



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
November 2021 - Volume 28, Issue 11

Employee of the Month

BRIM's Myers Gets Job Done No Matter the Time Restraint



Lora Myers
November Employee
of the Month

Lora Myers, executive secretary to the Executive Director of the Board of Risk and Insurance Management (BRIM), has been selected as the Department of Administration's *Employee of the Month* for November.

A state employee for more than six years, Myers' duties include preparing reports and agendas, taking meeting notes and transcribing minutes, and communicating with board members for quarterly board meetings. She also assists in the planning and coordination of

special meetings and events, composes general correspondence, and is the head of BRIM's Hospitality Committee.

"Lora is one of the most helpful people I know. She works whatever time is needed to complete a project," said the co-worker who nominated her. "Her work with the Hospitality Committee, which enables us to raise money from office activities to support Employee Recognition Week, is appreciated by everyone. Lora treats everyone professionally and with respect and represents our agency very well."

When she's not working, Myers enjoys spending time with her family and supporting the arts, especially attending local Charleston Light Opera Guild productions.

Myers will be joined by friends and co-workers at a special ceremony on Wednesday, Nov. 3, 2021, at 11:30 a.m. at the BRIM offices on Smith Street.

Gov. Justice appoints Mark D. Scott as Cabinet Secretary for Department of Administration

Mark D. Scott has been named cabinet secretary of the West Virginia Department of Administration.

Scott, who formerly served as the president of the Randolph County Commission, worked in the insurance business in north central West Virginia for 27 years before his retirement from the private sector.

"Mark is a very, very qualified man and I'm really confident that he's going to bring some real ideas and real juice to the position, and he'll do a wonderful job," Gov. Jim Justice said.

Scott will step into the role following former Administration Secretary Allan McVey's recent appointment as West Virginia Insurance Commissioner.

Scott's appointment is effective Nov. 1, 2021.



SNEAK PEEK

- Public Hearings Scheduled for PEIA Plan Year 2023 / Page 2
- Marshall University Obtains Plane Through WVSASP / Page 3



- Advisory Opinions Available on Ethics Commission Website / Page 6

In Person, Remote Public Hearings Scheduled for Comments on PEIA Plan Year 2023

The Public Employees Insurance Agency (PEIA) is extending an invitation to all state employees to attend planned public hearings on the proposed financial plan for Fiscal Year 2023. Attendees will have the chance to discuss and provide comments on the plan. As with previous years, PEIA will host one telephonic hearing and multiple in-person meetings. Registration for the in-person sessions opens at 5 p.m. on the day of the hearing, and any individual who wishes to speak must indicate so during registration.

All hearings will begin promptly at 6 p.m. An hour prior to each in-person hearing's start time, PEIA staff will also provide customer service to those members who have questions about the proposals being discussed or the medical, prescription, and/or life insurance benefits. Individuals attending in-person events are encouraged to wear masks and use social distancing.

The proposed plan will be available online at www.wvpeia.com no later than Nov. 3, 2021. To view the changes, visit the News Center on PEIA's website. Comments from those who cannot attend may be submitted in writing to the Finance Board at 601 57th St. SE, Suite 2, Charleston, WV 25304-2345, or by email to PEIAComments@wv.gov.

2021 PEIA Hearing Dates

All hearings, both in-person and telephonic, begin promptly at 6 p.m.

Registration begins at 5 p.m. Individuals must indicate at the time of registration if they wish to speak.



Nov. 8: Teleconference
Dial-In: 304.410.0513
Conference ID: 73421

Nov. 9: Charleston
Culture Center

Nov. 10: Beckley
Beckley-Raleigh County
Convention Center

Nov. 16: Martinsburg
Holiday Inn

Nov. 17: Morgantown
WVU Erickson
Alumni Center

Nov. 18: Triadelphia
Highlands Event Center

WVOT and BridgeValley partner on New Training Course

The West Virginia Office of Technology (WVOT) partnered with BridgeValley Community and Technical College to offer a new Information and Communications Technology Cabling Certification Program, a first of its kind in West Virginia.

The inaugural class was held the first week of October and introduced entry-level technicians, or those individuals who wish to enter the field of cable installation, to communication technology cabling standards, general safety practices related to installation and termination of cabling, transmission theory, and more. The program was licensed by Building Industry Consulting Service International (BICSI) Inc.

"This is a huge benefit to our area,

especially with technology evolving the way that it's evolving today," said WVOT Lead Cabling Manager James Bowles, who also served as the BICSI certified trainer teaching the course. "We here at BridgeValley, as well as the Office of Technology, are proud to be a part of the first-ever Authorized Training Facility (ATF) for BICSI in West Virginia."

Offering this program in the state allows public sector agencies and private sector businesses to develop their existing workforce by equipping them with the knowledge and skills necessary to complete this type of work in-house, as well as builds the base of individuals in the state who are qualified to perform this type of work.

Bowles said it took about two years to obtain approval by BICSI. In that time, Bowles and his cabling team from the

WVOT built the certification lab for the ATF with more than \$200,000 of in-kind donations from Corning, State Electric, Leviton, Fluke Networks, and the State of West Virginia. The team was required to follow a set of guidelines and standards when building the lab, which uses the same quality curriculum, classroom equipment, and materials offered in a BICSI-conducted class.

While WVOT employees were the first students to participate in this course, Bowles said the course will be offered again and made available to the public.

All courses will be taught by a BICSI-certified instructor, with plans to increase the number of instructors in the future. This replicated classroom environment provides the same quality learning experience as a BICSI-delivered course, but with a significant cost savings to participants due to reduced course fees, travel expenses, and other expenses related to out-of-state trainings, as well as savings for state taxpayers, since much of this type of work for public projects can now be completed in-house.



Quotes, Notes and Anecdotes

PEIA Director Cheatham Retires Effective Oct. 31



Ted Cheatham retired as PEIA's director after many years of service.

After many years of service, Ted Cheatham has retired as executive director of the Public Employee Insurance Agency (PEIA). Cheatham was appointed director in 2006 by then Gov. Joe Manchin. PEIA provides health and life insurance to more than 200,000 active and retired public employees and dependents.

"Ted has done a tremendous job over the years for all our employees and the citizens of West Virginia while serving in this position," said former Cabinet Secretary of the West Virginia Department of Administration Allan McVey in a press release. "He is a consummate professional who always did his best for everyone in any situation."

During a lifelong career within the health insurance industry, Cheatham worked in Los Angeles, Mississippi, and West Virginia on everything from HMOs and acquisitions and mergers to Medicaid management and commercial health insurance products.

"Working with PEIA has been an incredible highlight of my career," said Cheatham in his notice of retirement. "The staff at PEIA is one of the most compassionate, talented, and diligent groups I have had the pleasure to work with."

Cheatham graduated from the University of Arizona with a bachelor's degree in finance and personal management, Troy State University with a master's degree in business administration, and earned a Juris Doctorate degree from the Whittier College School of Law. He is also an Army veteran.

The Department of Administration thanks Cheatham for his hard work over the years and wishes him the best of luck in his retirement!

West Virginia Small Businesses Have Access to Retired Federal Property Thanks to WVSASP

One of the many functions of the West Virginia State Agency for Surplus Property (WVSASP), which is overseen by the Purchasing Division, is to coordinate the donation of property retired by the federal government to eligible entities as part of the Federal Property and Administrative Services Act of 1949. While the WVSASP is known for providing federal property to state agencies and nonprofits, included within the list of eligible entities are small businesses that are registered with the U.S. Small Business Administration (SBA) 8(a) Business Development Program.

"WVSASP is pleased to coordinate the acquisition of federal property for 8(a) small businesses," said WVSASP Manager Elizabeth Cooper. "We want to support these West Virginia entities and give back to the state."

According to the SBA, to qualify for the 8(a) program, a business must:

- Be considered a small business by the North American Industry Classification System;
- Not have previously participated in the 8(a) program;
- Be at least 51% owned and controlled by U.S. citizens who are socially and economically disadvantaged;
- Have a personal net worth of \$750,000 or less, adjusted gross income of \$350,000 or less and \$6 million or less in assets; and
- Demonstrate good character and potential to perform on

contracts.

Once a business has been enrolled in the 8(a) Business Development Program, they are invited to complete the *Application for Eligibility* with the WVSASP. The small business will then be issued a unique user ID to screen for available federal property. The *Application for Eligibility* and additional resources on the federal property program are available at WVSurplus.gov.

Veteran-Owned Small Businesses: A Webinar for Screening and Requesting Federal Surplus Property

Nov. 4, 2021 | 2 p.m. - 3 p.m.

Registration: <https://bit.ly/3jgIkj5>

In addition to 8(a) small businesses, WVSASP can also help U. S. veterans who own small businesses with acquiring donated federal property. WVSASP will present a FREE webinar on how veterans can take advantage of this program on Nov. 4. Please use the above link to register. For more information on the WVSASP's veterans' program, visit WVSurplus.gov.

Submissions of Handmade Ornaments for First Lady's 2021 ArtisTree Now Being Accepted

First Lady Cathy Justice and the West Virginia Department of Arts, Culture and History invite West Virginians of all ages to submit handmade ornaments for the 2021 ArtisTree, which will be on display at the West Virginia Culture Center during the holiday season. This year's theme is "Celebrating the Magic of Christmas."

ArtisTree began in 2011 under then First Lady Joanne Jaeger Tomblin. First Lady Cathy Justice chose to continue the project to provide artists with an opportunity to submit their handmade ornaments.

"The First Lady loves to promote arts and education," said Kate Morris, a special assistant in the Governor's Office.

Ornaments will be kept by the Department of Arts, Culture and History and some will be archived as part of West Virginia history.

All submissions must be handcrafted by West Virginians and must be received by Friday, Nov. 19, 2021. There is a limit of one submission per artist, and ornaments must be suitable for hanging on a tree so size and weight must be taken into consideration.

The submission form is available online at <https://wvculture.org/wp-content/uploads/2021/10/Artistree2021Prospectus.pdf>. Submissions should be mailed to Elizabeth Yeager, Department of Arts, Culture and History, The Culture Center, 1900 Kanawha Blvd., E., Charleston, W.Va. 25305 ATTN: ArtisTree.

The ArtisTree has been a tradition at the West Virginia Culture Center since 2011. West Virginia residents are invited to submit ornaments for display each holiday season. The deadline for the 2021 ArtisTree ornament submission is Nov. 19, 2021.



Photo courtesy of Kate Morris

20 Ways to Block Mobile Attacks

Don't let your guard down just because you're on a mobile device. Be just as careful as you would on a desktop!



WiFi

- Don't allow your device to auto-join unfamiliar networks.
- Always turn off WiFi when you aren't using it or don't need it.
- Never send sensitive information over WiFi unless you're absolutely sure it's a secure network.



Apps

- Only use apps available in your device's official store - NEVER download from a browser.
- Be wary of apps from unknown developers or those with limited/bad reviews.
- Keep them updated to ensure they have the latest security.
- If they're no longer supported by your store, just delete!
- Don't grant administrator, or excessive privileges to apps unless you truly trust them.



Browser

- Watch out for ads, giveaways and contests that seem too good to be true. Often these lead to phishing sites that appear to be legit.
- Pay close attention to URLs. These are harder to verify on mobile screens but it's worth the effort.
- Never save your login information when you're using a web browser.



Bluetooth

- Disable automatic Bluetooth pairing.
- Always turn it off when you don't need it.



Smishing (phishing via SMS)

- Don't trust messages that attempt to get you to reveal any personal information
- Beware of similar tactics in platforms like What's App, Facebook Messenger Instagram, etc.
- Treat messages the same way you would treat email, always think before you click!



Vishing (voice phishing)

- Do not respond to telephone or email requests for personal financial information. If you are concerned, call the financial institution directly, using the phone number that appears on the back of your credit card or on your monthly statement.
- Never click on a link in an unsolicited commercial email.
- Speak only with live people when providing account information, and **only** when you initiate the call.
- Install software that can tell you whether you are on a secure or fake website.

West Virginia Cybersecurity and Privacy Tip

While last month was National Cyber Security Awareness Month, the West Virginia Office of Technology and the Board of Risk and Insurance Management (BRIM) hopes Department of Administration employees practice good cyber habits all year long.

The graphic shown to the left was shared by BRIM's State Privacy Office.

KnowBe4
Human error. Conquered.

© 2018 KnowBe4, Inc. All rights reserved. Other product and company names mentioned herein may be trademarks and/or registered trademarks of their respective companies.

Marshall University Obtains Plane Through WVSASP, Federal Surplus Property Program

In Spring 2022, Marshall University and Mountwest Community and Technical College will launch a new aviation program featuring assets obtained through the Federal Surplus Property Program. The Aviation Maintenance Technology (AMT) program will feature planes obtained by the West Virginia State Agency for Surplus Property (WVSASP) on AMT's behalf. The Federal Surplus Property Program was established in 1949 and authorizes the WVSASP, which is overseen by the Purchasing Division, to coordinate the donation of retired federal surplus property to eligible organizations.

"Marshall University has already received one plane from Florida, and we are working with WVSASP on acquiring two additional planes located in Boston," said James Smith, director of AMT for Marshall University. "We were lucky that the types of planes we wanted for our program were immediately available."

Students enrolled in the AMT program will train for their Federal Aviation Administration (FAA) certifications over an 18-month period. To complete the approximately 1,970 hours of shop time needed for these certifications, it is critical that the AMT program have enough equipment to meet FAA requirements.

"If someone in southern West Virginia wanted to learn aircraft maintenance, they would have previously had to go to Bridgeport," added Smith. "This is the first course like this in the area."

The university was able to fund the administrative costs to process the transfer



The Federal Surplus Property Program gives eligible organizations, such as state agencies, educational institutions, and nonprofit organizations, access to property retired by the federal government. The plane pictured above was obtained by the West Virginia State Agency for Surplus Property for Marshall University to use in its new Aviation Maintenance Technology Program.

thanks to a grant from Toyota. Smith said he plans to continue monitoring the Federal Surplus Property Program for the availability of other turboprop aircraft. In addition to requesting aircraft, the aviation program utilized WVSASP's state warehouse in Dunbar to furnish its office facilities.

"I learned about WVSASP from an individual with Wayne County law enforcement," said Smith. "The application was simple and WVSASP staff members have been great to work with. It has been a large cost savings which means lower student fees."

While the WVSASP administers this program for eligible organizations across the state, the WVSASP can also coordinate the donation of federal property to state agencies, nonprofits, veteran-owned small businesses, and 8(a) small businesses. Federal property available for donation includes construction equipment, fire trucks, industrial machinery, medical equipment, trailers, tools, and much more.

To learn more about the federal property program, visit [WVSurplus.gov](https://www.wvsurplus.gov) or call 304.766.2626.

October Employee Question of the Month



In October, Department of Administration employees were asked to share their favorite movie monster. Thank you to all who participate in this question and answer forum each month!

For Department of Administration employees, their favorite movie monster was Godzilla, followed by the Creature from the Black Lagoon, and a third-place tie among Beetlejuice, Dracula, Michael Myers, and Pennywise. Other employee

favorites include Casper the Friendly Ghost, Maleficent, Stripe (Gremlins), Sully, the rancor (Star Wars), and Venom.

This November, we would like to invite employees to share... "What are you most thankful for?" To answer this question, please visit <https://forms.gle/zKRLQ3KURvqDMGju9> by the close of business on Friday, Nov. 12, 2021. Answers will be shared in the December 2021 issue of *Quotes, Notes & Anecdotes* or in a special email announcement.

Quotes, Notes and Anecdotes

Advisory Opinions Available on Ethics Commission Website

The Ethics Commission issues formal advisory opinions that respond to questions about the Ethics Act. Since its creation in 1989, the Ethics Commission has issued hundreds of advisory opinions regarding the Act. All advisory opinions that have been issued since 2005 can be viewed online at <https://ethics.wv.gov/advisoryopinion/EthicsAO>. Opinions issued before then are available upon request.

The Commission also issues opinions about W. Va. Code § 61-10-15 (relating to county officials' prohibited interests in contracts) and W. Va. Code § 18-5-1a (relating to eligibility to serve on county Boards of Education (BOE) and whether BOE members may hold certain other public positions). These opinions can also be found on the website at the link above.

In addition, two of the Commission's committees are authorized to issue advisory opinions. The Committee on Open Governmental Meetings issues advisory opinions that interpret the Open Governmental Meetings Act, while the Committee on Standards of Conduct for State Administrative Law Judges (ALJ) issues opinions regarding the Code of Conduct for state ALJs. These opinions are also included on the website.

Only persons subject to the relevant statute may request an advisory opinion on whether an action or proposed action violates one of these statutes. The identity of the requester will not be disclosed in the advisory opinion.

Welcome! ... The Department of Administration is pleased to welcome **Jonathan Booher** (CPRB) and **Tanya Bradshaw** and **Jeremy Rhodes** (Technology).

Best Wishes ... to **Nick Hall** (Aviation); **Marie Shelton** and **Tara Spruce** (CPRB); **Michelle Naylor** (General Services); **Jessica Wallace** (PEIA); **Teresa Bellamy** (Personnel); and **Valerie Osburn** (Technology), who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Gregory Melton** (General Services); **Ted Cheatham** and **Thomas Marchio** (PEIA); **Brenda Thompson** (Public Defender Services); and, **Lu Anne Cottrill** and **Paula Lowe** (Purchasing) the very best during their retirements.

Our Condolences ... The Department of Administration is saddened to note the loss of **Malechra Pannell** (CPRB) who passed away recently.

Mandatory Training for High-Level Officials ... is required annually by W. Va. Code § 5A-3-60. The first webinar for Fiscal Year 2022 will be conducted Nov. 4, 2021, and a recording of the webinar will be posted in CourseMill under Catalog ID "PUR400EFY22" following the webinar. For more information, visit www.state.wv.us/admin/purchase/training/mandatory.html.

Fall Virtual Training ... The Ethics Commission is offering a virtual training to public officials, employees, and the public on the Ethics Act and the Open Meeting Act on Nov. 9, 2021, at 12:00 p.m. West Virginia attorneys will receive one hour of CLE credit. Please email kimberly.b.weber@wv.gov for an invitation.

HAPPY BIRTHDAY ... in NOVEMBER

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

Sarah Tignor.....Aviation	Steven Thompson.....Pub.Def.Srvs.
Tierra Gable.....Aviation	Mark Atkins.....Purchasing
Ashley Summitt.....BRIM	Josh Hager.....Purchasing
Elizabeth Crowder.....CPRB	Ryan Hall.....Purchasing
Laura Harvey.....CPRB	Matt Harper.....Purchasing
Pamela Russell.....CPRB	Guy Nisbet.....Purchasing
Sherry Stowers.....CPRB	William Pierce.....Purchasing
Taylor Cole.....Finance	Franklin Sisson.....Purchasing
Rickie Adkins.....Gen.Srvs.	Laura Belcher.....Technology
Michael Clendenin.....Gen.Srvs.	Crystal Cook.....Technology
Mark Crites.....Gen.Srvs.	Megan Gallagher.....Technology
Charles Hager.....Gen.Srvs.	Bryan Gantzer.....Technology
Ricky Morris.....Gen.Srvs.	Angela Graham.....Technology
John Nichols.....Gen.Srvs.	Charles Hartman.....Technology
Cody Taylor.....Gen.Srvs.	William Judy.....Technology
Michael Urban.....Gen.Srvs.	David Lalone.....Technology
Zacharee Wisda.....Gen.Srvs.	Raymond Mullin.....Technology
Frances Anderson.....PEIA	Debbie Pendleberry.....Technology
Susan Beaty.....PEIA	Gilbert Richard.....Technology
Robin Rose.....PEIA	Paul Sullivan.....Technology
Diana Gibson.....Personnel	Jeremy Tyler.....Technology
Kelly McClure.....Personnel	William Ward.....Technology
Layna Valentine-Brown.....Personnel	Jeffery Whitman.....Technology
Sarah Saul.....Pub.Def.Srvs.	Terry Young.....Technology

Administrative Notes

Quotes, Notes & Anecdotes is published by the West Virginia Department of Administration

Jim Justice
Governor

Samantha
Knapp/
Communication
Director/Editor

Production
Jess Chambers
Courtney
Johnson
Teresa Cutlip

Special Thanks
Kaye Parks