

New Privacy Policies Impact State Workers

Edited from an article contributed by Samantha Stamper of the West Virginia Health Care Authority.

Have you ever questioned why you receive e-mails about privacy tips, and from where these emails are coming? Do you ever wonder, “Why do I need to know about privacy?”

The West Virginia Executive Branch Privacy Office (WVEBPO) provides the tips and works with State departments to provide guidance on the protection and respect of employees’ and consumers’ personal information. Personal Information (PI) is all information that can be used to identify, locate, contact, or impersonate an individual.

The West Virginia Health Care Authority staffs and houses the State Privacy Office for the Executive Branch. It was established by Executive Order No. 6-06, signed by Governor Joe Manchin in August 2006. The Privacy Office is lead by the Chief Privacy Officer. Each Executive Branch Department has a designated Privacy Officer; they make up the Privacy Management Team and work collaboratively with the Privacy Office to advance awareness and compliance with privacy laws and regulations.

The WVEBPO and the Privacy Management Team are proud to announce the issuance of six new policies that are important for the understanding and complying with the principles and processes that protect all of us. They include:

Accountability - responsibility to ensure protection of Personal Information.

Consent - an individual’s opportunity to object to the use of their PI, if not consistent with a Department’s notice of the intended use.

Individual Rights - an individual is afforded the ability to access and amend of their PI. They are assured a simple process for their questions to be answered and concerns to be addressed.

Minimum Necessary and Limited Use - limits the use of PI to only what is necessary to accomplish a legitimate Department objective.

Notice - Departments will be open about the policies, procedures, standards, and practices with regard to PI.

Security Safeguards - appropriate management, operational, physical and technical controls to protect PI.

To assist Executive Branch State Department employees in understanding the new policies, the Privacy Office is providing weekly tips that are sent out electronically as informational updates. Each policy will have a set of tips that explain details of the policy, and provide examples of application for employees. In addition to the tips, a training program for all Executive Branch employees is planned, and will provide an interactive forum for learning the privacy principals of the policies and increase awareness of personal responsibility.

HEADS UP!

West Virginia’s 2009 Public Service Recognition Celebration is slated for the week of September 21 - 25, with the Governor’s Awards Ceremony set for Thursday, September 24.



Need a match?

When you participate in the West Virginia Retirement Plus 457 Plan from the West Virginia State Treasurer’s Office, you may be eligible to receive up to \$300 in matching contributions to your account.

- You must be enrolled by June 19
- Qualify for the match with as little as \$10 per pay period
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Stately Visitors Grace the Kanawha Valley Area



The world-famous Anheuser-Busch Clydesdales made appearances at the Appalachian Power Baseball Park and the Tri-State Racetrack and Gaming Center. Those who turned out to see them agreed that the animals are, indeed, impressive.

Driver Training Initiative Deadline June 30

Edited and reprinted from Quotes, Notes & Anecdotes, the Department of Administration's newsletter.

State employees are reminded that June 30 is the deadline to complete an online defensive driver training course offered by the Board of Risk and Insurance Management (BRIM). The training is for all employees who drive any vehicle, including personal vehicles, for State business.

BRIM is offering an incentive for agencies participating in this initiative. If 90 percent or more of an agency's listed drivers successfully complete the training by June 30, an agency may receive a two percent credit toward its automobile insurance premium for the 2011 fiscal year. If fewer than 80 percent of an agency's drivers complete the program, a five percent surcharge will be applied to the agency's premium.

As an added benefit, drivers who complete the training may qualify for a reduction in their personal automobile insurance premium. The training provided by the National Safety Council is nationally recognized and may be approved by many of this State's insurers for a premium adjustment. BRIM officials note that it is the responsibility of employees to check with their insurer for further details regarding this benefit.

The program lasts approximately four hours, but doesn't have to be completed at one time. Contact BRIM's Loss Control Department at 304-766-2646 with any questions.

On Thursday and Friday, May 19 and 20, the Kanawha Valley welcomed the world-famous Anheuser-Busch Clydesdales – they appeared at the Appalachian Power Baseball Park on Thursday and moved to the Tri-State Racetrack and Gaming Center in Nitro on Friday.

Clydesdale horses have their roots in the Clyde Valley of Scotland. They are a large, mighty, and powerful breed of draft horse, known by their distinctive appearance.

A horse's height is measured in "hands," with one hand equaling four inches – derived from the average width of a man's clenched fist or of his four fingers when the hand is laid flat. Clydesdale horses generally have a height of at least 18 hands. That's 72 inches ... or six feet! And, they can be even taller! The tallest horse in the team that visited West Virginia was 19 hands (76 inches/6 feet 4 inches). The animals weigh in at 2,000 pounds minimum each and have a hoof size equivalent to the diameter of a large dinner plate. They are shod with 20-inch shoes weighing five pounds each – double the length and five times the weight of a standard horse-shoe. In addition to their size, they sport feathery hair on their fetlocks (the lower part of their legs above and behind their hooves).

Clydesdales are a confident breed, built for work like hauling heavily loaded wagons, but they are equally able and happy to prance and gracefully high-step for parade spectators.

The horses make hundreds of appearances yearly and attract millions of visitors, and they've been featured in Anheuser-Busch advertising for many years. The association began in 1933, when August A. Busch, Jr. gave a team (or hitch) of the horses to his father to celebrate

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June is Kick-Off Summer Reading Month

From the First Lady's Desk: A Monthly Message by First Lady Gayle C. Manchin.

Just as the last school bell rings, children are busy thinking of how they can fill their time during the summer, I have a great idea for both children and parents: Summer reading! As a reading and language arts educator, I have always been a passionate advocate for the importance of reading at all times and for all ages. However, with our children away from the structured framework of a classroom, we may not realize how detrimental it can be for children to be removed from reading for eight to 10 weeks during summer.

Therefore, at a national level, 31 governors' spouses so far have signed on as "Reading Ambassadors," with a strong hope of encouraging students to read four or more books this summer. This program, the Scholastic Summer Challenge, is a full-fledged literacy campaign to raise the aware-

ness and importance of reading to not only children but also families, teachers and librarians across the country.

As one of the spouses promoting this endeavor, Scholastic will donate 500 books to fourth and fifth grade students in West Virginia to take home and read this summer.

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WV Public Broadcasting Honors Reading Rainbow Contest Winners

Edited from information contributed by Shawn Patterson of West Virginia Public Broadcasting.

West Virginia Public Broadcasting is pleased to recognize 12 outstanding young authors for their winning submissions in the State regional portion of the 15th Annual Reading Rainbow Young Writers & Illustrators Contest. Their stories were selected from entries that came in from all across the State.

This year's State winners wrote and illustrated their own original storybooks with a variety of different themes. First place winners were Rain Fritz, West Union; Orion Willie, Aurora; Bilen Kifle Zerie, Huntington; and Michaela Oren, Pineville. A list of all winners (including second and third places) and their stories can be viewed on the education page of the West Virginia Public Broadcasting website: www.wvpubcast.org/education.aspx?id=9669.

Locally, a special "Judge's Selection" category was named to recognize unique stories. Winners are: Amanda Ward, Craigsville; Michelle Grisinger, Leon; Madison Michels, Liberty; and Hunter Gorby, Chester.

First place winners in each grade will now be judged at the national regional level. First place winners at that level advance to the national competition. WV Public Broadcasting is part of the region that includes WQED Pittsburgh. EQT Corporation supported this effort. Announcement of this year's winners and a posting of those stories will occur in August.



Reading Rainbow airs on West Virginia PBS during the school year on Wednesdays and Fridays at 1:30 P.M.

COMM. DOUGLASS WARNS TO TOSS FLOODED PRODUCE!

Floor waters can carry dangerous materials and bacteria. Agriculture Commissioner Gus Douglass advises to dispose of any produce that was exposed to flood waters within 120 days of harvest.

All produce should be thoroughly washed before use, regardless of its source. See website below for more.

www.wvagriculture.org/news_releases/2009/6-2-09.html

DEALS FROM WV TOURISM ADVERTISING PARTNERS

If you're looking for something to do in West Virginia this summer, and you'd like to save a few bucks in the process, visit the Division of Tourism's website for deals offered by the agency's advertising partners.

Take a vacation without spending a lot on gas by spending time here at home in the Mountain State!

www.escape2wv.com/index.aspx?aspxerrorpath=/default.aspx&AspxAutoDetectCookieSupport=1

SNEAK A PEEK AT THE NEWLY RENOVATED STATE MUSEUM!

The State museum offers a chronological tour that begins in prehistoric times and runs up to the present. The self-guided walking tour covers 660 feet and takes 45-60 minutes. Admission is FREE.

The sneak peek is available on June 20 from 9 AM to 2 PM. The museum officially opens June 21.

www.wvculture.org/news.aspx?Agency=Division&Id=1128

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the resumption of brewing in St. Louis after the repeal of Prohibition. As the team thundered in the streets, they pulled a wagon full of the first brewing.

There is more than one hitch of Clydesdales. Some horses are stabled at locations around the country, while others travel. In each traveling hitch, there are 10 horses. Generally, eight are hitched together to pull the wagon and the other two are available as alternates. The horses travel in a customized tractor-trailer, and are brushed twice daily. When on display or parading, the team is hitched to a traditional red, white, and gold Studebaker-built wagon – a process that takes about an hour and a half.

To qualify for a traveling hitch, a horse must be a gelding at least four years old. He must be at least 18 hands, and weigh between 2,000 and 2,300 pounds. Although Clydesdales can be primarily bay, brown, black, or sorrel in color, a traveling hitch horse must be bay, with four white-haired feet, a blaze of white on his face, and a black tail.

Each horse's position in the hitch is determined by his size and physical ability. Each must be able to wear a custom-fit harness that weighs approximately 130 pounds. The pair closest to the wagon are called the wheelhorses, and they must be large and stout enough to both start the wagon moving or slow and stop it as needed. The second and third pairs, called the body and swing respectively, must be agile enough to turn the wagon. The last pair are called the leaders. They must be the fastest and most agile.

In addition to the two wagon drivers, there'll always be another animal to round out the picture. Each traveling team comes complete with a Dalmatian. Dalmatians began traveling with each hitch sometime in the 1950's. In the early brewing days, the dogs protected the horses and guarded the wagon when the driver went inside to make a delivery.

The Anheuser-Busch people are now watching another of their horses which may set a Guinness World Record. He shows signs of reaching 21 hands (seven feet) or more. Time will tell – he hasn't yet finished growing!

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Obviously, with the devastating flooding in southern West Virginia, I thought of our children in Mingo County. Therefore, in June, I will be delivering Scholastic books to the fourth and fifth graders of Gilbert, Burch, and Matewan Elementary Schools.

This is extremely important, because kids, who do not have the opportunity to read age-appropriate books in the summer, will usually experience the "summer slide" where their skills diminish and their test scores can suffer in the coming year. Unfortunately, many children after the age of eight do not read books for fun as they did when younger. I believe the reason for this is that they have a much harder time finding books they like or that interest them. I often tell students in schools I visit that if they do not enjoy reading, then they have not found the right book!

I love having the opportunity to visit schools and personally encourage children to read this summer, which I hope will foster a love for reading that will extend through their lifetime.

I challenge every citizen in West Virginia to pick up that book lying on the bedside table just collecting dust, take out the book in the bottom of the book bag, rescue the book from the dreaded bookshelf, or better yet, visit the local library and pick from the wonderful selection available, and READ, READ, READ! It is a great summer experience and adventure!

Pencil In ...




How about **FREE directory assistance?**

If you don't mind navigating a recorded message and listening to an advertisement or two, you can access free directory assistance at 1-800-FREE411 (1-800-373-3411) or 1-800-GOOG411 (1-800-466-411). Both are supported by businesses that advertise with them. If you're worried about receiving telemarketing calls, be sure to register your home and wireless numbers at www.donotcall.gov. You can check out more details at Snopes (www.snopes.com/inboxer/nothing/free411.asp).



SEMINAR 2

A **Seminar on Employment Issues for People with Psychiatric Disabilities** will be held on July 17. This seminar is geared toward EEO and HR staff, advocates for people with psychiatric disabilities, investigators of employment discrimination, rehab counselors, and job developers. For details, call David Stewart at 925-8622.

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Joe Manchin III, Governor

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

Tari McClintock Crouse, Acting Director

**Tari McClintock Crouse, Editor
Jane S. Fouty, Assistant Editor**

State Capitol Complex, Building 6, Room 416
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0139
Telephone: 304/558-3950, ext. 57215
E-mail: jane.s.fouty@wv.gov

www.state.wv.us/admin/personnel/empcom/