

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
September 2024 - Volume 31, Issue 9

Employee of the Month

GSD's Adkins Praised for Being Attentive and Proactive



Steve Adkins
September Employee
of the Month

Steve Adkins, a trades specialist with the General Services Division (GSD), has been selected as the Department of Administration's *Employee of the Month* for September.

A state employee for eight years, Adkins' duties include painting, remodeling offices, and installing flooring and doors.

"Steve is such a hard worker. He actually goes around looking for things to fix or improve," said the co-worker who nominated him.

"He is very proactive. He checked the phone in the elevator and noticed it wasn't working, so he put a ticket in. He noticed that the soap dispenser was located above a

plug in the restroom, so he moved it. Everyone is amazed at how much he does in our building," continued the co-worker. "The workers have all had so much praise for him. We appreciate all that he has done for us."

When he's not working, Adkins enjoys fishing and spending time with his wife and family, including being a foster parent to a six-week-old baby boy.

Adkins will be joined by friends and co-workers at a special ceremony presented by Acting Cabinet Secretary John McHugh on Wednesday, Sept. 4, 2024, at 1 p.m. in the conference room in Building 3.

Gov. Justice Appoints McHugh as Acting Secretary of the Department of Administration

Gov. Jim Justice has appointed John McHugh as Acting Secretary of the Department of Administration. In addition to this role, McHugh will continue to serve as director of the General Services Division.

McHugh most recently served as the Deputy Secretary of Administration. A state employee since 2006, McHugh held previous leadership positions in the Real Estate Division, Right-of-Way Division, and Board of Medicine.

Additionally, McHugh has extensive experience from his tenure



John McHugh was appointed Acting Cabinet Secretary of the Department of Administration.

In addition to this role, McHugh is also the director of the General Services Division.

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SNEAK PEEK

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GSD Service Changes Provide Higher Level of Customer Service

The General Services Division (GSD) has implemented the use of a QR code that will allow tenants and visitors to report any issues they may see on the grounds of the Capitol or any state-owned facility under the purview of the GSD.

GSD has placed QR code notices throughout facilities. By scanning the QR code, the user will be taken directly to a form on GSD's website to report issues, from a leaky sink or loose railing in a stairwell to a public restroom needing hand soap or paper products. The form requires information such as building number, floor number, and

room number to ensure the request is taken care of as quickly and efficiently as possible.

An "auto-email" feature will allow the requestor to automatically receive an email with the assigned ticket number so they have a reference point in the event they need a status update. The requestor will receive an email when their ticket is closed asking them to complete a short survey of five questions ranking the services and allowing them to provide a brief comment.

Individuals may contact the GSD Service Desk by phone at 304-558-2317 or email at GSDServiceDesk@wv.gov.



September is National Preparedness Month

September is National Preparedness Month and is a great time to make sure you and your family are prepared for emergencies. There are three basic steps in preparing for a disaster - be informed, make a plan, and build a kit.

1. Be Informed

It's important to become familiar with the different types of hazards that are likely to impact your community or neighborhood. To see a list of common emergencies in West Virginia, visit www.ready.wv.gov/hazards.

Learn what to do before, during, and after specific types of disasters or emergencies. Follow local news and official alerts and warnings. Some are automatic and some must be signed up for.

Check out FEMA's Hazard Specific Fact Sheets at www.ready.gov/sites/default/files/2024-03/ready-gov_full-suite_

[hazard-info-sheets.pdf](#) for a comprehensive guide for hazard situations.

2. Make a Plan

Before a disaster strikes, talk with your family about what you will do in case of an emergency. How will you contact each other? Do you have your family's important contact numbers stored in your phone or in your wallet, like work, school, medical, and the pet's vet? How will you reconnect if separated during a disaster? Do you have a designated meeting place?

Get started by filling out ReadyWV's Family Emergency Plan at https://ready.wv.gov/Resources/Documents/Family%20Emergency%20Plan_Template.pdf.

When making your emergency plans, also consider:

- Pets - [Click for Guide](#)
- Those with special needs - [Click for](#)

[Guide](#)

- Caregiver special considerations - [Click for Guide](#)

3. Build a Kit

In many instances, when a natural or man-made disaster strikes, you will not have enough time to get prepared, find emergency contact information, and gather important documents or basic emergency supplies, like medicine, food, and water. To be prepared for any type of emergency, it is important that you plan ahead of time. Start by gathering and storing supplies that you might need. Copy important documents such as home and medical insurance policies, medical information, credit card, bank accounts, and other financial documents.

Learn more about building a kit at <https://ready.wv.gov/kit>.

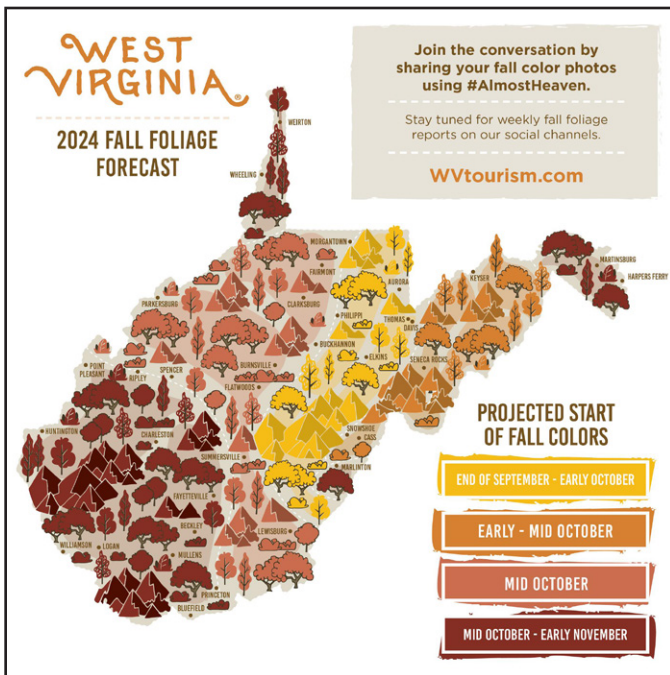
Ready to Get Prepared?

All of the information you need can be found online at Ready.WV.gov. There's even a Personal Prep Starter Kit and a quiz to help you get started and have everything in place before a disaster strikes.

Additional ReadyWV resources:

- Be Informed Guide <https://ready.wv.gov/informed>
- Making a Plan Resources <https://ready.wv.gov/plan>





Fall Foliage Forecast Now Online

The West Virginia Department of Tourism has released its annual Fall Foliage Forecast with fall colors expected to start at the end of September/early fall and continue through mid-October/early November. Now is a perfect time to start planning those fall getaways, as lodgings in peak leaf areas will fill up quickly.

WV Tourism has also announced the return of its “Live Leaf Map” which will help you preview the colorful foliage in real time. In addition to live updates, weekly fall foliage updates are also available through email. To sign up for these updates, visit <https://wvtourism.com/seasons/fall/newsletter>.

While you’re out leaf-peeping, take advantage of the other fall favorites throughout West Virginia. From pumpkin patches to scenic train rides, there are a variety of unique ways to celebrate fall.

The WV Tourism’s seasonal guide for fall is available at <https://wvtourism.com/seasons/fall>.

Reminder to Nominate Co-workers for Department’s Employee of the Month Program

The Department of Administration’s *Employee of the Month* committee would like to remind employees to take note of co-workers who go above and beyond and could be a recipient of the monthly award.

Nominations for the Department of Administration’s *Employee of the Month* are done via a Google form, making it easier for employees to nominate a co-worker. This means individuals can submit a nomination from the convenience of their desktop computer, laptop, or other mobile device without the need to print, complete, scan, and email a PDF or paper copy of the form. Simply fill out the electronic form and click “Submit”. Upon completion of the form, a message will confirm that the nomination was submitted.

The link to the form remains on the Employee Information section of the Department of Administration’s website at <https://forms.gle/bedSvZ97BHW1x7KE9>.

A paper copy of the nomination form is still available upon request from your agency’s *Employee of the Month* committee representative.

The selection committee, listed to the right, reviews the applications based on the following criteria:

- How a nominee produces work-related service that is above and beyond normal expectations;
- How a nominee promotes harmony with co-workers;
- How a nominee promotes a positive image of the Department/Section/Unit;
- How a nominee demonstrates exemplary work standards through initiative, creativity, assistance, and professionalism;
- How a nominee presents a helpful/cooperative attitude;
- How a nominee demonstrates exemplary use of time (including work time and leave use); and

- How a nominee improves their community.

The *Employee of the Month* and *Employee of the Year* programs honor Department of Administration employees who have been nominated for providing outstanding service. Nominations can be made by co-workers, supervisors, or subordinates. Nominations can also be made by customers, including employees from other state agencies and the general public.

Questions may be submitted via email to the *Employee of the Month* committee chairperson at Shelley.L.Whitehill@wv.gov or your agency’s *Employee of the Month* representative listed below:

Combined Agency Representative

Valerie Poindexter | Valerie.C.Poindexter@wv.gov

CPRB

Sherry Stowers | Sherry.L.Stowers@wv.gov

Finance

Cynthia D. Baker | Cynthia.D.Baker@wv.gov

General Services

Steve Pinkerton | Stephen.E.Pinkerton@wv.gov

Office of Technology

Barbara Fields | Barbara.J.Fields@wv.gov

PEIA

Jessica Virtz | Jessica.L.Virtz@wv.gov

Personnel

Myrisha Harrison | Myrisha.Y.Harrison@wv.gov

Purchasing

Greg Clay | Gregory.C.Clay@wv.gov

Agencies Recognized for Excellence in Financial Reporting

The Government Finance Officers Association (GFOA) of the United States and Canada has once again recognized Department of Administration agencies for excellence in financial reporting.

The Consolidated Public Retirement Board (CPRB), the Board of Risk and Insurance Management (BRIM) and the Finance Division were recognized for their work for the fiscal year ending June 30, 2023. This is the 12th year CPRB has received the Certificate of Achievement for Excellence in

Financial Reporting award and the 29th year for BRIM and the Finance Division. Each agency submitted an application based on its Annual Comprehensive Financial Report.

The GFOA offers this prestigious award to state and local governments that go above and beyond the minimum requirements of generally accepted accounting principles to prepare financial reports that are transparent and contain the full disclosure of financial information. Obtaining the award represents a significant accomplishment by a government and its management.

The Annual Comprehensive Financial Report award is the highest form of recognition in the area of governmental accounting and financial reporting. The GFOA is a major professional association servicing the needs of more than 20,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. Its Annual Comprehensive Financial Report award is judged by an impartial panel to meet the high standards of the program.

Congratulations to CPRB, BRIM, and Finance!



Panhandle Park Offers Luxury and Adventure

From historical sites to spa services, Cacapon Resort State Park has something for everyone. Located in the Eastern Panhandle, Cacapon Resort State Park attracts visitors from Baltimore and Washington, D. C., as well as West Virginia adventurers.

Featuring a newly renovated and expanded lodge, Cacapon Resort State Park has several accommodation options. With 20 rooms available at the lodge, Cacapon Resort State Park offers several different price points and styles of rooms. Those wanting to be a little more secluded can take advantage of the many cabins at the park, 13 of which are available year-round. And, for those wanting a more private and unique experience, the Old Inn is a private building with 12 bedrooms and can sleep up to 32 people.

Individuals wanting adventure will be thrilled to take advantage of the many biking, hiking, and horseback riding trails within the park. Those seeking a slower pace will love fishing or playing a few holes at the Robert Trent Jones Sr. golf course. Visitors wanting to pamper themselves can visit the spas at Cacapon or nearby Berkeley Springs.

Like many state parks, Cacapon Resort State Park was constructed by the Civilian Conservation Corps as part of the New Deal Act back in the 1940s. Since then, the park has continued to grow with the inclusion of a golf course in 1973 and the recent construction/renovation projects on the new lodge.

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

STATE PARK HIGHLIGHT

CACAPON RESORT STATE PARK

818 Cacapon Lodge Drive • Berkeley Springs, WV 25411

304-258-1022 • CacaponSP@wv.gov

ACCOMMODATIONS

- Cabins
- Lodge
- Private Lodge

ACTIVITIES:

- Bath House*
- Biking
- Boating
- Clay shooting
- Fishing
- Geocaching
- Golfing
- Hiking
- Horseback riding
- Spa
- Swimming
- *Located outside of park

NEARBY:

- Berkeley Springs State Park
- Charles Town
- Harpers Ferry National Historical Park
- Hollywood Casino at Charles Town Races
- Martinsburg, WV
- Shepherdstown, WV
- Town of Berkeley Springs

Protect Your Credit Cards from Skimmers and Shimmers

You can be a target of credit card skimming when you least expect it. One moment, you might be filling up on gas or withdrawing some cash from an ATM. You go about your day but later learn that criminals stole your card details and are racking up charges. While card technologies are improving, staying informed about the latest credit card scams will help improve your security. Here are some ways you can safeguard your finances by staying informed and taking precautions.

What is a credit card skimmer?

A credit card skimmer is a device placed into point-of-sale devices that covertly records credit and debit card information from the magnetic stripes of swiped or inserted cards. As payment technologies become more secure, criminals evolve their card skimming techniques.

Modern skimmers now incorporate Bluetooth or other wireless technologies to transmit stolen data wirelessly, reducing the risk of detection. Some advanced skimmers can even capture your PIN. Gas station terminals, especially pay-at-the-



pump stations, have become prime targets due to their frequent use and the lag in EMV chip reader implementation.

What happens when your card is skimmed?

When your credit or debit card information gets skimmed, scammers illegally capture your card details and use them to make unauthorized transactions, create cloned cards, commit identity theft, and, if a debit card is skimmed, drain your bank account. Cybercriminals could also gain access to other accounts if additional personal information is compromised through data breaches or phishing.

Understanding card shimmers

Shimmers are inserted into the chip card reader slot of ATMs or point-of-sale terminals, where they intercept and record information from cards.

Types of credit card skimmers include:

- **Overlay skimmers:** These fit seamlessly over the existing card slot.
- **Insert skimmers:** These are hidden inside the card reader's slot.
- **Insert shimmer:** These fit into the slot where EMV chip cards are inserted.
- **Wiretap skimmers:** These intercept data transmission within the device.
- **Bluetooth skimmers:** These enable wireless data retrieval.
- **Miniaturized skimmers:** These may be concealed within or attached discreetly to the reader.

Protecting yourself against skimming and shimmering

Credit card skimmers are designed to blend in with legitimate card readers, making them difficult to detect. However, you can protect yourself by both examining payment terminals and following some simple behaviors.

- Avoid sketchy pay terminals
- Inspect card readers for tampering
- Cover the keypad when entering PIN
- Use chip-enabled cards
- Opt for contactless payments
- Use digital wallets
- Use credit cards over debit cards

What to do if you're a victim of card skimming or shimmering

Immediately contact your bank or credit card provider. Report unauthorized transactions and request a freeze or cancellation of the affected card. They can guide you through disputing fraudulent charges and issuing a replacement card. Monitor your account activity for further suspicious transactions and freeze your credit to help prevent identity theft.

Ensure that you're using unique, strong passwords for all accounts. Enable multi-factor authentication for all financial accounts.

If your personal data has been compromised beyond your card details, contact relevant authorities and the credit bureaus to report potential identity theft and explore options for further protection.

This information is part of an ongoing series of tips sent monthly by the State Privacy Office.

MCHUGH

Continued from Page 1

with the West Virginia Military Authority's Construction and Facilities Management Office.

McHugh graduated from the WVU College of Law and the United States Army War College. He retired from the West Virginia Army National Guard after more than 30 years of service, attaining the rank of Colonel.

He was Battalion Commander for the 771st Battalion Troop Command, Brigade Commander for the 77th Brigade Troop Command, and State Army Aviation Officer. He is a Desert Storm veteran and earned the Air Medal for service as a Medevac helicopter pilot.

Employee Question of the Month

**Would you rather have...
a personal maid or a personal chef?**

**Personal
Maid**

67.2%



**Personal
Chef**

32.8%



Ice Cream Tour Offers a Sweet Taste of the Mountain State

Looking for a way to make the most of the final weeks of summer? Take advantage of this custom ice cream tour from the West Virginia Department of Tourism.

Metro Valley

Charleston

-Ellen's Homemade Ice Cream

Huntington and Ceredo

-Austin's Homemade Ice Cream

Point Pleasant

-What's the Scoop

Eastern Panhandle

Harpers Ferry

-Creamy Creations

Potomac Highlands

Romney

-Hanging Rocks Ice Cream

Mountaineer Country

Fairmont

-The Poky Dot

-Dairy Creme Corner

Morgantown

-Annie's Coffee and Creamery

Is your favorite ice cream spot missing from this list? Let us know! For our next **Employee Question of the Month**, we want to know... "Where is your favorite ice cream spot in West Virginia?" And, for a bonus, let us know if you have any recommendations on what to order. Answers will be shared in next month's newsletter (if space allows) or on the Department's Intranet site. To submit your answer, visit <https://forms.gle/ybesKb3PdfdrR9tr9>.

Welcome! ... The Department of Administration is pleased to welcome **Bret Hart** (BRIM); **Debra Ashbury** and **Gary Myatezh** (CPRB); **John Ellem** (Ethics); **John Mason** (General Services); **Jessica Burns-McDonnell** and **Mark Fox** (Purchasing); and **Joshua Phillips** (Technology).

Best Wishes ... to **Melissa Stover** (CPRB); **Garrett Lynch**, **Vaughn Gold**, and **Christina Knapp** (General Services); and **Brandon Fox**, **Joshua Kerns** and **David Sanders** (Technology), who recently resigned from our department.

Holiday ... States offices will be closed on Monday, Sept. 2, 2024, in observance of Labor Day.

Administration Station ... provides employees with quick access to monthly birthdays, special celebrations (such as births and weddings), an "off the clock" section that recognizes the unique activities our employees do outside of the office, and a collection of employee resources such the Department's employee handbook and its various policies. The Department of Administration's Intranet website can be accessed at <https://sites.google.com/wv.gov/wvdoa-internal>.

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 SEPTEMBER

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

Michael Linkenauger.....Aviation	Jessica Wallace.....PEIA
Luke Mitchell.....BRIM	Brandon Perdue.....Personnel
Lionel Adams.....CPRB	Teresa Asbury.....Pub.Def.Svcs.
David Arreaga.....CPRB	LeeAnn Doyle.....Pub.Def.Svcs.
Adam Blankenship.....CPRB	Mark Doyle.....Pub.Def.Svcs.
Christine Fernandes.....CPRB	Dana Eddy.....Pub.Def.Svcs.
Jamie Huff.....CPRB	Krista Chadband.....Purchasing
Kevin Kerns.....CPRB	Arlie Hubbard.....Real Estate
Virginia May.....CPRB	Gail Delmaar.....Real Estate
Adena Mays.....CPRB	Sarah Long.....Sec.Office
Dan Morris.....CPRB	Thomas Allen.....WVOT
Paige Strickland.....CPRB	Tanya Bradshaw.....WVOT
Tammy White.....CPRB	Franklin Buskirk.....WVOT
Melissa Williams.....CPRB	Kenneth Casto.....WVOT
Ellen Briggs.....Ethics	Derrick Day.....WVOT
Diane Corker.....Finance	James Dixon.....WVOT
Cynthia Williams.....Finance	Patricia Ebert.....WVOT
Kenny Yoakum.....Fleet	Madeline Fitzwater.....WVOT
Joshua Fraenkel.....Grievance	John Foster.....WVOT
John Anderson.....GSD	Shannon McGrew.....WVOT
Aaron Armstrong.....GSD	Michael Moore.....WVOT
Paul Boswell.....GSD	Jason Nichols.....WVOT
Ada Kennedy.....GSD	Robert Pack.....WVOT
Gary Morris.....GSD	Daniel Pauley.....WVOT
Terry Parsons.....GSD	Deidre Rainwater.....WVOT
Scotty Pauley.....GSD	Terri Sheets.....WVOT
Joseph Pratt.....GSD	Mark Smith.....WVOT
Brian Cunningham.....PEIA	Larry Sutters.....WVOT
Jennifer Priddy.....PEIA	Stephen Windon.....WVOT

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