



Quotes, Notes & Anecdotes

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

BRIM's McMinn Exemplifies Joy and Dedication on the Job



Sue McMinn
September Employee of the Month

Sue McMinn, a Document Management Operator for the West Virginia Board of Risk and Insurance Management (BRIM), has been selected as the Department of Administration's *Employee of the Month* for September.

A state government employee for more than 28 years, Sue's responsibilities include scanning various documents, check-

ing logs, receiving reports and managing inventory for the BRIM office.

"Sue has been a part of BRIM for 28 wonderful and faithful years. She has brought joy and happiness to many in our department," shared one co-worker. "She is a hard worker and a great helper. Sue always goes above and beyond her duties."

In her spare time, Sue enjoys monogramming and sewing. She will be joined by friends and co-workers at a special ceremony presented by Acting Cabinet Secretary Mary Jane Pickens on Thursday, September 1, 2016, at 3:00 p.m. in the BRIM offices located in South Charleston.

Two State IT Innovations Selected as Finalists for National Awards

The National Association of State Chief Information Officers (NASCIO) recently named two West Virginia information technology (IT) initiatives as finalists for the State IT Recognition Awards. The initiatives were the Public Defense Fraud Detection and Division of Motor Vehicles (DMV) Self-Service Application. This is the 28th year of the State IT Recognition Awards, with the finalists being chosen from 130 nominees through a peer review.

"Technology is the most important tool available to better

serve the citizens of West Virginia," said West Virginia Chief Technology Officer Gale Given. "We're proud to have two of our agencies' innovations selected as finalists this year."

The Public Defense Fraud Detection is one of six finalists in the Government to Business category. This initiative was developed to review data submitted in the Public Defense

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The Public Defense Fraud Detection and Division of Motor Vehicles Self-Service Application projects were selected as finalists for the National Association of State Chief Information Officers State IT Recognition awards. They were chosen from 130 nominees nationwide.

SNEAK PEEK

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Mandatory Privacy and Cyber Security Training Available Online

Each year, state employees are required to complete training on privacy and cyber security. Required by multiple State policies and compliance regulations, these trainings help state employees be more aware of how they handle information and steps they can take as individuals to reduce the risk of privacy or security concerns.

The 2016 Cyber Security Training (SEC2016) and Think WV Privacy (PRI010) courses must be completed by October 1, 2016, unless your agency requests them to be completed sooner. Offered by the State Privacy Office and the

Office of Technology, all users have been automatically enrolled in both courses as shown in the image below. In total, the trainings should take approximately 60 minutes or less and can be completed in multiple sessions.

To access these trainings, read and follow the instructions below:

- Visit www.onlinelearning.wv.gov
- Your “User ID” will be the ID used to log into the network (i.e. A241240, E42193)
- The default password for the training system is “password” with no quotes and all lowercase. If you have

logged in before, use your previously established password. If you cannot remember your password, click “Forgot your User ID or Password” and follow the instructions.

- If you have trouble logging in or the training will not launch, contact the Service Desk at servicedesk@wv.gov
- After the training is completed, a certificate will be e-mailed to you that can be printed.

For more information on this and other trainings, visit www.technology.wv.gov/security/awareness/Pages/FreeTraining.aspx.

Title	% Complete	Status	Enroll Date	Expiration	Due Date	Catalog ID	Score	Prerequisites	Info
Privacy/Security 2016	100%	Completed	2016-05-03			PRISEC_2016	100		

Course ID	Name	% Complete	Status	Score	Expiration	Prerequisites
PRI010	Think WV Privacy	100%	Completed	0		
SEC2016	2016 Annual Cybersecurity Training	100%	Completed	100		

PEIA Adopts the Coverage for Opiate Therapy Policy

The State of West Virginia has joined other states in the midst of a prescription and illicit opiate drug epidemic that has been escalating for many years. While noteworthy progress has been made by Governor Earl Ray Tomblin during his administration, the Public Employees Insurance Agency (PEIA) has taken its own steps to develop coverage guidelines for its members who are also affected by the overuse of these drugs.

Using the guidelines issued by the U.S. Center for Disease Control (CDC) on March 15, 2016, PEIA embraced these new recommendations for prescribing opioids and improving patient safety by increasing prescriber awareness.

On July 1, 2016, PEIA adopted the “Coverage for Opioid Therapy” policy that included a three-fold strategy: first, to reduce opioid therapy as the first option for pain management treatment; secondly, to provide access to opioid pain relievers to those for whom it is indicated; and finally,

to provide access for addiction treatment options to all PEIA members who have developed substance use issues as a result of the use of opioids.

PEIA will cover withdrawal management and treatment services; however, opioid therapy may be denied for instances, such as patients violating the patient agreement or experiencing adverse effects. Additional expansions of this policy are expected as PEIA works to create a pain management specialist network and continues to coordinate with the PEIA Pharmacy Benefits Manager.

While PEIA cannot solve the opioid issues affecting West Virginia, these are positive steps in curtailing the abuse of these drugs and improving insurance coverage for treatment services.

PEIA members, as well as any West Virginia citizen, can call the toll-free hotline that has been established at 1-844-HELP-4WV, which helps individuals connect to addiction treatment services. More

than 1,700 calls had been made as of late July. The HELP4WV hotline is provided through First Choice Services and provides immediate assistance for any West Virginian struggling with an addiction or mental health issue. Most phone calls are answered by peer-support specialists or recovery coaches who have personal experience in recovery.

In July, Gov. Tomblin joined 45 other governors to unveil the National Governors Association’s Opioid Compact at the association’s summer meeting. The compact shares best practices and outlines a multi-faceted and coordinated approach for combatting opioid use across the nation. “I’m proud that West Virginia has become a national leader in our country’s efforts to combat substance abuse,” said Gov. Tomblin. “And I’m glad to have had the opportunity to share our story with governors from across the nation.”

To learn more about OT and this policy, visit www.peia.wv.gov.

Quotes, Notes and Anecdotes

Administration Employees Enjoy Annual Corn Roast at the Capitol



State employees were able to take advantage of several free events offered at the Capitol campus this summer. The Department of Agriculture conducted its annual “Capitol Market at the State Capitol” each Thursday for several weeks in July and August. This event allowed state employees and visitors to purchase fresh, local produce, such as corn, beans, new potatoes, tomatoes, peaches and more during their lunch break.

The Department of Agriculture also hosted its annual “Corn Roast” on August 4th to provide a free ear of roasted corn to state employees and visitors to the Capitol campus. Purchasing Division employees Greg Clay and Stephanie Mosley are pictured above enjoying an ear of corn during lunch.

Save the Date

What? Free Cyber Security Event
When? October 25, 2016
Time? 9:00 a.m. to 1:00 p.m.
Where? Charleston Civic Center

In recognition of Cyber Security month, the Office of Technology will host a free, day-long program for public sector officials and employees. The general public is also invited to attend. A webinar of the event will also be offered to those who are unable to attend in person.

This training will satisfy a state employee’s annual information security training requirement.

While this is a free event, registration is required. For more information or to register, visit <https://2016wvcyber.eventbrite.com>.

Fleet Encourages Road Safety as Students Return to School

With children headed back to school, you may have noticed increased traffic on your daily drive. The Fleet Management Office (FMO) would like to share some defensive driving tips on how to keep the road safe for students.

- Keep an eye open in school zones, playgrounds and around buses. Children don’t always stop and look before heading into traffic.
- Come to a complete stop at stop signs and crosswalks. It is illegal to roll through a stop sign presented by a crossing guard or other safety representative without coming to a full stop first. Blocking designated crossing areas can also be a hazard to children and other pedestrians.
- Obey the speed limit. School zones often have a posted speed limit of 20 miles per hour or less.
- Do not use electronic devices. While it is legal to use a hands free device, new studies show this can still be a dangerous distraction.
- Be sure to have eye contact with pedestrians. If they have not made eye contact with you, assume that they have not seen you and may proceed through a crosswalk.
- Stop near school buses. Not only is it illegal in West Virginia to pass a stopped bus, it is also a serious safety concern for children.
- Watch for flashing warning lights. Yellow means the bus is about to stop while red flashing lights indicate that children are getting on or off the bus.
- Allow for extra space between and around vehicles. The most dangerous area for children when exiting a bus or other vehicle is the 10 foot radius of that bus or vehicle.



- Use an alternate route and allow extra time to get to your destination. Avoid school zones altogether by taking a different route during your morning commute or other daytime obligations to reduce the chance of being caught in traffic and provide a safer environment for children traveling to school.

For more defensive driving tips, visit the FMO website at www.fleet.wv.gov.

Division of Personnel Shares Revised Administrative Rule

The Division of Personnel (DOP) recently updated its Administrative Rule, which went into effect on July 1, 2016. Revisions to Administrative Rules can occur for many reasons, including as a response to legislation, court decisions, or frequent requests for clarification or interpretation of particular sections. Highlights of the recent revisions are summarized to assist our employees.

One important revision to the Rule focused on sick leave, specifically family sick leave, which previously allowed state employees under DOP's authority to use 40 hours of sick leave for immediate family members. This limit has increased to 80 hours per calendar year.

Another revision related to sick leave provides that a physician's/practitioner's statement must be submitted immediately upon returning to work rather than within two days of an employee return, when a physician's/practitioner's statement is required. Finally, employees must work 1,040 hours in a previous 12-month period to be eligible for a medical leave of absence without pay; such leave may only be taken intermittently when it runs concurrently with the federal Family and Medical Leave Act.

Other changes to DOP's Administrative Rule include, but are not limited to, the following:

- Employees may now choose to use accrued paid annual leave during a period of non-disciplinary suspension when that suspension is pending the outcome of an investigation or criminal proceedings;
- In order to be eligible for reinstatement, an applicant must have previously worked in a position classification within the same occupational group;
- Employees hired through reinstatement are now required to serve a probationary period; and,
- Any employee scheduled to work on a holiday but fails to report will be ineligible to receive pay for that holiday.

A summary of the amendments and a complete copy of the Administrative Rule are available on the DOP website at www.personnel.wv.gov/rules/doprules. A video presentation on the revisions can also be found online at www.personnel.wv.gov/ohrd/learning/OnlineLearning/Pages/AdministrativeRuleRevisions.aspx.

Questions regarding these revisions may be directed to the Employee Relations Section of DOP at 304.558.3950 ext. 57209.

Purchasing Division Educates More than 225 Agency Purchasers at its Annual Statewide Conference

Since its creation in the 1950s, the West Virginia Purchasing Division has been responsible for the formal procurement of goods and services for state agencies which fall under its authority. Those agencies, however, are responsible for processing any procurement which falls under a specified dollar threshold. Currently, that threshold stands at \$25,000.

To educate state agency purchasers on the laws and rules which govern the state purchasing process and to ensure they spend the state's taxpayer dollars efficiently and ethically, the Purchasing Division recently joined more than 225 agency purchasers and 35 staff and presenters at the 2016 Agency Purchasing Conference.

The conference, which was conducted at Canaan Valley Resort State Park from August 23-26, offered workshops on approximately 25 different procurement-related topics, including technical and construction purchases, developing specifications, and the various solicitation types (i.e. Requests for Quotations,

Requests for Proposals, Expressions of Interest, etc.).

Purchasing Director David Tincher kicked off the conference by welcoming all attendees and encouraging them to use their time at the conference wisely. "This conference is a great opportunity to get to know the laws and rules which govern the state purchasing process," stated Tincher. "This is your time to ask questions about something you don't understand, network with your peers, and fully immerse yourself in the learning process."

The number of attendees at the 2016 conference showcases the value of this training and networking opportunity within our state. For any individual who was unable to attend this conference, the Purchasing Division provides additional training workshops and webinars throughout the year. To view these training opportunities, visit the Purchasing Division's Training Center online at www.state.wv.us/admin/purchase/training.



West Virginia Purchasing Director Dave Tincher welcomed more than 225 agency purchasers to the 2016 Agency Purchasing Conference. This annual event provides training on the laws and rules that govern the state purchasing process.

Be Aware When Using State-Issued Wireless Devices

State employees may be issued a state-provided wireless device with management's approval. For those individuals who have been issued a device, such as a mobile phone, it is the employee's responsibility to properly care for the device and follow all required guidelines. Below are some highlights from the Office of Technology's (OT) policy on "Acceptable Use of State-Issued Portable/Mobile Devices."

- Remember that the State has the right to monitor and review all activity on wireless devices.
- State issued devices are intended to provide the means to enhance an employee's ability to conduct official business.
- Personal use of a wireless devices and services is prohibited except for a few circumstances and must have manager's approval. When using a wireless devices for personal use, it cannot interfere with an employees work, affect another employee or business operations, incur a cost or violate other policies.

- Excessive personal use may result in loss of the device.
- Employees should have no expectation of privacy regarding the use of the wireless devices and be aware that the State reserves the right to review calls, voicemails, e-mails, text messages and other communications.
- If employees have any concerns regarding the security of their device, they must alert a supervisor immediately.
- Employees are responsibility for protecting the equipment from physical damage.

Remember that having a state-issued device is a privilege and can be revoked at any time. The rules above are only a brief overview of the full policy. It is an employee's responsibility to review this policy and adhere to its requirements. The full policy can be viewed on the OT website at www.technology.wv.gov/SiteCollectionDocuments/Policies%20Issued%20by%20the%20CTO/July2015/WirelessPortableDevices_July2015.pdf.

Administration Welcomes New Human Resources Coordinator

The Department of Administration is pleased to welcome Hillary Balding as its new Human Resources Coordinator. Balding assumed this role on July 25, 2016, and will also concurrently serve as the Office of Technology's (OT) Human Resources Manager.

While Department of Administration employees are encouraged to first contact their individual agency's human resources manager, Balding will be able to provide additional guidance and support to these managers, if needed. This may include updating all human resources staff on the latest policies, rules and regulations and discussing disciplinary action options. Balding will also review, research and make recommendations regarding the Division of Personnel's (DOP) pay plan policy, represent the Department of Administration at Grievance Board hearings and assist in updating the Department's *Employee Handbook*.

"I greatly look forward to collaborating with all of the HR Administrators within the Department of Administration," said Balding. "By supporting, providing, and coordinating services, I want to build positive and reliable relationships in which we all work together efficiently and effectively. As Henry Ford once said, 'Coming together is a beginning; keeping together is progress; working together is success.'"



Hillary Balding is the new Human Resources Coordinator for the Department of Administration. Balding assumed this role at the end of July. She also serves as the Human Resources Manager for the Office of Technology.

Prior to this role, Balding worked as a Personnel Specialist for the Employee Relations Section of DOP. She believes that her time spent as a state employee for the last three years helped prepare her for this new position.

"The experiences, knowledge and foundation I acquired working for DOP has given me a solid platform to smoothly transition into this position for the Department of Administration and OT," Balding added. "However, every day I am learning new things, working through new challenges and developing new performance management strategies!"

Congratulations to Balding on her new position.

IT AWARDS

Continued from Page 1

Services Online Voucher System and detect billing discrepancies and possible fraud.

The DMV Self-Service Application is one of four finalist in the Government to Citizens category. This project allows West Virginians to quickly complete online paperwork for DMV services, such as vehicle registration renewals and paying personal property taxes, without having to complete an in-office visit. In total, the awards honored 37 initiatives for outstanding information technology achievements across 11 different categories.

"The prestige of this awards program and its importance to the state IT community is confirmed by the large number of NASCIO members that submit nominations and give of their time as judges," said James Collins, Chief Information Officer for the state of Delaware and Awards Committee co-chair, in a press release. "Though finalists and recipients are named, at its core, this program is about honoring the innovative and important work in state IT that often goes uncelebrated."

Congratulations to these West Virginia agencies for this great achievement! Winners will be selected in September at the NASCIO Annual Conference in Orlando, FL.

DOP Director Sara Walker Retires after Seven Years of Public Service

After seven years of service to West Virginia state government, State Personnel Director Sara Walker retired on August 31, 2016. Walker was appointed to direct the Division of Personnel in September of 2009, after spending her career in the management of human resources within the private sector.

As a part of her retirement plans, Walker will be heading to the Gulf Shores of Alabama, where she anticipates having fun exploring new places, but more importantly, visiting her grandchildren. While she is sad to leave behind a community where she was very active and had many close friends and colleagues, Walker said she feels confident that she will find a way to become involved in her new home state.

A retirement reception was conducted for Sara on August 29th to celebrate her years of public service as she heads south for her next chapter. The Department of Administration wishes Sara the very best.



Best wishes to Sara Walker, who served as the State Personnel Director for the past seven years. Walker retired at the end of August.

Welcome! ... The Department of Administration is pleased to welcome **Eric Goodrich**, **Christopher Hughart** and **Gary Morris** (General Services); **Vicki Jones** (PEIA); **Pamela Duncan** (Purchasing); and **Matthew Beckett** (Technology).

Retirement! ... After years of hard work and dedication, we would like to wish **Sara Walker** (Personnel); and **Gary Burns** and **Roger Williams** (Office of Technology) the very best during their retirements.

Best Wishes ... to **Kimberly Pickens** (Ethics); **Timothy Mullins** and **Robert Penn** (General Services); **Thomas Hymes** (Finance); and **Alan Chapman** (Technology), who recently resigned from our department.

Our Condolences ... The Department of Administration is saddened to note the loss of **Matthew Cordie**, an employee of the General Services Division, who passed away recently.

Got News? ... We want you to share YOUR good news with your department co-workers! Please send your information to Communication Director Diane Holley-Brown at Diane.M.Holley@wv.gov!

HAPPY BIRTHDAY ... in September

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

Thompson Midkiff.....Aviation	Rachel Flynn.....Pub. Def. Svs.
Jada Thompson.....BRIM	Stephanne Thornton...Pub. Def. Svs.
Lionel Adams.....CPRB	Lu Anne Cottrill.....Purchasing
Leslie Bruce.....CPRB	Constantino Amores.....Real Estate
Diana Davis.....CPRB	Gail Delmaar-Mines.....Real Estate
Kevin Kerns.....CPRB	John Hildreth.....Real Estate
Stephen Kolar.....CPRB	James Farmer.....Surplus
Virginia May.....CPRB	Sherry Fewell.....Surplus
Dan Morris.....CPRB	Thomas Allen.....Technology
Barbara Moss.....CPRB	Randall Arbogast.....Technology
Gary Pullin.....CPRB	Franklin Buskirk.....Technology
Paige Strickland.....CPRB	Kenneth Casto.....Technology
Tammy White.....CPRB	Diane Corker.....Technology
Margaret Briggs.....Ethics	Jennifer Curia.....Technology
Derek Knopp.....Ethics	Derrick Day.....Technology
Connie Byrne.....Finance	Patricia Ebert.....Technology
Joan Chapman.....Finance	Ryne Faber.....Technology
Sarah Long.....Finance	John Foster.....Technology
Kenny Yoakum.....Fleet	Madeline Harper.....Technology
John Cummings...General Services	Adena Harvey.....Technology
Robert Desmond..General Services	Alicia Holman.....Technology
Ernest Green.....General Services	Emily Kilgore.....Technology
James Huffman...General Services	Wesley Moats.....Technology
Ada Kennedy.....General Services	Henry Moore.....Technology
Michael O'Dell....General Services	John Moore.....Technology
Terry Parsons.....General Services	Michael Moore.....Technology
Scotty Pauley.....General Services	Jason Nichols.....Technology
Tina Withrow.....General Services	Lena Pannell.....Technology
Jessica Blankenship.....PEIA	Daniel Pauley.....Technology
Amber Harper.....PEIA	Deidre Rainwater.....Technology
Donna King.....PEIA	Martha ReynoldsTechnology
Jennifer Priddy.....PEIA	Krista Scott.....Technology
Cynthia Baker.....Personnel	Mark Smith.....Technology
Joshua Lanham.....Personnel	Larry Suffers.....Technology
Teresa Asbury.....Pub. Def. Svs.	Stephen Windon.....Technology
Dana Eddy.....Pub. Def. Svs.	

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