

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
October 2023 - Volume 30, Issue 10

Employee of the Month

Thompson's Story is One of Redemption, Achievement



Mallory Thompson
October Employee
of the Month

Mallory Thompson, coordinator of programs for Public Defender Services (PDS), has been selected as the Department of Administration's *Employee of the Month* for October.

A state employee for almost two years, Thompson began her work with PDS in January 2022 as the Title IV-E coordinator before becoming coordinator of programs in May 2022. In this role, she oversees several programs including the Recovery Coach Program, Parent Representative Navigator Program, SWIFT Defense Social Worker, and the VISTA Program. She also oversees the grant that holds Youth Defense Training sessions. In addition, Thompson oversees the creation and production of training sessions, grant opportunities, and the annual conference.

"Mallory is a heartwarming and motivating story of redemption and achievement," said

the co-worker who nominated her. "She suffered from a substance use disorder that disrupted her life and her family for a time. But she dedicated herself to recovery and to improving her life. Mallory was one of the first graduates from the Boone County drug court. In one year, Mallory has built the Parental Response Navigator program which provides staff to public defender corporations to assist clients who are involved in child abuse and neglect proceedings."

When she's not working, Thompson enjoys spending time with her husband and son, going on vacation, being outside, and working in her garden and flower bed.

Thompson will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Mark D. Scott on Monday, Oct. 30, 2023, at 11 a.m. at the PDS offices.

PDS Hosts Future Public Defender as VISTA Member

Public Defender Services (PDS) is welcoming a new AmeriCorps Volunteers in Service to America (VISTA) member.

Jack McGinn is a San Francisco native and a May 2023 graduate of Boston University with a bachelor's degree in political science. He'll spend the next year working on his VISTA project, which is on pre-trial and pre-prosecution diversion programs.

"I'm researching what programs exist in West Virginia, and how



Jack McGinn
joins PDS
as its latest
AmeriCorps
Volunteer.
McGinn will
spend a year
working at
PDS focusing
on pre-trial
and pre-
prosecution
diversion
programs.

Please see VISTA, page 6

SNEAK PEEK

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LEARN HOW TO STAY
SAFE ONLINE THIS
**CYBERSECURITY
AWARENESS
MONTH**



- Clothes Closet Created at Public Defender Services / Page 4

CPRB Shares Information and Resources for State Employees Planning for Retirement

As many state government employees prepare to retire soon, the Consolidated Public Retirement Board (CPRB) would like to share a few reminders about what those individuals can expect during the retirement process and after retirement.

Individuals should allow adequate time for CPRB to process their retirement paperwork as the process can take anywhere from six to eight weeks. For those who are considering retirement soon, there are some requirements necessary to start the process. First, they are encouraged to request a Benefit Estimate at least six months prior to the date they

wish to retire. This will allow adequate time for proper retirement planning. For help with the planning process, prospective retirees can call CPRB at 304-558-3570 to schedule either an in-person or phone appointment.

Once the individual nears the retirement date, the retiree must submit all retirement forms filled out completely and correctly. Upon receipt of the completed retirement packet, the employer will be notified of the individual's intention to retire. Once the individual terminates employment, the employer can complete the required employer certification and report final salary and service to CPRB. Upon receipt of the employer certification, CPRB will be able to process the final retirement calculation.

Once retirees receive their first payment, they can sign up for the Retiree Self-Service (RSS) to obtain information about their benefits and make transactions 24 hours a day. Examples of the services available via the RSS include viewing the monthly pay statement a couple of days prior to payment receipt as well as printing annual 1099-R tax documents.


For questions related to retirement, individuals can visit <https://mywvretirement.wv.gov>. A guide to registering for the Retirement Self-Service can also be accessed at www.wv-retirement.com/Forms/2017RetSelfServ.pdf.

CPRB Cheat Sheet: How to Register for Self Service *Please do this first!*

Just follow these easy steps and you'll be set up in no time! Questions? Reach us at 1-800-654-4406. We're here Monday-Friday, 8:00am-5:00pm

Prepare Registration will be easier if you get everything ready first. Here's a checklist:

Info you'll need:	Where to get it:	Keep a record of it here:
Your 9-digit SSN and Birth Date	You already know these.	SSN: _____ Birth Date: _____
Your current Net Pay	Find this on your latest bank statement, check stub or income verification letter.	Net Pay: _____
User ID and Password	Make them up, using these rules: User ID: 5-20 characters long Characters can be any combination of A-Z, a-z, and 0-9. Password: 8-16 characters long Characters can be any combination of A-Z, a-z, 0-9, and @, #, !, %, \$.	User ID: _____ Password: _____
Secret Q&A	You'll select a Question and make up an Answer once you	Question: _____



Department Agencies Invited to Celebrate Socktober with Donations, Scavenger Hunt

With cold weather quickly approaching, warm socks are needed to help the less fortunate in our communities.

The Department of Administration is partnering with the United Way of Central West Virginia this month for Socktober, during which employees can donate pairs of socks for those in need. Agencies will have bins for collecting donations all month long or can reach out to Shelley Whitehill at 304-352-4311 to schedule pickups.

Employees are also encouraged to

wear special socks during the week of Oct. 23-27, 2023. The sock schedule is posted below. Participating employees can send pictures of their socks to Kateland.J.Cantrell@wv.gov for a chance at prize giveaways from the State Credit Union.

On Friday, Oct. 27, 2023, the Department will celebrate with a scavenger hunt for items found only on the Capitol campus. Teams will meet at the Cabinet Secretary's office at noon for a list of clues, and the items must be found within 30 minutes and doc-

umented with pictures. The winning team will also receive prizes from the State Credit Union.

For more information about the United Way of Central West Virginia, visit www.unitedwaycwg.org.



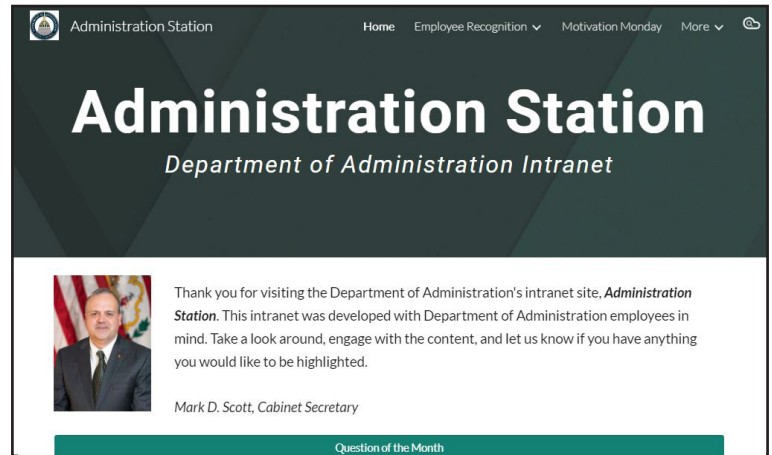
MON.	TUE.	WED.	THUR.	FRI.
Oct. 23	Oct. 24	Oct. 25	Oct. 26	Oct. 27
College Sock Day	Halloween Sock Day	Breast Cancer Awareness Sock Day	Crazy Sock Day	Scavenger Hunt

Department of Administration Intranet Naming Contest Results

More than 120 employees voted for the name of Department of Administration's new intranet page. From the 65 name suggestions, the winner was.... **ADMINISTRATION STATION**.

Thank you to Lori Tarr from the Board of Risk and Insurance Management (BRIM), Robert Kilpatrick from the General Services Division, and Shaun Neidlinger from the West Virginia Office of Technology, who each submitted this great name! The **Administration Station** intranet has already been updated to reflect this change.

Thank you to everyone who participated in this naming contest. Other popular name suggestions included: *DOA Insider* and *DOA Exchange* (Second and Third Place, Respectively: Tracy Richardson, Department of Personnel), *A.L.E.X. (Administration's Local Employee Xchange)* and *Mothman Murmurs* (Fourth and Fifth Place, Respectively: Jessica Chambers, Purchasing Division); *The Appalachian* (Tied Sixth Place: Teresa Cutlip, Purchasing Division); *The Shaft* (Tied Sixth Place: Kasi Bell, PEIA), and *The Loop* (Tied



Sixth Place: Courtney Johnson, Purchasing Division).

What are your thoughts on the **Administration Station** intranet? Department employees can share their feedback and ideas for future intranet offerings by visiting <https://forms.gle/G41xyASNWdXtxiiJ7>.

WVOT Urges Employees to 'Secure Our World'

2023 marks the 20th anniversary of Cybersecurity Awareness Month. As part of this anniversary celebration, the Cybersecurity and Infrastructure Security Agency (CISA) and the National Cybersecurity Alliance (NCA), working together to organize Cybersecurity Awareness Month, have launched an ongoing theme tilted "Secure Our World."

As part of the "Secure Our World" theme, CISA and NCA hope to encourage everyone to strengthen and adopt new cybersecurity habits throughout each year. The four areas that state and federal partners are focusing on this month include:

- Using strong passwords and a password manager
- Turning on multifactor authentication (MFA)
- Recognizing and reporting phishing

- Updating software

Since 2004, Cybersecurity Awareness Month has been held each October as a collaborative initiative between government and private industry to raise awareness about digital security and to empower everyone to protect their personal data from digital forms of crime.

As an individual employee and digital user, you are encouraged to take basic steps to protect your online information and privacy through constant education from trusted partners, like Stay Safe Online, at <https://staysafeonline.org/category/online-safety-privacy-basics>. No matter what role you play within an organization, you can still affect its cybersecurity.

Secure Our World: Cybersecurity Awareness Month Tips

Strengthen Your Password

- Longer is stronger: Passwords with at least 16 characters are hardest to crack.
- Hard to guess: Use a random string of mixed-case letters, numbers and symbols. If you need to memorize a password, create a memorable "passphrase" of 5 – 7 unrelated words. Get creative with spelling and/or add numbers or symbols.
- One of a kind: Use a unique password for each account.

Turn on Multifactor Authentication (MFA)

- Open your app or account settings. It may be called Account Settings, Settings & Privacy, or similar.
- Turn on multifactor authentication/two-factor authentication.
- Select an MFA method to use from the options provided, such as receiving a code by text or email or using facial recognition or fingerprints to confirm your identity.

Recognizing and Reporting Phishing

- Recognize: Look for common signs such as urgent or alarming language; requests to send personal and financial information; misspellings or unusual language; and incorrect email addresses, domain names, or links (e.g. amazan.com).
- Report: If phishing is suspected, report it to protect yourself and others.
- Remove: Delete the message. Don't reply or click on any attachments or links.

Update Your Software

- While devices and applications will usually notify you when the latest software updates become available, it is important to check periodically as well.
- Install ALL updates, especially those dealing with sensitive information.
- Install updates as soon as possible. Attackers won't wait, and you shouldn't either!
- Turn on automatic updates.

Clothes Closet Created at Public Defender Services

When people are starting over after a troubled time in their lives, often something as simple as a new outfit can make a big difference.

There's now a clothing closet for clients of Public Defender Services (PDS). Mallory Thompson created the closet and said it's one less thing their clients need to worry about.

Thompson is coordinator of programs for PDS, through which she oversees several programs, including the Recovery Coach Program, Parent Representative Navigator (PRN) Program, SWIFT Defense Social Worker, and the VISTA Program.

"No matter if they need something appropriate for court, are released from

treatment or incarceration, or are just in need of clothing, we can now help them with those situations," Thompson said. "We have clothes and shoes available for our office and our Public Defender Corporation offices. We have let them know if they need specific things for their office or clients, to let us know and we will see what we have available. If we have what they need, then we send it to the office. There is no limit. If someone is in need of clothing or shoes and we can help, we will donate."

The closet is currently made up of items donated by PDS employees. Any Department of Administration employee who would like to donate can contact Thompson at Mallory.G.Thompson@wv.gov to make arrangements.



The clothing closet at PDS was created to assist people needing items for court and for individuals recently released from treatment or incarceration.

Department of Administration's Employee Question of the Month

Thank you to everyone who continues to participate in our **Employee Question of the Month**. Last month, Department of Administration employees were invited to share their favorite weird food combinations. Here are some of the results:

- Sardines and mustard
- Mustard on scrambled eggs
- Peanut butter, bologna, onions and tomato on white toast
- Don't knock it til you try it...pizza with pepperoni, pickles, and hot honey drizzle
- Grape jelly on grilled cheese
- Scrapple & blinis
- Catfish and waffles
- BBQ sauce and mayo on a bologna sandwich
- Peanut butter, miracle whip and dill pickle sandwich
- Any casserole
- Peas mixed with mayo and mustard
- Cucumbers and steak sauce
- Pineapple on pizza
- Peanut butter, mayo, and pickle sandwich
- Fresh sliced cucumber dipped in homemade mashed potatoes
- Pinto beans and grape jelly
- Corn and Velveeta mac and cheese
- Vienna sausage and hot sauce
- Creamed tomatoes and mini pancakes
- Fries with mayo instead of ketchup!
- Artichokes and tomatoes
- Gorgonzola cheese and grape pizza
- Banana with potato chips or peanut butter and tomato sandwich
- Eggs over medium with apple butter wrapped in a soft tortilla
- Vanilla ice cream with olive oil and sea salt
- Peanut butter and olive sandwich with mayo
- Chocolate ice cream and caramel sauce
- Grilled cheese and ketchup
- Avocados, cheese and strawberries together
- Yum Yum sauce on everything!!!
- Canned peaches and brownies
- Rice and yogurt
- Pickles and whipped cream
- I love green olives on my tacos, taco salad and pizza!
- Pizza with dill pickles
- Dates and goat cheese
- Parmesan on chili/sauce hot dogs
- Because I can't eat tomato products there's a chili dog recipe that I've created so here goes: White chicken chili dog with mustard, diced onion, & cole slaw (& sometimes sauerkraut)
- Bagels with cheese go with a ginger ale. Taco salads go with chocolate milk. Popcorn dipped in nacho cheese.
- Mayo on Mexican food.
- Peanut butter sandwich with bread and butter pickles and mayo
- Bacon or sausage with grape jam
- Chocolate ice cream with barbeque chips in it
- Soft serve chocolate ice cream and potato chips
- I love putting crunchy cereal in yogurt instead of milk. Also malt vinegar on fries is the best.

Quotes, Notes and Anecdotes

Fall Leaves Inspiring for State Park Travel

With fall colors peaking in the coming weeks, October is the perfect time to visit Babcock State Park.

One of the most iconic images of Babcock State Park (and West Virginia) is the historic Glade Creek Grist Mill. A fully functional replica of the original Cooper's Mill, this attraction will only be open on the weekends after Labor Day with the last public tour day on Oct. 29, 2023. In addition to the tours, it is a popular photography spot.

Concerned that the fall colors won't be there for your Babcock trip? Check out the live camera feed of the Grist Mill at wvstateparks.com/babcock-webcam.

Babcock State Park is also part of the West Virginia Waterfall Trail. Several of these waterfalls are accessible right from the Grist Mill parking lot if you do not want a long hike. For more information on the West Virginia Waterfall Trail, visit www.wvtourism.com/west-virginia-waterfall-trail.

In addition to hiking to see waterfalls, Babcock is home to more than 20 miles of trails, including easy loops and challenging climbs. Babcock's Skyline Trail follows a natural cliff line to spectacular vistas while the Lake View Trail loop around Boley Lake is a short one mile.

To learn more about Babcock State Park or other West Virginia state parks, visit <https://wvstateparks.com>.

STATE PARK HIGHLIGHT

BABCOCK STATE PARK

486 Babcock Road • Clifftop, WV 25831

304-438-3004 • DNRBabcock@wv.gov

ACCOMMODATIONS

- Campsites
- Cabins

ACTIVITIES:

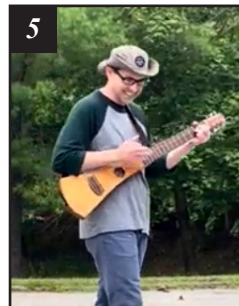
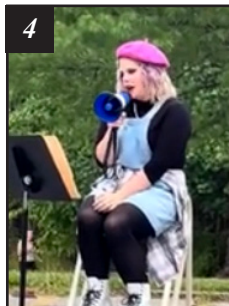
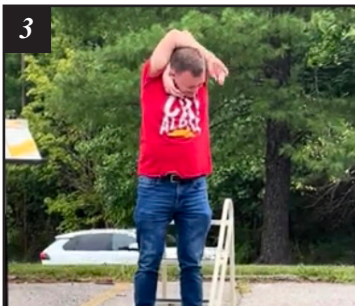
- Biking
- Boating
- Camping
- Fishing
- Geocaching
- Hiking
- Hunting*
- Mill tour**
- Nature tours**
- Rafting*
- Sport court**

*Located outside of park

**Seasonal

NEARBY:

- Adventures on the Gorge
- Hawks Nest State Park
- Carnifex Ferry Battlefield State Park
- New River Gorge National Park and Preserve
- Summersville Lake State Park



PDS Got Talent ~~America's Got Talent~~

Public Defender Services (PDS) invited its staff to participate in a special talent show last month. A list of participants and their talents can be seen below. For more images, check out the Department's intranet page.

Dana Eddy (1)

Talent: Trumpet Playing

Carrie Miller & Gary Collias (2)

Talent: Impersonation

Blake Collias (3)

Talent: Contortionist

Lorena Litten (4)

Talent: Poetry Reading

Richard Thornton (5)

Talent: Guitar

Brittany Dent (Intranet)

Talent: Baton Twirling

Don Stennett (Intranet)

Master of Ceremonies

VISTA

Continued from Page 1

they're being utilized in different parts of the state," McGinn said. "The end goal of the program is to have a functioning database of programs throughout the state, as well as producing a report for policymakers and educational programs for judges and attorneys."

McGinn plans to go to law school after his year with PDS and ultimately wants to become a public defender.

Members of the VISTA program serve full time for one year. Members help non-profit organizations and public agencies more effectively generate the commitment of private sector resources, encourage volunteer service at the local level, and empower individuals and communities. VISTA members support an organization to make sustainable change in areas that affect poverty, including education, public health, climate, access to benefits, and more.

PDS partnered with the National Legal Aid and Defense Association (NLADA), which contracts with the National Service Corporation, for the VISTA member. NLADA pays the stipend and other expenses of the VISTA member. PDS pays an administrative fee to NLADA and receives the year of service from the VISTA member.



Public Defender Services



NLADA
National Legal Aid &
Defender Association

Welcome! ... The Department of Administration is pleased to welcome **Adam Blankenship** (CPRB); **Karla Harris** (Finance); **Benjamin Myers** (General Services); **Crystal Walden** (Public Defender Services); **Jason Hays** (Purchasing Division); and **Phillip Crist** (Technology).

Best Wishes ... to **Jordan Hannah** (CPRB); **Douglas Pence** and **Leslie Rader** (Personnel); and **Derek Houston**, **Kaitlyn Jarvis**, and **Mike Sheets** (Purchasing), who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Timothy Phillips** (CPRB) and **Mark Crum** (General Services) the very best during their retirements.

Employee Question of the Month ... Last month we asked Department of Administration employees to share their favorite weird food combinations. Those results can be seen on Page 4. This month we want to know... **"Do you (or anyone in your family) have a celebrity look-alike?"** To answer this question, visit <https://forms.gle/LGYGpBRhDFSGMrZ9>.

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

HAPPY BIRTHDAY ... in OCTOBER

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

Melody Duke.....BRIM
Solomon Phillips.....BRIM
Lori Tarr.....BRIM
Rodney Burdette.....CPRB
Kinsey Fox.....CPRB
Larra Radford.....CPRB
Lisa Trump.....CPRB
John Roush.....Ethics
Shelia Gray.....Finance
Carmen Looney.....Finance
Cindy Williams.....Finance
James Atkins.....Gen.Srvs.
Steven Bratchett.....Gen.Srvs.
Philip Brooks.....Gen.Srvs.
Michael Fisher.....Gen.Srvs.
Sidney Harmon.....Gen.Srvs.
Randall Hazlewood.....Gen.Srvs.
Dustin Parsons.....Gen.Srvs.
Marissa White.....Gen.Srvs.
Marie Wilmer.....Gen.Srvs.
Harold Young.....Gen.Srvs.
Susan Miller.....Grievance
James Rollins.....OEO
Carlyn Barker.....PEIA
Kasi Bell.....PEIA
Beverly Hedrick.....PEIA
Cheryl Jackson.....PEIA
Andrew Spangler.....PEIA
Lee Stone.....PEIA
Jessica Virtz.....PEIA
Mary Jane Ayooob.....Personnel

Katherine Brammer.....Personnel
Kerri Nice.....Personnel
Dori Sunderland.....Personnel
Joe Thomas.....Personnel
Sherry Eling.....Prs.Attys.
Luke McVay.....Prs.Attys.
Cheryl Cohen.....Purchasing
Doug Elkins.....Purchasing
John Estep.....Purchasing
Courtney Johnson.....Purchasing
Larry McDonnell.....Purchasing
Christopher Seckman.....Purchasing
Caroline Bruce.....Real Estate
Mark Scott.....Sec.Of.Admin.
James Bowles.....Technology
Jeremy Boykin.....Technology
Stephen Cain.....Technology
Robert Caldwell.....Technology
Eric Daniel.....Technology
Tate Hamon.....Technology
Christy Jarrett.....Technology
Christopher Johnson.....Technology
Corey Leist.....Technology
Adam Malone.....Technology
Duncan Martin.....Technology
Gregory Pittman.....Technology
Robert Richmond.....Technology
Michael Ross.....Technology
Wanda Shafer.....Technology
Meghan Shears.....Technology
Ruby White.....Technology

Administrative Notes

Quotes, Notes & Anecdotes

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