

# Quotes, Notes & Anecdotes

A Monthly Employee Newsletter Published by the Department of Administration

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## Employee of the Month

### PEIA's Burley Williams Demonstrates a "Can Do" Attitude

**BURLEY WILLIAMS**, an Accounting Tech III for the Public Employees Insurance Agency (PEIA), has been selected as the department's **Employee of the Month** for February.

A three-year employee of state government, with an additional three years on contract with PEIA, Burley serves as an insurance agent to direct pay retirees and surviving dependents.

He is responsible for receipt of premiums, data entry, deposit of funds and a variety of other tasks.

According to one of Burley's co-workers, "He has demonstrated a 'can do' attitude from day one at PEIA." Another co-worker added, "Burley will do anything and help everyone. Moving fast, but with purpose, he is efficient, dedicated and concerned. A

top notch employee!"

In his spare time, Burley enjoys working on cars, fishing, walking and taking care of family and friends who may be in need.

Please join Burley's friends and co-workers at a special ceremony in his honor on Wednesday, February 1, at 11:30 a.m. outside the PEIA's waiting area in Building 5, 10th floor.



**BURLEY WILLIAMS**  
February Employee of the Month

## A Time of Great Sadness...

### Tragedy Strikes in West Virginia

West Virginians, along with others throughout the world, were emotionally affected on January 2, 2006, when an explosion occurred at Sago Run Mine in Upshur County, killing 12 miners and leaving one sole survivor, Randal McCloy, Jr.

Flowers were placed at the base of the Miners' statue located on the campus of the State Capitol in memory of these fellow West Virginians who lost their lives.



## HIGHLIGHTS

### Governor Manchin Offers 2<sup>nd</sup> State of the State Address

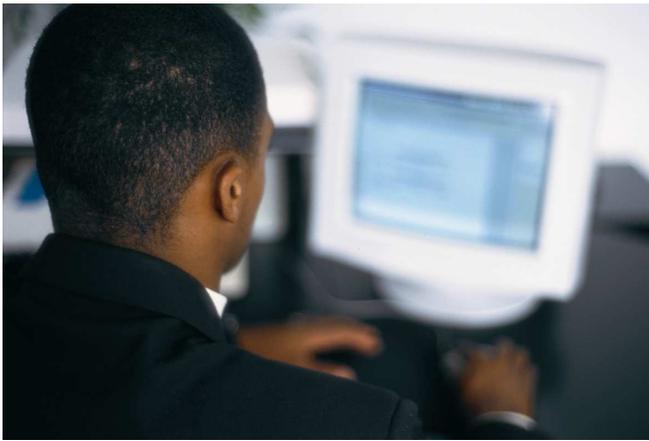
Gov. Joe Manchin III presented his second State of the State Address on January 11, 2006. Focusing primarily on health care issues, the governor enthusiastically revealed the state's positive financial status.

For additional information on the State of the State Address, turn to page 3 of this issue of **Quotes, Notes & Anecdotes**.



## Sneak Peek INSIDE...

- ◆ Department's Employee Handbook Now Available Online
- ◆ Governor Outlines the Future of the State in Address
- ◆ Mike Harmon Oversees Privacy Securities in Department
- ◆ State Ethics Training Required for Lobbyists
- ◆ Administrative Notes



# Updated Handbook Now Available Electronically to Department Employees

**The Department of Administration Employee Handbook is now available on the department's Intranet and Internet websites.**

The December 2005 edition of the Department of Administration's Employee Handbook is now available online on the department's Internet site at <http://www.state.wv.us/scripts/admin/index.cfm> or at our Intranet site at <http://intranet.state.wv.us/admin/secretary>.

Initially created in 1991, with significant revisions in 1995 and 2001, the handbook was last distributed in 2003.

"It had become apparent that many newly hired depart-

ment employees had not received a paper copy or specific advice where this document could be accessed," Jim Wells, Assistant Personnel Director of Employee Relations, said. "Therefore, in the near future, all employees with computer access will receive an e-mail from Cabinet Secretary (Rob) Ferguson, providing the website links to this document." Those employees without computer access will be provided a paper copy by their division directors.

Wells said that all employees will be expected to read this document and managers/supervisors will be expected to discuss the content during regular staff meetings.

"It is critical for department employees to be informed of the terms and conditions of

employment with our department," Wells said. "In addition, state employees have certain benefits and rights afforded by state law, Division of Personnel Legislative Rule, Division of Personnel policies, Department of Administration policies and agency specific procedures and practices. Open and free informational access ensures a healthier and fairer workplace."

As discussed in the handbook, summarized information is available on work schedule, prompt reporting to work or proper reporting of absence, accrual and requesting and granting of annual/sick leave, proper use of state-owned equipment and supplies, ethical prohibitions, insurance and retirement provisions, and other matters regarding employment with the state of West Virginia and the Department of Administration.

In addition to providing the website link, Secretary Ferguson's e-mail will also be reminding all department employees of the Division of Personnel's policy on policies, which requires copies of the Division of Personnel Policies and Legislative Rule in a central location within each agency that is "easily and openly accessible to employees." Employees are to be notified of the location of the central site.

For questions on the Employee Handbook, contact the Employee Relations Section of the Division of Personnel at 558-3950, extension 511.

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

- Joe Manchin III**  
*Governor*
- Robert W. Ferguson Jr.**  
*Cabinet Secretary*
- Diane Holley**  
*Public Information Officer/Editor*

- Special Thanks**
- Betsy Chapman
  - Michael Harman
  - Debbie Harrison
  - Kaye Parks
  - Sandy Singleton
  - Jim Wells

## Is Losing Weight Part of Your New Year's Resolution?

Have you put weight loss at the top of your New Year resolutions, but aren't sure how to go about it? Need some help?

Try considering the Public Employees Insurance Agency's (PEIA) Weight Management Pilot Program, which relies primarily upon the services of dietitians, exercise physiologists and personal trainers. There are two different programs available based upon your level of need. To qualify for either program, you must have PEIA's preferred provider benefit insurance plan.

For those needing to lose only a moderate amount of weight, PEIA offers the "basic" level of service which provides the member with telephone coaching, a 'fit kit' and access to weight loss premium items, such as an aerobic kit or credit toward a fitness facility membership. To qualify, you must have a body mass index (BMI) of 25 or greater. To determine BMI, visit [www.wvportions.com](http://www.wvportions.com) and click on tools and BMI calculator.

For those needing to lose more weight or better control their risk factors, face-to-face services of licensed dietitians, exercise physiologists and personal trainers are available at approved fitness facilities. To qualify for this 'enhanced' service, you must

**Continued on Page 5**





# Statewide Privacy Program Created for State Agencies

Recent trends involving large scale breaches of privacy have prompted many Fortune 500 companies, such as General Motors, Hewlett Packard, Citi Corporation and Verizon, to implement comprehensive privacy programs in an effort to protect the company's most important asset – information.

State government should be no exception. Former Governor Bob Wise issued an Executive Order, which has continued under Governor Joe Manchin, dealing with the privacy of information. The Health Care Authority, through this Executive Order, has been designated to manage the privacy program for the executive branch agencies.

State government is in the business, particularly the Department of Administration, of collecting, using and storing names, addresses, social security numbers, health and financial information and other personally identifiable information (PII) about its employees, as well as state citizens, in order to perform its functions.

This information is stored in various locations, formats and agencies. In order to protect this information from improper use and disclosure, the department will be implementing policies and procedures designed to protect it.

More importantly, agencies must adhere to the various federal and state laws related to privacy. These laws include the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy rule, the Privacy Act of 1974 and the Freedom of Information Act (FOIA).

Cabinet Secretary Rob Ferguson designated Mike Harmon to serve as the department's privacy officer, in addition to his primary job as HIPAA compliance officer for the Public Employees Insurance Agency. "As privacy officer, I have the overall responsibility for overseeing departmental activities related to developing, implementing, maintaining, and adhering to the department's policies and procedures covering the privacy of PII in compliance with federal and state laws and the department's information privacy practices," Harmon said.

One of the most critical projects Harmon is addressing is to establish a privacy program within the department. "A privacy program is a relatively new concept in state government," he said, "and involves a cultural change which would be difficult without the strong executive support for this program from the governor and cabinet secretary."

Another project involves taking steps to ensure that all of the state's vendors are held accountable for their use and disclosure of agencies' PII. This will be done by adding provisions to all state contracts, for which Harmon is currently working closely with the Purchasing Division.

Harmon stresses the value of training of all department employees and implementing a procedure to ensure that employ

ees are aware of the importance of maintaining confidentiality. Department employees will be asked to sign a confidentiality statement indicating their understanding.

Harmon will also be assessing how our agencies use and disclose PII and how and why it is collected. "For example, we don't want to request the Social Security Number (SSN) unless we need it for a specific purpose. The less we collect, the less we'll need to maintain, which, in turn, reduces the likelihood of an inappropriate use or disclosure," he said. Some agencies will be adding privacy notices to forms they use to let individual know why their SSN is being collected.

Harmon said employees should recognize the value of protecting their privacy, while, at the same time, view this program as a risk management tool to reduce the likelihood that the department will be subject to privacy breach. "These breaches have the potential to damage the agencies' reputation which decreases public trust," he said.

This effort is not just about HIPAA, Harmon adds. It is on a much larger scale and affects all agencies in the department. "Privacy and security go hand-in-hand," Harmon said. "Agencies cannot protect the privacy of PII without the appropriate physical, technical and administrative safeguards."

For additional information, please contact Mike Harmon at 558-6244, extension 210.

**HIPAA Compliance Officer Mike Harmon will be coordinating the department's privacy program. Questions regarding such issues should be directed to him at 558-6244, ext. 210.**

*"...we don't want to request the social security number unless we need it for a specific purpose. The less we collect, the less we'll need to maintain, which, in turn, reduces the likelihood of an inappropriate use or disclosure."*

**Michael Harmon  
Privacy Officer  
Department of  
Administration**

# Mandatory Ethics Training Required for Lobbyists

An overriding principle in West Virginia's Ethics Act addressed in the 2005 Special Session of the State Legislature is that public servants should not use their government position for their own personal gain.

"All of the more specific rules in the Act were written to establish more clearly what activities are acceptable and what are not," said Lewis Brewer, the Commission's Executive Director. "For example, most government employees are allowed to 'moonlight' (hold a second job), or operate a part-time business. However, employees may not work for a person or business which they regulate in the course of their government employment."

Much of the Commission's day-to-day work involves advising public officials and employees on the application of the various conflict of interest rules in the Act. Since most lobbyists are not public servants, they are not subject to the conflict of interest standards in the Ethics Act.

One of the amendments to the Ethics Act requires the Ethics Commission to provide training for lobbyists annually. This mandatory training began last month and runs through the end of February at the Gaston Caperton Training Center. Lobbyists will be required to complete the training before they can register or re-register with the Ethics Commission in January, 2007. Each session accommodates up to 100 persons.

The training was prepared by the Commission's staff spe-

cifically to comply with the new requirements. The information includes guidance on who must register as a lobbyist, what documentation is required to register, what information must be reported by a lobbyist and how to accurately complete these required reports.

Lobbyists are made aware of the penalties for late reports and the consequences of submitting inaccurate or incomplete reports. The training covers both direct lobbying of Legislators and regulators as well as "grass roots" lobbying, efforts to energize the public to influence their lawmakers.

Once a lobbyist has completed this initial training program, subsequent annual training requirements can be met by attending training presented by other providers which have been approved in

advance by the Ethics Commission. A pending legislative rule provides guidelines for obtaining approval to conduct lobbyist training. It is expected that some lobbying firms, law firms and even community colleges may develop training programs to meet these requirements.

The lobbyists rules are focused on public disclosure of who has been hired to represent particular industries and interests and the amount of money these individuals spend on entertaining legislators and other public officials.

Lobbyists' expenditure reports will be subject to random audits after July 1, 2006. The training should help lobbyists comply with these requirements and insure that they can receive a "clean" auditor's report.

*"As a lobbyist, there are two key questions one should ask him/herself: (1) Have I registered on behalf of each entity that I am being paid to represent? and, (2) Have I reported each dollar that was spent on any form of entertainment for a public official including food, beverages and gifts of nominal value (less than \$25)?"*

**Lewis Brewer Executive Director  
Ethics Commission**

## Weight Loss Continued from Page 2

have a BMI of 30 or greater or a BMI of 25 or greater with related conditions, such as high blood pressure, diabetes, heart disease or sleep apnea.

The initial months of the enhanced program are the most intensive, learning and instituting new lifestyle habits. Members who are compliant with program requirements and need long-term support may stay in less intensive, but extended services, making the entire length of the program one year.

There are now eight approved sites across West Virginia: Medabolix (Charles-

ton); Human Performance Lab (WVU-Morgantown); Health-South (Morgantown); City Hospital (Martinsburg); Bluefield Hospital (Bluefield); United Hospital Center (Clarksburg); Huntington – YMCA (Huntington); and Tug River Medical Clinic (Gary).

PEIA is anticipating adding new sites to the program in 2006, including Charleston Area Medical Center and Princeton Hospital's Health and Fitness Center.

For more information on these programs, call toll-free at 1 (866) 688-7493.



**Those needing to lose more weight or trying to better control risk factors, may access face-to-face services of licensed dietitians, exercise physiologists and personal trainers at approved fitness facilities.**

## 2006 Legislative CALENDAR

**First Day** [January 11, 2006]: First day of session. (WV Const. Art. VI, §18)

**Twentieth Day** [January 30, 2006]: Submission of Legislative Rule-Making Review bills due. (WV Code §29A-3-12)

**Forty-First Day** [February 20, 2006]: Last day to introduce bills in Senate. Does not apply to originating or supplementary appropriation bills. (*Senate Rule 14*) Does not apply to Senate resolutions or concurrent resolutions.

**Forty-Fifth Day** [February 24, 2006]: Last day to introduce bills in House of Delegates. Does not apply to originating or supplementary appropriation bills. (*House Rule 91a*) Does not apply to House resolutions or concurrent resolutions.

**Forty-Seventh Day** [February 26, 2006]: Bills due out of committees in house of origin to ensure three full days for readings.

**Fiftieth Day** [March 1, 2006]: Last day to consider bills on third reading in house of origin. Does not include budget or supplementary appropriation bills. (*Joint Rule 5b*)

**Sixtieth Day** [March 11, 2006]: Adjournment at Midnight. (WV Const. Art. VI, §22)

### Makes You Wonder...

- ◆ Why a wrong number is never busy.
- ◆ Why the third hand on a watch is called the second hand.
- ◆ How to get off a non-stop flight.
- ◆ If this is really Phillip's screw driver.
- ◆ If killing time damages eternity.
- ◆ If you can buy an entire chess set in a pawnshop.

**Welcome!...**to the employees who recently joined our department: **Lawrence Copley** and **Howard Mehringer** (Aviation), **Rebecca Romans** (PEIA), **Marc Coleman** (Technology), **Tammy Collins** and **Belinda Gray** (General Services), **Krista Ferrell** and **Roberta Wagner** (Purchasing), **Barry Nelson** (CPRB) and **Earl Maxwell** (Grievance Board).

**Best Wishes...**to the following employees who recently resigned from the department: **Charlyn Miller** and **Mike Sheets** (Purchasing), **Frank Drobot** and **Robin Sloan** (General Services), and **Jacquelyn Custer** (Grievance Board).

**Hat's Off...**Congratulations to the following employees who were recently promoted: Paul Marteney of the Grievance Board who was promoted from an administrative law judge II to a chief administrative law judge; and to Jeremy Wolfe of BRIM who was promoted from a safety and loss control specialist I to a safety and loss control manager.

### PEOPLE TALK

**Wedding and Anniversary Congratulations...**to Personnel's **Jim Wells** and his wife, Jill, who celebrated their 30<sup>th</sup> wedding anniversary on January 3. On January 7, their son, Jared, married Britni Jansen in Pella, Iowa. **Also...**Purchasing's Sandy Singleton and her husband James celebrated their 40<sup>th</sup> wedding anniversary on February 9.

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

### SUCCESS...

The problem with doing something right the first time is that nobody appreciates how difficult it was.

**Walter West**

## HAPPY BIRTHDAY...in February

- |   |   |
|---|---|
| <p><b>2</b> Diane Holley ..... Purchasing<br/>Alicia Legg ..... CPRB</p> <p><b>3</b> Willadean Fisher ..... Purchasing</p> <p><b>5</b> Debbie Watkins ..... Purchasing</p> <p><b>6</b> Nancy Fowler ..... Technology<br/>David Roberts ..... Technology</p> <p><b>7</b> Marsha Casto ..... Personnel<br/>Diana Lunsford ..... CPRB</p> <p><b>8</b> Ken Frye ..... Purchasing</p> <p><b>9</b> Terry Watson ..... Gen. Svcs.</p> <p><b>11</b> Susan Pauley ..... CPRB</p> <p><b>12</b> Paul Dixon ..... PEIA</p> <p><b>13</b> Valerie Rist ..... Grievance</p> <p><b>14</b> John Patton ..... Gen. Svcs.</p> <p><b>15</b> Marie Edwards ..... Personnel</p> <p><b>16</b> Neil Bowman ..... Gen. Svcs.</p> <p><b>17</b> Jim Bateman ..... Personnel<br/>Vickie Sutton ..... CPRB</p> | <p><b>18</b> Billy Tincher ..... Gen. Svcs.</p> <p><b>19</b> Teresa Martin ..... Personnel</p> <p><b>20</b> Tracy Ketter ..... Personnel<br/>Harold Loy ..... Gen. Svcs.<br/>David Nearhoof .... Technology</p> <p><b>21</b> Thomas Booth Public Defender<br/>Lon Dittebrand ..... Technology</p> <p><b>22</b> Rick Pickens ..... Technology</p> <p><b>23</b> Oscar Lewis ..... Technology<br/>Regina Williams .... Technology</p> <p><b>24</b> Fayette Bowen ..... PEIA<br/>Rob Sayre ..... Technology</p> <p><b>25</b> Myra Woolwine ..... CPRB</p> <p><b>26</b> Donnie Lively ..... Technology</p> <p><b>27</b> Barbara Haddad ... Technology</p> <p><b>28</b> Don Hill ..... Gen. Svcs.<br/>Tim Phillips ..... Technology</p> <p><b>29</b> Hugh Warner ..... Technology</p> |
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