

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
February 2019 - Volume 26, Issue 2

Employee of the Month

Jones Serves Country, State Agencies and Co-Workers



Jeremiah Jones
Feb. Employee
of the Month

Jeremiah Jones, a Programmer Analyst I for the Office of Technology, has been selected as the Department of Administration's *Employee of the Month* for February.

A state employee for nine years, his duties include using programming languages and technology such as C#, Java script, SSRS, HTML, CRM and bootstrap to develop and maintain applications for the Public Employees Insurance Agency, the Department of Military Affairs and Public Safety, and the Division of Personnel.

"Jeremiah is the most technically adept member of our group by far. He comes to an understanding of the processes he is analyzing so that he can provide reasoned approaches to resolving the difficulties and problems he encounters," said the co-worker who nominated him. "He is well-spoken and knowledgeable in many areas. Jeremiah is eager to help anyone in the group with a problem and is a team player."

When he's not working, Jones enjoys spending time with his family, gaming with friends, hiking, road trips, puzzles, reading, woodworking and new experiences. He also serves in the United States Air Force Reserves.

He is currently on military leave and will be joined by friends and co-workers at a special ceremony upon his return.

Gov. Jim Justice Delivers Annual State of the State

On January 8, 2019, Gov. Jim Justice delivered the annual State of the State at the West Virginia Capitol. During his address, Gov. Justice recognized the state's largest six-month surplus and his desire to focus on education, the opioid addiction and job investments in West Virginia.

In addition to wanting to improve the education of our children, Gov. Justice also sees focusing on education as a way to combat the harmful stereotypes and misperceptions facing West Virginia. He challenged the Department of Education to improve the state's math scores, reduce student absenteeism, revisit the state aid formula and strive to become the first state to offer computer science classes in every high school



Gov. Jim Justice presented the annual State of the State on January 8, 2019, at the West Virginia Capitol where he discussed challenges facing the state and goals for this legislative session.

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SNEAK PEEK

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Capitol Campus Trees Donated to Fish Habitat Project

The two Christmas trees that were displayed on the Capitol Campus during the holiday season are now giving fish a place to live and thrive. The West Virginia Department of Environmental Protection, West Virginia State Parks, and the West Virginia Division of Natural Resources (DNR) partnered with Charleston's Capitol Market to collect Christmas trees to be repurposed as fish habitats in lakes across the state.

A crew from the General Services Division (GSD) cut the Capitol Campus holiday trees in half and donated the top halves of each tree to the project. This made it easier to transport the trees from the Capitol Market to the lakes.

"This is a great way to recycle trees that otherwise would end up in landfills," said Grounds Manager John Cummings. "We're happy to do our part."

The trees provide cover for small, young fish and ambush spots for larger, more predatory fish. DNR officials have found bluegills, crappie, bass — just about every species that prefers woody cover — at these tree sites.

In the past, DNR workers simply tied the trees to cinder blocks and tossed them into the water, but they found that when water levels were down and the trees exposed, people would cut them loose and use them for firewood.

This year, they tried a different approach. They trimmed off some of the lower limbs, slid the trunk through the hole of a cinder block, then nailed a piece of treated wood onto the stump to hold everything in place. Not only will the new arrangement make the trees more secure, it will have the added benefit of allowing the trees to stand upright after

they're sunk, which should make them even more attractive to the fish.

The donated trees will be used as fish habitats in Beech Fork Lake, Big Ditch Lake, Burnsville Lake, Cheat Lake, East Lynn Lake, Plum Orchard Lake, Stonecoal Lake, and Stonewall Jackson Lake.



Zach Paxton (left) and Chuck Long (right) of the General Services Division worked to cut down the two holiday trees that were displayed on the Capitol Campus. These trees will be used by the Division of Natural Resources as fish habitats in lakes across West Virginia.

West Virginia State Employees Combined Campaign Ending

The 2018-2019 West Virginia State Employees Combined Campaign (WVSECC), in conjunction with the United Way, is wrapping up another successful year.

Tammie Means spearheaded the campaign for the Department of Administration this year, with the valuable assistance of each agency coordinator. Agencies came up with different projects to raise money, such as 'jeans days,' which allowed employees to wear jeans on Fridays if they contributed a certain amount to the Campaign.

The Department of Administration Yard Sale was held in October in Lot 9 of the Capitol Complex, on the first floor of the parking garage. Spaces were sold for \$15 each and that money was donated to the State Employees Combined Campaign. Participants kept money from items sold.

At Public Defender Services, employees and their children could "Sit with Claus for a Cause" and tell Santa everything on their Christmas wish lists while getting their photo taken.

The Consolidated Public Retirement Board decided to change things up from the usual successful hot dog sale and instead organized a soup, chili and bean luncheon for the staff. Cornbread and crackers were included with the entree. Drinks and desserts were also available.

The Public Employees Insurance Agency (PEIA) added a new dimension to its fall fundraising efforts by holding a shoe drive. Since PEIA shares a building with the Department of Environmental Protection (DEP), that agency was also invited to participate. Because there was such a good response, PEIA and

DEP decided to let it continue for several more months.

Individually, employees were able to contribute to the general fund, known as the Community Impact Fund, or designate their gift toward a specific organization through the Campaign.

The last day to submit pledge forms was December 7, 2018. However, special events will continue through the end of March 2019.



**United Way of
Central West Virginia**

Quotes, Notes and Anecdotes

Important Driving Tips to Stay Safe on Winter Roads

Severe weather can be daunting when traveling by car. The Fleet Management Division (FMD) would like to share some tips to keep you and your fellow drivers safe this winter season:

WINTER DRIVING TIPS:

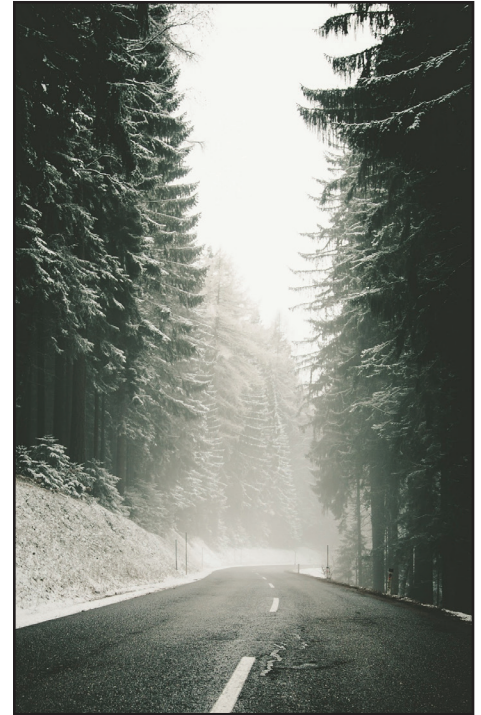
- Make sure your tires are properly inflated.
- Keep your gas tank at least half full to avoid gas line freeze-up.
- Do not use cruise control when driving on a slippery surface.
- If the car is sliding on ice, turn your front wheels in the same direction that the rear of the vehicle is sliding. For example, if the back of your car slides to the right, turn the wheel to the right.
- Accelerate and decelerate slowly. Applying the gas slowly to accelerate is the best method for regaining traction and avoiding skids. Don't accelerate too quickly and be sure to take extra time to slow down at stoplights.
- The normal dry pavement following distance of three to four seconds should be increased to eight to ten seconds. This increased margin of safety will provide the longer distance needed if you must stop.
- Don't stop if you can avoid it. There's a big difference in the amount of inertia it takes to start

moving from a full stop versus how much it takes to get moving while still rolling.

- Don't power up hills. Try to get a little inertia going before you reach the hill and let that inertia carry you to the top. As you reach the crest of the hill, reduce your speed and proceed downhill as slowly as possible.

IF YOU BECOME SNOWBOUND:

- Stay with your vehicle. It provides temporary shelter and makes it easier for rescuers to locate you. Don't try to walk in a severe storm. It's easy to lose sight of your vehicle in blowing snow and become lost.
- Avoid overexerting yourself if you try to push or dig your vehicle out of the snow.
- Tie a brightly colored cloth to the antenna or place a cloth at the top of a rolled-up window to signal distress. At night, keep the dome light on if possible. It only uses a small amount of electricity and will make it easier for rescuers to find you.
- Make sure the exhaust pipe isn't clogged with snow or ice. A blocked exhaust could cause deadly carbon monoxide gas to leak into the passenger compartment with the en-



The Fleet Management Division shares safety tips for driving this winter season. Be prepared when driving in snow, ice, or sleet, and plan ahead in case you get stranded.

gine running.

- Use whatever is available to insulate your body from the cold. This could include floor mats, newspapers and/or paper maps.

Fleet Announces Updated Rental Rates

The Fleet Management Division (FMD) would like to inform state employees of its new daily vehicle rental rates, which were announced in January. Although there was a slight increase in the rates due to increased maintenance and fuel costs, these rental vehicles provide a good option for state employees traveling for state business.

The daily rates offered by FMD include mileage and fuel costs that are incurred through the use of its ARI fuel cards. Rentals are available for daily and long-term use. FMD also offers E-ZPass transponders upon request.

To learn more about renting a vehicle from FMD, visit www.fleet.wv.gov/Rental or email fleet@wv.gov.

Fleet Vehicles For Daily Use*

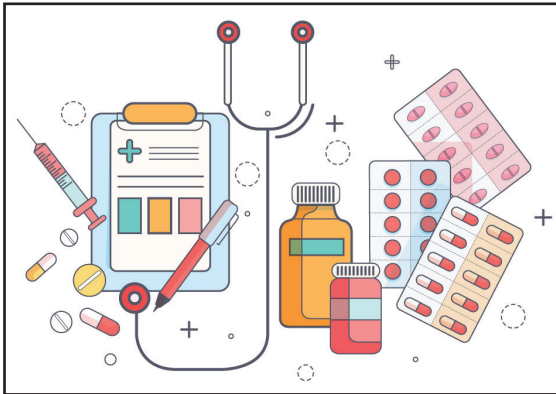
| | |
|--------------------------------|---------|
| Chevrolet Impala (1 available) | \$65.00 |
| Dodge Charger (1 available) | \$55.00 |
| Ford Fusion (2 available) | \$45.00 |
| Jeep Patriot (1 available) | \$55.00 |
| Dodge Caravan (3 available) | \$55.00 |
| Toyota Rav4 (1 available) | \$65.00 |

*Mileage and gas usage included in the price.
Rates effective January 1, 2019.

PEIA Adopts HealthCare Plan for Fiscal Year 2020

On December 20, 2018, the Public Employees Insurance Agency (PEIA) Finance Board met to discuss and adopt the financial plan for Fiscal Year 2020. The plan adopted at this meeting will go into effect on July 1, 2019.

The plan will eliminate penalties



originally intended to encourage members to seek in-state care, including a 10 percent higher coinsurance rate, a \$25 per visit copay, and a facilities fee limit that requires members to pay the difference between discounted in-state rates and higher out-of-state and out-of-network rates for a variety of routine procedures such as lab tests, MRIs and colonoscopies. The coinsurance change applies only to counties bordering West Virginia. The higher coinsurance rate will remain in place for out-of-state providers beyond the bordering counties.

The plan also adds an appeals process for members who require medications on the Tier 3 nonpreferred brand name

list, which carries a 75 percent coinsurance rate up to the \$1,750 annual out-of-pocket maximum for prescription drugs.

Finally, the plan suspends the Healthy Tomorrows bloodwork and reporting requirements while the staff makes plans for the next phase of the program. No action is required between now and May 15, 2019, for policyholders who have not submitted a form. Additionally, PEIA will destroy any forms that have already been submitted. The annual physical and screening benefit will remain in place. Members are encouraged to check their Summary Plan Description for details.

For more information regarding these changes, visit peia.wv.gov or call 1.888.680.7342.

Department of Administration Employees Share Their Winter Lineup of Favorite Television Shows

In the January issue of *Quotes, Notes & Anecdotes*, employees were asked to share their current TV show favorites. What are the top shows Department of Administration employees are watching?

- The Big Bang Theory
- Chicago PD
- God Friended Me
- NCIS
- The Ranch
- This is Us (#1 Answer!)

Other shows we are watching include:

- 24 hours to Hell and Back
- 9*1*1
- Andy Griffith*
- The Bachelor*
- Boardwalk Empire
- Bringing Up Bates
- Brooklyn Nine-Nine
- Chicago Fire/Chicago Med
- Crazy Ex-Girlfriend
- Criminal Minds
- Designated Survivor*
- The Good Doctor*
- The Good Place
- Gotham
- Grace and Frankie

- Guy's Grocery Games
- Hallmark movies
- The Haunting of Hill House
- How to Get Away with Murder
- The Incredible Dr. Pol
- The It Crowd
- Last Man Standing
- Little Sheldon
- Madam Secretary
- Manifest
- The Marvelous Mrs. Maisel*
- New Amsterdam
- NFL playoffs
- Ozark
- The Resident
- The Rookie*
- Shameless
- The Sopranos
- Star Trek*

- Super Store
- Supernatural
- Survivor
- Tidying Up with Marie Kondo
- Toast of London
- Trial and Error
- Victoria
- Walker Texas Ranger
- YOU*
- Young Sheldon

*Was submitted more than once

Thank you to all who submitted a response. For the next issue of *Quotes, Notes & Anecdotes*, we want to know: "What is your favorite season?" To answer this question, please visit www.surveymonkey.com/r/7F663VX. Submissions are anonymous and should be submitted by February 11, 2019.



BRIM Hosts Annual Privacy Day Event to Help Prepare State Agencies for Cyber Threats and Attacks



To recognize the importance of cyber threat preparedness, Gov. Justice proclaimed January 28, 2019, as Cyber Security Awareness and Data Privacy Day in West Virginia. To assist state agencies in preparing for such threats, the West Virginia State Privacy Office within the Board of Risk and Insurance Management (BRIM) conducted an event to educate state agencies on the risks they currently face and best practices to avoid those risks. During the event, BRIM promoted the Privacy Program's ability to handle threats, as well as provide an opportunity for agencies to learn how to prepare for an unexpected cyberattack. January 28th is recognized internationally as Data Privacy Day.

West Virginia's Cyber Breach Coach, Scott Koller from BakerHostetler, conducted tabletop exercises involving phishing and ransomware scenarios to give attendees an interactive experience. Koller's practice is centered on privacy and security compliance matters and data breach response. He has helped hundreds of clients through incident response and data breach investigations involving malware, network intrusion, inadvertent disclosure of information, and ransomware.

Mary Jane Pickens, director of BRIM, stated, "We believe that responsibly and proactively managing the risk around cyber security will promote a safer environment in which our citizens and businesses function. Meaningful steps are needed to ensure that state technology systems operate properly, and that citizens and businesses can interact and share information with state agencies knowing that cyber security is front and center."

The State Privacy Office serves the citizens of the state by managing the privacy protection of personally identifiable information collected and maintained by Executive Branch agencies. Tips on how to prevent a security breach can be found at <http://privacy.wv.gov/tips>.

Gov. Jim Justice declared January 28, 2019, as Cyber Security Awareness and Data Privacy Day in West Virginia. BRIM celebrated by hosting a privacy event with West Virginia's Cyber Breach Coach, Scott Koller.

STATE OF THE STATE

Continued from Page 1

statewide. Gov. Justice also requested that the Promise scholarship be modified to include vocational education.

"We have got to refocus ourselves on our youth and some way steer them away from this horrible drug epidemic and help them become a workforce that we've got to have in West Virginia," said Gov. Justice as he called for \$5 million in his budget to expand the Communities in Schools program.

A new program, known as Jim's Dream, was also introduced with the goal of helping individuals avoid drugs and increase employment. Gov. Justice requested \$5 million be invested toward prevention with another \$10 million to support treatment and training, including staffing and maintenance of equipment at vocational centers. Justice would like to see addicts who complete a detox treatment program and earn a certificate through a vocational school be allowed to petition the court to have any drug misdemeanors expunged from their record. This program

would also increase the eligible workforce in West Virginia.

Other initiatives and achievements addressed during his presentation included the investment of \$150 million into PEIA; praise for the work going into West Virginia's state parks; the success of the Roads to Prosperity program; recognition of "superstar" General Hoyer for his work with the National Guard, the more than 90% graduation rate of the Mountaineer Challenge Academy and the RISE program; no new taxes and the promise of "significant tax cuts"; and a 40% reduction of overdoses in Cabell County.

"I meant it when I said over and over and over that all I've ever really wanted for this state is goodness, and its people. That's all I want," concluded Gov. Justice.

To read the full transcript of Gov. Justice's State of the State address, visit <https://governor.wv.gov/News/press-releases/2019/Pages/2019-West-Virginia-State-of-the-State-Address-.aspx>.

New Mileage Reimbursement Rate Announced for 2019

In accordance with the West Virginia State Travel Rules, the state's mileage reimbursement rates for privately-owned vehicles has been updated to reflect the federal government rate set by the U.S. General Services Administration (GSA).

As of January 1, 2019, the current GSA rate is 58 cents per mile. This rate will remain in effect until further notice.

The State Travel Management Office has notified the agency travel coordinators regarding this change. For questions, please contact your agency's travel coordinator or State Travel Manager Elizabeth Perdue at Elizabeth.J.Perdue@wv.gov. You may also visit www.state.wv.us/admin/purchase/Travel for more information.

2019 Legislative Calendar

February 12: Last day to introduce bills in the House

February 18: Last day to introduce bills in the Senate

February 24: Bills due out of committees

February 27: Last day to consider bills on third reading

March 9: Adjournment at midnight

Welcome! ... The Department of Administration is pleased to welcome **James Atkins** (General Services); and **Heather Abbott** and **James Dixon** (Technology). **Tammie Means** also transferred from Technology to the Cabinet Secretary's Office and **Lora Reynolds** transferred from BRIM to Technology.

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Sallie Milam** (BRIM); **Barbara Moss** (CPRB); **Robert Desmond** (General Services); **Chriceous "Cricket" Reynolds** (Grievance); **Betsy Chapman** (Public Defender Services); and **Gary Mullins** (Technology) the very best during their retirement.

Best Wishes ... to **Cassandra Huffman** (CPRB); **Sara Davis** (Finance); **Michael Hamrick** (General Services); **Sarah Longacre** (Personnel); and **Andrew Zicafoose** (Technology), who recently resigned from our department.

New Appointments ... Welcome to **Allan L. McVey** who will serve as the new Department of Administration Cabinet Secretary. McVey was appointed by Gov. Jim Justice effective January 23, 2019. The Department also welcomes new Real Estate Division Director **John McHugh**.

W-2s Now Online ... West Virginia state employees can view and print their W-2s for the 2018 calendar year electronically through their myApps account by going to www.wvsao.gov or wvOASIS.gov.

Presidents' Day ... Please remember that state employees will recognize Monday, February 18, 2019, as a state holiday in observance of Presidents' Day.

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 February!

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

| | |
|---------------------------------|-----------------------------------|
| Valerie Poindexter.....BRIM | James Bateman.....Personnel |
| Bridget Burwell.....CPRB | Gary Goble.....Personnel |
| Heather Drake.....CPRB | Breanne Myers.....Personnel |
| Amber Hawkins.....CPRB | Tracy Richardson.....Personnel |
| Tenna Lillibridge Bell.....CPRB | Heather Bundrage.....Purchasing |
| Timothy Phillips.....CPRB | Robert Ross.....Purchasing |
| Victoria Sutton.....CPRB | Debra Watkins.....Purchasing |
| Nancy Crawford.....Finance | Thomas Barton.....Real Estate |
| Chena Hill.....Fleet | Kenneth Jackson.....Real Estate |
| Andrew Bragg.....Gen.Srvs. | Misty Moore.....Real Estate |
| Michael Hamrick.....Gen.Srvs. | Andrew Sabatino.....Real Estate |
| David Haynes.....Gen.Srvs. | Christopher Bailey.....Technology |
| Gary Pennington.....Gen.Srvs. | Matthew Fenney.....Technology |
| Stephen Pinkerton.....Gen.Srvs. | David Highland.....Technology |
| William Raines.....Gen.Srvs. | Carlos Kinder.....Technology |
| Landon Brown.....Grievance | Donnie Lively.....Technology |
| Carrie Lefevre.....Grievance | Nathan Moul.....Technology |
| Crystal Broyles.....PEIA | Adam Robinson.....Technology |
| Lisa Conley.....PEIA | Joshua Spence.....Technology |
| Kara Anderson.....Personnel | Jason Warner.....Technology |

Administrative Notes

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

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Special Thanks
Kaye Parks