



Quotes, Notes & Anecdotes

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

Fleet's Mandy Parsons Always Willing to Help



Mandy Parsons
November Employee of the Month

Mandy Parsons, Fleet Manager of the Fleet Management Office (FMO), has been selected as the Department of Administration's *Employee of the Month* for November.

An employee of the FMO since 2013, Mandy's responsibilities include managing the state's fleet fueling, maintenance, agency billing and records integrity. She maintains a master fleet list of approximately 7,600 vehicles. Each vehicle having specific attributes to monitor, Mandy ensures that all the attributes are

correct in each of the different systems that are maintained in managing the state fleet.

"Mandy has also taken the lead with the new WV OASIS Fixed Assets System (for the Fleet Management Office) and has made a WV OASIS Fleet Instruction Handbook to help those who are creating documents in the system," said FMO Executive Director Kenny Yoakum. "In addition to these various tasks, she also oversees the training of the agency fleet coordinators and will be rolling out a new dashboard that combines the agencies' fleet inventory along with maintenance and fuel data. Each day she displays a positive attitude and a willingness to help no matter the issue. I nominated her as a way to say thanks for all she does."

When she's not working, Mandy enjoys farming, traveling, and spending time with her family. She will be joined by friends and co-workers at a special ceremony presented by Acting Cabinet Secretary Mary Jane Pickens on Thursday, November 3, 2016, at 3:00 p.m. in Building 17 at the Capitol Complex.

PEIA HealthCare Bluebook Allows Members to Make Wise Cost-Saving Decisions

Making decisions about health care is never easy. That is why the Public Employees Insurance Agency (PEIA) offers the Healthcare Bluebook, a comprehensive guide that equips members with a wide range of options to assist them in making health care decisions. As health care costs continue to rise, the Healthcare Bluebook allows PEIA members to be active participants in lowering their personal healthcare costs.

The Healthcare Bluebook provides transparent cost and quality information for different medical services in a

Please see **BLUEBOOK**, Page 4

Brain MRI (with and without contrast)

Fair Price \$672

\$452 \$3,894+

PEIA Regional Facility Fee Limit Program Parameters

 This procedure is subject to PEIA's facility fee limit. All green providers' charges are within the facility fee limit; red and yellow providers are not. If you are considering having your procedure performed at a red or yellow provider click here for important information.

[Learn More](#)

PROVIDER COST RATINGS[®]

COST ● At or Below Fair Price ▲ Slightly Above Fair Price ● Highest Price

PEIA policyholders may access the Healthcare Bluebook online or on their mobile devices. This guide provides information on health care-related costs for different procedures, aiding an individual's health care decisions.

SNEAK PEEK

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West Virginia Receives “B+” Grade in 2016 National Survey by the Center for Digital Government

The Center for Digital Government designated West Virginia with a B+ grade as part of the 2016 Digital States Survey. The Digital States Survey was designed to highlight best and emerging technology practices that can be shared across state borders. The survey recognizes these best practices and provides a common reference for all 50 states in the ongoing work of finding better ways to conduct the public’s business. West Virginia received the same grade in the last survey, which was conducted in 2014.

Under the Digital States criteria, a grade of “B” reflects a state that is “trending up. They show results in many survey categories, and their leaders use modernization to change entrenched practices to prepare for more sustainable operations. Incentives for collaboration are in place, and performance measures are used in key areas.”

Over the past two years, West Virginia has achieved success through the use of technology in numerous areas, including:

- Reduction of labor costs by automating services for the West Virginia Division of Motor Vehicles, including requesting personalized plates and official driving records, as well as processing payment of license renewal fees;
- Growth of broadband services throughout the state as a result of a federal grant;
- Promotion of online businesses and educational growth;
- Creation of WV Help, a mobile app that delivers immediate contact information and support resources for those confronting crime, violence and child abuse; and,
- Development of the West Virginia Flood Tool, available for mobile devices at mapwv.gov/flood, which assesses flood risk to properties within the state. The West Virginia Flood Tool is designed to provide floodplain managers, insurance agents, developers, real estate agents, local planners and citizens with an effective means by which to make informed decisions about the degree of flood risk for a specific area or property.



In the 2016 Digital States Survey, West Virginia received a “B+” from the Center for Digital Government. This grade level shows that the West Virginia is “trending up” and has strong performance levels across numerous areas. Josh Spence, Chief Information Security Officer for the West Virginia Office of Technology, accepted the award.

“With limited budgeted dollars, West Virginia has maintained its commitment to expanding technological programs and services within state government, affecting our constituents throughout all 55 counties,” said Chief Technology Officer Gale Given. “The momentum that the Office of Technology has experienced thus far continues as we focus our attention in many areas, including cyber security, which will have a great impact on our citizens.”

The results of this survey can be found online at www.gov-tech.com/cdg/digital-states/Digital-States-Survey-2016-Results.html.

The Center for Digital Government is a government research and advisory institute on information technology policies and best practices in state and local government. The Center is a division of e.Republic, the nation’s only media and research company focused exclusively on state and local governments and education.

Joe Thomas Assumes Role of Acting Personnel Director

Effective September 1, 2016, Joe Thomas was named the Acting Director of the West Virginia Division of Personnel (DOP). Thomas succeeds



Joe Thomas
Acting Director of Division of Personnel

Sara Walker, who retired at the end of August after serving as director for seven years. Thomas has served West Virginia state agencies in a human resource role for 23 years, spending 17 years with DOP.

“Being public servants means that, as state employees, we have the opportunity to make a difference in the lives of others in a way that matters,” shares Thomas. “I consider myself fortunate to work with what I know to be some of the hardest working, most dedicated employees in state government.”

Thomas holds a master’s degree in Industrial and Employee Relations from the Marshall University Graduate College and has earned the Senior Pro-

fessional in Human Resources (SPHR) certification from the Human Resources Certification Institute and the Senior Certified Professional (SHRM-SCP) certification from the Society for Human Resource Management. Prior to his appointment, Thomas had been promoted to Deputy Director and served as Assistant Director of Employee Relations for DOP before that.

“I look forward to taking a lead role in the Division of Personnel’s continuing efforts to recruit, develop and retain qualified staff for our agencies in what has become a challenging environment,” adds Thomas.

Congratulations to Joe in this new position!

State Employees Combined Campaign Underway

The 2016 United Way West Virginia State Employees Combined Campaign (WVSECC) is now underway. Diane Holley-Brown of the West Virginia Purchasing Division, who also serves as the Department of Administration's communication director, is this year's Campaign Chairman, and Samantha Knapp, also of the Purchasing Division, is serving as the Campaign Coordinator. This is the only state-sanctioned fundraising effort in which state employees can use payroll deduction.

Employees may contribute to the general fund, known as the

Community Impact Fund, or can designate their gift toward a specific United Way agency. December 15th is the last day to submit pledge forms. Individuals who donate a minimum of \$52 (i.e. \$1 per week) by November 29th will be entered into a drawing to win a variety of prizes. Funds raised through special events may be submitted through the end of March 2017.

Questions regarding this statewide voluntary effort may be directed to the following individuals serving as coordinators for their respective Department of Administration agency:

- | | | |
|---|--|---|
| <ul style="list-style-type: none">• Aviation – Brad Phelps
Brad.P.Phelps@wv.gov• BRIM – Lora Myers
Lora.D.Myers@wv.gov• CPRB – Barbara Moss
Barbara.P.Moss@wv.gov• EEO – Beverly Reed
Beverly.R.Reed@wv.gov• Ethics – Teri Anderson
Teri.L.Anderson@wv.gov• Finance – Jessica Wiseman
Jessica.A.Wiseman@wv.gov | <ul style="list-style-type: none">• Fleet – Dena Butler
Dena.K.Butler@wv.gov• GSD – Greg Melton
Gregory.L.Melton@wv.gov• Personnel – Erica Henson
Erica.N.Henson@wv.gov• Prosecuting Attorneys Institute – Amy Leslie
Amy.R.Leslie@wv.gov• Public Defender Services – Betsy Chapman
Betsy.E.Chapman@wv.gov• PEIA – Frances Buchanan or Tamala Skidmore
Frances.V.Buchanan@wv.gov
Tamala.D.Skidmore@wv.gov | <ul style="list-style-type: none">• Purchasing – Stephanie Mosley
Stephanie.M.Mosley@wv.gov• Real Estate – Shelly Eads
Shelly.R.Eads@wv.gov• Technology – Hillary Balding
Hillary.L.Balding@wv.gov |
|---|--|---|



Purchasing Division Participates in 3rd Annual Minority Business Expo at Charleston Civic Center

The West Virginia Purchasing Division joined a variety of exhibitors and informational presenters at the 3rd Annual Minority Business Expo. This event was held October 26, 2016, at the Charleston Civic Center and was coordinated by the Herbert Henderson Office of Minority Affairs (HHOMA). A number of businesses joined HHOMA to sponsor the event, including Brick-Street Insurance, Mylan Pharmaceuticals, Toyota, the U.S. Department

of Energy's Minorities in Energy Program and the West Virginia Bureau of Senior Services.

Attendees who visited the Purchasing Division booth received information on how to do business with the state of West Virginia, including how to register with the state as a vendor. Buying Supervisor Tara Lyle, Technical Services Manager Mark Totten and Vendor Registration Coordinator Gail Montantez represented the Purchasing Division at this event. One of the main resources shared during the Expo was information regarding the Small, Women-, and Minority-Owned (SWAM) Business Certification, which can be requested as part of a vendor's registration with the Purchasing Division.

"This Expo provides an opportunity for small business owners, companies, corporations, suppliers and entrepreneurs to come together in one location to work with local and regional partners, share best practices and collaborate with experts to gain helpful tips on ways to enhance their businesses," shared HHOMA Executive Director Dr. Carolyn Stuart in a press release. "This event provides individuals from across the state with building blocks and helpful information to start or grow a business and chart long-term success."

The Purchasing Division is pleased to have attended this event which had more than 300 participants and 71 exhibitors.

To learn more about the HHOMA, visit its website at www.minorityaffairs.wv.gov. More information on SWAM certification can be found on the Purchasing Division's website at <http://state.wv.us/admin/purchase/minority.html>.



Tara Lyle, seated left, and Gail Montantez, seated right, met with business owners at the 3rd Annual Minority Business Expo. Lyle and Montantez were available to answer questions and provide information on how to conduct business with the state.

Statewide Public Hearings Scheduled for PEIA FY18 Plan

The Public Employees Insurance Agency (PEIA) Finance Board has scheduled public hearings to discuss and take comments for its proposed financial plan for Plan Year 2018. Registration for the sessions opens at 5 p.m. on the allotted dates, and the hearings begin at 6 p.m. Those wishing to speak at the hearings must indicate so during registration.

PEIA needs to come up with approximately \$55 million or face a \$25 million benefit cut to help cover higher-than-projected increases in prescription drug costs for the year. Of the \$55 million, they are proposing that at least \$25 million come from active employees and \$15 million from retirees. Premium increases are not an option to meet this funding need.

PEIA will provide customer service in each location from 5-6 p.m. for those members who have questions about medical, prescription or life insurance benefits.

The public hearing schedule is listed to the right. For more information on these PEIA public hearings, call 304.558.7850.

PEIA PUBLIC HEARING SCHEDULE

Below is the list of PEIA's public hearings scheduled throughout the state during the month of November:

Wednesday, Nov. 9, 2016 Huntington

Big Sandy Arena
One Civic Center Plaza,
Huntington

Thursday, Nov. 10, 2016 Beckley

Tamarack - Ballroom A
One Tamarack Park, Beckley

Monday, Nov. 14, 2016 Martinsburg

Holiday Inn
301 Fox Croft Avenue, Martinsburg

Tuesday, Nov. 15, 2016 Morgantown

WVU - Erickson Alumni Center
One Alumni Drive, Morgantown

Wednesday, Nov. 16, 2016 Wheeling

West Virginia Northern
Community College - Auditorium
1704 Market Street, Wheeling

Thursday, Nov. 17, 2016 Charleston

University of Charleston - Ballroom
2300 MacCorkle Avenue, SE

Public Defender Services Celebrates Team Spirit with Tailgate Gathering

The Public Defender Services (PDS) staff gathered for a lunchtime cookout in September, at which time employees were encouraged to support West Virginia University and Marshall University. This was PDS's 2nd Annual Football Tailgate.



Photograph courtesy of PDS



The tradition is scheduled to continue, since the staff indicated it is looking forward to next year's event.

Some members of the PDS staff can be seen in the picture above: (back from left to right) Rosa McFarland, Teresa Asbury, (front from left to right) Kimberly Bennett, Heather Atkins, Kitty Wilson and Rachel Flynn. Photograph to the left, PDS employees gather together for the lunch tailgate.

BLUEBOOK

Continued from Page 1

member's area. Taking time to review these different options could make a big difference in out-of-pocket expenses. More than 140 health care services have been identified to provide the opportunities to save hundreds or thousands of dollars based on the provider chosen.

For a range of different medical procedures, a Fair Price (i.e. the price members should reasonably pay) is calculated and provided to members. Using the Fair Price, the Bluebook assigns health-care providers with a 'green,' 'yellow' or 'red' ranking. The 'green' results indicate that the provider offers those services at or below the Fair Price, while 'yellow' is somewhat above the Fair Price and 'red' is the most expensive. This ranking system provides easily understood information to PEIA members about the often confusing world of health care costs.

To access the Healthcare Bluebook, PEIA members can create an account and log in at myhealth.healthsmart.com. Members can also download the Healthcare Bluebook app for their Apple or Android device and enter "peia140590" to access customized content.

Be Aware Of Fall Driving Conditions

As the weather changes, the Fleet Management Office would like to remind drivers to adjust their driving habits to accommodate leaves, increased morning fog and mist, and higher windshield glare from the sun.

Falling foliage combined with cooler temperatures and wetter roads can make conditions similar to driving on ice. Leaves, especially if wet or frozen on the roadway, reduce your vehicle's traction which then increases your chances of skidding or possibly losing control of the vehicle. Below are some other tips for safe driving:

- Slow down if you are driving on a road covered with leaves, especially on curves or when turning. Leaves often cover the painted road markings, making it difficult to know the location of the lanes and curb markings, and they also make it difficult to see potholes and bumps in the road.
- Allow yourself plenty of room to stop in an emergency. Keep a good distance between you and the car in front of you.
- A pile of leaves raked to the side of the road is an invit-

ing place to a child. Children enjoy jumping into the leaf piles or burrowing down into them and hiding. Never drive through a leaf pile.

- Keep your windshield free of leaves to avoid wet leaves getting stuck under the windshield wiper blades.
- In order to avoid the possibility of a fire hazard from the exhaust system or catalytic converter, never park your vehicle over a pile of leaves.
- When driving in fog, set your headlights to low beam. This setting aims the beam of light down toward the roadway.
- In the fall as temperatures drop, frost often forms on the roadway, causing hazardous driving conditions. Drive slowly and brake gently at overpasses and bridges as these areas frost over more quickly than other roadway surfaces.
- Be aware of areas where black ice forms on the roadway.

To view more defensive driving tips, visit the Fleet Management Office's website at www.fleet.wv.gov.



Fall Fantasies Coming True

Your State Credit Union can make it happen with reduced Loan Rates for a very limited time... See us now

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- **Credit Card Rates- 6.99%**, new lower monthly payment !
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*Some restrictions apply, additional terms and rates available. Automobile floor rate of 1.99% for terms 48 months and over, 1.49% for <48 months-offer doesn't apply to existing SCU loans. Please check our website www.wvpecu.com or contact the SCU for more information 304-558-0566.

Annual West Virginia Cyber Security Conference Conducted

October was National Cyber Security Awareness Month (NCSAM), and in an effort to make the Internet safer for everyone, the West Virginia Cyber Security Office (CSO) hosted a free cyber security conference on October 25, 2016, at the Charleston Civic Center.

The conference was open to all public sector officials and employees, as well as the general public. Experts presented the latest data on cyber threats, effective practices to safeguard computer information, with an emphasis on individual responsibility, accountability, risk management, and privacy issues. Speakers included representatives from NCC Group, which provides organizations with peace of mind that their most important assets are protected; Unit

42, which gathers, researches, analyzes, and provides insight into the latest cyber threats; and MS-ISAC, which is the focal point for cyber threat prevention, protection, response and recovery for the nation's state, local, tribal and territorial governments.

"We design the event to be both entertaining and thought provoking. This year's conference theme was superheroes and we used the theme as a way to relate topic of cyber security to a general audience," said Joshua Spence, Chief Information Security Officer for the West Virginia Office of Technology.

The mission of the CSO is to preserve the confidentiality, availability, and integrity of State data resources; reduce risk through a program of security-



The West Virginia Cyber Security Office held its annual Cyber Security Conference in October. This event was attended by 235 individuals.

focused policies and procedures, end-user awareness, application of threat detection and blocking technologies; and maintain appropriate controls to mitigate risk identified by assessments, monitoring, and incident events.

Quotes, Notes and Anecdotes

Latest Surplus Property Newsletter Posted Online

The West Virginia State Agency for Surplus Property (WVSASP) recently posted on its website its third quarter newsletter of The Property Connection. WVSASP offers reasonable prices on retired state property which can be purchased by state agencies, eligible organizations (namely nonprofit organizations) and members of the general public.

WVSASP publishes this quarterly newsletter to focus on procedural updates, inventory changes, general news and stories highlighting eligible organizations and how they have benefited from their purchases. Articles published in the current issue feature the West Virginia National Guard's use of surplus generators, a comparison of WVSASP prices against an average retailer and how the town of Clendenin benefited from office furniture purchased from WVSASP following the June flooding.

The view WVSASP newsletters, visit www.state.wv.us/admin/purchase/surplus/propertyconnection.

For more information on WVSASP and other news updates, visit WVSurplus.gov or call 304.766.2626.

Welcome! ... The Department of Administration is pleased to welcome **Leslie Young** (CPRB); **Teresa Anderson** (Ethics); **Samantha Chapman** (Finance); **Jamie Bowles**, **Frederick Massey Jr.**, **Harold McVay**, **Brandon Merritt**, **Michael O'Dell** and **Michael Shrewsbury** (General Services); **Carol Garnes** (Personnel); and **Tracie Hallman**, **Brittany Ingraham** and **Courtney Sisk Johnson** (Purchasing). **Daniel Ball** transferred from General Services to Technology.

Retirement! ... After years of hard work and dedication, we would like to wish **Barbara Houchins** (BRIM); **George Tanner** (General Services); and **Junior Blount** and **Willadean Fisher** (Purchasing) the very best during their retirements.

Best Wishes ... to **Elizabeth Kim** (General Services); **Chad Greene** (PEIA); **Wanda White** (Personnel); **Gail Delmaar-Mines** (Real Estate); and **Timothy Graley** (Technology), who recently resigned from our department.

A Proud Mom! ... **Joni Blankenship** of PEIA is proud to announce that her son **Joshua Perdue**, who graduated from Mountwest Community and Technical College on September 28, 2016, passed all testing required to be a Nationally Certified Paramedic. Joshua's wife, **Brianna Perdue**, also graduated on July 21, 2016, from Garnet Career Center and is now a Licensed Practical Nurse. They both graduated while working full time and raising four daughters.

Month of November ... Please be reminded that during the month of November, there are three official state holidays: Election Day (Nov. 8), Veterans Day (Nov. 11) and the Thanksgiving holiday (Nov. 24-25).

HAPPY BIRTHDAY ... in November

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

Tierra Gable.....Aviation	Anthony Signorelli.....Real Estate
Sarah Tignor.....Aviation	Chris Avis.....Technology
Charles Mazingo.....BRIM	Bill Ferguson.....Technology
Melody Bailey.....CPRB	Megan Gallagher.....Technology
Traci Dolan-Priestley.....CPRB	Bryan Gantzer.....Technology
Pamela Russell.....CPRB	Charles Hartman.....Technology
Meredith Johnstone.....Ethics	William Judy.....Technology
Michael Clendenin.....General Srvs	Ronald Kushner.....Technology
Mark Crites.....General Srvs	Patrick Larsen.....Technology
Charles Hager.....General Srvs	Susan Lowe.....Technology
Pamela Hodges.....General Srvs	Carla Maleski.....Technology
Ricky Morris.....General Srvs	Stanford Moss.....Technology
Larry Smith.....General Srvs	Raymond Mullin.....Technology
Michael Urban.....General Srvs	Jimmy Owens.....Technology
Rickie Adkins.....General Srvs	Naomi Pauley.....Technology
Susan Bevins.....PEIA	Samuel Payton.....Technology
Robin Rose.....PEIA	Debra Pendleberry.....Technology
Jill Adkins.....Personnel	Gilbert Richard.....Technology
Diana Gibson.....Personnel	Mark Sizer.....Technology
Yvonne McCormick.....Personnel	Paul Sullivan.....Technology
Sarah Saul.....Pub. Def. Srvs.	Jeremy Tyler.....Technology
Mark Atkins.....Purchasing	William Ward.....Technology
Shane Hall.....Purchasing	Andrew Williams.....Technology
Matt Harper.....Purchasing	Lisa Worledge.....Technology
Guy Nisbet.....Purchasing	Terry Young.....Technology
James Peters.....Real Estate	

Administrative Notes

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Earl Ray Tomblin
Governor

Mary Jane Pickens
Acting Cabinet Secretary

Diane Holley -Brown
Communication Director

Samantha Knapp/Editor

Production
Jess Chambers
Courtney Sisk Johnson

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