

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
MARCH 2018 - Volume 25, Issue 3

Employee of the Month

OT's Broyles Gets Stamp of Approval from Co-Workers



Toney Broyles
March Employee
of the Month

Toney Broyles, the Data Processing Supervisor for the Office of Technology, has been selected as the Department of Administration's *Employee of the Month* for March.

A state employee for more than nine years, his duties include supervising two areas (printing and mailing/inserting) of the Print Shop, which operate as one. The print area does all of the printing of a variety of forms for various

agencies, while the mailing/inserting area inserts printed jobs according to work orders and instructions supplied by agencies.

"Toney works with agencies to ensure all printing and inserting is completed correctly and on time. He works overtime, including weekends, to meet deadlines and is always available to come in if needed. He works with the vendors to keep all equipment maintained and working properly," said the co-worker who nominated him. "Toney lightens the mood with his jolly attitude, and he always has it no matter how stressful things get. He is very valuable to the Print Shop."

When he's not working, Broyles enjoys spending time with his family and going to the movies with his son, as well as hunting, fishing, and playing basketball and football.

Broyles will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary John Myers on Thursday, March 1, 2018, at 3 p.m. at the Office of Technology offices in Building 5.

BRIM Hosts Data Privacy Event to Educate Agencies

Do you know the crucial steps to take, and not to take, if your organization is hit with a ransomware attack? How about phishing or malware? The threat of a large-scale attack on data and systems is increasing, so it's important for state agencies to be proactive with planning, process, and policy development in the event of a catastrophe.

Governor Jim Justice proclaimed January 28, 2018, as Data Privacy Day in West Virginia. To celebrate, the State Privacy Office within the Board of Risk and Insurance Management (BRIM) conducted an event



The State Privacy Office conducted a data privacy event on January 24, 2018, to educate agencies on the steps to take when a cybersecurity breach occurs and encouraged them to be proactive in planning for these events.

Please see **DATA PRIVACY EVENT, Page 5**

SNEAK PEEK

- Agencies Invited to Participate in Governor's Internship Program / **Page 2**
- Cybersecurity Training Program Offered to High School Students with Help from OT / **Page 3**



- Cox Appointed Director of Grievance Board / **Page 4**

GSD Anticipates Spring on the Capitol Campus

As we welcome the first day of spring later this month, the General Services Division (GSD) is already hard at work beautifying the Capitol campus.

Last year, GSD planted more than 60,000 spring flowering bulbs and many have already begun breaking ground this year. In addition to those returning flowers, GSD will be receiving its first shipment of flowers from a local grower during the last week of April. Mowing season will begin around that time as well.

"I enjoy working with the grounds crew to beautify the Capitol for the tourists and for the employees at the complex," shared Carles Farley, Grounds Supervisor for GSD. Farley has worked for the State Capitol for a total of 19 years, with 16 of those as a Grounds Supervisor. "I'm looking forward to the spring bulbs coming up, like the tulips and daffodils, and planting our spring annual flowers."

While the grounds are prepared for flowers and mowing, the trees around the Capitol grounds are also being tend-



Across the Capitol campus, green grass is beginning to grow and spring flowers are breaking ground. Soon the General Services Division staff will be working hard planting additional flowers, mowing, and tending to the grounds.



ed to now. Crews have been trimming tree branches to remove hazardous dead-wood limbs and anticipate planting several replacement trees later this spring.

The General Services Division invited a local landscape company to provide a horticulture site study and give a "tree health report" of the Capitol grounds. This report will help Farley and the GSD crew maintain the grounds and plan for spring and summer.

"I think the tourists and employees are really going to enjoy what we call the 'wow affect' for the flowers this year," added Farley.

As you see the GSD grounds crew working hard this spring, take a moment to thank them for all of their hard work keeping our campus beautiful and dynamic.

Agencies Invited to Participate in Governor's Internship Program

It's that time of year again! West Virginia state agencies are encouraged to consider hosting an intern this summer through the 2018 Governor's Internship Program. Hosts of the Governor's Internship Program must apply at www.intern.wv.gov/Pages/Host.aspx. Once they have applied, they will get access to a database of college students who have a 3.0+ GPA, have completed at least one year of undergraduate study, and are West Virginia residents or attending a West Virginia college or university.

Hosts will be responsible for interviewing and selecting their own intern(s). This process ensures that each agency can select an intern whose skills best fit the needs of the position and the agency. Host agencies must pay interns at least minimum wage and give them meaningful work assignments related to their field of study. Interns generally work for 9-13 weeks throughout the summer. Outside of state government, nonprofit organizations and private businesses may host interns as well.

More details can be found at www.intern.wv.gov. Questions regarding the program or the application process can be directed to Katie Speece of the Department of Education and the Arts at kate.e.speece@wv.gov or Mary Jane Ayoob of the Division of Personnel at Mary.Jane.Ayoob@wv.gov.

During the 2017 Governor's Internship Program, the Department of Administration hosted six interns. Agencies that participated last year included Finance, Office of Technology, Personnel, Public Defender Services, and Purchasing, which allowed its students to experience a real-world work environment.

Cybersecurity Training Program Offered to High School Students with Help from Office of Technology

The Office of Technology recently worked with the Department of Education and the Governor's Office to offer the Girls Go CyberStart program to high school girls. This free program allows girls to experience the cybersecurity field through an interactive series of challenges and puzzles.

"I am very excited to announce this partnership with the SANS Institute which gives our high school girls the opportunity to explore the field of cybersecurity," said Governor Justice in a press release. "Due to the increased use of technology, this field of study is becoming essential in all businesses, including government. Therefore, encouraging our state's young students to pursue this training will benefit our state tremendously."

Registration ran from late January to early February and allowed girls to participate as an individual or in a team of up to four people. While no prior information technology or security skills were required, all participants were required to be in grades 9-12. Students in West Virginia who excel in the program will have the opportunity to win prizes and attend a conference in Chicago.

"Girls Go CyberStart will help change



The Governor's Office, the Department of Education and the Office of Technology all worked together to encourage high school students to participate in the Girls Go CyberStart program. In West Virginia, more than 230 girls participated.

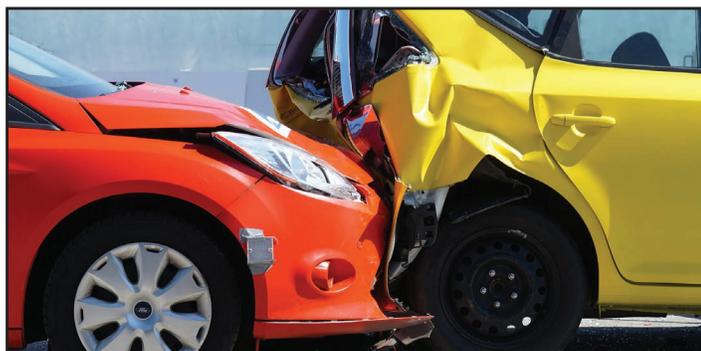
the way our next generation of women looks at cybersecurity careers," added Danielle Cox, Cyber Security Manager of the Office of Technology.

More than 230 girls from around the state registered for this program that ran from February 20-28, 2018. West Virginia was ranked seventh of participating states based on the number of participants per eligible girls.

Fleet Shares Four Tips to Avoid a Vehicle Collision

Rear end collisions represent nearly one-third of all motor vehicle crashes. These events can result in injury, property damage, and even death. While innovative technology may help avoid rear end collisions, the Fleet Management Office (FMO) would like to remind you of these four common sense tips that may help you avoid a crash.

1. Maintain a Safe Following Distance



The National Safety Council recommends following three seconds behind the vehicle in front of you.

2. Increase Your Following Distance When Necessary

If road conditions are bad, three seconds may not be enough time to stop your vehicle before a collision occurs. When driving on slippery roads or in low visibility, increase your following distance. Also consider giving more distance to vehicles that may stop more frequently such as buses.

3. Be Aware of Your Surroundings

Don't just look ahead of you. Be aware of what is happening behind and beside of your vehicle as well.

4. Be Predictable

When possible, avoid quickly changing lanes or braking suddenly. These quick maneuvers put yourself and others in danger of a collision. Using your turn signals and slowing down gradually allows other drivers to be aware of your actions and safely react.

For additional safety driving tips, visit the FMO website at fleet.wv.gov.

James Cox Appointed as New Director of Grievance Board

James Cox was recently selected as the new director of the West Virginia Public Employees Grievance Board by Department of Administration Cabinet Secretary John Myers.

Prior to accepting this position, Cox served as the deputy director of the License Division of the West Virginia Lottery and also previously worked there as an investigator. Cox also served as a sergeant detachment commander and trooper for the West Virginia State Police.

“On behalf of the Board members and staff of the West Virginia Public Employees Grievance Board, I am pleased to announce the appointment of James Cox,” said Cabinet Secretary Myers in a press release. “I’m confident that with his experience, knowledge, and leadership skills, he will lead this organization with astute professionalism and with great efficiency.”

Cox was appointed to this position following the retirement of former Grievance Board Director Robin Perdue.

“I am pleased to have this opportunity and look forward to working with the members of the Board and the highly-skilled staff,” shared Cox.



James Cox
Grievance Board
Director

Are you following the Department of Administration on Twitter?

Follow us at @westvirginiadoa for news and announcements.

Stay informed on the latest information!

OT Employee Avis Assists in Daring Rescue

During the workday, Chris Avis is an Information Security Officer with the Office of Technology, but during his time away from the Capitol campus, Avis serves as a member of the Pinch Volunteer Fire Department.

On January 12, 2018, Avis took part in a heroic water rescue in Elkview. A driver attempted to cross a creek when his vehicle was swept away. Although the driver was able to call 911, he was trapped by the rushing water in his car while waiting for emergency crews to arrive.

Avis and fellow water rescue team members were able to pull the man out of the back window onto their boat. When Avis broke the back window out of the car, the water had reached the vehicle’s windows inside and was continuing to rise.

At a West Virginia Fire Commission meeting in February, members of the Clendenin, Frame, and Pinch Volunteer Fire Departments were honored for their efforts. With a total of 28 individuals responding from all three of these departments, it took 36 minutes to

reach and rescue the trapped man.

“We knew that we didn’t have much time as the water was rising quickly,” said Avis. “Once we had the rescuers and equipment on scene, years of training and teamwork took over and made for a quick and effective rescue. The most im-

portant part is that everyone went home to their families at the end of the night.”

Avis has been a swift-water rescuer for more than 20 years and has served as a firefighter/EMT for 27 years. Avis lives in Elkview with his wife Rebecca and their two sons.



Photograph Courtesy of WV Fire Commission

Office of Technology’s Chris Avis was honored following a daring rescue with other members of the Clendenin, Frame, and Pinch Volunteer Fire Departments at a West Virginia Fire Commission meeting in February. Avis, pictured in blue, has served as a swift-water rescuer for more than 20 years.

West Virginia Wins “Best of the Web” Competition

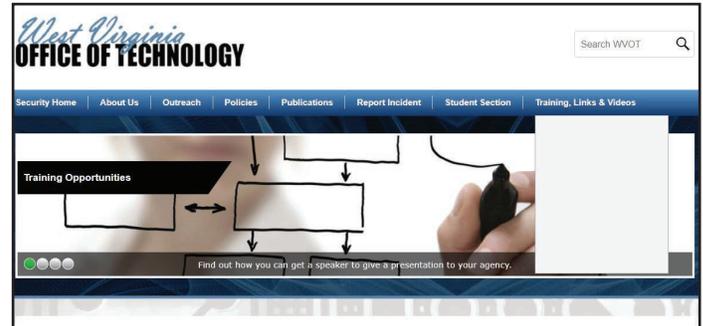
West Virginia’s efforts to educate on cybersecurity and keep information safe are being nationally recognized. For the third time in seven years, the Cyber Security Office within the Office of Technology won the annual Multi-State Information Sharing and Analysis Center (MS-ISAC) “Best of the Web” contest. The contest recognizes state and local governments that use their websites to promote cybersecurity.

The MS-ISAC reviewed cybersecurity websites for all 50 state governments along with many U.S. territories and local governments and judged them based upon several criteria, including cybersecurity content, usability, accessibility, and appearance. The goal of the contest is to recognize commendable sites and highlight them as best practices for others to consider when developing or re-designing their own sites.

West Virginia Chief Information Security Officer Joshua

Spence said, “This award is a testament to the team’s hard work and dedication to keeping the state’s information safe and protecting the privacy of our citizens.”

The site can be found at technology.wv.gov/security.



DATA PRIVACY EVENT Continued from Page 1

to promote the Privacy Program’s ability to handle these threats, as well as provide an opportunity for agencies to learn how to prepare for an unexpected cyber attack.

West Virginia’s Cyber Breach Coach, Scott Koller from BakerHostetler, conducted a table-top exercise involving a large-scale threat 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.

Chief Privacy Officer Sallie Milam said the day was a success. “Scammers target employees of an agency, so we counteract that with training such as this and an incident management program,” she said. “Our office has the resources, policies, and procedures so that state employees will know what to do in case they have to respond to a large-scale threat.”

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



Did You Know...?

- From the date of occurrence, it takes an average of 61 days for an incident to be discovered.
- Once an incident has been discovered, it takes an average of eight days to contain it.
- Links in the most believable phishing emails are clicked on 45% of the time. As these types of emails become more sophisticated, this number continues to rise.
- Spear phishing occurs when the scammer customizes the email with personal information, such as the recipient’s name. These additions may help trick the recipient into believing there is a personal connection.
- The biggest internal threats lay in employee negligence (i.e. security failure and lost electronic devices) and employee ignorance (e.g. improper disposal of personal information and lack of training).
- A common threat during this season is fake IRS messages and W-2 scams.

As displayed on the left, Governor Justice proclaimed January 28, 2018, as Data Privacy Day in West Virginia. In celebration of this proclamation, the State Privacy Office within the Board of Risk and Insurance Management held a special training for agencies to learn about the different types of cyber attacks and how to respond to them.

Employee Question of the Month

In the February issue of *Quotes, Notes & Anecdotes*, Department of Administration employees were asked to share their favorite romantic comedy. Thank you to everyone who submitted a response! We hope everyone had a wonderful Valentine's Day and will check out one of our employee movie suggestions.

For our next *Employee Question of the Month*, we want to know "What is your favorite genre of music?" To answer this question, visit www.surveymonkey.com/r/favMusic.

Our department employees shared their favorite romantic comedy movies below:

- 10 Things I Hate About You
- 27 Dresses
- 50 First Days
- Amélia
- America's Sweethearts
- Before Sunrise
- Definitely, Maybe
- Groundhog Day
- The Holiday
- How to Lose a Guy in 10 Days
- Imagine Me and You
- Jerry Maguire
- Love Actually
- Love and Basketball
- Love Me If You Dare
- Mad About You
- Never Been Kissed
- Oscar
- Pretty Woman
- Pride and Prejudice
- The Princess Bride
- The Proposal
- The Shop Around the Corner
- Sleepless in Seattle
- Sweet Home Alabama
- Under the Tuscan Sun
- The Ugly Truth
- Valentine's Day
- Wedding Crashers
- The Wedding Date
- When Harry Met Sally
- While You Were Sleeping

Welcome! ... The Department of Administration is pleased to welcome **Stephanie Bailes** (Finance). **Nancy Crawford** transferred from General Services to Finance.

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

Best Wishes ... to **Connie Byrne** (Finance) and **Thaddeus Fortner, Tracy Jones, and Emily Streets** (Technology) who recently resigned from our department.

Blood Drive... The American Red Cross will be hosting a blood drive on March 5, 2018, from 9 a.m. to 2:30 p.m. for state government workers. The drive will be conducted in Building 7, Capitol Room. To schedule an appointment, visit redcrossblood.org.

General Services Division... (GSD) has moved from the basement of the State Capitol to the fifth floor of Building 4 (112 California Ave) on the Capitol complex. The contact information for the Service Desk will not change. To reach the GSD Service Desk for any building issue, please e-mail GSDServiceDesk@wv.gov or call 304.558.2317.

Employee Question of the Month! ... A big THANK YOU to our employees who have participated in our *Employee Question of the Month*. You can see the results of March's question to the left. This month's question is, "What is your favorite genre of music?" Share your comments with us **by March 13, 2018**, or visit www.surveymonkey.com/r/favMusic. Please note that all submissions will be anonymous and may be edited for clarity and length.

HAPPY BIRTHDAY ... in MARCH!

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

Connie Bloss.....BRIM	Andrea Thomas.....PEIA
Mischa Difilippo.....BRIM	Philip Morrison.....Pros. Atty
Jeremy Wolfe.....BRIM	Brendan Doneghy.....Pub.Def.Srvs.
Christopher Boggess.....CPRB	Lori Waller.....Pub. Def. Srvs.
Lori Coffrill.....CPRB	Brittany Ingraham.....Purchasing
Vanessa Edwards.....CPRB	Tara Lyle.....Purchasing
Jamie Hardman.....CPRB	Millicent Mann.....Purchasing
Brittani Huffman.....CPRB	Jorden Parsons.....Purchasing
Lisa Scarberry.....CPRB	Alisha Pettif.....Purchasing
Leah Basford.....Personnel	Crystal Rink.....Purchasing
Mary Bolton.....Personnel	Shelly Eads.....Real Estate
Sheryl Webb.....Personnel	Natalie Faulkner.....Technology
Thomas Williams.....Personnel	Barbara Fields.....Technology
Teresa Anderson.....Ethics	Charlene Good.....Technology
Cheryl Garner.....Finance	William Hargus.....Technology
Robert Worlledge.....Finance	Sandra Henson.....Technology
Daniel Ball.....Gen. Srvs.	Timothy Hyatt.....Technology
Cleophus Booth.....Gen. Srvs.	Thomas Hymes.....Technology
Jamie Bowles.....Gen. Srvs.	Therman Mullins.....Technology
James Fields.....Gen. Srvs.	George Muncey.....Technology
Robert Hovatter.....Gen. Srvs.	Crystal Nichols.....Technology
Matthew Wooddell.....Gen. Srvs.	Aaron Pusateri.....Technology
Billie Catlett.....Grievance	Sandra Shaffer.....Technology
Krista Charley.....Grievance	Ray Toney.....Technology
Thomas Harper.....PEIA	John Dunlap.....Technology
Jason Haught.....PEIA	Tammie Means.....Technology
Jenny Manhart.....PEIA	

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