



Quotes, Notes & Anecdotes

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

Chambers Showcases Purchasing Division Programs



Jessica Chambers
Sept. Employee of the Month

Jessica Chambers, a Public Information Specialist II for the Purchasing Division, has been selected as the Department of Administration’s *Employee of the Month* for September.

A state employee for more than two years, her duties include writing articles for two monthly newsletters (the Purchasing Division’s *The Buyer’s Network* and the Department of Administration’s *Quotes, Notes & Anecdotes*) and one quarterly newsletter (the WV State Agency for Surplus

Property’s [WVSASP] *The Property Connection*); designing and laying out those three newsletters; creating graphic designs for training materials, outreach and web design; and creating educational videos and animations for the Purchasing Division. She also assists in coordinating WVSASP’s special events, such as the annual Open House for Eligible Organizations and Customer

Appreciation Day; managing WVSASP’s Facebook page; taking photographs; and making updates to the Department’s website.

“The quality and look of the Purchasing Division’s communication efforts, including its newsletters, brochures and flyers, have greatly improved during Jessica’s time with the Purchasing Division,” said the co-worker who nominated her. “She can multi-task, ensuring that all projects are completed in a timely and professional manner. She takes her work very seriously and always strives to produce the best product possible. Jessica has a skill set that is unique and wide in range, allowing the Purchasing Division to take on projects with a new perspective.”

When she is not working, Chambers enjoys volunteering with the Big Brothers Big Sisters and the Read Aloud West Virginia organizations, attending Master Naturalist classes, reading, quilting but not actually finishing quilt projects, and road trips.

Chambers will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary John Myers on Thursday, September 6, 2018 at 3:00 p.m. at the Purchasing Division’s offices in Building 15.

Privacy Retreat Focuses on Data Protection Issues

West Virginia’s State Privacy Office, which is part of the Board of Risk and Insurance Management, conducted a retreat at Canaan Valley State Park and Resort on August 8-10, 2018. Approximately 30 attendees participated in this event.

The keynote speaker was Rachel Seeger from the Office of Civil Rights, which regulates HIPAA. Seeger focused her remarks on the importance of privacy compliance and reviewed numerous federal privacy enforcement actions. Bob Siegel with Privacy Ref, Inc. trained on assessing a project’s privacy



Scott Koller from BakerHostetler was one of several presenters at West Virginia State Privacy Office’s recent retreat. This event discussed privacy and data protection.

Please see **PRIVACY RETREAT** Page 3

SNEAK PEEK

- State Agency Spotlight: Purchasing Ensures Fair Spending / **Page 2**



- DOP Provides Managers News Through eNewsletter / **Page 3**

- PEIA Reminds Employees to Keep Records Updated / **Page 5**

State Agency Spotlight: Purchasing Division Ensures Fair Spending Practices for West Virginia State Government

Without the laws that are in place to regulate ethical state purchasing, taxpayers would not have the assurances that state dollars are being spent properly. Shortly after the Depression, an Executive Order was issued in 1933 by then-Governor Herman G. Kump to create the Department of Purchases. Many of the requirements included in that directive remain today, mostly to “buy efficiently, economically, and honestly.”

The Purchasing Division’s mission is to:

- provide valued services to our customers by making sound and effective decisions in accordance with state law;
- exercise prudent and fair spending practices in acquiring quality goods and services in a timely fashion at the lowest possible price;
- to continually improve the services we offer to maximize the efficiency of state government;
- and to provide leadership and guidance to our customers – state agencies, vendors, legislators and the general public – while building lasting business relationships.

Purchasing Director Mike Sheets oversees the various programs that are administered by the Purchasing Division, including the procurement



The Purchasing Division staff located at the Capitol Complex is pictured above. In addition, the WV State Agency for Surplus Property staff is located in Dunbar. The Purchasing Division consists of the Director’s office and three sections, including Acquisitions and Contract Administration, Communication and Technical Services, and Program Services.

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Please see PURCHASING Page 5

National Governors Association Selects West Virginia as Part of its Cybersecurity Policy Academy

The National Governors Association (NGA) Resource Center for State Cybersecurity announced that West Virginia was one of four states chosen to modernize its cybersecurity plans and infrastructure. This new initiative, Policy Academy on Implementing State Cybersecurity, offers states the opportunity to defend themselves against increasingly advanced and globalized cyber threats. The other states selected were Indiana, North Carolina and Wisconsin.

“West Virginia understands the importance of addressing cybersecurity issues head on. And as such, early in my administration, I issued Executive Order 3-17 to provide cyber risk management oversight in the identification, analysis and decision-making process to ensure we are protected,” said Governor Jim Justice. “I am excited about this opportunity for our state and the National Governors Association to collaborate on our cyber initiatives.”

West Virginia state government has assembled a multidisciplinary team of officials to work with NGA to gain the technical assistance needed to implement cybersecurity planning. This team includes state and local officials, technical and policy experts, and members of the state’s legislature.

The Policy Academy will convene NGA, industry experts, federal officials, private sector experts, research organizations and

academia to advise the four state teams, each selected by their governor, to develop and share best practices in cybersecurity.

“Recognizing both the integration of technology into all aspects of our lives and the exponentially growing cyber threat, the state of West Virginia has enhanced our cybersecurity strategy to focus on cyber risk,” said Joshua Spence, chief information security officer with the West Virginia Office of Technology. “The NGA Policy Academy serves as an excellent resource in accelerating the implementation of our strategy and ensuring that steps are taken to leverage cybersecurity best practices.”



The National Governors Association and the Office of Technology met in August regarding the Policy Academy on Implementing State Cybersecurity. West Virginia was one of four states chosen.

PRIVACY RETREAT

Continued from Page 1

impact and then designing privacy into the project before it is built or purchased. Before opening his own company, Siegel served as the Senior Manager of Worldwide Privacy and Compliance at Staples, Inc.

West Virginia's Cyber Breach Coach, Scott Koller from BakerHostetler, also presented valuable information on privacy and security compliance matters and data breach response and led the team in an incident response table-top exercise. His expertise has assisted hundreds of clients with incident response and data breach investigations involving malware, network intrusion, inadvertent disclosure, and ransomware.

State Chief Privacy Officer Sallie Milam said her office has identified more than 60 federal and state privacy laws that require safeguarding an individual's personal information. "It's important to have events, such as this retreat, to ensure our privacy professionals are educated and informed," she said. "West Virginia protects the privacy of health information, financial information, tax information, drivers' information, Social Security numbers and all other personally identifiable information."

With many data breaches hitting news headlines nationally, as well as those impacting individuals directly, there are universal concerns about the security of data and identity theft. According to Privacy Rights Clearinghouse, 471,032,216 records have been

breached just in the first half of 2018.

"Most people have little knowledge of where social media, internet search engines, corporations or data aggregators have shared or sold their information. People are concerned over their lack of control over their own personal information," Milam said.

In addition to organizing events such as the retreat, the State Privacy Office has partnered with the Purchasing Division to provide training to state government attorneys and procurement officers so that they better understand the privacy and security terms within contracts and are prepared to hold vendors accountable.

Milam also collaborates significantly with Chief Information Security Officer Joshua Spence of the Office of Technology, as well as with state privacy officers in various departments and others involved in data protection through the National Association of State Chief Information Officers' Privacy and Data Protection Workgroup. This workgroup, which is dedicated to state privacy issues, provides an excellent resource to learn best practices from other states.

The State Privacy Office values its relationships with the state's business partners as they bring expertise and different perspectives to the table. It regularly seeks the advice and input from its technology, privacy, security and legal business partners as the privacy program continues to grow.

DOP Informs Managers and Supervisors through eNewsletter

The Division of Personnel (DOP) recently began distributing an eNewsletter to all managers and supervisors with state agencies for which it provides services. The eNewsletter, which serves to educate and update managers and supervisors about training and other events/programs, is part of a larger initiative by the DOP to provide outreach to the new generation of supervisors and managers.

"We started to notice that many participants attending our classes were unaware of why they were required to attend our training. This led to larger discussions about their lack of knowledge of the Supervisor/Manager Training Program (DOP-P18)," said Bobbie Seyedmonir, Assistant Personnel Director for the Organization and Human Resources Development Section. "To address this issue, we created an email list of job classifications that we knew had supervisory/managerial duties and began sending the eNewsletter in July. We hope this will help our target audiences know what training is coming up during the month."

The eNewsletter also includes information on how to request training, register for classes, and highlights any off-site trainings so supervisors/managers are informed of training opportunities that may be close to their work locations. Seyedmonir said the DOP is also working to identify geographic contacts for off-site locations so managers and supervisors in those areas will be able to receive notification regarding trainings available in their areas.

To opt in/out of receiving the eNewsletter, email DOP at dopregistrar@wv.gov.

Quotes, Notes and Anecdotes

Aviation Participates in National Night Out

Last month, State Aviation Division pilots took part in the *National Night Out*, which is an annual event that invites communities to join together to learn about police programs and community partnerships. It also allows children to get up close with police cruisers and, thanks to the State Aviation Division, a helicopter.

A Bell 206 LongRanger helicopter was on static display as part of this event. West Virginia State Police Pilots Cpl. JT Portillo and F/Lt. Shawn Coleman were on site to answer questions regarding the aircraft and help their guests climb inside for a look.

The Aviation Division routinely par-



Photo courtesy of Aviation

F/Lt Coleman shows attendees of the 2018 National Night Out the inside of a Bell 206 LongRanger helicopter.

participates in this nationwide event. To learn more about the Aviation Division, check out its agency spotlight in the November 2017 issue of *Quotes, Notes & Anecdotes* or visit www.aviation.wv.gov.

Plan a Fall Adventure for the Family in West Virginia

The fall months are always a popular time for tourism in West Virginia. Visitors come from everywhere for festivals, autumn photography, scenic train rides and to hike the West Virginia hills. West Virginia has many state parks with gorgeous overlooks, waterfalls and wildlife just waiting to be explored.

“The most iconic area in West Virginia is Tucker County, which has multiple overlooks and even a festival to celebrate fall: The Leaf Peepers Festival,” said Emily Hatfield, director of public relations for the Tourism Office. During peak foliage, the Leaf Peepers Festival offers a variety of offerings from buckwheat pancakes to kick start the morning to evenings filled with the sounds of mountain music. The festival is filled with Appalachian tradition and fun. Also, Tucker County has some of the brightest and most vibrant autumn leaves in the east.

Other festival events include horse-drawn wagon rides, nature hikes, Oktoberfest, scenic chairlift rides, duck races, river boating trips, 5K races and walks, blacksmith and glassblowing demonstrations, a parade, golf tournament, car shows and much more. For more information go to <https://wvtourism.com/5-ways-explore-fall-leaf-peep>.

For more information on other autumn tourist opportunities in West Virginia, check out these links below:

Interested in autumn photography?

<https://wvtourism.com/autumn-mountain-photography/>

Want to take a scenic train ride?

<https://wvtourism.com/fall-scenic-tracks/>

Looking for the best hiking spots?

<https://wvtourism.com/6-best-fall-hikes-mountains/>

Fresh Food at the Capitol!

During the month of August, state employees were able to take advantage of the “Capital Market at the Capitol” and pick up fresh fruits and vegetables. The annual Corn Roast event was also sponsored by the Department of Agriculture.



September is National Preparedness Month: Are You Prepared for Emergency Situations?

In recognition of September being National Preparedness Month, the Department of Administration would like to remind its employees of steps that can be taken to prepare for disasters or emergency situations. There are many components that need to be addressed during a disaster; therefore, having a designated plan of action and the supplies needed are vital.

“Being prepared to take care of yourself and your family is the first step to becoming more resilient. First responders may not be able to get to you during a large-scale disaster, so it’s important to be able to take care of yourself and your family for the first couple of days,” said Gina Namay of Volunteer West Virginia, the state’s Commission for National and Community Service.

Namay explains that it is important to always have an emergency kit ready to go in your home and your car, in case of an evacuation or a shelter in place scenario. An emergency kit should have copies of all your important documents, such as insurance and medical information, and they should be kept in some type of sealed bag or box to protect them from the elements.

She adds that it is also important to keep a mobile phone charger on hand that does not rely on electricity, like a car, battery or hand cranked charger. Other common items to keep in an emergency kit are bottles of water, non-perishable food items, a

flashlight and first-aid supplies.

It is also important to have a family emergency plan ready at all times. The plan should ensure that all emergency telephone numbers and important contact numbers are added in the mobile telephones of all family members. During an emergency, there will not be time to look up telephone numbers.

She also suggests teaching all family members when and how to dial 9-1-1 in case of an emergency. It is also important to have a designated meeting place as part of your emergency plan, such as a tree across the street in case of a fire or a room in the basement with no windows in case of inclement weather.

Being better prepared can make a huge difference in overall safety during emergencies and disasters. To learn more, visit www.ready.wv.gov.



PEIA Reminds Employees to Keep Records Updated

State employees are reminded of the importance of keeping records updated relating to the Public Employees Insurance Agency (PEIA). Changes, such as divorce, that can affect eligibility status for both members and dependents must be reported to PEIA immediately.

Because of its statutory responsibility to prevent fraud, waste, and abuse, PEIA continues to take steps to reach out to affected members to communicate the seriousness of situations relating to eligibility status. PEIA also has a fiduciary obligation to the members and taxpayers to ensure the legal and fiscal integrity of the plans it administers.

PEIA policyholders are reminded that it is their responsibility to keep their eligibility status updated. Failing to do so may cost the state money and can result in serious consequences up to and including criminal prosecution.

Divorces and other events which impact the eligibility of the member or dependents must be reported immediately. Additionally, members cannot “agree” to keep their ex-spouse on their insurance as part of a divorce, since members do not

have the authority to bind the state or their participating public agency to the terms and conditions of a divorce. It is also important to note that the divorce ends the eligibility of the spouse and stepchildren.

In addition, a remarriage does not automatically re-establish eligibility or negate the period(s) of ineligibility between the divorce

and the remarriage. Enrollment must be reapplied for via a “Change In Status” form submitted with a copy of the marriage certificate.

Adding dependents requires legal documentation to be submitted, e.g. birth certificate, marriage certificate, court-ordered guardianship, legal adoption paperwork (not private adoption “contracts”), visas, etc., along with the “Change In Status” form. In the case of foreign adoptions, marriages, or births, all documents must be independently translated into English with a certification or attestation of the translation. PEIA is not responsible for the translation of documents and must comply with any and all applicable state and federal laws.

Should a surviving spouse remarry, he or she is no longer eligible for PEIA survivor benefits. If the surviving spouse divorces after a remarriage, he or she cannot return to PEIA coverage as a surviving dependent.

Per W. Va. Code §§ 5-16-12 and 5-16-12a, members can be held fully liable for any and all medical and pharmaceutical claims paid on behalf of an ineligible dependent. Knowingly or willingly submitting false information to PEIA by an employee about eligibility status, tobacco use, or other information may constitute fraud and be subject to prosecution. PEIA conducts ongoing audits to verify information that affects eligibility and premium(s).

The key is to make sure that your records with PEIA, as well as other agencies such as the Consolidated Public Retirement Board, are always updated. Should you have any questions, please contact PEIA at 304.558.7850 or toll-free at 888.680.7342 or email PEIA.Help@wv.gov.



PURCHASING

Continued from Page 2

of commodities and services for state agencies, the state’s Travel Management program, the Surplus Property programs and the state’s Fixed Asset Management program. Structurally, the division consists of the Director’s Office and three sections: Acquisitions and Contract Administration, Communication and Technical Services, and Program Services.

The Acquisition and Contract Administration Section, overseen by Assistant Director Frank Whittaker, is responsible for the procurement of products and services for state agencies in excess of \$25,000, and the oversight of contract management and inspection services. This section strives to provide quality services in the most efficient manner.

The Communication and Technical Services Section, managed by Assistant Director Diane Holley-Brown, focuses

on technology, communication and training. Functions include maintaining the automated purchasing system, networking services, the division’s website, conferences, seminars, online training, vendor registration, purchase order encumbrance, bid receipt/requests and records retention.

The Program Services Section, led by Assistant Director Elizabeth Perdue, is responsible for various programs administered by the division, including the Travel Management Unit, which offers guidance to state employees; the Surplus Property Unit, which manages the state and federal programs; and the Fixed Assets Unit, which maintains the state’s inventory of property.

The Purchasing Division recently was selected for the sixth consecutive year for the Achievement of Excellence in Procurement award by the National Procurement Institute.

Cyber Tip:

Always Assume You Have Something Cyber Criminals Want

You don’t need fame or millions of dollars in the bank to become the victim of cyber crime. Many cyber criminals rely on automated attacks that seek out and compromise all vulnerable systems.

Once a system is compromised, it can be used to distribute malware, send spam, or help launch a denial of service attack. Cyber criminals may also lift personal data from vulnerable systems to use for identity theft and fraud.



Quotes, Notes and Anecdotes

EEO Office Hosts Coordinator Meetings on Relative Laws

The Equal Employment Opportunity Office (EEO) hosts approximately three meetings each year for agency EEO coordinators to provide an opportunity to discuss relative laws and train on managing specific problems or issues.

With more than 200 EEO agency counselors in state government, there is a much smaller number of agency coordinators who work closely with the counselors at the agency level.

According to EEO Executive Director Jann Hoke, her agency recently conducted a meeting on July 17, 2018, for these EEO coordinators to provide an overview of the EEO basic investigator training, review the Best Practices booklet updates and discuss gender harassment.

The role of the EEO coordinators and counselors is to have the information they need readily available to help provide a safe and comfortable work environment for state employees.

The most recent meeting included only the EEO coordinators; however, the group discussed the planning of a one-day EEO Counselors training workshop in the future.

When a date has been set for the next meeting, the EEO office will contact counselors and coordinators with information regarding registration and other logistics.

The mission of the EEO office is to prevent and eliminate unlawful employment discrimination and to promote diversity in West Virginia state government by concentrating on communication, collaboration, education and direction.

Welcome! ... The Department of Administration is pleased to welcome Jennifer Belcher, Gary Kessell and Paul Miller (CPRB); Brandon Pauley and Joseph Pratt (General Services); Joyce Barrett, Marcia Booker, Cathleen Hearnshaw, Texal Linville, Kanesa McCoy and Frances Mullins (PEIA); Vera Pauley (Personnel); Justin Collin (Public Defender); and Heather Abbott (Technology). James Ferris also transferred from Technology to CPRB.

Best Wishes ... to Dana Burns, Lee Orr and Kayla Young (General Services), who recently resigned from our department.

Employee Question of the Month! ... A big THANK YOU to our employees who are participating in our **Employee Question of the Month**. Last month, we asked you to share your go-to karaoke song. While the most popular answer was *Country Roads* by John Denver, check out these other songs our employees love to sing:

- *Don't Stop Believing*
- *You're so Vain*
- *YMCA*
- *Girls Just Want to Have Fun*
- *I Will Survive*
- *Come on Eileen*
- *A Lover's Question*
- *We Will Rock You*
- *Love Train*
- *Redneck Woman*
- *Sweet Home Alabama*
- *Good Lovin' Gone Bad*

This month's Department Employee question is, **"Who is your favorite professional football team?"** Share your comments with us by **September 10, 2018**, by visiting www.surveymonkey.com/r/favProFootball.

HAPPY BIRTHDAY ... in September!

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

Dustin Anthony.....Aviation	Robin Turturice.....Personnel
Lionel Adams.....CPRB	Teresa Asbury.....Pub. Def. Svcs.
Leslie Bruce.....CPRB	Mark Doyle.....Pub. Def. Svcs.
Diana Davis.....CPRB	Dana Eddy.....Pub. Def. Svcs.
Kevin Kerns.....CPRB	Katya Ross.....Pub. Def. Svcs.
Gary Kessell.....CPRB	Stephanne Thornton.....Pub. Def. Svcs.
Virginia May.....CPRB	James Farmer.....Purchasing
Dan Morris.....CPRB	Sherry Fewell.....Purchasing
Barbara Moss.....CPRB	Lu Anne Cottrill.....Purchasing
Paige Strickland.....CPRB	Jon Amores.....Real Estate
Courtney Strobel.....CPRB	Gail Delmaar-Mines.....Real Estate
Tammy White.....CPRB	Sarah Long.....Sec. of Admin.
Melissa Williams.....CPRB	Thomas Allen.....Technology
Margaret Briggs.....Ethics	Randall Arbogast.....Technology
Derek Knopp.....Ethics	Franklin Buskirk.....Technology
Kenny Yoakum.....Fleet	Kenneth Casto.....Technology
John Cummings.....Gen. Svcs.	Diane Corker.....Technology
Robert Desmond.....Gen. Svcs.	Derrick Day.....Technology
Ernest Green.....Gen. Svcs.	Patricia Ebert.....Technology
James Huffman.....Gen. Svcs.	John Foster.....Technology
Ada Kennedy.....Gen. Svcs.	Madeline Harper.....Technology
Gary Morris.....Gen. Svcs.	Adena Harvey.....Technology
Terry Parsons.....Gen. Svcs.	Wesley Moats.....Technology
Scotty Pauley.....Gen. Svcs.	Henry Moore.....Technology
Brandon Perdue.....Gen. Svcs.	Michael Moore.....Technology
Joseph Pratt.....Gen. Svcs.	Jason Nichols.....Technology
Joshua Fraenkel.....Grievance	Daniel Pauley.....Technology
Jessica Blankenship.....PEIA	Deidre Rainwater.....Technology
Amber Harper.....PEIA	Martha Reynolds.....Technology
Jennifer Priddy.....PEIA	Terri Sheets.....Technology
Cynthia Baker.....Personnel	Mark Smith.....Technology
Joshua Lanham.....Personnel	Larry Sutters.....Technology
Krista Scott.....Personnel	Stephen Windon.....Technology

Administrative Notes

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

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