

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
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Employee of the Month

Nichols' Timely Reporting Keeps Her Coworkers Informed



Carol Nichols
June Employee
of the Month

Carol Nichols, the Executive Assistant to the Cabinet Secretary, has been selected as the Department of Administration's *Employee of the Month* for June.

A state employee for nearly 25 years, her duties include approving wvOASIS payroll transactions and job postings for the Department on behalf of the Secretary; handling the Secretary's correspondence; communicating with various Department of Administration agencies and divisions about approvals from the Secretary; and preparing legislative and interim report notebooks for the Secretary, Deputy Secretary, and Legislative Liaison.

"Carol goes out of her way to ensure that the agency directors reporting to the Department of

Administration Cabinet Secretary are informed of various administrative matters," said the coworker who nominated her. "She is prompt in responding to requests for assistance and information and anticipates issues. Carol is always pleasant and ready to help regardless of the issue."

When she's not working, Nichols enjoys traveling, riding her Harley with her sweetheart, learning how to knit, and spending time with her family.

Nichols will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Allan McVey on Thursday, June 6, 2019, at 3:00 p.m. in the Cabinet Secretary's Office.

HB2452 Creates Foundation for Improved Cybersecurity

Following the 2019 Legislative Session, Gov. Jim Justice signed House Bill 2452, also known as the Secure WV Act, into law. This law takes a large step in addressing West Virginia's cybersecurity risks by creating an enterprise service for cyber-risk management which will make it easier for the state to identify and mitigate risks in the future. This is a \$4.2 million initiative and is expected to be completed within two years.

"The Secure WV Act serves as a foundational step forward in cybersecurity protection of state information systems and data," said Chief Technology Officer

Joshua Spence in a press release. "By leveraging a risk management approach, the state can ensure cybersecurity resources are applied to that which matters most.

"Knowing and understanding the state's cybersecurity risk is critical to ensuring that threats are managed appropriately because our strategy for protecting the state relies heavily on policy," Spence added.

West Virginia has worked hard in recent years to improve its cybersecurity. In 2018, West Virginia was one of four states to land a spot in the National Governors Association (NGA) cybersecurity policy academy. With the NGA's expertise and the support

of the Legislature, Spence said the first step will be to create the cyber risk program's policies and procedures.

"As the state seeks to optimize government services by leveraging technology, it is important the state understands the associated cyber risk to ensure that the appropriate levels of protection are applied," Spence said. "As part of this project, the state will establish a core cybersecurity standard that will allow for an apples-to-apples comparison of cyber risk assessments across all

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**SNEAK
PEEK**

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Employees Recognized During 2019 Public Service Recognition Week

The Department of Administration observed Public Service Recognition Week (PSRW) during the week of May 6, 2019. This national campaign honors public employees who serve in federal, state, county, and municipal government. As part of PSRW, the Department is pleased to recognize its employees who have achieved twenty or more years of public service, in increments of five.

Thank you to these employees for their hard work, dedication, and many years of service to the state of West Virginia, and thank you to all Department employees who continue to work tirelessly and devotedly to provide the needed services of state government.



20 Years of Service



25 Years of Service



30 Years of Service



35 Years of Service



40 Years of Service

40 Years of Service

Donnie Lively, *Technology*
James Farmer, *Purchasing*
Ellen Briggs, *Ethics*
Jean Brown, *Personnel*

35 Years of Service

Teresa Morgan, *Personnel*
Yvonne McCormick, *Personnel*

30 Years of Service

Lora Reese, *Finance*
Kelly Williams, *Finance*
Daniel Shriver, *Technology*
Marilyn Padon, *Technology*
Bill Ferguson, *Technology*
Teresa Asbury, *Public Defender Svcs.*

25 Years of Service

Paula Van Horn, *CPRB*
William Judy, *Technology*
Cindi Cvechko, *Technology*
Thaddeus Robinson, *Technology*
Robin Roberts, *Technology*
Mark Doyle, *Public Defender Svcs.*

20 Years of Service

Jane Shinn, *Finance*
William Ward, *Technology*
Bryant Reynolds, *Technology*
JoAnn Santoro, *Technology*
Sam Payton, *Technology*
Ruby White, *Technology*
Katherine Martin, *Technology*
Jessica S. Chambers, *Purchasing*
Chip McDowell, *Aviation*
John Fernatt, *BRIM*
Stephen Schumacher, *BRIM*
Diana Gibson, *Personnel*
Katherine Hardway, *Personnel*
Felice Joseph, *PEIA*
Carolyn Flanigan, *Real Estate*
Misty Moore, *Real Estate*
Samantha Chance, *CPRB*

Fleet Management Division Trains Agency Fleet Coordinators on Requirements Implemented Following Recent Law Changes

Approximately 120 agency fleet coordinators, guests, and auxiliary personnel received training on some relatively new laws that have affected their job duties. The annual Fleet Coordinator Training, conducted by the Fleet Management Division (FMD), was held on five dates in April and May, with sessions in the morning and afternoon.

The following topics were discussed during this training:

- House Bill 4015, which established the requirements governing the use of state vehicles and the information maintained on vehicle log sheets;
- House Bill 103, which requires spending units to send FMD a list of noncompensatory business reasons for which a state vehicle is provided to each employee;
- W. Va. 148 C.S.R. 3, which provides dates and identifies the data and information that needs to be maintained and reported;
- the Governor's Administrative Policy for Employee Use of Employer Provided Motor Vehicles; and
- the tools found in ARI and wvOASIS to assist the coordinators in managing the state fleet.

"Even though House Bill 4015 passed during the 2018 Legislative Session, some of the requirements are affecting what we do this year, so this training for agency coordinators was

Important Dates to Know

July 1, 2019: The state auditor will conduct a spot compliance on not less than 20 percent of the state fleet. In five years, each spending unit will be audited.

Dec. 31, 2019: FMD will report on all state vehicles, along with direct and indirect operating costs, a summary of complaints received, and the copy of the state auditor's spot compliance report, to the governor and Joint Committee on Government and Finance.

Dec. 21, 2020: FMD will be audited for compliance with the reporting requirements and applicable provisions of the bill.

crucial," said Becky Farmer, Fleet Manager of FMD.

For a complete listing of Agency Fleet Coordinator Resources, visit https://fleet.wv.gov/AFC_Resources. Additional questions may be directed to Fleet@wv.gov or 1.855.817.1910.

BRIM Participates in Public Service Recognition Week

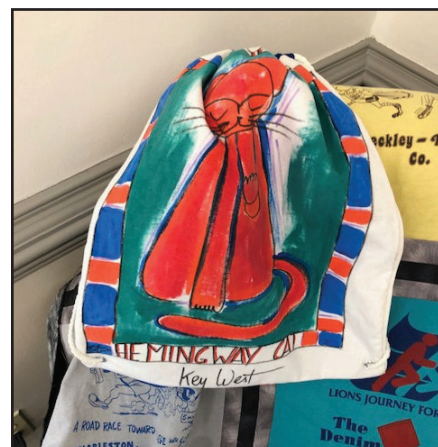
During May, the Board of Risk and Insurance Management (BRIM) celebrated both Earth Day and Public Service Recognition Week with a friendly "Trash to Treasure" competition. Each staff member was encouraged to find something around his or her house that could be recycled, reused or repurposed in honor of Earth Day. Department of Administration Cabinet Secretary Allan McVey then judged each entry, with prizes going to the top three winners.

Among the entries, the submission of the race shirt quilt and bag by Sue Haga got third place; the bread-tie tags, quarter containers, and repurposed mail sorters submitted by Lori Tarr came in second; and the wrapping paper dress created by Lora Myers got first place.

"All of the entries were imaginative and showed how much we can reuse everyday items that we would otherwise just toss out," said BRIM Executive Director Mary Jane Pickens. "BRIM's clever staff did a great job with this fun competition."



During Public Service Recognition Week, the Board of Risk and Insurance Management hosted a series of events, including a "Trash to Treasure" competition.



In addition to the Trash to Treasure competition, BRIM held other fun activities throughout May to spread employee recognition over the entire

month, with events each week designed around a "Road Trip" theme to highlight the cultural diversity of our great country.

Quotes, Notes and Anecdotes

Career Fair Bridges Gap Between Agencies and Job Seekers

The 7th Annual West Virginia State Government Career Fair provided many job seekers with information about job opportunities within state government. More than 225 job seekers attended the event on May 15, 2019, at the Culture Center, and 50 state agency recruiters looking to fill open positions were present.

The Career Fair allowed state agencies to interact one-on-one with individuals looking for jobs or hoping to begin a new career by letting them know what jobs are available in West Virginia's state government. In a time where most jobs only have online applications, the face-to-face interaction between job seekers and agencies has benefits.

Sheryl Webb, director of the Division of Personnel, said that being able to speak with representatives is an opportunity that most people don't get when looking for jobs that interest them.

"At the Career Fair, somebody that's looking for a job can talk to employees and say, 'What types of positions do you have available? This is my background,'" she said.

The Career Fair allowed agencies to clarify the roles that different positions hold within their organization.

"Being at the Career Fair allows us to talk about our careers," said Correctional Officer Lieutenant Sarah Dale. "People think that we are just security guards. We aren't security guards; we are correctional officers helping to correct behavior while also rehabilitating those individuals."

Meanwhile, attendee Travis Edwards appreciated the chance to attend the career fair and found some opportunities that interested him.

"The Career Fair is important because people are more able to find useful information that is normally hard to find," he said. "I found some interesting opportunities, and when I get home, I'm going to apply."

Agencies represented at the Career Fair included but were not limited to WorkForce WV, the Division of Highways, the Division of Motor Vehicles, the Division of Corrections and Rehabilitation, the Division of Natural Resources, the Office of Technology, and the WV State Tax Department.

To search a list of available jobs, visit www.governmentjobs.com/careers/wv. For questions on how to complete the application process, call the Division of Personnel's Applicant Services at 304.558.3950.

More than 225 job seekers attended the 7th Annual West Virginia State Government Career Fair.



Personnel Focuses on Rebranding Efforts with Updated Website, Logo

Recent visitors to the Division of Personnel's (DOP) website will have seen its brand-new look. In April, DOP kicked off its rebranding efforts with a website redesign featuring their new logo and color scheme.

"We are excited for the opportunity to show that the Division of Personnel is changing," shared DOP Director Sheryl Webb. "We have been working hard to streamline processes and make necessary updates. Our rebranding is a visual representation of what we are doing within the agency."

These updates follow months of hard work between DOP staff and West Virginia Interactive. While the new website design is more modern and user friendly, it also provides easier access for individuals looking for employment opportunities to search for jobs; for agencies to access employee resources, including benefit information; and for current employees to view information applicable to policies, training opportunities, and more.

The DOP also unveiled its new recruitment video at the end of May. The video showcases the benefits of working for West Virginia state government and encourages individuals to apply. The video can be viewed by visiting https://personnel.wv.gov/job_seekers/Pages/DOP-Video.aspx.



EMPLOYEE QUESTION OF THE MONTH

What strange item do you keep at your desk or in your office?

- Legos
- Pringles can with spring loaded trick snake inside
- A crown
- 1970s vintage BRIM coffee cup
- Chip and Dale figurines
- Bird's nest
- Painted rock shaped like a pig
- Magnetic thinking putty
- Stuffed animal
- Hockey puck
- Funkos
- Rubber duck
- Rubber bouncy balls
- Peanuts - to feed the squirrels
- Toilet paper
- A vulture named Horatio

Quotes, Notes and Anecdotes

Purchasing Division and West Virginia State Agency for Surplus Property Open Their Doors During Recent Open House Events

The Purchasing Division and the West Virginia State Agency for Surplus Property (WVSASP) each hosted an open house event during the month of May. The Purchasing Division's Open House provided an opportunity for state agency procurement officers to talk one-on-one with Purchasing Division staff and meet individuals from other agencies, while WVSASP's Open House allowed for eligible organizations to learn about the benefits of shopping at and partnering with WVSASP.

Approximately 85 agency procurement officers attended the Purchasing Division's 12th annual Open House on May 9, 2019. As part of the event, Purchasing Division staff presented three 30-minute informational sessions, including one on recent legislative rule changes resulting from Senate Bill 283, online resources and transparency, and a question and answer session with Purchasing Division staff.

The following week, WVSASP held its third annual Open House for Eligible Organizations on May 16, 2019. More than 25 eligible organizations attended the event held at the Surplus warehouse in Dunbar. In addition to state agencies, other attending organizations included Clay, Calhoun, and Mercer County Boards of Education; Challenged Athletes of West Virginia; Kanawha Valley Senior Services; and Water Matters in West Virginia.

The Purchasing Division and WVSASP would like to thank all individuals who helped make these events a success.



Above, WVSASP Manager Elizabeth Perdue presents to eligible organizations. Below, Buyer Supervisor Guy Nisbet talks to Alberta Kincaid, procurement officer for the State Treasurers Office.



SAVE THE DATE
Customer Appreciation Day
June 6, 2019 | 8:30 a.m. – 6:00 p.m.

Leaders are Always Learning



Equal Employment Opportunity Director Tia Welch (left) and Division of Personnel Director Sheryl Webb (right) attended the BB&T Leadership Institute in May to discuss leadership purpose, leading others, and driving engagement through purpose.

HB 2452

Continued from Page 3

agencies within the Executive Branch, as well as provide state leadership with a holistic perspective of cyber risk.”

While the legislature is in place to improve cybersecurity, there are many steps state employees can take to practice good internet habits. The Office of Technology maintains a Cyber Security Office which provides information on security and cyber risks. Visit their website at <https://technology.wv.gov/security> to learn more or email their office at cso@wv.gov for more information.

To see a copy of House Bill 2452, visit www.wvlegislature.gov/Bill_Status/bills_history.cfm?INPUT=2452&year=2019&sessiontype=RS.

WVOT Officials Assist with Annual Mock Prison Riot

For the third consecutive year, the West Virginia Office of Technology (WVOT) assisted in the Mock Prison Riot conducted at the West Virginia Penitentiary in Moundsville, West Virginia. This event is held each spring by the Division of Corrections (DOC) to provide hands-on training and technology exposure to corrections, law enforcement, military, and public safety officials.

Field Technicians Doug Martin and Bryan Gantzer from WVOT Region 1 were once again on-site to assist with the Mock Prison Riot's technology setup and support throughout the four-day event.

"The Annual Mock Prison Riot is a large and complex event. The Office of Technology's assistance is critical to ensure a safe and productive environment for the hundreds of correctional staff that come from all over the world to participate," said Brad Douglas, WV Division of Corrections and Rehabilitation's Chief of Staff. "Doug and Bryan do an amazing job and we truly appreciate their dedication and hard work."

The Mock Prison Riot is a unique event that has a global reach within the industry. By using the decommissioned West Virginia Penitentiary in Moundsville, the Mock Prison Riot becomes the only venue of its kind where law enforcement and corrections practitioners can touch, see, and actually deploy technologies in real-world training scenarios.

The Department of Administration would like to recognize Martin, Gantzer, and WVOT for their participation at this year's Mock Prison Riot!

Welcome! ... The Department of Administration is pleased to welcome **Michael Hamrick** and **Eric Pardue** (General Services); **Marinda Lanham** (PEIA); **Dori McDonough** (Personnel); and **Kenneth Bowles** and **Robert Cogar** (Technology).

Best Wishes ... to **Clifford Garnes** (General Services); **Holly Devins-Hochlinski** (PEIA); **Jon Hague** (Personnel); **Lori Waller** (Public Defender Services); **Michelle Childers** (Purchasing); and **Seth Atkisson**, **Kayla Boggess**, and **Garrett Harding** (Technology), who recently resigned from our department.

Condolences ... to the family of **Texal Linville** (PEIA), who recently passed away.

Employee Question of the Month! ... Thank you to our employees who participated in our **Employee Question of the Month**. To see the results of May's question, see the bottom of Page 4. For our next question, we want to know, Where is your favorite place to visit in West Virginia? To answer this month's question, visit www.surveymonkey.com/r/6Z3BTTV.

PERS Seminars ... The Consolidated Public Retirement Board will be hosting retirement seminars on Tuesday, June 4, 2019, and Tuesday, August 6, 2019. The seminars will be conducted from 5:30 p.m. to 7:30 p.m. Registration is required for each event. For more information, visit www.wvretirement.com.

West Virginia Day ... Our fine state will be turning 156 years old on Thursday, June 20, 2019! West Virginia Day is an official state holiday, in accordance with the Division of Personnel's Administrative Rule.

HAPPY BIRTHDAY ... in June!

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

Lora Simmons-Myers.....BRIM	Kimberly Stopani.....Pub. Def. Svs.
Tracy Batman.....CPRB	Crystal Walden.....Pub. Def. Svs.
Eddie Bell.....CPRB	Linda Harper.....Purchasing
Samantha Chance.....CPRB	Frank Whittaker.....Purchasing
Jeff Fleck.....CPRB	Joyce Jones.....Sec. Office
Leah Hoover.....CPRB	James Amos.....Technology
Tina Kidd.....CPRB	Kelly Breedlove.....Technology
Bonita Knapp.....CPRB	Bill Brogan.....Technology
Rebecca Stepto.....Ethics	James Carter.....Technology
Victoria Carrel.....Finance	Roger Chapman.....Technology
Dena Smith.....Finance	Danielle Cox.....Technology
Stephanie Lane.....Fleet	Dempsey Dickson.....Technology
Joey Campbell.....Gen.Svs.	Eric Farr.....Technology
Gregory Edelman.....Gen.Svs.	Michael Green.....Technology
William McDonald.....Gen.Svs.	James Harrison.....Technology
Timothy Mullins.....Gen.Svs.	Jeremiah Jones.....Technology
Eric Pauley.....Gen.Svs.	Scott Kebler.....Technology
John Persinger.....Gen.Svs.	Jonathan Lupson.....Technology
Ronald Reece.....Grievance	Amy Newman.....Technology
William Hicks.....PEIA	Travis Reynolds.....Technology
Jeanna Marks.....PEIA	Cavan Riley.....Technology
Amy Stalnaker.....PEIA	Daniel Shriver.....Technology
Wendy Elswick.....Personnel	Gary Smith.....Technology
Laura Mann.....Personnel	Joshua Tinnel.....Technology
Mary Youngblood.....Personnel	James Wilson.....Technology
Amy Leslie.....Pros. Atty.	Shannon Workman.....Technology
Andrew Shumate.....Pub. Def. Svs.	

Administrative Notes

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