



Quotes, Notes & Anecdotes

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

Mischa DiFilippo Labeled a 'Dynamo' for BRIM



Mischa DiFilippo
August Employee
of the Month

MISCHA DIFILIPPO, a Secretary II for the Board of Risk and Insurance Management (BRIM), has been selected as the Department of Administration's **Employee of the Month** for August.

An eight-year employee of state government, DiFilippo handles all administrative duties for BRIM's Claim Department. This involves handling daily mail and filing for approximately 700 claims, plus coding, creating files, writing correspondence and maintain-

ing claim diaries for the three BRIM Claim Technical staff members.

"Mischa's filing and file room duties alone would break many workers, but she manages to maintain a high level of accuracy in correctly routing and attaching hundreds of pages of documents per day, and she does it all on time," said one co-worker. "All other departments within BRIM depend on the data that begins with Mischa's data entry and her speed and accuracy is amazing."

Another co-worker added, "Mischa is a dynamo, which is rare enough, but when her accuracy and excellent attitude are added into the mix, it becomes abundantly clear that BRIM is extremely fortunate to have Mischa on its team."

In her spare time, DiFilippo coaches figure skating. DiFilippo will be joined by co-workers at a special ceremony presented by Cabinet Secretary Rob Ferguson on Thursday, August 7th at 11 a.m. at the BRIM office in South Charleston.

Capitol Market Returns to State Capitol Grounds For Fourth Year



State employees took advantage of a warm July afternoon to buy fresh fruits and vegetables at the Capitol Market.

The 4th annual Capitol Market at the State Capitol has returned, operating on Wednesdays and Fridays from 11:30 a.m. to 1 p.m. through August 22 for state employees and visitors to enjoy. The market is located next to the fountain behind Building One.

Endorsed by First Lady Gayle Manchin and the Office of Healthy Lifestyles, the market allows for outdoor vendors from the Capitol Market to sell their produce. In addition, the Purple Onion will provide vegetarian wraps, green

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SNEAK PEEK

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Weight Management Program Offers Some State Employees a Start for Healthy Lifestyles

Living a healthy lifestyle is not just a choice, but a series of decisions that must be made daily.

For state employees looking to begin that journey, the Public Employees Insurance Agency (PEIA) offers a starting point.

PEIA's Weight Management Program began in 2003 with one site and has grown to 50 sites throughout the state.

More than 2,600 PEIA members either have participated or are participating in the program, said Nidia Henderson, the health promotions director for PEIA.

"The program has grown and has continued to grow," Henderson said.

Participants receive the services of a dietitian, an exercise physiologist and personal trainers at a fitness facility meeting PEIA's quality criteria.

Participants also receive a full fitness assessment.

The benefits in a healthier lifestyle are plentiful, Henderson said.

However, she added, while people are

exercising personal responsibility, the program must be coupled with environmental changes.

She notes what is typically sold in vending machines are unhealthy choices to those battling weight issues.

"Until we make a change to give healthier offering, we are sabotaging them," she said.

The addition of events, such as the Farmers Market at the Capitol where employees can purchase fresh fruits and vegetables, helps in

these changes. See page 1 for more details.

"It helps people both in weight management and as a preventative," she said.

There is no coinsurance or deductible, but participants have copayments which are as follows:

First three months: \$45 per month.

Following nine months: approximately \$14 per month.

Second year: Employees pay half and PEIA pays half of the facility fee up to a total of no more than \$50 per month.



"It helps people both in weight management and as a preventative."

Nidia Henderson
PEIA health promotions director

FOR MORE INFORMATION

Call 1-866-688-7493 or
on the Web at <http://www.westvirginia.com/peia>.

PROGRAM POINTS

Employees must have the PEIA Preferred Provider Plan as your primary coverage; and

- Must have a Body Mass Index (BMI) of 30 or greater; or
- Must have a BMI of 25 or greater with a related medical condition like heart disease, high blood pressure, diabetes or metabolic syndrome;
- Must be ready to make permanent lifestyle changes; and
- Must have the approval from your physician or nurse practitioner.

Employees may be excluded from consideration for the following reasons:

- Recently undergone bariatric surgery
- Participated in the Dr. Dean Ornish program for Reversing Heart Disease;
- Are not ready;
- Have previously participated in the program;
- Physician or nurse practitioner does not approve;
- No participating facility in the employee's area.

Secretary Ferguson Named to Toll Fellowship



**ROBERT
FERGUSON**

Cabinet Secretary Robert W. Ferguson, Jr. of the Department of Administration is one of 40 emerging state leaders from across the nation selected for the prestigious Toll Fellowship Program, which is sponsored by The Council of State Governments (CSG).

The annual week-long seminar, named in honor of Henry Toll, a Colorado senator who founded CSG in 1933, seeks to develop the next generation of leaders from all three branches of state government. The experience gives these leaders perspectives they would not ordinarily obtain during the course

of their regular governmental service.

Nominated by Gov. Joe Manchin III, Secretary Ferguson was selected from many outstanding applicants by a committee of state elected and appointed officials as one of the most promising leaders of state government. This year's applicant pool included state leaders from all three branches and represented 37 states and two U.S. territories. Past Toll Fellowship graduates include governors, U.S. Senators and members of Congress, as well

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Office of Technology Hopes to End Gap in Communication with System Changes

Kyle Schafer, the state's Chief Technology Officer, says he sees a communication problem between state agencies, and the need to bridge that communication gap is an urgent one.

"As state government has grown, every agency in the executive branch has grown like its own country," Schafer said. The end result has been that the resulting computer systems typically cannot communicate with one another.

For this reason, the State Legislature has appropriated \$5 million to begin work on an Enterprise Resource Planning (ERP) system. The goal is to implement an operational, planning and administrative system that will streamline administrative processes of government, reduce organizational and training costs, and eliminate manual paper processes and duplications.

State agencies currently operate at least 91 different systems, often on outdated and obsolete technology. This means there are no common vendor master files, no common facilities database and no common employee tracking and reporting system.

By implementing an ERP system, Schafer said he hopes to move state government into a 21st century working model by eliminating the endless paper trails and creating a quicker, more seamless electronic workflow.

"The rest of the world processes at the speed of light," he said. "We travel at the speed of central mail." The ERP process is broken into three phases. The initial phase will be planning and requirements gathering, with the \$5 million allocation from the legislature going toward this phase.

Schafer said consultants will be hired, with teams of consultants and members of the Office of Technology being sent into every agency to study the systems used. "We are going to develop an 'as is' state," he said. "Then we will develop a 'should be' case, with a

recommendation of what it should be."

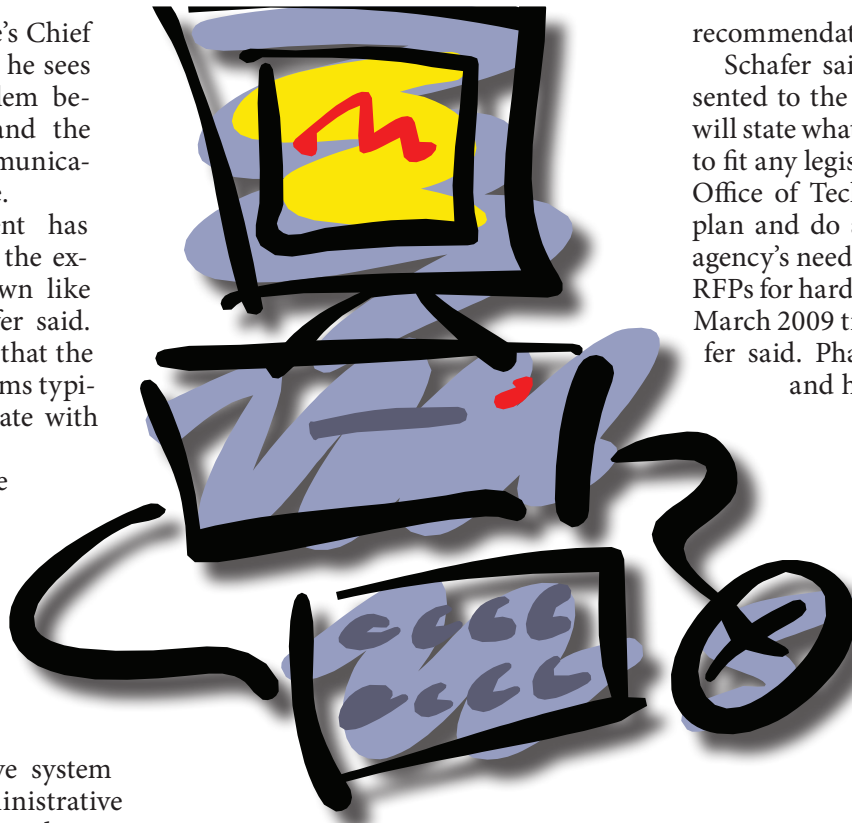
Schafer said each plan will be presented to the respective agency, which will state what changes need to be made to fit any legislative rules or issues. The Office of Technology will modify the plan and do an RFP to best meet the agency's needs. Phase one ends with RFPs for hardware and software, with a March 2009 time frame planned, Schafer said. Phase two will be software and hardware acquisition, and phase three being ERP implementation.

Schafer said that research has indicated the change will cost approximately \$40-60 million, but will ultimately save money in the long run due to the improved work flow, better management of assets, better leveraging of statewide con-

tracts and vendors, and realization of discounts and incentives associated with more efficient processing.

West Virginia is admittedly lagging behind other states, with all but four states having acquired ERP software. Nonetheless, Schafer said he expects resistance to the change, but said any difficulty in the switch will be well worth the effort.

"The real value we see is much better financial management, much better personnel management, and we can better manage our dollars," he said.



FERGUSON

Continued from Page 2

as leaders in state government. Secretary Ferguson is now serving as president of the National Association of Chief Administrators (NASCA), which is part of CSG.

The Council of State Governments is the premier multi-branch organization

forecasting policy trends for the community of states, commonwealths and territories on a national and regional basis.

CSG alerts state elected and appointed officials to emerging social, economic and political trends; offers innovative

state policy responses to rapidly changing conditions; and advocates multi-state problem-solving to maximize resources and competitiveness. CSG promotes excellence in decision-making and leadership skills and champions state sovereignty.

State Privacy Office Informs Agencies of the Security Breach Legislation Now in Effect

West Virginia is now one of 43 states, including the District of Columbia and Puerto Rico, that has added a new provision to its state code related to the Breach of Security of Consumer Information.

Introduced as Senate Bill 340 during the 2008 Regular Session of the State Legislature, the new law passed on March 8 and became effective June 4.

The bill provides for a procedure to notify consumers when a breach of unencrypted computerized data that compromises the security and confidentiality of personally identifiable information occurs. All agencies within the Department of Administration are subject to this new law.

According to Michael Harmon, the Department's Privacy Officer, privacy and security breaches are not necessarily

limited to electronic information.

Non-electronic information, such as paper documents, must be disposed of properly to avoid any potential breaches. "All paper documents containing personal information must be

disposed of securely," said Harmon. Locked recycling bins and shredders are good ways to securely dispose of confidential information.

Harmon also stressed the importance of responding quickly to breaches.

"We have obligation to those we serve to inform them as soon as possible that their personal information has been compromised," said Harmon.

State employees who become aware of a situation that could compromise the privacy or security of personally identifiable information must immediately contact their division's Privacy Coordinator.

If you have questions about the new law or to find out the privacy contact person in each division, go to www.wvprivacy.org or e-mail michael.harmon@wv.gov.



Mott Bentley Joins Department as Assistant General Counsel

An enthusiasm for government and a zeal to contribute are among the things that motivate Rebecca Mott Bentley. She said these attributes are what have driven her career choices, which now include beginning work as assistant general counsel for the Department of Administration. She replaces Bill Hicks, who returned to a private law practice in Charleston.

A native of Loudonville, Ohio, Mott Bentley attended Otterbein College in Westerville, Ohio, where she received a B.A. in political science in 1999, and from Capital University Law School in Columbus, Ohio, where she received her Doctor of Juris Prudence in 2005.

Mott Bentley said she is driven by a desire to make a difference, beginning in second grade when she decided she wanted to become president. "I have not given up on that dream," she said.

One of seven daughters, she credits her passion for government from her father.

Mott Bentley said her responsibilities



Ohio native Rebecca Mott Bentley recently joined the Department of Administration as assistant general counsel.

ties will include everything from bond hearings to purchasing protests, a wide umbrella in which she said she is comfortable. "It is a different topic every day, so I will not be bored," she said.

Before coming to West Virginia state government, Mott Bentley was an associate with Plank & Brahm, a Legal Professional Association, in Columbus,

practicing in the area of real estate law. She also worked for The Robert Weiler Company, a commercial real estate company in Columbus specializing in brokerage, appraisal and development services. Prior to her real estate

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West Virginia Fair Celebrates 84 Years of Tradition and Fun

One of the state's oldest and grandest traditions takes place this month when the West Virginia Fair is held from Aug. 8 - 16 at the West Virginia Fairgrounds in Lewisburg, Greenbrier County.

This year marks the 84th edition of the event, which traces its roots to the first recorded fair conducted in Greenbrier Valley, Virginia, in 1854.

The Greenbrier Agricultural Society then began organizing and conducting an annual fair where agricultural accomplishments could be displayed. This popular event attracted entries of livestock, produce and household items from farms throughout the area. The location of this event was determined by current historians to be at the corner of Washington and Lee streets in Lewisburg.

The primary focus of the State Fair is found in its mission statement which is "to produce a quality fair committed to the traditions of agriculture."

Agricultural-related contests and events are held throughout the nine-day event, as well as educational programming for local schools but the State Fair contains much more. Concerts by some of the country's most popular performers, shows, rides, arts and crafts and special activities are also an integral part of the State Fair, which is located three miles south off of Exit 169 of Interstate 64 at Lewisburg.

Visit the State Fair Web site at www.wvstatefair.com for complete information including the site's "Plan Your Trip," which offers info about area camping, lodging and other local resources.

The West Virginia State Fair is always a fun destination for families with plenty of rides, shows and programs centered on children.



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salads, pasta salads and fruit salads on Wednesdays only. On August 6, Department of Agriculture personnel will roast fresh corn.

The Department of Agriculture and the Capitol Market are partners for the event, which is being coordinated by the wellness coordinators in Buildings 3 and 6 (Department of Health and Human Resources, the Division of Natural Resources, the Division of Motor Vehicles, the Office of Public Defender Services and the Department of Education). The Department of Administration is providing additional support.

Quotes, Notes and Anecdotes

Meet and Consult Program Encourages Input

Nearly a year ago, the Meet and Consult pilot program was initiated within two Department of Administration agencies as a result of an Executive Order by Gov. Joe Manchin III.

Several key initiatives of the Meet and Consult project include an avenue to develop greater communications between employees and management and to provide a partnership between employees and management in order to share in the obligation to make government the best it can be for every citizen.

The two Administration agencies chosen to participate are the General Services Division and the Purchasing Division.

Employees in these agencies have been encouraged to meet with their rep-

resentatives with concerns and/or recommendations which would be taken into consideration by the Cabinet Secretary, and potentially, the Governor's Office, for implementation.

According to the Executive Order, the Meet and Consult pilot project will conclude on December 30, 2008, unless expressively expanded to other agencies by the Governor.

Other agencies selected to participate in the pilot program included the Regional Jail Authority of the Department of Military Affairs and Public Safety and the Division of Highways of the Department of Transportation.

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MOTT BENTLEY

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legal experiences, Mott Bentley worked in state government for the Ohio Consumers' Counsel, the state residential utility advocate, and as a legal extern for the Ohio Secretary of State's office in the Election's Division. On the federal government level, Mott Bentley worked as a law clerk extern for the Honorable George Smith, a U.S. District Court Judge in Columbus and for Ohio's U.S. Senator George Voinovich and the former U.S. Senator Mike DeWine.

She is a member of the Ohio and the West Virginia bar associations and a licensed Realtor.

Mott Bentley is married to Mike Bentley and has two sons: Issac, 9, and Alec, four months. We welcome Rebecca Mott Bentley to the Department of Administration.

PROGRAM

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The Meet and Consult representatives are listed below:

General Services Division

Division Representatives

Dave Lawrence

Maintenance Unit

Gerald Strickland

Grounds Unit

Josh King

Custodial Unit

Donald Jarrell

Administrative Unit

Vacant

Purchasing Division

Division Representatives

Diane Holley

Charleston Unit

Willadean Fisher

Dunbar Unit

Alice Thibodeaux

For complete information on Meet and Consult and how employees can take part in it, please visit the Department of Administration's Intranet site at <http://intranet.state.wv.us/admin>.

Welcome! ... to our new employees: **Robert Desmond** and **Larry Layne** (General Services); **Norma Cross**, **Christopher Del Checcolo**, **Carlos Fortune**, **Michael Hardt**, **Quentin Johnston**, and **Michelle Perry** (all of Technology); **Jessica Blankenship** and **Norma Priddy** (both of PEIA); and **Rebecca Mott Bentley** (Secretary's Office). **Paula Lowe** transferred from Finance to General Services.

Time to Relax ... After years of hard work, the following employees are now ready to kick back and relax. Those employees who recently retired from our department include: **Diane Connelly** (CHIP) and **John Wagner** (Technology).

Best Wishes ... to our employees who recently resigned from our department: **William Hicks** (Administration); **Kerry Jones** (CPRB); and **Rebecca Romans** (PEIA).

Got News?... Let us know what's going on with you and your family. Contact Diane Holley, Editor, at (304) 558-0661 or at Diane.M.Holley@wv.gov with information to share with the department's employees.

On Action

"Take time to deliberate, but when the time for action arrives, stop thinking and go in."

Andrew Jackson

HAPPY BIRTHDAY ... In August

- | | |
|--------------------------------------|---------------------------------------|
| 1 Mike Campbell Technology | 18 Chris Bostick Aviation |
| Doug Schwab Technology | James Hicks Technology |
| 2 Gary Burns Technology | Mike Sheets Purchasing |
| 3 John Rogers Public Defender | Beverly Toler Purchasing |
| 4 Shawna Carson CPRB | 19 Antonia Anderson .. Technology |
| Tim Graley Technology | Robert Krause Gen. Svs. |
| Rosa McFarland Public Defender | Donna Price Technology |
| Mark Miller CPRB | David Tincher Purchasing |
| Sabrina Sneed Technology | Michael Usher Technology |
| 6 Sheila Straley Finance | 20 Robert Fisher BRIM |
| 7 Patricia Bowgren CPRB | Bryant Reynolds Technology |
| Janine Ganoie Technology | Carla Taylor Gen. Svs. |
| Michelle Null Technology | 21 Cynthia Dillon Finance |
| David Prince Technology | Tim Miller Purchasing |
| 8 Kellie Carper Public Defender | 22 Cynthia Smith Technology |
| Robin Chambers Finance | 23 Charles Adkins Gen. Svs. |
| Kristina Strader Purchasing | Bryan Hoffman Finance |
| 9 Joseph Bolar PEIA | Michael Lakin Aviation |
| 10 Linda Lee Dexter BRIM | 24 Frances Buchanan PEIA |
| Larry Meninger Technology | Carlos Fortune Technology |
| 11 Donald Patterson ... Technology | 25 Tammy Patton CPRB |
| 12 Ed Nelson Technology | Bonnie Sue Walker Personnel |
| 13 Phil Debruyn Technology | 26 Sheila Coughlin Public Defender |
| Brittany Smith CPRB | 27 Gerald Stricklen Gen. Svs. |
| 14 Marta Dean Technology | 28 Michael Austin Purchasing |
| Pamela James Technology | Greg Ganoie Technology |
| Richard LeMasters .. Technology | 29 Heather Bartholomew Grievance |
| Richard Wickert Technology | Candace Vance PEIA |
| 15 Marilyn Padon Technology | 30 Elizabeth HumphreysTechnology |
| 16 Nancy Baire Technology | Nancy Stark Technology |
| Cynthia Good Technology | Claudia White CPRB |
| Joyce Larrabee Technology | 31 Sharon Carte CHIP |
| 17 Elizabeth Perdue Purchasing | Cynthia DotsonPEIA |

Administrative Notes



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

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