

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
October 2020 - Volume 27, Issue 10

Employee of the Month

General Services' McVay Keeps Capitol Lights On



Lloyd McVay
Oct. Employee
of the Month

Lloyd McVay, a master electrician for the General Services Division, has been selected as the Department of Administration's *Employee of the Month* for October.

A state employee for four years, his duties include electrical work at the chiller plant on California Avenue, performing new equipment installations, troubleshooting problems, assisting in training co-workers, problem solving, and project planning.

"Lloyd is a very dedicated and self-motivated employee. He ex-

emplifies the true meaning of master electrician," said the co-worker who nominated him. "He does not waste time and is highly productive, and his completion of work makes it easier on the next employee. He trains others while performing work to allow them to benefit from his years of experience.

"He is confident in his work product and maintains a can-do attitude to complete tasks above expectations and well within the requested time frame," continued the co-worker. "He is always willing to provide alternative methods to accomplish a task."

When he's not working, McVay enjoys hunting and fishing.

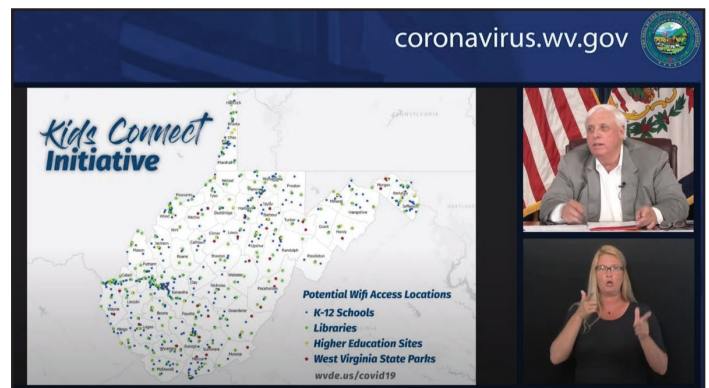
McVay will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Allan McVey at a later date.

Office of Technology Plays Role in Connecting Kids to Wireless Internet through Kids Connect Program

The West Virginia Office of Technology (WVOT) is playing a major role in getting students throughout West Virginia access to wireless internet.

Gov. Justice announced the Kids Connect project – a joint effort between WVOT, the Department of Education, and the Higher Education Policy Commission – to establish more than 1,000 student wireless internet access points statewide to assist students and families during the COVID-19 pandemic.

The Kids Connect initiative is designed to support the



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SNEAK PEEK

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Ethics Commission Names its New Executive Director

The West Virginia Ethics Commission has a new executive director, following the retirement of former director Rebecca Stepto.

Kimberly Weber has been an attorney for the Commission for nearly ten years and its general counsel since 2014. Before coming to the Ethics Commission, she worked in private practice and as a Charleston city attorney.

"I plan to work hard in this new role at the direction of the Ethics Commission members to serve West Virginians with integrity and honor," Weber said.

The West Virginia Ethics Commission enforces and administers the West Virginia Governmental Ethics Act, which is a code of conduct for appointed and elected public officials and employees in state, county, and municipal government. The Ethics Act is set forth in W. Va. Code §§ 6B-1-1 through 6B-3-11.

The Ethics Commission was established in 1989 and is an independent, non-partisan board consisting of nine citizen members who are appointed by the governor and confirmed by the State Senate. The Commission holds monthly meetings, which are open to the public.



Kimberly Weber
Ethics Commission Director

WV TRIVIA: TRUE OR FALSE

1. West Virginia's state tree is the red maple.
2. Wheeling was the original location of West Virginia's state capitol.
3. West Virginia became a state in July 1863.
4. West Virginia is home to one of the longest caves in the world.
5. Weirton is the only city in the country to extend from one state border to another.
6. Father's Day was first observed in West Virginia in 1908 before becoming a national holiday in 1914.

4. True
5. True
6. False

1. False
2. True
3. False

KIDS CONNECT

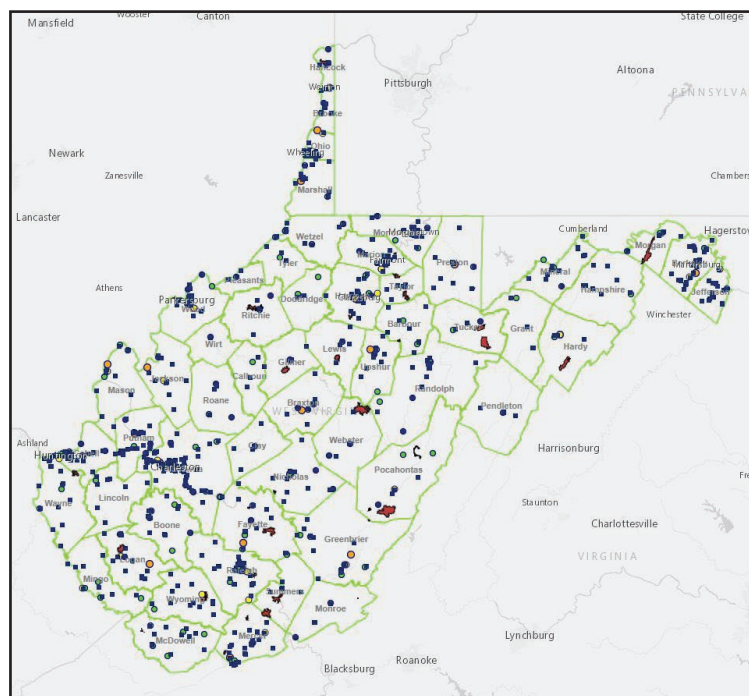
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learning needs of students. By installing the necessary equipment, public schools, higher education institutions, libraries, state parks and National Guard armories with existing connectivity will be turned into Wi-Fi hotspots. The signals will be broadcast into parking lots and locations in their proximity, allowing students to visit these areas and access the internet to download or upload school assignments.

"It's been a challenge for our hardworking employees, but one that we were proud to step up and help meet," said Chief Technology Officer Joshua Spence. "Internet access is a crucial component of distance learning. This project is an excellent example of leveraging technology to very quickly expand access from existing broadband infrastructure. Additionally, Kids Connect is a unified access network, meaning students are not limited to sites within their school system. They can access the internet at any Kids Connect location."

The Governor announced that he would be committing \$6 million to establish access points at all the state's Pre-K through 12th grade schools, along with additional access points at higher education institutions, libraries, and West Virginia's state parks.

An interactive map featuring the Kids Connection locations is available at <https://bit.ly/35NcEMc>.



The Kids Connect program provides more than 1,000 Wi-Fi hotspot locations across West Virginia with assistance from the Office of Technology.

October's Cybersecurity Awareness Month Campaign Puts Focus on Individual Responsibility

Each October, the West Virginia Office of Technology (WVOT) takes part in recognizing National Cybersecurity Awareness Month. Since 2003, October has been recognized as Cybersecurity Awareness Month by the U.S. Department of Homeland Security and the National Cyber Security Alliance to help educate individuals on cyber security risks and how to protect themselves.

WVOT's Cyber Security Office was developed to help make cyber security a year-round effort. The Office's goals are to maintain compliance with legal regulatory requirements, implement practical measures to protect the state's data and systems from compromise, implement cyber risk awareness across the Enterprise, and adopt best practices that safeguard all forms of information. The Cyber Security Office provides cyber security recommendations, in-person and interactive trainings, and additional resources to help state employees be security-aware.

This October consider your role in protecting your personal data as well as state data. The theme for the 2020 National Cybersecurity Awareness Month is 'Do Your Part. #BeCyberSmart.'

It takes each state employee making good decisions



to ensure the state remains safe from cyber security threats. Visit technology.wv.gov to view resources from the Cyber Security Office on how to do your part.

Office of Technology's Avis Serves Communities as New President of Volunteer Fire Department



The West Virginia Office of Technology's (WVOT) Chris Avis is now serving his community as president of the Pinch Volunteer Fire Department's board of directors. In this role, he will lead the business operations of the department.

Avis, who is an Information Security Officer II for the WVOT, is a firefighter and an emergency medical technician who was voted into the role by the members of the department. Prior to this appointment, he served as a board member-at-large and successfully wrote many grants for various pieces of equipment.

"This is a big honor to be chosen to serve in this new role," Avis said. "I'm proud to be part of the work we do for our community and the surrounding areas."

The Pinch Volunteer Fire Department handles more than 700 calls per year and serves approximately 20,000 residents over 90 square miles in Kanawha County.

Avis has nearly 30 years of fire service experience, including seven years at the Montgomery Fire Department, 18 years at the Clendenin Volunteer Fire Department (where he held the rank of Captain and served on the board of directors for 14 years), and the last five years with the Pinch Volunteer Fire Department. He lives in Elkview with his wife, Rebecca, and has two adult sons.

If you are a department employee who would like to showcase your volunteer work outside of work, email Samantha.S.Knapp@wv.gov with that information.

Chris Avis from the Office of Technology now serves as the president of the Pinch Volunteer Fire Department's Board of Directors.

Department Agencies Receive Continued Recognition for Excellence in Financial Reporting

The Government Finance Officers Association of the United States and Canada (GFOA) has once again recognized several Department of Administration agencies for excellence in financial reporting. The Finance Division, the Consolidated Public Retirement Board (CPRB), and the Board of Risk and Insurance Management (BRIM) were each recognized for their work for the fiscal year ending June 30, 2019.

This is the 25th year that the Finance Division and BRIM have received the Certificate of Achievement for Excellence in Financial Reporting (CAFR) award and the eighth year for the CPRB. The CAFR award is the highest form of recognition in the area of

governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

"Receiving this recognition means so much for the Department of Administration and the state as a whole," said Department of Administration Cabinet Secretary Allan McVey in a press release. "These Comprehensive Annual Financial Reports showcase the state's financial picture and forecast for future years, and this acknowledgement confirms that the internal financial controls and assurances that are in place within state government are working. The result is a high level of transparency and accountability to our citizens."



The GFOA is a major professional association servicing the needs of nearly 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. Its CAFR award is judged by an impartial panel to meet the high standards of the program.

State Privacy Office Reminds Employees to Keep Their Social Security Numbers Safe

From filing taxes to getting a passport, there are many reasons an individual may have to provide their social security number (SSN), but just because we use it for various purposes does not mean we should provide it without questioning if it is necessary. As the State Privacy Office reminds us, those nine digits hold the key to your identity and can lead to identity theft if in the wrong hands.

How could someone get ahold of your SSN? While you may be giving your SSN to a valid entity, data breaches do happen. In 2017, more than 158 million SSNs were exposed via data breaches. While we all want to believe we would not be fooled by a phishing email or scam call, many Americans fall victim to them each year. Thieves may also be able to acquire your number without technology by stealing your wallet or searching through your trash.

When it comes to providing your SSN, do not hesitate to ask why it is needed, how they plan to protect it, and if you can provide alternate information instead. The State Pri-

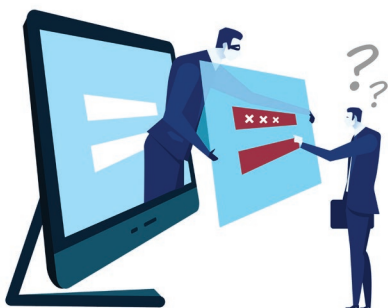
vacancy Office recommends you consider asking the following questions:

- Why does the company need this information (i.e. what law or reason makes this a requirement)?
- How do you protect this information?
- What will happen if I don't provide it?
- Is there is an alternative to providing my SSN (i.e. driver's license number, etc.)?

Additionally, do not provide your SSN to any business you did not contact. Scammers may often call you pretending to be the IRS or other reputable source who would legitimately need to verify your identity with your SSN. If you receive a call asking for this information, offer to call them back with a number you have found independently on their official website.

In addition to being careful about who you provide your SSN to, the State Privacy Office recommends you take steps to protect your physical documents. This includes storing your social security card in a safe location and not keeping it in your wallet or other easily accessible location. If you have paperwork with your SSN documented, store it in a safe or redact the information if possible.

If you believe your SSN has been compromised, contact the Identity Theft Resource Center for toll-free, no-cost assistance at 888.400.5530.



What Motivates Department of Administration Employees

In the September issue of *Quotes, Notes, & Anecdotes*, we asked Department of Administration employees to share what motivates them. While the top answers were family, the satisfaction of a job well done, and to earn money, we have picked many of the unique responses to share with you. Thank you to all who responded and continue to participate in the *Employee Question of the Month*.

- A feeling that what I'm doing is helping someone or something
- An agreement with another person. If I agree to do something, I won't let them down. It becomes a priority.
- Being thanked and praised for a job well done
- Changing a person's day for the better. Nothing is more rewarding than seeing a smile on someone's face because of you.
- Clarity of purpose, a compelling vision, and shared goals
- Doing good. No one gets to vote on that.
- Family
- Food
- Fun
- Getting the job done in the best manner possible
- Goals
- God
- Happiness
- Helping others
- I find motivation within myself.
- I love my work and always try to do my best to be an example for my children.
- I want to be the very best. Like no one ever was.
- Knowing my actions will make a positive difference
- Laughter
- Making sure to save the state money via procurement. I hate paying taxes, and saving the state money to keep my taxes lower is preferred.
- A difficult challenge
- Nice cool weather. Makes me want to accomplish great things outside.
- Not getting fired
- Positive communication, acknowledgment of achievements, and inclusion
- Pride in a job well done or progress towards a tangible goal
- Raising my daughter to be a good person. We have taught her and continue to encourage her to be a caring and compassionate person who embraces and celebrates differences.
- Recognition for the things I do
- Seeing others who have accomplished what I would like to have done
- Support from those closest to me (i.e. family, friends, co-workers)
- The need for my family to be financially stable and doing something I enjoy. That is why I have been in IT since high school.
- Travel

The New Normal: Working During COVID-19



Beginning in March, the Purchasing Division started streaming its bid openings online. Vendors, agencies, and members of the public are able to watch live as the Purchasing Division opens paper responses and reads all bids received electronically. Purchasing Assistant Jessica Riley (left) and Buyer Supervisor Linda Harper (right) are shown processing the bids received and sharing the results through a video conference.

The daily lives of most state employees have dramatically changed in response to COVID-19. Whether that means working from home, seeing fewer people around the Capitol campus, or participating in more virtual trainings and meetings, Department of Administration employees have continued to work hard and keep operations going.

As we continue to deal with this global pandemic, we are inviting Department of Administration employees to share photos of their new work environment. Whether that means sharing a home office setup or an office selfie featuring your favorite mask, we invite all individuals to participate.

Please send your photos featuring your "new normal" to Samantha.S.Knapp@wv.gov by the 14th of every month. If your photo is selected, you will be contacted prior to publication of an upcoming issue of *Quotes, Notes & Anecdotes*.

State Credit Union Shares New Rates

The State Credit Union
Has Auto Rates As Low
As 1.99% APR!

Same Rate for New & Preowned Automobile Loans

- New and preowned autos – Model years 2014 to present.
- Buying or refinancing.
- Special rates for a limited time only.
- Get pre-approved with our easy website loan application.
- Payroll deducted loans save you time and money.
- Recreational loans as low as 3.99% on new campers, side-by-sides, etc.

www.wvpecu.com
contact@scuwv.com
304-558-0566

*Does not apply to
existing SCU loans.
Must qualify, other
rates and terms
available upon request.*



Welcome! ... The Department of Administration is pleased to welcome **Brandon Perdue** (General Services), **Jordan Gunnoe** (Public Defender Services), **David Pauline** (Purchasing), and **Philip Beckett** and **Patrick Scragg** (Technology).

Best Wishes ... to **Derek Knopp** (Ethics) and **Jane Shinn** (Finance), who recently resigned from our department.

EEO Updates ... The U.S. Equal Employment Opportunity Commission (EEOC) recently posted an updated technical assistance document, *“What You Should Know About COVID-19 and the ADA, Rehabilitation Act, and Other EEO Laws.”* A copy of this and other important information regarding EEOC compliance during the pandemic can be found at www.eeoc.gov.

State Employees Combined Campaign ... is now open for employee enrollment. This is the only state-sanctioned fundraising effort in which state employees can use payroll deduction. State employees may select which of West Virginia’s 14 United Ways they wish to support. For more information, please see the statewide announcement sent on September 23, 2020.

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. To register, visit www.state.wv.us/admin/purchase/training/mandatory.html.

HAPPY BIRTHDAY ... in OCTOBER

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

Norman Hall.....Aviation	Kerri Nice.....Personnel
Melody Duke.....BRIM	Douglas Pence.....Personnel
Lori Tarr.....BRIM	James Rollins.....Personnel
Kinsey Fox.....CPRB	Joseph Thomas.....Personnel
Shelia Robertson.....CPRB	Sherry Eling.....Pros.Atty
Marie Shelton.....CPRB	Luke McVay.....Pros.Atty
Lisa Trump.....CPRB	Rhonda Ashworth.....Pub.Def.Srvs
Virginia Wright.....CPRB	Cheryl Cohen.....Purchasing
Carmen Looney.....Finance	James Elkins.....Purchasing
Shelia Gray.....Finance	John Estep.....Purchasing
James Atkins.....Gen.Srvs.	Lee Fuller.....Purchasing
Jason Bowling.....Gen.Srvs.	Courtney Johnson.....Purchasing
Bonnie Brady.....Gen.Srvs.	Jessica Riley.....Purchasing
Steven Bratchett.....Gen.Srvs.	David Roush.....Real Estate
Philip Brooks.....Gen.Srvs.	Jennifer Ayers.....Technology
James Debolt.....Gen.Srvs.	Dwayne Bartley.....Technology
Randall Hazlewood.....Gen.Srvs.	James Bowles.....Technology
Carl Westfall.....Gen.Srvs.	Jeremy Boykin.....Technology
Marie Wilmer.....Gen.Srvs.	Robert Caldwell.....Technology
Harold Young.....Gen.Srvs.	Eric Daniel.....Technology
Meredith Ayers.....Grievance	Scott Dobson.....Technology
Teresa Cummings.....PEIA	Brian Dunbar.....Technology
Beverly Hedrick.....PEIA	Tate Hamon.....Technology
Cheryl Jackson.....PEIA	Christopher Johnson.....Technology
Tammy Scarberry.....PEIA	Adam Malone.....Technology
Andrew Spangler.....PEIA	Gregory Pittman.....Technology
Jessica Virtz.....PEIA	Robert Richmond.....Technology
Mary Jane Ayob.....Personnel	Michael Ross.....Technology
Katherine Hardway.....Personnel	Wanda Shafer.....Technology
Joshua McAtee.....Personnel	Ruby White.....Technology
Dori McDonough.....Personnel	

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& Anecdotes**
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