



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
MARCH 2017 - Volume 24, Issue 3

Employee of the Month

OT's Philip Skeen Offers Service with a Smile



Philip Skeen
March Employee
of the Month

Philip Skeen, an Information Systems Client Analyst 2 for the Office of Technology, has been selected as the Department of Administration's *Employee of the Month* for March.

A state employee for 16 years, he assists users who experience trouble with their computers, software and network connectivity.

"Philip is an outstanding employee. He is quick to fix problems for our customers and is always smiling and very personable," said the co-worker who nominated him. "He has vast knowledge

in his field and there is no job he can't handle. He goes above and beyond what is expected of him. He is very deserving of the *Employee of the Month* award."

When he's not working, Skeen enjoys the outdoors, including riding ATVs, camping and hiking; playing golf; and watching movies.

Skeen will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary John Myers on Thursday, March 2, 2017, at 3:00 p.m. at the Office of Technology in Building 5.

Governor Jim Justice Offers his First State of the State

Gov. Jim Justice delivered his first State of the State address at the State Capitol on February 8, 2017, in which he outlined his plan to tackle West Virginia's budgetary deficit and to seek ways to enhance the state's opportunities. His approach during his address was different from past governors in that he spoke without the assistance of a teleprompter and used a whiteboard to convey his message.

Calling for significant actions to be taken during the 2017 Regular Session of the State Legislature, Gov. Justice's proposal called for an increase in revenue through certain taxes and fees, including a half cent in additional consumer sales tax, which will help the state improve its financial standing and move up in the rankings in many categories, such as education and industry. Rather than continuing to make agency cuts that would severely affect the operation of state govern-



Photo courtesy of Office of the Governor

The annual State of the State Address was presented by Gov. Jim Justice on February 8, 2017. In his own unique style, Gov. Justice discussed his goals and plans to improve the state.

Please see **STATE OF THE STATE**, Page 5

SNEAK PEEK

- Cabinet Secretary John Myers Hits the Ground Running / Page 2



- Agencies Invited to Participate in Summer Internship Program / Page 3

- PEIA Partners with iSelectMD to Provide Telemedicine Services / Page 4

Cabinet Secretary John Myers Hits the Ground Running with the State's Budget at the Forefront

A framed sign on the windowsill in Cabinet Secretary John Myers' office reads, "Look farther than you can see." The message couldn't be more fitting for the newly appointed secretary of the Department of Administration considering the challenges that he and Gov. Jim Justice have ahead of them. "What this message says is that sometimes you have to have a vision and need to look beyond what you are dealing with right now to get to where you want to go," Secretary Myers said.

Secretary Myers, who formerly served as the acting director of the West Virginia Lottery Commission, has a wealth of experience in management and looks forward to making positive changes within the Department of Administration. Prior to his public service, he was the manager of administration for Toyota, where he had similar responsibilities, which included oversee-

ing the areas of purchasing, technology, facilities, fleet, general services, and building and grounds.

After his first few weeks on the job as cabinet secretary, when asked what his initial impressions were of the department, he quickly focused on the employees. "There are certainly a lot of very qualified people in the department. Many have been doing their jobs for quite some time, so they have experience, dedication and are proud to be in a public service role," he said. "I am happy that I have inherited this type of organization."

The magnitude of the Department of Administration has been the most surprising to Secretary Myers during this transition. "There is such a wide range of programs and services that touch upon other departments, employees and the public from ethics to the upkeep of our buildings."



Cabinet Secretary John Myers looks forward to working closely with the department agencies. He is especially focused on joining Gov. Justice in improving the state's financial situation.

Secretary Myers said he has many ideas that he wants to research and possibly pursue, such as the idea of a shared services con-

Please see SEC. MYERS Page 5

John Dunlap Selected as State's New Chief Technology Officer



**John Dunlap
Chief Technology
Officer for OT**

West Virginia state government is nothing new to John Dunlap since he has worked for various state agencies in different technological capacities for more than three decades. However, his role changed substantially on January 30, 2017, when Gov. Jim Justice appointed Dunlap to serve as the state's chief technology officer.

Dunlap formerly served as director of networking engineering and architecture for the Office of Technology (OT) as well as worked for the Department of Environmental Protection and the Bureau for Employment Programs.

"John Dunlap has the experience to upgrade West Virginia's technology infrastructure," said Gov. Justice in his announcement. "John will find ways to make our state more efficient and save the taxpayers' money through the use of technology. Any good business needs to stay on the leading edge of technology, and I want the same for our state."

With 32 years of experience in state government, Dunlap has served on multiple projects within OT and is familiar with the needs and goals of the state's information technology efforts. OT has more than 200 employees with whom Dunlap will collaborate on various initiatives.

"I am extremely excited for this new opportunity to lead the efforts of the West Virginia Office of Technology," Dunlap said. "My goal is to work closely with my colleagues both within OT as well as throughout state government to make substantial improvements to our technological efforts, while ensuring we remain fiscally responsible."

DOP Implements Saturday Testing for State Jobs Requiring Written Examinations

The West Virginia Division of Personnel (DOP) is now offering Saturday test dates at its Charleston test center for state positions requiring written examinations.

Saturday testing will be offered on the third Saturday of each month on a trial basis at its Charleston test location only. Additional Saturdays could be added if proven successful.

Testing begins promptly at 9:00 a.m. on designated Saturdays, with doors opening at 8:30 a.m. Applicants are encouraged to arrive at that time to show their photo ID and complete the proper paperwork. Applicants have three hours to complete the multiple choice test, working at their own pace.

The testing is conducted at the Kanawha-Charleston Health Department located at 108 Lee Street, East, in Charleston. Free parking is available. Testing at the Charleston location is also available on Tuesday, Wednesday and Thursdays at 6 p.m.

"Having Saturday test dates will assist individuals who are unable to schedule during our evening

Please see DOP TESTING Page 6

Agencies Invited to Participate in Governor's Internship Program

Does your agency need a little extra help this summer? Or would you like the opportunity to mentor a West Virginia student enrolled in college? Agencies are encouraged to consider hosting an intern from the 2017 Governor's Internship Program.

Any agency who wishes to participate will have access to a database of high-achieving applicants and be responsible for interviewing and selecting its own intern. This process ensures that each agency can select an intern whose skills best fit the needs of the position and agency.

Before hiring an intern, agencies should ensure they will have ample work available to the students that will challenge and help grow his or her professional skills.

Interns should have access to the same resources as other employees, including a desk/work station, computer, email address, telephone and other items depending on the types of projects the intern will be expected to complete. Agencies are also responsible for the intern's salary, which must pay at least minimum wage. Internships generally last an average of nine to thirteen weeks but can last for the approved 1000-hour temporary hire limit.

This is the 28th year the internship program has been offered, creating multiple opportunities for responsible college students. To participate, interns must have a minimum grade point average of 3.0 and have completed at least one year of college courses in a traditional college set-



ting. Applicants must either attend a West Virginia college or university or be a West Virginia resident attending an accredited college or university in another state.

Agencies interested in hosting an intern as part of this summer internship program may apply at www.intern.wv.gov/Pages/Host.aspx. Questions regarding the program or the application process should be directed to the Division of Personnel's Mary Jane Ayoob at mary.jane.ayoob@wv.gov.

Purchasing Division Participates in OHRD Training Session



Monica Ashford from the Division of Personnel's Organization and Human Resource Development (OHRD) conducted a training session on presentation techniques for Purchasing Division employees on February 7, 2017. This training was requested by the Purchasing Division and customized to reflect the needs of its staff.

OHRD offers a variety of special request services for state government agencies. Some services offered include team building, leadership coaching, strategic planning and conflict management consultation.

For more detailed information, visit www.personnel.wv.gov/ohrd.

How to Respond After a Car Accident or Traffic Collision

Most people feel a wide range of emotions after being involved in a car crash, such as shock, guilt, fear, nervousness or anger. Experiencing these emotions is normal, but what steps should you take if you are involved in a crash? The Fleet Management Office would like to share a few tips you can follow that will ensure you not only remain calm but that you take the necessary steps to adequately protect yourself and/or the other driver(s):

- Taking a few deep breaths or counting to 10 will help calm you down. The calmer you are, the better prepared you will be to handle the situation.
- If you can't get out of your car or it's not safe, keep your seatbelt fastened, turn on your hazard lights, call 911 if possible and wait for help to arrive. If there are no injuries and your vehicle is drivable, move the vehicle to a safe spot that is not blocking traffic, like the shoulder of the road or a parking lot.
- Stay at the scene. Never drive away from the scene of an accident, even a minor one.
- Even if there are no serious injuries, it's a good idea to call the police. You may need a police report for your insurance company, even if the damage is minor. If the police do not come to the scene, file a vehicle incident report at a police station.
- Exchange information. Get the names, numbers, addresses, drivers' license numbers, license plate numbers and basic insurance information from all drivers involved. Get a good description of the vehicle(s) involved like year, make, model and

Please see **TRAFFIC COLLISION, Page 4**

OT Holds Data Privacy Day Event

Data Privacy Day is an annual, international effort to empower people to protect their privacy and control their digital footprint, as well as escalate the protection of privacy and data as everyone's priority.

Scheduled on January 28 each year, National Data Privacy Day aims to increase awareness of privacy and data protection issues among consumers, organizations and government officials. To that end, Gov. Jim Justice proclaimed January 28, 2017, as *West Virginia Data Privacy Day* to encourage all West Virginia citizens to become more aware of data privacy concerns and to take steps to protect their personal information.

This year, the Office of Technology (OT) Cyber Security Office celebrated *Data Privacy Day* in conjunction with the Board of Risk and Insurance Management and the State Privacy Office. Approximately 50 individuals from multiple areas of state government and education came together in January to participate in a "tabletop exercise." The tabletop exercise consisted of personnel with incident management responsibilities rehearsing a simulated data incident.

Participants discussed the actions they



The Office of Technology Cyber Security Office conducted a training event for the international Data Privacy Day. Approximately 50 individuals participated in the training activities.

would take in a data breach and tested their incident response plans. The exercise helped clarify roles and responsibilities, as well as aided in identifying additional State mitigation and preparedness needs. At the end of the event, participants left with a better understanding of available tools, knowledge of current procedures and checklists, and increased education on the importance of understanding the risks.

For more information and tips on how to protect personal information online, visit OT's Cyber Security website at www.technology.wv.gov/security.

TRAFFIC COLLISION

Continued from Page 3

color. If there are passengers, obtain their names, phone numbers and addresses as well. Try to be cordial and cooperative when talking to the other driver(s). If the other driver(s) don't mind, take a picture of their insurance information and/or registration.

- Do not apologize for anything at the scene. If you say anything that sounds apologetic, you could be admitting legal liability for what happened.
- Take notes on the crash. Take pictures of your vehicle's damage and any other vehicle involved, any skid marks, broken glass and landmarks marking the scene of the accident. Write down your recollections of the accident, including where each vehicle was, what direction the vehicles were going and what lane they were in. Write down

the date, time and weather conditions.

- Report the accident. If you are driving a state vehicle, you should notify your supervisor as soon as possible that you've been involved in an accident. Agency Fleet Coordinators are responsible for notifying the Board of Risk and Insurance Management.
- Seek medical attention, later if not at the scene. Often, injuries caused by motor vehicle accidents are not immediately apparent. Sometimes you won't start feeling the pain until a day or two after the accident. Unless you are certain you were not injured, you should seek medical attention.

To read more defensive driving tips offered by the Fleet Management Office, please visit www.fleet.wv.gov.

PEIA Partners with iSelectMD to Provide Telemedicine Services

Members of the Public Employees Insurance Agency (PEIA) PPB Plans now have access to telemedicine services thanks to a new partnership with iSelectMD. Founded in 2010, iSelectMD is a national organization that provides real time access to care for any individual experiencing a non-urgent illness and offers an alternative to unnecessary and costly trips to the ER or urgent care centers.

To use the service, iSelectMD requires a Medical History Disclosure to be completed prior to the first consultation. This may be completed online at www.iselectmd.com; just click on Register at the top of the page. The access code for members of the PEIA PPB Plans is **WV1144**.

With the Medical History Disclosure completed, a call to the call center should be returned by a physician within 15 minutes. The doctor will consult, diagnose, plan treatment and, if appropriate, prescribe medication.

While more severe medical conditions would still require a visit to a physician or hospital, telehealth is helpful in situations such as the flu or minor infections because it means less time away from work, faster recovery times and money saved. This may prove especially beneficial to those in rural areas who have limited access to health care.

iSelectMD of West Virginia is based in Bridgeport and is available 24 hours a day, 7 days a week, 365 days a year. For additional information regarding this telehealth service, please visit www.iselectmd.com.

iSelectMD
Get well soon.

EEO Office Hosts Student Worker for Annual Groundhog Job Shadow Program

The Equal Employment Opportunity (EEO) Office hosted student intern Mary Cart as part of the Charleston Job Corps' Groundhog Day Job Shadow program. This is an annual program offered through the Job Corps. Cart assisted Executive Director Jann Hoke in updating the EEO Office's files on recent legal and policy decisions relating to workplace harassment/discrimination and protected class. EEO's Beverly Reed is pictured (to the right) with Cart.



SEC. MYERS

Continued from Page 2

cept. However, his top priority right now is assisting the Governor in tackling the dire financial condition of West Virginia and getting the state back on the right course. "Being on the revenue side of state government for the past nine years, I have seen the numbers drop as a result of declining revenues from severance taxes for oil, gas and coal. I am in full agreement with the Governor that things are bad, probably worse than most people realize," he said.

Most agencies have experienced a 20 percent cut in appropriations over the past three years. "If we have cut significantly already, it basically comes down to two choices: raise revenue or further cut services to where those cuts would be draconian. We saw the Governor's alternative budget, and it is clear that raising revenue is a positive way to move the state forward," Secretary Myers said.

The Governor's proposed budget includes a half cent increase in sales tax, 2/10 of a percent increase in the Commercial Activity Tax, a 10 cent increase on gasoline and a slight increase to Division of Motor Vehicle fees. An increase in the turnpike tolls that is proposed would not affect state residents since West Virginians would receive a pass for all turnpike tolls for just \$8.00 per year. However, the result of the increased revenue for the state would be

significant. Governor Justice anticipates his plan would create 48,000 jobs, support the repair of our deteriorating roads and building of new ones, and ultimately reach his goal of eliminating West Virginia's state income tax. Additionally, two of the taxes proposed (i.e. the gas and consumer sales tax) would be sunset after only three years.

"Our first step is getting us out from under this crisis that we're in," Secretary Myers said. As part of this recovery, he is encouraging department employees to be part of the solution. "Some of the best ideas come from those who are right on the front line doing the job every day."

Employees who have cost-savings ideas should share them with their supervisors. "It doesn't have to be a large savings; even a small amount is important. If you have many employees coming up with ideas, soon it amounts to significant savings," he said. Small actions, such as turning off the lights when you leave your office or turning off the computer at the end of the day, can make a difference.

Secretary Myers' approach to his new role with the Department of Administration is consistent with the message in his office – look beyond today's problems to a much brighter future for all West Virginians.

STATE OF THE STATE

Continued from Page 1

ment, Gov. Justice offered suggestions on how to improve the state's revenue sources, such as increasing the cost of tolls on the turnpike. According to Gov. Justice's speech, 77 percent of the state's turnpike revenues come from out-of-state travelers. Increasing tolls would allow the state to invest in its highway infrastructure, thus creating access to more areas while increasing jobs and tourism.

The Governor's proposed budget also included a two percent pay raise for all classroom teachers as well as the elimination of unnecessary bureaucracies involved in education. He described the importance of investing in education not only as a way to improve our children's future but to also bring new residents to West Virginia, thus creating a source of revenue for the state.

Throughout his address, Gov. Justice discussed several key industries in which increasing revenue could make a major impact. In addition to helping the coal industry get back on its feet, Gov. Justice mentioned that he plans to work with our state's congressional leadership to introduce a bill to drive manufacturing businesses back to West Virginia.

While Gov. Justice was very forthcoming with his concerns of West Virginia's current situation, he expressed optimism that his plan can result in significant improvements and change the course of the state. He cautioned against taking the same actions as in the past, but rather encouraged everyone to look for new opportunities.

"We have an incredible obligation and an unbelievable opportunity," said Gov. Justice. "You can have my heart and soul. I will work with you with every ounce of being that I have."

To read the full transcript of Gov. Justice's State of the State address, visit www.governor.wv.gov/News/press-releases/2017/Pages/Full-Transcript-of-2017-State-of-the-State-Address.aspx.

Quotes, Notes and Anecdotes

DOP TESTING

Continued from Page 2

test dates and times. Some applicants may have to drive an hour or more to take the written examination, which can be difficult to coordinate during the week. Saturday testing will allow the Division of Personnel to offer enhanced availability and provide more flexibility for those interested in pursuing employment with the state," said Joe Thomas, Acting State Personnel Director. "We have already received several calls from people interested in the Saturday testing and are pleased it is now an option."

Examples of positions that require written examinations include Customer Service Representative, Office Assistant and Secretary. The clerical exam covers 11 classifications, including Office Assistant 1, 2, and 3 – both Typing and Non-Typing; Secretary 1 and 2; Administrative Secretary; and Lottery Business Support Technician 1 and 2.

Interested candidates must first apply online at www.personnel.wv.gov. Open positions that require a test will have a "W" by the position listing, indicating a written examination is required. The posting description will also state that an examination is required. Note that not all positions require an examination. There is no fee to apply or to take the test and the applicant has 90 days to complete the test once they have applied.

There are 13 DOP test centers around the state, including Beckley, Bluefield, Bridgeport/Nutter Fort, Charleston, Elkins, Farmington, Huntington, Martinsburg, Moorefield, Parkersburg, Welch, Wheeling and White Sulphur Springs. For more information about testing days and times at these locations, call 304.558.3950 ext. 0 or log on to www.personnel.wv.gov/job_seekers/testlocations/Pages/default.aspx.

Welcome! ... The Department of Administration is pleased to welcome **Robin Turturice** (Personnel) and **Jessica Hudnall** (Public Defender Services).

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

Best Wishes ... to **Daniel Nary** (Finance); **Anthony Brooks** and **Michael Shrewsbury** (General Services); **Jill Adkins**, **Nicholas Davis** and **Kelley McClanahan** (Personnel); **John Smolder** (Public Defender Services) and **Gail Montantez** (Purchasing), who recently resigned from our department.

Give Blood ... The American Red Cross will host a blood drive on Monday, March 6, 2017, at Building 7. The drive will last from 9:00 a.m. to 2:30 p.m. Interested individuals are encouraged to make an appointment online and complete a rapid pass. For more information, please call 1.800.Red.Cross or visit www.redcrossblood.org.

Healthy Tomorrows ... Remember to submit your Healthy Tomorrows Reporting Form to PEIA by the end of the open enrollment period in mid-May. A copy of this form can be found online at www.peia.wv.gov.

Got News? ... Share YOUR good news will all of your department co-workers! Email Diane.M.Holley@wv.gov with detailed information so we may include it in the next issue of the newsletter.

HAPPY BIRTHDAY ... in March

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

Brad Phelps.....Aviation	Catherine DeMarco.....Purchasing
Connie Bloss.....BRIM	Katrina Dufourny.....Purchasing
Mischa Difillippo.....BRIM	Brittany Ingraham.....Purchasing
Jeremy Wolfe.....BRIM	Tara Lyle.....Purchasing
Lori Cottrill.....CPRB	Jorden Parsons.....Purchasing
Jamie Hardman.....CPRB	Alisha Pettit.....Purchasing
Brittani Huffman.....CPRB	Crystal Rink.....Purchasing
Lisa Scarberry.....CPRB	Shelly Eads.....Real Estate
Teresa Anderson.....Ethics	Leslie Townsend.....Sec. Office
Cheryl Garner.....Finance	Daniel Ball.....Technology
Robert Worledge.....Finance	John Dunlap.....Technology
Cleophus Booth.....General Svcs.	Natalie Faulkner.....Technology
Jamie Bowles.....General Svcs.	Barbara Fields.....Technology
James Fields.....General Svcs.	Charlene Good.....Technology
Robert Hovatter.....General Svcs.	William Hargus.....Technology
Matthew Wooddell.....General Svcs.	Sandra Henson.....Technology
Billie Catlett.....Grievance	Timothy Hyatt.....Technology
Krista Charley.....Grievance	Kevin Kidd.....Technology
Christine Derienzo.....PEIA	Tammie Means.....Technology
Thomas Harper.....PEIA	Therman Mullins.....Technology
Jason Haught.....PEIA	George Muncey.....Technology
Leah Basford.....Personnel	Crystal Nichols.....Technology
Mary Bolton.....Personnel	Aaron Pusateri.....Technology
Thomas Williams.....Personnel	Sandra Shaffer.....Technology
Philip Morrison.....Pros. Attys	Jack Toler.....Technology
Lori Waller.....Pub. Def. Svcs.	Ray Toney.....Technology

Administrative Notes

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

Jim Justice
Governor

John Myers
Cabinet
Secretary

Diane Holley
-Brown
Communication
Director

Samantha
Knapp/Editor

Production
Jess Chambers
Courtney Sisk
Johnson

Special Thanks
Kaye Parks