

# Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration  
August 2024 - Volume 31, Issue 8

## Employee of the Month

### Huffman Keeps WVOT Running Like Clockwork



**Ashley Huffman**  
August Employee  
of the Month

Ashley Huffman, executive secretary in the West Virginia Office of Technology (WVOT), has been selected as the Department of Administration’s *Employee of the Month* for August.

A state employee for nearly five years, Huffman’s duties include scheduling interviews, answering the main WVOT phone line, scheduling meetings for the chief information officer (CIO) and other members of senior leadership, and entering all CIO review requests (technology purchases) that come to WVOT from other agencies. She keeps track of all requests, provides updates for agencies, gathers needed information from the agencies, and sends out the approval/denial memos for those requests

as well. “Ashley is a phenomenal employee. She is one of the hardest workers I know,” said the co-worker who nominated her. “She is always willing to help and never gets behind on any of her normal work duties. In addition, she is a very kind person.”

When she’s not working, Huffman enjoys spending time with her family, her fiancé, and their cat, as well as reading books, listening to music, and watching movies.

Huffman will be joined by friends and family at a special ceremony presented by Acting Cabinet Secretary John McHugh on Tuesday, Aug. 27, 2024, at 1 p.m. at the WVOT offices in Building 5.

## New Free Wellness Program for PEIA Members

The Public Employees Insurance Agency (PEIA) is pleased to announce enrollment is now open for its new wellness program, Virgin Pulse. This is a free program designed to help participants be active, eat healthier, and manage stress so they can live their best life.

Virgin Pulse is open to any PEIA PPB Policyholder, including non-Medicare retirees with a PPB plan. PEIA members can also invite up to 10 friends and family members to participate though they will have limited access to activities and will not be eligible for rewards.

Individuals enrolled in Virgin Pulse will also have the opportunity to earn \$100 in Pulse Cash every year by getting their routine health

**Please see PEIA WELLNESS PROGRAM, page 5**

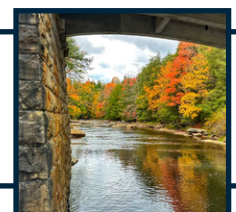


### User Guide

We'll help you make small, everyday changes to your wellness that are focused on the areas you want to improve the most. Engage daily to build healthy habits, have fun with coworkers and experience the lifelong rewards of better health and wellness.

## SNEAK PEEK

- HHOMA Listening Tour Underway Across the State / Page 2
- Window Clings Now Available for Employee Vehicles / Page 3
- FMD Employee Completes State Park and Waterfall Tour / Page 5



# HHOMA Listening Tour Underway Across the State

The Herbert Henderson Office of Minority Affairs (HHOMA) invites the people of West Virginia to join the staff at their 2024 listening tour locations. The listening tour, which began in July 2024, creates a public forum for citizens and community leaders to voice their concerns and raise awareness of issues affecting their residents.

Each location will offer two meetings, one for the general public and one for senior citizens at a local senior center.

For more information on HHOMA or questions regarding these events, visit [minorityaffairs.wv.gov](http://minorityaffairs.wv.gov) or call 304-356-2023.



## 2024 Listening Tour July - October

Let Your Voice Be Heard

Get Answers From State Agencies

[minorityaffairs.wv.gov](http://minorityaffairs.wv.gov)

### Mount Hope Listening Tour Aug. 6, 2024

#### Senior Visit

Mount Hope Housing Authority  
9B Midtown Terrace  
10-11:30 a.m.

#### General Public Meeting

Days Inn by Wyndham Mount Hope  
127 Ontario Drive  
5:30-7:30 p.m.

### Parkersburg Listening Tour Sept. 16, 2024

#### Senior Visit

Wood County Senior Citizen  
947 Market St., Ste 106  
10-11:30 a.m.

#### General Public Meeting

Parkersburg Art Center  
725 Market St.  
5:30-7:30 p.m.

### Welch Listening Tour Oct. 10, 2024

#### Senior Visit

McDowell County Comm. on Aging  
725 Stewart St.  
10-11:30 a.m.

#### General Public Meeting

Jack Caffrey Arts & Cultural Center  
143 Wyoming St.  
5:30-7:30 p.m.

## Department Employee Question of the Month

Thank you to everyone who continues to participate in the department's *Question of the Month*. Last month, we asked "What is one feature you would like in your dream home?" Here are some of the results:

- An amazing view
- An open and spacious bathroom complete with open shower, heat lamps, hot tub, and spa
- Modern kitchen
- Courtyard
- My "dream home" would be a log home, so I would say, "logs," I guess.
- A maid or a chef
- Pool and outside patio
- No neighbors
- Secret doors that lead to private libraries and book nooks
- Hibachi grill on the countertop
- Huge garage
- Covered porches
- A sun room
- A cupola with glass ceiling for stargazing
- An indoor/outdoor swimming pool
- A greenhouse/plant room with lots of windows and skylights
- Professionally designed walk-in closet with cabinetry, etc.
- A movie theater room (with popcorn and drinks available)
- Wraparound porch with a beautiful view
- Dance pole
- Windows and doors that have the blinds in between the glass
- Lap pool
- A doomsday bunker stocked mostly with Chef Boyardee and vodka
- An amazing pool area!
- A hot tub time machine
- A library
- A throne room, with a hidden trapdoor that drops my court jester into the dungeon below when his performance is lacking
- Quiet
- Self-cleaning shower/tub
- The money to buy it
- Rosie the robot (the Jetsons)
- Plenty of storage!!
- A fabulous porch with a gorgeous view of the hills
- Someone to cook, clean and do laundry that is not me!
- A dog wash station!!
- A jetted bathtub
- Elevator
- A library with floor to ceiling shelves filled with every kind of book I can find

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## Window Clings Now Available for Employee Vehicles, Temporary Special Pricing Available

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The Parking Section of the Real Estate Division is offering optional window clings to employees with assigned parking.

The cost is \$20 per cling and can be used in lieu of the traditional parking placard. The vinyl cling should be placed on the windshield, above the vehicle's inspection sticker. For the month of August, the Parking Section is offering a special rate of \$15 per cling. Window clings will return to \$20 each in September.

Interested employees should contact the Parking Section at 304-352-2307.



## Cleaning Your Digital Life For Online Safety

A sloppy digital life can make your data harder to find and leaves your personal information vulnerable to bad actors. With a few steps, you can keep yourself and your family safe online with a squeaky clean digital life.

### 1. Clean up your passwords and find a password manager.

Chances are you have some old, unsecured passwords that need to be cleaned up or you are using the same password for multiple accounts. If the idea of going through every website you use seems overwhelming, download a password manager. Not only do password managers store passwords and suggest strong ones, but the best options alert you if you're using a duplicate or weak password, and prompt you to change it. Even better, many are free. Firing up a password manager is a great way to toss out unsecured passwords and replace them with fresh, strong ones.

*How to Get Started:* Check out reviews of popular password managers from Consumer Reports, Tom's Guide, CNET, or your preferred review site, to find the right password manager for you.

### 2. Enable multi-factor authentication.

Guarding your key accounts with multi-factor authentication (MFA) is a quick and easy way to stay safe online. MFA is a security feature that requires two types of credentials when logging into an account; such as a facial scan or a unique, one-time code sent through an app on another device. MFA builds another layer of protection to your accounts and alerts you if someone tries to log in. This ensures your data is protected, even in the event of a data breach.

*How to Get Started:* Ensure multi-factor authentication is set up on accounts with very sensitive information, including: email accounts, bank accounts, credit card accounts, and social media accounts. Consider enabling MFA on any account that permits it, especially ones that store personal information or credit card data. This includes retail accounts and delivery apps.

### 3. Check app permissions.

Review privacy and security settings on all accounts you use. Consider shutting down accounts on any app you don't use. Check to see if your apps and services have access to information that is not required or relevant for the services they are offering, such as your location, contacts, and photos.

*How to Get Started:* Under the settings app on your phone, select "Privacy." From there you can view what apps have access to your camera, microphone and location. While reviewing your apps, delete the ones you don't need. Uninstalling apps from your phone not only declutters your home screen but ensures that your data is not being shared with apps you no longer use.

### 4. Update Your Software And Set Automatic Updates

Software updates shouldn't be ignored because they usually include important security improvements that protect your devices against the latest cybercriminal tactics.

*How to Get Started:* Check your browser, laptop, phone, and other devices for available software updates. Step away from the "Remind Me Later" button. You can usually change your settings to auto-

matically install updates.

### 5. Back Up Your Data

Protect your data by making copies of your important files and storing them in a separate, secure location. Back up photos, videos, documents and any other file you don't want to lose in case a device is lost, stolen, or breaks down. You should back up your data frequently, ideally at least once a week.

*How to Get Started:* Use the 3-2-1 rule to help guide you:

- Keep three copies of your important data (this includes the original copy and two backup copies).
- Save your backup copies on two different media types (such as the cloud, a USB, or an external hard drive).
- One of those media types should be kept in a separate location, either online in the cloud or secured in another room or building.

### 6. Securely Dispose Of Old Devices

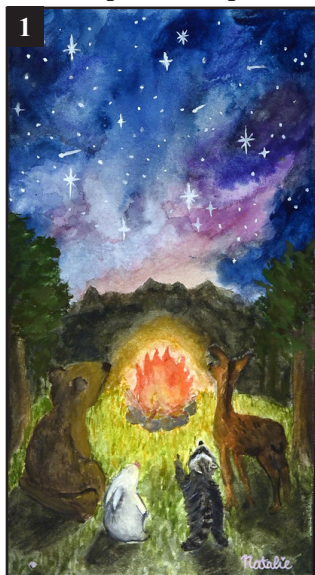
When you're cleaning, take any old devices and electronics to an e-waste recycling location. Don't throw your electronics in the trash – not only is it bad for the environment, but you also don't know who will find them once you get rid of them.

*How to Get Started:* Take time to properly wipe any data with a factory reset, as well as remove memory cards and hard drives. Take these items to an appropriate electronic recycling center.

*This information is part of an ongoing series of tips sent monthly by the State Privacy Office. A record of all tips from the State Privacy Office can be found at <https://privacy.wv.gov/tips>.*

# 2024 Almost Heaven Governor's Art Exhibition On Display at Governor's Office in the State Capitol

Earlier this year, Gov. Jim Justice announced the winners of the 2024 Almost Heaven Governor's Art Exhibition. While these artworks are available to view online, they also remain on display outside of the governor's office. People who visit Building 1 on the State Capitol Complex can stop by to view the winners and additional submissions from the 500 entries created by students across the state.



For the 2024 competition, entrants were asked to create a one-of-a-kind postcard design that illustrates stargazing at their favorite West Virginia park or other public land. First, second, and third place awards were given to the elementary school, middle school, and high school divisions. Additionally, selected postcard artwork will be used by the Department of Tourism to invite travelers to visit West Virginia.

To view the virtual gallery, visit [www.flickr.com/photos/govjustice/albums/72177720314469675](http://www.flickr.com/photos/govjustice/albums/72177720314469675).



## First Place Winners:

1. Middle School
2. High School
3. Elementary School

The 2024 Almost Heaven Governor's Art Exhibition received more than 500 submissions, with many of these artworks on display at the State Capitol.

## State Park Offers Secluded Adventures

Hidden in the Eastern Panhandle, Lost River State Park's 3,934 acres of woods provides a vast getaway for nature lovers and adventures.

The state park in Hardy County is known for its Cranny Crow overlook on top of Big Ridge Mountain. Individuals completing this popular hike are treated to views across five counties.

August visitors can also take part in the Lost River Classic Bike Race on Aug. 17, 2024. Presented by the Lost River Trails Coalition, this is a gravel race to support the development of multi-use and mountain biking trails in the park. With a variety of distances and categories, there is a race to fit everyone's need.

Like many state parks, Lost River State Park owes its creation to the Civilian Conservation Corps and opened in 1937. The park is located near the site of the 1756 Battle of Lost River from the French and Indian War.

Lost River is also home to the summer retreat of Henry "Lighthorse Harry" Lee, a Revolutionary War general and father of Civil War General Robert E. Lee. The "Lee Cabin" is located across from Lee Sulphur Spring, which is known for its sulfuric smell and rumored healing properties.

To learn more about Lost River State Park or other West Virginia state parks, visit <https://wvstateparks.com>.

## STATE PARK HIGHLIGHT

### LOST RIVER STATE PARK

321 Park Drive • Mathias, WV 26812

304-897-5372 • [LostRiverSP@wv.gov](mailto:LostRiverSP@wv.gov)

#### ACCOMMODATIONS

- Campsites
- Cabins

#### ACTIVITIES:

- Archery range
- Biking
- Camping
- Geocaching
- Hiking
- Horseback riding
- Hunting\*
- Museums\*
- Outdoor sports
- Swimming
- Tennis courts
- Volleyball

\*Located outside of park

#### NEARBY:

- Dolly Sods Wilderness
- Nrocks Outdoor Adventures
- Potomac Eagle Scenic Railroad
- Seneca Caverns
- Seneca Rocks
- Smoke Hole Caverns
- Spruce Knob

## FMD's Taylor Completes State Park and Waterfall Tour of West Virginia

A Fleet Management Division (FMD) employee has achieved two personal goals while seeing some of the most beautiful areas in West Virginia.

In late June 2024, Teresa Taylor completed the Department of Tourism's Waterfall Trail, including the three newest waterfalls, and in May, she visited the last of West Virginia's state parks on her journey to visit them all.



Taylor is a fleet manager/fuel analyst with FMD. Her interest sparked when she visited Camp Creek State Park for the first time in June 2023. It was there she discovered the Department of Tourism's Waterfall Trail.

"I immediately downloaded the app, and completed the trail within four months," Taylor said. "That was when I also decided to visit all of the state parks."

There are more than two dozen waterfalls on the trail, and there is a mobile app that users can download to log and share their experiences. Information is available on the Department of Tourism's website.

"Elakala Falls at Blackwater Falls has been my favorite waterfall to visit because it is in the prettiest setting," Taylor said.

As for the more than three dozen state parks and forests, Taylor said Cabwaylingo State Forest will always be her favorite since she grew up near there. She visits the forest at least once a month now. Hawks Nest is also one of Taylor's favorites because it was one of her family's first vacations when she was young.

"I am a competitive person at heart, so this all started as something to chase," Taylor said. "Somehow along the way though, I discovered my love for photog-



raphy, old state park structures, walking behind waterfalls, Fasnacht in Helvetia, synchronous fireflies at Watoga, and so many other unique things this state has to offer.

"Don't let anything stop you from doing this," Taylor continued. "I experienced all of these adventures after having my hip and shoulder replaced. Nearly all of my trips have been day trips on a budget while making memories with the people I love. I have been able to share my adventures on social media along the way, and have started getting requests to plan trips within the state for numerous people. That is something I love!"

### PEIA WELLNESS PROGRAM

Continued from Page 1

screenings, taking a health assessment, tracking their steps, and completing other healthy activities. Please note that all earned incentives are considered taxable by federal law and will be reported by PEIA on your W-9.

For more information on the Virgin Pulse program, available rewards, enrollment information, and a user guide, visit the PEIA website at [https://peia.wv.gov/wellness\\_tools/Pages/VirginPulse.aspx](https://peia.wv.gov/wellness_tools/Pages/VirginPulse.aspx).



### How to Join PEIA's Virgin Pulse

1. Visit [join.virginpulse.com/PEIA](https://join.virginpulse.com/PEIA) or download the app and select Create Account
2. Complete your Health Check Survey and help individualize your program
3. Set up a challenge and invite some friends
4. Choose a healthy behavior or two and track these habits
5. Sync a device to share your workouts and other health information with the platform
6. Check out the video library
7. Sign up for a coach to help you navigate behavior changes

## A Message from Former Department of Admin. Cabinet Secretary Mark Scott

I hope this message finds you well. I am writing to inform you that effective July 31, 2024, I will be resigning from my position as Cabinet Secretary of the Department of Administration. It has been an honor and a privilege to serve in this capacity and to work alongside such dedicated and talented individuals.

I want to express my deepest thanks to each and every one of you for your hard work, commitment, and passion for public service. Your dedication has been the driving force behind the department's accomplishments and successes during my tenure. Leading this team has truly been a highlight of my career, and I am grateful for the opportunity to have worked with such exceptional colleagues.

I have every confidence in the future success of the department and the continued commitment of its staff.



**Mark D. Scott**  
Former Cabinet Secretary

**Welcome!** ... The Department of Administration is pleased to welcome **Katie Heindl** (BRIM); **Abby Moore** and **Hannah Elgin** (Fleet); **John McAlister** and **Candace Hodges** (Personnel); and **Katrina Young** (Technology).

**Best Wishes** ... to **Lisa Fernandez** (PEIA); **Lorena Litten** (Public Defender Services); **Mark Scott** (Secretary's Office); and **Candace Colagrosso**, **Ernest Hunter**, **Christy Jarrett**, and **David Sanders** (Technology), who recently resigned from our department.

**Happy Retirement!** ... After years of hard work and dedication, we would like to wish **Tony Easley** (General Services) the very best during his retirement.

**2025 PEIA Plan Year** ... Summary plan descriptions for the 2025 PEIA plan year are now available online at <https://peia.wv.gov/Forms-Downloads/Pages/Summary-Plan-Descriptions.aspx>.

**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 AUGUST

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

Shelley Brightwell.....BRIM	Mary Perdue.....Personnel
Jennifer Boggess.....CPRB	Rosa McFarland.....Pub.Def.Srvs.
Jonathan Booher.....CPRB	Samantha Chaney.....Purchasing
Patricia Bowgren.....CPRB	Timothy Miller.....Purchasing
Michael Ciarochi.....CPRB	Cody Rose.....Purchasing
Elizabeth Cooper.....CPRB	Kateland Cantrell.....Sec.Office
Amber Fox.....CPRB	James Caraballo.....WVOT
Ashley Gunnoe.....CPRB	Phillip Crist.....WVOT
Brianna Means.....CPRB	Jessica Fish.....WVOT
Gary Myatezh.....CPRB	Brandon Fox.....WVOT
Brittany Smith.....CPRB	Greg Ganoe.....WVOT
Ashley Sparks.....CPRB	James Hicks.....WVOT
Debra Young.....CPRB	Brandon Hill.....WVOT
David Scruggs.....Finance	Kelly Klein.....WVOT
Jessica Wiseman.....Finance	Gregory Mattox.....WVOT
Ryan Lawler.....Grievance	Jamison Mitchell.....WVOT
Renee Brooks.....GSD	Sherri Moore.....WVOT
William Graham.....GSD	Edward Nelson.....WVOT
Keith Hawkins.....GSD	Mitchell Olive.....WVOT
Jonathan Hughes.....GSD	Rebecca Owens.....WVOT
James Jones.....GSD	Donald Patterson.....WVOT
Charles Long.....GSD	Charles Persinger.....WVOT
Claude Lynch.....GSD	Krista Peyton.....WVOT
Jacob Pauley.....GSD	Dekota Phillips.....WVOT
Zachary Paxton.....GSD	Melissa Ramsey.....WVOT
Robert Stafford.....GSD	Bryant Reynolds.....WVOT
Billy Stephens.....GSD	David Roberts.....WVOT
Bobbie Williams.....GSD	Cynthia Smith.....WVOT
Marcia Booker.....PEIA	Michael Smith.....WVOT
Cynthia Dotson.....PEIA	Sean Smyth.....WVOT
Trina Sweeney.....PEIA	Sabrina Snead.....WVOT
Varsha Vaghela.....PEIA	Matthew Winfree.....WVOT
Tracy Dennis.....Personnel	Bradlee Wolfe.....WVOT
Aju James.....Personnel	

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