Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration

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Employee of the Month

Chris Barr Shines at Consolidated Public Retirement Board

Chris Barr, a Retirement Advisor with the Consolidated Public Retirement Board (CPRB), has been selected as the Department of Administration's ***Employee of the Month*** for September.

A state government employee for three years, Barr's primary duties are to meet with members of the Public Employees Retirement System (PERS) to advise and prepare them for post-state employment living.

"Chris is a 'people' person who puts members' minds at ease. He is very knowledgeable, which helps PERS members as they prepare to make one of the biggest changes in their lives," said one co-worker. "As a co-worker, one could not find a kinder, friendlier person to spend the work day with."

Said another co-worker, "Chris goes out of his way to assist our members as they prepare to retire. He works tirelessly to make sure the members get the full retirement benefits they have earned."

In his spare time, Barr likes to play softball and golf. He also enjoys going to the movies and concerts. He will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Ross Taylor on Friday, September 6 at 11:15 a.m. at the CPRB office in Kanawha City.

CHRIS BARR
September Employee of the Month

Ethics Commission Offers Training Sessions

As the Ethics Commission looks toward the 25th anniversary of its creation next year, its executive director Joan Parker said education will continue to be a prime goal of the agency. "Trust in government is an invaluable commodity, and the importance of the Ethic Commissions lies in ensuring that our citizens feel they can trust the actions of those involved in government," she said.

This was the principle in mind as Parker led attendees through a recent ethics training class at the Caperton Training Center at the Capitol Complex. The hour-long class covered aspects of the Ethics Act (*W.Va. Code* §6B-1-1), including who falls under the act's overview, what the

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Ethics Commission Executive Director Joan Parker discusses aspects of the Ethics Act during a training session at the Gaston Caperton Training Center.

Public Service Recognition Week Set for Sept. 16-20

This year's Public Service Recognition Week is scheduled for the week of September 16-20. This annual event recognizes state employees for their dedicated careers to public service.

On Thursday, September 19, Gov. Earl Ray Tomblin is scheduled to

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SNEAK PEEK

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Public Employees Insurance Agency staff members gather to discuss agency initiatives related to its varied programs.

PEIA Delivers Health Care to Public Employees

Editor's Note: This is part of an on-going series of articles which takes a closer look at Department of Administration agencies.

It goes without saying that health care has been, and continues to be, a primary focus of attention for so many people. Currently, one of the most pressing issues in the country is the issue of affordable health care.

Many complexities have always been associated with health care and for thousands of state employees and retirees, the numerous intricacies are handled by their provider, the Public Employees Insurance Agency (PEIA), which was created under the Public Employees Insurance Act of 1971.

Today, more than 50 full-time PEIA employees are responsible for a multitude of programs for its members, ranging from administration of insurance programs to wellness and outreach programs.

The sections within PEIA and their primary responsibilities are noted below:

- **Finance:** Billing, collections, accounts receivables, rate setting, plan analysis, Other Post Employment Benefit management, reporting, and auditing;
- **Member services:** Member inquiries, phone calls, and outreach;
- **Eligibility:** Enrollment, membership reconciliation with vendors, member changes, and auditing;
- **Provider relations:** Quality, physician outreach, new program design, manage the capitation pro-

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LOOKING AT ADMINISTRATION:
Public Employees Insurance Agency

Statutory Authority: *Public Employees Insurance Act of 1971*
Primary Purpose: "PEIA was established under the Public Employees Insurance Act of 1971 to provide hospital, surgical, group major medical, prescription drug, group life, and accidental death and dismemberment insurance coverage to eligible employees; and to establish and promulgate rules for the administration of these plans. Benefits are made available to all active employees of the state of West Virginia and various related state agencies and local governments.
Website: www.peia.wv.gov
Telephone Number: (304) 558-7850/(800) 680-7342
Physical Address: 601 57th St., SE, Charleston, WV 25304-2345

Department of Administration employees continue to earn national certification in their respective fields. Pictured are seven Purchasing Division employees who have earned national procurement credentials from the Universal Public Procurement Certification Council. Pictured: (sitting from left) Tara Lyle, Purchasing Director Dave Tincher and Roberta Wagner, (standing from left) Shelly Murray, Michael Sheets, Frank Whittaker and Krista Ferrell.

Dept. of Administration Employees Earn Various National Certifications

Kudos to several Department of Administration employees who recently earned national certification in their respective fields.

The Purchasing Division recently congratulated several staff members who earned national credentials through the Universal Public Procurement Certification Council (UPPCC). Assistant Purchasing Director Mike Sheets and Senior Buyers Tara Lyle and Frank Whittaker received their Certified Professional Public Buyer (CPPB) certification for successfully completing the organization's examination in May. This national certification includes an application process, formal education training, work-related training, public purchasing experience and functional management experience. Purchasing Director Dave Tincher and Buyer Supervisors Roberta Wagner and Krista Ferrell previously earned their CPPO and Buyer Supervisor Shelly Murray earned her CPPB national certification through the UPPCC.

Additionally, Cliff Manns of the Office of Technology recently has passed the Certified Information Systems Security Professional (CISSP) examination in June. Mann's preparation paid off as less than eight percent of those tested achieve scores higher than the 85 percent and 81 percent of examinees fail on their first attempt. Manns exceeded both of those benchmarks.

Congratulations to our employees for diligently improving their knowledge and skillset, which ultimately better serves the state of West Virginia.

New Agency Websites Offer Visual Appeal and Customer Service

It is a matter of both form and function for several Department of Administration agencies as they present new websites, with designs meant to serve the public as much as satisfy aesthetic appeal.

The new website for the Consolidated Public Retirement Board (CPRB) added a calculator for two of the nine plans it administers, said Patricia Bowgren, the agency's webmaster. Bowgren said the calculator works for the Public Employees Retirement System (PERS) and Teachers' Retirement System (TERS). The calculator allows members to calculate benefits.

For more information:

Consolidated Public Retirement Board:
www.wvretirement.com
Public Defenders Services:
www.pds.wv.gov
Public Employees Grievance Board:
www.pegb.wv.gov

"In addition to the calculator, we have placed our latest news on the front of the home page," Bowgren said. "Now it is the first thing that people see when they come to our page, and it is a good way to call attention to news that is affecting our retirees."

Bowgren said the site now incorporates Google Maps, meaning those interested in visiting the agency can use Google to map out directions directly to the location. It was part of an effort to make the site more user friendly,

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October Event Focuses on Information and Cyber Security Awareness

The West Virginia Office of Technology's Office of Information Security and Controls is sponsoring a no-charge information and cyber security awareness event on Oct. 2 at the Charleston Civic Center. This year's theme is "How Much are You Willing to Lose?"

The agenda is a mixture of informational sessions, with free posters, calendars, bookmarks, and other security-themed items. The event is open to the public, though registration priority will be given to public sector officials and employees.

The event will feature presentations delivered by experts in the areas of cyber threats, effective practices to safeguard

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PEIA

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gram, and network analysis and contracting;

- **Communications:** PEIA web page, Twitter, Facebook, all print and web materials, distribution of materials, PEIA Shopper's Guide and summary plan descriptions, and ID card design;
- **Health Services**: Pharmacy management, medical management, appeals, diabetic face to face program, weight management program, wellness programs, and appeals;
- **Legal:** Legal issues, compliance, privacy, and security.

"People may at times look at PEIA as big insurance company. I assure you our staff is extremely caring and concerned for all of our active members and retirees. They strive to do the right thing and assist customers to the best of their ability," said PEIA Director Ted Cheatham. "We have a responsibility to the state and the citizens to manage the financial aspects of the plan fairly and consistently while providing first-rate customer service. I think PEIA does an admirable job in accomplishing this responsibly."

Cheatham said the health care landscape constantly changes with the onset of many variables, such as new technologies and updates to rules and regulations in laws passed at the state and federal levels. The continuous attention to detail is always a challenge at PEIA.

"There is nothing stagnant about our industry. Our staff realizes this and rises to the challenge every day to provide our many diverse programs to our members. It is very rewarding when we effectively deliver our total health care programs to our members," Cheatham said. "A healthy state government workforce is an effective state government workforce. Seeing this through is our daily commitment at PEIA."

CYBER

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systems and data, with an emphasis on individual accountability, risk management, and privacy issues.

Speakers include:

- Tony Sager (Director, SANS Institute)
- Evan Patterson (Special Agent, Federal Bureau of Investigation)
- A. Bryan Sartin (Vice President, Investigative Response, Verizon/ Cybertrust)

Doors at the Charleston Civic Center will open at 8:30 a.m. for check-in and name-tag distribution. The program will begin at 9 a.m. Jim Richards, the State's Chief Information Security Officer and host, will open the event, followed by remarks from state officials.

The event is scheduled to conclude at 1 p.m. All attendees must be registered, and pre-registration is highly recommended. Space at the Civic Center is limited.

To register, visit ***https://apps.wv.gov/OT/SCR/***.

PSRW

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host the PSRW Governor's Awards Ceremony at 1:30 p.m. in the Culture Center Theater for employees who have achieved 30 or more years of service.

In addition, Cabinet Secretary Ross Taylor will recognize our Department of Administration employees with 20, 25, 30 and 35 years service as well as those with superior attendance at a special invitation-only ceremony on Friday, September 20 at 10:30 a.m. in the Capitol Room of Building 7 (Gaston Caperton Training Center).

For questions concerning Public Service Recognition Week, contact Jane Fouty at 304-558-3950, ext. 57215 or by e-mail at ***Jane.S.Fouty@wv.gov***.

State Employees' Children to Qualify for the WVCHIP

Gov. Earl Ray Tomblin recently announced, pending federal approval, dependents of West Virginia state government employees will be eligible to apply for health insurance coverage with the West Virginia Children's Health Insurance Program (WVCHIP). Previously, these individuals were not eligible to apply for WVCHIP due to the federal program's eligibility restrictions.

"The good health of our children is of the utmost importance," Gov. Tomblin said. "Through this opportunity, we are seeking to protect and improve our children's quality of life and future by providing a more affordable insurance option for their families."

On September 1, 2013, WVCHIP will notify the federal Centers for Medicare and Medicaid Services (CMS) of its intent to submit an amended state plan authorizing enrollment of public employees' children into WVCHIP. The CMS approval process is anticipated to begin in October with authorization anticipated by January 1, 2014. If approved, eligible PEIA members can explore this new option during open enrollment with WVCHIP coverage to begin July 1, 2014.

The Affordable Care Act changed federal CHIP eligibility requirements enabling WVCHIP to consider enrolling qualified dependents of state employees, who currently receive coverage under the Public Employees Insurance Agency. If approved by CMS, the WVCHIP insurance would offer more affordable coverage and enhanced benefited for qualified children of state employees.

Logan Ribbon Cutting Ceremony

Cabinet Secretary Ross Taylor, far right, joins Gov. Earl Ray Tomblin, middle, and other dignitaries at the ribbon-cutting ceremony of the new Logan State Office Building on August 16. The Real Estate Division and the General Services Division were vital in the design and construction of the building which houses more than 125 state employees from five different agencies.

State Inventory Coordinators Reminded of Opportunity to Reconcile Agency Assets

The West Virginia State Agency for Surplus Property (WVSASP) reminds procurement officers of the opportunity to reconcile all of their agency's fixed assets in preparation of the conversion to the state's Enterprise Resource Planning System, *wv*OASIS. This reconciliation includes items that have been previously listed as lost.

Corrective measures which agencies may perform until October 31 are listed below:

- Retire lost fixed assets to WVFIMS with a Fixed Asset Reconciliation Approval Statement (form **WV-100**), which must be signed by the agency director and agency Cabinet Secretary (please note this form is located on the WVSASP website at ***www.wvsurpls.gov/forms/WV100InventoryTemplate.pdf***;
- Indentify fixed assets with corrective information using a Data Change Request form, and;
- Provide the option to remove fixed assets below the program's guidelines. This is property with an original value of $1,000 or more; computers and laptops with an original value of $500 or more; and all firearms, regardless of costs.

"This opportunity for agencies to reconcile its fixed assets is a one-time event," said Elizabeth Perdue, Assistant Purchasing Director and WVSASP Manager. "Agencies may begin submitting information to us now. It will be in everyone's best interest not to wait until the end of October."

For more information about these measures, please contact WVSASP at (304) 766-2626.

WEBSITES

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Bowgren said.

"We wanted to make the site simpler to use, so everyone could access information without any confusion," she said.

Cricket Reynolds, a secretary with the Public Employees Grievance Board, said that although much of the information remained the same on her agency's new website, it is now easier to navigate, especially the "search database by form" function.

"Every decision by the Grievance Board is in this database, and when you are searching for a decision, you can now list the criteria for the search," she said. "The resulting list gives a synopsis for each decision that matches the criteria. You can click the synopsis and then access the decision."

Reynolds said the new search function adds a step, but increases the information available to users. The new website incorporates a more visually appealing format that the previous site, she said.

"When the board's original site was developed, it was very basic, and the new site is much more interesting to look at, while still maintaining its functionality," she said.

Dana Eddy, executive director for Public Defender Services, said his agency's new website has updated and simplified access to forms for public defenders.

"Much of the website traffic tends to be legal counsel practicing throughout the state, and the site redesign makes it easier for them to find information and to fill out vouchers for reimbursement," he said. "We created an online system where counsel can prepare their vouchers and the system does all of the mathematical calculations to help eliminate error. We can then use it for statistical information."

Eddy said the site also makes it easier for the average citizen to navigate. "Information about the agency is set out in a more readily accessible fashion, and people can understand the mission of the agency."

With the never-ending advance of technology, the new websites demonstrate the continuing mission of agencies to offer greater service to their customers and the state of West Virginia.

ETHICS
Continued from Page 1

Ethics Act prohibits and allows, and the Ethic Act's goals.

"The general principle is to maintain confidence in the integrity and impartiality of the governmental process," Parker said. "Citizens should ultimately feel that government is accountable."

Parker said the 2005 Special Session of the West Virginia Legislature extended the statute of limitations to two years on ethics violations, and amended the complaint process and procedure to allow more time to investigate ethics violation allegations. "This gives us more opportunity to thoroughly investigate allegations and to fulfill the agency mission," she said.

During the training session, Parker discussed various parts of the Ethics Act, including public contracts, nepotism, and the rules on receiving gifts and honorariums. She said that much of agency's advice is by telephone, when individuals call with potential ethical issues. She said the Ethics Commission is authorized by statute to give binding legal advice, and all calls are kept anonymous, though rulings are made public record.

Parker said the public issuance of advisory opinions ensures that residents understand fully that government officials and public servants alike are behaving in a just and legal manner. "An educated citizenry keeps politicians accountable," she said.

Parker said more workshops are planned throughout the state, with the goal of ensuring that public servants and public officials have the best access to information.

For more information about ethics training sessions, or about the Ethics Commission, call (304) 558-0664 or visit its website at ***www.ethics.wv.gov***.

Administrative Notes

Welcome! ... The Department of Administration is pleased to welcome our new employees: **Stephen Panaro** (BRIM); **Melody Scott** and **Staci Young** (CPRB); **Benjamin Visnic** (Ethics); **Joselyn Sturgill** (Finance); **Carrie Childress** (General Services); **Idesha Fox**, **Shonda Lewis** and **Christie Yarbough** (PEIA); **Stephanie Gale** (Personnel); **Alisha Ord** and **Dean Wingerd** (Purchasing); and **Jessica Allman** and **Michael Moore** (Technology).

Best Wishes ... to **Maryclaire Akers** (Ethics); **Derek Bailey** (General Services); **Erin Fink** (Public Defender); **Michael Lee** (Purchasing); and **Linda Harper** (Technology), who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to congratulate **Linda Dexter** (Brim), **Diana Lunsford** (CPRB) and **Berneice Moore** (Technology), who recently retired from our department.

Baby News! ... Congratulations to **Betsy Wheeler** (Finance), who welcomed her grandson Dawson Samuel Dozier on July 27, weighing 8 lbs., 9 oz. ... **Carolyn Hager** (General Services) welcomed her first great-grandchild, Kayden Eli William Hager, on August 5. Born to Madison Hager, he was 8 lbs., 8 oz. and 21 inches long ... Ellen Helen DeMarco is the new granddaughter of **Catherine DeMarco** (Purchasing), born July 28. She was 7 lbs., 13 oz., and 20 1/2 inches long.

HAPPY BIRTHDAY ... in September

1 Evelyn Melton ..... Purchasing
2 Connie Byrne ..... Finance
Idesha Fox ..... PEIA
Ada Kennedy ..... Personnel
3 Ricky Howerton ..... General Srvs.
5 Lu Anne Cottrill ..... Purchasing
Jane Fouty ..... Personnel
6 Diane Corker ..... Finance
7 Randall Arbogast ..... Technology
Kenneth Casto ..... Technology
8 Kevin Chapman ..... Aviation
9 Krista Scott ..... Technology
10 Ernest Green ..... General Srvs.
11 Diana Davis ..... CPRB
Sherry Fewell ..... Purchasing
Scotty Pauley ..... General Srvs.
13 Robert Desmond .... General Srvs.
16 John Foster ..... Technology
Mark Smith ..... Technology
17 Wesley Moats ..... Technology
18 Dave Hildreth ..... Real Estate
Larry Sutters ..... Technology
19 Kenny Yoakum ..... Fleet
20 Tammy Bailey ..... Technology
Jessica Blankenship ..... PEIA
Matt Cordie ..... General Srvs.
Arlie Hubbard ..... Ethics
Bill McClanahan ..... Technology
21 Emily Dowdy ..... Technology
Stephen Kolar ..... Technology
22 Frank Buskirk ..... Technology
Edward Dailey ..... General Srvs.
23 Teresa Asbury ..... Public Def.
23 Ali Dabiri ..... Technology
James Huffman ..... General Srvs.
Barbara Jarrell ..... Personnel
Terry Parsons ..... General Srvs.
Tammy White ..... CPRB
24 Patricia Ebert ..... Technology
Dana Eddy ..... Public Def.
James Farmer ..... Purchasing
Amber Harper ..... PEIA
Dan Morris ..... CPRB
Daniel Pauley ..... Technology
Deidre Rainwater ..... Technology
25 Lionel Adams ..... CPRB
Kevin Kerns ..... CPRB
Virginia May ..... CPRB
Thompson Midkiff ..... Aviation
Michael Moore ..... Technology
26 Jeffrey White ..... Technology
27 Jennifer Curia ..... Finance
Gail Delmaar-Mines .. Purchasing
Helena Templeton ... Technology
28 Joan Chapman ..... Finance
Adena Harvey ..... Technology
Cathy Kushner ..... Technology
29 Thomas Allen ..... Technology
Steve Brightwell ..... Fleet
Derrick Day ..... Technology
Jerry Gladwell ..... BRIM
30 Barbara Moss ..... CPRB
Jennifer Priddy ..... PEIA
Paige Strickland ..... CPRB

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