

Happy Independence Day!

# Kent Connections



A Newsletter Published by Kent County Levy Court for its Employees

July 2006



## Employee of the Month

*Bret A. Scott*

The Kent County Employee Council has selected BRET A. SCOTT from the Administration Department as the July 2006 Employee of the Month.

Bret, a Kent County employee since July 2001, is the Public Information Officer for Kent County responsible for media and legislative relations and assisting the County Administrator in planning and implementing various programs and projects, such as Youth in Government Day.

Bret is the County's point man with the local news media. He is often the first person contacted by WBOC-TV, News Journal, Delaware State News, and radio stations about breaking stories involving the County government. Bret handles these situations with the utmost professionalism.

Perhaps one of Bret's biggest responsibilities each year is tracking bills in the State Legislature and evaluating their impact on the County. He must keep the Commissioners and County Administrator apprised of each potential law's progress through the legislative process and stay on top of committee assignments, amendments, and sponsors.

Congratulations Bret on a job well done!

### COMING NEXT MONTH:

- > *Become a mentor and help a child near you!*
- > *Tuition assistance can help your career goals*
- > *What's your role in County business continuity*

### IN THIS MONTH'S ISSUE:

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*Kent Connections is published for the employees and retirees of Kent County Levy Court using Microsoft Publisher® & Microsoft PowerPoint®. Comments, suggestions and story ideas should be addressed to: Kent County Personnel Office, 555 Bay Road, Dover, DE 19901, or given to Allan Kujala, Sophie Dear, Cathleen McLean, or Carissa Zeiters. Or, call the Personnel Office at 744-2310.*

## FY'07 kicks off with pay hikes & longer hours

*By Allan Kujala, Personnel Director*

It is a new year in Kent County, "fiscal year" that is and most employees should have been informed by now of their new hourly or salary increases.

The new financial year started July 1 and so did new pay rates, several new positions, numerous pay study recommended reclassifications, 40-hour schedules for 49 more employees, and new 8:00 a.m.—5:00 p.m. operating hours for the Kent County Administrative Complex. The expanded hours do not apply to other County buildings.

Regular employees received a three percent cost of living adjustment and most (with an effective performance appraisal) received a two percent step increase. Under the County's pay plan, employees topped out in their pay ranges or those hired in April or later only received a COLA. Employees hired from October through March received a partial (1%) step increase. Part-time, temporary, or seasonal staff saw no pay increase. Retired and former employees receiving a County pension scored a 3% COLA increase this year.

Even though the new pay rates are effective July 1, since the County pays one week in arrears and the date falls on a Saturday, the impact will only be partially realized on the July 14 pay stub, and fully for most employees on July 28. Employees should carefully review pay stubs for any keying errors, especially with the new payroll software implemented just 3-months ago.

New position descriptions approved by Levy Court last month and involving 49 titles have been forwarded to employees for acknowledgement. Perhaps the most significant change was switching most Planning Services positions, as well as all Assessment, Facilities Management, Finance, and Personnel staff to 40 hours per week.

# Welcome to Levy Court!



**Name:** RUTH D. SEMANS



**Job:** Deputy Register of Wills

**Date hired:** June 1, 2006

**Education:** High school; later took several courses at Wesley College

**What I like most about my new job:** Co-workers, and meeting people

**Greatest accomplishment:** Having a happy, successful daughter, and 52 years with the Terry law firm

**Greatest challenge:** Raising my daughter

**Future goals:** Traveling with my husband

**Person/event that most inspired me in my career:** My friend, Nell Norbet

**If I had it to do over, I would have done this differently:** Spent more time with my daughter

**I'm most relaxed and happy when I'm doing this:** Reading a good book

**Family:** Husband, daughter, and grandchildren

**Favorite TV shows:** Channel 12 - the British shows

**Favorite sport:** Baseball

**Favorite meal:** Breakfast

**Favorite music:** 40's

**Who has had the most impact on my life:** My mother

**A dream I have is to:** Be healthy

**If I won a million dollars, I would:** Keep on working

**You'd be surprised to learn that I:** Can't swim

**The most adventurous thing I've ever done is:** Climbed onto the roof

**Three words that describe me:** Kind, thoughtful, workaholic \*\*4800\*\*

## A Monthly Contest

A free movie ticket will be given to the first two employees who find the last four digits of his/her Social Security number in the current issue of Kent Connections and contacts the Personnel Office at 744-2310. SCOTT McMILLON of the Division of Emergency Medical Services was the only person to find his number and claim a movie ticket in June. \*\*1323\*\*



## EOM INSIGHT



**Name:** BRET SCOTT

**Job:** Public Information Officer

**Years with the County:** Five

**Education:** Dover H.S. ('86); B.S.

Advertising Communications, Johnson & Wales University ('94); Masters in Public Administration, Wilmington College ('04)

**What I like most about my job:** Knowing it's never the same on a daily basis

**What I'd most like to change:** Nothing

**Family:** Wife, Susan; daughter, Allyson

**After work I enjoy:** Playing golf, reading

**Favorite new movie:** Clerks

**Favorite old movie:** Dr. Strangelove

**Favorite TV show:** Seconds from Disaster

**Favorite TV show as a child:** Chips

**Favorite sport:** Soccer, golf

**Favorite meal:** Steak and mashed potatoes

**Favorite music:** Contemporary jazz

**Most recent book read:** "Ishmael" by Daniel Quinn

**Favorite Kent County restaurant:** Cool Springs

**Favorite Kent County event:** Old Dover Days

**People (living or dead) I'd invite to dinner:**

Jimmy Carter, Martin Luther King, Jr. and John Kennedy

**I'm most proud of:** My family

**Pet peeve:** Using the elevator to go one floor

**Motto:** Expect the unexpected

**If I've learned one thing in life, it's:** Respect is earned, not given.

**Who has had the most impact on my life:** My wife

**A dream I have is to:** Publish a golf novel

**If I won a million dollars, I would:** Sell my house and travel

**You'd be surprised to learn that I:** Was shy growing up

**The most adventurous thing I've ever done is:** Drove from California to Delaware with two friends.

**Three words that describe me:** Compassionate, dedicated, considerate \*\*0209\*\*

There is a rule in sailing where the more maneuverable ship should give way to the less maneuverable craft. I think this is sometimes a good rule to follow in human relationships as well. **Dr. Joyce Brothers**

# Levy Court eyes Complex office moves

By Allan Kujala, Personnel Director

With State plans looming to demolish the Robert W. O'Brien Building by the end of the year, Commissioners quickly reached consensus last month with various County offices on relocation and space allocation plans in the Kent County Administrative Complex. The Recorder of Deeds and Register of Wills offices, currently

located in the former County administrative offices on Legislative Mall, must make way for a new court system structure on land where the O'Brien building currently stands.

Levy Court agreed to a plan developed by County Administrator ROBERT S. McLEOD and affected departments which will relocate the Deeds Office to the Department of Community Services (Parks & Recreation) room near the Complex entrance and the Wills Office will relocate to the current Assessment Office space a short distance away down the main hallway.

Under the plan, the Personnel Office will move to a vacant room next door in Room 213 and the Community Services Department will move upstairs to the former Personnel Office space in Room 214/222. The Assessment office will move upstairs to a large underutilized room (Room 238) adjacent to the County Administrator's Office with public access through Room 215—the current Summer Youth Employment Program office space.

The Personnel Office move is considered temporary as Levy Court works to permanently relocate the entire Community Services Department to office space to be incorporated into a new gymnasium structure planned for the Brecknock Park area—that project is expected to be completed within the next 2 to 3 years.

The Complex space reallocation will include a doorway between the current Summer Youth office and new Assessment office space, a doorway to the

*(Continued on Page 8)*

# County bills pass as Legislature wraps up session

By Bret Scott, Public Information Officer

The second session of the 143<sup>rd</sup> General Assembly came to a close June 30th with a flurry of county related legislation filed in the closing weeks. At least two pieces carried significant financial impacts. All legislation that did not receive consideration in the second session is considered dead when the General Assembly convenes in January. What follows is a recap:



**House Bill 280** is the Wastewater Management and Sprawl Prevention Act. Bill would prohibit on-site community septic and public or private sewer service in areas not designated for growth via any local certified comprehensive plan. Areas not designated for growth are considered Level 4 investment areas and are defined as being primarily agricultural lands, undeveloped natural areas, forested lands, parks and wildlife preserves, and other sparsely populated areas of a rural character. Bill would diminish the authority of the county to extent sewer service in Level 4 areas by changing the permitting process and establishing limitations on permitting. Bill was released from the House Land Use/Infrastructure and Transportation Committee and died on the House Ready List on June 30.

**House Bill 287** would provide exemptions to local school districts from paying impact fees as they relate to school construction. This bill also died on the House Ready List.

**House Bill 367** is Kent County's surcharge ordinance. This enabling piece of legislation would allow Kent County to assess a 1.25 percent surcharge on construction permits with a value greater than \$30,000 for the purpose of providing capital reserves to local school districts. The surcharge is expected to generate \$3 to \$4 million annually. The Bill passed the House in the waning hours of the General Assembly. A provision to provide funding for parks and recreation was removed from the Bill at the request of the Senate. The bill awaits the Governor's signature.

*(Continued on Page 14)*



## ON THE MOVE. . .

Compiled by Carissa Zeiters, Personnel Technician II

### New Hires

06/05/06 ANNETTE WHITBY, Dispatcher I, Grade 8, Public Safety/Emergency Communications Division  
 06/11/06 RUTH SEMANS, Deputy Register of Wills, Grade 8, Register of Wills Office  
 06/12/06 MARY ELLEN GRAY, Assistant Director of Planning Services, Grade 16, Planning Services/Planning Division  
 06/12/06 KRISTINA RINKENBERG, Library Technician, Grade 7, Community Services/Libraries Division

### Promotions

05/01/06 TERRI MISIEWICZ, Account Specialist II, Grade 8 to Account Specialist III, Grade 9, Finance  
 05/28/06 BRANDON OLENIK, Dispatcher I, Grade 8 to Dispatcher II, Grade 9, Public Safety/Emergency Communications Division  
 05/28/06 STEPHEN SEICHEPINE, Dispatcher I, Grade 8 to Dispatcher II, Grade 9, Public Safety/Emergency Communications Division  
 06/05/06 JOHN ZISTL, Maintenance Worker II, Grade 6 to Maintenance Worker III, Grade 7, Public Works/Facilities Management Division

### Retirement

06/09/06 BONNIE HURD, Deputy Register of Wills, Grade 8, Register of Wills Office

### Resignation

06/26/06 DANNY McCLAIN, Plant Operator IV, Grade 9, Public Works/Wastewater Facilities

### Milestones

06/24/1996 WILLIAM POWELL, Maintenance Supervisor, Public Works/Wastewater Facilities—10 years  
 06/25/2001 MARTI STANSBURY, Building Codes Inspector I, Planning Services/I&E—5 years  
 06/25/2001 RICHARD WASHINGTON, Plant Operator III, Public Works/Wastewater Facilities—5 years

## MARK YOUR CALENDAR



July 1, 2006 - County's new fiscal year begins.

July 4, 2006 - County offices closed. Independence Day holiday observed.

July 5, 2006 - Blood Pressure Checks at the Wastewater Facility from 2:00-4:00 p.m.

July 10, 2006 - CPR/AED certification class from 12:30 - 4:30 p.m. in room 221 at the Kent County Administrative Complex.

July 11, 2006 - CPR/AED certification class  
*(Continued on Page 16)*

## COUNTY BIRTHDAYS



### JULY

01 Roland Carter, Public Works/Facilities Mgmt.  
 01 Angela Wise, Comptroller's Office  
 03 Kristopher Connelly, Planning Services/Planning  
 05 Wallace Wootten, Public Works/WWF  
 05 Kenneth Glanden, Public Works/WWF  
 05 Lisa Schlauch, Public Safety/EMS  
 06 Pat Piazza, Public Works/Facilities Mgmt.  
 07 Shawn O'Toole, Public Works/WWF  
 07 Lori Short, Planning Services/Insp. & Enf.  
 10 Jim Welsh, Assessment Office  
 11 Lisa Cooper, Tax Office  
 14 Sharon Bean, Assessment Office  
 15 David Grygo, Public Safety/Emergency Comm.  
 17 Anita Lloyd, Planning Services/Planning  
 17 Teresa Carter, Finance  
 19 Michael Harrington, Public Works/WWF  
 23 Charlotte Donnelly, Sheriff Office  
 23 Scott Tanner, Planning Services/Insp. & Enforce.  
 25 Wayne McCarty, Community Services/Parks  
 25 William Vincent, Public Works/WWF  
 25 Cindy Grygo, Public Safety/EMS  
 26 Marti Stansbury, Planning Services/Insp. & Enf.  
 27 Dick Dempsey, Public Safety/Emergency Comm.  
 28 Ronald Smith, Levy Court Commissioner  
 29 Ruby Farmer, Tax Office  
 31 Jack Peterman, Levy Court Commissioner  
 31 Stella Padilla, Public Works/WWF  
 31 Wade Pugh, Planning Services/Planning

### AUGUST

01 Kim Lombardi, Planning Services/Planning  
 02 Sandy Hanggi, Community Services/Libraries  
 03 Ronald Harrington, Public Works/Engineering  
 04 Cynthia Laird, Finance  
 07 Darin Jones, Community Services/Parks Division  
 10 Cathleen McLean, Administration  
 11 Jerry Johnston, Public Works/Engineering  
 12 Jan Morris, Administration  
 13 Mary Eisenbrey, Assessment Office  
 13 Pat Uhey, Wills Office  
 15 Don Williams, Public Works/WWF  
 17 Melissa Stanley, Planning Services/Insp. & Enf.  
 19 Mike Clarke, Public Safety/EMS  
 19 Scott Vautard, Planning Services/Insp. & Enf.  
 21 Jack VanDorpe, Sheriff's Office  
 21 Mike Weyant, Planning Services/Insp. & Enf.  
 22 Diana Golt, Public Works/Engineering  
 23 Jody Coulbourne, Deeds Office  
*(Continued on Page 6)*

## ***New Fiscal Year always brings changes with it***

By Allan Kujala, Personnel Director

Change—it is inevitable and can always be expected when the County's new fiscal year begins on July 1. This year includes numerous changes due largely to the Compensation and Staffing Efficiency Study completed last March by LaFlamme & Associates.

The pay study recommendations were thoroughly debated during the budget drafting process and most of its' proposals were incorporated into the budget document including a number of reclassifications, re-titling, and position realignments. These changes include:

**Administration Department**—Retitling of Communications & Research Assistant to Public Information Officer; Reclassifying County Administrator up one grade; Converting Personnel Office staff to 40 hours.

**Community Services Department**—Renaming the Division of Library Services to Division of Libraries; Creating a new Associate Librarian position  
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## **New Blue Cross medical coverage effective July 1**

By Allan Kujala, Personnel Director

After eight years with Mid-Atlantic Health Plan, County employees and eligible retirees began enjoying the expanded benefits and unique limitations of their new medical plans provided by Blue Cross Blue Shield of Delaware on July 1.

After a competitive RFP bidding process, Levy Court selected Blue Cross in April to replace Mid-Atlantic, which had been acquired by the well known insurance company last year. Blue Cross won the County contract with a modest 9.24 percent average rate increase and by offering coverage very similar to the popular Mid-Atlantic insurance program.

Employees and eligible retirees should have received their new Blue Cross identification card (dependents use the same card/name as the County employee) and should destroy the MAHP card to avoid its use. It is important to inform doctors of the new insurance provider at future visits. All prescriptions written before July 1 are now void. Blue Cross  
(Continued on Page 10)



## ***Commissioner Blakey to seek 34th District House seat***

Commissioner DONALD A. BLAKEY accepted the endorsement of retiring State representative Gerald Buckworth last month and will run for the 34th District seat in the Delaware House of Representatives after almost 18 years on Levy Court.

The House seat covers the Camden, Wyoming, Woodside, and areas west thereof and will be an open seat this fall due to Rep. Buckworth's unexpected retirement an-



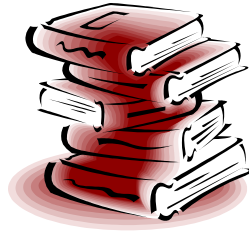
nouncement after 13-terms. A candidate has filed for the seat from the Democratic Party.

Commissioner Blakey joins fellow Levy Court Commissioner JACK PETERMAN by seeking to join the State Legislature this year. A special election will be required to fill the 2-years remaining on Blakey's term on Levy Court if elected.

"It is an honor to be asked by Jerry Buckworth to run for his seat," Mr. Blakey commented. "I am also humbled by the number of residents urging me to run for the open seat. I look forward to the campaign and speaking with everyone."

State legislators take office immediately after the election results are announced on Election Day.

# FROM THE STACKS



By Sandra Hanggi, Library Technician

## The Stolen Child

by Keith Donahue

The very first image that came to me when I began "the stolen child" was that the child was intent on not being found by anyone. He defiantly went into the woods to hide from his parents as he wished to run away. He would not answer when they called his name in fear and anguish. This 7-year-old boy, naive to any danger, was pulled by his ankles from the hollow of the tree where he was hiding by hobgoblins. These hobgoblins were the size of children themselves but as strong as mountain men.

This begins the story of the "switch". The hobgoblins lived in the woods and every 50 years or so would pick a child, watch him or her for at least a year, learn to imitate his voice, and discover all of his mannerisms, parents, and schedules.

When they are satisfied they know everything they can about the child, they kidnap him, and switch a hobgoblin "changeling" in his/her place. Before the switch they physically mold the changeling into the exact likeness of the child they steal. When the police or search party looks for the missing child, they find the changeling instead and are no more the wiser as they carry the lost child home in their arms with hugs and kisses.

The poor unfortunate boy who was switched, the human boy, must now live with the hobgoblins in the caves and undergrowth of the deep forest. He is cold, homesick, and has to eat bugs and berries to survive.

There is a leader among the hobgoblin group who orchestrates their every move. Escape is impossible, until 100 years pass and it is their turn to perform the switch. By then, the child's family has long ago died and forgotten about the incident. Some families may have noticed that there was something strange about their "found" child, but so grateful to have their lost child home, it too is soon forgotten.

This is a very interesting story that you just can't put down. It is difficult to categorize this book as a mystery or sci-fi or thriller by itself, as it is all in one. I rate it as a ten on a scale of 1-10. \*\*6422\*\*

## Recipe of the Month



By Sophie F. Dear, Personnel Technician II

### MANGO LASSI

Erase the morning blahs with this fruity blend of invigorating flavors from India.

#### Recipe Summary:

Difficulty: Easy

Prep Time: 10 minutes

Cook Time: 10 minutes

Yield: 2 cups, 1-2 servings

User Rating: Five-star

½ cup chopped ripe mango

1 cup low-fat plain yogurt

¼ cup freshly-squeezed orange juice

2 tablespoons Spiced Simple Syrup

Pinch fine salt

Puree all ingredients in a blender until smooth. Refrigerate until ready to serve.

#### Spiced Simple Syrup:

½ cup granulated sugar

½ cup water

4 green cardamom pods, cracked

2 allspice berries

1 cinnamon stick

1 whole clove

Put all the ingredients in a small saucepan, and bring to a boil, stirring occasionally. When sugar is dissolved, remove from heat. Cool, strain, and refrigerate. Yield: about 2/3 cup. \*\*6383\*\*

Television Food Network, 2003-2004

## COUNTY BIRTHDAYS

(Continued from Page 4)

23 Sherry Barker, Public Works/Engineering

24 Lou Cox, Assessment Office

24 Angel Short, Community Services

24 Jason MacDonald, Public Safety/EMS

24 Ruth Ann Miller, Planning Services/Insp. & Enf.

26 James Nunes, Public Works/WWF

27 Debbie Elders, Finance

28 Robert Wayman, Public Works/Facilities Mgmt.

28 Robert Probst, Community Services/Recreation

## Interpersonal relationships are the spice of life

By Sophie F. Dear, Personnel Technician II

July's training session will focus on work and social relationships, and how relationships and social connections can enhance the quality of life. The sessions will be held on Tuesday, **July 18**, at 9:00 a.m. and 3:30 p.m. in room 220 A/B in the Kent County Administrative Complex. To sign up for the sessions, contact me in Personnel at 744-2312, by e-mail (if you have a list), or in person.



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for the sessions, contact me in Personnel at 744-2312, by e-mail (if you have a list), or in person.

In June, the topic was "Alzheimers Awareness". County employees who received credit for attending one of the sessions in June were KAY BROWN, CONNIE BUTLER, LISA COOPER, SOPHIE DEAR, KIMM DIXON, MARY EISENBREY, RUBY FARMER, JUNE GLADDEN, FRAN GUNNING, MARTY HAYES, SHARON IVORY, EVELYN JOPP, DIANE LOCKERMAN, GALE MAAS, JOYCE MELVIN, JAMES NUNES, STELLA PADILLA, DEBBIE PALMER, SHEILA ROSS, LESLIE VASQUEZ, BILL VINCENT, and JAMES WELSH.

Thank you for your continued interest in voluntary training!

### Discount Movie Tickets

Discount movie tickets to Dover Mall's Carmike Theaters are available for sale in the Personnel Office.

The discount tickets cost \$5.50 each and can be used at any scheduled time, but cannot be used during the first 14 days of any Sony® movie, but all other movie studios allows ticket use at any time.



### HOW TO BE EXCEPTIONAL

DEVELOPMENT OF SELF—a. Attend a wide variety of internal and external training and actively support the organization's training initiatives.

## Federal inspectors visit County to check out spending

By Dave Mick, EMS Operations Support Officer

Several times each year something in this newsletter refers to equipment purchased through Homeland Security grant money. Over the years Kent County has benefited from these grants at a level of millions of dollars. The Federal money is growing short and the spending lines more stringent, but it's not quite over, yet.



It should come as no surprise that good ol' Uncle Sam pays a visit on occasion to check up on what has been accomplished with all that cash. Last month Kent County hosted the Federal Inspectors once again. The Dept. of Public Safety was tasked with displaying the MRU (Medical Resource Unit). This is a trailer which is housed in Smyrna at the Wheatley's Pond facility. Through a joint venture with the State Public Health Preparedness Section this unit is designed to become a stand-alone neighborhood emergency care center should a disaster similar to Hurricane Katrina happen here. This is not a mobile Emergency Room, rather it is more like a long term triage and initial care station. With the equipment, supplies and shelter on the unit it is designed to operate for extended time frames.

The inspectors also toured the Public Safety building and saw some of the upgrades currently being installed. The Emergency Operations Center is being transformed into a state of the art facility with increased monitoring capability and even video teleconferencing equipment. The 9-1-1 Center will soon have new dispatch consoles and related technology.

Finally, the inspectors visited the Dover Fire Company Station 2 which houses the Kent County Special Operation Team. While Kent County government is not directly linked to this team, Public Safety supports the mission of the team through paramedic participation. The team is equipped to respond to confined space, structural and trench collapses, and high angle rescues. Currently three paramedics participate on the team.

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## EMPLOYEE COUNCIL NEWS



By Michele Lapinski, Employee Council Secretary

Though we had to dodge some iffy weather, the Employee Appreciation picnic managed to go off with only a few minor glitches. The last minute location change didn't seem to hamper attendance, with a very large number of employees from not only the main administrative building joining us, but also from the O'Brien, Wastewater and Public Safety facilities as well. While we had pretty much the same amount of food on hand as last year, apparently the appetites of our fellow employees must have grown, as we unfortunately ran short on a couple of items. We apologize to anyone who might have missed out on something and have already noted what should be increased next year.

As always, we would like to thank the Levy Court Commissioners for their continued funding of this fun, annual event. We would also like to extend our thanks to the Facilities Management staff, the Parks & Recreation staff, and everyone who helped set up, cleanup and man the grill. We sincerely appreciate your efforts!

The Council is also happy to report that our first Silent Auction was also a success, with last minute bidding on several of the donated items becoming quite heated during the last few moments of the auction. Our sincere thanks to our very generous fellow employees who were kind enough to donate items for auction, the winning bidders were all thrilled with their items.

The Council would like to congratulate BRET SCOTT in the Levy Court office, July's Employee of the Month. In addition to a day off with pay, Bret will also receive a \$100 stipend, and a reserved parking space in the administrative complex parking lot.

If you know of a co-worker who deserves to be recognized for going "above and beyond" in the performance of their daily job duties, then nominate them for Employee of the Month. Nomination forms can be found in the mailroom and also in the "forms" folder on v: drive.

Your Employee Council includes: President JASON MILLER, Vice-President KATHY SKINNER, Secretary MICHELE LAPINSKI, Treasurer CYNDI LAIRD, and members MARY EISENBREY, KATHY PHINNEY, and MELISSA STANLEY. \*\*1341\*\*

## Tech Talk



By Bill Blades, Systems Development Specialist

### Emailing Data from the AS/400

A lot of you already know that you can email spool files from the 400. I am sorry for the repetition. But did you know you can email database files too!

#### **How to email a spool file**

From the Kent County main menu select Utilities. From there select email a spool file. Select the file to be sent by placing a "7" in front of it and pressing enter. The next screen will have a place for you to enter the email addresses and rename the file. Also do not forget to select the type of file you want. A txt file has little or no formatting brought over. The PDF type brings over all attributes. If you decide later that you want to print it, the PDF will print the same as it had printed from the 400.

#### **How to email a database file**

From the Kent County main menu select Utilities. From there select email a Data Base file. The next screen will have a place for you to enter the email addresses and the name of the file and library of the file to be sent. Also do not forget to select the type of file you want. The DIF file can be used in Excel but is some what limited. The CSV file can be opened with any data base software and a lot of spread sheet software.

The two options described can be sent to County workers as well as the outside world. Try it some time. If you do not have these options send Bill or Patrick McLaughlin an email.

## Complex office moves

*(Continued from Page 3)*

hall for the Comptroller's office and a wall separating the new Wills Office space from the Finance/Receiver of Taxes office area. The plan also calls for window shades in the new Assessment and Personnel offices and relocation of the temporary imaging staff workspaces to the Information Technology office.

Levy Court authorized the County Administrator to begin the bidding process in order to have the necessary work completed by November. The various furniture placement designs have already been completed and are under review by the affected departments.



# Welcome to Levy Court!



**Name:** MARY ELLEN GRAY



**Job:** Assistant Director of Planning Services/Planning Division

**Date hired:** June 12, 2006

**Education:** B.A. in Geology, University of Rochester, NY; Masters in Planning, University of Virginia

**What I like most about my new job:** Planning in the public sector in Kent County

**Greatest accomplishment:** Earned my Masters in Planning

degree part-time at night while working full-time during the day

**Future goals:** Do the best job I can in Planning Services for Kent County. Would like to eventually teach Planning and Environmental Management in retirement.

**Greatest challenge:** Public speaking

**Person/event that most inspired me in my career:** Growing up on Long Island and living in various places has taught me the value of good planning.

**I'm most relaxed and happy when I'm doing this:** Playing with my 17-month-old son

**Family:** Paul Gray, husband; Maxwell Gray, son

**Most recent movie enjoyed:** It's been quite a while (before the birth of my son) since I've had the time to see one, but in general I like romantic comedies

**Favorite TV shows:** "Good Eats" by Alton Brown on the Food Network

**Favorite sports:** Running and basketball

**Favorite meal:** New York pizza

**Favorite music:** New Age

**Favorite saying or slogan:** If at first you don't succeed, try, try again

**Who has had the most impact on my life:** Growing up in a family of eight and being the youngest of six children – these family members, with whom I'm very close have profoundly impacted (in a most positive way) my life

**A dream I have is to:** Leave things better than the way I found them; i.e. keep a small footprint

**If I won a million dollars, I would:** Pay off my  
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## BENEFIT BLURBS

By Sophie F. Dear, Personnel Technician II

May's Benefit Blurbs informed employees and retirees already covered by the County's health plan that they would not need to complete a new enrollment form. Obviously, BlueCross BlueShield of Delaware thought differently. I apologize for the confusion that it caused employees and retirees. However, there are still a few enrollment and/or waiver forms that have not been turned in to the Personnel Office. If you did not submit an enrollment or waiver form, please do so and forward it to the Personnel Office.

Have you checked with your pharmacy to see if you are making the most of the benefits they provide to their customers? The pharmacy I use is part of a chain that has a store credit card with a major credit card logo. By using this card for any purchases (in that store and others), **including prescriptions**, I eventually qualify for a one-day discount on all purchases in that store, **including prescriptions**. (Don't let the balance ride so the interest is more than your eventual discount.) In addition, they have a pharmacy rewards program. With every ten prescriptions purchased from this pharmacy, there is another certificate for ten percent off a day of shopping at that store, **including prescriptions** (but not those paid for by a federal government program). There's more – they now have an automatic refill program. When the computer calculates that I should be emptying my prescription bottle, it notifies the pharmacist to refill the prescription (if refills are available), and I receive a recorded-message phone call telling me that my prescription has been refilled and is ready for pickup. \*\*7448\*\*

## *Kent Co. Employee Obsessions*

*The display case on the main floor of the Kent County Administrative complex features a patriotic array of collectible Longaberger baskets collected by Personnel Technician SOPHIE DEAR.*

*On the second floor, chickens rule the roost with an eclectic display of poultry-themed keepsakes collected by Personnel Director ALLAN KUJALA's wife, Tina.*

*Got an interesting hobby or like to collect limited edition baubles? Then show off your talent for amassing things—it may interest others as well.*

*Contact the Personnel Office for more information. Share your obsession! \*\*1376\*\**

## New Year brings change

(Continued from Page 5)

tion; Retitling Library Supervisor to Library Systems Administrator.

**Finance Department**—Creating a new Audit Analyst position; Reclassifying the Finance Director up one grade; Reclassifying the Accounting Supervisor up one grade; Converting Finance and remaining Assessment Office staff to 40 hours.

**Planning Services Department**—Reclassifying GIS Technician positions up one grade; Reclassifying Building Codes Inspector II up one grade; Reclassifying Director of Planning Services up one grade; Adding one new Planner position; Converting non-grant funded positions to 40 hours.

**Public Safety Department**—Adding one new Dispatcher position; Reclassifying all paramedic positions up one grade; Reclassifying Field Supervisor positions up one grade; Reclassifying EMS Administrative Officer up one grade; Establishing a Paramedic Trainee program for 3 candidates; Authorization to fill one additional paramedic during any staffing shortfall.

**Public Works Department**—Retitling existing Utilities Construction Coordinator to Engineering Technician III; Retitling existing Engineering Project Manager I to Utilities Construction Coordinator; Reclassifying GIS Technician positions up one grade; Defunding the Communications Foreman position; Creating new Electrician III position; Retitling Electrical/Electronics Supervisor to Electronics Supervisor; Reclassifying Director of Public Works up one grade; Reclassifying and retitling Custodian II to Custodian Supervisor and up two grades; Converting Facilities Management Division staff to 40 hours.

**Row Offices**—No changes

For more information about these changes, consult the Fiscal Year 2007 budget or contact your Department Head or the Personnel Office.



## Welcome to Levy Court!

**Name:** ALEX ARGO IV

**Job:** Heavy Equipment Operator

**Date hired:** June 5, 2006

**Education:** High School

**What I like most about my new job:** The benefits

**Greatest accomplishment:** Raising my two kids

**Future goals:** Be a good grandparent

**Person/event that most inspired me in my career:** My father

**If I had it to do over, I would have done this differently:** Nothing

**I'm most relaxed and happy when I'm doing this:** Camping

**Favorite TV shows:** MASH

**Favorite sport:** Nascar

**Favorite meal:** Steak

**Favorite music:** Country

**Who has had the most impact on my life:** My father

**A dream I have is to:** Travel around the country in a motor home

**If I won a million dollars, I would:** Do more camping

**You'd be surprised to learn that I:** Have been to the North Pole and the South Pole (on an icebreaker in the Coast Guard).

**The most adventurous thing I've ever done is:** Whitewater rafting

**Three words that describe me:** Loyal, dependable, courteous



## New Blue Cross employee medical plan effective July 1

(Continued from Page 5)

uses a different prescription service so drug refills will require a new prescription from the doctor. Employees using maintenance drugs should consider the Blue Cross mail order service, since a 90 day supply will cost the same as a one month supply purchased at the pharmacy.

For Medicare-eligible retirees, the Blue Cross prescription plan has no annual limit. Since the brand name and non-formulary drugs cost \$5 more

than active employees, retirees can be reimbursed the difference by submitting a pharmacy print out to the Personnel Office. County policy requires such requests to be submitted within one year of drug purchase.

Other differences between Blue Cross and Mid-Atlantic include a \$100 emergency room co-payment, but the visit must be life-threatening or the full cost of treatment will be borne by the employee/retiree.

## NEW PAY RATES MEAN HIGHER LIFE INS. DEDUCTIONS

By Allan Kujala, Personnel Director

The July 1<sup>st</sup> effective date for annual salary rate increases will have an impact on optional supplemental life insurance premiums beginning with the July 14 biweekly paycheck.



The County provides basic life insurance coverage free of charge to employees equal to one time the em-

ployee's annual salary rounded up to the next \$1,000. This benefit is provided through CIGNA Insurance Co. Employees are also eligible to purchase optional supplemental life insurance during open enrollment through CIGNA and payroll deduction.

The new insurance carrier also allowed employees to enroll spouses for term life insurance coverage up to \$50,000, with a guaranteed issue of \$10,000 at the employee's age rate. Children can also be covered with \$10,000 of guaranteed coverage for a flat \$2 per month.

Employees retiring from active service are provided life insurance coverage at no cost valued at \$5,000. In prior years the retiree life insurance benefit was reduced to \$2,500 after age 70, but the new insurance carrier has no such reduction of benefits.

The following chart, which is unchanged from FY2006, can be used to calculate the new monthly premium by multiplying the level of coverage (1/2, 1, 2 or 3) with annual salary, rounding up to the nearest \$1,000, dividing by 1,000 and multiplying by the age rate:

**FY07 Supplemental Life Insurance Rates-CIGNA**

<b>AGE</b>	<30	30-34	35-39	40-44	45-49
Rate	.07	.09	.11	.17	.26
<b>AGE</b>	50-54	55-59	60-64	65-69	70+
Rate	.42	.67	.87	1.47	2.21

For more information about supplemental life insurance and other County benefits contact the Personnel Office at 744-2310.

## Medical Trust Fund available for uncovered costs

By Allan Kujala, Personnel Director

Many years ago when Mid-Atlantic Health Plan was first selected as the County's health/medical insurer, Levy Court approved Policy 2-12 to address several medical insurance issues.



The policy clearly defines who is eligible for insurance coverage, criteria for medical cash back incentives, dependent coverage, etc. It also established a method for appealing medical coverage denials, lack of coverage, and hardships.

Levy Court previously amended the policy to provide a method for establishing procedures. The Employee Insurance Appeals Committee has formally adopted rules to provide clear guidance in its decision making process.

Among other things, the procedure requires appeals to be filed within one year of the service date or within 60 days of final denial of coverage for a medical claim. In addition, the rules provide for a maximum annual reimbursement of \$3,000.

The reimbursement program has been largely utilized by retired employees with the County's Medigap Medicare supplement. The former Medigap coverage limited prescription payments to an annual maximum of \$2,000. Retirees exceeding the \$2,000 submit receipts for reimbursement less the normal Rx co-payment. Like Mid-Atlantic, the new Blue Cross Medicfill prescription co-payments are 10/20/40, which is higher than active employees at 10/15/35, so the plan can reimburse Medicare eligible retirees the difference upon submission of receipts. Blue Cross does not have a annual maximum Rx benefit.

The policy permits the Personnel Director to approve the first \$500 of reimburseable costs, with the excess requiring approval from the Employee Insurance Appeals Committee composed of the Levy Court Finance & Administration Committee Chairman, County Administrator, Finance Director, Personnel Director, and a member of Employee Council, which meets as needed.

If you have questions about Policy 2-12, contact the Personnel Office at 744-2310.

# Welcome to Levy Court!



Name: KRISTINA RINKENBERG



**Job:** Library Technician  
**Date hired:** June 12, 2006  
**Education:** Some college, majoring in Pastoral Counseling  
**What I like most about my new job:** I enjoy working with the people that come into the library.  
**Greatest accomplishment:** Probably getting married and buying a house before age 22

**Future goals:** I would like to further my education and eventually have a family.

**Greatest challenge:** Learning to balance work and other responsibilities

**Person/event that most inspired me in my career:** My husband

**If I had it to do over, I would have done this differently:** I wouldn't change anything because if you change part of your life everything turns out differently and I'm happy.

**I'm most relaxed and happy when I'm doing this:** Just being around friends and family – whether it's in a pool or watching a movie.

**Family:** My husband, James, and I, and our fish Bob



**Most recent movie enjoyed:** Top Secret

**Favorite TV shows:** We don't watch a lot of TV

**Favorite sport:** I will watch basketball occasionally

**Favorite meal:** Chicken Alfredo – or anything Italian

**Favorite music:** Contemporary Christian

**Who has had the most impact on my life:** James

**A dream I have is to:** Eventually have a family

**If I won a million dollars, I would:** Pay off all of our debt, go on a shopping spree, and save a lot of it for future wants and needs.

**You'd be surprised to learn that I:** Know some sign language

**The most adventurous thing I've ever done is:** Go on a mission trip to Ecuador

**Three words that describe me:** Quiet, honest, fun

# CAT BOX



By Cathleen McLean, Payroll Administrator

## How should I spend my raise?

Finally, pay raises are here! Now you ask what do I do with all that extra income?

Don't forget—along with additional income comes additional taxes. To avoid those extra taxes, you have the option as an employee of Kent County Levy Court to make deposits into a 457 Deferred Compensation Plan managed through the ICMA-Retirement Corporation (ICMA-RC).

Many times employees will ask me how they truly benefit from making contributions to our ICMA 457 Plan. My first answer is the most obvious—those contributions, when invested for the optimum return, will serve as a cushion in retirement years. However, contributing to an 457 Plan can also give you an immediate return in tax savings.

All contributions to a 457 deferred compensation plan, like a 401K, are taken prior to federal and state taxes being applied to the gross wages. Of course Medicare and Social Security (FICA) are applied prior to the contributions. This is better known as an adjustment before tax (ABT). It still might not make much sense, so I have worked up an example to show what the difference in taxes could be:

Example:

	<u>457 Plan</u>	<u>No 457 PLAN</u>
Gross Wages	\$15,000.00	\$15,000.00
Less: ICMA	\$ 1,200.00	\$ 0.00
Taxable Income	\$13,800.00	\$15,000.00
Less:		
Federal Taxes	\$ 2,070.00	<b>\$ 2,250.00</b>
FICA Taxes	<u>\$ 1,147.00</u>	<u>\$ 1,147.50</u>
Net Pay	\$10,582.30	\$11,602.50

Keep in mind that the "No 457 Plan" option did not save anything for retirement. The difference is shown in the amount of immediate tax reduction. This example of an annual contribution of \$1,200.00 (just \$50 per pay period) saved \$180.00 in tax liability.

Obviously, this example is simplified to illustrate the possible tax savings immediately as well as in the future when the growth is actually taxed at your current retirement rate (usually at a lower tax rate because you have retired). For the 2006 tax year, you can contribute a total of \$15,000.

## 25 cheap ways to keep your house cool

From MSN Money staff

Simple changes such as moving lamps away from the thermostats can save you hundreds of dollars. Here are more money and energy saving tips.



Most of these cost little or nothing. Thank the Department of Energy's Energy Savers program, which provides most of these tips (and more) on its own Web

site.

### **Get the most from your air conditioning**

Open windows and use portable or ceiling fans instead of operating your air conditioner (A/C). Even mild air movement of one mph can make you feel three to four degrees cooler. Make sure your ceiling fan is turned for summer – you should feel the air blown downward.

Use a fan with your window A/C to spread the cool air through your home.

Without blocking air flow, shade your outside compressor. Change air filters monthly during the summer.

Use a programmable thermostat with your A/C to adjust the setting at night or when no one is home.

Don't place lamps or TVs near your A/C thermostat. The heat from these appliances will cause the A/C to run longer.

Consider installing a whole house fan. Attics trap fierce amounts of heat. Well-placed and well-sized whole-house fans pull air through open windows on the bottom floors and exhausts it through the roof, lowering the inside temperature and reducing energy use by as much as a third compared with an A/C. Cost is between \$150 and \$400.

Install white window shades, drapes, or blinds to reflect heat away from the house. Close curtains on south- and west-facing windows. Apply sun-control or other reflective films on south-facing windows.

Install awnings on south-facing windows. Because of the angle of the sun, trees, a trellis, or a fence will best shade west-facing windows. Apply sun-control or other reflective films on south-facing windows.

### **Landscaping for a cooler house**

Plant trees or shrubs to shade A/C units, but

not block the airflow. A unit operating in the shade uses less electricity.

Vines such as ivy or grapevines on trellises can shade windows or the whole side of a house.

Avoid landscaping with lots of unshaded rock, cement, or asphalt on the south or west sides. It increases the temperature around the house and radiates heat to the house after the sun has set.

Deciduous trees planted on the south and west sides will keep your house cool in the summer. Just three trees, properly placed around a house, can save between \$100 and \$250 annually in cooling and heating costs. Daytime air temperatures can be 3 to 6 degrees cooler in tree-shaded neighborhoods.

### **Little things mean a lot**

Replace incandescent bulbs with compact fluorescent; they produce the same light but use a fifth the energy and heat.

Air-dry dishes instead of using your dishwasher's drying cycle. Lower the thermostat on your hot water heater; 115° is comfortable for most uses.

Turn off your computer and monitor when not in use. Plug home electronics, such as TVs and VCRs, into power strips and turn power strips off when equipment is not in use.

Shower, instead of bathing, to reduce hot water use. Wash only full loads of dishes and clothes.

### **Don't air-condition the whole neighborhood**

Caulking and weather stripping will keep cool air in during the summer.

If you see holes or separated joints in your ducts, hire a professional to repair them.

Add insulation around A/C ducts are located in unconditioned spaces such as attics, crawl spaces, and garages; do the same for whole-house fans where they open to the exterior or to the attic.

Check to see that your fireplace damper is tightly closed.

**Plan ahead:** More costly but effective cooling measures are available as your home undergoes normal upgrades and repairs.

A 10-year-old air conditioner is only half as efficient as a new one. A quick check of your air conditioner's efficiency can help you decide whether to call in a service professional. Use a household thermometer to measure the temperature of the discharge air from the register and the temperature of the return air at the return-air grill. (Keep the thermometer in place for five minutes to get a steady temperature.) The difference should be from 14 to

*(Continued from Page 17)*

## County bills pass

(Continued from Page 3)

**House Bill 477** relates to County Comprehensive Plans. The Bill would require the county to identify special planning areas for which Local Area Plans would be developed. Local Area Plans are intended to identify detailed infrastructure improvements for defined areas to include transportation, schools, sewer, parks and open space. This Bill died in Committee.

**House 506** would mandate that half of the funds the county derives from the Realty Transfer Tax be used for Open Space and Farmland Preservation. The bill would impact Kent County's public safety and capital construction funding if approved. This Bill was tabled in Committee.

**Senate Bill 19** relating to sewer impact fees. Bill would prohibit the counties from assessing sewer impact fees on local school districts. Bill passed the Senate but was tabled in the House Housing and Committee Affairs Committee. House amendment 1 to SB19 would allow for certain impact fees for emergency services and inspection services. Bill passed the House with an amendment that allows for an arbitration process if the schools believe that are being assessed impact fees unfairly and the Senate agreed.

**Senate Bill 225** is the voluntary curbside recycling bill. Bill contains the provision for the mandatory ban on yard waste. The Bill passed the Senate and was assigned to the House Natural Resources and Environmental Management Committee. Had this bill passed the House, residents in Kent County's trash districts would be required to begin separating their municipal waste from their yard waste beginning January 1, 2007. The Bill died in Committee.

**Senate Bill 241** is enabling legislation to allow Levy Court, while serving as a forum for appeals from the Regional Planning Committee, to remand matters back to the RPC for further consideration in matters where the RPC reasons for denial or approval are unclear. House amendment 1 to SB241 provides that the Levy Court would only be allowed to remand matters back to the RPC one time and the Senate agreed. Bill awaits the Governor's signature.

**Senate Bill 366**, as originally drafted would have required the three Counties to provide funding to the Delaware Transit Corporation for the establishment of Sunday service. The financial impact to Kent County would have been close to \$1 million annually. Senate amendment 2 to SB 366 makes the contribution to the DTC voluntary. The Bill passed the Senate, but died in House Committee.

## Welcome to Levy Court!



**Name:** ANNETTE WHITBY



**Job:** Dispatcher I

**Date hired:** June 5, 2006

**Education:** Smyrna High School

**What I like most about my new job:** The challenge of learning something new and meeting new people.

**Greatest accomplishment:** Becoming an EMT-B

**Future goals:** Finish my Associates Degree at DelTech

**Greatest challenge:** Completing firefighter training

**Person/event that most inspired me in my career:** All Kent County Dispatchers

**If I had it to do over, I would have done this differently:** Started college when I was younger

**I'm most relaxed and happy when I'm doing this:** Reading

**Family:** Husband, Wayne, and 15-year-old son, Chris.

**Most recent movie enjoyed:** Saw 2

**Favorite TV shows:** Sopranos

**Favorite sport:** Nascar

**Favorite meal:** Any seafood

**Favorite music:** Country

**Favorite saying or slogan:** Just go with the flow.

**Who has had the most impact on my life:** My husband

**A dream I have is to:** Take a cruise

**If I won a million dollars, I would:** Go on that cruise

**You'd be surprised to learn that I:** Am actually shy at times

**The most adventurous thing I've ever done is:** Ride a roller coaster (Big Fear)

**Three words that describe me:** Outgoing, trustworthy, dependable \*\*9552\*\*

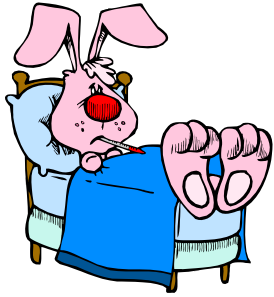
## High Praise

Congrats to KAREN LEWIS in the Division of Engineering for achieving certification as an Environmental Technician from the National Registry of Environmental Professionals. *Way to go!!*

## County staff learn about wellness at women's expo

By Carissa Zeiters, Personnel Technician II

This year the Fifth Annual Women's Wellness Expo presented by Delaware Health and Social Services and Bayhealth Medical Center was held at the Sheraton Hotel on May 12.



The annual expo includes breakfast, many exhibits, two workshops, lunch and keynote speaker. This year's keynote speaker was

Mary Lo Verde, who is the author of three best selling books: Stop Screaming at the Microwave, Touching Tomorrow, and I Used to Have a Handle on Life but It Broke. She has also appeared on the Oprah Winfrey show four times and ABC 20/20 special on stress.

The following employees attended the expo and commented on their experience:

*"This was my first time and I really enjoyed the event. I was surprised at how crowded it was. There were many interesting exhibits. There were several screenings available so I had my blood pressure checked, my blood sugar was good, my artery scan was normal and my sun damage to my face was minimal. I also tried colored contacts from Halpern Eye Group. I tried blue and loved them. The workshop that I attended was called "Overcoming Unexpected Challenges". I know from personal experience that your life changes forever in just an instant. I also enjoyed the keynote speaker. She made some very good points about what should be your priorities in life. The most memorable thing I took away from her speech was "The Memory Jar". This can be used for many situations. Tragedy or celebration, just have family and friends write one memory on a card and put them all in a decorative jar or box. Then the person who reads them will get comfort or happiness by re-reading them when they need to. I was brought to tears when she told how this idea came about."* KAREN COOPER, Cashier – Tax Office

*"I learned about weight control. I'm obese! (technically)...therefore I thought of myself as a little plump...according to the Body Mass Index (BMI) is 29, ideal is below 24 and I am 30 pounds overweight! I also attended the seminar on "Money" – in this age of identity theft, it is prudent to add to all credit cards – not on the back of the card, but on the front "Please See ID". Another factor to look at is Health Insurance – Did you know that Social Security pays only a portion of the cost of long-term health care, that the preponderance of its cost is uncovered unless the patient acquires*

*a private long-term care policy? Hope this info has been helpful, and my gratitude for the opportunity to attend. Vendor literature regarding healthy living is at my desk for anyone who wishes to review them."* CYNTHIA JOHNSON, Appraiser II – Board of Assessment

*"I attended the Women's Wellness Expo this year for the first time. I thought it was a great event. The presentations were informative as well and I received a lot of information from the many different vendors that were there. I attended a financial advising seminar titled, "Money: You are in Charge". It was really good and I would love to go to a more in depth one with the same speaker. She was well prepared and kept the seminar up with a great pace and gave lots of information and helpful advice regarding money strategies and future planning. I also attended a Nutrition seminar. Both were informative though I have to say the Money seminar was more fun and would be better used in my life. There were many vendors with lots of useful and informative information. Although my only complaint was that the "vendor alley" was very crowded and it was hard to stop and see the presentation and information that most of them had out, so at one point I had to start just picking up information and putting it in my bag to read later, which I did over the weekend. The best part of the entire day had to have been the keynote speaker and she was a great close to a good day. Her presentation was fun and thoughtful and made you think about your own personal life situations. She was funny and it was very entertaining. All in all, I consider the Women's Wellness Expo something every woman should attend at least once, if not for the great information and good food, but just for taking the time to make you a priority."* ANGIE WISE, Account Specialist II – Comptroller's Office

*"I decided to attend the "Money: You are in Charge!" class. Laura Day was the presenter and was very good at keeping everyone's attention. It covered setting up a budget and goals. Set aside emergency funds. Figuring out your net worth and cash flow. Review your risk management as they may change with age. (Health insurance, Long Term Care, Disability, Homeowner's and Auto Insurance Policies) finishing up with retirement planning. I then visited the exhibits to pick up information and trinkets. The second class was "Nutrition and Fitness as We Grow". This class filled very quickly. Some websites she gave were: [www.mypyramid.gov](http://www.mypyramid.gov), [www.healthierus.gov](http://www.healthierus.gov), [www.nhlbi.nih.gov](http://www.nhlbi.nih.gov) (National Heart, Lung and Blood Institute). These sites contain information and recipes. After lunch, the keynote speaker talked about life bal-*

**(Continued on Page 16)**

## MARK YOUR CALENDAR

*(Continued from Page 4)*

from 9 a.m. - 1 p.m. in room 221 at the Kent County Administrative Complex.

**July 12, 2006** - Blood Pressure Checks at Annex at 9:00 a.m., Kent County Administrative Complex Room 215 from 9:30 - 11:00 a.m., O'Brien Bldg.

**July 12, 2006** - L&W Insurance Rep. available to answer health insurance questions from 1:00-2:00 p.m. in Room 214 at the County Administrative Complex.

**July 18, 2006** - Voluntary employee training session will focus on work and social relationships. Sessions will be held at 9:00 a.m. and 3:30 p.m. in room 220 A/B in the Kent County Administrative Complex.

**July 19, 2006** - CPR/AED certification class from 9 a.m. - 1 p.m. at the Emergency Services Building.

**July 20, 2006** - CPR/AED certification class from 12:30 - 4:30 p.m. at the Emergency Services Building.

**July 28, 2006** - CPR/AED certification class from 12:30 - 4:30 p.m. at the Emergency Services Building.

## Inspectors visit County

*(Continued from page 7)*

The end result of the inspections was overwhelmingly positive. The inspectors found no faults with the programs, equipment, or management of the grants. Most impressive to the inspectors was the cooperation among agencies in Kent County and Delaware as a whole. It seems Delaware is developing a reputation as a model for other regions and perhaps even the nation.

## Welcome to Levy Court

*(Continued from Page 9)*

mortgage and offer to do the same for my family members

**You'd be surprised to learn that I:** I was a basketball official for 13 years

**The most adventurous thing I've ever done is:** After college graduation, I moved to DC without a job, then found one within a week by going through the Yellow Pages and calling environmental firms

**Three words that describe me:** Tall, positive attitude \*\*9409\*\*

## Wellness at women's expo

*(Continued from Page 15)*

ancing strategies. She had some great stories and was very interesting. "The Memory Jar" is an idea she had to brighten someone's day. I really enjoyed this expo and look forward to my turn again in the future. Thank you for the opportunity." GALE MAAS, Clerk - Administrative Office

"At the Women's Wellness Expo, I visited the many vendors, obtained numerous health-related literatures, and had my blood pressure taken and Body Mass Index determined (weight relative to height). I attended two workshops, "Nutrition and Fitness as We Grow" and "Overcoming Unexpected Changes" workshop. The way in which he presented his life story, including being an evacuee of New Orleans during Hurricane Katrina, was heartbreaking, humorous and inspirational. He is one of the best motivational speakers I have ever heard. I also enjoyed the keynote speaker. Her presentation on how to balance all aspects of your life was informative and funny." DARLA DEMPSEY, Administrative Secretary - Department of Community Services

"The expo was such a delight. The vendors were so helpful and took the time to explain what their products were all about and how it pertains to you and your health. Mary LoVerde was great. She explained how to deal with everyday problems and how it can work for you, how to make time for work, and family before it stresses you out." ANA ITURRIAGA, Custodian I - Facilities Management

"I thoroughly enjoyed the day at the Women's Wellness Expo. I attended the Money Workshop and Balancing Act Workshop. The Money workshop gave a lot of information and good ideas to save money and prepare for the future. I did not take part in any of the screenings because the lines were too long. I enjoyed breakfast, lunch, and the keynote speaker was excellent." DEBBIE CLINE, Deed Clerk III - Recorder of Deeds Office

The following is a list of Screenings seen at the 2006 Women's Wellness Expo: Blood Pressure, body mass index, cardiovascular, colorectal, diabetes, hearing, mammography, oxygen saturation, vision, depression, gambling, memory and more.

The other following employees attended the expo: CYNTHIA GOLDSBORO, Administrative Secretary - Sheriff's Office, MARTY HAYES, License Specialist - Clerk of the Peace Office, BONNIE HURD, Retired Deputy Register of Wills, JILL JOHNS, Administrative Secretary - Department of Planning Services, SHEVY MILLER, Paramedic II - Emergency Medical Services.



## Have some summer fun with Parks & Recreation

By Carissa Zeiters, Personnel Technician II

Are you searching for some fun activities for the family this summer? Pick up a brochure at the front desk of the Parks and Recreation office in the Kent County Administrative Complex. Take a glance at some of the programs offered for Summer 2006.



Check these new programs/camps: COWPOKE CAMP ages 5 and 6 at the Wicked-R-Western, 9 a.m.-1 p.m. from July 31-August 4. This is a great introduction to farm life.

Learn various acting and singing techniques. SUMMER SINGING STARS, ages 8-13 at the Howell Mill Nature Center, Brecknock County Park from 9 a.m.-3 p.m., July 10-14. Participants will learn choreography to popular musical numbers.

PURCHASING AND PLANTING TREES AND SHRUBS, ages 16 and up at Brecknock County Park on Tuesday, August 1, 7-9 p.m. Learn about tree growth, planting and watering. Including what to look for when making a purchase on trees and shrubs.

The popular NEW YORK CITY (MIDTOWN MANHATTAN) trips continue this month. Sign up quick!

Discount Amusement Park Tickets are available at the Parks and Recreation desk for Six Flags America (Largo, MD) \$29, ages 3 and up. Cash purchases only.

Community Services offers an array of activities for all ages. There are too many to list. The Library is also offering Reading Program Performances. The brochure includes special events, Bookmobile Schedule and Registration Form. Please be sure to pick up a brochure for more detailed information or call the Parks and Recreation office at 744-2495.

## High Praise

Kudos to JOHN SCHULTIES in the Division of Inspections & Enforcement for passing the ICC Property Maintenance & Housing Inspector exam and to BILL ASHLEY, also of I&E, for passing the ICC Residential Building Inspector exam. *Outstanding!!*

## Annual HeartWalk steps off Sept. 16

By Carissa Zeiters, Personnel Technician II

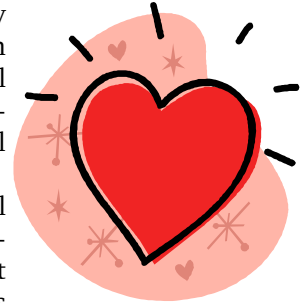
Let's keep it rolling.

Kent County Levy Court is setting goals high this year for the 15<sup>th</sup> Annual American Heart Walk presented by Bayhealth Medical Center.

This year's event will take place on Saturday, September 16, 2006 starting at the Scull Mansion and winds 3.1 miles through scenic Dover. Registration starts at 8 a.m., walk begins at 9 a.m., concluding with a post party at 1 p.m.

Participating for the third year in a row and holding steady at "most funds raised" from a company of 251-300 employees, our team is looking to grow and exceed past years totals. With 5 team captains, 10 walkers per team, raising \$125 per walker we can raise \$6,250! Want to be a team leader? All you have to do is recruit walkers, organize registration and collect donation envelopes a couple days before the walk. Kick-off and fundraising ideas are in the works, so stay tuned for details.

All money raised goes toward heart disease research, education for prevention and treatment, and community service programs. Be a part of the Kent County Levy Court Team by joining now to become a team leader or walker. You can sign-up by calling CARISSA ZEITERS, Personnel Office at 744-2310 or KATHY PHINNEY, Levy Court at 744-2305.



## Keep your house cool

(Continued from Page 13)

20 degrees, experts say. An air conditioner that's not cooling to those levels could be low on refrigerant or have leaks. A unit cooling more than 20 degrees could have a severe blockage.

Using light shingles on a new roof can cut the amount of heat the house absorbs. Repainting in a light color, especially south- and west-facing exterior areas, helps as well.

Upgraded insulation in the attic and double-paned windows all around, complete with tinting to reflect sunlight, are good ideas, too.

For more information visit the U.S. Department of Energy website.

## SOME ANSWERS TO THOSE NAGGING QUESTIONS

By Allan Kujala, Personnel Director

**Q.** *I just heard about the County Administrative Complex offices going to expanded 8 a.m. to 5 p.m. hours of operation, but no one asked me what I thought about this. I liked working 35 hours a week and I think the whole issue should have been put to a vote by employees with majority rules or at least the ability to opt out of the expanded hours?*

**A.** Surprisingly, you are not the first to make such a suggestion since Levy Court first started discussing this issue back when the budget was moving toward adoption in April. I was flabbergasted the first time I heard it and continue to be. If you learn anything from this response, please let it be this—the workplace is not a democracy. In Kent County, management decisions are made by the democratically elected Levy Court Commissioners, who wisely in my judgment decided that the citizens would expect expanded office hours to match the expanded employee works hours. The decision to expand the employee work week was also a management decision based on recommendations in the recent Compensation and Staffing Efficiency Study report and many department managers. While we actually have the unique opportunity to “vote” for two of our bosses, they answer to a much larger group of constituents—the tax payers of Kent County. You are a public servant and should always keep that in mind when performing your duties.

**Q.** *It would be a good thing for County employees to have an area to go to other than the Complex rooftop during breaks or lunch. I have been on the rooftop during these times when smokers come out for their break. I know that smokers need an area, but it would be nice for non-smokers to have the option of enjoying fresh air somewhere, don't you think?*

**A.** Yes, it would be nice. Perhaps, the folks who make these kinds of decisions will read your comment and designate a smoke-free zone just outside the Complex for breaks and lunchtime. Thanks for your observation.

**Q.** *I recently learned that a co-worker rifled through my desk looking for something, while I was out of the office. I keep personal items in my desk and think she should be disciplined for this behavior. What do you think?*

**A.** You ask and interesting questions, to which I

must respond—it depends. If the co-workers was looking for something that was work related and she needed in a hurry, I suppose she had no choice. On the other hand, you should not keep personal items in your County owned desk. If you keep your purse in a drawer, you should lock it during those times—but no other, because you don't own the desk or drawer. If the co-worker was just being nosy, I think you should ask the employee what he was looking for and if the answer is unsatisfactory, you should discuss the issue with your supervisor. I believe snooping in inappropriate conduct in the workplace and subject to remedial disciplinary action.

**Q.** *What if I observe someone rifling through a co-workers desk?*

**A.** I think you should confront him. Ask him what he is doing and then inform the employee to whom the desk belongs upon her return. You, too, should inform your supervisor if the response given is unsatisfactory.

**Q.** *With all the changes to the payroll system recently, I was informed that I would have to pay back an overpayment that occurred almost a year ago. It wasn't my fault I was paid in error, why should I have to pay it back?*

**A.** Your patience during the transition from the old HTE payroll software to the New World software is greatly appreciated. You must reimburse the overpayment because County policy requires it, but also because it is tax payer money and the right thing to do. I strongly urge employees to review their bi-weekly direct deposit statement upon receipt to avoid these long-term costly errors. When we occasionally underpay an employee we hear about it right away, but overpayments seem to be overlooked for some reason. If you are unsure about a figure or calculation on your direct deposit statement, contact the Personnel Office promptly for a full explanation.

**Q.** *Why can't County retirees use the fitness center at the Administrative Complex?*

**A.** Besides the access issue, the County has not yet given up on increasing current employee usage. Once that is firmly established, it is something that could be done if serious interest is out there. We want the fitness center used, but without long waits.