



Quotes, Notes & Anecdotes

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

Personnel's Wanda White Serves as Positive Role Model



WANDA WHITE
October Employee
of the Month

Wanda White, a Personnel Specialist with the West Virginia Division of Personnel, has been selected as the Department of Administration's *Employee of the Month* for October.

A state government employee for more than three years, White's primary duties include reviewing and approving personnel action forms, as well as temporary employee hiring transactions. In addition, she is responsible for certifying per-

manent hires and all transactions pending review in her section that have been entered into the Human Resources Information System by state agencies.

"Wanda is the epitome of what every employee, state or private, should aspire to be," said a co-worker. "She is the model of stellar customer service skills, job knowledge and overall dependability to not only her coworkers, but to the agencies she serves as well."

Another co-worker comment-

ed, "I have been so lucky to work with someone who, by example, teaches me ways to improve my own skills on a daily basis."

In her spare time, White enjoys travel, watching football, canning, and spending time with her family. She will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Ross Taylor on Thursday, October 2, at 11:15 a.m. at the Personnel office in Building 5.

Public Service Recognition Week

State Government Celebrates the Dedication of Its Employees

West Virginia state government honored the hard work and dedication of its employees last month during Public Service Recognition Week. Governor Earl Ray Tomblin issued a *Proclamation* designating the week of September 15-19, 2014 as Public Service Recognition Week in the Mountain State and encouraged all citizens to recognize the many contributions of public employees at all levels – federal, state, county and city.

Gov. Tomblin offered his keynote speech at a special



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Governor Earl Ray Tomblin speaks during the public service awards ceremony conducted at the Upper Rotunda of the State Capitol on Sept. 17 to recognize state employees with more than 30 years of service.

SNEAK PEEK

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- Parking Tickets Received at Capitol Can Now Be Paid Online / **Page 4**

Looking for a Good Used Car? WV State Agency for Surplus Property Just May Have What You're Needing!

Used car dealers may not always have the best reputation. But the vehicle unit at the West Virginia State Agency for Surplus Property (WVSASP) is far from a typical used car sales operation. This unit is charged with selling vehicles retired by various state agencies. These vehicles are then made available to be sold to the general public and eligible organizations, including other state agencies.

"State vehicles are retired after four years or 100,000 miles," said Doug Elkins, vehicle coordinator for WVSASP. Vehicles are typically brought in for retirement by agencies scheduled to receive a new, replacement vehicle. Vehicle purchases and retirements are coordinated through the Fleet Division, and WVSASP's Dunbar lot typically serves as the staging area for this transition.

Elkins said once the vehicle has been received by WVSASP, it is given a physical inspection by either him or Storekeeper Jim Farmer, entered into the vehicle database, and priced according to the National Automobile Dealers Association's guidelines.

The used vehicle lot in Dunbar is often home to a wide variety of surplus state vehicles. "We have a lot of the



Jim Farmer, left, and Doug Elkins inspect vehicles on the lot at the West Virginia State Agency for Surplus Property (WVSASP). WVSASP oversees property that is no longer needed within state government.

standard state vehicles, such as sedans, trucks and sports utility vehicles," Elkins said. "Occasionally, though, we will get something unusual. For example, we have had large tanker-style trucks used by the Division of Natu-

ral Resources for stocking lakes and streams with fish. We will sometimes get big-box trucks, or camouflaged vehicles."

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Hearings Scheduled for Comments on the PEIA FY15 Plan

The Public Employees Insurance Agency (PEIA) Finance Board has scheduled public hearings to discuss and to take comments for the proposed financial plan for Plan Year 2015.

Registration for the sessions begins at 5 p.m. and hearings start at 6 p.m. Those wishing to speak at the hearings must indicate so at registration.

PEIA will provide customer service in each location from 5 to 6 p.m. for those members who have questions about medical, prescription or life insurance benefits.

Policy holders who cannot attend any of the hearings may submit comments to PEIA.Help@wv.gov. For more information, call (304) 558-7850.

PEIA Public Hearing Schedule

Below is the schedule for the Public Employees Insurance Agency (PEIA)'s public hearings scheduled during the month of November:

Monday, November 10, 2014
Tamarack Ballroom A, One Tamarack Park
Beckley

Thursday, November 13, 2014
Marshall University Medical School,
Harless Auditorium
1600 Medical Center Drive
Huntington

Monday, November 17, 2014
Holiday Inn, 301 Fox Croft Avenue
Martinsburg

Tuesday, November 18, 2014
Ramada Inn, 20 Scott Avenue
Morgantown

Wednesday, November 19, 2014
WV Northern Community College
Auditorium, 1704 Market Street
Wheeling

Thursday, November 20, 2014
Civic Center, Little Theater, 200 Civic
Center Drive
Charleston

WV Public Service Recognition Week



West Virginia state government employees celebrated Public Service Recognition Week during the week of September 15-19.

The Department of Administration offered a ceremony for its employees on September 18 in the Lower Rotunda of the State Capitol. Cabinet Secretary Ross Taylor recognized our department employees who have 20, 25, 30, and 35 years of service. A reception followed this ceremony.

Secretary Taylor applauded the commitment of those honored and their dedication to the department as well as to the state of West Virginia. Those honored included:

20 Years of Service

Robin Chambers - Finance Division
Cindi Cvechko - Office of Technology
Jamie Hardman - Consolidated Public Retirement Board
Bill Judy - Office of Technology
Tammie Means - Office of Technology
Robert Miller - Board of Risk and Insurance Management
Kim Patrick - Office of Technology
Naomi Pauley - Office of Technology
Robin Roberts - Office of Technology
Paula Van Horn - Consolidated Public Retirement Board

25 Years of Service

Bill Ferguson - Office of Technology
Teresa Asbury - Public Defender Services
Willadean Fisher - Purchasing Division
Elizabeth Humphreys - Office of Technology
Marilyn Padon - Office of Technology
Lora Reese - Finance Division
Daniel Shriver - Office of Technology
Kelly Williams - Finance Division

30 Years of Service

Cynthia Boyd - Consolidated Public Retirement Board
Gary Burns - Office of Technology
Natalie Faulkner - Office of Technology
Theresa Kline - Consolidated Public Retirement Board
Yvonne McCormick - Division of Personnel
Teresa Morgan - Division of Personnel
Cricket Reynolds - Public Employees Grievance Board
Roger Williams - Office of Technology

35 Years of Service

Jean Brown - Division of Personnel
Joseph Estep - Public Employees Insurance Agency
James Farmer - Purchasing Division
Stan Moss - Office of Technology

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35-Year Employees: Jean Brown, Personnel; Jim Farmer, Purchasing; Secretary Taylor; Joe Estep, PEIA; Anthony Thaxton, General Services.



30-Year Employees: Gary Burns, Technology; Cricket Reynolds, Grievance; Yvonne McCormick, Personnel; Secretary Taylor; Natalie Faulkner, Technology; Teresa Morgan, Personnel.



25-Year Employees: Willadean Fisher, Purchasing; Teresa Asbury, Public Defender Services; Secretary Taylor; Bill Ferguson, Technology.



20-Year Employees: Rob Roberts, Technology; Naomi Pauley, Technology; Secretary Taylor; Tammie Means, Technology; Bob Miller, Board of Risk and Insurance Management; Bill Judy, Technology.



Real Estate Division Director Jon Amores, Operations Manager Carolyn Flanigan and Parking Manager Gail Delmaar-Mines look at the online payment system as the next step in convenience for those with parking citations.

Online Payment System Now Available for Parking Citations

The Real Estate Division, which oversees parking for the Capitol campus, is offering a new way for those who get ticketed to pay their fees.

The Parking Section of the Real Estate Division has unveiled an online site for paying parking citations received from parking enforcement on the Capitol campus. Real Estate Division Director Jon Amores said an online payment option had been discussed for several years, but it was in recent months that the project came to fruition.

“We really wanted to come up to speed on functionality with a way for individuals to pay their parking fines,” Amores said. “This means people can simply pay from their computers using their credit card, rather than going through the hassle of writing a check, finding a stamp, and having to mail it all out.”

To pay parking citations, follow the link on the Real Estate homepage at www.realestatedivision.wv.gov.

Anyone who receives a parking citation on campus – violations may range from an expired meter to parking in an employee space – may go to the Real Estate Division website and look up the citation number and pay directly on the site. There will be a \$1 fee charged for paying the ticket online. Development of the website has been in cooperation with West Virginia Interactive.

Parking Manager Gail Delmaar-Mines said online bill payment is an everyday convenience that many people expect. “So many of our bills are delivered electronically, and paid electronically, that this just seemed a logical next step,” she said.

Amores said he believes offering an online option will result in an increase in citation payments. “Over a period of time it has been shown that compliance goes up when this issue is taken seriously, and we feel this shows our commitment to it,” he said.

Amores added that the parking section is rearranging employee work schedules to allow sufficient parking attendant staffing for monitoring until 5 p.m.

Cyber Security Awareness Event Set for Oct. 15

As cyber security becomes an increasingly common topic of conversation, the West Virginia Office of Technology’s Office of Information Security and Controls will offer a free, half-day program on October 15, 2014, at the West Virginia Culture Center for public sector officials and employees. The event will run 9 a.m.-1 p.m. In addition, the general public is encouraged to attend.

Attending this event on location will satisfy a State employee’s annual information security training requirement.

Director of IT Security Jim Richards said the sixth-annual event is offered in concert with National Cyber Security Awareness Month. “Security is on everyone’s mind,” he said. “We want to drive home some of the concept of cyber security, so people will not put themselves or state data at risk.”

While the event is free, all attendees must register. Online information and registration is available at www.wv.gov/services/pages/infosec-conference.aspx. This year’s event will also be broadcast live via webcast. Registration is also required for the webcast.

Featured speaker information:

- Evan Patterson, special agent with the FBI / “Scams the FBI Is Seeing In West Virginia”
 - Ernie Hayden, Securicon, executive consultant / “The New Paradigm for Information Security”
 - Erin Meehan, program lead for State, Local, Tribal and Territorial Cybersecurity Engagement Program, U.S. Department of Homeland Security “Cybersecurity: The New Front Line”
- Some of the topics that will be covered:
- Resources available for your organizations
 - How cybersecurity is an issue at all levels of an organization

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Closed Point of Dispensing



The Department of Military Affairs and Public Safety, in cooperation with other agencies, conducted a practice exercise for its closed point of dispensing (POD) on Sept. 23 in Building 7 at the Capitol. The exercise was to simulate an emergency situation that would necessitate the dispensing of medication.

PSRW

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awards ceremony on September 17 in the Upper Rotunda of the State Capitol for those state employees with 30, 35, 40, 45, 50 and 55 years of service. From those in attendance, there was a total of 4,570 combined service years served from those recipients.

In addition to the ceremonial events, there were several activities organized by the Cabinet Secretary's Office during the week for Department of Administration employees, including:

- Massages offered by the Mountain State School of Massage Therapy;
- Employee Rummage Sale with proceeds going to the Human So-

ciety and other animal shelter and rescue organizations;

- Animal Day, which incorporated an adopt-a-thon promoting animal rescue;
- Jeans Day, with proceeds going to the State Employee Combined Campaign with the United Way; and
- Ice Cream Social, which provided a sweet treat for our employees!

The Department of Administration would like to extend its appreciation to the employees of the Department of Administration for the service that you offer to the citizens of West Virginia.

ADMINISTRATION

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Chip Myers - Public Employees Insurance Agency

Twila Neil - Public Employees Insurance Agency

Anthony Thaxton - General Services Division

Rebecca Whetzel - Office of Technology

Margaret Briggs - Ethics Commission

Congratulations to all of our honored Department of Administration employees for their their service and dedication to the citizens of West Virginia. These long-standing employees keep consistency in state operations.

VEHICLES

Continued from Page 2

Elkins said retired state police cruisers are popular on the lot. "Many times, taxi cab companies will buy them to fill out their fleet," he said.

WVSASP Manager Elizabeth Perdue said buying a vehicle through WVSASP is meant to be a comfortable process. "We offer a no-hassle/no-pressure buying process for customers to come to our lot, look around and find whatever it is that they are looking for," she said.

This includes maintaining an updated list of vehicles on the WVSASP website, at WVSurplus.gov, Elkins said. "The general public can look at the website and know exactly what we have available," he said. "We also post pictures of vehicles on the WVSASP Facebook page."

Elkins, who joined WVSASP in 2010, said he enjoys working with the various types of customers who come to the WVSASP, ranging from students looking for a first car to businesses aiming to add to a corporate fleet. "We have many kinds of buyers with different purposes for the vehicle, and it is always interesting to help them," he said.

Elkins added that WVSASP's pricing, as well as the maintenance of a surplus vehicle retired from the state fleet, makes the vehicles excellent values. "We tend to have prices lower than what you would pay in a normal used car lot," Elkins said. "We have the best prices in town, in my opinion."

CYBER

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- New cybersecurity trends
- Cybersecurity myths
- Prioritizing and analyzing assets
- Risk Management Practices
- Avoiding security breaches

Richards said the growth of the subject matter denotes its increasing importance. "This is a topic that is becoming more and more relevant to almost everyone," he said. "Our goal is to bring in a variety of speakers and ensure that attendees get to hear different perspectives on the threats and countermeasures."

To register for the event, visit <https://apps.wv.gov/ot/scr/>.

2014 United Way Campaign Underway

The 2014 West Virginia State Employees Combined Campaign, coordinated through the United Way, is underway. This is a state sanctioned fundraising effort in which state employees can use payroll deduction.

Employees may contribute to the Community Impact Fund, or can designate their gift toward a favorite United Way agency. Oct. 15 is the last day to submit pledge forms. Individuals who donate at least \$260 (\$5 a week) will be entered into a drawing to win a variety of prizes sponsored by Commercial Insurance, Americal Electric Power, Kroger, Toyota, Charleston Civic Center, Distinctive Gourmet and Suddenlink.

Questions regarding the statewide voluntary effort may be directed to the following individuals, who are serving as coordinators in Department of Administration agencies:

- Aviation / Tierra Gable
- Board of Risk and Insurance Management / Barbara Houchins
- Children's Health Insurance Program / Brenda Jones
- Consolidated Public Retirement Board / Barbara Moss
- EEO / Beverly Reed
- Ethics / Lucy Suchy
- Finance / Jessica Wiseman
- Fleet / Becky Farmer
- General Services Division / Brusanna Jackson
- Office of Technology / Tammie Means
- Personnel Division / Hillary Balding
- Prosecuting Attorneys' Institute / Amy Leslie
- Public Defender Services / Betsy Chapman
- Public Employees Insurance Agency / Frances Buchanan
- Purchasing Division / Carol Jarrett
- Real Estate Division / Misty Moore

Welcome! ... The Department of Administration is pleased to welcome our new employees: **Joshua Elkins** and **Deena Stone** (CPRB); **Timothy Mullins** and **William Pate** (General Services); and **Leah Basford**, **Mary Perdue** and **Bethany Sharp** (Personnel).

Best Wishes ... to **Brian Lanham** (Prosecuting Attorney's Institute); **Krystle Harrison**, **Shelly Murray** and **Tony O'Leary** (Purchasing); and **Christine Fernandes** (Technology), who recently resigned from our department.

Good Work! ... The U.S. Attorney's Office of the Southern District of West Virginia recently recognized **Leroy Amos** and **Mark Sizer** of the West Virginia Office of Technology's Security Team as recipients of the 2014 U.S. Attorney's Law Enforcement & Victim Assistance Awards for their effective monitoring of the state's network to avoid misuse.

Day Care Survey ... West Virginia Public Employees' Day Care Center is considering the addition of a Pre-K program and is inquiring to see who may be interested in signing up for this program. For more information, call 304.558.1416 or fax 304.558.1418.

Got News? ... Share YOUR good news with all of your department co-workers! E-mail Diane.M.Holley@wv.gov with detailed information so we may include in the next issue of our newsletter..

HAPPY BIRTHDAY ... in October

1 Bernard Simmons Technology	15 Gregory Pittman Technology
Donna Wellman Fleet	16 Philip Brooks Gen. Svcs.
Harold Young Gen. Svcs.	Marie Shelton CPRB
4 James DeBolt Gen. Svcs.	17 Lynn Schillings Personnel
Shelia Gray Technology	18 Clifford Garnes Gen. Svcs.
5 Diana Arden Technology	Marie Larch Gen. Svcs.
Rhonda Ashworth Public Def.	19 Lee Fuller Purchasing
Kelly Cielensky PEIA	Ross Taylor Sec. Office
Robert Richmond Technology	20 Virginia Wright CPRB
Carl Westfall Gen. Svcs.	21 Barry Arthur Technology
6 Drema Gibson Personnel	Steven Bratchett Gen. Svcs.
Wanda Shafer Technology	Erica Henson CPRB
7 Randall Hazlewood Gen. Svcs.	22 Meredith Ayers Grievance
8 Adam Malone Technology	Ronald Jernell Gen. Svcs.
9 Eric Daniel Technology	Lisa Trump CPRB
Scott Dobson Technology	23 Jessica Allman Technology
Brian Dunbar Technology	Jennifer Ayers Technology
John Rymer Personnel	Sharon Lacey Technology
10 Wanda White Personnel	Sara Walker Personnel
11 Gary Akers Gen. Svcs.	24 Mary Ayoob Personnel
Jeremy Boykin Technology	Michael Campbell Personnel
David Jett CPRB	James Elkins Sec. Office
Daryl Smith Gen. Svcs.	Tate Hamon Technology
Joe Thomas Personnel	Beverly Hedrick PEIA
Ruby Jo White Technology	Joselyn Sturgill Finance
12 Melody Duke Finance	26 James Bowles Technology
Rebecca White Personnel	27 Andrew Mitchell Gen. Svcs.
13 Jessica Virtz PEIA	31 Sheila Robertson CPRB
14 Katherine Blizzard Personnel	Tammy Scarberry PEIA
Bob Caldwell Technology	

Administrative Notes

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

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