



Quotes, Notes & Anecdotes

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

Bowgren a Vital Part of CPRB to Co-Workers and Visitors

PATRICIA BOWGREN, a Public Information Specialist I with the Consolidated Public Retirement Board (CPRB), has been selected as the Department of Administration's *Employee of the Month* for October.

A state government employee for more than six years, Bowgren maintains the CPRB website content and posts its updates. She also provides the materials used in the agency's outreach programs and keeps tracks of

CPRB-related bills when the Legislature is in session.

"Patricia is a diligent, hard-working and dedicated employee. She works on a task from its commencement until its completion," said one co-worker. "She keeps everyone involved in these projects updated and is always checking in with them to ensure all the information is accurate."

Said another co-worker, "We are a service agency and

Patricia provides exemplary customer service. She is always willing to stop what she is doing to assist a co-worker or visitor to CPRB."

In her spare time, Bowgren likes to work with computers and enjoys music. She will be joined by her friends and co-workers at a special ceremony presented by Cabinet Secretary Rob Ferguson on Friday, October 7 at 11:15 a.m. at the CPRB office in Kanawha City.



PATRICIA BOWGREN
October Employee of the Month

Department of Administration Honors Employees for Their Service to State

West Virginia state government celebrated Public Service Recognition Week during the week of September 12 – September 16. Gov. Earl Ray Tomblin offered the keynote speech at an awards ceremony held September 14 at the Culture Center for those state employees with 30, 35, 40, 45 and 50 years of service.

During a ceremony for Department of Administration employees on September 21, Cabinet Secretary Rob Ferguson recognized our department employees who have 20, 25, 30, 35 and 40 years of service. Those honored included:

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Cabinet Secretary Rob Ferguson honored Department of Administration employees at the 2011 Public Service Recognition Week ceremony.



SNEAK PEEK

• Key Station Reflects Part of Capitol's Rich History / **Page 3**



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(Above) 35-Year Employees: From left, Cathy Kushner, Office of Technology; Secretary Ferguson; Michael Campbell, Division of Personnel; Barry Gunnoe, Fleet Management.



(Above) 30-Year Employees: from left, Secretary Ferguson and Catherine McClung, Office of Technology.



(Above) 25-Year Employees: from left, Kay Parks, Finance Division; Secretary Ferguson; Bill Rheinlander, Public Employees Insurance Agency; Charles McMinn, Office of Technology.

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20 years of service

- Bernadette Curry: Public Employees Insurance Agency
- Gloria Long: Public Employees Insurance Agency
- Robin Perdue: Public Employees Grievance Board
- Robert Withrow: General Services Division
- Brenda Jones: Children's Health Insurance Agency
- Ruth Shaffer: Office of Technology
- Albert Tinsley: Office of Technology
- Charles Walker: Office of Technology
- Wilburn Michaelson: General Services Division

25 years of service

- Charles McMinn: Office of Technology
- Kevin Kinder: Office of Technology
- Jerry Gladwell: Board of Risk and Insurance Management
- Diane Holley-Brown: Purchasing Division
- Mark Isabella: Division of Personnel
- Margo Perkins: Public Employees Insurance Agency
- William Rheinlander: Public Employees Insurance Agency
- Diana Davis: Consolidated Public Retirement Board
- Kaye Parks: Finance Division

30 years of service

- Bernard Huffman: Public Employees Insurance Agency
- Catherine McClung: Office of Technology
- William Lawson: General Services Division
- Donna Price: Office of Technology

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(Above) 20-Year Employees: from left, Robert Withrow, General Services Division; Ruth Shaffer, Office of Technology; Secretary Ferguson; Albert Tinsley, Office of Technology; and Chuck Walker, Office of Technology.

State Privacy Tip of the Month

The State Privacy Office of the West Virginia Health Care Authority shares a Privacy Tip each month with our department employees. Please take note of this valuable information which may protect you and your family.

What's Your Question?

I work for a program that requires lots of personally identifiable information (PII) on the application for services. What should I do if someone refuses to provide some of the info?

Here's the Answer!

First, determine if the PII, such as social security number or mother's maiden name, is required or optional. If the PII isn't required, it does not have to be provided.

If the PII is required, confirm that the person understands the reason that you need the PII. You can explain how the PII will be used and give the person a copy of the Privacy Notice.

If the person still objects, explain that you cannot process the form without the PII. However, you can offer to raise the concern with the Department Privacy Officer, who may be able to accommodate a reasonable objection.

If the individual requests it, contact your Privacy Officer about the matter. Your Privacy Officer will determine if the individual can be accommodated and respond to the individual directly.

Note: Your agency/bureau/department/division may have specific requirements – always check your policies and procedures. If you have questions, contact your Privacy Officer.

Cyber-Security Awareness Event Scheduled for Oct. 5

There is still time to register for the West Virginia Office of Information's cyber-security awareness event 9 a.m.-4 p.m. Oct. 5 at the Culture Center Theatre at the State Capitol Complex.

This year's event will also be broadcast live through a webcast. Online information and registration is available at www.wv.gov/services/pages/infosec-conference.aspx.



What is That?

There are many unique pieces of history still visible throughout the Capitol which can be traced to when the building was dedicated in 1932. Such items include one of the building's first security measures.

According to the Division of Culture and History, documents dating back to 1925 note a proposal to "provide and install where directed a complete watchman's clock system consisting of flush type boxes with face plates of polished bronze, unlacquered, with key and chain. Face plates shall be of the lift-up type without key for the Capitol."



The key stations for these clocks are still located around the interior of the Capitol. When in operation, the night watchman carried a clock in a hand-sewn leather pouch with shoulder straps while making rounds. The night watchman would stop at these stations, pull out the key on a chain inside them, insert it into the clock he carried, and it recorded the time and location to note he had been there on a piece of paper. The night watchman would then put the key back into the box, close the front plate and continue the rounds. The original proposal called for the installation of 15 key stations.

The watchman's clock system was used until the early 1970s but the exact year it was discontinued is not known.

Let us know if you see something that you want to learn more about on the State Capitol campus.

OT Makes Available New Office 2010 Training Classes

The Technology Learning Center for the West Virginia Office of Technology (OT) is offering a new schedule of Office 2010 classes for the fall. The courses have been redesigned to emphasize changes in Office 2010 and Windows 7. Classes are offered for the beginner's level and the more advanced user.

Classes will be available at One Davis Square; the Gaston Caperton Training Center in Building 7, Capitol Complex; and online. Seating for classes is limited, so early registration is suggested.

For more information on the classes, visit www.online.registration.wv.gov, or call (304) 558-6384.

SERVICE

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35 years of service

- Earl Curnutte: General Services Division
- Dave Hildreth: Real Estate Division
- Cathy Kushner: Office of Technology
- Billy Miller: Office of Technology
- Barry Gunnoe: Fleet Management
- Michael Campbell: Division of Personnel
- Martha Mohammad: Division of Personnel

40 years of service

- Dennis Stewart: General Services Division

Also recognized at the Department of Administration awards ceremony were employees with superior attendance for not having taken any sick leave during the 2010 calendar year.

The Department of Administration applauds the dedication and valuable service demonstrated by all of our tenured employees.

Personnel Policy Provides Important Reminder for State Employees with Upcoming Election

The Gubernatorial Special Election is this month and the Division of Personnel has provided direction regarding the political activities permitted and prohibited for classified employees within agencies of the state or political subdivisions affiliated with the Division of Personnel.

Political activities of employees classified under the Division of Personnel's civil service system are explained in *West Virginia Code* §29-6-20 and Section 16 of the Division of Personnel's Administrative Rule.

The issue of political activities for state employees is complex and requires determination of the application of the appropriate state and/or federal law. Specific questions regarding this issue should be directed to the Division of Personnel, Employee Relations Section at (304) 558-3950, extension 57209.

The following information summarizes various provisions of state and federal law.



State Employees May:

1. Serve as a poll clerk or worker.
2. Be a candidate for or serve as a delegate to any state or national political party convention.
3. Voluntarily campaign for a candidate or party during non-work time, off of State property, and without use of State supplies or equipment within the provisions of Election Guidelines and law, so long as they are not paid a fee other than actual expenses incurred.
4. Voluntarily sell tickets to political affairs to individuals other than employees of the classified services during non-work hours.
5. Voluntarily erect campaign signs on private property, as long as property is not used as State office or official office site by the State.
6. Voluntarily attend political dinners, rallies and dances.
7. Voluntarily serve on campaign committees for a candidate, so long as not receiving compensation for services.
8. Be a candidate for paid local partisan or non-partisan elective office (except court of record) by taking a leave of absence commencing with filing date.

State Employees May Not:

1. Sell tickets to political affairs to employees of the classified service.
2. Serve as a campaign financial agent or treasurer for a political committee or candidate.
3. Be a candidate for any partisan or nonpartisan national, State paid public office or court or record, including local.
4. Be a member of any national, State or local committee of a political party.
5. Hold any paid elective or appointive office.
6. Solicit or receive any assessment, subscription or contribution from employees in the classified service.
7. Use an official authority or influence to interfere or influence an election or nomination for office.
8. Post or distribute campaign literature in a State office building or during work hours. This includes employee organization bulletin boards.

Personnel's Policies Page

For a detailed summary, please visit the Division of Personnel's website at: <http://www.state.wv.us/admin/personnel/emprel/policies/polactact.pdf>

IT Summit 2011 Set for October 25-26

The West Virginia Office of Technology (WVOT) will host the West Virginia Information Technology Summit 2011, scheduled for Oct. 25-26 at the Charleston Civic Center. The event, now in its third year, is designed for local and state IT personnel with an agenda centered on fostering discussion and dialogue on the use of information technology as a strategic tool for managers, executives and policy makers.

“The technology field continues to change at a rapid pace, especially in the areas of cloud services and mobile technologies,” said Kyle Schafer, OT’s chief technology officer. “The West Virginia IT Summit 2011 is our opportunity to explore technological advances and focus on the state’s adoption and provision of advanced services.”

Some of the topics to be covered include:

- Digital government trends;
- Leadership in challenging times;
- Cloud solutions;
- New technologies;
- Innovation; and
- Cost savings.

The afternoon keynote speaker is New York Times best-selling author Don Yaeger. Yaeger is a longtime associate editor at Sports Illustrated and business leadership coach.

For additional information and registration, visit <http://events.govtech.com/events/westvirginiainfotech2011>.

Quotes, Notes and Anecdotes

Office of Technology a National Finalist in Awards for Third Consecutive Year

For the third consecutive year, the West Virginia Office of Technology (WVOT) is a finalist in the National Association of State Chief Information Officers (NASCIO) Recognition Awards program for Outstanding Achievement in the Field of Information Technology in State Government.

This annual awards program recognizes outstanding information technology achievements in the public sector. The WVOT is a finalist in the categories Cross-Boundary Collaboration and Partnerships; and Risk Management Initiatives.

“Three years ago, the West Virginia Office of Technology was proud to become a finalist in the NASCIO Awards Program for the first time ever since our state had not been recognized nationally by this organization for the previous 20 years. This ongoing success demonstrates the dedication and hard work of our employees who serve the state in creating in-

novative solutions,” said Chief Technology Officer Kyle Schafer. “These award nominations are certainly a motivator to continue to find and provide quality programs and services to the state while reducing costs and saving taxpayers’ money.”

The WVOT’s entry in the Cross-Boundary Collaboration is entitled, “The Statewide Local E-Government Implementation and Adoption Program.” This project is a means to enhance West Virginia’s local government web presence through a coordinated investment of public and private resources. The WVOT partnered with the West Virginia Municipal League, the West Virginia Association of Counties, the Community Connect Foundation, the West Virginia Department of Education and West Virginia Interactive to create a statewide portal for all county and municipi-

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This Project is Flying High...

Workers with the Koch Corporation of Louisville, Ky. are frequently seen scaling the walls of Buildings 5, 6 and 7 in recent weeks. According to the General Services Division, 1,292 windows are being replaced during this project that is funded with federal American Recovery and Reinvestment Act funds. The existing windows date back to the early 1970s. The new windows will have approximately one-third of the energy loss in comparison. The project is expected to be completed later this month.

WVOT

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pal governments. Through this collaborative effort, a new curriculum for public high school students was created that combined civics education and technology training. This program enabled students to interact directly with their local government officials. The information collected through this process was ultimately used to build local government websites. The states of California and Virginia are the other finalists in this category.

The WVOT's "Cyber Security Program" is a finalist in the Risk Management Initiative category. It is based on the development of an Executive Branch Information and Cyber Security Program, which has brought a substantial reduction of risk to state information systems and data. This reduction can be directly attributed to the application of standards-based policies and controls, the increased use of best practices, greater visibility into the network with automated identification of anomalous events, and raised awareness on the part of virtually all state employees. The states of California and Tennessee are the other finalists in this category.

The Recognition Award winners will be formally announced at NASCIO's annual conference in Denver, Colorado later this month.

Interested in reading past issues of *Quotes, Notes & Anecdotes*? Visit <http://www.wv.gov/newsletters/Pages/default.aspx>

Welcome! ... to the Department of Administration our new employees **James Morrow** (CPRB); **Gordon Ingold** and **Kimberly Weber** (Ethics); **Michael Brightwell** and **Richard Wickline** (Fleet); **Megan Diehl**, **Ora Salyers** and **Regina Van Noy** (Personnel); **Alan Cummings** (Purchasing); and **Matthew Ash**, **Louis Blair**, **Tracy Jones** and **Shannon O'Dell** (Technology).

Best Wishes ... to our employees who recently resigned from our department: **Kristy James** (Purchasing); and **Laura Belcher**, **Mandy Carpenter** and **Doug Schwab** (Technology).

Combined Campaign Underway ... The West Virginia State Employees Combined Campaign (WVSECC) for the United Way kicked off its annual campaign in September. This is the only state sanctioned fundraising event in which state employees can use payroll deduction. Employees may contribute to the general fund, known as the Community Impact Fund, or can designate a gift toward a favorite United Way agency. December 31 is the last day to submit pledge forms. Deputy Cabinet Secretary Cedric Greene is the campaign coordinator for the Department of Administration. Look for more details in the November issue.

Got News? ... Contact **Diane Holley-Brown**, editor, at (304) 558-0661 or at Diane.M.Holley@wv.gov with information to share with the department's employees.

HAPPY BIRTHDAY ... in October

| | |
|---------------------------------------|-------------------------------------|
| 1 Bernard Simmons Technology | 15 Gregory Pittman Technology |
| Harold Young Gen. Svcs. | 16 Philip Brooks Gen. Svcs. |
| 3 Carla Pullen Technology | Rebecca Neely Technology |
| 4 Shannon Brown Technology | Marie Shelton CPRB |
| James DeBolt Gen. Svcs. | 17 Lynn Schillings Personnel |
| 5 Diana Arden Technology | 19 Ross Taylor Finance |
| Robert Richmond Technology | 20 Kara Clauss Personnel |
| Carl Westfall Gen. Svcs. | Virginia Wright CPRB |
| 6 Drema Gibson Personnel | 21 Barry Arthur Technology |
| Wanda Shafer Technology | Steven Bratchett Gen. Svcs. |
| 7 Jesse Estep Gen. Svcs. | Erica Henson CPRB |
| 8 Adam Malone Technology | Sharon Thompson Purchasing |
| 9 Eric Daniel Technology | 22 Lisa Trump CPRB |
| Scott Dobson Technology | 23 Jennifer Ayers Technology |
| Brian Dunbar Technology | Sharon Lacey Technology |
| John Rymer Personnel | Sara Walker Personnel |
| 10 Wanda White Personnel | 24 Michael Campbell Personnel |
| 11 Stephen Abshire Technology | Doug Elkins Purchasing |
| Gary Akers Gen. Svcs. | Beverly Hedrick PEIA |
| Randall Bolt Gen. Svcs. | Lietta White Ethics |
| April Huddleston Personnel | 27 Dwayne Bartley Technology |
| Daryl Smith Gen. Svcs. | Russell Cook Public Defender |
| Joe Thomas Personnel | Andrew Mitchell Gen. Svcs. |
| Ruby Jo White Technology | Shelly Murray Purchasing |
| 12 Melody Duke BRIM | 31 Sheila Robertson CPRB |
| 14 Katherine Blizzard Personnel | Tammy Scarberry PEIA |
| Bob Caldwell Technology | |

Administrative Notes

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