



Quotes, Notes & Anecdotes

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

OT's Jenny Harmon Provides Excellent Service at WVOT

Jenny Harmon, an Information Systems Specialist II with the West Virginia Office of Technology (WVOT), has been selected as the Department of Administration's *Employee of the Month* for May.

A state government employee for seven years, Harmon is part of WVOT's network engineering section, working on the Cisco IP telephone systems which migrate state agencies

from their older telephone systems to newer network-based telephone systems.

"Jenny comes to work every day with a smile on her face and does her job above and beyond all expectations," said a co-worker. "She has a wealth of knowledge and frequently shares this with her co-workers without reservation."

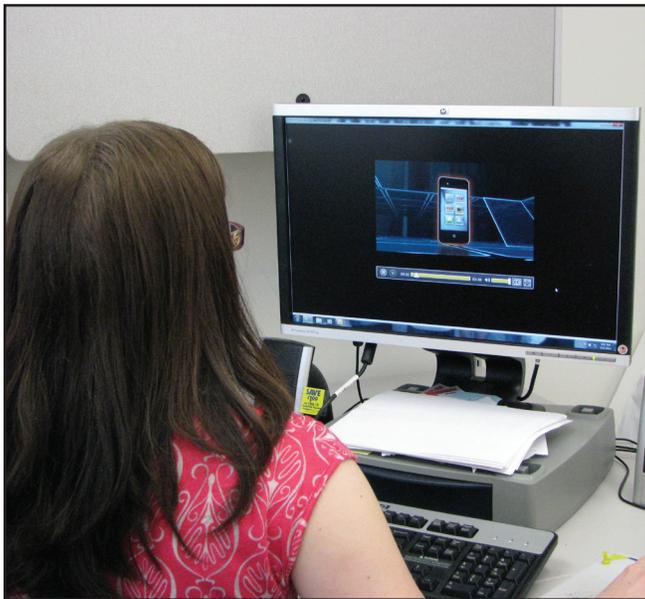
Said another co-worker, "Jenny works great under pressure. She is a joy to work with

and the state is quite fortunate to have someone who works so hard."

In her spare time, Harmon likes to paint, hike, camp, and tend to her garden. She will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Ross Taylor on Thursday, May 1 at 11:15 a.m. at the WVOT office in Building 5 on the State Capitol campus.



JENNY HARMON
May Employee of the Month



OT Employees Monitor Daily to Keep State Computer Systems Secure

The individuals who comprise the Security Operations Center (SOC) section at the Office of Technology do not sit in a bunker and they do not have one well-known adversary to deal with. But Cliff Manns, the center's manager, references a well-known military phrase to compare what the SOC faces on a continuous basis.

"It is like a cyber Cold War. Every day, we are putting up a blockade to someone or something that is trying to get past our security measures," Manns said. "We never see faces but we know

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A Department of Administration employee takes the online training course, SEC2014 - Securing the Human 2014, which is administered by the Office of Technology's Security Operations Center.

SNEAK PEEK

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• Department of Administration Employees Recognize Graduates / Page 3

Gov. Tomblin Recognizes Department Agencies for Excellence in Financial Reporting Efforts



Finance Division employees were honored for the division's CAFR recognition. Pictured are (l-r) Cheryl Garner, Becky Hayes, Michael Powell, Jordan Clay, Betsy Wheeler, Jane Shinn, Gov. Tomblin, Cabinet Secretary Ross Taylor, Connie Byrne, Kay Walden, Melody Duke, and Dave Mullins.



BRIM employees were recognized for excellence in reporting. Pictured are (l-r) John Fernatt, June Butterfield, Steve Schumacher, Gov. Tomblin, Chuck Jones and Cabinet Secretary Ross Taylor.

Gov. Earl Ray Tomblin recognized employees from three agencies within the Department of Administration on April 3 for being awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of the United States and Canada (GFOA).

The Department agencies recognized for their comprehensive annual financial reports (CAFR) for the fiscal year ended June 30, 2012, were the Consolidated Public Retirement Board (CPRB), the Board of Risk and Insurance Management (BRIM), and the Finance Division.

“Our current internal financial controls and assurances that we have in place within state government are work-

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CPRB employees were honored for their first-ever CAFR. Pictured are (l-r) Patricia Bowgren, Darden Greene, Jeffrey Fleck, Gov. Tomblin, Melody Bailey, Harry Mandel and Cabinet Secretary Ross Taylor.

Cloud Computing Comes to West Virginia State Employees

The role of email in the modern workplace is one we often take for granted. The importance of email is not lost on the West Virginia Office of Technology (WVOT) as it is working to keep state employees' email working efficiently as it switches to Microsoft Office 365.

“The Office of Technology is starting with the migration of Microsoft Exchange, with the email and calendar functions,” said Kim Harbour, Project Management Director for WVOT. The change to Office 365 removes state email accounts from WVOT servers to “the cloud,” which is actually off-site servers in the United States.

“The change to cloud storage is that users have much larger email accounts, starting with 25 GB, eventually growing

to 50 GB-per-user mailboxes,” said Harbour. “Other advantages will include unlimited archiving and disaster recovery.”

Harbour said the pilot migration program began in the fall of 2013, and Department of Administration agencies began migrating in March of this year following approval of the contract terms and conditions.

“We have approximately 20,000 accounts to migrate overall throughout state government,” Harbour said. “We will finish about 600 accounts for the Department of Administration by the middle of this month.”

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Department Employees Recognize Our Grads!

This is the season to celebrate the academic achievements of our children and grandchildren, who are graduating from high school and college. Below we recognize the graduates of our proud employees:

Teresa Asbury (CPRB): Son, William Siders, graduates from Nitro High School and has joined the Army Reserves with plans to attend Marshall University following basic training.

Mary Jane Ayob (Personnel): Daughter, Alexandra Ayob, graduates from Charleston Catholic High School and will attend college in Boston.

Lori Bailey (BRIM): Daughter, Bre-Anna Bailey, graduates from Lincoln County High School with plans to attend Southern West Virginia Community and Technical College and study pediatric nursing; niece, Haley Pauley, graduates from Nitro High School; and niece, Kelly Bailey, graduates from Cross Lanes Christian School with plans on attending the Charleston School of Beauty Culture to study cosmetology.

Mary Bolton (Personnel): Daughter, Kadija Tyler, graduates from West Virginia State University with a bachelor's degree in English and plans to pursue her master's degree in English.

Vicky Charley (Public Employees Grievance Board): Son, James Ryan Charley, graduates from Marshall University with a bachelor's degree in exercise science with an emphasis in exercise physiology and plans to pursue a master's degree in exercise science at Marshall University; and daughter, Victoria Charley, graduates from Mountwest Community and Technical College with an associate's degree as a physical therapy assistant and plans on seeking certification as a physical therapy assistant.



Linda Dexter (BRIM): Grandson, Jacob Lovejoy, graduates from St. Albans High School. He will attend West Virginia University Institute for Technology in the fall, majoring in computer engineering.

Gale Given (Technology): Son, Drew Givens, graduates from West Virginia University with a bachelor's degree in advertising.

Emily Griffith (Technology): Graduates from the University of Charleston

with a bachelor's degree in communications/public relations with a minor in English. She will attend a study abroad program in Paris, France, for a week and will attend West Virginia University in the fall to pursue a master's degree in integrated marketing and communication.

Carolyn Hager (GSD): Son, Scott, graduates from Strayer University with a bachelor's degree in computer information systems and a minor in networking. He will be pursuing a master's degree in computer security.

Barbara Houchins (BRIM): Granddaughter, Alexandra Paige Halstead, graduates from the Grady School of Journalism at the University of Georgia with a degree in advertising.

Melanie Lopez (Technology): Son, Austin Giacomo, graduates from George Washington High School and plans to attend West Virginia University, majoring in engineering.

Thomas Miller (PEIA): Daughter, Katherine Marie Withrow,

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Vandalia Gathering to Celebrate 38th Year at Capitol this Month

From mountain flat-footing to Celtic dancing combined with an excellent variety of mountain music, the annual Vandalia Gathering brings to life the international heritage of West Virginia throughout the Capitol campus for three days every May. This year's Gathering is scheduled for May 23-25.

This year marks the 38th year for the Vandalia Gathering, which brings together the finest traditional Appalachian musicians for a weekend of great picking. Elder statesmen and young upstarts perform on stage, compete in contests and play in impromptu jam sessions throughout the Capitol Complex.

The focus this year will center on music contests and concerts, annual juried quilt exhibition awards and the pre-

sentation of the Vandalia Award. Musical competitions and concerts will fill the Culture Center Great Hall and State Theater. Food vendors will offer traditional favorites and new flavors that Vandalia attendees can enjoy.

New this year is the invitation of youths aged seven to 15 who are invited to bring their instruments and join master musicians for hands-on workshops.

The Gathering also features demonstrations of Irish, Scottish, Morris, Swiss, Croatian and Appalachian dancing in the Great Hall, with the audience invited to learn and join. Native Americans also present their dance and music outdoors on the Capitol grounds.

To learn more about the Vandalia Gathering, please visit www.wvculture.org.

Jon Amores Takes Over as Real Estate Director

By his estimates, Jon Amores says his move into the Real Estate Division office is about 50 feet from his prior West Virginia Racing Commission office, both of which are located on the fifth floor in the West Virginia Lottery building.

“Instead of taking a right turn off the elevator, I take a left turn,” Amores joked.

But the distance in job duties as the new Director of the Real Estate Division and the Racing Commission are worlds apart.

“It is completely different. These jobs are far apart in their missions,” said Amores who was selected by Gov. Earl Ray Tomblin in April to succeed the retiring Chuck Lawrence. “It is a refreshing change. At the Real Estate Division, we are very pro-active in getting out in front of the items we address in our mission statement. At the Racing Commission, which was a regulatory agency, it was always reacting to something that occurred, usually something that involved a violation. It is satisfying to be able to get out in front of things and solve any potential



Jon Amores recently took over duties as director of the Real Estate Division. He formerly served as the Executive Director of the Racing Commission.

issues before they even arise.”

Amores has previously served in the West Virginia Legislature which brings another comparison.

“In the Legislature, the focus is on

getting legislation passed. Now, the focus is on getting the legislation implemented,” he said.

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SECURE

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they are out there. We try to be pro-active in keeping our cyber security measures as current as possible but most of the time, we are reacting to someone else’s threat. You never know what you are going to get on a daily basis.”

The near-unrelenting pace of keeping an incredible vast statewide computer system comprising of 23,000-plus users operating with minimal or no interruption is a daunting objective for the SOC section. It is also embraced.

“I love this job. This is the most challenging IT position I have ever had. It is always changing and we have to always be on top of the leading edge in technology,” Manns said. “What you are dealing with one day can completely change the next day. I think our staff does an excellent job in working together to deal with these many security issues.”

In simple terms, the SOC is responsible for keeping the state’s operating systems secure from multiple threats from many different sources as well as ensuring that the state computers are being used for their intended purposes. Joining Manns in the SOC section are Leroy Amos, Chris Avis, Mark Sizer and Finley Hammond

“We do not monitor every single computer every single minute of the day. We do not have the manpower for that. What we are doing is looking for patterns from users that may point to criminal and security violations,” Manns said. “On occasion, we do investigations upon request from other agencies if they suspect an employee is using their computer for improper means. If it qualifies as something illegal, the matter goes straight to law enforcement officials.”

Though not common, Manns said

SOC employees have testified as subject matter experts relating to such scenarios in courts of law.

Another component of the SOC is outreach.

“Education is crucial to keeping our systems operating efficiently. We can have all the safeguards in place but if the end user is not educated to know not to open a suspicious email or click on a link that leads to malware, then we are back in full reactive mode,” Manns said.

The Office of Technology’s latest training program is currently in progress through July. “SEC2014 – Securing the Human 2014” is a mandatory online training program for all state employees who access or use a computer as part of their job function (for more on this program, please refer to the March issue of *Quotes, Notes and Anecdotes*.)

GRADUATES

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graduated from Marshall University in December with a degree in nursing. She is employed as a registered nurse at St. Mary's Medical Center in Huntington.

Teresa Morgan (Personnel): Son, Thomas Bowles, graduates from Sherman High School with plans to attend West Virginia University Institute of Technology in the fall and major in nursing.

Brian Pratt (Technology): Son, Christopher Pratt, graduates from Shepherd University with a bachelor's degree in sociology (criminology) with a minor in computer and information sciences. He will attend Fairmont State University in the fall, pursuing a master's degree in criminal justice.

Tim Richmond (Technology): Daughter, Brandi Tignor, graduates from Fayetteville High School with plans to attend Marshall University in the fall.

Tammy Scarberry (PEIA): Daughter-in-law, Courtney Scarberry, graduates from Marshall University and St. Mary's Nursing School and will begin her nursing career at Women and Children's Hospital in the pediatric ICU.

Stephen Schumacher (BRIM): Son, Chris Schumacher, graduates from the Appalachian School of Law and will pursue career opportunities in Charleston.

Marilyn Summers (Technology): Daughter, Bridgette Summers, graduates from West Virginia State University with a bachelor's degree in social work. She plans to pursue a master's degree in psychology.

Sarah Tignor (Aviation): Daughter, Ashleigh Tignor, graduates from Herbert Hoover High School and will attend the University of Charleston to study nursing.

Kitty Wilson (Public Defender): Daughter, Celeste Wilson, graduates from West Virginia University with a bachelor's degree in nursing. She has accepted a nursing position at Charleston Area Medical Center and has been accepted into WVU's Family Nurse Practitioner program.

Congratulations to all of our proud parents and grandparents and their bright young students!

State Government Career Fair Scheduled for May 7 on Campus

The West Virginia Division of Personnel and WorkForce WV are sponsoring the 3rd annual **State Government Career Fair** on Wednesday, May 7, at the Culture Center on the Capitol campus from 9 a.m. – 3 p.m. The event is open to the public.

State employees are encouraged to invite those acquaintances interested in a state government career to attend. Event Director Mary Jane Ayoob with

the Division of Personnel said interested individuals should bring their resume, proper identification and any other information they wish to share with potential agency employers. For additional information on this career fair or for directions, contact the Division of Personnel at (304) 558-3950 or visit: www.personnel.wv.gov/bulletinboard/Pages/jobfair05072014.aspx.

AMORES

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The Legislature created the Real Estate Division during the 2007 Regular Session to provide a full range of real estate services to state agencies. Amores said he has the good fortune of walking into a situation that was already fluid.

"Everyone here is well-skilled and very effective in carrying out their duties. Chuck Lawrence put a sound agency into place. That makes my transition into this position much smoother," he said. "One initiative we are going to implement is to do more outreach. State agencies need to be reminded that they are required by statute to work through us for their office space. When a central agency like ours takes a centralized approach and knows the ins and

outs of the business, it creates much more leverage and ability to negotiate space and rates for a state agency than what that agency could do on its own."

The outreach plan intertwines with another approach the division is taking. Amores said three teams of two employees will each be assigned specific state agencies. Prior, the agency realty managers and agents dealt with agencies based on the size of needed office space.

"We are going to be more customer-friendly and the best way to do that is to build more continuity with our clients, the state agencies. This way, our people will be better able to know our clients and their needs," he said.

CLOUD

Continued from Page 2

Acting Finance Director Dave Mullins said his division has already completed this transition. "The Finance Division's Office 365 migration was nearly seamless and WVOT's support during the transition was outstanding," he said.

Harbour credited the work of Purchasing Division Attorney James Meadows, Administration Deputy General Counsel Chris Harich, Tracey Webb of the Attorney General's Office, and West Virginia Health Care Authority Chief Privacy Officer

Sally Milam for their efforts in ensuring that privacy and security needs would be met. "They truly did the heavy lifting in the project, to make sure that the cloud services would be as safe and protected as possible," she said.

In addition to email, Harbour said Office 365 offers additional features that WVOT is looking at offering in the future, including Office programs such as Word and Excel. "Our first priority is the email migration," she said.

AGENCIES

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ing and the result is a high level of accountability and transparency to our citizens," said Gov. Tomblin. "I applaud our state agencies and their hard-working staff who continuously reach these levels of financial reporting excellence year after year."

This is the 18th consecutive year of receiving this honor for BRIM and the Finance Division and the first year for CPRB. The CAFR is judged by an impartial panel to meet the high standards of the program, including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users to read the CAFR.

"I am very pleased that the Finance Division and the Board of Risk and Insurance Management continue to be recognized for excellence in financial reporting. This demonstrates their ongoing commitment to the state in providing responsible and accurate financial data," said Cabinet Secretary Ross Taylor. "Likewise, it is equally noteworthy that the Consolidated Public Retirement Board was recognized in its first year of submitting a CAFR. I think these three agencies set a very high bar for all other state agencies to follow."

The GFOA is a non-profit professional association serving approximately 17,500 government finance professionals with offices in Chicago, Ill. and Washington, D.C.

Read past issues of Quotes, Notes & Anecdotes at www.administration.wv.gov/newsletters

Welcome! ... The Department of Administration is pleased to welcome our new employees: **Kimberly Miller** (General Services), **Cynthia Baker** (Personnel) and **Kevin Kidd** (Technology).

Best Wishes ... to **Victoria Ross** (CPRB); **Allen Flowers** (General Services); and **Philip Heyliger** and **Pauravi Randeri** (Technology), who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to congratulate **Keith Wood** (Aviation) and **Edward Coleman** (CPRB) on their retirements.

Baby News! ... Congratulations to **Jordan Kirk** (Purchasing), who welcomed his son, Kirk Greter, on April 7. He weighed 8 lbs., 13 oz., and was 20 1/2 inches long. Mother, Kandi Greter, and son are doing well.

Got News? ... We want you to share all of your good news with us! Contact **Diane Holley-Brown**, editor, at (304) 558-0661 or at Diane.M.Holley@wv.gov with information that you would like to share with the department's employees.

HAPPY BIRTHDAY ... in May

- | | |
|--|---|
| 1 Jerry Digman Technology
Krystle Harrison Purchasing
Ted Payne Gen. Svcs.
Roger Wines Gen. Svcs. | 14 Ed Trader Technology
Burley Williams PEIA |
| 3 Robin Duncan PEIA
Elias Majdalani Technology
Christy Romeo Personnel
Larry Stover PEIA | 15 Debra Asbury CPRB |
| 4 Jeffrey Bartlett Technology
Tamala Crago PEIA
Carolyn Hager Gen. Svcs.
Jeremiah Johnson Technology
Niki Miller-Casdorph BRIM | 16 Douglas Martin Technology
Martha Mohammad ... Personnel
Robert Sheff CPRB |
| 5 Alan Nease Technology
Nancy Sarver Travel Mngmnt.
Andrew Zicafoose Technology | 18 Ryan Jeff Technology
Kelley McClanahan Personnel |
| 6 Caroline Brady CPRB
Cindi Cvechko Technology | 19 Andrea Darr Pros. Atty. Inst.
Lon Vannoy Technology |
| 7 Jason Fox Technology
Thomas Lucas Gen. Svcs. | 20 William Barry Gen. Svcs.
Junior Blount Purchasing
Kay Walden Finance |
| 8 Anthony Cooper Purchasing
Danny Holt Gen. Svcs.
Larry Leros Gen. Svcs. | 21 Ellen Fleet CPRB
Betsy Frame Finance |
| 9 Don Clark Technology
Gale Given Technology
James Parsons Travel Mngmnt. | 22 Jennifer Grabowski .. Technology |
| 10 Cynthia Boyd CPRB | 23 James Ferris Technology |
| 11 Lynn Browder CPRB
Ariana Kincaid Pros. Atty. Inst. | 24 Nicole Michaelis Personnel |
| 12 Bill McCallister Jr. CPRB
Robert Wagner Technology | 25 Brett Clutters Real Estate
Diane Fletcher Technology
Brenda Jones CHIP |
| 13 Tim Nichols Gen. Svcs.
Ann Wilmoth PEIA | 26 James Davis Personnel
Brian Lanham Pros. Atty. Inst.
Mark Totten Purchasing |
| 14 Paula Atkinson CHIP
James Easley Technology
James Meadows Purchasing | 27 Michael Evans Gen. Svcs.
Carolyn Flanigan Real Estate
Melody Scott CPRB |
| 14 Luis Ortiz Technology | 28 Judith Jarrell CPRB
Kelly Williams Finance |
| | 29 Billie Armes Gen. Svcs.
Louis Blair Technology
Sara Poe CPRB
Robin Roberts Technology
Gene Walters Technology |
| | 30 David Mullins Finance |
| | 31 Candace Kimble Technology
Jeff Swisher Gen. Svcs. |

Administrative Notes

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