



Quotes, Notes & Anecdotes

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

BRIM's Bobby Mitts Displays Good Attitude and Work Ethic

BOBBY MITTS, an underwriting manager for the Board of Risk and Insurance Management (BRIM), has been selected as the Department of Administration's **Employee of the Month** for July.

A 20-year employee of state government, Bobby is responsible for developing new insurance programs assigned to BRIM. He also creates the rating plans for the public entities program; reviews, evaluates and recommends coverages and prices of

insurance purchased by BRIM; evaluates and prices insurance for new entities applying for entry to the program; and responds to inquiries from state agencies and public entities regarding types and costs of insurance coverage provided by BRIM.

According to one of his co-workers, "Having been in the position of underwriting manager for the past 15 years, Bob has certainly endured, and possesses the qualities of a good attitude and work ethic, which is

needed to get the job done in the most efficient and professional manner."

Another co-worker added, "He is always pleasant and works well with clients, his superiors, peers and subordinates."

In his spare time, Bobby spends time working in his vegetable gardens and enjoying his three children and four grandchildren.

Please join Bobby for his special ceremony at 11:30 a.m. on Thursday, July 19, at BRIM's conference room.



BOBBY MITTS
July Employee
of the Month

Privacy and Data Life Cycle Includes Proper Handling and Destruction of Records



Once shredded at NOVA Records, the state contractor for records management, the material is packed into bails weighing 1,350 pounds each and transported to a mill to be recycled.

State government, particularly the Department of Administration, is in the business of collecting, using and storing Personal Identifiable Information (PII) about its employees, clients and vendors in order to perform its operational functions.

PII includes all protected and non-protected information that identifies, or can be used to identify, locate or contact an individual. PII is stored in various locations, formats and agencies and must be

kept private and properly destroyed in an appropriate manner.

Protecting this information has always been a concern, but recent news reports indicate that it is becoming more important to protect. Recent incidents underscore the importance of properly destroying PII. Identity theft is another threat directly associated with improper disposal of PII.

Targets for identity thieves include PII, such as names,

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Sneak Peek INSIDE...

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- ◆ State Nets \$807 Million from Tobacco Securitization
- ◆ Administrative Notes
- ◆ People Talk

Ride Share Program Helps Reduce Travel Costs for Commuting State Employees



Marie Butler (l) and Kelly Bragg (r) from the Development Office think if they can just get the word out, more employees will want to participate in the Ride Share program.

Are gas prices putting a strain on your finances? You might be pleased to learn that the Energy Efficiency Program of the West Virginia Development Office has reinstated its Ride Share program. After registering online, state employees can carpool with others to save money and conserve gasoline.

"No one was really too concerned about the prices they were paying for gasoline until

the prices started shooting up a little bit," said Marie Butler, secretary for the Energy Efficiency Program. "Then, we received a call from the Division of Personnel stating they were getting some inquiries asking if the state still had a carpooling program available for state employees commuting back and forth to the Capitol complex. That gave us the inspiration that, yes, maybe we needed to revisit this program again."

Butler added that it wasn't until after Hurricane Katrina hit and gasoline shot up to more than \$2 a gallon that the program gained interest. In the last month, since gas prices have exceeded \$3 a gallon, the number of participants have increased to 115 state employees participating in the program.

"We maintain a database for those interested in participating based upon the area where they are commuting from, with the majority coming to the Capitol complex or to one of the state offices downtown." Butler said. "We act only as a provider of information for parties interested in participating. Any and all Ride Share arrangements are made strictly between involved state employees."

After registering online at www.wvdo.org/community/rideshare.html, employees may search the database for Ride Share participants in their area and calculate commuting costs. Also on the web site are carpooling tips with several sensible ideas that can make the carpooling experience enjoyable. Some carpooling tips on etiquette include:

- Don't run errands;
- Arrange for a permanent driver;
- Be on time; and
- Be sensitive to everyone's smoking habits.

Kelly Bragg of the Development Office serves as the coordinator of the West Virginia Clean State program. This program is a U.S. Department of Energy program interested

in alternative fuel and saving gas and petroleum. "We want to reduce our dependence on foreign oil and keeping statistics helps to complete our annual Clean States program report which shows savings of overall fuel consumption for the state," she said.

In 2006, the program participants collectively saved 3,245 gallons of gasoline. "We're here to save not only the employees a little bit of money, but also to try and save one of our resources," said Butler.

Both Bragg and Butler are pleased with the progress of the program and said they believe if they can get the word out that more employees would want to participate. Butler said she lives in Parkersburg and when circumstances allow, she and another employee carpool two days a week saving her up to \$40 a week.

Another participant, Carol Nichols with the Department of Revenue, said, "I truly feel that if our country wants gas prices to go down, 'we the people' need to alter our demand..."

For additional information or questions concerning the Ride Share program offered by West Virginia Development Office, please contact:

Marie Butler, Secretary
Energy Efficiency Program
WV Development Office
Building 6, Room 645
558-2234, ext. 2010

mbutler@wvdo.org

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

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Betsy Chapman
Kaye Parks

Enjoy West Virginia this Summer!

Trying to figure out where you could go on vacation this summer? You don't have to look too far. Why not consider spending this year's vacation in West Virginia?

The Division of Tourism offers valuable information on its website on places to go and things to see.

Visit www.wvtourism.com for visitor information, a calendar of events, a free travel guide and other helpful resources in planning your summer trip.

First Lady Kicks Off National Women's Health Week

First Lady Gayle Manchin joined officials of the Department of Health and Human Resources to kick off National Women's Health Week by reading a proclamation declaring May 14-18 as National Women's Health Week.

"I think this is such a wonderful program," the First Lady said. "Women are much more aware of the importance of healthy eating and activity. Taking good care of ourselves is not only something we need to do but something

we should want to do."

National Women's Health Week offered special activities for all employees in promoting this year's theme, "Pamper Your Mind, Body, and Spirit."

Activities sponsored by the Office of Healthy Lifestyles and the Wellness Teams included: Wearing Pink and Walking on Your Lunch Break; Health Benefits of Yoga at the Cultural Center; Gardening 101; and Taking a Break (which encouraged participants to enjoy a juried quilt show).



Anne Williams (I), Director of the Department of Health and Human Resources' Division of Perinatal and Women's Health is pictured with First Lady Gayle Manchin.

Record Destruction Continued from Page 1

addresses, Social Security numbers, driver's license numbers, financial account numbers, personal identification numbers, pass codes and dates of birth.

By law, any information containing PII must be shredded when it is no longer required to be retained. Our Department's Privacy Officer, Michael Harmon, has instructed all agency privacy coordinators to put safeguards in place to ensure that documents containing PII are properly disposed. To determine your agency's privacy coordinator or to learn more about your agency's records disposal procedures, please contact your supervisor.

The Privacy Rights Clearing House, a nonprofit consumer information and advocacy group, offers some suggestions for responsible information-handling practices within the workplace. Before

throwing documents of any format in the trash, consider whether it contains any PII. If it does, then:

- Shred paper with a cross-cut shredder rather than the strip shredders;
- "Wipe" electronic files, destroy computer hard drives and CD-ROMS;
- Place shredders around the office, near printers and fax machines and near waste baskets;
- Put limits on data collection. For example, is a SSN really required? Is complete date of birth needed or would year and month be sufficient?
- Conduct employee background checks, especially for individuals who have access to sensitive personal information.
- Screen cleaning services and temporary services.

For more information-handling practices, visit the Privacy Rights Clearing House web site at www.privacyrights.org.

The Purchasing Division issues a statewide contract for records management and retention which Nova Records currently serves as the contractor. In addition to records retention, the contract includes the destruction of stored PII.

For mass amounts of shredding within the office, agencies can lease locked bins in which confidential papers can be placed until it is picked up for proper shredding. These bins are available to agencies for a nominal fee. Harmon encourages any agency that handles large quantities of paper containing PII to acquire one of these bins. "Liability for inappropriate disposal of records can be significant -- both to the taxpayer and to the agency's reputation," Harmon said. Questions about this contract should be directed to Purchasing Division's Senior Buyer Jo Ann Adkins at 558-8802. For information on the Department's privacy program, contact Michael Harmon CIPP/G at 558-6244, ext. 210.



Nova Records has the statewide contract for shredding PII (personal identifiable information) documents. John Griffin of NOVA Records demonstrates how the locked bins work.



Gov. Joe Manchin III is pictured signing House Bill 2940 that increases the age of dependents for health insurance coverage to age 25.

2007 LEGISLATIVE SESSION

An Overview of Legislation Affecting the Department of Administration

The 2007 Regular Session of the State Legislature proved to be successful under the leadership of Gov.

Joe Manchin III.

Governor Manchin continues to address issues of concern for West Virginia residents and strives to assure the state is on sound financial footing. During the recent session, legislation was passed ensuring that our schools and mines are safer; our tax system is more fair; the state's unfunded liabilities are reduced; government runs more efficiently; and pay raises are provided for teachers, school service personnel and state employees.

A total of 2,037 bills were introduced: 1,276 in the House and 761 in the Senate. The Legislature passed 273 bills. Governor Manchin vetoed 16 of those bills; however, five of those were amended and completed legislation.

Some bills which passed that may be of interest to our Department employees are listed below:

SB 67: The School Access Safety bill requires all school facilities to be constructed and maintained in a manner to safeguard the health, safety and security of all persons.

SB 68: This bill focuses on a safer coal mine environment to prevent dangerous and unsafe conditions.

SB 69: The bill authorizes the practice of electronically transmitting prescription orders and related information between health care providers and pharmacists.

SB 129: The PEIA transfer bill allows the balance in the PEIA reserve fund to be transferred to the WV Retiree Health Benefit Trust Fund when the reserve balance exceeds 15 percent, which will reduce the state's other post employment benefits unfunded liability.

SB 185: The Tobacco Securitization bill established a Tobacco Settlement Authority and authorizes the state to sell its share of the tobacco settlement proceeds. The proceeds must be applied to the CPRB unfunded liability in the Teachers Retirement System.

SB 203: This bill creates a Purchasing Improvement Fund under the Department of Administration. It requires the Auditor to transfer 15.5 percent of all purchasing card rebate monies into the fund for use by the Purchasing Division.

SB 428: The Identity Theft Bill provides a procedure for consumers to implement a security freeze. This will prohibit a consumer reporting agency from releasing all or part of the consumer's credit report or any information to entities with whom the consumer has no existing credit relationship without authorization.

SB 442: The Grievance Pro-

cedure bill creates a new grievance procedure for state and education employees and repeals the prior statutes. The new procedure is a three-step process, requiring mediation. The existing Grievance Board is discontinued and a new "West Virginia Public Employees Grievance Board" is created. The new Board becomes affective on July 1, 2007, by Executive Order of the Governor.

SB 582: This bill creates a Real Estate Division within the Department of Administration, consolidating all real estate functions. The Director has sole authority to acquire, by contract or lease, all grounds, buildings and space on behalf of the state.

SB 589: This is a Monetary Incentives bill which allows the Division of Personnel to give a one-time monetary incentive for recruitment and retention of state employees in critically understaffed classifications.

SB 746: The Director of the Division of Personnel is required to report to the Legislature by Sept. 30, 2007, regarding a centralized personnel and human relations system for the state.

HB 2007 (the Budget Bill): It makes appropriations of public money out of the treasury in accordance with the state Constitution. This bill contains the 3.5 percent pay raises for state employees. It also sets a minimum raise of

A REMINDER

Members of PEIA's PPB Plan A

Those enrolled in PEIA PPB Plan A are reminded that the family prescription drug deductible will increase from \$125 to \$150 per year beginning July 1.

Also, the co-pay for non-preferred drugs will increase from \$30 to \$50 for a month's supply.

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PEIA Employees Enjoy 'Ragtime' Experience

Burley Williams and Bill Rainey of the Public Employees Insurance Agency (PEIA) recently spent some of their spare time entertaining others in their Charleston Light Opera Guild performance.

"It's a great way to get away from all your troubles," said Rainey, a customer service representative who has been doing theatre since he was in high school and singing since age six. It was Rainey who talked Williams into giving theatre a try and auditioning for the musical stage adaptation of E.L. Doctorow's "Ragtime" in May.

"Bill had been after me to audition, so I went and had a good time. I sang Hank

Williams, Jr.'s 'Hey Good Lookin' for the audition tape. I don't know if they liked it, but they needed a lot of people," Williams said.

The stage version of "Ragtime" was a spiritual musical driven through the struggles of three families of the era: an upper white middle-class family; a Jewish socialist family and an African-American family. During the course of the show, the characters interacted with real-life figures who were prominent during the era, such as Harry Houdini, J.P. Morgan and Henry Ford.

"I played the bad guy, Willy Conklin, the bigot," said Rainey. "The one who causes all the trouble -- a miserable soul." On the other hand, Williams played different roles from scene to scene, ranging from a militant, an immigrant and a dancer. One thing he said he learned from his experience was not to be afraid to try anything.

He said it was a great experience. "I would probably do it again. I think more people should try out and get involved in the Charleston Light Opera Guild. But, it is hard work."

Rainey agrees. "But, you don't have to be on stage," said Rainey. "There is a lot of neat stuff back stage to do, building and designing things and lighting."

The Guild's next production will be "Cinderella," scheduled to begin this fall.



Accounting Tech III Burley Williams and Customer Service Representative Bill Rainey of PEIA performed in the Charleston Light Opera Guild's musical stage adaptation of "Ragtime." Rainey played the bad guy, Willy Conklin, while Williams played different roles from scene to scene from a militant, an immigrant and a dancer and sang in ensembles.

2007 Legislation Continued from Page 4

\$600 and a maximum raise of \$1,200.

HB 2181: All annual reports are to now be recorded on CD-ROM for distribution.

HB 2253: Certain correctional employees are transferred into the civil service system as covered employees.

HB 2616: This bill authorizes the Department of Administration to promulgate legislative rules for the Consolidated Public Retirement Board, Division of Personnel, Purchasing Division, Board of Risk and Insurance Management and the Cabinet Secretary's office.

HB 2717: This bill created a new retirement system administered by the Consolidated Public Retirement Sys-

tem for emergency medical services personnel.

HB 2747: Plumbers and fire protection workers are required to be regulated and licensed by the Commissioner of Labor. Fire protection workers must be licensed by the State Fire Marshal. The bill does contain exemptions from licensure.

HB 2940: The age of dependents for health insurance coverage is increased to age 25. Previously, dependents would drop off of their parents health care coverage at age 19 unless they were full-time students.

HB 3094: The West Virginia Ethics Commission is authorized to grant exemptions from the prohibition against having pecuniary interest in a public utility or a contract involving a vendor or supplier under certain circumstances.

HB 3097: Automatic enrollment in the Employee Deferred Compensation Plan is authorized and establishes a matching contribution program. It limits the match to 25 percent of employee contributions at a maximum of \$100 per year, not to exceed \$400 over the life of the matching program.

HB 3117: This clarifies that contractors must have a state contractor's license in order to submit a bid with the state of West Virginia. Previously, they were only required to have a state license to be awarded a contract and could bid without being licensed.



The passage of Senate Bill 129 allows for the balance in the PEIA reserve fund to be transferred to the WV Retiree Health Benefit Trust Fund when the reserve balance exceeds 15 percent.

State Nets \$807 Million from Tobacco Securitization

Gov. Joe Manchin III announced the successful completion of the State of West Virginia's tobacco securitization, which will generate more than \$807 million in net proceeds for the state and help assure the stability of state teacher pensions.

"Since 2005, working with a progressive Legislature led by Senate President Earl Ray Tomblin and House Speaker Rick Thompson, we have saved the people of West Virginia more than \$2.5 billion and assured the pensions of our retired and active teachers," Manchin said. "The Legislature set the floor and a target for the proceeds of this securities issue at \$800 million net, and we exceeded that target by more than \$7 million.

"Using the advice of the Public Resources Advisory Group and continuing our commitment to 'Responsible Government,' we are extremely pleased at the success of this bond sale, which is another big step toward getting our financial house in order," the governor said. The administrative cost of the sale was less than the 1 percent allowed by the Legislature. This landmark deal is the single-largest West Virginia bond issue and the largest taxable tobacco securitization in the United States to date, said officials from Citigroup, the lead bookrunning manager on the transaction.

The \$807 million in proceeds is considerably higher than the \$524 million expected when the state considered tobacco securitization in 2002. This sale, taken together with earlier advance payments to the teachers' and other retirement systems, will save the state approximately \$2.5 billion.

Welcome!...to our new employees: **Nancy Baire** and **Robert Richmond** (Technology); and **Beryl Goodwin** (Gen. Svcs.).

Best Wishes...to the following employees who retired: **Fayetta Bowen** (PEIA); **Jean Tucker** (Secretary's Office); and **Doris Walton** (Technology); and to those who resigned: **Mary Beth Dill** (Technology) and **Wendelyn Campbell** (Grievance Board).

Congratulations...to the following employees of the Office of Technology who were recently promoted from Information Systems Coordinators to Information Systems Specialists I: **Adam Malone**, **Stephen Kolar** and **Matthew Carr**.

PEOPLE TALK

Baby News...Congratulations to Purchasing's **Debbie Harrison**, the proud grandmother of Jaeleigh Harrison. Born on May 15, she weighed 7 lbs., 7 oz. and was 20 1/4 inches. Purchasing's **Erika Vance** welcomed her daughter Dulce Eleesia, born on May 27, weighing 7 lbs., 9 oz. and was 21 inches.

In Sadness...We express our sincere condolences to Howard Mehringer, Aviation's Rotary Wing Pilot, who recently lost his son. Daniel was serving in the U.S. Army's 82nd Airborne Division in Afghanistan at the time of his death.

Hats Off...to Personnel's Jim Wells for receiving the "President's Award" from the International Public Management Association for Human Resources. He was also elected a Member-at-Large of this organization.

HAPPY BIRTHDAY ... in July

- | | |
|---|---|
| <p>1 Jeff Bird Technology
 Patty Johns Finance
 Mike Riggs Technology
 3 David Oliverio Gen. Svcs.
 5 Priscilla Bickley PEIA
 Lora Reese Finance
 Kristi Short Technology
 Paula Van Horn CPRB
 Roger Williams Technology
 6 Debbie Anderson Personnel
 Tony Easley Gen. Svcs.
 8 Mike Belcher Technology
 Robert Norvell Technology
 9 Janie Belcher Finance
 Joe Savors Technology
 10 Theresa King CPRB
 11 Crystal Cunningham PEIA
 Penney Hall Sec. Office
 Kevin Kinder Technology
 Candy Moore CPRB
 Bryan Ramsdell Technology
 Larry Ward Aviation
 James Weathersbee Technology
 12 Roger Bailey Gen. Svcs.
 Jamie Cartwright Technology
 James Fisher Gen. Svcs.
 Tina Holmes Technology
 John Johnston Purchasing
 Jack Pullen Technology
 Ken Smith Gen. Svcs.
 15 Mable Jones Finance
 16 Tonya Devontenno CPRB
 Suzanne Lopez Technology
 Terasa Miller CPRB
 Margo Perkins PEIA
 17 Romona Allen CHIP
 Bob Kilpatrick Finance
 Philip Skeen PEIA
 Stanley Stewart Gen. Svcs.
 Jacqueline West Ethics
 18 Sue Lore Technology
 Katherine Martin Technology</p> | <p>18 Billie Streyle-Anderson ..Personnel
 19 Donovan Hendricks Finance
 20 Mike Brown Technology
 Brian Jeffrey Technology
 21 Heather Atkins .. Public Defender
 Lee Ann Halstead PEIA
 Dawn Mahan CPRB
 Thad Robinson Technology
 Stacey Shamblyn CHIP
 Dale Watson Gen. Svcs.
 22 Earl Guthrie Gen. Svcs.
 Rita Withrow Purchasing
 23 John Gibson Technology
 Mike Michaelson Gen. Svcs.
 Cricket Powell Grievance
 Brian Pratt Technology
 24 Lori Bailey BRIM
 Yvonne Wilhelm Personnel
 25 Raymond Jordan Gen. Svcs.
 26 Jesse Erby Gen. Svcs.
 Delores Huffman Personnel
 Kim Long PEIA
 27 Lessie Adkins Technology
 Kelli Doyle Technology
 Joyce Kinder Technology
 Sue McMinn BRIM
 Denise Russe Technology
 Mario Torres Finance
 Emily Washington Technology
 28 Tom Marchio PEIA
 Barbara Randolph PEIA
 Ray Richardson Technology
 Robert West Technology
 29 Krista Ferrell Purchasing
 Tammy Haynes Technology
 Theresa Kline CPRB
 Mick Olah Technology
 Shaun Pierce Technology
 Danny Sizemore Gen. Svcs.
 Barry Williams Gen. Svcs.
 30 Denise Spatafore Grievance
 31 David Mason BRIM
 Shaun Neidlinger Technology</p> |
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