



# Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration  
OCTOBER 2015 - Volume 22, Issue 10

## Employee of the Month

### OT's Naomi Pauley Earns Kudos for Professionalism



**NAOMI PAULEY**  
October Employee  
of the Month

Naomi Pauley, an Administrative Services Assistant I for the Office of Technology, has been selected as the Department of Administration's *Employee of the Month* for October.

A state government employee for 21 years, Pauley's duties consist of serving as timekeeper, working as a help desk analyst, and assisting new hires.

"Naomi goes above and beyond her duties," said a co-worker. "She treats her job and her fellow employees with respect, professionalism and true care and concern, for each and every individual."

Another co-worker said, "Naomi is always the first person to offer her assistance. She always has a positive outlook towards everyone and every-

thing she does."

In her spare time, Pauley enjoys attending church, visiting her daughter in North Carolina, and going to the beach.

She will be joined by friends and co-workers at a special ceremony presented by Secretary Jason Pizatella on Thursday, Oct. 1 at 3 p.m. at the Office of Technology offices in Building 5.

## Department of Administration Employee Handbook Revised

In a continuing effort to keep Department of Administration employees informed of the most up-to-date policies and procedures, the *Department Employee Handbook* has recently been revised, effective October 1, 2015.

The *Department Employee Handbook* was revised to reflect changes that resulted from the implementation of Phase D of *wvOASIS*. The new version includes information on bi-weekly pay as well as revised sick and annual leave accrual rates.

Other changes reflected in the *Department Employee Handbook* include but are not limited to information regarding retirement; policy changes,

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## SNEAK PEEK

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## Keep School Zones Safe by Following Driving-Safety Tips

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Now that school is back in session, the Fleet Management Office is sharing driving tips related to the safety of school zones and our children. School zones are meant to keep kids safe as they arrive at and leave school, but the zones sometimes pose a risk for pedestrians and motorists alike. Each school year, nearly 54 million school-age children walk or bike to school or otherwise pass through the school zone after exiting a caregiver's car or school bus.

The flurry of activity that occurs before and after school can pose a risk to young pedestrians. A national survey found that two-thirds of drivers exceed the posted speed limit during the 30-minute period before and after school. Furthermore, automated photo enforcement measures found that 78 percent of drivers sped in school zones, while 82 percent of drivers passed a school bus illegally.

In addition to speed, motorists often violate stop sign rules at intersections in school zones and residential neighborhoods, according to a report by Safe Kids Worldwide, entitled "Facts about Injuries to Child Pedestrians." Forty-five percent do not come to a complete stop, 37 percent roll through the stop sign and seven percent do not slow down at all.

With these statistics in mind, it is the after-school period from 3-4 p.m. that poses the greatest threat. It is during this time that the greatest number of school-aged pedestrians are killed by motorists, according to AAA.

To ensure the safety of our children and pedestrians before, during, and after school hours, the Fleet Management Office encourages motorists to consider the following safe-driving tips from experts in school zone safety:

- Expect the unexpected,
- Stop properly at stop signs and crosswalks,

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**Please see SAFETY TIPS, Page 5**

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## Fleet Seminar Brings Together Nearly 200 Years of Experience



**Fleet coordinators from 35 state agencies attended the Agency Fleet Coordinator Seminar on September 9, conducted by the Fleet Management Office at the Gaston Caperton Training Center in Building 7.**

The Fleet Management Office's annual Agency Fleet Coordinator Seminar brought together state government personnel, who oversee their respective agencies' fleets. The seminar provided an opportunity to obtain pertinent information on fleet policies and to review various tools to assist in the fleet management process, as well as the chance to network with others.

The September 9 event was conducted at the Gaston Caperton Training Center in Building 7 on the Capitol campus. Fleet Manager Mandy Parsons said the event was well attended, with 55 attendees from 35 agencies. "We had 195 years of fleet experience in the room," she said. "It offered the ability for people to learn from one another, and to learn from a wide variety of experiences."

Speakers included representatives from the Board of Risk and Insurance Management and from alternative fuel organizations in the state. Fleet Management Office's Executive Director Kenny Yoakum said his office has worked with the Purchasing Division to ensure that alternative fuel vehicles are available on statewide contracts. "Now we need to work to make agencies aware that alternative fuel vehicles are an option," he said.



**State Fleet Manager Mandy Parsons speaks during the Agency Fleet Coordinator Seminar last month.**

Also discussed during the seminar were the ARI and WEX contracts covering maintenance and fuel, respectively; ordering, receiving and retiring vehicles; and accident reporting and defensive driving.

Yoakum said his office is already

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**Please see FLEET SEMINAR, Page 6**

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# EEO Director and Specialist Present Seminar at International Public Management Conference

West Virginia Equal Employment Opportunity (EEO) Director Jann Hoke and EEO Specialist James Rollins were presenters at the 2015 International Public Management Association for Human Resources (IPMA-HR) Training Conference and Expo. The IPMA-HR hosted the conference, which was conducted in Denver, CO, from September 26-30.

“It was such a wonderful experience,” said Hoke. “We shared what works best in West Virginia with conferees from all over the United States, as well as several foreign countries. I was very proud of our state and its commitment to a workplace free from harassment and discrimination.”

Hoke and Rollins presented a session entitled, “EEO Best Practices or ‘Jim, We Had Training on This.’” Hoke said that the audience seemed to enjoy the Star Trek-themed fact scenarios. The session highlighted the EEO issues and complaints handled not only by the West Virginia EEO Office, but also by state agency EEO and Human Resources personnel.

“West Virginia is unique in that our EEO Office works hand-in-hand with state agencies on the identification, training and investigation of EEO problems,” Hoke said. “It’s a workable symbiotic relationship that can serve as an excellent role model for other state governments.”



**West Virginia Equal Employment Opportunity Director Jann Hoke and EEO Specialist James Rollins were presenters at the 2015 IPMA-HR International Training Conference and Expo in Denver, CO.**

Hoke and Rollins’ seminar highlighted key elements of the state’s EEO mechanisms, including:

- How to tell if a workplace situation falls under EEO law;
- Why your workplace should have a separate EEO policy;
- How to craft EEO forms that make your job easier;
- Why documentation should be used judiciously; and,

- How to write an EEO formal investigation summary report.

Participants in this session received a packet that included templates for EEO counseling and intake forms, sample mediation agreement letters, investigation summary report examples, and other forms that were designed to help attendees use what they learned in this session and apply their newfound knowledge to their workplaces.

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## EEO Office To Host Training Conference in November

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The West Virginia Equal Employment Opportunity (EEO) Office’s Annual Training Conference, scheduled for November 4-6 at Stonewall Resort, will kick off with a focus on the Americans with Disabilities Act (ADA).

The ADA topics, which include hidden disabilities, “People First” terminology, service animals in the workplace, mental impairment accommodations and fragrance sensitivities, are just the beginning of what promises to be an exciting conference, Hoke said. She noted that the conference will also have speakers on LGBT issues; diversity and unconscious bias; improving understand-

ing within a multi-generational staff; EEO investigation and mediation best practices; and veterans in the workplace.

“The speakers we have lined up this year are just excellent,” said Hoke. “We are also very happy that the Vintage Theatre Company’s Fearless Fools Improvisation Troupe will return this year to present the training scenarios.”

A popular offering at last year’s conference, Hoke explained that the troupe adds a “real world” element to the fact examples each trainer uses because there are no written scenarios or role plays. Conference attendees take notes as they watch the training sce-

narios. They can even ask questions of the actors in order to better understand the training scenarios.

“Having this talented improv group act out different scenes that might arise in an office mimics what our attendees face in real workplace situations,” Hoke pointed out. “No one with a potential EEO problem is going to come to an EEO counselor or HR with all of the facts written out neatly and separated into categories. The improvisations allow our attendees to practice getting the facts and understanding what is important and what is not.”

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**Please see EEO, Page 5**

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# Governor's Committee for the Purchase of Commodities and Services from the Handicapped Launches New Site

West Virginia Code §5A-3-10 requires state agencies to procure commodities and services from non-profit workshops.

The purpose of this statute is to further the state's policy of encouraging people with disabilities to achieve maximum independence by engaging in productive activities.

To continue these efforts, the Governor's Committee for the Purchase of Commodities and Services from the Handicapped meets regularly to discuss business items pertinent to its agenda, including but not limited to issues raised by the nonprofit workshops, processing and documentation, and rules and regulations.

To maintain transparency of these efforts, the Committee recently launched a new website.

Available to state employees, the public, and others for viewing, the website contains meeting minutes, links to the Code and Rule, an overview of the statewide contracts from which state purchasing agents must purchase com-



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GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM THE HANDICAPPED

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TRANSLATE  
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Welcome

The Governor's Committee for the Purchase of Commodities and Services from the Handicapped was established in 1989 with the passage of West Virginia Code §5A-3-10. The purpose of this law is to further the State's policy of encouraging people with disabilities to achieve maximum independence by engaging in productive activities. In addition, the law provides state agencies, institutions and political subdivisions with a method for achieving conformity with purchasing procedures and requirements of nondiscrimination and affirmative action in employment matters related to people with disabilities.

1900 Kanawha Blvd. E  
State Capitol, Room E-119  
Charleston, WV 25305

About Us

Upcoming Meetings

modities and services from community rehabilitation programs, and more.

To learn more about this commit-

tee and its efforts, visit <http://gpcps.h.wv.gov> or contact Kim Nuckles, Chairperson, at 304.558.1247.

## Cyber Security Awareness Event Scheduled for Oct. 21

Concerns about cyber security, both at work and at home, have long been a common-place occurrence for many. With that in mind, and in conjunction with National Cyber Security Awareness Month, the West Virginia Office of Technology's Office of Information Security and Controls will offer a free, half-day program on October 21 at the West Virginia Culture Center for public sector officials and employees.



The event will last from 9 a.m.-1 p.m. The general public is also encouraged to attend. **Attending this event on location will satisfy a state employee's annual information security training requirement.**

Speakers from AT&T, Microsoft, US Homeland Security, and other state officials will be on hand to discuss cyber threats, effective practices to safeguard computer information, individual responsibility, accountability, risk management, and privacy issues.

While the event is free, all attendees must register. Online information and registration is available at <http://wvcyber.eventbrite.com>. For those interested but unable to attend, this year's event will also be broadcast live via webcast. Participants must also register for the webcast at the aforementioned link.

## Go "Back to School" With Cyber Security Basics

*From the Office of Technology*

Summer has drawn to a close, and the kids have returned to school. You can go "back to school," too, by refreshing your knowledge on some cyber security basics!

1. **Passwords:** Use strong passwords to secure your information. It is important to keep different passwords for different accounts. This will reduce the chances that if one password is compromised, your other accounts will be vulnerable as well. Do not use the same passwords for accessing work systems on any other accounts.

2. **Use of external devices:** The State, as well as many agencies, have specific policies that limit the use of external devices (computers or other devices such as thumb drives, smartphones and mobile devices that are not the property of the

**Please see CYBER BASICS, Page 5**

## Closed Point of Dispensing



The Department of Military Affairs and Public Safety, in cooperation with other agencies, conducted a practice exercise for its closed point of dispensing (POD) on Sept. 16 in Building 7 at the Capitol. The exercise was to simulate an emergency situation that would necessitate the dispensing of medication on the campus.

## CYBER BASICS

Continued from Page 4

organization). These policies protect the overall system.

3. **Phishing and social engineering:** Phishing is a tactic to obtain your personal data, such as credit card numbers, passwords, account data, or other information. While it may be difficult to spot some phishing attempts, it is important to be cautious about all communications you receive. Additionally, do not respond to any unsolicited emails and do not open attachments contained in those messages.

4. **Online transactions:** Only shop at sites for companies you are familiar with and trust. When shopping

online, look for the lock symbol or https in the website url to indicate the transactions are secure. Be wary of potential scams – if it sounds too good to be true, it probably is. Do not use a public computer or public wireless for purchases.

5. **Updating your systems and software:** It is important to keep your systems and software up-to-date. The State does this automatically, but your computer does need to be on the state network to get the updates. If you have a laptop, make sure it's connected to the network a minimum of once every two weeks, per State policy.

## wvOASIS Training Available on CourseMill

wvOASIS is pleased to announce that an updated video of the *Timekeeper End-User Training* has been uploaded to CourseMill. The new video is clear

and audible, making the viewing experience a beneficial one. To view the new video, visit <http://wvoasis.gov> and click on the CourseMill link.

## EEO

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The keynote speaker for this year's banquet will be David Fryson, Esq., a Vice President at West Virginia University and head of the WVU Division of Diversity, Equity, and Inclusion.

"Dr. Fryson is a dynamic, nationally-recognized speaker who will address the societal and legal changes taking place in our country when it comes to discrimination," said Hoke. "We are thrilled to host him."

The Fearless Fools will also provide entertainment at the banquet.

For more information or to register for the conference, contact the EEO office by calling 304-558-0400 or by visiting their website at [eoo.wv.gov](http://eoo.wv.gov).

## SAFETY TIPS

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- Obey the speed limit,
- Put away electronic devices,
- Make eye contact with pedestrians,
- Wait your turn near school buses,
- Pay attention to bus warning lights,
- Give buses ample space to load and unload, and
- Follow the school's drop-off rules.

The Fleet Management Office shares monthly defensive driving tips on its website. Visit [fleet.wv.gov](http://fleet.wv.gov) to find out more.

## Flu Shots Set for October at Capitol

The Kanawha Charleston Health Department will be available at the Capitol Complex in October to offer flu vaccines at the following location and times below:

- Tuesday, October 6, 2015  
*Upper Rotunda*  
9:00 a.m. - 12:00 noon  
*Building 4, Room 113*  
1:00 p.m. - 3:00 p.m.
- Thursday, October 8, 2015  
*Building 5, Room 122*  
9:00 a.m. - 12:00 noon

Please bring your insurance card. Forms will also be available on site.

## HANDBOOK

Continued from Page 1

including new travel and inclement weather protocols; and more detailed information in the health and safety section.

Department employees are suggested to take a few minutes to review and become familiar with the updated information in the revised handbook. "The *Department Employee Handbook* is an extremely valuable resource for existing employees, but it is especially beneficial as part of our new employee packet because it outlines our policies and procedures," said Diane Holley-Brown, Director of Communications for the Department of Administration.

"I encourage all employees to read the revised handbook, which is available on the Department of Administration's website under the Employee Information section," continued Holley-Brown.

In addition to this handbook, the Employee Information section includes links to a news page; the *Employee of the Month* Program; the Department's newsletter, *Quotes, Notes & Anecdotes*; the Department's organizational chart; and the Department's intranet page.

All of these informational resources may be found online at <http://administration.wv.gov/department-of-administration-employee-information/Pages/default.aspx>.

## FLEET SEMINAR

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looking forward to next year's seminar, which is expected to follow the rollout of the fleet module in *wvOASIS*. "There is always something new coming up, and we want to be sure that our coordinators are well-versed in all things regarding fleet management," he said.

**Welcome!** ... The Department of Administration is pleased to welcome **Curtis Hall**, **David Hall** and **Jody Kaiser** (General Services); **Trevor Sands** (PEIA); **Terry Blari** (Personnel); **Jordan Parsons** (Purchasing); **Andrew Sabatino** (Real Estate); and **Richard Gauldin** (Technology).

**Best Wishes** ... to those who recently resigned from our department: **Stephen Stockton** (CPRB), **Timothy Thomas** (General Services), **Janese Sexton-Haynes** (PEIA), **Jessica Riley** (Real Estate), and **Brody Konkus** (Technology).

**News from our Employees!** ... **Candi Moore** (CPRB) got married on August 8 to James A. Kinslow. The wedding took place in Nags Head, N.C., and was followed by a two-week honeymoon on the beaches of Nags Head and Kitty Hawk ... **Lori Bailey** (BRIM) is now the proud grandmother of her grandson, Michael Zane Church, who was born on September 3, 2015, weighing 7 lbs 6 oz and was 20 inches in length. The proud parents are BreAnna Bailey and John Church ... **Jon Amores** (Real Estate) welcomed his new baby girl, Amelia Rose Amores, on September 2, 2015. She weighed 7 lbs 5 oz ... **Betsy Chapman** (Public Defender Services) was inducted on September 5 as a member of the Daughters of the American Revolution, the third generation in her family to do so. She, along with her mother Geraldine and niece Stephanie, are all related to the Revolutionary War Patriot, Sergeant Benjamin LeMaster, who crossed the Delaware River, led by George Washington into the Battle of Trenton in 1776.

## HAPPY BIRTHDAY ... in October

1 Andrew Spangler ..... PEIA	13 Jessica McCullough ..... CPRB
Donna Wellman ..... Fleet	Jessica Virts ..... PEIA
Harold Young ..... Gen. Svcs.	14 Katherine Blizzard ..... Personnel
2 Josh McAtee ..... Personnel	Bob Caldwell ..... Technology
4 James DeBolt ..... Gen. Svcs.	15 Gregory Pittman ..... Technology
Shelia Gray ..... Finance	16 Philip Brooks ..... Gen. Svcs.
5 Diana Arden ..... Technology	Marie Shelton ..... CPRB
Rhonda Ashworth ..... Public Def.	18 Clifford Games ..... Gen. Svcs.
Laura Hooper ..... Purchasing	Marie Larch ..... Gen. Svcs.
Robert Richmond ..... Technology	19 Lee Fuller ..... Purchasing
Carl Westfall ..... Gen. Svcs.	Ross Taylor ..... Finance
6 Drema Gibson ..... Personnel	20 Virginia Wright ..... CPRB
Jessica Riley ..... Gen. Svcs.	21 Steven Bratchett ..... Gen. Svcs.
Wanda Shafer ..... Technology	Erica Henson ..... Personnel
7 Randall Hazlewood ..... Gen. Svcs.	22 Meredith Ayers ..... Grievance
8 Adam Malone ..... Technology	Sherry Eling ..... Pros. Atty.
9 Eric Daniel ..... Technology	Ronald Jernell ..... Gen. Svcs.
Scott Dobson ..... Technology	Lisa Trump ..... CPRB
Brian Dunbar ..... Technology	23 Jennifer Ayers ..... Technology
Robin Moss ..... Technology	Sara Walker ..... Personnel
10 Wanda White ..... Personnel	24 Mary Jane Ayooob ..... Personnel
11 Gary Akers ..... Gen. Svcs.	James Elkins ..... Purchasing
Jeremy Boykin ..... Technology	Tate Hamon ..... Technology
David Jeff ..... CPRB	Beverly Hedrick ..... PEIA
Joe Thomas ..... Personnel	26 James Bowles ..... Technology
Ruby Jo White ..... Technology	27 Andrew Mitchell ..... Gen. Svcs.
12 Melody Duke ..... BRIM	31 Larry McDonnell ..... Technology
Rebecca White ..... Personnel	Shelia Robertson ..... CPRB
	Tammy Scarberry ..... PEIA

# Administrative Notes

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

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