

Quotes, Notes & Anecdotes

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

PEIA's Downs Juggles Many Duties with Ease



Amanda Downs
July Employee
of the Month

Amanda Downs, a Public Information Specialist 2 for the Public Employees Insurance Agency (PEIA), has been selected as the Department of Administration's *Employee of the Month* for July.

A state employee for nearly seven years, Downs' duties include managing and creating content for PEIA's social media platforms, managing the PEIA website, and creating and sending policyholder emails and print communications.

"Amanda is meticulous in her work and has the ability to review massive documents for errors. Due to the changing nature of our agency, communication to members is never-ending," said the co-worker who nominated her. "She

juggles her duties while assisting others with necessary communications. Amanda is the one who has her finger on the pulse of everything each department is working on. She creates interesting posts daily for our Facebook page to highlight changes, new programs, and helpful information for our members."

When she's not working, Downs likes baking and trying out new recipes. She also enjoys reading, listening to music, and spending time with family and friends.

Downs will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Mark D. Scott on Tuesday, July 16, 2024, at 3 p.m.

DOP Wins National Award for Certification Program

The Division of Personnel (DOP) has won an award from the National Association of State Personnel Executives (NASPE).

The 2024 Advancing the HR Profession Award recognizes programs and efforts within state governments that address the changing landscape and serve to advance the human resources profession by providing professional development opportunities, facilitating communication and networking between human resources at all levels, and promoting a sense of community and value in human resources work.

Please see **DOP AWARD**, page 2



SNEAK PEEK

- Department Hosts Three 2024 Summer Interns / **Page 2**
- BRIM Report Helps State Officials Stay Informed of Claims / **Page 3**
- GSD Survey on Capitol Grounds Results / **Page 5**



Department of Administration Hosts Three 2024 Summer Interns

The Department of Administration is hosting three summer interns this year through the Governor's Internship Program.

Ryan Pollack of Elkvie is an intern with Public Defender Services, where he is working on a plan to reduce rates of repeated criminal behavior in the state. He also plans to set up a podcast with an attorney from the Second Judicial Circuit of the West Virginia Circuit Court.

Pollack is a graduate of Herbert Hoover High School and is a political science major at West Virginia University. After graduation, he plans to go to law school.

Liam Risk of Charleston is also interning with Public Defender Services because he is dedicated to indigent defense and upholding the constitutional right of everyone to receive quality counsel. As an intern, he is conducting research and developing an app to connect attorneys



Ryan Pollack



Liam Risk



Hunter Castleberry

and resources.

Risk is a graduate of Capital High School and is a junior neuroscience major at West Virginia University.

Hunter Castleberry of Charleston is interning in the Finance Division. While he's just getting started on the job, he will be doing some fixed asset work and email communications.

Castleberry played basketball at Radford University in Radford, Va., and plans to transfer to focus on his education. He is undecided on the transfer school.

Welcome Pollack, Risk, and Castleberry to the Department of Administration. Thank you for spending your summer with us!

State Privacy Office Advises on Personal Information

While privacy practices can seem difficult to manage, it is everyone's responsibility to help keep data private. This includes work information and your own personal information. Here are a few steps from the State Privacy Office that you can take to help protect your personal information.

- **Secure your accounts:** Ask for protection beyond passwords. Many account providers now offer additional ways for you to verify who you are before you conduct business on that site. Always use MFA (multi-factor authentication is a multi-step account login process that requires users to enter more information than just a password) if possible.
- **Make passwords long and strong:** Combine capital and lowercase letters with numbers and symbols to create a more secure password.
- **Unique account, unique password:** Separate passwords for every account helps to thwart cybercriminals.
- **Own your online presence:** When available, set the privacy and security settings on websites to your comfort level for information sharing. It's okay to limit your sharing.

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>.



West Virginia Board of Risk
& Insurance Management



West Virginia State Privacy Office

DOP AWARD

Continued from Page 1

The DOP won the award for its Managing for Excellence Certification Program (MFE). The agency will be recognized and receive the award at the NASPE annual meeting this month. This is the same training program the DOP coordinated in April 2024, when employees from various state agencies used an MFE training activity to raise money for the Kanawha-Charleston Humane Association to help them with repairing their shelter after an accident damaged the building.

"I am thrilled to accept this award for the Managing for Excellence program at the NASPE conference," said DOP Director Sheryl Webb. "The Division of Personnel's Organization and Human Resource Development section has worked so hard on this program. Agency employees who go through this program become part of a group that they don't want to leave. It is both energizing and tiring for our team each time, but definitely worth the effort."

Congratulations to the DOP for this award!

Quotes, Notes and Anecdotes

New BRIM Report Helps State Officials Stay Informed of Claims

Earlier this year, the Board of Risk and Insurance Management (BRIM) began a new communication campaign to help keep cabinet secretaries in the executive branch informed.

Each month, BRIM's Loss Control Department sends a report that lists all open claims for all agencies that report directly to the applicable cabinet.

"Open claims can vary from automobile and general liability to professional liability and wrongful acts," said BRIM Director Melody Duke. "This endeavor will aid the cabinet secretary in understanding what might be affecting an agency and their risk exposure associated with each agency."

In addition to this new monthly report, BRIM also sends a quarterly recap of completed claims against the agencies. Information will include the "demand," amount requested by the plaintiff, re-



Jeremy Wolf, Melody Duke, John Fernatt (left to right) have led the way at BRIM to create this report and educate executive branch cabinet secretaries on claims affecting their agencies.

quested settlement amount, approved settlement amount, and the final settlement amount.

As part of BRIM's regular services, the Loss Control Department continues

to provide information and resources necessary to prevent or minimize, to the extent reasonable and possible, preventable losses and claims.

Employees Reminded of Department Intranet Site

The Department of Administration reminds employees of the intranet site, Administration Station, that is designed to connect its employees with resources, information, and each other. The site can be accessed at <https://sites.google.com/wv.gov/wvdoa-internal>.

Highlights of Administration Station include:

- **Employee of the Month** information
- Monthly birthdays
- Celebrations such as births, weddings, and anniversaries (submitted by employees)
- An "Off the Clock" accomplishments section where employees can share personal achievements such as volunteer work, awards, or simply crossing off bucket list items
- Photos from department events or agency activities

Anyone with information they would like highlighted can submit it through the various forms on the site or by emailing Samantha.S.Knapp@wv.gov.

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Webinar Series Hosted for Veteran-Owned Small Businesses

The West Virginia State Agency for Surplus Property (WVSASP) has partnered with several other organizations to present a series of webinars on the Veterans Small Business Enhancement Act of 2018, which allows veteran-owned businesses access to retired federal property. The first webinar, “Orientation to Federal Surplus for Veteran Businesses,” was presented by the WVSASP on June 27, 2024. Two additional classes (VetCert: Certification for Veteran-Owned Small Businesses and SAM.gov Registration) are scheduled for July.

VETS ONLY: FED PROPERTY FOR ME
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Attendees learned the history of the program, how to apply with the WVSASP, how to screen for property, and what compliance requirements they will need to follow when property is obtained.

“We are excited to be joining so many wonderful organizations to help educate veterans on this program,” said Purchasing Director Sam Willis. “The WVSASP has already helped several veterans in West Virginia acquire property, and we want to help others achieve this same success.”

For this webinar series, the WVSASP worked with the West Virginia Department of Agriculture’s Veterans & Heroes to Agriculture Program, the Veterans Business Outreach Center at Old Dominion University, the West Virginia Women’s Business Center, the Regional Contracting Assistance Center, Inc. APEX Accelerator, and the West Virginia Small Business Administration.

For more information on this program and how West Virginia veterans can participate, visit WVSurplus.gov and select “Veterans” under the programs menu. To register for the next two sessions, visit <https://tinyurl.com/VeteranTraining>.

Donations Sought for Capitol Campus Christmas Trees

The General Services Division (GSD) celebrates “Christmas in July” a little differently than most. This is the time GSD starts planning and hunting for the perfect holiday tree. The challenge goes beyond finding a beautiful tree. The GSD must allow for logistical constraints, and because of those as well as the selection criteria that must be met, this endeavor often takes many months.

What makes an ideal tree? For the GSD, the trees that will be displayed on the Capitol grounds should stand between 25- to 30-feet tall and must be uniform in shape. Each tree is fully decorated and can be viewed from all angles, so it is important that it does not have a bad side. Once a tree is found that meets the selection criteria, the GSD begins the logistics work to transport it to Charleston. The tree must be located on level ground so a Division of Highways truck can enter and exit the property with the tree. Additionally, the GSD must also ensure there are no utility poles or meters that could be damaged in the pickup area.

In 2023, the GSD picked a Norway Spruce for the North Stage that was 22 feet tall. The tree was donated by Al



When selecting a tree to be displayed on the Capitol campus, the General Services Division has many logistical concerns to keep in mind.

Tolliver, who owns and operates Crickmer Tree Farm in Danese, W.Va. For the South Plaza, the GSD assisted the Governor’s Office with the installation of a Balsam Fir which was 50 feet tall and was

harvested from Kumbrabow State Forest in Randolph County.

If you or someone you know would be interested in donating a tree, please contact the GSD at 304-352-5483.

GSD Survey on Capitol Grounds Reveals Favorite Spots and Gives Ideas for Improvements

Last month, the General Services Division invited Department of Administration employees to share their feedback on the Capitol grounds. Thank you to everyone who took time to complete the survey.

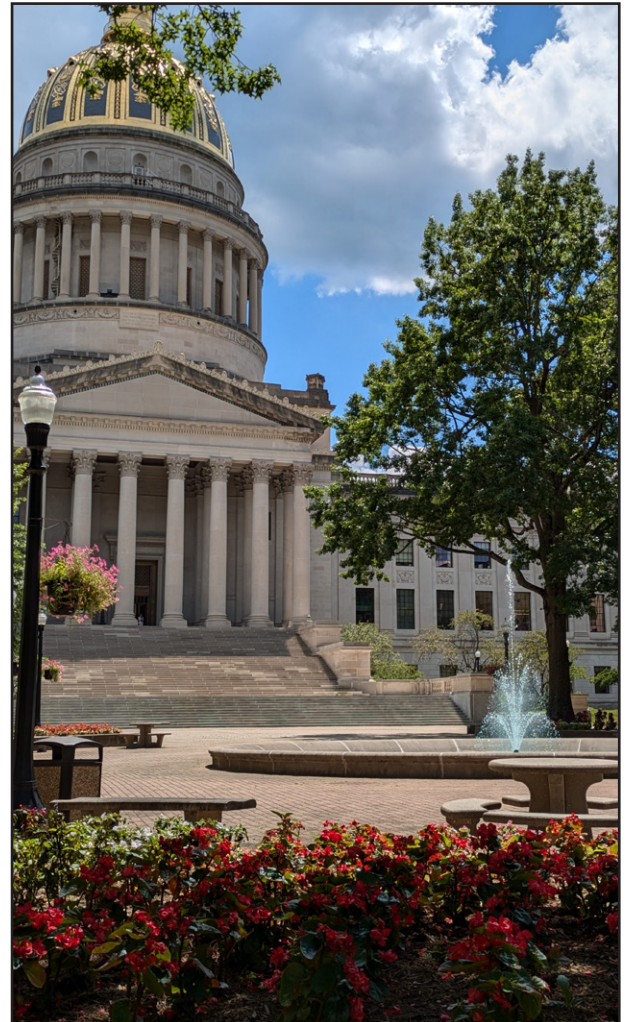
The GSD is pleased to share that 86% of respondents rated the Capitol grounds at least eight or higher on a scale of one to 10, with 10 being “Exceptionally Outstanding.” The survey also received 60 suggestions and ideas for improvement to the Capitol campus. While the GSD continues to evaluate those submissions, here are some of state workers’ favorite things about the Capitol grounds.

What specific feature(s) or area(s) do you enjoy most in the Capitol building (Building 1)?

- The windows are really pretty.
- Everything always looks perfect! You can tell a lot of pride goes into the upkeep of our Capitol building/grounds.
- I simply enjoy the history of the building.
- Marble features
- I really like the video in the rotunda about the Dome renovation.
- Historic items and general architecture
- New murals

What specific feature(s) or area(s) do you enjoy most on the Capitol grounds?

- The Governor’s Mansion always looks beautiful.
- War memorials
- The tables on the grounds to have lunch outside, weather permitting
- The monuments that honor our coal miners and our veterans
- The flowers and fountains are beautiful. The courtyard side of the building is a nice place to have lunch.
- Walkways, flowers, fountains, big trees. The peace and nature of it all.
- I really love the addition of the swing out front. I think it is a great opportunity for visitors to capture their moment at the Capitol.



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 “If you could have an endless supply of any summer treat, what would it be?” Here are some of the results:

- Watermelon
- Strawberry milkshakes
- Blackberry cobbler from fresh, sun-ripened local berries
- Ice cream
- Fresh corn on the cob
- Pink, green, and blue Fla-Vor-Ice FREEZE POPS!
- Longer daylight hours, for more fun with my children
- Fireworks
- Chick-fil-A diet frosted lemonade
- Superman ice cream
- Rhode Island’s Del’s Lemonade!!
- Ready-to-eat fruit
- Fresh melons
- Fresh picked black raspberries
- Italian Ice
- Air conditioning
- Dole Whip
- Snickers ice cream bars
- Ice cold beer
- Coconut drinks! To just pop a straw in a coconut and to never run out would be a dream!!
- Garden veggies
- Doritos
- Flavored lemonade
- The Wendy’s Dreamsicle Frosty was pretty special
- Hot wings
- Any berry or fresh garden veggie
- Vacation days :)
- DQ Blizzards
- Fresh cucumbers and tomatoes
- Mickey Bars from Disney World
- Pineapple grown in Hawaii. It just tastes better.
- Watermelon & fresh corn on the cob - can’t choose just one!
- The grapefruit sorbet at Caffè Romeo on Bridge Road!
- Ellen’s Ice Cream! While I love the Espresso Oreo, the Raspberry Chocolate Chip feels like summer.

PEIA'S Free Diabetes Management Program

To help improve the health of its members, the Public Employees Insurance Agency (PEIA) offers a free Face-To-Face Diabetes Management Program. Offered to PEIA PPB plan members, the diabetes program is designed to help individuals learn how to better manage their diabetes, improve their overall health, and help reduce participants' prescription costs.

Individuals who participate in the Face-To-Face Diabetes Management Program are expected to:

- Attend regularly scheduled appointments with their Face-to-Face provider and physician;
- Provide a recent (within 90 days) hemoglobin A1C lab value to the provider at each quarterly appointment;
- Become an active participant in improving their health;
- Provide self-glucose monitoring values to their provider at each visit; and,
- After one year, the member's HbA1c must be 8.0 or less, or it must have improved by 1.0 in order to remain enrolled in the program for the second year.

The Face-To-Face Diabetes Management Program is available for a maximum of two years or two attempts. If an individual cannot complete the program on the first attempt, they will be required to wait 12 months before being readmitted.

To apply for the Face-To-Face Diabetes Management Program, visit www.peia2f.com. Questions regarding this and other PEIA programs should be directed to PEIA.Help@wv.gov.

Welcome! ... The Department of Administration is pleased to welcome **Brooke Pittman** (General Services) and **Gage Shetley** (Technology).

Best Wishes ... to **Sean Kilpatrick** and **Chris Sanders** (General Services); **Rita Schoolcraft** (Personnel); **Angelina Villanueva** (Purchasing); and **Danielle Cox** and **Jennelle Jones** (Technology), who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Katherine Brammer** (Personnel) and **Carlos Neccuzzi** (Technology) the very best during their retirements.

Independence Day ... Please remember that state employees will recognize Thursday, July 4, 2024, as a state holiday in observance of Independence Day.

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

HAPPY BIRTHDAY ... in JULY

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

Lori Bailey.....BRIM	Christie Yarbough.....PEIA
Carl Baldwin.....BRIM	Heather Atkins.....Pub.Def.Srvs.
Jason Stover.....BRIM	James Light.....Pub.Def.Srvs.
Timothy Abraham.....CPRB	Hannah McCoy.....Pub.Def.Srvs.
Jennifer Gillerlain.....CPRB	Katy Bell.....Purchasing
Alysia Miller.....CPRB	Jennifer Fields.....Purchasing
Terasa Miller.....CPRB	Dana Hoffman.....Purchasing
Paula Van Horn.....CPRB	Mitzie Howard.....Purchasing
Sharon Whittaker.....CPRB	Timothy Maloney.....Real Estate
Karla Harris.....Finance	Joanna McDaniel.....Real Estate
Sarah Jarrett.....Finance	Bobby Snodgrass.....Real Estate
Patty Johns.....Finance	Dawn Taylor.....Real Estate
Lora Reese.....Finance	Matthew Beckett.....WVOT
Timothy Scites.....Finance	Toney Broyles.....WVOT
Teresa Taylor.....Fleet	Jamie Cartwright.....WVOT
Lori Harper.....Fleet	Kevin Cecil.....WVOT
Tony Easley.....GSD	Staci Clutters.....WVOT
Nathan Himelrick.....GSD	April Honaker.....WVOT
Robert Kilpatrick.....GSD	Andrew Lore.....WVOT
John Miller.....GSD	Steven Martin.....WVOT
Jeffrey Moore.....GSD	Shaun Neidlinger.....WVOT
Limber Munoz.....GSD	Jack Pullen.....WVOT
Patrick O'Neill.....GSD	Thomas Riddell.....WVOT
George Williamson.....GSD	Thaddeus Robinson.....WVOT
Lee Ann Halstead.....PEIA	Duane Ryder.....WVOT
Thomas Miller.....PEIA	Ruth Shaffer.....WVOT
Nicole Spears.....PEIA	Teddy Thompson.....WVOT
April Taylor.....PEIA	

Administrative Notes

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