



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
AUGUST 2011 - Volume 18, Issue 8

Employee of the Month

Hard Work Pays Off for Purchasing's Mark Totten

MARK TOTTON, a Programmer Analyst I for the Purchasing Division, has been selected as the Department of Administration's *Employee of the Month* for August.

A state government employee for more than three years, Totten's duties include providing maintenance and application support for the statewide purchasing system (TEAM), the Requisition Tracking system (ReqTrak), the Purchasing Di-

vision website, and the *West Virginia Purchasing Bulletin*. He also performs training and administrative duties relating to vendor registration.

"Mark is one of the most hard-working and dedicated employees I have ever encountered," said one co-worker. "Many of his duties are time-sensitive, and even though he is under pressure, he is always in a good mood and never complains about his workload."

"Mark is very professional and

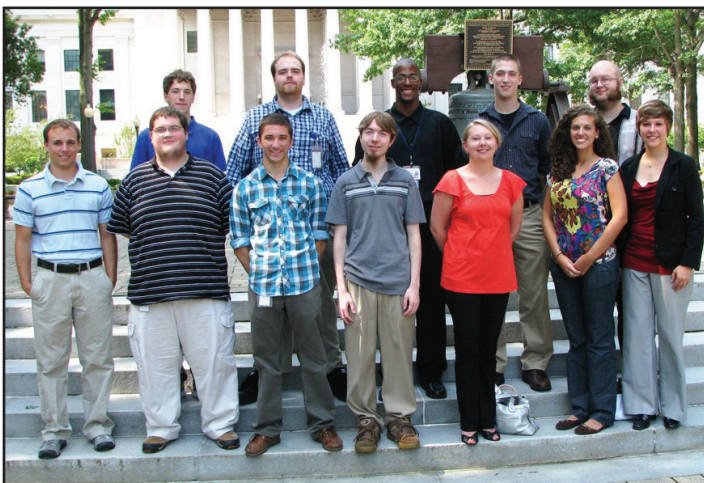
no matter how busy he may be, he always has time to lend a helping hand," according to another co-worker.

In his spare time, Totten likes to read and travel. He will be joined by his friends and co-workers at a special ceremony presented by Cabinet Secretary Rob Ferguson on Thursday, August 4 at 11:15 a.m. at the Purchasing Division office in Building 15 at 2019 Washington Street East in Charleston.



MARK TOTTON
August Employee of the Month

Department Benefits with Governor's Internship Participants



Department of Administration agencies were fortunate to benefit from having high achieving college students serve throughout the summer as interns. The Governor's Internship Program provides the opportunity for these

Please see **INTERNSHIP**, Page 5

Governor's Intership program participants include, front row, from left: Jacob Satterfield, Office of Technology; Daniel Neal, Elliot Iannello, Office of Technology; Jeremy Azevedo, Office of Technology; Valerie Bevans, PEIA; Breana Crites, Purchasing; Allison Pullin, Secretary's Office; second row, from left: Brandon Posey, Office of Technology; Tim Hall, Office of Technology; Austin Linticome, Office of Technology; Mike Hackett, Office of Technology; Luke Brumfield, Office of Technology.

SNEAK PEEK

- CPRB Welcomes Dean Back from Military Duty / Page 2



- PEIA Members Still Have Time to Offset Premium Increases / Page 3
- State Marks Civil War's 150th Anniversary / Page 4

CPRB Welcomes Back Andy Dean from Military Duty

The Consolidated Public Retirement Board employees (CPRB) have welcomed home one of its employees who has spent the past seven months in Qatar on active military duty. Andy Dean, a Senior Retirement Advisor, returned to the United States in April and was happy to return to CPRB in mid-June, where he has been employed for five years. His CPRB co-workers made his first day back special by having a surprise welcome back party.

Dean has diligently served 11 years in the military and first started in the U.S. Marine Corps. During his four years as a Marine, he was deployed to Japan, Korea, Australia, and Hawaii. Now, Dean is a Technical Sergeant in the West Virginia Air National Guard and was the supervisor of his troops while in Qatar.

While Dean was away from his family, friends and four-year old child, CPRB employees went above and beyond to support him for his service. Dean was shown a lot of appreciation from his co-workers through cards and packages.

"It was tremendous the things they sent me while I was away," says Dean. He recalled that his office never failed to send him a package for holidays, especially Christmas, his birthday, and Halloween.

"They sent me a lot of Halloween candy that I shared with my troops," says Dean, adding how some troops never received a



CPRB employee Andy Dean returns to the office after seven months of deployment in Qatar. His friends and co-workers planned a surprise party to welcome him back and to show their appreciation.

package during deployment.

Since Dean has returned home and is now getting back into the swing of things, he labels his time back to be "different" as it took him a little time to get acclimated.

"Being overseas allows me to appreciate life more, and I came home with a different perspective, a new outlook on life." Dean was out of the office for a while and

Please see DEAN, Page 6

PEIA's Jason Haught Honored with Man/Woman in the Arena Award



Department of Administration Cabinet Secretary Rob Ferguson presents PEIA Chief Financial Officer with the "Man/Woman in the Arena" award.

Bold and daring leadership. Achieve unique positives to benefit the Department of Administration and state taxpayers.

Enhance programs and services while reducing operational costs.

These are the some of the attributes used to determine the recipient of the "Man/Woman in the Arena," an award establish by Cabinet Secretary Rob Ferguson in 2005 to recognize Department of Administration employees who demonstrate exemplary leadership.

Jason Haught, Chief Financial Officer at the Public Employees Insurance Agency (PEIA), became the sixth Department employee to receive the "Man/Woman in the Arena" since it was established.

Secretary Ferguson noted Haught's innovativeness for his selection.

"Jason Haught's bold actions as the Chief Financial

Please see PEIA, Page 3

Capitol Market Returns to the Capitol



It is that time of the year again and many have waited in anticipation for the opportunity to shop for fresh vegetables and fruits. The Capitol Market at the Capitol returned to the campus on July 13 and there were plenty of state employees and visitors eagerly waiting in line to see what the market had to offer. Governor's Internship Program participants are lending a helping hand this year to ensure that the event is a great success.

The Capitol Market will take place every Wednesday until August 3 from 11 a.m.-1 p.m. on the north side of the State Capitol near the fountain. The Capitol Market at the Capitol is an annual event that brings quality products from the Capitol Market in downtown Charleston to the Capitol campus to make easy shopping for state employees and visitors.

PEIA

Continued from Page 2

Officer for the Public Employees Insurance Agency led to the development of numerous and innovative solutions to significant problems facing the State of West Virginia. By demonstrating superior professionalism and dedication amidst changing accounting standards and rising healthcare costs, and by trusting his instincts when others doubted themselves, he established new programs to move West Virginia to the progressive edge of government operations," Secretary Ferguson said. "Because of him, new practices are in place to ensure the provision of quality, affordable healthcare to West Virginia's civil servants in a manner that is responsible to all her taxpayers."

Quotes, Notes and Anecdotes

The "Man/Woman in the Arena" award is based on the Theodore Roosevelt's 1910 speech when he stated, "It is not the critic who counts, not the man who points out how the strongman stumbled, or where the doer of deeds could have done better. This credit belongs to the man who is actually in the arena."

Past recipients include Tammy Cogar, formerly of the Leasing Section; Cedric Greene of the Cabinet Secretary's Office; Pamela Keatley of the Office of Technology; and Felice Joseph and Gloria Long of PEIA.

To nominate a co-worker for the Man/Woman in the Arena award, visit <http://www.administration.wv.gov/Documents/Man-WomanintheArena.pdf>.

PEIA Members Still Have Time to Offset Premium Increases

State employees with insurance coverage through the Public Employees Insurance Agency (PEIA) are reminded of the necessary steps needed to offset monthly premium increases that went into effect July 1, 2011.

Active members covered by Preferred Provider Benefit plans A, B or C are able to offset the new \$14 premium monthly increase by participating in the Improve Your Score program (\$10 monthly discount) and provide proof of an advance directive/living will (\$4 monthly discount).

PEIA officials note that as of late June, only 36 percent of eligible PEIA active members submitted information for the advance directive and only 46 percent of eligible members participating in Improve Your Score.

PEIA officials note that active employees do not have to submit details of a living will, rather, actives must submit proof that they have one and can do so by completing an online form at www.peia.wv.gov. The website also provides information about participation in the Improve Your Score program.

PEIA policyholders can apply for these discounts throughout the year. Retirees covered by the PEIA PPB Plan A, the special Medicare Plan or Humana Plan can offset the \$4 premium increase by having an advance directive/living will. The Health Plan members do not receive the \$14 premium increase and are not eligible for the discounts.

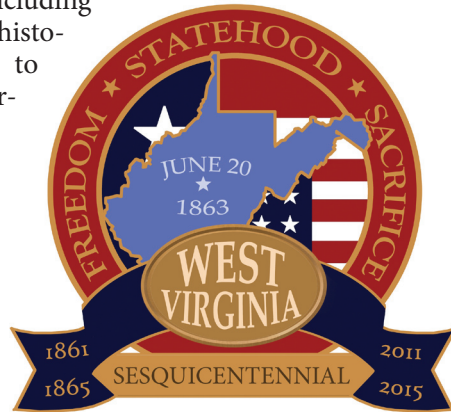
For additional information or questions, visit the PEIA website, e-mail peia.help@wv.gov, or call (304) 558-7850 or toll-free (888) 680-7342.

West Virginia Marks 150th Anniversary of Civil War

April marked the anniversary of the Battle of Fort Sumter and the beginning of the Civil War. Now that it is the 150th anniversary of this long and horrific war, there will be plenty of events and activities throughout the year to fulfill any history buff's appetite.

In 2009, then-Gov. Joe Manchin appointed a group of people, including state employees, academic historians, and citizen members, to be included in the West Virginia Sesquicentennial of the American Civil War Commission. The Commission has been working hard to plan plenty of events for the people of West Virginia to get involved and learn about the history of their state.

Some of the activities planned include trail and battle field tours, reenactments, academic lectures, and musical entertainment. The events sponsored by the commission are free to the public, but there will be some events listed on the schedule that will have a fee. Those events will be activities that were submitted by local groups to the Commission and received permission to be on the schedule. Chelsea Holmes of the Department of Education and the Arts said that "the website is an excellent tool and resource for anyone interested in attending any scheduled events."



Civil War "Firsts" in Western Virginia

- First enlisted man in United States service killed by a Confederate soldier: T. Bailey Brown, May 22, 1861. Grafton.
- First campaign of the Civil War: Federal troops under General George McClellan enter Parkersburg, May 27, 1861.
- First tactical use of the railroad to move troops to battle: Grafton, June 2, 1861.
- First land battle of the Civil War: Philippi, June 3, 1861.
- First amputation of the Civil War: James E. Hanger, June, 3 1861. Philippi.
- First Union "Restored Government" established in a Confederate state: Wheeling, June 20, 1861.
- First use of the telegraph by an American army in the field: June 1861.
- First telegraphic cipher used by an army in war: June 1861.
- First general killed in the Civil War: Robert S. Garnett, Confederate Army, July 13, 1861. Tucker County

Source: Rich Mountain Battlefield Foundation, www.richmountain.org

Please see ANNIVERSARY, Page 6

Technology for Keeping Up with Work Email Continues to Expand



As email increasingly becomes the preferred form of communication of many, maintaining the security of those emails becomes more vital. Traditionally, the ever-present BlackBerry has been the go-to choice for West Virginia state employees who needed to have wireless access to their email on the go.

However, the West Virginia Office of Technology (OT) has recently begun utilizing technology that is expanding the technological options for email. Good for Enterprise, by Good Technology, is a software-based system that lets users securely access business-related information from any device loaded with the program.

Using Good for Enterprise came about as new cellular phone types, such as the iPhone and various Android telephones, became available, said Chief Technology Officer Kyle Schafer. However, these new telephones lacked the security features available through the BlackBerry. But OT found Good

for Enterprise, which uses a software "container" to segregate confidential business data from personal information on an user's mobile device.

"We needed a way to securely support emerging smartphone technologies and the many new features and applications these devices offered to our employees," said Rob West, acting director of client services. "The Good platform gives us that flexibility coupled with security to protect government and citizen data."

OT has begun actively promoting the system within government, and Schafer said it has proven popular, especially in conjunction with the iPhone, and has been released for the iPad. Plans are to release two Android devices by the end of the year that will also use the Good software. The BlackBerry will still remain an option for personnel. Schafer said there are about 1,000 BlackBerry users in state government.

INTERNSHIP

Continued from Page 1

college students to gain valuable field experience while supporting agencies with their projects.

Below is a brief introduction of our department's interns for this year:

Elliott V. Iannello of Winfield is serving his first year in the internship program at the Office of Technology as a software engineer for IT Dashboards. He is also assisting with marketing projects and the Project Management Office with technical initiatives. The West Virginia University senior is a computer science major and plans to pursue a master's degree after he completes his undergraduate studies.

Luke Brumfield is at the Office of Technology for his first year as a program participant, working in software maintenance. The Marshall University junior from Green Bottom is majoring in computer science.

Allison Pullin is serving in the Secretary of Administration Office for her first year in the internship program. The Charleston native is involved with a variety of duties, including assisting the Deputy Cabinet Secretary and the Chief Operating Officer. She also organized fellow interns for the Capitol Market at the Capitol. Allison plans to join the U.S. Air Force after college. The Ohio State University sophomore is majoring in accounting while earning a minor in German.

"The Governor's Internship Program is an excellent program and has provided me the opportunity to work with professionals in the field I want to go into. It has brought to light many new ideas for me, from future career choices to leadership skills. I am very thankful I was given the opportunity to participate in this program," she said.

Valerie Bevans of Charleston has participated in the internship program for three years. She completed her master's degree in Public Administration from

West Virginia University in May and plans to pursue a career in public service. She is clinical services intern at the Public Employees Insurance Agency.

She said of her internship experience, "I enjoy meeting and working with various employees and interns on projects that will help our state operate more effectively and efficiently while making West Virginia a better place to live and work. It feels great being involved in important projects that really are making a difference."

Brandon Posey of Scott Depot is a computer science major at Marshall University. This is his first year in the internship program, repairing computer problems and installing new computers for the Office of Technology. Posey plans on attending graduate school after earning his undergraduate degree.

Breana Crites is serving her internship in the Purchasing Division, assisting with a variety of communication projects. This is the Elkview native's first year participating in the internship program. She earned a marketing degree with a minor in communication from West Virginia Wesleyan College and will be returning in the fall to complete her master's degree.

She said of the program, "Participating in the Governor's Internship Program has been a great opportunity and I have gained a lot of experience and skills that will be very beneficial to me in the future."

Michael Hackett of Charleston is a junior computer science major at Marshall University and is a desktop support technician in the Office of Technology. This is his first year in the internship program.

Rhonda Roberts is redesigning and updating the procedure manuals for the Division of Personnel's OHRD staff as part of her internship. The Ripley native is also assisting in training session preparations, compiling statistics and drafting reports. She is a senior at West

Virginia University - Parkersburg, majoring in applied science with a specialization in marketing and management. This is her first year in the program and she plans on creating her own business after graduation.

Jacob Satterfield of Winfield is a second-year program participant. The West Virginia University junior who is majoring in computer science with a minor in mathematics, is working on telecommunication projects at the Office of Technology, which includes assignments with the state's telephone systems.

He said of the program, "Participating in the Governor's Internship Program has not only opened doors for me career wise, but it has also opened a whole different way of thinking and outlook on life. Taking part in the work our government provides has given me an even greater appreciation for our state. I enjoy being a part of the system that makes West Virginia what it is."

Jeremy Azevedo has been a program participant for four years, working in the Office of Technology. His duties include user account management and development of SharePoint programs.

The Pinch native is a senior at the West Virginia University Institute of Technology, majoring in computer science.

Tim Hall is from Logan and works in the Office of Technology, assisting with a variety of assignments which includes writing technical documents, creating specified software, and contributing to Data Base conversion projects.

The Marshall University senior is majoring in computer science and is in his first year as a program participant. He plans to work in West Virginia after graduation.

Other program participants include Jacob Harden, Shaun Knapp, Alan Rowan, Stephen Turley, Warren Shelton, Ashley Johnson, Andrew Blair, Mitchell Browning, Brittany Pratt, Ryan Frampton, Austin Linthicome, and Dan Neal.

The Department of Administration extends its gratitude to its interns for their hard work this summer and wishes them the very best in the upcoming year.



**Outstanding Students
Outstanding Opportunities**

Coordinated by the West Virginia Division of Personnel and the WV Department of Education and the Arts

DEAN

Continued from Page 2

has had to readjust to the office environment, but it took him no time at all. "I've had to get used to some things and learn things over again, but it's like riding a bike."

Dean was showered with support from his co-workers and wanted to return the favor to everyone for their kind words of encouragement and care packages by nominating his office for the Patriot Award. The award was presented to CPRB by The West Virginia Committee for Employer Support of the Guard and Reserve. The award is given to employers who show great support and appreciation to an employee who is serving in the National Guard or Reserve.

Not only is Dean glad to return home and to the CPRB team, but his employees are thrilled to have him home safe and returning to work.

"The CPRB staff and I am so proud to work alongside such a dedicated and committed veteran, employee and father", says Terasa Miller, acting Executive Director of CPRB. "Andy, through his service to our country, reminds us on a daily basis of how privileged we are to be Americans and of the sacrifices so many of our military personnel have made".

ANNIVERSARY

Continued from Page 4

All of the events planned are not only to commemorate the Civil War, but to also celebrate West Virginia and all that the people of our state have accomplished. Holmes stated that a major highlight of the activities is the battle field and trail tours. "These events actually allow you to visit the places and to learn about what took place there." To explore the events schedule, visit www.civilwar150.wv.gov.

Welcome! ... to the Department of Administration our new employee **Robert Dake** (Technology).

Best Wishes ... to our employees who recently resigned from our department: **Heather Nutter** (CPRB); **Joan Bell** (Finance); **James Lovell** (PEIA); **Sharon Vealey** (Personal); **Afton Hutson** (Secretary's Office); and **Kellie Carper, Carrie Casto and Charles Fish** (Technology).

Baby Talk ... **Bob Miller** (BRIM) is a proud grandpa of Emmett Cass Miller, born July 20, to Lisa and Robbie Miller of Fairbanks, Alaska. Emmett weighed 8 pounds, 5 ounces. Congratulations!

Affirmative Action Class ... The State Equal Employment Opportunity Office is offering an Affirmative Action class on August 8 from 1 to 4 p.m. in the Capitol Room in the State Training Center in Building 7 in conjunction with its quarterly EEO Coordinator's meeting. For more information, call (304) 558-0440.

COOP Tip of the Month ... In the past 12 months, have you looked around your work environment and considered what risk factors that may affect you? Be aware of your environment and have a personal plan for dealing with emergencies. For more about this topic and other COOP tips, contact John Fernatt or Chuck Mozingo of Board of Risk and Insurance Management at (304) 766-2646.

Got News? ... Contact **Diane Holley-Brown**, editor, at (304) 558-0661 or at Diane.M.Holley@wv.gov with information to share with the department's employees.

HAPPY BIRTHDAY ... in August

2 Gary Burns Technology	16 Joyce Larrabee Technology
3 Sean Smith Technology	17 Lindsey Duvall Personnel
Lisa Taylor Purchasing	18 Chris Bostick Aviation
4 Shawna Carson CPRB	James Hicks Technology
Tim Graley Technology	Rebecca Owens Technology
Rosa McFarland ... Public Defender	Mike Sheets Purchasing
Sabrina Snead Technology	Beverly Toler Purchasing
5 Donnie Lewis Technology	19 Antonia Anderson Technology
Charles Long Gen. Svs.	Robert Krause Gen. Svs.
6 Sheila Straley Finance	Bill McGinley ... Grievance Board
7 Patricia Bowgren CPRB	Donna Price Technology
Janine Ganoe Technology	Dave TincherPurchasing
Michele Null Technology	Michael Usher Technology
Elizabeth Perdue Purchasing	20 Robert Fisher BRIM
8 Anthony Brooks Gen. Svs.	Bryant Reynolds Technology
Robin Chambers Finance	21 Regina Dayfield Personnel
Jean Jones Purchasing	Terry Light CPRB
Sheena Lincolnogger ... Personnel	Tim Miller Purchasing
9 Amber Rose-Byble PEIA	22 Cynthia Smith Technology
10 Linda Dexter BRIM	23 Bryan Hoffman Finance
Larry Meninger Technology	Michael Lakin Aviation
11 Donald Patterson Technology	24 Frances Buchanan PEIA
12 Ed Nelson Technology	25 Tammy Patton CPRB
13 Phil Debruyne Technology	26 Sheila Coughlin . Public Defender
Brittany Smith CPRB	28 Greg Ganoe Technology
14 Marta Dean Technology	29 Candace Vance CHIP
Pamela James Technology	30 Elizabeth Humphreys Technology
Richard Wickert Technology	Nancy Stark Technology
15 Marilyn Padon Technology	Claudia White CPRB
David Scruggs Purchasing	31 Sharon Carte CHIP
16 Cynthia Good Technology	Cynthia DotsonPEIA
Paul Halloran PEIA	

Administrative Notes

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

Earl Ray Tomblin
Governor

Robert W. Ferguson, Jr.
Cabinet Secretary

Diane Holley -Brown
Communication Director / Editor

Production
Tony O'Leary
Chad Williamson
Breanna Crites

Special Thanks
Kaye Parks