



Quotes, Notes & Anecdotes

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

OT's Ed McMinn Honored for His Excellent Service



ED McMINN
November Employee
of the Month

ED MCMINN, an Information Systems Specialist III with the Office of Technology, has been selected as the Department of Administration's *Employee of the Month* for November.

A state government employee for more than 19 years, McMinn is a relationship manager who serves as an advocate to ensure the state agencies he represents have their techni-

cal requirements met and prioritized within the Office of Technology.

"Ed provides exceptional services to his customers and represents the Office of Technology with a positive attitude," said one co-worker. "He is a very good mediator in situations that can be difficult."

According to one of Ed's customers, "I think Ed has been very responsive and good

to work with. He tries his very best in all situations."

In his spare time, McMinn likes to be involved with his church and he likes to bow hunt.

He will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Rob Ferguson on Friday, November 4 at 11:15 a.m. at the Office of Technology offices in Building 5.

West Virginia Office of Technology Earns Prestigious National Award

The West Virginia Office of Technology (WVOT) has added a prestigious award to its trophy case.

The WVOT received top honors at the 2011 National Association of State Chief Information Officers (NASCIO) annual conference held last month. The WVOT won the "Risk Management Initiative" category in NASCIO's Recognition Awards for "Outstanding Achievement in the Field of Information Technology in State Government."

WVOT's entry, "Cyber Security Program," was based on the development of an Executive Branch Information and Cyber Security Program, which has brought a substantial reduction of risk to state information systems and data. The WVOT was

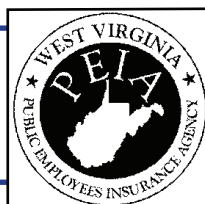


Kyle Schafer, WVOT Chief Technology Officer, second from left, and Jim Richards, WVOT Chief Information Security Officer, second from right, receive the NASCIO Recognition Award for best entry in the organization's "Risk Management Initiative" category. Presenting the award are NASCIO awards co-chairs, Jerry Fralick, North Carolina Chief Information Officer and Brenda Decker, Nebraska Chief Information Officer.

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**SNEAK
PEEK**

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Meet Our 2011 Employee of the Year Nominees

Ceremony Scheduled for December 15



Anthony Cooper
January Recipient



Debra Asbury
February Recipient



Jill Farrar-Brown
March Recipient



Margaret Ingram
April Recipient



Sarah Hunter
May Recipient



Diane Hudnall
June Recipient



Kelley McClanahan
July Recipient



Mark Totten
August Recipient



Kelly Williams
September Recipient



Patricia Bowgren
October Recipient



Ed McMinn
November Recipient



Lisa Maurer
December Recipient

Department of Administration employees will soon be submitting their ballots and will soon learn who will be named as the department's 2011 *Employee of the Year*. Department employees will receive their ballots in the next few days to vote for this year's recipient.

This is the 19th year of this program. Cabinet Secretary Rob Ferguson will make the official announcement on December 15 at 11:30 a.m.

in the upper rotunda of the Capitol, near the House of Delegates chamber entrance. A reception will immediately follow the ceremony.

The winner of this award receives a Certificate of Recognition signed by the Gov. Earl Ray Tomblin and Secretary Ferguson, along with a monetary award. The nominees for the 2011 *Employees of the Year* are the monthly award winners are the following:

ANTHONY COOPER, our January Employee of the Month, is the warehouse supervisor at the State Agency for Surplus Property, a program administered under the Purchasing Division.

DEBRA ASBURY, our February Employee of the Month, is an Accounting Technician III with the Consolidated Public Retirement Board.

JILL FARRAR-BROWN, our March Employee of the Month, is a Safety and Loss Control Specialist II with the Board of Risk and Insurance Management.

MARGARET INGRAM, our April Employee of the Month, was a Purchasing assistant at the Purchasing Division. *Note: Margaret is no longer with the Purchasing Division and ineligible for the award.*

SARAH HUNTER, our May Employee of the Month, is a Benefits Technician at the Consolidated Public Retirement Board.

DIANE HUDNALL, our June Employee of the Month, is an Administrative Services Assistant I at the Finance Division.

KELLEY MCCLANAHAN, our July Employee of the Month, is a Personnel Specialist with the Division of Personnel.

MARK TOTTEN, our August Employee of the Month, is a Programmer Analyst I for the Purchasing Division.

KELLY WILLIAMS, our September Employee of the Month, is an Administrative Services Assistant I with the Finance Division.

PATRICIA BOWGREN, our October Employee of the Month, is a Public Information Specialist I with the Consolidated Public Retirement Board.

ED MCMINN, our November Employee of the Month, is an Information Systems Specialist III with the Office of Technology.

LISA MAURER, our December Employee of the Month, is an Information Technology Client Analyst with the Office of Technology.

All department employees are encouraged to attend the *Employee of the Year* ceremony in December to support our outstanding employees. A special congratulations is extended to our well-deserved *Employees of the Month* for this year!

Christopher Harich Named Deputy General Counsel in Cabinet Secretary Office

The Department of Administration is pleased to welcome Christopher Harich to its staff as Deputy General Counsel.

Harich joined the Cabinet Secretary's office in October after serving for 18 months as a governance and rule of law advisor for the U.S. Department of State in Afghanistan, where he was embedded with U.S. Army units. Prior to this position, Harich served as the assistant general counsel for state Department of Health and Human Resources and has also practiced private law with a Charleston firm.

Harich received his Juris Doctorate from the University of Cincinnati and he has a bachelor's degree in science and fi-



Christopher Harich
Department of Administration's
Deputy General Counsel

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Intranet Site Created for Department of Administration Employees

The Department of Administration is pleased to introduce its new intranet site, which has been created to provide valuable information to Department of Administration employees. It can be accessed at <https://sharepoint.wv.gov/sites/administration/default.aspx>.

This site was created by the Office of Technology (OT) to give Department of Administration employees easy and quick access to information specific to you. This site is not accessible to the general public and can only be accessed through the state network. Some of the categories of information include Employee Recognition programs; State Government Benefits; Departmental policies, Commonly Used Links, New Employee / Training Requirements; and Online Leave and Pay Lookups.

"While Department of Administration employees handle a variety of duties, they all share the trait that their time is valuable. We wanted to create a simple, easy-to-access resource where employees can quickly find information that is relevant in the course of their workday," said Tim Abraham, Administration's Chief Operating Officer. "The department's intranet site consolidates information relevant to our employees that is scattered throughout state government websites, including information on their leave, health insurance, retirement benefits, and policies. We hope employees will continually provide feedback regarding what they'd like to see."

Please take a moment to visit the intranet site so you may become familiar with what we have available!

"The Office of Technology was excited to have the opportunity to create this site. We hope it is a site that all Department of Administration employees find useful and easy to navigate," said Heather Abbott, OT Project Manager. "We encourage employees to submit ideas to WVAdmin.Intranet@wv.gov about add-

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PEIA Schedules November Public Hearings for Proposed 2012 Financial Plan Changes

The Public Employees Insurance Agency (PEIA) has scheduled public hearings to take comments for the proposed financial plans for Plan Year 2012. Registration for the public hearings begins at 5 p.m. and hearings start at 6 p.m. Those wishing to speak at the hearings must indicate so at registration.

There is no premium increase for active employees; however, there are increases in co-pays and changes in coverages for certain medical services. Two pharmacy plan options for active employees and non-Medicare Advantage retirees will be discussed as well as a premium increase or benefit reduction for Medicare retirees.

To review the PEIA Finance Board's proposals, visit www.wvpeia.com. PEIA will provide customer service in each location from 5 to 6 p.m. for those members who have questions about medical, prescription or life insurance benefits.

The public hearing schedule is listed below:

- **Monday, Nov. 7**
Civic Center Little Theater
200 Civic Center Drive
Charleston
- **Tuesday, Nov. 8**
Tamarack, Ballroom A
One Tamarack Park
Beckley
- **Monday, Nov. 14**
Holiday Inn
301 Fox Croft Avenue
Martinsburg
- **Tuesday, Nov. 15**
Ramada Inn
20 Scott Avenue
Morgantown

- **Wednesday, Nov. 16**
West Virginia Northern
Community College
704 Market Street
Wheeling
- **Thursday, Nov. 17**
Marshall University
Medical School
Harless Auditorium
1600 Medical Center Drive
Huntington

Additionally, individuals may submit comments in e-mail to peia.help@wv.gov or in writing to:
PEIA Finance Board
601 57th Street
Charleston, WV 25304

Jeff Fleck Selected as CPRB Executive Director

Charleston native Jeff Fleck could almost say his life has been a series of fortunate events. Recently appointed the executive director of the West Virginia Consolidated Public Retirement Board (CPRB), Fleck originally planned on attending medical school.

“I started out in college in pre-med,” Fleck said. “I decided at some point, though, that I did not want to be in school that long.” Fleck graduated from Liberty University in Lynchburg, Va. with a bachelor’s degree in communications, and returned to Charleston where he started work with a temporary employment agency as an account representative, selling the agency’s services to local businesses. The company also owned a home health care agency and Fleck applied to become a branch manager.

“The branch really succeeded and I was training new branch managers,” he said. He eventually went to work for St. Francis Hospital as the program director for its wound care center. “That was how I got into the health care setting,” he said. “I worked in the health care industry for 15 years, and I had visions of being the chief executive officer of a hospital.”

A mentor suggested Fleck return to school, however. “I knew I wanted to better myself. And I had gone as far as I could in the health care field,” Fleck said. Fleck earned a master in business administration degree through the University of Charleston, attending class on Friday evenings and Saturdays. “It was a challenge, but well worth it.”



Jeff Fleck was recently appointed the executive director of the Consolidated Public Retirement Board. A Charleston native, Fleck has an extensive background in medical management. Among his goals for the agency are to improve customer service and increase website usability.

Fleck was the director of surgical services for Pleasant Valley Hospital in Point Pleasant, acting as the business development coordinator and compliance officer, when a compliance officer position opened with CPRB in 2007. It was the position Fleck served in when

he was named the agency’s executive director in September. He said his diverse work background, coupled with time spent with CPRB, are assets he brings to his new position.

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Information Security Conference Provides Insight to Prevention

Though technology is constantly changing, the core principals to minimizing electronic security breaches remain fairly constant.

Such way of thinking was one of the primary focal points of the Information Security Conference sponsored by the Office of Technology’s (WVOT) Office of Information Security and Controls. The day-long conference was held October 5th at the state Culture Center Theater in conjunction with National Cyber Security Month.

“Technology does change, and the online threats we see are evolving, but the fundamental precautions people need to take does not change a whole lot. People still need to make strong passwords and change them frequently. People

still need to not open e-mail attachments and click on links they are not familiar with,” said Jim Richards, WVOT chief information security officer.

The conference was attended by approximately 150 public and private sector professionals and was free of charge. The WVOT also broadcast the conference live via webcast; and Richards said there were 869 hits to the webcast site, 510 being from in-state users.

“We were real pleased with the conference. We realize it is a lot to attend in-person or online for a full day but people pay money to attend these types of conferences with the type

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Bradford Willke, a cyber security advisor for the Department of Homeland Security, was one of the featured speakers at the Information Security Conference.

of quality speakers that we had. Since we were able to offer this for free, it is good to see many people taking advantage of it,” Richards said. “We understand there were large viewing rooms at several universities, so one hit to our webcast site could mean multiple people were viewing the presentations.”

Danielle Cox, WVOT information

security officer, said feedback from conference participants was positive. She said several written responses indicated that attendees gained a greater awareness of vulnerabilities within workplace networks, particularly small businesses and what precautions need to be taken to avoid being victimized by hackers.

FLECK

Continued from Page 4

“I am not someone who is not familiar with anything but state government,” he said. “Having worked with CPRB for four and a half years, I am familiar with the staff and with the issues the board is facing.”

Among Fleck’s goals is improving customer service and utilizing technology to a greater degree, such as using the CPRB website for trainings and to allow members to access more information online.

“This agency has approximately 80 employees, and those 80 people have a positive effect on more than 100,000 people,” he said. “It is exciting that we can have a positive effect on that large of a group of people.”

Fleck marks his 20th anniversary this year with his wife, Cindy, a registered nurse who he met on a blind date. They have two children, daughter Madison, 17, and son Jacob, 14.

Public Employees Combined Campaign Now Underway

The 2011 West Virginia State Employees Combined Campaign (WVSECC) for the United Way, “Give Where You Live,” is now underway. This is the only state sanctioned fund raising effort in which state employees can use payroll deduction.

Employees may contribute to the general fund, known as the Community Impact Fund, or can designate their gift toward a favorite United Way agency. December 19 is the last day to submit pledge forms. Individuals who donate at least \$156 (\$6 a pay period) will be entered into a drawing to win a variety of prizes sponsored by Chesapeake Energy, Toyota, Walker Equipment Company and Wells Home Furnishing.

The following individuals are the WVSECC coordinators in Department of Administration agencies:

- **Aviation/Charles McDowell**
- **Board of Risk and Insurance Management/Barbara Houchins**
- **Children’s Health Insurance Program /Brenda Jones**
- **Consolidated Public Retirement Board/Barbara Moss**
- **EEO/Beverly Reed**
- **Ethics/Jackie West**
- **Finance/Linda Coleman**
- **Fleet/Barry Gunnoe**
- **General Services Division/ Dennis Stewart**
- **Office of Technology/Adena Harvey**
- **Personnel Division/Teresa Martin**
- **Prosecuting Attorneys’ Institute/Amy Leslie**
- **Public Defender Services/ Erin Fink**
- **Public Employees Insurance Agency/Frances Buchanan**
- **Purchasing Division/Carol Jarrett**
- **Real Estate Division/Misty Moore**

AWARD

Continued from Page 1

also a finalist in the category, "Cross-Boundary Collaboration and Partnerships." There were a total of 10 categories.

"This is a tremendous honor for the Office of Technology. To earn NASCIO's top award in the Risk Management category and to be a finalist in another speaks volumes about the hard work and dedication of our staff to make this happen," said Kyle Schafer, the state's Chief Technology Officer. "This award confirms that we remain focused on our mission to bring reliable, secure and cost-effective leadership and direction for all our information technology needs across state government. I could not be more proud of our staff."

This is the 23rd consecutive year for NASCIO's awards program. The awards committee selected the 2011 award finalists from more than 100 nominations. This is the first time the WVOT has received the top award, having been a finalist in at least one category in this awards program for the past three years.

INTRANET

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ing documents or links that will make the site even more valuable."

The Department of Administration will continue to maintain information for the general public at its Internet website at www.administration.wv.gov.

HARICH

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nance from Louisiana State University.

"I am happy to be part of the Department of Administration team and I am looking forward to getting to know the people in our agencies," Harich said.

Welcome! ... to the Department of Administration our new employees **Jordan Clay** (Finance); **David Connell** (Grievance Board); **Lisa Conley** and **William Hoh** (PEIA); **Mary Ayooob** (Personnel); **Christopher Harich** (Secretary's Office); and **Jyotshna Arjuna, Ryan Frampton, April Jarrell, Justin McAllister** and **Valerie Osburn** (Technology).

Best Wishes ... to our employees who recently resigned from our department: **Carol Thornton** (Finance); **Don Sanders** (General Services); **Amanda Allison** and **Shelda Martin** (PEIA); **Chuck Bowman** (Purchasing); and **Dwayne Bartley, Alexander Paz, David Shingleton** and **Terry Young** (Technology).

COOP Tip of the Month ... People come, and people go. Have your internal and external contact lists been updated in the past six months? For more about this topic and other COOP tips, contact John Fernatt or Chuck Mazingo of Board of Risk and Insurance Management at (304) 766-2646.

Day Care Enrollment ... The West Virginia Public Employees' Day Care Center is now accepting enrollment for 6 weeks to 5 years of age. For more information, contact Cathy Pauley, director, at (304) 720-0839.

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 November

| | |
|--|-------------------------------------|
| 1 Yvonne McCormick Personnel | 17 Bill Ward Technology |
| 2 Karen Hall PEIA | 18 Sarah Tignor Aviation |
| Sam Payton Technology | Lisa Worledge Finance |
| 3 Shane Hall Purchasing | 19 Gregory Finley Technology |
| Carla Hoyman Technology | Matthew Harper Purchasing |
| 4 Jeremy Tyler Technology | 20 Donald Kushner Technology |
| 5 Paula Lowe Purchasing | James Peters Finance |
| 6 Anthony Signorelli Real Estate | 21 Carol Jarrett Purchasing |
| 8 Melody Bailey CPRB | Mark Sizer Technology |
| Molly Mullins Technology | Walt Vest Finance |
| 9 Derek Bailey Gen. Svcs. | 22 Chuck Mazingo BRIM |
| Melissa Hapney PEIA | 23 Gilbert Richard Technology |
| Chuck Lawrence Real Estate | Clifton Manns Technology |
| Ricky Lee Morris Gen. Svcs. | 24 Terry Friend Technology |
| 10 Tierra Gable Aviation | Mariama Kouroma Grievance |
| Michael Slaughter Technology | Carleen Wilson Personnel |
| 11 Bill Judy Technology | Michael Urban Gen. Svcs. |
| 12 Steven Roberts Technology | 25 Charles Hager Gen. Svcs. |
| 13 Melody Haynes Gen. Svcs. | Pamela Russell CPRB |
| Janese Sexton PEIA | 26 Barbara Bowe Personnel |
| 15 Cammie Parker Ethics | Megan Diehl Personnel |
| 16 David Dangerfield Technology | Guy Nisbet III..... Purchasing |
| Andrew William Technology | Timothy Pauley Technology |
| 17 Chris Avis Technology | 29 Robin Rose PEIA |
| Rob Ferguson Sec. Office | 30 Stanford Moss Technology |
| Debra Pendleberry.....Technology | |

Administrative Notes

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