



# Quotes, Notes & Anecdotes

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

### Sara Poe Shows Attention to Detail at CPRB

Sara Poe, an Accounting Technician III with the Consolidated Public Retirement Board (CPRB), has been selected as the Department of Administration's *Employee of the Month* for November.

A state government employee for more than eight years, Poe's primary duties involve verifying service records for all prospective Public Employees Retirement System retirees, calculating reinstatement payments, depositing

checks, balancing and keying payrolls, and determining adjustments and delinquency fees.

"Sara has proven herself to be an extremely valuable and dependable employee who is very detail-oriented and who cares a great deal about the work she produces," according to one of her co-workers. "Even more so, she cares about the customers she assists and always goes above and beyond to ensure her customers are tended to."

Another co-worker of Sara's commented, "Sara is dependable, honest, hardworking and conscientious."

In her spare time, Sara is active in church activities and enjoys spending time with her family. She will be joined by friends and co-workers at a special ceremony presented by Acting Cabinet Secretary Jason Pizatella on Monday, November 3, at 11 a.m. at the CPRB office in Kanawha City.



**SARA POE**  
November Employee of the Month

### New Cabinet Secretary Jason Pizatella Brings a Familiar, Yet Unique Perspective to Department of Administration



When Jason Pizatella was appointed by Gov. Earl Ray Tomblin on October 1, 2014, as the acting cabinet secretary for the Department of Administration, he came to the job with a solid understanding of the programs and services offered by our divisions and agencies. Secretary Pizatella was serving as Gov. Tomblin's Deputy Chief of Staff and liaison to the State Legislature.

"Without the Department of Administration, simply put, state government could not operate," Secretary Pizatella said at his first meeting with his division directors. He emphasized the importance of the role we play in providing services to all state government, including providing health insurance to our employees, purchasing products and services, insuring our state property, maintaining our state buildings...the list goes on. "The key to our department is keeping state operations flowing," he added.

Despite that most of the department's customers are within state and local governments, Secretary Pizatella stressed that our employees' hard work and commitment to efficiency are realized by all state taxpayers. "I've often said that the Department of Administration is like a fourth branch of government, the operations branch. Our agencies provide the commodities and the services that allow government agencies, both state and non-state, to function effectively and efficiently," he said. "However, we also interact with the

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# Make Your Pick for 2014 Employee of the Year!

## Ceremony Scheduled for December

Department of Administration employees will again have the opportunity to vote on the department's *Employee of the Year*. Ballots will be distributed soon to department employees in order to vote on this year's recipient. The deadline for submitting the ballots is November 14. This is the 22nd year of this program.

Cabinet Secretary Jason Pizatella will make the official announcement at 11:30 a.m. on December 10<sup>th</sup> at the Upper Rotunda of the State Capitol, near the House Chamber.

The winner of this award receives a Certificate of Recognition signed by Gov. Earl Ray Tomblin and Secretary Pizatella, along with a monetary award. The nominees for the 2014 *Employee of the Year* are the monthly award winners, who include:

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**CLAUDIA WHITE**, our January Employee of the Month, is an Office Assistant II with the Consolidated Public Retirement Board.

**FRANKLIN BUSKIRK**, our February Employee of the Month, is an Information Technology Associate with the Office of Technology.

**BOB KILPATRICK**, our March Employee of the Month, is a Senior Buyer with the Acquisition and Contract Administration Section of the Purchasing Division.

**TRACY DENNIS**, our April Employee of the Month, is a Secretary II in the Employee Relations Section of the Division of Personnel.

**JENNY HARMON**, our May Employee of the Month, is an Information Systems Specialist II with the Office of Technology.

**JANE SHINN**, our June Employee of the Month, is a Financial Reporting Specialist for the Finance Division.

**MARIE SHELTON**, our July Employee of the Month, is a Payroll Officer for the Consolidated Public Retirement Board.

**JEAN BROWN**, our August Employee of the Month, is a Personnel Specialist Associate with the Division of Personnel.

**JAMES EASLEY**, our September Employee of the Month, is an Information Technology Client Analyst II with the Office of Technology.

**WANDA WHITE**, our October Employee of the Month, is a Personnel Specialist with the Division of Personnel.

**SARA POE**, our November Employee of the Month, is an Accounting Technician III for the Consolidated Public Retirement Board.

**HEATHER ATKINS**, our December Employee of the Month, is a Secretary I for Public Defender Services.

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All department employees are encouraged to attend the *Employee of the Year* ceremony in December to support our outstanding employees. A special congratulations is extended to our well-deserved *Employees of the Month* for this year!



**Claudia White**  
January Recipient



**Franklin Buskirk**  
February Recipient



**Bob Kilpatrick**  
March Recipient



**Tracy Dennis**  
April Recipient



**Jenny Harmon**  
May Recipient



**Jane Shinn**  
June Recipient



**Marie Shelton**  
July Recipient



**Jean Brown**  
August Recipient



**James Easley**  
September Recipient



**Wanda White**  
October Recipient



**Sara Poe**  
November Recipient



**Heather Atkins**  
December Recipient



**Kelvin Coleman, with the Office of Homeland Security, speaks during the Information Security Conference, sponsored by the Office of Technology.**

## Keeping Information Secure Focus of Cyber Security Event

Alerts about data leaks – ranging from credit card information from retailers to personal photos from online storage – are increasingly common in the daily news, and keeping that information secure was again the focus of this year’s Information Security Conference, offered on Oct. 15 at the Culture Center and sponsored by the Office of Technology’s (WVOT) Office of Information Security and Controls.

WVOT Chief Technology Officer Gale Given said the increased rash of data breaches indicate the importance of good cyber security practices. “The past twelve months, perhaps more than any other time, has brought the issue of cyber security front and center to the typical consumer,” she said. She said that there are four types of security breaches:

- The ones that are prevented – the vast majority, and the ones you never hear about;
- The ones that are detected and stopped before they become serious – another group you never hear about;
- The ones that wreak havoc – a small percentage when

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## Phase D of wvOASIS Delayed for Additional Testing of Applications

Based on a recommendation from the Project Management Office of the Enterprise Resource Planning (ERP) Board, the deployment of Phase D of the wvOASIS system has been delayed to provide additional testing of the new Payroll and Human Resources Management applications. Phase D includes human resources, payroll, time and leave management travel and federal reciprocity.



The ERP Board had previously established measures of progress that needed to be met by September 30 in order to move to the stage of preparing to train state employees for January 1, 2015, according to an e-mail communication to change leadership team members and agency liaisons from Lisa Comer, State Leader for the wvOASIS Enterprise Readiness Team over communications, training and change management. Because those measures were not met to transition to train the end users, the deployment date has been delayed to an undetermined time. Additional details will be forthcoming.

A revised plan is being established by the Project Management Office to re-set tasks and timeframes that will be presented to the ERP Board at a future meeting. Currently, however, please note the following activities:

- User acceptance testing continues on HRM, Payroll, Time and Leave;
- HRM Staging Environment training to proceed as planned;
- Additional training opportunities will be announced soon; and
- User acceptance training schedule for travel and federal reciprocity will be announced later;

Continue to check the wvOASIS website at [wvOASIS.gov](http://wvOASIS.gov) for additional information.

## Revised Emergency Situations and Inclement Weather Policy Approved by the State Personnel Board

The State Personnel Board approved the revised Emergency Situations and Inclement Weather Policy at its October 21, 2014, meeting in order to provide continuity of government operations during emergency situations. These situations may include inclement weather conditions.

According to Joe Thomas, Assistant Director over the Division of Personnel’s Employee Relations Section, who presented the revised policy to the Board for review, the new policy was restructured so that state employees may better understand the requirements relating to reporting to work in those emergency situations. Prior to presenting to the Board, the Division of Personnel solicited input from human resource coordinators in other state agencies.

To review this policy, please visit the Division of Personnel’s website at [www.personnel.wv.gov](http://www.personnel.wv.gov) and click on the “Policies and Interpretive Bulletins” link.

## Work Nears Completion on Veterans Memorial



Work is nearly completed on repairs to the Veterans Memorial on the Capitol Campus. General Services Division Deputy Director William Barry said the project has been underway since March and should be finished this month. Barry added that among the repairs to the Memorial are repairing and replacing marble, repairing the pool surrounding the monument, and fixing the lighting system.

## PEIA Hits the Road to Discuss Upcoming Proposed Plan

The Public Employees Insurance Agency (PEIA) Finance Board members and PEIA staff will be traveling throughout West Virginia during this month to reach out to its active and retired employee members to explain the proposed plan for fiscal year 2016, which will become effective on July 1, 2015. In addition to the proposed plan, PEIA staff plans to use this opportunity to showcase some other programs and enhancements which are forthcoming.

Because of a \$40 million deficit in PEIA's budget for the next fiscal year, a list of possible benefit revisions have been established for active employees, non-state members, and pre-65 and Medicare retirees. These revisions include increases to family out-of-pocket maximums, deductibles and copayments.

Other possible benefit changes relate to emergency room and urgent care visits. PEIA understands that members would prefer no changes; however, we hope to receive

feedback at the public hearings as to which recommended medical benefit change would be most acceptable, according to PEIA Executive Director Ted Cheatham.

At the public hearings, members will have an opportunity to provide their feedback on which benefit revision they would prefer. A checklist of all recommended proposed changes with the potential savings will be available for active members and pre-65 retirees as well as for Medicare retirees.

In addition, a checklist of proposed changes to the prescription drug plan with potential savings will be available

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## PEIA

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for member input. On each checklist, a recommended total savings needed is noted. For a complete listing of proposed changes to benefits that will be presented at the public hearings, visit [peia.wv.gov](http://peia.wv.gov).

At a recent PEIA Finance Board meeting, Cheatham said the upcoming public hearings will also encourage its members to become more involved in their health well-being. He applauded the efforts of PEIA's Wellness Director Nidia Henderson, who was been working in collaboration with Marshall University on a variety of new programs that are being offered.

Based on a survey response of 18,000 members, PEIA learned more about priorities of

its members. Some of these priorities included more access to affordable fruits and vegetables, fitness services, stress management and technological tools.

In response, Cheatham said his agency is working with agency wellness coordinators in launching farmers markets at various worksites; creating a fitness discount program; offering stress management classes through Marshall University and WVU Extension Service; providing fitness classes at worksites; providing lifestyle coaching; and will be launching the "My Pathways to Wellness" site after the first of the year.

"We want our members to feel involved and accountable in their healthy lifestyle choices," said Cheatham. As a result, part of the PEIA Public Hearings will focus on the Healthcare Bluebook, which is a transparency tool for cost comparison of many common procedures that PEIA's members have performed, including colonoscopy, hernia repair, and hysterectomy.

This tool provides reference-based pricing to members looking at quality and pricing data. "There are 34

recommended procedures that we are focusing on using this tool," he said. "It is an incentive for patients to choose wisely."

A new program to encourage healthy lifestyles, "Healthy Tomorrows," is part of the proposed plan for the upcoming fiscal year.

"This is a three-year program to help our active members take charge of their life. During the first year, active members are to name a primary care physician. The members

must report the blood pressure, glucose, cholesterol and waist circumference screening was taken the second year. And, the third year, members must report the values of those screening," Cheatham said.

In order to qualify, the member must meet by the third year the recommended values of <140/90 for blood pressure, <125 glucose; <245 cholesterol; with no values required for waist circumference.

A physician statement that one of more of these measures cannot be met will waive the requirement for that specific measure. Those active members not meeting those values without a physician statement will have an additional \$500 annual deductible.

Also on the agenda for discussion at this month's public hearings are a new Mountaineer Flexible Benefits dental option for cleanings only. The Mountaineer Flexible Benefits are a voluntary menu of optional insurance programs which are available to PEIA members.

The PEIA public hearing schedule is listed on its website, with the Charleston hearing located at the Little Theater at the Charleston Civic Center on Thursday, November 20, 2014. Registration begins at 5 p.m., with the hearing offered from 6 p.m. to 8 p.m.

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*"We want our members to feel involved and accountable in their healthy lifestyle choices."*

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**Ted Cheatham**

*Executive Director*

*Public Employees Insurance Agency*

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## PIZATELLA

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public in ways that if we are doing our jobs well, the taxpayers have greater confidence in their government."

He expressed his interest in showcasing the good things that our department and our employees do. "If things are running smoothly, I want to know about it... not just when a problem may arise. Every day, there are many wonderful examples of what we are doing right," he said.

One of our department's greatest attributes are our employees, Secretary Pizatella said. "I always knew but now have learned first-hand since becoming cabinet secretary, the Department of Administration has some of the most dedicated employees in state government," he said. One of first things that he had scheduled was a visit to each division to learn more about the work they do and to talk with the employees. "In doing so, I developed a more in-depth view of the things that we are doing well and the things we can be doing better, according to the employees throughout the agencies. I'll be following up on some of the suggestions received during these visits and will be making periodic visits to track our progress."

Within state government, Secretary Pizatella previously served as Acting Cabinet Secretary of the Department of Revenue, Deputy Commissioner of the State Tax Division, and counsel to the State Senate Committee on Government Organization and Committee on Finance. He continues to represent the Governor as his designee and Chairman of the Parkways Authority, Water Development Authority and the Infrastructure and Jobs Development Council.

"I'm honored that the Governor has the confidence in me to take on the role of Cabinet Secretary for the Department of Administration," he said. "Having been Deputy Chief of Staff and also working with the State Legislature, I think I bring a unique perspective to this job that I hope will serve the Department, its employees, and its customers well."

Prior to state government, he practiced law in the private sector. A native of Fairmont, West Virginia, Secretary Pizatella is a 2007 graduate of the West Virginia University College of Law and a 2004 graduate of the West Virginia University Eberly College of Arts and Sciences.

## SECURITY

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**The Office of Technology shared fortune cookies at the event, which offered cyber security tips.**

compared to the number of attempts, but these are the ones that create headlines and hassles; and

- The ones that are going on right now that we don't know about and may never know about.

The conference was conducted in conjunction with National Cyber Security Month. The event featured several nationally-known speakers in the field of Internet security. Speakers included:

- Evan Patterson, special agent with the FBI;
- Ernie Hayden, Securicon, executive consultant; and
- Kelvin Coleman, branch chief for Government Engagement, Office of Homeland Security.

The conference, which was offered free of charge, was attended by public and private sector professionals. The Office of Technology also broadcasted the conference live via webcast.

WVOT Chief Information Security Officer Jim Richards said that WVOT will be placing segments of this conference on YouTube for future viewing.

**Welcome!** ... The Department of Administration is pleased to welcome our new employees: **Nathan Bledsoe, Mark Crites, James Fields** and **Elizabeth Kim** (General Services); **Christine DeRienzo** (PEIA); **Jonathan Friley** (Public Defender Services); **Jonathan Sweeney** (Prosecuting Attorneys Institute); and **Rebecca Hall** (Technology).

**Best Wishes** ... to **Kevin Chapman** (Aviation), **Donald Blackwell** (CPRB), **Heather Copen** (Purchasing), **Cedric Greene** (Secretary's Office) and **Jessica Allman** (Technology), who recently resigned from our department.

**Happy Retirement!** ... After years of hard work and dedication, we would like to congratulate **Gregory Welch** (General Services); **John Rymer** and **Lynn Schillings** (Personnel); **Jeanne Barnhart** (Purchasing); and **Marta Dean, Elizabeth Humphreys** and **Bernard Simmons** (Technology) on their retirements.

**A Proud Dad!** ... **Mike Urban** of the General Services Division is proud to announce his son, Alex, was nominated among three other students from West Virginia University for a Rhodes scholarship. A history and geography double major with a minor in Africana studies, Alex is an Eberly Scholar and has served as treasurer and president of the history honorary Phi Alpha Theta. He was recognized as an outstanding senior by the History Department in 2013 and plans to graduate in May. Congratulations on this honor! If you have good news that you would like to share, please e-mail Editor Diane Holley-Brown at [DianeM.Holley@wv.gov](mailto:DianeM.Holley@wv.gov).

**Month of November** ... Please be reminded that during the month of November, there are four official state holidays, including Election Day (Nov. 4), Veterans Day (Nov. 11) and the Thanksgiving holiday (Nov. 27-28).

## HAPPY BIRTHDAY ... in November

1 Bill Ferguson ..... Technology	17 Debra Pendleberry.....Technology
Yvonne McCormick ..... Personnel	Bill Ward ..... Technology
2 Sam Payton ..... Technology	18 Sarah Tignor ..... Aviation
3 Shane Hall ..... Purchasing	Lisa Worledge ..... Finance
Carla Maleski ..... Technology	19 Matthew Harper ..... Purchasing
4 Toni Hill ..... Gen. Srvs.	Pam Hodges ..... Gen. Srvs.
Robert Josephson .... Technology	20 Ronald Kushner ..... Technology
Jeremy Tyler ..... Technology	21 Carol Jarrett ..... Purchasing
5 Paula Lowe ..... Purchasing	Mark Sizer ..... Technology
Terry Young ..... Technology	22 Chuck Mozingo ..... BRIM
6 Patrick Larsen ..... Technology	23 Clifton Manns ..... Technology
Anthony Signorelli ..... Real Estate	Raymond Mullin ..... Technology
8 Melody Bailey ..... CPRB	Gilbert Richard ..... Technology
Sarah Saul ..... Pub. Def.	24 Terry Friend ..... Technology
9 Ricky Lee Morris ..... Gen. Srvs.	Michael Urban ..... Gen. Srvs.
10 Tierra Gable ..... Aviation	25 Pamela Russell ..... CPRB
11 Bill Judy ..... Technology	26 Barbara Bowe ..... Personnel
13 Meredith Johnston ..... Ethics	Eric Illikainen ..... Personnel
Alina Roupe ..... CPRB	Guy Nisbet..... Purchasing
Janese Sexton-Haynes ..... PEIA	29 Robin Rose ..... PEIA
16 Andrew Williams ..... Technology	30 Mark Crites ..... CPRB
17 Chris Avis ..... Technology	Diana Gibson ..... Personnel
Naomi Pauley ..... Technology	Stanford Moss ..... Technology

# Administrative Notes

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

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