Employee of the Month

OT's Wolfe is the 'Go-To Guy' in Information Technology

**Bradlee Wolf
April Employee
of the Month**

Bradlee Wolfe, an Information Systems Specialist 3 with the West Virginia Office of Technology (WVOT), has been selected as the Department of Administration's *Employee of the Month* for April.

A state employee for six years, Wolfe provides support for the statewide computer domain infrastructure. He is also responsible for group policy testing and input, multi-factor authentication support, and evaluation and testing of new software and hardware before it is put on the state network. He also assists with the Microsoft System Center Configuration Management, which pushes out software updates and patches to the executive domain.

"Bradlee is the guy you go to when no one else knows how to do something. He steps up when-ever out of the norm requests come in, and he will help out any group within the office as well as the needs of other departments," said the co-worker who nominated him. "He played an important role in the Google project and led the charge to solve technical support issues.

"Bradlee has a great sense of humor and works to keep staff in a positive mood, even though I don't think he realizes that he does it," the co-worker continued. "He will always help anyone or any group within the office."

When he's not working, Wolfe enjoys remodeling his home, cooking, and gaming.

Wolfe will be joined by friends and co-workers at a special ceremony presented by Mark D. Scott on Thursday, April 11, 2024, at 11:30 a.m. in the WVOT conference room in Building 5.

WVSASP Hosts Open House for Nonprofits, Eligible Organizations

On May 22, 2024, the West Virginia State Agency for Surplus Property is inviting organizations from across the state to attend its Open House for Eligible Organizations, scheduled for May 22, 2024. This event is open to nonprofits, local municipalities, state agencies and other eligible organizations such as churches, school boards, and volunteer fire departments.

"WVSASP has the unique ability to help connect eligible organizations with assets they need at a great price," said Manager Tina Desmond. "From
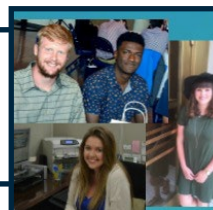
SNEAK PEEK

Benefit Fairs Scheduled Around State for PEIA Members

The Public Employees Insurance Agency (PEIA) is pleased to announce open enrollment for Plan Year 2025 will begin on April 2, 2024, and conclude at 11 p.m. on May 15, 2024. To assist PEIA members during this time, seven benefit fairs will be hosted around the state. At each event, individuals will have the opportunity to speak with representatives from PEIA, The Health Plan, Mountaineer Flexible Benefits, SunLife (the new dental vendor), and Humana.

During open enrollment, members can change their health coverage, or add, drop or change coverage for themselves and dependents without a qualifying event. Changes can also be made to Mountaineer Flexible Benefits, if applicable. All policyholders will receive a Shopper's Guide containing information on the health coverage PEIA offers. A copy of the Shopper's Guide is also available online at *peia.wv.gov*.

PEIA members should be aware of the following changes in the upcoming plan year: an increase in premiums for non-Medicare retirees (10%), active state employees (10.5%), and non-state employees (14%); an update to PEIA's Notice of Privacy Practices to comply with state and federal laws; the inclusion of Memorial Health System to PEIA's provider network; vaccines will now covered through either Express Scripts or UMR; and allowing PEIA members a third opportunity to participate in the PEIA Weight Management Program. PEIA will also be implementing a new comprehensive wellness program for active members and non-Medicare retirees. An announcement of this program is planned for later this year.

Questions regarding the PEIA plans and changes for Plan Year 2025 should be directed to the PEIA Open Enrollment Helpline at 1-877-676-5573.

PEIA Benefit Fairs for Plan Year 2024

Virtual Meeting
April 10 | 3 p.m.-4 p.m.
Google Meet: meet.google.com/vft-ztgo-ewb
Call In: 413-561-7676
PIN: 705 669 821

Charleston
April 16 | 3 p.m.-6 p.m.
Holiday Inn Express
100 Civic Center Drive
Charleston, WV

Beckley
April 17 | 3 p.m.-7 p.m.
Tamarack
1 Tamarack Park
Beckley, WV

Huntington
April 18 | 3 p.m.-6 p.m.
Cabell County Library
455 9th Street
Huntington, WV

Martinsburg
April 23 | 3 p.m.-7 p.m.
Holiday Inn Express
301 Foxcroft Ave.
Martinsburg, WV

Morgantown
April 24 | 3 p.m.-7 p.m.
University Holiday Inn
1188 Pineview Drive
Morgantown, WV

Wheeling
April 25 | 3 p.m.-7 p.m.
West Virginia Northern
Community College
1704 Market St.
Wheeling, WV

Parkersburg/Mineral Wells
April 30 | 3 p.m.-7 p.m.
Comfort Suites
167 Elizabeth Pike
Mineral Wells, WV

Virtual Meeting
May 2 | 9 a.m.-10 a.m.
Google Meet: meet.google.com/vft-ztgo-ewb
Call In: 413-561-7676
PIN: 705 669 821

Department of Administration Donates to Dress for Success

The mission of Dress for Success is to empower women to achieve economic independence by providing a network of support, professional attire, and development tools to help women thrive in work and life.

DRESS FOR SUCCESS®
RIVER CITIES
KANAWHA VALLEY BRANCH

During February and March, the Department of Administration and the House of Delegates partnered to collect items for Dress for Success of Charleston. A total of 1,098 items were collected. The goal of Dress for Success is to help women not only gain employment but maintain it, and continue to grow on their journey to success and self-sufficiency.

To learn more about the impact of this campaign, click the link on the left to see Cabinet Secretary Mark D. Scott's visit to Dress for Success.

Admin Office:	35	PEIA:	303
BRIM:	172	DOP:	66
CPRB:	145	Purchasing:	7
OEO:	61	Real Estate:	84
Ethics:	73	Supreme Court:	21
Finance:	9	WVOT:	71
General Services:	51	Total:	1,098

Department of Administration Agencies Invited to Participate in Annual Governor's Internship Program

West Virginia state agencies are encouraged to consider hosting an intern this summer through the 2024 Governor's Internship Program.

Agencies interested in becoming a host for the Governor's Internship Program must apply at *www.intern.wv.gov*. Once hosts have applied, they will get access to a database of college students who have a 3.0+ GPA, have completed at least one year of undergraduate study, and are West Virginia residents attending a college/university in or out of state. Host agencies will be responsible for interviewing and selecting their own intern(s). This process ensures that each agency can select an intern whose skills best fit the needs of the position and the agency. Host agencies must pay interns at least minimum wage and assign them meaningful work related to their field of study. Interns generally work for nine to 13 weeks throughout the summer. Nonprofit organizations and private businesses may host interns as well.

During the summer of 2023, the Department of Administration hosted three interns. A recap of the interns' experiences can be seen in the July 2023 issue of *Quotes, Notes & Anecdotes*.

Additional information on this program can be found at *www.intern.wv.gov*.

Questions regarding the application process or program can be directed to Andrea Thompson at 304-558-0220 or by email at *Andrea.D.Thompson@wv.gov*, or Mary Jane Ayoob at *Mary.Jane.Ayoob@wv.gov*.

WORK. CONNECT. SUCCEED. IN WEST VIRGINIA GOVERNOR'S INTERNSHIP PROGRAM

Registration Now Open for Spring 2024 Mandatory High-Level Officials Training

Registration is now open for the State Officials' Purchasing Procedures and Purchasing Card Rules training, co-presented by the West Virginia Purchasing Division and the State Auditor's Office. This two-hour session, scheduled for Thursday, May 16, 2024, will be conducted online as a webinar from 9 a.m. to 11 a.m.

Offered twice per year, this training is mandatory for high-level state officials as indicated in W. Va. Code § 5A-3-60. The Code requires all high-level state officials to annually complete two hours of training on purchasing procedures and purchasing card processes. Information on how to register for this live online training can be found on the Purchasing Division's website at *www.state.wv.us/admin/purchase/training/mandatory.html*. The webinar will be recorded and posted within CourseMill for later viewing. Instructions on how to view the recording can be found at the aforementioned link.

This training must be completed by June 30, 2024, to remain in compliance with state code. Anyone who attended the November 2023 webinar or viewed its recording has met the requirement for this fiscal year.

Application Deadline Approaching for OHRD's Cohort Program

New supervisors and managers who have not taken the required courses in the Supervisor/Manager Training Program (DOP-P18) are eligible to apply for the Organization and Human Resource Development (OHRD) Cohort Program. Successful applicants move through the required sessions as one group over the course of one calendar year. In addition, participants are eligible to receive one-on-one coaching and support from OHRD's Training and Development staff.

The Cohort Program was created to provide an opportunity for new state government managers/supervisors to quickly enhance their management practices in an environment that fosters relationship building and facilitates completion of all DOP-P18 requirements within one year. In order to achieve these goals, it is imperative that each participant commit to and attend all sessions. OHRD staff will support attendance by checking in with participants and providing reminders for upcoming courses. However, if a participant is unable to attend/complete required courses within the specified time frames, that participant may be asked to leave the cohort and would be responsible for completing DOP-P18 requirements by registering in OHRD's regular program schedule.

Interested applicants must:
- Complete a Cohort Application Form (Deadline: May 31, 2024)
- Ensure supervisor completes the Supervisor Support Form
- Send the completed application package to:

WV DOP-OHRD, ATTN: Cohort
Capitol Complex, Bldg. 3, Ste 500
1900 Kanawha Blvd., East
Charleston, WV 25305
Applications may also be emailed to Kim.A.Schleicher@wv.gov

Administration's *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 Department of Administration employees to share their favorite song from the year they were born.

1950s
1956 Anything Elvis sang

1960s
1960 *Stuck On You* by Elvis
The Twist by Chubby Checker
1961 *The Lion Sleeps Tonight*
Cupid by Sam Cooke
1962 *Return to Sender* by Elvis
If I Had a Hammer by Peter, Paul and Mary (written by Pete Seeger)
1963 *Surfin' USA* by The Beach Boys
Up on the Roof by the Drifters
Blowin' In The Wind by Bob Dylan
1964 *Oh, Pretty Woman* by Roy Orbison
1965 *Stop! In the Name of Love* by The Supremes
1968 *Everyday People* by Sly and the Family Stone

1970s
1970 *Bridge Over Troubled Water*
1972 *Peaceful Easy Feeling*
1973 *Superstition* by Stevie Wonder
Your Mama Don't Dance & Your Daddy Don't Rock & Roll by Loggins and Messina.
Free Bird by Lynyrd Skynyrd
1974 *Sweet Home Alabama* by Lynyrd Skynrd
Goodbye Yellow Brick Road
The Bitch Is Back
1975 *Born to Run* by Springsteen
Crazy on You by Heart
1976 *Take the Money and Run* by Steve Miller Band
1977 *Margaritaville*
1979 *Devil Went Down to Georgia* by Charlie Daniels
1979 *My Sharona* by The Knack

1980s
1980 *9 to 5* by Dolly Parton
1981 *Don't Stop Believin'*
1982 *A Country Boy Can Survive*
1983 *Total Eclipse of the Heart* by Bonnie Tyler. But there were so many good songs that year! It's hard to pick just one.
1983 *Bark at the Moon* by Ozzy Osbourne
Holy Diver by Dio
1984 *Borderline* by Madonna
1985 *Don't You (Forget About Me)* by Simple Minds
1988 *Every Rose Has Its Thorn*
1989 *Head Like A Hole* by Nine Inch Nails
If I Could Turn Back Time
We Didn't Start the Fire by Billy Joel
You Took the Words Right Out of My Mouth

1990s
1993 *Mayonaise* by the Smashing Pumpkins
Whoomp! (There It Is) by Tag Team
He Ain't Worth Missing by Toby Keith
1996 *Santeria*
1997 *A Certain Shade of Green* by Incubus
Even though *Song 2* by Blur came out, *Around The World* by Daft Punk also came out, and that song has my heart.
1999 *Heartbreaker* by Mariah Carey and Jay Z

Tell the Department of Administration About Your Grads!

The Department of Administration will continue its tradition of recognizing graduates in the May issue of *Quotes, Notes & Anecdotes*. If you have a child, grandchild, niece/nephew, or are yourself graduating from a high school, college, or vocational program, please submit your information by Tuesday, April 16, 2024.

When submitting the grad information, please include:
- Graduate's full name
- School from which the student is graduating
- Diploma, degree, or certificate the graduate will be earning
- Any future plans the graduate may have in the works
- The agency where you work

Employees are also invited to a photo of their graduate to be displayed on the Department of Administration's intranet site, Administration Station.

Please submit all information via the Google Form at *https://forms.gle/emwTGapA4f1V5SSA8*. A space is included on this form to add any additional information, such as a spouse who also works for the department. More than one graduate can be submitted on this form.

Questions regarding the graduation form should be sent to Jessica Chambers at *Jessica.L.Chambers@wv.gov* or by calling 304-588-2315.

State Privacy Office Best Practices for Data Security

From trade secrets to credit card numbers, security breaches can put critical information at risk. With data threats everywhere, how can you keep your information safe? Here are a few best practices from the State Privacy Office.

1. Protect the data itself, not just the perimeter

Concentrating on securing the walls around your data seems to be the focus in many organizations, with almost 90% of security budgets spent on firewall technology. However, there are hundreds of potential ways to circumvent a firewall, including through customers, suppliers, and employees. All of these people have the ability to bypass exterior cybersecurity and misuse sensitive data.

2. Pay attention to insider threats

It's easy to visualize threats originating from outside your organization, as these are often represented in news and television as the biggest and most costly ones. However, the reality is that it's your insiders that can potentially hurt you the most. Due to their nature, insider attacks can be difficult to detect and prevent. It can be as simple as an employee clicking on an email attachment they believe to have come from a trusted source and releasing a ransomware worm. These kinds of threats are the most prevalent across the world and the most costly.

3. Encrypt all devices

In today's world, more and more people are choosing to work on mobile or personal devices. How can you ensure that these devices are trustworthy? Make sure that all data is stored in an encrypted format and remains encrypted during migrations.

4. Testing your security

If you think installing an antivirus on every computer or device will protect your company from attacks, think again. As recent data breaches have shown, hiring a professional organization to conduct a security audit will always reveal weaknesses you weren't expecting. Take a walk around your office and look at your employees' desks. If you look hard enough, you'll spot a password written down on a sticky note.

5. Delete redundant data

Many organizations deal with sensitive information as an essential part of their businesses, especially companies in health care, finance, the public sector and education. Ensuring information disposal mechanisms are in place helps prevent stale data from being forgotten about and stolen at a later date. Having a system for shredding, erasing or otherwise modifying redundant data to be indecipherable will go a long way to ensuring your employees don't stash it away.

6. Spending more money and time on cybersecurity

Many CIO's have admitted that spending more money and more time on data security is a must, as the lack of it continues to be the number one risk to your IT infrastructure. Many big companies with sensitive business data to protect are appointing chief security officers, often to board-level positions, with an acknowledgment that cybersecurity has to be an integral part of all business processes.

7. Establish strong passwords

Implementing strong passwords is the first step you can take to strengthen your security in this area. Use reasonably complex passwords and change them at least every 90 days. Never use passwords like "12345" or "Admin1". Don't ever write down your passwords and leave them at your workstation for other people to find.

8. Update your programs regularly

Make sure your computer is properly patched and updated. This is often the best way to ensure it's adequately protected. Your security applications are only as good as their most recent update. Since hackers and ransomware strains are constantly adapting to exploit weaknesses in earlier software versions, it is advisable to update these applications regularly.

9. Back up your data regularly

With secure backups in place, you can survive everything from accidental file deletion to a complete ransomware lockdown. As a security best practice, backup data should be stored in a secure, remote location away from your primary place of business.

10. Create a company-wide security mindset

Everyone who has a password and username is responsible for keeping data secure. IT administrators must periodically remind their managers and employees that they must not share login information with any outside party. Data security is everyone's job and is not limited to a handful of employees on the IT team.

*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**.*

office furniture and cleaning supplies to planes and vehicles, the state and federal property programs are a great resource for eligible organizations looking to make the most of their budget."

During the open house event, organizations will have the opportunity to tour the warehouse, meet the staff, and learn about the programs and services WVSASP offers. Light refreshments will also be offered.

"It has been several years since WVSASP has hosted this as an in-person event and we are looking forward to being able to connect face-to-face with eligible organizations," added Desmond. "Whether they are familiar with WVSASP or just learning about us for the first time, I invite all interested organizations to come see what we are all about."

WVSASP will present two informational sessions on its state and federal surplus property programs at 10:30 a.m. and 12:30 p.m. on the day of the event. Assistance will also be provided for any eligible organization wishing to complete or update its *Application for Eligibility* on file to participate in these programs. If anyone is not sure if their organization qualifies for WVSASP programs, please contact *wvsasp@wv.gov*.

While organizations are not required to RSVP to the Open House, it is encouraged. Registration can be completed online at *https://forms. gle/vMYK2u7hjVLydpK17*. Please contact Jessica L. Chambers with any registration questions at 304-558-2315 or *Jessica.L.Chambers@wv.gov*.

State employees are also able to shop the public sales at WVSASP. To see recent inventory highlights, check out the Facebook page at *www.facebook.com/WVSurplus*.

Administrative Notes

Welcome! ... The Department of Administration is pleased to welcome **Joshua Barefield**, **Tori Edens**, and **Jonathan Greenfield** (General Services); and **Amelia Sizemore** (PEIA). **Adena Mays** also transferred from the Office of Technology to CPRB.

Best Wishes ... to **Melissa Skiles** (Purchasing) who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to wish **Harold Young** (General Services) the very best during his retirement.

Employee Question of the Month ... Last month Department of Administration employees were invited to share their favorite song from the year they were born. Answers to this question can be seen on Page 5.

This month we want to know... "*Have you ever had a pen pal? If yes, from where?*" To answer this question, visit *https://forms.gle/pUdKyg97Uvw32z9u9*.

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 APRIL

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

Jeffrey Lawrentz	BRIM	Stephanie MacLellan	PEIA
Deanne Stevens	BRIM	Mark Isabella	Personnel
Cynthia Adkins	CPRB	James Knapp	Personnel
Marcia Howard	CPRB	Michael McCallister	Personnel
Lori Sayre	CPRB	Kim Schleicher	Personnel
Kenneth Woodson	CPRB	Jeremy Walker	Personnel
Stefanie Youngblood	CPRB	Marsha Aubrey	PDS
Kimberly Weber	Ethics	Matthew Brummond	PDS
Leslie Gwinn	Finance	Donald Stennett	PDS
Luke Murray	Finance	Melissa Pettrey	Purchasing
Beth Redden	Fleet	Samantha Knapp	Purchasing
Jason Agan	Gen.Srvs.	Kerri Gaston	Real Estate
Joshua Barefield	Gen.Srvs.	Michael Cheeks	WVOT
Keith Burdette	Gen.Srvs.	Jacqueline Clendenin	WVOT
Tori Edens	Gen.Srvs.	Rebecca Ferrell	WVOT
Carles Farley	Gen.Srvs.	Kristin Hamon	WVOT
Jeffrey Gillenwater	Gen.Srvs.	Donna Lipscomb	WVOT
Raymond Hanshaw	Gen.Srvs.	Carlos Neccuzi	WVOT
James Hawley	Gen.Srvs.	Matthew Nelson	WVOT
Donald Jordan	Gen.Srvs.	Ray Perkins	WVOT
Sean Kilpatrick	Gen.Srvs.	Matthew Short	WVOT
Edwin Miller	Gen.Srvs.	Trent White	WVOT
Willie Nelson	Gen.Srvs.	Jeffrey Wilson	WVOT
David Williams	Gen.Srvs.	Roger Young	WVOT