



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
NOVEMBER 2013 - Volume 20, Issue 11

Employee of the Month

Urban Excels in Diverse Duties at General Services

Michael Urban, a Facility Equipment Maintenance Technician with the General Services Division, has been selected as the Department of Administration's *Employee of the Month* for November.

A state government employee for more than three years, Urban's primary responsibilities are to perform maintenance duties on equipment and property at state-owned buildings both on and off the State

Capitol complex.

"Michael has an excellent work ethic and excels in the carrying out all his many diverse assignments," said one co-worker. "He has a very good understanding of all the equipment and situations that are dealt with in the buildings we maintain."

Said another co-worker, "Michael always shows up ready to work. He is always ready to help a co-worker and willing to

share his knowledge with those who need assistance."

In his spare time, Urban likes to spend time with his family and enjoys being outdoors. He is also big fan of WVU athletic teams.

Michael will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Ross Taylor on Monday, November 4 at 11:15 a.m. in the lower rotunda area of the State Capitol.



MICHAEL URBAN
November Employee
of the Month

Conference Provides Insight to Preventing Electronic Breaches



How much is security worth to you? That was the question posed at this year's Information Security Conference sponsored by the Office of Technology's (WVOT) Office of Information Security and Controls with the theme "What Are You Willing to Lose?"

Jim Richards, chief information security officer for the Office of Technology, said in opening remarks during the event that "the bad guys are getting badder, and they are more intent on doing what they want to do." He added, however, that collaboration continues to grow stronger in West Virginia in efforts to battle Internet-based criminal activities.

Sen. Jay Rockefeller said in pre-recorded remarks that there remains a commitment

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Chief Information Security Officer Jim Richards of the Office of Technology joined the state's Chief Technology Officer Gale Given and other distinguished speakers at the 2013 Information Security Conference. The goal of this event was to educate individuals on security measures they should take when utilizing technology.

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Master Plan Provides
Direction for Future
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Make Your Pick for 2013 Employee of the Year!

Ceremony Scheduled for December

Department of Administration employees have the opportunity to vote on the department's **2013 Employee of the Year**. Department employees will receive their ballots soon to vote on this year's recipient. The deadline for submitting the ballots is November 8. This is the 21st year of this program.

Cabinet Secretary Ross Taylor will make the official announcement in December at a ceremony in the

upper rotunda of the Capitol, near the House of Delegates chamber entrance. *More details will be announced at a later date.*

The winner of this award receives a Certificate of Recognition signed by Gov. Earl Ray Tomblin and Secretary Taylor, along with a monetary award. The nominees for the 2013 **Employees of the Year** are the monthly award winners, who include:

CLYDE ARLINE JR., our January Employee of the Month, is an Information Systems Specialist II with the Prosecuting Attorneys Institute.

TIERRA GABLE, our February Employee of the Month, is a Secretary II with the Aviation Division. *(Tierra is no longer with the Department of Administration and not eligible for the award).*

TERESA BURDETTE, our March Employee of the Month, is an Insurance Assistant II with the Public Employees Insurance Agency.

SHERRY FEWELL, our April Employee of the Month, is an Office Assistant II with the West Virginia State Agency for Surplus Property, an agency under the Purchasing Division.

SAMANTHA KNAPP, our May Employee of the Month, is a Senior Staff Development Specialist with the Purchasing Division.

DAVID MCCAULEY, our June Employee of the Month, is a Retirement Advisor with the Consolidated Public Retirement Board.

PATTY JOHNS, our July Employee of the Month, is an Account Auditor IV for the Finance Division.

WILLIAM DODSON, our August Employee of the Month, is a Custodial Supervisor with the General Services Division.

CHRIS BARR, our September Employee of the Month, is a Retirement Advisor with the Consolidated Public Retirement Board.

ROBIN ROSE, our October Employee of the Month, is an Administrative Service Assistant with the Public Employees Insurance Agency.

MICHAEL URBAN, our November Employee of the Month, is a Facility Equipment Maintenance Technician with the General Services Division.

YVONNE MCCORMICK, our December Employee of the Month, is a Senior Personnel Specialist with the Division of Personnel.

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!



Clyde Arline Jr.
January Recipient



Tierra Gable
February Recipient



Teresa Burdette
March Recipient



Sherry Fewell
April Recipient



Samantha Knapp
May Recipient



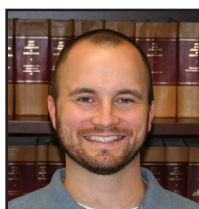
David McCauley
June Recipient



Patty Johns
July Recipient



William Dodson
August Recipient



Chris Barr
September Recipient



Robin Rose
October Recipient



Michael Urban
November Recipient



Yvonne McCormick
December Recipient

Office of Technology Trainers Keep Our State Employees Updated with the Latest Changes

Marilyn Padon knows exactly how much time it takes to use the technology made available to state employees

"There is not enough time in the day to utilize all the technology we have at our fingertips. With all the connectivity we have now, we could never exhaust the technological resources made available to us," she said.

Padon would certainly know, having been appointed to lead the Technology Learning Center (TLC) in the state Office of Technology (OT) when it was established in 1988. Today, she and Jeff Williams comprise the human element of the TLC, better known as section's trainers.

"The unit was started right after the state awarded its first personal computer contract and I was charged with setting it up. It was the first time personal computers were coming into use by state employees on a large scale and the Office of Technology established a training unit to prepare the workforce for using the PCs," Padon recalled "I was flying solo at first. I had to figure out how we would go about the training and where we were going to train people. Our first training center was in the basement of Building 6."

Since its inception, Padon estimates that more than 100,000 employees have taken TLC training ranging in subjects from introductory level classes to personal computers and keyboarding to



Jeff Williams, an Office of Technology trainer, gives instruction during a class on Microsoft Excel.

advance training in the latest available software programs. Classroom training is now done predominately in the Caperton Training Center in Building 7 and occasionally at the Department of Environmental Protection building in Kanawha City.

"I think one of the interesting aspects of being a trainer is meeting all the state employees who come to us for training," said Jeff Williams, an Information Technology Client Analyst, who has worked with Padon for the past 18 months.

Williams said one of the challenges of the position is to stay apprised of the ever-changing dynamics.

"The people in the Office of Technology are always keeping us up to date with the latest software technologies. It is our responsibility as trainers to research the programs and take the training ourselves to obtain the certifications," Williams said. "I have been able to earn a lot of certifications but ultimately our focus is on

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Capitol Master Plan Provides Direction for Future Projects



The Department of Administration unveiled the 2013 State Capitol Complex Master Plan in October. This comprehensive plan will serve as a guide for state officials when proposing changes, renovations or expansions to the State Capitol complex during the next three decades.

This 338-page document addresses not only the facilities, but parking, security, landscaping, utilities, energy conservation and campus access. This resource will serve as a primary reference when future decisions affecting the State Capitol complex are made.

Michael Baker Inc. was awarded the contract to serve as the lead design firm for the Capitol

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A Salute to Department of Administration Employees with Superior Attendance

West Virginia state government employees celebrated Public Service Recognition Week in September. During a ceremony for Department of Administration employees, Cabinet Secretary Ross Taylor recognized our department employees who had Superior Attendance during the 2012 calendar year. They are listed below:

- **Aviation Division:** Kevin Chapman, Lawrence Copley, James Perkins
- **Division of Finance:** Connie Byrne, Patricia Johns, Jane Shinn, John Smolder
- **General Services Division:** Harold Loy, Ricky Morris, Timothy Nichols
- **PEIA:** Frances Buchanan, Jason Haught, Gloria Lewis, Larry Stover
- **Personnel:** Steve Forsythe, Jane Fouty, Teresa Townsend
- **Prosecuting Attorneys Institute:** Ariana Kincaid, Brian Lanham
- **Purchasing Division:** Willadean Fisher, Dave Tinchler, Beverly Toler, Mark Totten
- **Real Estate Division:** Chuck Lawrence, Regina Reynolds
- **Office of Technology:** Randall Arbogast, Jeff Bartlett, Louis Blair, Jamie Cartwright, Jason Curia, Ali Dabiri, Benton Hall, Howard Harris, Pamela Keatley, Donna Meadows, Larry Meninger, Angela Riley, Rob Roberts, Daniel Shriver, Bernard Simmons, Richard Wickart

For a list of those honored in September for 20, 25, 30, 35, and 40 years of service, please view the October issue at: www.administration.wv.gov/newsletters/Documents/QNA.October2013.pdf

PLAN

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Master Plan project with assistance from several private sector firms and a host of state agencies.

The Capitol Master Plan looks at the complex growth and needs over the next 25 to 30 years. Although campus planning has occurred at regular intervals, the last complete plan was prepared in the 1990s and is now outdated. Past campus plans did not address current issues, such as campus security, utilities and energy conservation.

"The 2013 Capitol Master Plan was created to serve as a valuable resource when considering any future renovations or expansions to the State Capitol campus. What makes this master plan unique from any previous plans is that this plan provides more comprehensive recommendations on facility growth, parking, security, utilities, energy conservation, access and landscaping," said Cabinet Secretary Ross Taylor. "When changes are discussed in the future we will have much more information available at our fingertips as a result of the research conducted to create this plan."

"The 2013 Capitol Master plan was created to serve as a valuable resource when considering any future renovations or expansions to the State Capitol campus."

Ross Taylor
Cabinet Secretary
Department of Administration

CONFERENCE

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to protect individual privacy. "Everyone deserves to be protected in their privacy online," he said.

The day-long conference was conducted October 2 at the Charleston Civic Center in conjunction with National Cyber Security Month. The event featured several nationally-known speakers in the field of Internet security. Speakers included:

- Tony Sager (Director, SANS Institute)
- Evan Patterson (Special Agent, Federal Bureau of Investigation)
- A. Bryan Sartin (Vice President, Investigative Response, Verizon/Cybertrust)

State Chief Technology Officer Gale Given stressed the importance of security training and that individuals should be cognizant of potential security violations. "Approximately 50 percent of security breaches are the result of user lapses," she said. "It takes only a few minutes every day to know how not to be fooled."

The conference, which was offered free of charge, was attended by approximately 150 public and private sector professionals. The Office of Technology also broadcast the conference live via webcast. Richards added that the Office of Technology will be placing segments of this conference on YouTube for future viewing.

Purchasing Division Receives National Award of Excellence

The West Virginia Purchasing Division was recently recognized on a national level for the prestigious 18th Annual Achievement of Excellence in Procurement Award (AEP) for 2013 from the National Procurement Institute (NPI).



"This award provides such validation for the many initiatives that our staff has implemented in recent years, from our innovative procurement programs to our enhanced training curriculum and state certification program," said Purchasing Director Dave Tinch. "This year, we were pleased to be recognized by NPI, as well as the National Association of State Procurement Officials and National Institute for Governmental Purchasing for our procurement training orientation program."

The AEP Award is bestowed on certain public and non-profit organizations that obtain a high application score based on the following standardized criteria:

- innovation
- professionalism
- e-procurement
- productivity, and
- leadership

This program encourages the development of excellence as well as continued organizational improvement to earn the award annually. For 2013, there were 179 successful applicants, including 43 counties, 58 cities, 17 higher education agencies, 23 school districts, 23 special districts, and 15 state agencies.

Of the 15 state agencies, six were their

state's purchasing division. The West Virginia Purchasing Division was the only entity in the state to receive this award this year.

"Through its strong leadership and dedicated staff, the Purchasing Division has demonstrated that its progressive efforts in public procurement have not gone unnoticed," said Gov. Earl Ray Tomblin. "This national recognition proves that this agency continues to move in the right direction by ensuring the public's trust in the spending of the state's tax dollars."

To learn more about the Purchasing Division's initiatives, view its Annual Report posted at WVPurchasing.gov.

"This award provides validation for the many initiatives that our staff has implemented in recent years, from our innovative procurement programs to our enhanced training curriculum and state certification program..."

Dave Tinch
State Purchasing Director

OT

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the end users of the software."

One of the biggest changes Padon has seen in her many years of involvement with TLC is the advent of the Learning Management System (LMS), an online instructional medium in its most basic description.

"We have run the LMS for eight years now. With it, we can help all agencies deliver any training on any topic. LMS started in the public education area and then the corporate world took hold of it before we jumped into it in state government," she said. "LMS allows customized training unique to any state agency."

To learn more about the offerings of the TLC, contact Padon at Marilyn.J.Padon@wv.gov or call (304) 558-6384. For registration, go to www.onlineregistration.wv.gov.

State Privacy Tip of the Month

The State Privacy Office of the West Virginia Health Care Authority shares a Privacy Tip each month with our department employees. Please take note of this valuable information which may protect you and your family.

What's Your Question?

Why it is important to know about privacy as a state employee?

Here's the Answer!

The word privacy has many definitions, and it means different things to different people.

On a personal level, privacy is all about being left alone – being able to avoid unwanted marketing communications. Other people care more about being anonymous – the ability to shop or associate without having to provide any personally identifiable information (PII), like a home phone number.

The West Virginia Executive Branch Privacy Policies provide guidance on the protection and respect of employee's and consumers' personal information and define privacy as "the appropriate use and disclosure of PII under the circumstances." What is appropriate will depend on context, law and individual expectations, as well as the right of an individual to control the collection, use and disclosure of PII – and the rules are laid out in privacy policies.

As members of the state workforce, we need to understand how privacy is defined in the policies and how we should apply these policies in our work places. This definition helps explain why sometimes we can share highly-sensitive PII as part of our work related role and or duties; however, there are times with it is not appropriate. As you put the privacy policies into practice, focusing on "appropriate use given the circumstances" will help you make the best decisions.

Review the State Executive Branch Privacy Policies at <http://www.privacy.wv.gov/privacypolicies>.

2013 United Way Event Underway

The 2013 West Virginia State Employees Combined Campaign, coordinated through the United Way, is underway. This year's theme is "Imagine What We Can Do Together," 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 15 is the last day to submit pledge forms. Individuals who donate at least \$260 (\$5 a week) will be entered into a drawing to win a variety of prizes sponsored by American Electric Power, Chesapeake Energy, Toyota, Walker Equipment Company and Commercial Insurance.

Questions regarding the statewide voluntary effort may be directed to the following individuals, who are serving as coordinators in Department of Administration agencies:

- Aviation/Charles McDowell
- BRIM/Barbara Houchins
- Children's Health Insurance Program /Brenda Jones
- Consolidated Public Retirement Board/Barbara Moss
- EEO/Beverly Reed
- Ethics/Lucy Suchy
- Finance/Linda Coleman
- Fleet/Becky Farmer
- General Services Division/ Brusanna Jackson
- Office of Technology/ Tammie Means
- Personnel Division/ Hillary Balding
- Prosecuting Attorneys' Institute/Amy Leslie
- Public Defender Services/ Betsy Chapman
- Public Employees Insurance Agency/Frances Buchanan
- Purchasing Division/ Carol Jarrett
- Real Estate Division/ Misty Moore

Welcome! ... The Department of Administration is pleased to welcome our new employees: **Niki Miller-Casdorph** (BRIM); **John Cummings** and **James Elkins** (General Services); **Joni Blankenship** (PEIA); **Kara Anderson**, **James Davis**, **Eric Ilkainen** and **Jule Shoup** (Personnel); **Joyce Lanham** (Public Defender); **April Battle** and **Heather Holstine** (Purchasing); and **Dempsey Dickson**, **Alexamder Gamma**, **Michael Kirk**, **Melanie Lopez** and **Crystal Nichols** (Technology).

Best Wishes ... to **Tierra Gable** (Aviation); **Lietta White** (Ethics); **Michael Brightwell** (Fleet); **Susan Chapman** (General Services); **Kenneth Pinnell** and **Bethany Sharp** (Personnel); **Connie Oswald** (Purchasing); and **Timothy Bailey** (Technology); who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to congratulate **Janice Hartman** (Fleet) and **Jamie Carwright**, **Cathy Kushner** and **Billy Miller** (all from Technology), who recently retired from our department.

PEIA Public Hearing Schedule for Plan Year 2015 ... The Public Employees Insurance Agency (PEIA) Finance Board has scheduled six public hearings in November to discuss and to take public comment for its proposed Plan Year 2015 financial plan for active members and retirees. PEIA will provide customer service representatives at each public hearing to answer questions. To view the public hearing schedule, please visit www.peia.wv.gov. For additional information, please e-mail PEIA.Help@wv.gov or call (304) 558-7850.

Got News? ... We want to hear your ideas! Please contact **Diane Holley-Brown**, editor, at (304) 558-0661 or at Diane.M.Holley@wv.gov with information that you would like to share with other department's employees.

HAPPY BIRTHDAY ... in November

| | |
|--------------------------------------|------------------------------------|
| 1 Bill Ferguson Technology | 17 Debra Pendleberry....Technology |
| Yvonne McCormick Personnel | Bill Ward Technology |
| 2 Sam Payton Technology | 18 Sarah Tignor Aviation |
| 3 Shane Hall Purchasing | Lisa Worledge Finance |
| Carla Maleski Technology | 19 Matthew Harper Purchasing |
| 4 Jeremy Tyler Technology | 20 Ronald Kushner Technology |
| 5 Paula Lowe Purchasing | 21 Carol Jarrett Purchasing |
| Terry Young Technology | Mark Sizer Technology |
| 6 Patrick Larsen Technology | Waltt Vest Finance |
| Anthony Signorelli Real Estate | 22 Chuck Mazingo BRIM |
| 8 Melody Bailey CPRB | 23 Clifton Manns Technology |
| 9 Chuck Lawrence Real Estate | Gilbert Richard Technology |
| Ricky Lee Morris Gen. Srvs. | 24 Terry Friend Technology |
| 11 Shawn Hall BRIM | Michael Urban Gen. Srvs. |
| Bill Judy Technology | 25 Charles Hager Gen. Srvs. |
| 13 Melody Haynes Gen. Srvs. | Pamela Russell CPRB |
| Alina Roupe CPRB | 26 Barbara Bowe Personnel |
| Janese Sexton-Haynes PEIA | Eric Ilkainen Personnel |
| 15 Cammie Parker Ethics | Guy Nisbet..... Purchasing |
| 16 Hilary Payne PEIA | Timothy Pauley Technology |
| Andrew Williams Technology | 29 Robin Rose PEIA |
| 17 Chris Avis Technology | 30 Diana Gibson Personnel |
| Naomi Pauley Technology | Stanford Moss Technology |

Administrative Notes

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