goes out of his way to organize ways for us to encourage one another," the co-worker continued. "He books a movie theatre so that he, his co-workers from CPRB and other agencies he's worked with, and their families can enjoy a private showing of a movie every month. He provides board games for employees to play over lunch and breaks. Simply put, Tim is a selfless giver and encourager."

When he's not working, Phillips enjoys spending time with friends and family, including playing board games and going to the movies.

Phillips will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Allan McVey on Thursday, November 7, 2019, at 3:00 p.m. at the CPRB offices in Kanawha City.

## PEIA Obesity Roundtable Brings Experts Together

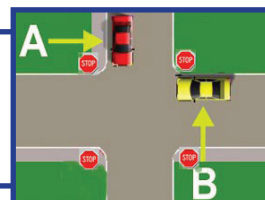
Many of West Virginia's 1.8 million residents are considered obese. Since the Public Employees Insurance Agency (PEIA) covers approximately one-eighth of the state's population, an Obesity Roundtable was held October 24, 2019, to gather ideas from experts in the state on how PEIA can better help address the obesity epidemic within West Virginia. These experts came from a variety of fields, including public health policy, evidence-based weight loss programs, and bariatric surgeons.



Please see **OBESITY ROUNDTABLE**, Page 4

**SNEAK  
PEEK**

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# Statewide Public Hearings Scheduled for Comments on Public Employees Insurance Agency Fiscal Year 2021 Plan

Each year the Public Employees Insurance Agency (PEIA) Finance Board schedules public hearings to discuss and take comments for its proposed financial plan for the next fiscal year. PEIA has announced its scheduled dates for Plan Year 2021. Registration for the sessions opens at 5 p.m. on the day of the hearing and any individual who wishes to speak must indicate so during registration.

All hearings will begin promptly at 6 p.m. During the hour prior to each hearing's start time, PEIA staff will also provide customer service to those members who have questions about the proposals being discussed or the medical, prescription, and/or life insurance benefits.

Dates and locations for the 2019 public hearings are:

- **Tuesday, November 12, 2019 -- Telephonic**  
Dial in: 304.410.0513, Conference ID: 304.410.0513
- **Wednesday, November 13, 2019 -- Morgantown**  
WVU Erickson Alumni Center, One Alumni Drive
- **Tuesday, November 19, 2019 -- Charleston**  
The Culture Center, Capitol Complex

- **Wednesday, November 20, 2019 -- Beckley**  
Beckley-Raleigh County Convention Center
- **Thursday, November 21, 2019 -- Martinsburg**  
Holiday Inn, 301 Foxcroft Avenue

The proposed plan will be available online at [www.wvpeia.com](http://www.wvpeia.com) no later than November 5, 2019. Comments from those who can't attend may be submitted in writing to the Finance Board at 601 57th St. SE, Suite 2, Charleston, WV 25304-2345, or by email to [PEIAComments@wv.gov](mailto:PEIAComments@wv.gov).

## Yield and Right-of-Way Rules Key to Safe Driving

Right-of-way rules help people drive safely and go along with courtesy and common sense. With more cars, bicycle riders, and pedestrians on the road than ever before, the Fleet Management Division (FMD) would like to share these rules with Department employees, using scenarios to demonstrate.

Scenario 1 - You're driving home from work. Your workload has been keeping you up all night, and now you must deal with rush hour traffic. The signals at the four-way intersection ahead are not working. Traffic is crawling slowly. Out of the corner of your eyes, you see a car from a parking lot headed for the space right in front of you. You tell yourself that you have been there longer and they will just have to wait. To keep from making eye contact, you stare forward, look down at the radio, glance at your mirrors, and curse the flashing lights. The space in front of you opens, and you yield to them.

Scenario 2 - You have just pulled up and need to enter the traffic flow. You make eye contact with a driver and think to yourself, this isn't going to happen, yet you see them waving you in with a smile. You are surprised and relieved. There are those who are still courteous enough to yield the right-of-way.

So what do these two different scenarios imply?

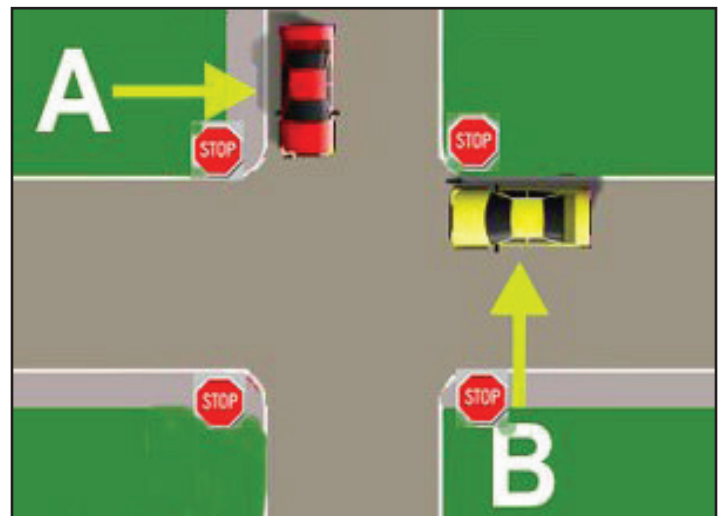
Drivers should never insist on taking the right-of-way because the law does not allow anyone the right-of-way. It only states who must yield. When a driver is legally required to yield but fails to do so, other drivers are required to stop or yield as necessary for safety. If another driver does not yield when he or she should, let that driver go first. You will help prevent accidents.

At an intersection without STOP or YIELD signs (this is known as an uncontrolled intersection), slow down and prepare to stop. Yield to vehicles already in the intersection or en-

tering it in front of you.

Always yield to the car that arrived first. If you and another driver reach the intersection at the same time, yield if the car is on your right. However, do not always insist on others going ahead of you. If another vehicle expects you to take your legal turn, you may delay traffic by stopping or slowing unnecessarily to allow another vehicle to go ahead of you.

For more defensive driving tips, visit <https://fleet.wv.gov/Pages/Defensive-Driving-Monthly-Topics.aspx>.



**If two vehicles reach the intersection of a four-way stop simultaneously, the vehicle on the left must yield the right-of-way to the vehicle on the right.**

# Registration Now Open for DOP's January 2020 Cohort

New supervisors and managers who have not taken the required DOP-P18 courses are eligible to apply for the Division of Personnel's (DOP) Office of Human Resource Division's (OHRD) Cohort Program. Successful applicants move through the courses as one group over one calendar year. In addition, participants are eligible to receive one-on-one coaching and support from OHRD's Training and Development staff.

## 2020 Cohort Schedule

Jan. 3	Orientation Webinar
Jan. 7-9	Supervising for Success I: Critical Skills
Feb.	The Drug-Free Workplace/Preventing Harassment (Online)
March 4	Employee Performance Appraisal
April 15	Discipline and Documentation / Managing and the Law
May 19	Attendance Management
June	Workplace Safety: Your Responsibility (Online)
Aug. 18	Navigating Difficult Conversations
Sept. 9-10	Conflict Management
Oct. 14	Leading Change in Turbulent Times
Nov. 18-19	Supervising for Success II: Leadership Essentials

Interested applicants must:

1. Complete a Cohort Application Form by November 15, 2019;
2. Have a supervisor complete the Supervisor Support Form attached to the application; and
3. Send the completed application package to:

WV DOP-OHRD  
ATTN: Cohort  
Capitol Complex, Bldg. 3, Ste 500  
1900 Kanawha Blvd., E  
Charleston, WV 25305

Or email: [Kim.A.Schleicher@wv.gov](mailto:Kim.A.Schleicher@wv.gov)

If a participant is unable to attend or complete required courses within the specified time frames, that participant may be asked to leave the cohort and would be responsible for completing DOP-P18 requirements by registering in OHRD's regular program schedule.

Frequently asked questions regarding Cohort training can be viewed at <https://personnel.wv.gov/ohrd/learning/cohort/Documents/CohortFAQ.pdf>.

## DOP's Total Compensation Calculator Now Available

The West Virginia Division of Personnel (DOP) has announced the creation of a Total Compensation Calculator, available on the Benefits page of the DOP website. The calculator provides information on how an employee's salary extends beyond just their take-home pay by also calculating the estimated value of insurance, leave, and retirement benefits.

"The Total Compensation Calculator is a powerful tool to help with state employee recruitment and retention," said DOP Director Sheryl Webb. "The calculator allows employees to calculate the benefits they are earning and can help them see a fuller, more complete picture of income."

"Sometimes recruiting and retention in state employment can be challenging due to budget restraints," Webb continued. "We hope this Total Compensation Calculator will help current and prospective employees see that the benefits of state employment are more than just take-home pay."

The DOP partnered with the Office of Technology on this project, which was spearheaded by Delegate Daniel Linville.

The calculator is simply an estimation tool and is based only on the information and assumptions provided by the individual regarding their goals, expectations, and financial situation. This tool is for illustrative purposes only and provides benefits-eligible employees an estimate of their total compensation based on specific options selected. The actual value of total compensation may be different, and other benefits, such as tuition reimbursement, may be offered by the employing agency.

### Benefit Calculator

Yearly Salary

0.00

Calculate

Reset

Do you want health coverage?

☐ Yes ☐ No

Current Years of State Service

0

The calculator can be found on the Benefits page at <https://personnel.wv.gov/employees/benefits>, or individuals may view the calculator directly at <http://wvannualcompensationcalculator-wa.azurewebsites.net>.

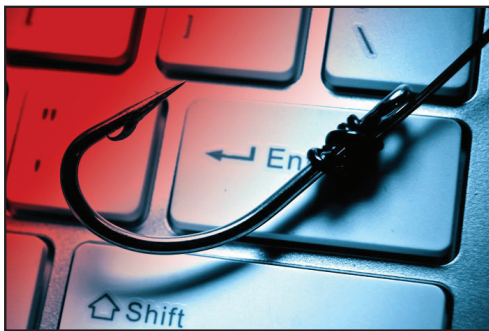


# Beware and Be Aware of Phishing Emails

Each year, the state of West Virginia receives thousands of phishing emails. According to the 2019 Verizon Data Breach Investigations Report (DBIR), phishing is the #5 cause of security incidents. However, it is the #1 cause of data breaches. The security incidents can also involve phishing, by way of malware or stolen credentials. More than 94% of malware is delivered through phishing emails.

## What exactly is a phishing email?

- Phishing emails and text messages usually look like they are from a legitimate source, but they have malicious intent.
- They will often claim there is suspicious



activity or log-in attempts on your account.

- Watch out for emails that ask you to click a link to confirm your account name/number and password.

Phishing emails sent to your work account may also use one of the following ruses:

- A phisher (i.e. individual sending the email) will spoof a legitimate email address from another employee or boss.
- They may ask you to send personal information to them, such as employee W-2 forms.
- They may send an urgent email that has an attachment that must be opened ASAP.

If you encounter a suspicious email, please forward it to **OTPhishing@wv.gov** or **ServiceDesk@wv.gov**. If you have fallen victim to a phishing attempt or you believe your account or computer was compromised, please contact the Service Desk immediately at the above email addresses (from another computer) or by calling 304.558.9966 or toll free 877.558.9966.

## Revised CTO Approval Policy in Effect

The Office of Technology would like to make Department of Administration employees aware of revisions made to its policy regarding items requiring (or not requiring) purchasing approval from the Chief Technology Officer (CTO).

There are three major categories for items under \$2,500 of which procurement officers within the agencies should be aware. Keep in mind this policy does not disregard the competitive bidding process, when appropriate.

The purchase of Adobe DC Cloud PDF Writer and Nuance Power PDF Writer software no longer require CTO approval.

Removable media also does not require CTO approval. Regardless, agencies should work with the State Privacy Office to complete a Privacy Impact Assessment submission.

Finally, most hardware items no longer require CTO approval unless expressly included in the list of exceptions. Those exceptions include routers, wireless access points, ethernet switches, VoIP phones and equipment,

circuits, and computers and tablets not included on the IP19 statewide contract. Those items still require CTO approval.

For any agency that previously received a Bill of Material (BOM) from the Office of Technology, that agency is not required to go back through the CTO approval process as long as the agency orders the item that matches the item number on the BOM and the BOM is not expired. Moving forward, each BOM will have a 60-day expiration date when issued by the Office of Technology.

Agencies are also advised to continue following the statewide contract ordering instructions for statewide contract purchases under \$2,500 that contain hardware.

This and other policies and standards are maintained on the Office of Technology's website at <https://technology.wv.gov/security/Pages/policies-issued-by-the-cto.aspx>. To view the CTO Review Policy in full, visit <https://technology.wv.gov/SiteCollection/Documents/CTO-19-001%20Policy.pdf>.

## OBESITY ROUNDTABLE Continued from Page 1

PEIA's internal team is now gathering additional input and then will review the data and ideas presented as part of the Roundtable.

"Our desire is to review our current policies and programs in regard to obesity management along with newer strategies that have been implemented within the state and move forward in the coming years," said Wellness Program Manager Cheryl Jackson. "PEIA strives to make the best resources and tools available to our members to address obesity while managing our budget in a fiscally responsible manner. Our hope is that new and innovative strategies within PEIA will also help drive the culture change we need as a state."

As a part of the Roundtable, Cabinet Secretary Allan McVey presented a proclamation on behalf of Governor Jim Justice proclaiming October 2019 as Obesity Prevention Month.



**Governor Jim Justice  
proclaimed October 2019  
as Obesity Prevention  
Month.**

Quotes, Notes and Anecdotes

# Work Completed to Restore and Revitalize Five Sculptures on State Capitol Campus

Over the last few months, EverGreene Architectural Arts, Inc., has worked to restore and revitalize five monuments on the state Capitol campus. Of the five monuments completed, two had patina and structural issues that were attended to. Shown in these photos, the contractor can be seen meticulously working on the patina, or coloring, of the Fallen Partner monument. Work on this monument also included repairs to the structure, heated pressure washing, multiple coatings of wax, and buffing.

Other monuments completed as part of this project included Lincoln Walks at Midnight, Liberty Bell, Coal Miner, and Fallen Firefighters. The work was necessary due to deterioration caused by time and weather.



## What are we going to do with all these old files?

**By Donna M. Lipscomb**

*Records Management Program Manager*

Many agencies accumulate or produce a large volume of documents daily. After a period of time, agencies find the records are no longer beneficial and want to destroy them to make room for newer records or to save on storage costs. However, what most employees are not aware of is that the law prohibits the destruction of any public records without prior approval.

The Public Records Management and Preservation Act, W.Va. Code §5A-8-1, requires each agency to have an approved records retention and disposal schedule which outlines how long an agency will keep each record type. So before you destroy any records, you must consult your agency's retention schedule to ensure you have maintained the records for the required period of time.

Each agency has a records manager who is responsible for managing the agency's records. If you are unaware of how long a particular record should be kept, contact your records manager or Donna Lipscomb, the state records management program manager, to obtain a copy of your agency's retention schedule. If the records have reached the end of the stated retention period, your records manager must submit

a request to destroy the records to Donna Lipscomb at [donna.m.lipscomb@wv.gov](mailto:donna.m.lipscomb@wv.gov), as outlined in the Act, to start the approval process. You will be notified once the request to destroy records has been approved.

What if your agency does not have an approved Records Retention and Disposal Schedule? If that is the case, a schedule must be established as soon as possible, as it is a statutory requirement that each agency have a schedule and seek approval before destruction of any public records. If your agency's approved records retention schedule does not include the type of records you wish to destroy, the retention schedule must be modified to include those record types and resubmitted for approval prior to requesting destruction of those records.

Please remember that modern records include electronic files and not just paper records. As technology progresses, we are generating, maintaining, and storing more records electronically. The same laws apply to electronic records that apply to paper records and must be handled in the same manner. No electronic records can be destroyed without prior approval.

If you have any questions on records management issues, contact Donna Lipscomb at 304.957.8168 or [donna.m.lipscomb@wv.gov](mailto:donna.m.lipscomb@wv.gov).



## Department Employees Share Qualities That Make a Leader

In the October issue of *Quotes, Notes & Anecdotes*, employees were asked to share the qualities they believe make a good leader. Here are some of the responses that Department of Administration employees gave:

- Approachability
- Authoritative
- Clear and attainable vision
- Commitment
- Compassion
- Confidence
- Empathy
- Encouragement
- Engagement
- Fairness
- Firm decision making
- Flexibility
- Great communicator
- Honesty
- Impartiality
- Inclusion
- Integrity
- Knowing your people, including their strengths and weaknesses
- Leads by example
- Listening
- Providing autonomy to staff
- Patience
- Positive attitude
- Professionalism
- Respectfulness
- Sincerity
- Trust
- Utilizing information from different viewpoints

For our next *Employee Question of the Month*, we want to know: What are you most thankful for? To answer this month's question, visit [www.surveymonkey.com/r/Nov2019EmployeeQuestion](http://www.surveymonkey.com/r/Nov2019EmployeeQuestion).

**Welcome!** ... The Department of Administration is pleased to welcome **Megan Ellars** and **Samantha Harper** (CPRB) and **Heather Meredith** (PEIA).

**Best Wishes** ... to **Michelle Lusk** (General Services) and **James Davis** and **Joshua Lanham** (Personnel), who recently resigned from our department.

**Happy Retirement!** ... After years of hard work and dedication, we would like to wish **Tammy Patton** (CPRB), **Drema Gibson** (Personnel), and **Debbie Watkins** (Purchasing) the very best during their retirements.

**Holidays** ... West Virginia state government will be closed on November 11, 2019, in observance of Veterans Day and November 28-29, 2019, in observance of Thanksgiving.

**Employee Question of the Month** ... In addition to the employee question noted to the left, we also want to know your favorite holiday dish. If you have a recipe you would like to share, you can do so at [www.surveymonkey.com/r/Nov2019EmployeeQuestion](http://www.surveymonkey.com/r/Nov2019EmployeeQuestion). You may see your recipe in an upcoming issue of *Quotes, Notes & Anecdotes*.

**COOP Planning Tip** ... Are desktop procedures included as part of your agency's Continuity of Operations Plan (COOP)? If so, have they been reviewed in the last year? Procedures can change over time. Be sure your agency reviews them regularly for relevance and accuracy.

## HAPPY BIRTHDAY ... in November

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

Tierra Gable.....Aviation	Shane Hall.....Purchasing
Sarah Tignor.....Aviation	Guy Nisbet.....Purchasing
Chuck Mazingo.....BRIM	Dusty Smith.....Purchasing
Ashley Summitt.....BRIM	Matt Harper.....Purchasing
Elizabeth Crowder.....CPRB	James Peters.....Real Estate
Laura Harvey.....CPRB	Chris Avis.....Technology
Pamela Russell.....CPRB	Derek Bailey.....Technology
Matthew Short.....CPRB	Crystal Cook.....Technology
Taylor Cole.....Finance	Megan Gallagher.....Technology
Lisa Worledge.....Finance	Bryan Gantzer.....Technology
Rickie Adkins.....Gen.Srvs.	Angela Graham.....Technology
Michael Clendenin.....Gen.Srvs.	Carl Hackworth.....Technology
Mark Crites.....Gen.Srvs.	Charles Hartman.....Technology
Charles Hager.....Gen.Srvs.	William Judy.....Technology
Ricky Morris.....Gen.Srvs.	Ronald Kushner.....Technology
John Nichols.....Gen.Srvs.	Raymond Mullin.....Technology
Michael Urban.....Gen.Srvs.	Sam Payton.....Technology
Susan Beaty.....PEIA	Debbie Pendleberry.....Technology
Frances Mullins.....PEIA	Gilbert Richard.....Technology
Robin Rose.....PEIA	Paul Sullivan.....Technology
Sue Ezzell.....Personnel	John Toomey.....Technology
Diana Gibson.....Personnel	Jeremy Tyler.....Technology
Sarah Saul.....Pub.Def.Srvs.	William Ward.....Technology
Mark Atkins.....Purchasing	Terry Young.....Technology

# Administrative Notes

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