



Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

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Employee of the Month

Purchasing's Betty Francisco Earns Respect from Colleagues

BETTY FRANCISCO, a Senior Buyer for the Acquisition and Contract Administration Section of the Purchasing Division, has been selected as the department's **Employee of the Month** for December.

A 24-year employee of state government, Betty is responsible for managing all statewide contracts processed by the division for frequently used commodities and services.

She oversees all aspects of these contracts, including re-

viewing specifications for accuracy and completeness; evaluating all bids received; and awarding contracts to the lowest responsible bidder.

According to one of her co-workers, "Betty has an 'open door' policy, making herself available to all co-workers for guidance and support on a professional and personal level. As a co-worker, I can say she is truly admired and respected."

Another co-worker added, "Betty's heart is in the right place when her decision

making is in the *best interest of the state*. She is a watchdog for the state's money."

In her spare time, Betty enjoys reading and word games, especially Scrabble. She also values her time camping with her husband Bob.

Please join Betty's friends and co-workers at a special ceremony in her honor on Friday, December 1 at 11 a.m. in the Purchasing Division's conference room in Building 15.



BETTY FRANCISCO
December Employee of the Month

Holiday Season Shared with All West Virginians

Joyful Night Scheduled for December 4

In preparation for Joyful Night, the General Services Division decorates the trees on the Capitol's campus. This year's tour will begin in the outside circle and proceed to the campus' south side, the lower rotunda, the Governor's Mansion and conclude with a reception at the Cultural Center. The event is free and open to the public.



The annual tree-lighting ceremony, *Joyful Night*, is scheduled for 6 p.m. on Monday, December 4. Free and open to the public, this event will begin in the outside circle with Gov. Joe Manchin and the First Lady "flipping the switch" to one of the Capitol's Christmas trees. The event will continue to the campus' south side tree, the lower rotunda with caroling, the Governor's Mansion and ending at the Cultural Center for a reception. For more details, call Pat Cowdery at 558-0220.

Sneak Peek INSIDE...

- ◆ Privacy Symposium Outlines Requirements
- ◆ Nominees for 2006 Employee of the Year Listed
- ◆ Tobacco Cessation Program Offered by Free & Clear
- ◆ General Services Accomplishes Projects on Campus
- ◆ People Talk

Employee of the Year to be Announced...

Nominees from 2006 Employees of the Month

Nominees for the 2006 Department Employee of the Year



Rob Sayre
January 2006



Debbie Pendleberry
July 2006



Burley Williams
February 2006



Nancy Stark
August 2006



Carla Pullen
March 2006



Judy King
September 2006



Jane Shinn
April 2006



Robert Miller
October 2006



Kathy Blizzard
May 2006



Becky Keathley
November 2006



Susan Lowe
June 2006



Betty Francisco
December 2006

Last month, Department of Administration employees placed their votes for their selection of the 2006 **Employee of the Year**.

Secretary Rob Ferguson will make the official announcement of this year's top honor at 1:30 p.m. on Wednesday, December 20, in the upper Rotunda of the Capitol. A reception will immediately follow the announcement.

Of the 12 **Employees of the Month** selected this year, only one person can receive this prestigious award.

The 2006 nominees for the **Employee of the Year** are listed below:

ROB SAYRE, our January Employee of the Month, is an Programmer Analyst 2 for the Office of Technology. (*No longer employed by the department*)

BURLEY WILLIAMS, our February Employee of the Month, is an Accounting Technician III for the Public Employees Insurance Agency.

CARLA PULLEN, our March Employee of the Month, is an Office Assistant for the Office of Technology.

JANE SHINN, our April Employee of the Month, is a Financial Reporting Specialist for the Finance Division.

KATHY BLIZZARD, our May Employee of the Month, is an Office Assistant II for the Division of Personnel.

SUSAN LOWE, our June Employee of the Month, is an Administrative Services Manager for the Division of Finance.

DEBBIE PENDLEBERRY, our July Employee of the Month, is a Microsoft Office Master Instructor for the Office of Technology.

NANCY STARK, our August Employee of the Month, is a Program Analyst II for the Office of Technology.

JUDY KING, our September Employee of the Month, is a Retirement Advisor for the Consolidated Public Retirement Board.

ROBERT MILLER, our October Employee of the Month, is a Claims Representative for the Board of Risk and Insurance Management.

BECKY KEATHLEY, our November Employee of the Month, is an Office Assistant I for the Division of Personnel.

BETTY FRANCISCO, our December Employee of the Month, is a Senior Buyer for the Purchasing Division.

All of our department employees are encouraged to attend the **Employee of the Year** ceremony this month to support these outstanding employees. A special congratulation is extended to all of our well-deserved and honored **Employees of the Month** for this year!

The Privacy Symposium Stresses the Message: Protecting Privacy is Everyone's Responsibility

Privacy programs are a relatively new concept in state government and involve a tremendous cultural change. Michael Harmon, the department's privacy officer, said a program like this would be difficult to implement if it were not for the strong support of Gov. Joe Manchin and Department of Administration Cabinet Secretary Robert Ferguson.

Consequently, Secretary Ferguson required all of his division/agency directors and privacy coordinators to attend a one-day symposium on November 1, 2006. The symposium was designed to raise awareness of the privacy program's mission and infrastructure, as well as stressing the importance of privacy and security collaboration.

"There is a 'that's the way we've always done it' mindset," said Harmon. "Events like this help to change that frame of mind." Harmon explains that one way of making a change is by reducing the amount of information collected by state government. "If we limit what we collect, we ultimately reduce the amount of information that needs to be protected," he said.

"There is a 'that's the way we've always done it' mindset. Events like this help to change that frame of mind."

Michael Harmon
Privacy Officer
Department of
Administration

Personally Identifiable Information (PII) consists of all protected and non-protected information that identifies, or can be used to identify, locate, or contact (or impersonate) an individual.

Examples include: an individual's home address, telephone and FAX numbers, credit and debit card numbers, mother's maiden name, Social Security Number (SSN), Driver's License Number, full face photographic images, certificate numbers, and medical record numbers.

The privacy symposium was designed for privacy coordinators and senior managers. It is the organizers' hope that the participants were able to take the information learned back to their employees. With more than 100 attendees, the participants included representation from all departments under the Executive Branch, several boards and commissions, and the Attorney General's Office.

Speakers at this event included the State's Chief Privacy Officer Sallie Hunt and Deputy General Counsel for the Governor's Office Joe Ward.

In addition to an overview of the Privacy Program and a discussion of legal issues, participants were given a list of tips for protecting and securing PII, some of which are listed below:

- Protecting privacy is everyone's responsibility.



- Think privacy when you create documents. Do you need to include the entire SSN or will the last four digits work?
- Verify identity and authority of anyone requesting PII. Do not distribute or release PII to other employees unless they need-to-know.
- Do not be afraid to challenge anyone who asks to see PII for which you are responsible.
- Be sure to follow procedures for shredding documents containing PII, CDs and floppy discs.
- Adopt a "clean-desk policy". Do not leave documents with PII out when away from workstation.
- Lock documents with PII overnight and on weekends.
- Lock PC when away from workstation.

For more information on protecting and securing PII, contact Michael Harmon at 558-6244, ext. 210

Senior managers and privacy officers were requested to attend a one-day symposium last month designed to raise awareness of the privacy program's mission, infrastructure and the importance of privacy and security collaboration.

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Joe Manchin III
Governor

**Robert W.
Ferguson Jr.**
Cabinet Secretary

Diane Holley
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David Bailey
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Kaye Parks
Sandy Singleton

Tobacco Cessation Benefit Assists PEIA Members



PEIA offers a new cessation benefit plan for those members wanting to *kick the habit*.

Try to make quitting tobacco YOUR new year's resolution. Quitting is important for your health, your family, and your wallet. Members of the Public Employees Insurance Agency (PEIA) now have access to a free smoking cessation program - the Free & Clear® Quit For Life Program.

Secretary Ferguson Featured in "Vision" Magazine



Cabinet Secretary Rob Ferguson was recently featured in his school's alumni magazine called, "Vision". Located in California, National University is an accredited, private, nonprofit institution of higher learning with over 100,000 alumni.

Ferguson's alma mater celebrated its 35th anniversary this year by highlighting him and 34 other alumni whose accomplishments merited recognition. Their choices were based on an academically, geographically, culturally, and professionally diverse collection of "movers and shakers" most likely to make further impressions in their chosen fields.

Secretary Ferguson was appointed to this position in January of 2005.

When you enroll in the program, you will work with professionally trained Quit Coaches who will provide you with helpful tips and techniques to quit tobacco for good. With the Quit For Life Program, your chances of quitting successfully are six times better than quitting cold turkey.

Don't forget that if you are enrolled in the PEIA PPB Plan or Carelink, you will receive discounts on your health insurance premiums if you are tobacco free. Members are eligible for discounts on life insurance premiums if they do not use tobacco.

In order to be eligible for premium discounts on either health or life insurance for Plan Year 2008, you will have to be tobacco-free no later than January 1, 2007.

Individuals enrolling in the program will receive:

- Phone-based treatment sessions scheduled at your convenience;
- Unlimited toll-free telephone access to the tobacco treatment Quit Coaches and Web Coach for the duration of your treatment;
- Recommendations on type, dose, and duration of medication if appropriate;
- A Quit Kit of materials designed to help you quit tobacco through active self-management.

Enrollment is easy. Call **1-866-QUIT-4-LIFE (784-8454)** or visit **www.freeclear.com** to get started on a healthier you!

PEIA Announces Public Hearing Dates for Finance Plan Year 2008

The Public Employees Insurance Agency (PEIA) Finance Board will conduct public hearings to present the financial plan for Plan Year 2008.

Registration for the hearings will begin at 5:30 p.m. Those individuals wishing to express comments must indicate to the staff at registration. The hearings will begin promptly at 6:00 p.m.

Information regarding any proposed changes will be available at the hearings or online at **www.wvpeia.com** by December 1, 2006. If you cannot attend a hearing, you may send your comments to PEIA via e-mail at **peiahelp@wvadmin.gov**.

The hearings will be con-

ducted at these locations:

December 4: Martinsburg, Holiday Inn, 300 Foxcroft Avenue.

December 5: Wheeling, Northern Community College, 1704 Market Street.

December 7: Morgantown, Ramada Inn, 119 S. at I-68 and I-79.

December 11: Charleston, Civic Center Little Theater, 200 Civic Center Drive.

December 12: Beckley, Tamarack, One Tamarack Park.

December 14: Huntington, Marshall University Medical Center, Joan C. Edwards School of Medicine, Harless Auditorium, 1600 Medical Center Drive.

Organizational Restructuring Brings About Positive Results to General Services Projects

When General Services Director David Oliverio was hired last February, he realized a need to look closely at the agency's organization. This task would result in enabling existing employees to better focus on a specific area, while hiring additional employees to address the monumental workload of projects and maintenance operations.

Oliverio said he views the General Services Division as a system that must be managed efficiently. His plan is to build an organization based on the talents and skills of the existing employees, while hiring new employees to complement the organization.

This concept appears to be paying off. "This is a \$40 million agency which never had a business section before," said Oliverio. "We are now utilizing an existing employee, Pam DuKate, who is very knowledgeable of the budget process as well as business and personnel procedures."

Dave Parsons has joined

the staff as the Operation and Maintenance Manager. He is responsible for the daily maintenance and repair of the buildings owned by the Department of Administration. Parsons is putting together teams of employees, who will manage certain groups of buildings. "That team will only be responsible for their group of buildings as opposed to all 26. It will allow them to become experts of their buildings and the response time can only improve," Oliverio said.

The General Services Division has made great progress in the past several months. Of the 62 elevators that this agency is responsible for, 52 are now operational and certified. Dennis Stewart, an existing employee, has overseen this project, with the assistance of a private consultant. "Throughout the project, we've had three to four crews working in different areas on our elevators. They had quite a big hole to dig us out of, but we are now beginning to see



the fruits of their labor," said Oliverio.

Scott Mason, a certified engineer, was recently hired to lead the engineering section, which is a new section in the organization. "The first week on the job, Scott paid for himself by catching a problem that helped us avoid major shut downs in equipment," Oliverio said.

Bill Preston, a registered architect and engineer with over 30 years experience, has joined the engineering section and will work with existing employees Donald Jarrell, Bill Thaxton and Dennis Stewart. Oliverio said this section will function like a small architectural/engineering firm by overseeing construction projects and develop bid documents.

Another positive change was the hiring of a full-time customer service representative, Carolyn Hager, who fields all calls to the agency's service center. With a greater, renewed emphasis placed on customer service, General Services' response time has improved 37%.

The next step is to hire a procurement officer, as recommended by the Purchasing Division, to handle

Existing employee Dennis Stewart (l) has overseen the efforts on the elevator project, with the assistance of a private consultant. Dave Parsons (r) was recently hired as the Operation and Maintenance Manager.

Governor Signs Executive Order on Mandatory Ethics Training

Gov. Joe Manchin III recently signed Executive Order 8-06 designating public servants holding certain positions in the Executive Branch of state government to receive mandatory ethics training.

The Executive Order implements one of the changes to the Ethics Act which the Legislature approved in the Special Session in January 2005.

In addition to all Cabinet Secretaries and their General Counsel or Chief Legal Counsel, the order requires training for the director, executive director, commissioner or other chief officers of all boards, divisions, commissions, authorities or other designated agencies within the Cabinet departments.

The Ethics Commission plans to conduct the first training session in early January 2007.



Newly hired Scott Mason, a certified engineer, is managing the engineering section of General Services.

Continued on Page 6

Staying Healthy During the Holidays



'Tis the season to ...stay healthy! During the next couple months, there is a higher chance of you catching a cold or flu, due to being in closed spaces with others.

Getting the flu shot is your first line of defense, with frequent hand washing being another important factor. Other suggestions include:

- Carry your own pen in case you have to write your signature at a restaurant or at work.
- Avoid close contact with those who are sneezing or are ill.
- Use alcohol disinfectant wipes on door knobs and drawer handles.
- If relatives say their child is not feeling well, suggest they visit another time. Don't go to their place.

Another factor is your own level of resistance to disease. Try to get enough sleep, exercise, and nutritious food, even if you are busy.

Stay healthy and enjoy the season even MORE!

General Services Continued from Page 5

all the contracts issued by the agency. "We have many projects, including assessing with buildings 3, 5, 6 and 7," Oliverio said. "The scenario with the Governor's Mansion could very easily play out in future buildings on campus due to their age. When you begin looking behind walls, above ceilings and under floors, you never know what you'll find. However, I do realize money doesn't grow on trees so we must prioritize our efforts,"

Still a bit overwhelmed, Oliverio said he is seeing the plan start to come together. He adds that he expects the Capitol's campus to be an active place in 2007 and 2008.

Welcome!...to the employees who recently joined our department: **Shirley "Junior" Blount**, **Tom "Butch" Chittum**, and **Kristi Strader** (all of the Purchasing Division); **Monica Hanson** (Public Employees Insurance Agency); **Debra Asbury** (Consolidated Public Retirement Board); **David Parsons** and **Preston Shomo** (General Services Division); **Michael Ebert** (Office of Technology); and **Shannon Looney** and **Sheryl McGinnis** (Personnel).

Best Wishes...to those employees who resigned from our department: **Erik Hawkins** and **Joseph Francis** (both of the Office of Technology), and **Larry Chancey** (Public Employees Insurance Agency).

Heading Toward Retirement...The Department of Administration extends its best wishes to our employees who have retired from state government. May these employees' retirement years be filled with happiness: **Dick Estill** and **Evan Williams** (both of the Purchasing Division); **Terry Watson** (General Services Division); **Susan Jenkins** and **Philip Nicholas** (Office of Technology); and **Monta Boggs**, **Myra Woolwine** and **Bob Nichols** (all of the Consolidated Public Retirement Board).

PEOPLE TALK

Who's Who?...Congratulations to Beth Williams of the Division of Personnel for being selected by the Student Affairs Nominating Committee to the Who's Who Among Students in American Universities and Colleges for 2006-2007 for West Virginia State University for her scholastic achievement!

State Holidays...State offices will be closed on December 25 and January 1 for Christmas and New Years' Day. Enjoy the holidays!

HAPPY BIRTHDAY...in December

1	Tim Lee Gen. Svcs.	17	Kara Tully Technology
3	Ann Mollohan Purchasing Ron Price Purchasing	18	John Fernatt BRIM Dan Miller Purchasing
4	Betty Francisco Purchasing	21	Sylvia Brown Gen. Svcs. Robert Bush CPRB Bill Dodson Gen. Svcs.
5	Felice Joseph PEIA Jan Long PEIA Paul Marteney Grievance	22	Pam Clark Public Defender David Lester Technology Jennifer Perry PEIA
8	Wilma Garbett Technology Iona Keller Grievance Louise Miller Finance	24	Billy Miller Technology David Parsons Gen. Svcs.
9	Cynthia Booth Technology Stephen Schumacher BRIM Keith Wood Aviation	25	Robert Hensley Gen. Svcs.
10	Steve Forsythe Personnel	27	Matt Carr Technology Jeff Long Personnel Lester Thomas Technology
13	Theresa Kirck Ethics	28	Derrick Cannon ... Technology Linda Lyter Finance Clifford Myers PEIA
14	Joe Estep PEIA Greg Keene Technology	29	Charles Black Gen. Svcs. Barbara Ray Gen. Svcs.
16	Sandy Singleton Purchasing	30	Teresa Morgan Personnel
17	Cecil Hill CPRB Sandy Joyce Purchasing Chip McDowell Aviation	31	Chuck Jones BRIM

