



Quotes, Notes & Anecdotes

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

Atkins' Positive Attitude Shines at Public Defender



HEATHER ATKINS
December Employee
of the Month

Heather Atkins, a Secretary I for Public Defender Services, has been selected as the Department of Administration's *Employee of the Month* for December.

A state government employee for more than 13 years, Atkins' primary duty involves processing vouchers for payment of court-appointed fees in accordance with the agency's rules and procedures.

"Many procedures and protocols have changed within the Public Defender Services, and Heather has always embraced the new goals with enthusiasm," said one co-worker. "Heather frequently trains new employees because she is an example to emulate."

Another co-worker commented, "Heather is the person you can count on when a task has to be done. She is

most deserving of recognition."

In her spare time, Heather enjoys outdoor activities, camping, fishing and puzzles. She will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Jason Pizatella on Thursday, December 4, at 11 a.m. at the Public Defender Services office in Charleston.

Annual Joyful Night Event Scheduled for December 2

Gov. Earl Ray Tomblin and First Lady Joanne Jaeger Tomblin invite the public to attend the annual Joyful Night celebration at the State Capitol on Tuesday, December 2. The event is free and festivities begin at 6 p.m. with the lighting of the holiday trees on the north and south sides of the Capitol.

Governor and Mrs. Tomblin will then step inside the Capitol to the Ro-

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Gov. Earl Ray Tomblin and First Lady Joanne Jaeger Tomblin turn on the lights for the holiday trees during the 2013 Joyful Night event.



Photo courtesy of the Division of Culture and History

SNEAK PEEK

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Success of Finance Division's CAFR Shows the Importance of Effective Teamwork

Published annually, the West Virginia Comprehensive Annual Financial Report (CAFR) presents the financial condition of the State for the fiscal year ended June 30 of each year. Prepared by the CAFR staff of the Finance Division in accordance with generally accepted accounting principles and is audited by independent certified public accountants each fiscal year.

Jane Shinn, manager of the Financial Accounting and Reporting Section (FARS) for the Finance Division, said that process for creating the CAFR takes months and the full attention of the CAFR staff. "We traditionally start with much of our information from the West Virginia Financial Information Management System (WVFIMS), though that will change in upcoming years now with wvOASIS," Shinn said. "With FIMS we get our cash, revenues, expenses, and accounts payable. We also get information such as closing book forms, Medicaid liability, and special reclamation liability, which are not included. Agencies submit this information to us, and it allows us to have a picture of every working piece of state government, from hospitals to the Department of Transportation."

Shinn said the information is refined and organized and sent to external auditors. "They let us know



CAFR staff members are, front row: Jane Shinn, Renee King, Kay Walden, and Michael Powell; and back row: Becky Hayes, Jordan Clay, Dan Nary, Connie Byrne, Betsy Frame, and Cheryl Garner.

something is tweaked," she said. "The emphasis is on completeness and accuracy. If it is off by one percent, it matters to the auditors and could suggest that we make an adjustment. They need it to be as accurate as possible."

ing on the CAFR, the project's enormity never ceases to amaze Shinn. "While the staff does the CAFR every year, it is not the same every year,

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wvOASIS Opens HR Staging Environment for Phase D

wvOASIS recently announced that the Human Resource Management (HRM) staging environment was open for human resource administrators to begin maintaining employee data prior to the Phase D implementation, where this data will be converted into production.

According to the November 2014 issue of the wvOASIS newsletter, the Staging Environment data is very important for each agency to participate in updating and maintaining their employee data to produce an accurate payroll.

A group of human resource administrators within the Department of Administration are working on the HR/Payroll Implementation Plan, a key part in the process to gain an understanding of changes in business practices. These employees include Kaye Parks (Finance Division), Linda Coleman (Office of Technology), Cindy Adkins (Consoli-

dated Public Retirement Board), Martha Phillips (General Services Division) and Debbie Watkins (Purchasing Division). Change

Leadership Team member Jason Haight (Public Employees Insurance Agency) is assisting this group during this effort.

An upcoming event in December relating to Phase D of wvOASIS is the end user training for the time and leave management application. Additional information will be shared with the change leadership team members, agency liaisons, and the human resource and payroll administration. For additional information on all phases of wvOASIS, visit wvOASIS.gov.



Rebecca Stepto Brings Experience as the New Ethics Commission Executive Director

With more than four decades spent in fields ranging from journalism to law, Rebecca Stepto said she feels she brings both enthusiasm and experience to the Ethics Commission. Stepto was named executive director for the Ethics Commission on November 13, where she had served as interim executive director since June 2014.

“I have learned so much in my time with the Ethics Commission, but I still have a lot to learn. I am trying to learn every aspect of the agency’s mission,” Stepto said.

Stepto came to the position after having served as a legal contractor for the Ethics Commission and other state agencies. “I enjoyed the administrative process, so when this opportunity arose, I took it,” she said.

Before entering the legal field, Stepto was a journalist, working at various newspapers throughout West Virginia and later working in public relations. “My journalism background has always been helpful, because it made me able to write clearly, quickly and succinctly,” she said.

Stepto said she opted to go into law because she sought a greater challenge. “It was so exciting, learning so many new things, that sometimes I had trouble sleeping,” she said. “You gain so much knowledge in so many areas, and it is never boring.”

Graduating with a law degree from West Virginia University, Stepto worked in various realms of the legal field. The wide



Rebecca Stepto was appointed as the new executive director of the West Virginia Ethics Commission on November 13. Prior to this appointment, she served as interim director and a legal contractor for the Commission.

variety of work available gave her skills that she said she can apply to her new position. “My best traits have always been organization, and the ability to look ahead and work to address issues before they become problems,” she said.

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Office of Technology Remains Busy with Projects and Services

The West Virginia Office of Technology (WVOT) has kept a busy pace throughout 2014, working in conjunction with numerous state agencies on a wide range of services and projects. Below are some of the highlights WVOT has realized in the last year:

- In partnership with the Department of Health and Human Resources (DHHR), supported the completion of the planning, design and cutover of a new Internet Protocol (IP) telephony system and a hosted Virtual Contact Center (VCC) solution at the Northern Call Center. This was the first implementation of this type for both agencies. WVOT also supported the installation and cutover of a second IP Telephony system for the Centralized Intake Center (child



and adult abuse 24-hour hotline), eliminating the cost of a contracted service for this important service.

- Installed 131 Wireless Access Points across the state to permit wireless voice and data connectivity including at state hospitals, eight welcome centers, five travel plazas and numerous rest areas.
- Saved nearly \$450,000 for one agency in licensing costs due to careful contract scrutiny.
- Responded to 824 Chief Technology Officer review requests.
- Managed major infrastructure upgrades across multiple agencies consisting in part of installing 131 Wireless Access Points, 325 network switches, and 100 network routers. Also coordinated the installation of 125 large capacity

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State Privacy Tip of the Month

The State Privacy Office of the West Virginia Health Care Authority occasionally issues tips to assist you in your “away from work” life. This tip is for that purpose.

By The Privacy Rights Clearinghouse

There are some common myths that may influence your online security practices. Knowing the truth will allow you to make better decisions about how to protect yourself.

How are these myths established?

There is no one cause for these myths. They may have been formed because of a lack of information, an assumption, knowledge of a specific case that was then generalized, or some other source. As with any myth, they are passed from one individual to another, usually because they seem legitimate enough to be true.

Why is it important to know the truth?

While believing these myths may not present a direct threat, they may cause you to be more lax about your security habits. If you are not diligent about protecting yourself, you may be more likely to become a victim of an attack.

What are some common myths, and what is the truth behind them?

• **Myth: Anti-virus software and firewalls are 100% effective.**

Truth: Anti-virus software and firewalls are important elements to protecting your information. However, neither of these elements are guaranteed to protect you from an attack. Combining these technologies with good security habits is the best way to reduce your risk.

• **Myth: Once software is installed on your computer, you do not have to worry about it anymore.**

Truth: Vendors may release updated versions of software to address problems or fix vulnerabilities. You should install the updates as soon as possible; some software even offers the option to obtain updates automatically. Making sure that you have the latest virus definitions for your anti-virus software is especially important.

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The goal of the Adopt-a-Flowerbed program with local civic and social organizations is to encourage public and community involvement in the beautification of the West Virginia State Capitol campus.

General Services Invites Local Civic Organizations to Participate in Beautifying State Capitol Campus

The General Services Division recently announced its Adopt-a-Flowerbed program for participation with local civic organizations. The program’s goal is to encourage public and community involvement in the beautification of the West Virginia State Capitol campus. As a volunteer-based activity, this program allows area groups the opportunity to “adopt” a flowerbed to maintain on the State Capitol Complex.

“This program provides a great opportunity to partner with many of our non-profit civic organizations in the state with the goal of beautifying our State Capitol grounds,” said Cabinet Secretary Jason Pizatella. “Gardening is a hobby that many state citizens enjoy. This venture enables members of organizations to combine their hobby with performing a community service... and this service will be seen and enjoyed by the thousands of visitors and employees each and every day.”

Each participating organization will be responsible for planting and maintaining the selected flowerbed. Direction and oversight from the General Services Division (GSD) will be provided. The organization will be responsible for preparing the bed prior to planting, plant the flowers, weed the flowerbed at least weekly, pinch back spent blooms, and remove the plants and rake the bed after the first hard frost.

Planting and design plans must be approved by GSD in advance of planting time. The flowerbed(s) must be adopted for at least one complete growing season (approximately May through September). The square footage of the flowerbeds vary.

To recognize the participating organizations, a sign with their name will be posted in the respective flowerbed that is being maintained. “We want to

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TECHNOLOGY

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data connections and 296 voice circuits, tripled the state core backbone network capacity and more than doubled the state's internet bandwidth capacity.

- Provided the WV RAPIDS Medical Eligibility and Enrollment Project with Independent Verification and Validation service for the data transfers between West Virginia and the Centers for Medicare & Medicaid Services, assisting with the certification needed to allow the project to progress to each subsequent level of testing.

- Migrated approximately 5,000 user e-mail accounts, including those in the Department of Administration. Post-migration surveys indicate the

transition went smoothly and users were favorable to the larger mailbox and improved webmail features.

- Worked approximately 108,000 trouble tickets through the WVOT Help Desk with 98% customer satisfaction.

- In partnership with Division of Natural Resources, migrated to the new GO WILD (hunting and fishing) system used for the sale of hunting, trapping and fishing licenses.

- Set up public use computers at West Virginia WorkForce sites across the state.

For more information about WVOT and its services and programs, please visit www.technology.wv.gov or e-mail ServiceDesk@wv.gov.

JOYFUL

Continued from Page 1

tunda area where the holiday tree is displayed with ornaments made by West Virginia children, and following tradition, will read "Twas the Night Before Christmas" in the foyer at the Governor's Mansion.

Throughout the evening, high school bands, youth choirs, bell ringers and other groups will provide music around the Capitol. For more information about the Joyful Night activities, contact Caryn Gresham, deputy commissioner of the West Virginia Division of Culture and History at (304) 558-0220 or visit www.wvculture.org.

Joyful Night Schedule

Music begins at 5:30 p.m. on the north side of Capitol by the Morgantown High School Marching Band

- **6 p.m. / North Side of Capitol**
Morgantown High School Band
Appalachian Children's Choirs
Mountaineer Challenge Academy – Posting of Colors
Capital High School VIP to perform the Star Spangled Banner
Governor and First Lady light trees

- **6:15 p.m. / South Side of Capitol**
Winfield High School Marching Band
Teacher of the Year Recognition

- **6:30 p.m. / Lower Rotunda**
Woodrow Wilson High School Choir
First Lady speaks about holiday student

art and art topic
Donation of toy for Toys for Tots project

- **Governor's Reception Room**
Governor and First Lady view trees for Military and First Responders
American Red Cross tables to write notes to service personnel

- **7 p.m. / Governor's Mansion**
Appalachian Children's Choirs perform in foyer
Governor's School for the Arts students perform in Green Parlor
Governor and First Lady read "Twas the Night Before Christmas"

- **7:30 p.m. / Culture Center**
Poca High School Show Choir
Refreshments

CAFR

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because so many things can change from one year to the next," she said. She cited the advent of wvOASIS, the state's Enterprise Resource Planning (ERP) system, which unifies the state's various computer systems. "Working with wvOASIS will simplify many of the reportage issues, though it will be a change."

The CAFR also works very differently from how some would normally view a project. "While everyone else is going forward in a budget year, we are always going backwards, looking at the previous budget year," Shinn said.

The CAFR has been repeatedly recognized by the Government Finance Officers Association (GFAO) of the United States and Canada, earning a Certificate of Achievement for Excellence in Financial Reporting for 18 years in a row. The honor comes from the state's submission of its comprehensive annual financial reports for Fiscal Year 2013 to the GFOA, which is a nonprofit association serving approximately 17,500 finance professional. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting.

Shinn credits the hard work and dedication of the CAFR staff to its success; however, "We put in a lot of work, and give up weekends and holidays, but we all work well together," she said.

PRIVACY

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- **Myth: There is nothing important on your machine, so you do not need to protect it.**

Truth: Your opinion about what is important may differ from an attacker's opinion. If you have personal or financial data on your computer, attackers may be able to collect it and use it for their own financial gain. Even if you do not store that kind of information on your computer, an attacker who can gain control of your computer may be able to use it in attacks against other.

STEPTO

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Stepto said she is excited to lead the Ethics Commission. "It is rewarding to have a role in enforcing the ethical standards set forth in the Ethics Act," she said. She said that she aims to have the agency expand its use of technology, including the elimination of mailing paper forms for lobbyist registration and financial disclosure statements, opting instead to send the forms via email, thereby saving printing and mailing costs.

In her spare time, Stepto is involved with several community brass band projects, performing as a trombonist. She originally played as a member of the East Bank High School band.

The summer of her junior year, she and a friend were riding to band practice and wrecked, with the car landing in the river. While Stepto and her friend got out of the car without any harm, the trombone was found five days later after the car was retrieved from the river. She plays that trombone still today.

Stepto said she is excited by the possibilities of her new position. "The Ethics Commission does valuable work for the state,

CAMPUS

Continued from Page 4

showcase the hard work and cooperative spirit that these organizations are offering to the state," General Services Director Greg Melton added. "We look forward to this cooperation with many of our worthwhile community partners."

Information has been distributed to non-profit organizations, with applications for the Adopt-a-Flowerbed Program due no later than December 31, 2014. Grounds Manager John Cummings is coordinating this program on behalf of the General Services Division.

Welcome! ... The Department of Administration is pleased to welcome our new employees: **Bobbie Seyedmonir** (Personnel); **Stephanie Mosley** (Purchasing); and **Jason Fewell, Curtis Gambill, Travis Hysell** and **Ray Toney** (Technology).

Best Wishes ... to **David Lucas** (Ethics); **Sharon White** (Personnel); **Jerry Layne** and **Kimberly Perdue** (Real Estate); and **Benton Hall, James Moore, Michael Metz** and **Frank Waybright** (Technology), who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to congratulate **Donald Jarrell** from General Services Division on his retirement.

PEIA Plan for FY15 ... The PEIA Finance Board will meet on December 4th to vote on the insurance plan for state workers to take effect July 1, 2015. The meeting will take place at 1 p.m. at PEIA offices at 601 57th Street, SE, Canaan Valley Room 1041, Charleston.

Happy Holidays! ... The Cabinet Secretary's Office of the Department of Administration wishes all of our employees and their families a wonderful holiday season!



HAPPY BIRTHDAY ... in December

- | | |
|-------------------------------------|--------------------------------------|
| 1 Renee King Finance | 18 David McCauley CPRB |
| 2 Glenn Briscoe Gen. Svcs. | 21 Steven Bradbury Gen. Svcs. |
| Jason Curia Technology | Sylvia Brown Gen. Svcs. |
| Karen Hall PEIA | Robert Bush CPRB |
| Robin Ann Hill Finance | Bill Dodson Gen. Svcs. |
| Donna Meadows Technology | Jonathan Trout Gen. Svcs. |
| 3 Larry Thomas Gen. Svcs. | 22 James Brisendine CPRB |
| 5 Finley Hammond Technology | Pam Clark Public Defender |
| Felice Joseph PEIA | Jonathan Friley . Public Defender |
| Jan Powell PEIA | David Lester Technology |
| Joann Santoro Technology | Shannon O'Dell Technology |
| Charlotte Stover PEIA | Jennifer Perry PEIA |
| 6 Matthew Garrett Technology | 23 Greg Clay Purchasing |
| 7 Jason Fewell Technology | Carol Dukate Technology |
| Bill Holmes Technology | James Moore Technology |
| 8 Brian Holmes Personnel | Charles Wolfe CPRB |
| 9 Anita Allen Sec. Office | 24 David Parsons Gen. Svcs. |
| Nicholas Davis Personnel | 25 Howard Harris Technology |
| Stephen Schumacher BRIM | Robert Hensley Gen. Svcs. |
| 10 Steve Forsythe Personnel | 26 Bobbie Seyedmonir Personnel |
| Michael Hutchinson . Technology | 27 Jeff Long Personnel |
| 11 Gail Montantes Purchasing | Chris Malon Technology |
| 12 Alan Cummings Purchasing | Glennis Sigmon Gen. Svcs. |
| Michael Manning Jr. . Technology | Carrie Sizemore Personnel |
| Lynn Sisson Technology | 28 Kimberly Miller Gen. Svcs. |
| 14 Christopher Barr CPRB | Chip Myers PEIA |
| Joseph Estep PEIA | 29 Teresa Burdette PEIA |
| Kim Hensley BRIM | Charles Endres Gen. Svcs. |
| Steven Phillips Gen. Svcs. | 30 Teresa Morgan Personnel |
| 15 Holly Devins PEIA | Gary Mullins Technology |
| 17 Jennifer Harmon Technology | Robert Penn Gen. Svcs. |
| Charles McDowell Aviation | Meghan Salmon Technology |
| Bob Paulson Sec. Office | 31 Misty Delong Purchasing |
| Christopher Rankin ... Technology | Chuck Jones BRIM |
| Nancy Shaver Technology | Tim Mullins Gen. Svcs. |
| 18 John Fernatt BRIM | |

Administrative Notes

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Earl Ray Tomblin
Governor

Jason Pizatella
Cabinet Secretary

Diane Holley -Brown
Communication Director / Editor

Production
Chad Williamson

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