

# Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration  
November 2020 - Volume 27, Issue 11

## Employee of the Month

### Fields Makes Purchasing Division Feel Like Home



**Jennifer Fields**  
November Employee  
of the Month

Jennifer Fields, an Administrative Secretary for the Purchasing Division, has been selected as the Department of Administration's *Employee of the Month* for November.

A state employee for more than two years, her duties include managing human resources for the Division, providing administrative support to the director, and serving as the Division's procurement officer.

"Jennifer is never one to shy away from a task that needs done. She goes above and beyond for

not only the director, but the assistant directors, supervisors, and all the employees," said the co-worker who nominated her. "She is such an asset to the Purchasing Division, and I can't think of a better person to be in her position. She has the sweetest disposition, the best attitude, and just makes you feel welcome. It is a great feeling to be greeted with a smiling face and warmth every day. Jennifer is a team player who wants to see the division succeed and leads by example. She makes it feel like a home away from home."

When she's not working, Fields enjoys spending time with her kids, cooking, and watching WVU football and basketball.

She will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Allan McVey at a later date.

## Multiple Projects Underway at Capitol Campus to Focus on Energy Efficiency and Cost Savings

Department of Administration employees who work at the Capitol campus may have already seen one of the many projects the Energy Office of the General Services Division (GSD) has in development. While the state of West Virginia has seen a 17% drop in utilities from some buildings due to employees working remotely, there are still many changes that can be made to save money and be more environmentally friendly.

As part of one project, all power on the Capitol campus will soon be run from underground voltage cables connected to the



One of the many energy improvement projects happening around the Capitol campus includes moving the state's power cables underground.

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## SNEAK PEEK

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# PEIA to Conduct Statewide Public Hearings in November for Comments on 2022 Plan

The Public Employees Insurance Agency (PEIA) is extending an invitation to all state employees to attend planned public hearings to participate in a discussion and provide comments on the proposed financial plan for 2022. Like years past, PEIA will host one telephonic hearing and four in-person meetings. Registration for the sessions opens at 5 p.m. on the day of the hearing, and any individual who wishes to speak must indicate so during registration.

All hearings will begin promptly at 6 p.m. An hour prior to each hearing's start time, PEIA staff will also provide customer service to those members who have questions about the proposals being discussed or the medical, prescription, and/or life insurance benefits. Individuals attending in-person events will be required to follow state and federal mandates regarding COVID-19, including the wearing of masks and social distancing.

The proposed plan will be available online at [www.wvpeia.com](http://www.wvpeia.com) no later than November 5, 2020. To view the changes, click the gavel or scroll to the News Center. Comments from those who can't attend may be submitted in writing to the Finance Board at 601 57<sup>th</sup> St. SE, Suite 2, Charleston, WV 25304-2345, or by email to [PEIAComments@wv.gov](mailto:PEIAComments@wv.gov).

## 2020 PEIA Hearing Dates

*All hearings, both in-person and telephonic, begin promptly at 6 p.m.*

*Registration begins at 5 p.m. Individuals must indicate at the time of registration if they wish to speak.*



**Nov. 10: Teleconference**  
Dial-In Phone Number:  
304.410.0513

**Nov. 12: Beckley**  
Beckley-Raleigh County  
Convention Center

**Nov. 16: Morgantown**  
WVU Erickson  
Alumni Center

**Nov. 17: Charleston**  
Culture Center

**Nov. 18: Martinsburg**  
Holiday Inn

## Gold Star Memorial Installed on Capitol Campus

*Photo Courtesy of the General Services Division*



Thank you to the General Services Division for helping with the installation of the new Gold Star Monument on the Capitol campus. This monument honors West Virginians who have given their lives in service of America while also recognizing the families these individuals left behind. This Gold Star Memorial is the largest in the United States.



*Photo Courtesy of the General Services Division*



*Photo Courtesy of the Governor's Office*



# Diabetes Wellness Program Offered by PEIA Aims to Improve Participants' Health and Quality of Life

The West Virginia Public Employees Insurance Agency (PEIA) offers to its members a variety of free or low-cost wellness programs aimed at improving their health. For people with diabetes, PEIA specifically administers the Face-to-Face Diabetes Management Program. The goal of the program is to help individuals improve their quality of life and educate them on diabetes self-management.

Under the program, eligible members and their dependents sign an agreement stating they will make regular visits to a participating provider of their choosing for counseling services regarding diabetes. These counseling sessions help participants get the best diabetes care available as the provider works with them to ensure they:

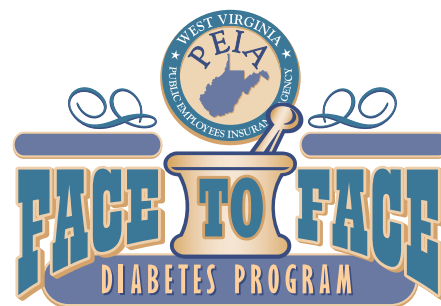
- are current on all recommended testing and treatment;
- know how to properly take prescribed medicines; and
- have a physical activity and nutrition plan that will assist them in achieving optimal health.

Through this program, members benefit through improved health and their quality of life. PEIA benefits by paying fewer costs related to diabetes by assisting members in better managing the disease. Members enrolled in the program also benefit from waived co-payments for some diabetes-related prescription drugs and supplies. Participants are responsible for their deductibles and 75% co-insurance of any non-preferred medications.

Members who have been disenrolled

from this program previously are eligible to enroll a second time if they have not already completed two years in the program. However, there is a 12-month waiting period from the date of disenrollment.

To learn more about this program, visit [https://peia.wv.gov/wellness\\_tools/Pages/Face-to-Face-Diabetes-Management-Program.aspx](https://peia.wv.gov/wellness_tools/Pages/Face-to-Face-Diabetes-Management-Program.aspx).



## State Privacy Officers: Their Role in State Government

As our data-based world evolves by the day and more people are moving between working in the office and at home, the risk of sensitive data getting compromised continues to grow. State governments across the country are hiring dedicated staff to fight back.

The primary role is most often called Chief Privacy Officer (CPO). The CPO role in state governments is relatively new but increasingly important. States manage a great deal of personal information, including birth, death and marriage certificates; driver's licenses; criminal and victim records; and financial information, and must adhere to privacy regulations.



The West Virginia State Privacy Office (SPO) provides state agencies and boards and commissions the tools needed, specifically resources and technical assistance, for them to protect the Personally Identifiable Information (PII) they collect.

The SPO consists of a CPO, an Assistant CPO, and an administrative assistant. It leads the Privacy Management Team (PMT), an enterprise-wide team established to promote the protection of PII, including protected health information (PHI), while balancing others' need and right to know. The PMT is comprised of privacy officers from each Executive Branch department, as well as representatives from the Governor's Office, Board of Risk and Insurance Management leadership, the state's Cyber Security Office, and others.

The Privacy Office and the PMT work together to develop privacy policies and procedures for the Executive Branch departments to assure compliance with the policies and to support the team's objectives including keeping up-to-date with changes and best prac-

tices.

Together, at the SPO, department and agency levels, Privacy Officers are responsible for the state's privacy program including but not limited to daily operations of the program, training and development, implementation, and maintenance of policies and procedures, monitoring program compliance, investigation and tracking of privacy incidents, and ensuring citizens' rights in compliance with federal and state laws.

"While the CPO and SPO lead and coordinate the privacy program, it is only by working together with a team of privacy officers that we can hold ourselves accountable as a state to effectively manage and protect the data we hold. It is through ongoing team efforts we make each workforce member in state government aware of their role in protecting information. All of us are responsible for doing our part to proactively prevent data privacy incidents and not just react if an unauthorized disclosure occurs," said Chief Privacy Officer Ashley Summit.

Quotes, Notes and Anecdotes

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# Security Tips For Laptops, Tablets and Mobile Devices

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By: Jeremy Wolf and Ashley Summit

The recent trend toward remote work has required many state employees to use their state-issued laptops or tablets outside of the office or at home with increasing frequency. These security tips are therefore a timely resource for state employees for both information access and physical security of these devices. Moving these devices between home and office locations can leave them more vulnerable to theft or loss.

Physically protecting laptop computers from theft often involves common-sense measures. These devices should be treated as though they were cash. Just as you would not leave a few thousand dollars in cash on the seat of your car or on the bed in a hotel room, you should not leave these devices lying around. They need to be treated as the valuable items they are. More important than the worth of the device is the information stored on them.

There are some basic but important steps to protect the files and data contained on these mobile devices. First, the device should be protected by password and two-factor authentication, if possible, and any data contained should be encrypted to West Virginia Office of Technology encryption standards. Also,

employees should never connect to a public or insecure Wi-Fi connection for the access and transmittal of data and should instead use the state's virtual private network when accessing the state's network.

Be very cautious of potential phishing emails or scams on these devices. One wrong click can open the contents of these devices to hackers. Protecting access to the data contained on the laptop will mitigate the risk of disclosure should the device be lost or stolen. In addition to protecting the files contained, there are methods to physically protect the device itself from theft.

Below is a list of safeguarding suggestions for these devices:

1. Thieves can identify laptops by their carrying case. If practical, carry the laptop in a nondescript case, such as a briefcase, that does not identify it as a computer.
2. When carrying a laptop in its case, walk with your hand directly on the bag strap, with the computer slightly in front of you. This makes it difficult for "snatch and grab" attackers who attempt to slip the case off your shoulder while racing in the other direction.
3. Do not ask a stranger to watch your

laptop while you make a phone call, go to the restroom, throw something away, or get something to eat. Thieves are everywhere and can look very businesslike and trustworthy.

4. Avoid leaving the laptop in an unattended vehicle. If you must leave it in a vehicle, lock it in the trunk. However, don't wait until you get to your destination to lock it in the trunk since someone may be watching.
5. Place the laptop in front of you or on the counter while conducting transactions at a hotel, airline, or car rental desk.
6. Never check laptops as luggage. If not stolen, they may also be damaged by rough handling.
7. If you are using your laptop for a presentation, do not leave it in the presentation room overnight or when you go to lunch.
8. In your hotel room, use a hotel safe if possible to protect your laptop. If a safe is not provided and you must leave it in your room, do not advertise its presence. Instead, put it and the carrying case in your luggage or in a drawer, or else take it with you.

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## ENERGY PROJECTS

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power poles. In addition to being safer, this transition to underground cabling will also help protect the state from future power problems.

"Many state employees may remember in 2019 when some bad weather damaged a power line by the day care and effectively shut down the campus," said Energy Office Manager Dave Parsons. "By moving the power lines underground, we protect the facility against storms or even someone accidentally driving into a power pole."

While the weather may be getting cooler, the Energy Office is also preparing the site of its future chiller plant annex which will supplement the current chiller plant. According to an article in the October 2018 issue of *Quotes, Notes & Anecdotes*, the chiller plant can use one million gallons of water during peak use and is a large energy expense for the state of West Virginia. Work is expected to begin on this project soon and will take approximately 14 months to complete.

As part of the new chiller plant annex, GSD will be installing three generators which will be used to reduce electrical demand during peak load periods and provide backup power to the chiller plant. A generator is also being dedicated to providing backup power to Building 4 in the event of an AEP power failure. Ensuring that Building 4 will always have power is a positive step in improving the state's continuity of operations in emergency or unplanned situations.

In addition to these more notable public-facing projects, the Energy Office also has many internal projects underway. Upgrades are ongoing in the West Wing of the Capitol to provide better energy efficiency, as well in other state-owned buildings. Six buildings will receive new lighting as part of a three-year project to make state buildings more efficient.

"The Energy Office is always busy," said Parsons. "We always have projects going to save the state money and be more energy efficient."

# What You Need to Know for Election Day on Nov. 3<sup>rd</sup>

Election Day is November 3<sup>rd</sup>, and many West Virginians have already cast their ballots early or by absentee voting. For those waiting to vote in person, here's a refresher on what you need to know before heading to the polls. Polls are open from 6:30 a.m. to 7:30 p.m., and absentee ballots must be postmarked no later than November 3, 2020.

Upon arriving at the voting center, everyone should check in with the poll workers at the registration table (there may be a line). The poll worker will ask your name and address, and they will ask for your ID.

Acceptable forms of photo identification include:

- Driver's license
- Student ID card
- A concealed carry (pistol/revolver) permit

Acceptable forms of non-photo identification include:

- Voter registration card
- Medicare card or Social Security card
- Birth certificate
- WV hunting or fishing license
- WV SNAP ID card
- WV TANF program ID card
- WV Medicaid ID card
- Bank or debit card
- Utility bill or bank statement issued within six months of the date of the election
- Health insurance card issued to the voter
- Any document issued by the WV or U.S. government that displays the voter's name
- Any document issued by the state of WV or U.S. government containing voter's name, including a WV driver's license, passport, U.S. or WV government employee ID or military ID

The poll worker will find your name and address on the list of registered voters. He or she will then ask you to verify your information and sign beside your name. If your name or address has changed, you may update this information. If you have moved outside of your precinct but are still located in the same county, you should call the County Clerk's office to find out your new polling place. Your vote may not count if you vote in the wrong polling place on Election Day.

After you have signed beside your

name, a poll worker will take you to the voting booth where you will cast your votes. You may bring someone to assist you or two poll workers can help you with your ballot. Reasons for receiving assistance in voting include blindness, disability, advanced age, or the inability to read and write. Just ask your poll worker.

If the poll workers do not find your name in the poll book, or they find that you may otherwise be ineligible to vote, they must offer you a provisional ballot. If you vote using a provisional ballot because you did not show ID, just present your ID at your County Clerk's office before canvass, and your ballot will be counted. If you vote using a provisional ballot for any other reason and the Board of Canvassers finds that you are eligible and registered, your ballot will be counted. Your provisional ballot will stay private through the entire process. You can always track the status of your provisional ballot by calling the Secretary of State's office or your County Clerk's office.

**Visit the Secretary of State website to find out the following information:**

*Am I registered to vote?*

*Where is my polling place?*

*Can I track the status of my absentee ballot?*

*What candidates are on my voting ticket?*

*What are the COVID-19 guidelines for my polling place?*

*What are the election results?*

**GoVoteWV.gov**

## The New Normal: Working from Home During COVID-19



**Name:** Jennelle Jones

**Agency:** Office of Technology

**Thoughts:** "Since we began working from home, I've enjoyed watching birds and wildlife and the seasons changing in my backyard. The view is hard to beat."

Want to share a photo of your home office or innovative ways your workplace has adapted to COVID-19 regulations? Please send your photos featuring your "new normal" to **Samantha.S.Knapp@wv.gov** by the 14<sup>th</sup> of every month. If your photo is selected, you will be contacted prior to publication of an upcoming issue of **Quotes, Notes & Anecdotes**.



## Employee Question of the Month

Last month we asked Department of Administration employees to vote for their favorite Halloween candies. We hope that everyone had a safe Halloween and got to enjoy some of the candy shared below. These are listed in order of popularity based on responses received.

1. Reese's Peanut Butter Cups
2. M&Ms
3. 3 Musketeers
4. Snickers
5. Butterfinger
6. Twix
7. Kit Kat
8. Hershey Bar / Mounds
9. Baby Ruth / Milky Way
10. Almond Joy / Tootsie Roll / Whoppers / York Peppermint Patties
11. Candy Corn/Heath
12. 100 Grand / Mr. Goodbar / PayDay / Reese's Pieces / Skittles
13. Blow Pop / Dum Dums / Jelly Belly / Tootsie Pop
14. Crunch / Jolly Ranchers / Junior Mints / Milk Duds / Nerds / Starburst / Taffy
15. Airheads / Caramel Apple Pop / Popcorn / SweetTarts / Take 5 / Twizzlers
16. Hot Tamales / Popcorn Balls / Necco Wafers / Sour Candy / Swedish Fish
17. Candy Apples / Gummy Bears / Lemonhead / Licorice / Sour Patch Kids / Mary Janes / Now & Later

Thank you to all Department of Administration employees who took time to participate in our *Employee Question of the Month*. To see next month's question, watch out for an upcoming email.

**Welcome!** ... The Department of Administration is pleased to welcome **Tara Taylor** (BRIM), **Jennifer Barger** (PEIA), **Nicole Cofer-Fleming** (Prosecuting Attorneys Institute), and **Brenda Brown** (Purchasing).

**Best Wishes** ... to **Teresa Cummings** (PEIA) and **Amy Kelly** (Purchasing), who recently resigned from our department.

**Happy Retirement!** ... After years of hard work and dedication, we would like to wish **Sue Haga** (BRIM); **James Debolt**, **Raymond Jordan**, and **Martha Phillips** (General Services); and **John Gibson** (Technology) the very best during their retirement.

**Mandatory Training for High-Level Officials** ... is required annually by W. Va. Code § 5A-3-60. A two-hour webinar fulfilling this requirement is scheduled for Thursday, November 5, 2020. For more information, visit [www.state.wv.us/admin/purchase/training/mandatory.html](http://www.state.wv.us/admin/purchase/training/mandatory.html).

**Ornaments for Artistree** ... First Lady Cathy Justice and the Department of Arts, Culture, and History are inviting West Virginia artists to submit a handcrafted ornament to display on a Christmas tree at the West Virginia Culture Center. This year, the 2020 Artistree will honor health care workers who have served the state during the COVID-19 pandemic. For more information, visit [www.wvculture.org/arts/artistree/2020ArtistreeProspectus.pdf](http://www.wvculture.org/arts/artistree/2020ArtistreeProspectus.pdf).

**Got News?** ... Share YOUR good news with all of your department co-workers! Email [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov) with detailed information so we may include it in the next issue of the newsletter.

## HAPPY BIRTHDAY ... in NOVEMBER

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

|                                     |                                   |
|-------------------------------------|-----------------------------------|
| Sarah Tignor.....Aviation           | Josh Hager.....Purchasing         |
| Tierra Gable.....Aviation           | Shane Hall.....Purchasing         |
| Elizabeth Summitt.....BRIM          | Matt Harper.....Purchasing        |
| Elizabeth Crowder.....CPRB          | Paula Lowe.....Purchasing         |
| Laura Harvey.....CPRB               | Guy Nisbet.....Purchasing         |
| Pamela Russell.....CPRB             | Franklin Sisson.....Purchasing    |
| Matthew Short.....CPRB              | Dusty Smith.....Purchasing        |
| Sherry Stowers.....CPRB             | James Peters.....Real Estate      |
| Lisa Worledge.....Finance           | Chris Avis.....Technology         |
| Taylor Cole.....Finance             | Derek Bailey.....Technology       |
| Rickie Adkins.....Gen.Srvs.         | Crystal Cook.....Technology       |
| Michael Clendenin.....Gen.Srvs.     | Megan Gallagher.....Technology    |
| Mark Crites.....Gen.Srvs.           | Bryan Gantzer.....Technology      |
| Charles Hager.....Gen.Srvs.         | Angela Graham.....Technology      |
| Ricky Morris.....Gen.Srvs.          | Carl Hackworth.....Technology     |
| John Nichols.....Gen.Srvs.          | Charles Hartman.....Technology    |
| Cody Taylor.....Gen.Srvs.           | William Judy.....Technology       |
| Michael Urban.....Gen.Srvs.         | Ronald Kushner.....Technology     |
| Zacharee Wisda.....Gen.Srvs.        | David Lalone.....Technology       |
| Susan Beaty.....PEIA                | Raymond Mullin.....Technology     |
| Frances Mullins.....PEIA            | Samuel Payton.....Technology      |
| Robin Rose.....PEIA                 | Debbie Pendleberry.....Technology |
| Jaclyn Shires.....PEIA              | Gilbert Richard.....Technology    |
| Diana Gibson.....Personnel          | Paul Sullivan.....Technology      |
| Kelly McClure.....Personnel         | Jeremy Tyler.....Technology       |
| Layna Valentine-Brown.....Personnel | William Ward.....Technology       |
| Sarah Saul.....Pub.Def.Srvs.        | Jeffery Whitman.....Technology    |
| Mark Atkins.....Purchasing          | Terry Young.....Technology        |

## Administrative Notes

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