



# Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration  
February 2024 - Volume 31, Issue 2

## Employee of the Month

### People Skills Make the Difference for PEIA's Sweeney



**Trina Sweeney**  
February Employee  
of the Month

Trina Sweeney, supervisor of customer service for the Public Employees Insurance Agency (PEIA), has been selected as the Department of Administration's *Employee of the Month* for February.

Sweeney has been with PEIA since 2022 and is responsible for performing complex administrative and/or supervisory support services for fiscal, personnel, payroll, and procurement work for PEIA. She also serves in a specialty role for a complex support program with extensive federal oversight. In addition, she is responsible for the development and implementation of policies and procedures for the work unit and the monitoring and evaluation of the specialized functional area.

"Customer service is more than an attitude.

Trina's desire and willingness to work together and guide her team to success are worth noting and appreciating," said the co-worker who nominated her. "Her people skills combined with great communication and listening skills make her an invaluable team member. We need more people like her and are proud to have her on our PEIA team."

When she's not working, Sweeney enjoys spending time with her family. She also enjoys traveling and reading.

Sweeney will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Mark D. Scott on Thursday, Feb. 1, 2024, at 11:30 a.m. at the PEIA offices in Kanawha City.

## Gov. Justice Highlights Successes and 2024 Proposals in Final State of the State Address

Gov. Jim Justice presented his final State of the State address on Jan. 10, 2024, during which he reflected on the state's successes during his tenure and announced his proposals for 2024.

"The first time you saw me, I stood before you pledging to fight for the soul of our state," Gov. Justice said, before highlighting the successes of his administration.

"In five years, we have done work on 485,333



Gov. Jim Justice presented the annual State of the State address on Jan. 10, 2024. A copy of this presentation is available on demand via YouTube under Gov. Jim Justice.

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# New Leadership Named at State Aviation Division

Department of Administration Cabinet Secretary Mark D. Scott has named Larry Copley as director of the Aviation Division and Mark Lowdermilk as deputy director of the division.

Copley is retired from the West Virginia Army National Guard with more than 40 years experience as a pilot and flight instructor, including multiple deployments. He also previously served as a pilot within the state's Aviation Division for many years. Lowdermilk has been a certified pilot since 1977 and currently operates an aviation training and pilot services business in West Virginia. He also serves as a Federal Aviation Administration (FAA) Designated Pilot Examiner.

Both appointments became effective Jan. 2, 2024. Former Aviation Director Charles R. "Chip" McDowell, II retired at the end of December 2023.

As director of the Aviation Division, Copley will oversee and manage the operations and maintenance of all fixed and rotary wing aircraft owned by the state of West Virginia and assigned to the Aviation Division. Copley is qualified in multiple fixed and rotary wing aircraft, with more than 16,500 military and civilian flight hours. He is also a certified flight instructor and has extensive maintenance experience with an FAA issued Airframe and Powerplant certificate.

As deputy director, Lowdermilk will supervise pilots and staff assigned to the Aviation Division, and will manage aviation operations, safety, training, and maintenance for the division. Lowdermilk also has extensive aviation experience, in-



The Aviation Division recently welcomed Director Larry Copley (left) and Deputy Director Mark Lowdermilk (right).

cluding working as a pilot for Chautauqua Airlines, Inc. and Eastern Air Lines, Inc. and has more than 11,000 flight hours. He holds FAA Airline Transport Pilot and Certified Flight Instructor certificates for single and multi-engine aircraft and is type rated in several jet and turboprop aircraft, and rotary wing rated. As an FAA Designated Pilot Examiner, he is authorized to test and certify pilots at all levels and in multiple high-performance jet and turboprop aircraft. He also has a Master of Business Administration degree from West Virginia University.

## Two State Directories Help Employees and Public Locate Contacts and Find Information

Visitors to the state's website at [wv.gov](http://wv.gov) have access to two different state directories. Each guide is designed to be updated by the individual agency to ensure information remains accurate and accessible for those seek-

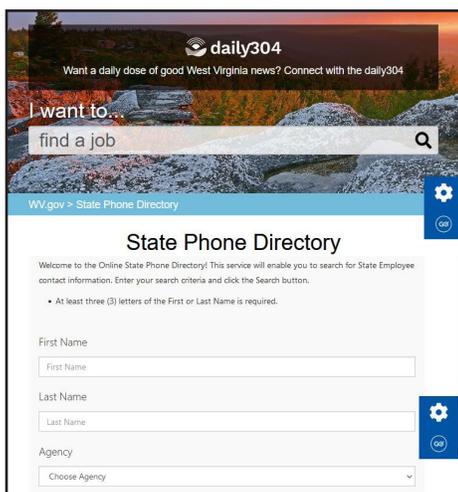
ing contact information.

The first directory is a PDF directory located under the "Government" tab at [wv.gov](http://wv.gov). This directory is revised and updated each month at [www.wv.gov/Documents/StateGovernmentDirectory.pdf](http://www.wv.gov/Documents/StateGovernmentDirectory.pdf). Each department has a designated contact person who is responsible for making the changes for their department's information. Changes to the Department of Administration's agencies can be sent to [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov).

The second listing on [wv.gov](http://wv.gov) is the Phone Directory, which can also be accessed under the "Government" tab. The data that populates this directory comes from [wvOASIS](http://wvOASIS) or inputs made by West Virginia Interactive. The hu-

man resources staff member within each department or agency is responsible for making these updates. Alternatively, updates can be submitted directly to West Virginia Interactive if the information cannot be collected via [wvOASIS](http://wvOASIS). The [wv.gov](http://wv.gov) phone directory can be found online at [www.wv.gov/pages/state-phone-directory.aspx](http://www.wv.gov/pages/state-phone-directory.aspx).

*Please note that the accuracy of the information is dependent upon the employees who are responsible for making the updates. If your department or agency contact has not done so recently, they are encouraged to review the contact information currently listed and monitor each month for changes or updates to that information.*



The State of West Virginia maintains two directories of employees.

Quotes, Notes and Anecdotes

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# State Employees Required to Complete Cybersecurity Training

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Department of Administration employees are reminded to complete cybersecurity training. This mandatory training is required by the WVOT Information Security Policy (WVOT-PO1001) and is an important element

of the state's information security. Annual cybersecurity training is crucial for maintaining a strong defense against evolving cyber threats, complying with regulations, and protecting the state of West Virginia's data, reputation, and fi-

ancial well-being.

Employees can be proactive in safeguarding WV's digital assets by completing the annual cyber security training by June 1, 2024, or as otherwise directed by your agency. To log in, click here <https://training.knowbe4.com/auth/saml/8ab213ceaf4b0>. You will be directed to the state's login portal where you will enter your ID (ex. E01234@wv.gov) and active directory password.

If you have issues logging in, please contact the Service Desk by one of the following methods:

- Open a New Incident report via the WVOT Self Service Portal
- Email: [ServiceDesk@wv.gov](mailto:ServiceDesk@wv.gov)
- Phone: 304-558-9966



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**Each year, Department of Administration employees are required to complete a multipart training on cybersecurity. This annual training ensures that all employees are prepared to protect the data, reputation, and financial well-being of the State of West Virginia.**

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## STATE OF THE STATE

Continued from Page 1

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miles of roads. In the Roads to Prosperity program, we've done 1,200 projects," he said. "Every mile we pave is a mile closer to new horizons, to jobs that are coming home, and to families that can stay home."

In terms of jobs and economic development, Gov. Justice said 12,591 jobs have been created since 2017. He also highlighted new businesses that have announced plans to open or expand in West Virginia:

- Watt Fuel Cell is coming to the Bridgeport airport with an investment of \$64 million and 203 new jobs.
- Clean Seas is coming to Quincy with 40 new jobs and a \$50 million investment.
- Alcon in Cabell County is spending \$70 million on an expansion and keeping 500 jobs.
- Gestamp is expanding in South Charleston with a \$70 million investment and 120 new jobs.
- SMR Technologies is coming to Nicholas County with 75 new jobs and \$23 million in investment.
- Mountaintop Beverage is expanding in Morgantown

with a \$90 million investment and adding 140 jobs.

"We've cut taxes in West Virginia 23 times since I walked in the door and delivered the biggest tax cut in state history, hands down," Gov. Justice said. "I would tell you just this, the faster that we can get rid of the taxes on the individuals, the better we'll be."

The governor's proposals for 2024 include an elimination of the Social Security tax, a child and dependent care tax credit, and \$3 million for crisis pregnancy centers. Additional proposals include:

- \$50 million for a state-of-the-art agriculture lab at West Virginia State University;
- \$20 million for senior centers;
- \$15 million for state parks;
- \$10 million for the Posey Perry fund to support food banks, and
- 5% pay raise for teachers, service personnel, and state government employees.

# Top 10 Tips About Ethics and Election Season Presented by the Ethics Commission

To help state employees be better prepared for the upcoming election cycle, the West Virginia Ethics Commission compiled a Top 10 list of guidelines for its most recent newsletter. This list is based upon the Ethics Commission's Elections Booklet that is available online.

1. The Ethics Commission enforces the Ethics Act found in Chapter 6B of the State Code. The Commission does not regulate elections or campaigns. That authority rests with the West Virginia Secretary of State.
2. The Ethics Act does not disqualify current public employees or public officials from running for public office. Advisory Opinion 2023-09 holds that a state college employee may serve as a Legislator, but other laws may prohibit a person from holding both positions.
3. Candidates for all state and county offices must file a Financial Disclosure Statement with the Commission within 10 days of filing a certificate of announcement, unless the candidate had already filed one earlier that year.
4. Public servants may not use public funds or resources for campaigning purposes or to display a public official's name

or picture to promote a public official or political party. W. Va. Code § 6B-2B-2(b).

5. Successful candidates will be subject to the Ethics Act, W. Va. Code § 61-10-15 (a statute which governs county officials and county schools), and other laws that may prohibit or restrict them and their family members from having employment and contracts with the public office. See example in 6.
6. A county commissioner (and spouse) may not work for any county agency, such as the sheriff's office (Advisory Opinion 1995-24.) But, a commissioner may be employed by a non-profit organization to which a county commission appropriated funds constituting less than seven percent of the non-profit's budget. County funds may not be used to directly fund the commissioner's job with the nonprofit (Advisory Opinion 2023-12.)
7. New Legislators, elected Executive Branch Officials, and the Governor's appointees who were designated by an executive order must attend Ethics Act training within six months of taking office.
8. The Ethics Act does not prohibit public officials or public employees from being involved in political campaigns on their own time, but other laws may apply. Some state employees are subject to the West Virginia Division of Personnel Rules governing political activities.
9. W. Va. Code § 18-5-1a restricts Board of Education (BOE) members from running for or holding another public office, in most instances.
10. The Ethics Commission has held that public agencies may use public funds to educate the public about ballot issues, including levies. The specific rules are discussed in Advisory Opinion 2022-17.

To see the Ethics Commission's complete Elections Booklet visit <http://ethics.wv.gov> and select "Forms, Booklets and Guidelines" from the menu. If you have questions regarding the Ethics Act and this election season, please contact the Ethics Commission at 304-558-0664.

**In addition to its monthly newsletter, the West Virginia Ethics Commission maintains a list of published reference material on its website.**

The screenshot shows the West Virginia Ethics Commission website. The header includes the logo and the text "West Virginia Ethics Commission" with a "Text size A A A" link. A navigation menu on the left lists various categories: About Us, Administrative Law Judges, Advisory Opinions, Annual Reports, Complaints, Contract Disclosures, Employment Exemptions, Financial Disclosure, Forms, Booklets and Guidelines, Lobbyist Information, Lobbying Services Contracts, Meeting Information, Newsletters, Open Meetings, and Statutes and Rules. The main content area is titled "Forms, Booklets and Guidelines" and lists 15 items, including "The Ethics Act", "Open Meetings Checklist", "Gift Guidelines", "Public Employee Recognition and Retirement Guideline", "Door Prizes, Gifts and Giveaways at Conferences", "How to Obtain an Employment Exemption before Looking for a New Job", "Voting Provisions of the Ethics Act", "Voting Provisions of the Ethics Act" (Booklet), "The Difference between Employment Exemptions & 'Revolving Door' Prohibitions", "How to Seek a Contract Exemption", "Prohibited Interest in a Public Contract", "W.Va. Code § 61-10-15 Governing County Officials and County Schools", "Public Officials' Use of Their Name or Likeness", "Election Booklet", and "Second Jobs and the WV Ethics Act". Below this list are sections for "Complaint Forms and Instructions" and "Financial Disclosure Statement".

## New Mileage Rate Announced for 2024 Calendar Year

In accordance with the West Virginia State Travel Rules, the state's mileage reimbursement rate for privately-owned vehicles has been updated to reflect the federal government rate set by the U.S. General Services Administration (GSA). As of Jan. 1, 2024, the current GSA rate has increased 1.5 cents per mile to 67 cents. This rate will remain in effect until further notice.

Questions regarding the mileage reimbursement rate should be directed to your agency's travel coordinator or Tina Desmond at [Tina.M.Desmond@wv.gov](mailto:Tina.M.Desmond@wv.gov).

Additional travel information is also available online at [www.state.wv.us/admin/purchase/Travel](http://www.state.wv.us/admin/purchase/Travel). The Travel Management Office may be contacted by emailing [Purchasing.Travel@wv.gov](mailto:Purchasing.Travel@wv.gov).

# State Privacy Office Celebrates Data Privacy Week

The State Privacy Office within the Board of Risk and Insurance Management (BRIM) celebrated Data Privacy Week Jan. 22-26, 2024. The event is an international effort that shines a spotlight on the importance of data privacy.

“It is the responsibility of every state employee to handle private data in a secure and confidential manner, and we take that responsibility very seriously,” said Chief Privacy Officer Ashley Summitt.



Privacy officers received an email each day during Data Privacy Week to share with employees important information, resources, and activities about data privacy and data security. Some of the puzzles and activities included an opportunity to win prizes.

“Data privacy is more about people than data, though, when you really think about it. While we focus on protecting data, it’s important to remember that data cannot be harmed, but people can be. It’s about protecting people, knowing what to do and what not to do in order to keep ourselves and others safe,” Summitt said.

Data Privacy Day began in the United States and Canada in January 2008 as an extension of the Data Protection Day celebration in Europe. Data Protection Day commemorates the Jan. 28, 1981, signing of Convention 108, the first legally binding international treaty dealing with privacy and data protection. In 2022, the National Cybersecurity Alliance expanded the day into Data Privacy Week, because the issue of data privacy was important enough to promote it over a full week.

For more information on data privacy, please contact BRIM at 304-766-2646.

## Administration’s Employee Question of the Month

Thank you to everyone who continues to participate in our department’s *Question of the Month*. Last month, we asked Department of Administration employees to share their first car.

While a full list of answers can be seen on the Administration Station Intranet, here are some of the answers:

- 1964 Corvette Stingray
- 1965 Mustang - wish I still had it.
- Geo Metro convertible
- 1996 Green Subaru Outback
- Ford Probe
- 1985 VW Rabbit Convertible (this was in 1997)
- 1969 SS Chevelle 396
- Chevy Cavalier
- Olds Omega
- Hot wheels
- Cadillac Fleetwood Brougham
- 1993 Chrysler LeBaron Coupe
- 2012 Chevy Sonic
- 1989 Chevy Camaro
- Volkswagen Fox
- 2011 Ford Escape
- 1978 Toyota Corolla
- There was one car I asked my parents not to get me, a Neon—my first car was a Dodge Neon.
- 1980 silver Honda Civic
- ‘93 Oldsmobile Cutlass Ciera
- Chevy Citation
- 1980 Ford Pinto
- 2008 stone white Jeep Wrangler
- 1973 Caprice Classic Estate Wagon with a 454cu.in 4-barrel V8. The interesting fact about this car is that the same engine used in this model car was used by a very historical and hostile vehicle: the Army Sherman Tank.
- 1978 Oldsmobile Cutlass Supreme
- 1963 English Ford Cortina
- Ford pickup F150 at age 16
- A gray Chevrolet Cavalier
- 1985 Ford Tempo
- Oldsmobile 88 Royale
- 1989 Ford Ranger
- Dodge Duster
- 1995 Lincoln Continental
- 1983 Buick Skyhawk
- Datsun B-210 - how’s that for showing my age! Gulp.
- 2003 Kia Rio
- Mercury Monarch
- A 1978 Chevette (pea green)
- 1986 Camaro Z28 with T-top
- 2003 Chevy Venture minivan
- A brand new 2001 black Honda Civic
- 1989 Chevy Corsica
- 1973 Dodge Dart Swinger V8
- Camaro Z28
- 1990 Geo Prism
- Chevrolet Cavalier
- A white Ford Granada
- AMC Green Hornet
- 1972 Camaro w/sunroof
- 1979 Blue Monte Carlo
- 1992 Ford Probe
- 78 Dodge Volare
- 1996 green Subaru Outback
- 1999 Mercury Cougar
- Chevy Malibu
- Subaru Loyale
- For my 16<sup>th</sup> birthday, my parents surprised me with a refurbished 1974 sparkly gold, Volkswagen Super Beetle-Sun Bug. It was the most fun car to drive and all of my friends wanted to ride in it. I still miss it! It had a sunroof and air conditioning which was not very common in Volkswagen Beetles at the time.
- Plymouth Valiant
- 1978 Toyota Corolla hatchback
- A 1995 Toyota Celica was my first (used) car. It came with tinted windows that never should have passed inspection...and honestly got a few raised eyebrows from police. It was a great car even if it looked shady.

Quotes, Notes and Anecdotes

# Tourism Tour: Mountain State Maple Days 2024

Looking for a sweet experience? Check out the upcoming Mountain State Maple Days scheduled for Feb. 17, 2024 and March 16, 2024.

The 7<sup>th</sup> Annual Mountain State Maple Days invites West Virginia maple makers to open their locations for tours, demonstrations, and syrup sampling. Local businesses are also invited to take part by featuring special maple cuisine and cocktails.

Some activities schedule for the 2024 celebrations include a sugar bush hiking trail at the Toms Creek Family Farm in Wayne, WV; maple cotton candy and sweets from Grandpa Tom's Maple Farm in Rock Cave, WV; and the only maple moonshine in the state at Dry Run Spirits distillery in Franklin, WV.

There are currently 26 sugarhouses and businesses registered for the 2024 Mountain State Maple Days. Please note that some locations may not participate on both designated days. Participants can be found across the following counties:

- Barbour
- Brooke
- Grant
- Greenbrier
- Hardy
- Lincoln
- Preston
- Pendleton
- Pocahontas
- Randolph
- Upshur
- Wayne

For more information on this event, visit <https://wvmspa.org/mountain-state-maple-days>.

Looking for more events? Visit the West Virginia Tourism's event page at <https://wv-tourism.com/events-festivals>.

**Welcome!** ... The Department of Administration is pleased to welcome **Lawrence Copley** and **Mark Lowdermilk** (Aviation); **Catherine Harless** (BRIM); Mellissa Stover (CPRB); **James McCoy**, **Eric Hoffman**, and **Timothy Moore** (General Services); **Nicholas Downs** (Purchasing); and **Joshua Kerns** (Technology). **Jeremiah Jones** also transferred from the Office of Technology to CPRB.

**Best Wishes** ... to **Samantha Harper** (CPRB); **Vinutha Vishnu** (Finance); **Terry Cantrell** and **Traci Topp** (General Services); and **Aaron Cantley** (Technology) who recently resigned from our department.

**Happy Retirement!** ... After years of hard work and dedication, we would like to wish **Robert Fisher** (BRIM) the very best during his retirement.

**Holidays** ... West Virginia state government will be closed on Feb. 19, 2024, in observance of Presidents' Day.

**Department Fact Sheets** ... The *2024 Agency Information Fact Sheets* are now online. This document provides general information, such as enabling legislation, the primary missions and functions of each agency, funding, challenges, legislative matters, pending issues and relevant contact information. A copy of the *2024 Agency Information Fact Sheets* can be found at <https://administration.wv.gov> under "Agencies."

**W-2s Now Online** ... West Virginia state employees can view and print their W-2s for the 2023 calendar year electronically by going to [www.wvsao.gov](http://www.wvsao.gov) or [wvOASIS.gov](http://wvOASIS.gov).

## HAPPY BIRTHDAY ... in FEBRUARY

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

Valerie Poindexter.....BRIM	Kelly Davis.....PEIA
Lindsey Atkins.....CPRB	Katrina Hamdan.....PEIA
Alyssa Cooper.....CPRB	Kara Anderson.....Personnel
Amber Hawkins.....CPRB	James Bateman.....Personnel
Joshua Hudhall.....CPRB	Gary Goble.....Personnel
Ashley Knapp.....CPRB	Tracy Richardson.....Personnel
Nathan Moul.....CPRB	Lisa Conley.....Pub.Def.Srvs.
Victoria Sutton.....CPRB	Brittany Dent.....Pub.Def.Srvs.
Rachel Carpenter.....Ethics	Robert Ross.....Purchasing
Nancy Crawford.....Finance	Jason Thompson.....Purchasing
Marjorie Stephenson.....Finance	Nicholas Downs.....Purchasing
Chena Hill.....Fleet	Misty Corsaro.....Real Estate
Leigh Jackson.....Fleet	Ronald Pleasant.....Real Estate
Nicole Adkins.....Gen.Srvs.	Andrew Sabatino.....Real Estate
Eric Hoffman.....Gen.Srvs.	Betsy Allen.....WVOT
John McHugh.....Gen.Srvs.	Christopher Bailey.....WVOT
Gary Pennington.....Gen.Srvs.	Ethan Boley.....WVOT
Stephen Pinkerton.....Gen.Srvs.	Michael Ebert.....WVOT
William Raines.....Gen.Srvs.	Matthew Fenney.....WVOT
Landon Brown.....Grievance	David Highland.....WVOT
Candace Spade.....Grievance	Carlos Kinder.....WVOT
Crystal Broyles.....PEIA	Chaz Pittman.....WVOT
Lisa Conley.....PEIA	Adam Robinson.....WVOT

# Administrative Notes

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Jim Justice  
Governor

Samantha Knapp/  
Communication  
Director/Editor

Production  
Jess Chambers  
Courtney Johnson  
Teresa Cutlip

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