

Kent Connections



A Newsletter Published by Kent County Levy Court for its Employees November 2005



Employee of the Month *Jason MacDonald*

The Kent County Employee Council has selected JASON A. MacDONALD from the Department of Public Safety as the November 2005 Employee of the Month.

Jason, a Kent County employee since July 2003, is a Paramedic II in the Division of Emergency Medical Services responsible for patient care and advanced lifesaving and medical rescue. Jason has consistently displayed exemplary performance. He continually involves himself in departmental activities that warrant extra effort beyond the scope of practice. He has taken the required training classes in preparation for his involvement with the Hazmat team and the EMS bike team which is special detailed to community events where he has the opportunity to represent Kent County in a professional manner.

As a paramedic, Jason has been exposed to unusual cases that have tested his abilities to stay focused under adverse working conditions. A paramedic may spend years on the job before he would encounter the challenges that Jason has met successfully. To execute these professional skills during his first two years as a Paramedic is unparalleled.

Congratulations Jason on a job well done!

COMING NEXT MONTH:

- > Who is up for Kent County's Employee of the Year?
- > Just how "well" are County employees?
- > Did enough pennies fall from heaven?

THIS MONTH'S ISSUE:

- | | |
|----------------------|-------------------------|
| 18 - A's to Your Q's | 16 - Mark Your Calendar |
| 4 - Birthdays | 4 - On The Move |
| 6 - From The Stacks | 6 - Recipe of the Month |

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.

Pay study to kick off with survey & questionnaires

By Allan Kujala, Personnel Director

Is Kent County competitive in the area's labor market?

It is a question which will hopefully be answered by early next year. The purpose for the pay study is not to pay the highest salary or even match other governments, but instead to be competitive in the market place, by not paying the lowest for any particular position.

This month, Levy Court is expected to select a consultant to perform an Employee Classification and Compensation Study to determine if the pay for Kent County jobs is in line with similar positions in the area, if County positions are properly classified, and if the County staffing needs are being met in an efficient manner.

The Pay Study is an update of the last study conducted in 2002-2003. The study updated an earlier study which resulted in a County reorganization that consolidated 15 different departments into 6, reduced the number of grades from 34 to 20, and significantly increased pay for clerical and supervisory positions determined to be woefully under-compensated. That study resulted in an estimated budget line item increase for salaries of \$503,000, and, as a result, the Levy Court agreed to review employee pay every three years to avoid cost spikes in the future.

The pay study process has several components, the first being the completion of position description questionnaires by employees and follow up face to face interviews for some. It will be followed by a survey of neighboring governments and large employers requesting pay ranges for about 50 different jobs. Some jobs are unique and cannot be adequately surveyed, so the consultant uses a widely accepted point system to slot these positions into appropriate grades.

(Continued on Page 14)

Welcome to Kent County!



Name: RUTH ANN MILLER
Job: Permit Technician I
Date hired: October 3, 2005
Education: Junior-year Finance major at Wilmington College
What I like most about my new job: The interaction with so many different people.

Greatest accomplishment: I will obtain my degree in May, 2006!!!

Greatest challenge or obstacle: Getting over my "shyness"

Future goals: Obtaining my Bachelor's and, possibly, my Masters

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

I'm most relaxed and happy when I'm doing this: Sleeping!

Family: I have a HUGE family! Six sisters and three brothers.

Most recent movie enjoyed: "The Interpreter"

Favorite TV show: "Desperate Housewives"

Favorite sports: Volleyball

Favorite meal: Pizza

Favorite music: A little bit of everything!

Favorite saying or slogan: "Pick your friends by how they treat you, not by what they look like or what they have."

Who has had the most impact on my life: My parents

A dream I have is to: Own my own home

If I won a million dollars, I would: Buy my own home, go to school full-time, and then think about going back to work

You'd be surprised to learn that I: Have already been to over eight different countries

The most adventurous thing I've ever done is: Gone scuba diving

Words that describe me: Happy, friendly, sometimes quiet

Congratulations

KENNETH A. McKENZIE, Paramedic I in Public Safety/Emergency Medical Services and Amy Tucker were married in Centre, Alabama on September 17. Mr. and Mrs. McKenzie honeymooned in Alaska.

EOM INSIGHT



Name: JASON A. MACDONALD

Job: Paramedic II

Years with the County: 2

Education: Delaware Tech – Paramedic Technology Certificate Program; U.S. Army Military Police School

What I like most about my job: The camaraderie that can only form between people who share the kind of experiences medics face on a daily basis.

What I'd most like to change: 33C1's at 3 a.m.

Family: Parents Rick and Pam; Wayward College Student Sister, Megan

After work I enjoy: A cold pint of Guinness, a nice cigar, and a good movie.

Favorite new movie: "Star Wars, Episode III"

Favorite old movie: "M*A*S*H"

Favorite TV show: "Rome"

Favorite TV show as a child: I was always a huge GI Joe fan.

Favorite sport: Football (E-A-G-L-E-S!!!!!!!!!!)

Favorite meal: Anything not eaten out of a bag or take-out carton while riding shotgun down the highway at 80 mph

Favorite music: Rock, Metal

Favorite Kent County restaurant: La Tolteca

Favorite Kent County event: The mass exodus of race fans after a NASCAR event

People (living or dead) I'd invite to dinner: Ernest Hemingway, Jimi Hendrix, Ben Franklin

I'm most proud of: My six years in the Army

Pet peeve: People who refuse to take responsibility for their actions

Motto: "Fortuna Favet Fortibus"

If I've learned one thing in life, it's: If you said it, and it felt good to say it, it was probably the wrong thing to say.

A dream I have is to: Spend a month in Dublin

If I won a million dollars, I would: Invest it all, live off the interest

You'd be surprised to learn that I: Played semi-pro paintball, and was on the 8th ranked team in the world

The most adventurous thing I've ever done is: First man through the door while storming buildings in the Middle East

Three words that describe me: Sarcastic, caring, adventurous

0610 **1062** **1394**

2005 United Way campaign exceeds funding goal

The United Way committee kicked-off the 2005



United Way Campaign last month with meetings featuring a special guest appearance by the famous former football player JOHN "the Bulldozer"

WILLSON in his old football uniform. Employees who attended one of these meetings were instantly entered in to win a door prize. Congratulations to JENNIFER GRAHAM of Emergency Medical Services for winning an Eagles Jersey and MARC St. JEAN of Inspections & Enforcement for winning an autographed Eagles Helmet Pennant.

Employees turning in their completed pledge forms by October 14 were entered in the "Early Bird" prize drawing. Congratulations to JASON COURTNEY of Parks Division for receiving a "Day Off with Pay".

To date, Kent County Levy Court employees have contributed a total of \$11,910.03 to the 2005 United Way Campaign which surpasses this year's fundraising goal of \$11,000. It doesn't stop there because donation forms are still trickling in.

The total amount raised from the Silent Auction was \$959.53! Employees weren't so silent when it came time to close the bid process. A few employees jacked up the totals as they passed bidding forms back and forth.

The following employees were the big winners of the Silent Auction items: SHARON BEAN, Carwash and Longaberger Basket; WILSON BRANHAM, Carwash, Eagle in Basket, MBNA Craftsman Truck Race tickets, NASCAR Hat #3, NASCAR Hat #20, NASCAR Pit Crew Shirt #40, Portable Television, 5 Digit Delaware Tag and Tavern 4 pc. Beer Mug Set; TERESA CARTER, United Way Parking Space for 3 months; LISA COOPER, Carwash and United Way Parking Space; KAREN COOPER, United Way Parking Space; JIM DEPTULA, Death by Chocolate Cake; KIM DIXON, United Way Parking Space; SUSAN DURHAM, Baltimore Orioles Bobble Head Doll; JEAN FABI, Carwash and Longaberger Pottery with Plant; RUBY FARMER, KCLC Collector 4 pc. Mug Set and
(Continued on Page 16)

Policy change manages County procurement

Purchase policy easier to understand

By Allan Kujala, Personnel Director

Thanks to corporate greed and tougher accounting standards for governments, all eyes are focused on financial procedures, but the various County regulations can sometimes be confusing.

Last month, the Levy Court approved a rewrite of the County's Procurement Policy 22-9, which among other things adds a design/build category and increases the limitations for infrastructure projects under the direction of the Public Works Director.

The revised policy added a list of definitions and reinforces the prohibition against fragmentation of project costs. The policy also limits the purchase of office supplies to immediate need only. Written bids are still needed for purchases over \$2,500 (\$5,000 for public works infrastructure projects) and purchases over \$25,000 require contract documents, public advertising, and Levy Court approval.

During an emergency, the County Administrator is now authorized to approve necessary pur-
(Continued on Page 10)



John "the Bulldozer" Willson helped spearhead the drive to collect over \$11,000 in donations by County employees for United Way in 2005.



ON THE MOVE . . .

Compiled by Carissa Zeiters, Personnel Technician II

New Hires

09/08/05 PATRICK McPHAIL, Maintenance Mechanic I, Public Works/WWF (*correction*)

10/03/05 RUTH ANN MILLER, Permit Technician I, Grade 7, Planning Services/I&E

10/31/05 CHRIS AUSTIN, WWF Electrical/Electronics Supervisor, Grade 12, Public Works/WWF

Promotions

09/25/05 MARTI STANSBURY, Permit Technician I, Grade 7 to Permit Technician II, Grade 8, Planning Services/Planning

10/01/05 WENDY HAYWOOD, Deed Clerk I, Grade 5 to Deed Clerk II, Grade 7, Recorder of Deeds Office

10/01/05 MARTHA LEWIS, Deed Clerk I, Grade 5 to Deed Clerk II, Grade 7, Recorder of Deeds Office

10/03/05 GINA GLANDEN, Permit Technician I, Grade 7 to Permit Technician II, Grade 8, Planning Services/Inspections & Enforcement

10/04/05 KEN McKENZIE, Paramedic I, Grade 9 to Paramedic II, Grade 10, Public Safety/Emergency Medical Services

10/04/05 JESSICA STEELE, Deed Clerk I, Grade 5 to Deed Clerk II, Grade 7, Recorder of Deeds Office

10/11/05 DAVID GRYGO, Dispatcher II, Grade 9 to Dispatcher III, Grade 10, Public Safety/Emergency Communications

10/17/05 WILSON BRANHAM, Maintenance Mechanic II, Grade 8 to Maintenance Mechanic III, Grade 9, Public Works/Wastewater Facilities

Resignations

09/02/05 KELLY WILSON, Planning Technician II, Grade 8, Planning Services/Planning

Milestones

10/07/75 HARRY VAN SANT, Director of Community Services—30 years

10/15/90 DOUG HADDAD, Paramedic III, Public Safety/Emergency Medical Services—15 years

10/15/90 DOUG POORE, Field Supervisor, Public Safety/Emergency Medical Services—15 years

10/15/90 JACK LOFTIN, Dispatcher III, Public Safety/Emergency Communications—15 years

10/29/90 EUGENE TUCKER, Dispatcher III, Public Safety/Emergency Communications—15 years

10/10/00 JOE O'CONNELL, Building Codes Inspector II, Planning Services/I&E—5 years

10/16/00 WALLACE WOOTTEN, Electrician I, Public Works/Wastewater Facilities—5 years

Retirement

10/15/05 JEAN ORSINGER, Custodian II, Public Works/Facilities Management

COUNTY BIRTHDAYS



NOVEMBER

01 Kenneth McKenzie, Public Safety/EMS

01 Kevin Sipple, Public Safety/Emergency Comm.

04 Jean Fabi, Planning Services/Planning

07 Susan Hitchens, Finance

08 Connie Butler, Community Services/Library

09 Charles Wilt, Board of Assessment

12 Christina Morton, Planning Svcs./Insp. & Enfor.

13 John Schulties, Planning Services/Insp. & Enfor.

14 Marvin Millman, Public Works/WWF

14 Matthew Biddle, Community Services/Parks

16 Frederick Strauss, Community Services/Parks

16 Scott Bundek, Public Safety/Emergency Comm.

17 J.R. Short, Public Safety/Emergency Comm.

20 Bert Crowder, Public Safety/EMS

23 Jack Webb, Public Works/WWF

24 Nancy Welch, Deputy Receiver of Taxes

25 Marc St. Jean, Planning Services/Insp. & Enfor.

26 Rochelle Bohm, Planning Services/Planning

28 David Mick, Public Safety/EMS

29 Randy Staats, Public Safety/Emergency Comm.

DECEMBER

02 Dale Gilseth, Public Works/WWF

04 Albert Biddle, Planning Services/Planning

07 Rob Pierce, Public Works/Engineering

12 Eugene Tucker, Public Safety/Emergency Comm.

13 Jim Pritchard, Deputy Comptroller

13 Keith Schwamberger, Public Works/WWF

13 Doug Poore, Public Safety/EMS

16 John Zistl, Public Works/Facilities Mgmt.

18 Alan Sherman, Public Safety/EMS

18 Dick MacDonald, Public Works/Facilities Mgmt.

18 Dave Abramson, Public Safety/EMS

25 Richard Schlauch, Public Safety/EMS

26 Robert Skripko, Public Works/Engineering

29 Scott McMillon, Public Safety/EMS

29 Dirk Yoder, Public Safety/EMS

31 Sean Dandridge, Public Works/Facilities Mgmt.

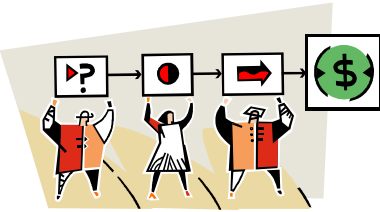
Congratulations

Congratulations to LISA & RICK SCHLAUCH, Paramedic II & Paramedic III respectively in Public Safety/Emergency Medical Services, on the birth of Sarah Isabel on October 2, 2005 at 1:03 p.m., measuring 15.5 inches and weighing 3 lbs, 15 oz. She joins older sister Elisabeth.

FY2007 budget development underway

By Allan Kujala, Personnel Director

Fiscal year 2007 may not start for another eight months, but the budget development process started last month with the October 21 submission deadline for annual budget requests by the various departments.



The annual process, which actually starts in late July or early August with the dissemination of budget documents, requires departments to estimate costs and submit proposed personnel actions, and capital projects for review by the County Administrator—who in turn prepares a recommended or draft budget for the Levy Court Commissioners to use as a starting point when budget hearings begin in February. In November and December, department managers meet with the County Administrator to explain and justify desired budget increases.

This year the County Administrator anticipates a tight budget with several unknowns impacting the new fiscal year which begins July 1, 2006. Primary among these unknowns is the financial impact of the compensation and classification study, the implication of three devastating hurricanes on property insurance premiums nationwide, and operating cost for the new County building—especially natural gas for heating. Gasoline prices have spiked in the last few months, fallen back, and may go even higher.

Another item with a serious impact on the County budget is the cost for medical insurance coverage. Significant rate hikes as evidenced in recent years are expected to continue for this important employee benefit. This annual expense could reach \$2 million this year.

“It is a challenge every year to craft a budget, but Kent County has a history of accurately predicting revenues and expenses, thanks to our folks in Finance and the efforts of our managers to control costs,” explained County Administrator Robert S. McLeod.

Wintery weather could close offices

By Allan Kujala, Personnel Director

It has been a wild and wooly year for weather forecasters with so many hurricanes that the Greek alphabet had to be used for names. How will the weird weather impact winter in Delaware? No one knows for sure, so now may be the best time to review the County’s inclement weather policy.



Kent County Levy Court Policy 4-2 embodies the procedures for addressing treacherous weather conditions.

If County offices are closed or have a delayed opening, it will be announced on the following radio stations WKEN-1600, WDOV-1410, WDAD-92.9, WRTX-94.7, WAFL-97.7, or WXPZ-101.3 as well as television stations WBOC and WMDT.

The message to be broadcast will likely be one of the following (listen for “Delaware”, since Kent County, Maryland is just across the State line):

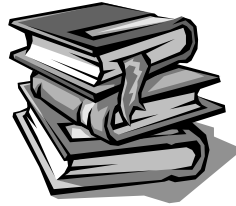
- Kent County Delaware employees—Liberal leave is in effect. Essential employees report as scheduled
- Kent County Delaware employees—Delayed arrival (one or two) hours. Liberal leave in effect. Essential employees report as scheduled.
- Kent County Delaware employees—Offices closed for the day. Essential employees report as scheduled.

“Liberal leave” means an employee should report to work as normal, but is NOT required to report to work. The employee must promptly call his/her supervisor to advise if they will not be in. The time off will be deducted from accrued vacation.

“Essential employees” are those persons required to deal with the emergency. These include paramedics, dispatchers, and some wastewater workers. Employees should ask their supervisor now if they are “essential”, so you know if you have to come to work when it snows.

For additional information about special holidays as a result of inclement weather, please contact your department head or the Personnel Office.

FROM THE STACKS



By Sandy Hanggi, Library Technician

AT RISK

By Judith French
(local author)

Judith French is a local author who lives west of Wyoming, Del. She lives with her husband, two Siamese cats, and a Norwegian Elkhound. She is the author of more than twenty books.

This book, "At Risk", is a totally different genre than she usually writes. She is mostly known for her romance novels but this novel is about a serial killer and it takes place in and around Dover, Smyrna, Port Mahan, and Atlantic Books are all mentioned, as well as other areas we all live in.

The book centers around the murders of three women by one deranged man. There are all the factors that make this a great read. A huge farmhouse out in the middle of nowhere, the Delaware Bay, local areas that are weaved in and out of this tale.

"At Risk" is so compelling and suspenseful you can't put it down once you start. A killer stalks a small town. All across it, women are dying; a student, a nurse, a housewife. His next chosen target is a professor, named Liz, at a college in Dover. Weaving a carefully crafted web of terror around Liz, the Game Master keeps the tension level high.

I found the community entirely believable and was amused more than once over the similarities of my own small town I grew up in. If your from this area or even if you're a transplant, like me, you will enjoy reading this book. Not only is it a suspenseful, 'whodunit', but it takes place in all the places we know, street names, town names, store names are all familiar to you. It's a fun book from a local author, but it is also a great read and well written. **2097**

High Praise



Kudos to RODNEY SMITH, Division of Planning, for a citizen letter praising him for going "the extra mile" for a CDBG recipient. *Keep up the great work!!*

Congrats to the Library staff for a Constituent Comment Card noting their friendliness. *Great!!!*

High Praise to KAREN COOPER, Tax Office, for 2 Comments Cards about her helpfulness. *Yeah!!!*

Recipe of the Month

By Sophie F. Dear, Personnel Technician II

MINI MAPLE PECAN PIES

9-inch refrigerated pie crust
1 cup chopped toasted pecans
½ cup pure maple syrup
1 large egg, beaten
1 tablespoon unsalted butter, melted
1 teaspoon vanilla extract
½ teaspoon salt

Preheat the oven to 350°F. On a lightly floured surface, roll out the pie dough to 1/8-inch thick and cut out 3-inch circles. Press the circles into a dozen-count muffin tin.

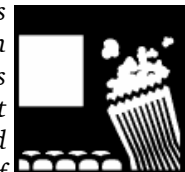
Put the pecans, maple syrup, egg, butter, vanilla, and salt into a bowl and mix well. Fill the muffin cups with the filling. Bake for 30 to 35 minutes, until set. Cool the pan slightly on a wire rack then pop the pies out of the muffin tins and let them cool completely on the rack.

These pies can be kept, well wrapped, for up to four days, but are best served on the day they're made.

From *Cooking With Faith* by Faith Ford & Melissa Clark (2004)

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. BRANDON OLENIK and ROBERT WATTS in the Division of Emergency Communications found their numbers and claimed a movie ticket each in October. **3331**



High Praise



High Praise to BRIAN HALL, Division of Engineering, for a Constituent Comment Card expressing appreciation for his great customer service. *Awesome!!*

Congrats to JOHN SCHULTIES, Division of Inspections & Enforcement, for passing the ICC Building Inspector examination. *Outstanding!!!*

Respect in the workplace is Nov. training topic

By Sophie F. Dear, Personnel Technician II

“Respect”, the subject of November’s training session, relates to the goal of promoting a “culture” of respect in the workplace. Respect can help to avoid harassment and discrimination; help to avoid inappropriate, offensive, or rude comments or behavior; help to improve morale, enthusiasm and productivity; and help supervisors and other employees to lead and work in a positive, effective, and respectful manner.



Two sessions will be held on Tuesday, November 8, 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 one of the sessions, contact me in Personnel at 744-2312, by e-mail (if you have a list), or in person.

In October, violence prevention was the topic for training. County employees who received credit for this session were CONNIE BUTLER, GEORGE DEBENEDICTIS, SANDY HANGGI, GINA GLANDEN, KATHY GOODEN, FRAN GUNNING, DALE HAMMOND, JILL JOHNS, EVELYN JOPP, ANITA LLOYD, GALE MAAS, RUTH ANN MILLER, SHANNON MORRIS, CHRISTINA MORTON, JOE O’CONNELL, LESLIE PERSANS, SHEILA ROSS, JOHN SCHULTIES, LORI SHORT, MELISSA STANLEY, MARC ST. JEAN, SCOTT TANNER, SCOTT VAUTARD, CELENE WALTON, CHARLES WARE, STEVE WATSON, MICHAEL WEYANT, ANGELA WOODY, and CARISSA ZEITERS.

Thank you for your continued interest in voluntary training!

High Praise

Kudos to Levy Court Commissioner RICHARD E. ENNIS for being recognized recently by the Delaware Volunteer Firemen’s Association for his 50 years of service in the Citizen’s Hose Company in Smyrna. *Outstanding!!!*

Every two years emergency staff gets retrained

By Dave Mick, EMS Operations Support Officer

Training, training, training.....

Whether related to being a dispatcher, paramedic, or emergency manager, everyone involved with emergency services has the desire to do the job with effectiveness and professionalism.

The chance to provide your service in a better fashion is seen as a good thing. The challenges exist in the delivery of new training and the demonstration of new ability through exercise.

Every two years the cycle of routine training for dispatchers and paramedics logs 48 hours of refresher training for both groups and an additional 24 hours of continuing education for paramedics. Aside from the routine continuing education for credentialed providers the wave of specialized training opportunities and/or mandates is growing into more of a tsunami.

The Federal government has mandated the implementation of NIMS (the National Incident Management System). Many of the principles and procedures set forth in NIMS are the same or very similar to what has been in place for a long time, but the required documentation of all personnel being trained in this system resulted in approximately two hours of on-line training per employee. This simple training was accomplished as an in-service program and was completed within a month. Compliance with this mandate was fairly easy.

More difficult to accomplish is training for all the new equipment available to responders. Each new resource and every new device brings with it the need to educate personnel on its use and application. Whether the task is hooking up one of the specialized response trailers, setting up one of the new shelter structures, or donning personal protective gear, each responder must have the knowledge and skill to perform the task. This takes time...time for training and time for practice.

(Continued on Page 14)



EMPLOYEE COUNCIL NEWS



By Jennifer Graham, Employee Council Secretary

I'm sure everyone is busy getting prepared for the upcoming holidays!

The Employee Council members are hard at work planning the Annual Holiday Dinner Dance scheduled for Friday, December 2 beginning at 6:30 pm at the Cheswold Fire Company. Tickets are available from any Employee Council member beginning Tuesday, November 1 through Wednesday, November 16.

As always, Kent County Employees may attend free of charge, but you must have a ticket. Retirees may attend for \$8.50. Those employees/retirees who wish to bring a guest, may purchase a ticket for \$17.

This year's menu will include roast beef, oven fried chicken, crab imperial, mashed potatoes and gravy, California medley, rolls w/butter, jello, pudding, cake, coffee and ice tea.

Don't forget to bring your dollar bills!! We will have plenty of door prizes to raffle off throughout the evening.

We also look forward to the Employee Service awards and the selection of the Kent County Employee of the Year! Hope to see everyone there to enjoy the good food and fun.

The Employee Council has selected JASON MacDONALD of the Department of Public Safety, Division of EMS, as the November 2005 Employee of the Month.

Just a reminder – Friday, November 18 is "FAN FRIDAY"!!! For a small donation of \$1 to the Employee Council fund, employees may wear their favorite pro, college, or high school athletic team apparel to work that day. All donations will benefit Kent County Employee social gatherings such as the Holiday Dinner Dance, Holiday Luncheon, and the Employee Appreciation Picnic.

I'm pleased to report that Cathleen McLean has returned to the Employee Council and to the President's position. Welcome back!

Your Employee Council members are President CATHLEEN McLEAN, Vice President JASON MILLER, Secretary JENNIFER GRAHAM, Treasurer KATHY SKINNER, and members CYNDI LAIRD, MICHELLE LAPINSKI, and MELISSA STANLEY.

Tech Talk



By Paul Galyean, Systems Technician

GroupWise Junk Mail Handling

As everyone may have noticed by now, we have upgraded our version of GroupWise. As users, you each now have control over the filtering of spam and unwanted emails. The GroupWise term for this is Junk Mail Handling. One note, only email from external sources is eligible for filtering via Junk Mail Handling.

There are 2 ways to access this feature, first is by clicking on the Action menu, then selecting Junk Mail. From here you will find 4 choices; Trust sender, Junk sender, Block sender and Junk Mail Handling.

If you go to the Action menu and there is no option for Junk Mail, contact the Help Desk at 2458.

Trust Sender: Messages from this user or domain will always be delivered to your Inbox.

Junk Sender: Messages from this user or domain will be placed in a Junk Mail folder for further review.

Block Sender: Messages from this user or domain will not be delivered.

User: **[anyone]**@hotmail.com

Domain: anyone@[**hotmail.com**]

The first thing you should do is choose Junk Mail Handling. From the following screen, check the box at the bottom labeled "Enable Block List". This activates your Block list; otherwise all email will still be delivered into your Inbox, regardless of what list it may be in.

Secondly, you have 2 filter options you can choose from. The first option is "Enable Junk list". Like the Enable Block list, this tells GroupWise to apply the filtering in your Junk List (this will also create your Junk Mail folder if one does not already exist). The second option "Enable Junk Mail using personal address books." This will filter all mail from addresses not in a personal address book (including Frequent Contacts) and place it in your Junk Mail folder. Using the second option means you will need to scan your Junk Mail folder on a daily basis, for possible emails from new contacts, or contacts that may have changed their email addresses. If you receive a lot of outside correspondence I would suggest against using this filter, as it is easy to forget to check

(Continued on Page 14)

NOAA declares Kent County "storm ready"

By J. Allen Metheny, Assistant Director of Public Safety

Last month, the National Oceanic and Atmospheric Administration declared Kent County, along with the rest of the State of Delaware "StormReady". Delaware is the first State in the Nation to be declared StormReady. Delaware's emergency management teams were recognized for completing a set of rigorous criteria in order to be recognized for this distinction.



The StormReady program encourages communities to take a proactive approach to improving local hazardous weather conditions and public awareness. The nationwide community preparedness program uses a grassroots approach to help communities develop plans to handle local severe weather and flooding conditions. The designation is good for three years at which time we will have to go through an update to our plans and certification process.

Jamie Turner, Director of DEMA, commented, "The StormReady program provides us with an improved weather warning and preparedness service for the entire State. We are excited to be recognized as StormReady and look forward to working with the National Weather Service during major weather events".

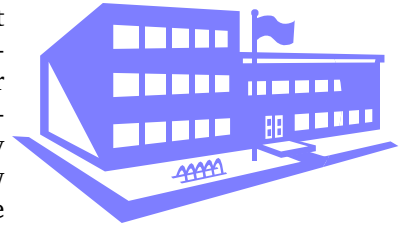
To be recognized as StormReady, the following criteria had to be met:

- Establish a 24-hour warning point and emergency operations center
 - Have multiple ways to receive severe weather warnings and forecasts and to alert the public
 - Create a system that monitors weather conditions locally
 - Promote the importance of public readiness through community seminars, and Develop a formal hazardous weather plan, which includes training severe weather spotters and holding
- (Continued on Page 10)*

County complex designated as East Dover Elem. shelter

By Bret Scott, Communications & Research Assistant

Don't be surprised if you see schoolchildren in the hallways of the Kent County Administrative complex under an agreement recently approved by Levy Court to allow the building to serve as an evacuation shelter for neighboring East Dover Elementary School.



In the event the school has to evacuate due to a bomb threat or other isolated incidents involving the school, East Dover will send approximately 300 students and 25 staff members to room 220 and adjacent areas for the duration of the evacuation.

In the event of emergencies affecting the surrounding community, East Dover will use Central Middle School as their alternative shelter. As part of the arrangement, East Dover will be fully self-contained and provide a mobile emergency kit should it be needed.

Should the evacuation continue through dismissal the access road which runs behind the building will be used as a staging area for loading the buses. East Dover requested use of the building in early September in an effort to improve their evacuation plans. Previously the school simply evacuated to the playground behind the building. School officials felt that the students would still be at risk in the event of a true emergency.

Trick-or-Treat Candy Guess

Think you know how much candy the average pumpkin bucket can hold? Well, Deputy Clerk of the Peace FRAN MOORE came close with her guess of 150.

She just missed the 157 actual count and won the pumpkin bucket stuffed with Halloween treats. A second prize container of candy went to TERRI MISIEWICZ.

Thanks for participating.



NYC marathon \$ race close

Environmental Program Manager JIM NEWTON is close to reaching his goal of raising \$4,500 for the Memorial Sloan Kettering Cancer Center to fight pediatric cancer by running in the New York City Marathon on November 6, with \$3,900 pledged.

Newton will run as a member of Fred's Team, which last year generated over \$1.2 million dollars in donations for MSKCC with just 400 marathoners.

In order to meet his goal, Newton needs the help of friends and coworkers. All donations of any amount will be accepted. A donation of \$25 is equivalent to \$1 per mile.

Employees can donate by writing a check to MSKCC and giving it to Newton at the wastewater treatment plant. He will then mail it to Fred's Team headquarters, or you can donate on line by going to <http://fredsteam.mskcc.org/> and follow the "Make a Donation" pages to donate through his web site.



close to reaching his goal of raising \$4,500 for the Memorial Sloan Kettering Cancer Center to fight pediatric cancer by running in the New York City Marathon on November 6, with \$3,900

pledged.

Newton will run as a member of Fred's Team, which last year generated over \$1.2 million dollars in donations for MSKCC with just 400 marathoners.

In order to meet his goal, Newton needs the help of friends and coworkers. All donations of any amount will be accepted. A donation of \$25 is equivalent to \$1 per mile.

Employees can donate by writing a check to MSKCC and giving it to Newton at the wastewater treatment plant. He will then mail it to Fred's Team headquarters, or you can donate on line by going to <http://fredsteam.mskcc.org/> and follow the "Make a Donation" pages to donate through his web site.

BENEFIT BLURBS

By Sophie F. Dear, Personnel Technician II

The Personnel Office has a supply of Personal Membership Applications and Member Services Guides from SAMS CLUB®. Any employee wanting an application or Member Services Guide may call the Personnel Office and one will be sent via inter-office mail. The application may be returned to the Personnel Office, and the SAM'S CLUB® Marketing Representative will pick it up. The employee must go to the SAM'S CLUB® location to have their photo taken for their ID card. Any retirees wanting either of these items, please call me at (302) 744-2312, e-mail me at Sophie.Dear@co.kent.de.us, or stop by the Personnel Office.

If you have a dependent child our dental coverage who is a full-time college student, the dependent will be covered until the end of the month in which he reaches age 24 or ceases to be a full-time student, whichever comes first. If the dependent graduates or drops out of college, he is only covered through the end of the month of graduation or the drop out date.

If you have any questions regarding County benefits, please contact the Personnel Office.

Welcome to Kent County!



Name: CHRISTOPHER K. AUSTIN



Job: WWF Electrical/Electronics Supervisor

Date hired: October 31, 2005

Education: A.A.S. – Electrical Engineering

What I like most about my new job: Working with a professional crew

Greatest accomplishment: Operating a successful business

Greatest challenge or obstacle: Operating a successful business

Future goals: Improving County WWF systems

If I had it to do over, I would have done this differently: Skipped two wives

I'm most relaxed and happy when I'm doing this: Flying

Family: One son and granddaughter

Most recent movie enjoyed: "Hitchhikers Guide to the Galaxy"

Favorite sport: Aviation

Favorite meal: Any seafood

Favorite music: Anything except opera and rap

Favorite saying or slogan: "Life's too short to cry."

If I won a million dollars, I would: Disappear

The most adventurous thing I've ever done is: Fly in poor weather

Procurement Policy changes

(Continued from Page 3)

chases and the Finance Director is vested with the authority to withhold payment for unnecessary or unwarranted purchases. The Director may also institute a purchase order system in the future. Under the County's system of checks and balances, the Comptroller retains ultimate authority to approve or reject invoices absent specific authorization by Levy Court.

For more information about changes to the policy, contact the Finance Department.

Kent County is declared "storm ready"

(Continued from Page 9)

- emergency exercises.

A plaque is displayed in the Emergency Services Building and signs will be located in the County to let the public know that we are "StormReady".

Be a Great American, put out your smokes Nov. 17

By Sophie F. Dear, Personnel Technician II

The American Cancer Society (ACS) holds the Great American Smokeout® every year on the third Thursday in November. The Great American Smokeout® will take place on November 17, 2005. The purpose of the event is to set aside a day to help smokers quit smoking or quit using tobacco products, for at least one day, with the hope that they will quit completely.



In 1971, Arthur Mullaney, a Massachusetts resident, asked people to give up smoking for a day and to donate the money they would have spent on tobacco to a local high school. Lynn Smith, editor of the *Monticello Times*, led the charge to create Minnesota's first D-Day (Don't Smoke Day). The idea gained momentum and the California chapter of the ACS encouraged nearly one million smokers to quit for the day on November 18, 1976. With the success in California, the ACS took the event nationwide in 1977.

Not only does the event challenge people to stop using tobacco, it helps to raise awareness about the dangers of smoking and the many effective ways

available to quit smoking permanently.

Research shows that smokers are most successful in kicking the habit when they have some means of support, such as nicotine replacement products, counseling, prescription medicine to lessen cravings, guide books, and **the encouragement of friends and family members.**

On Tuesday, November 15, from 9:30 a.m. until 3:00 p.m., a representative from the American Cancer Society will set up an information table in the Administrative Complex in the first floor Tax Office/Public Works/Planning area and will be available to speak with employees about quitting smoking.

In addition, any County employee who smokes and gives the Personnel Office either a half-pack or whole pack of their cigarettes will receive a raffle ticket for a "cold turkey." The drawing will be held on the day of the Great American Smokeout®.

The Personnel Office has a limited amount of ACS brochures available: "Set Yourself Free/Deciding How to Quit: A Smoker's Guide"; "Taking Control" (ten things you can do to reduce your overall cancer risk); "The Smoke Around You: Secondhand Smoke in the Workplace, Public Places, and Home"; and "Cold Hard Facts About Dip".

For a brochure, please call or stop by the Personnel Office.

Assessment office upgrades staff & CAMA system

By Lou Cox, Assessment Supervisor

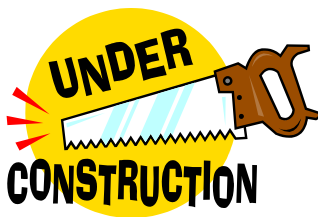
Over the past four years, the Kent County appraisal staff has devoted much time and energy to completing two major projects. First, they have worked toward attaining their certification as residential appraisers from the Delaware Council on Real Estate Appraisers; and second, they have worked for the past year on updating, completing and correcting the individual property records that comprise the 70,000-parcel Kent County assessment roll.

This latter project has been undertaken in connection with the Assessment Division's conversion from MicroSolve, its current Computer Assisted Mass Appraisal (CAMA) program, to the new program from HTE called Appraisal Plus. This conversion requires the appraisers to perform detailed, painstaking

research into all parcels whose converted values do not match the expected values. Problems can arise from data and labeling inconsistencies to input errors to calculation problems inherent in the old program's valuation tables. Progress is slow and comes only with great effort, and the whole task can seem overwhelming at times. KATHY GOODEN, SHEILA ROSS, and LESLIE VASQUEZ have demonstrated great patience, dedication and perseverance in spearheading this project.

In late 2001, the appraisal staff began a program of education and practical training in appraising with the goal of becoming certified as residential appraisers by the Delaware Council on Real Estate Appraisers of the state's Division of Professional Regulation. Over the next two and 1/2 years, the appraisers traveled to Maryland to take 120 classroom hours in eight courses; performed many practice appraisals; and studied intensively for the 3-hour state exam for several months. JIM WELSH as well as

(Continued on Page 12)



CAT BOX



By Cathleen McLean, Payroll Administrator

Driving a County Vehicle

Most employees have a misconception about the benefit of commuting to and from work in a County owned vehicle. The misconception being that the employee is provided a "FREE" vehicle and there is no cost to them for its use.

The taxation of that employee's "use of a vehicle provided by the employer" is the topic of the day.

It is an IRS requirement that all employees who use a vehicle owned by their employer to commute to and from work have an imputed income amount calculated and added to their W-2 form. The value of this imputed income amount is based on the number of days the employee drove the vehicle to and from work. The imputed income amount is added to the employee's taxable income.

Keep in mind that the value of the imputed income has not been taxed for federal income tax. That unpaid tax is the responsibility of the employee, which normally just results in a somewhat lower tax refund.

In the County, imputed income for commuting starts with November of the previous year through October of the current year. This early date allows for the calculation of the imputed income and the payment of FICA taxes due from the County by December 31.

If you have any questions about imputed income and commuting, please call me at 744-2387.

Assessment office upgrades

(Continued from Page 11)

Gooden, and Ross have become Delaware state-certified residential appraisers. CYNTHIA JOHNSON, who joined the county in January 2004, previously was certified in Delaware and renewed her general certification during that year.

All five Kent County real estate appraisers have put forth tireless efforts in these enterprises and deserve accolades for going well above and beyond the call of their routine duties. The county's assessment program will continue to benefit from their exceptional contribution. **4822** **8927**

Wellness event proves popular with staff

By Carissa Zeiters, Personnel Technician II

County employees know a good opportunity when they see it. It took no time for the timeslots for the annual employee wellness screening program on November 16, beginning at 9 a.m. to fill up. The screenings will be held in Complex Room 220.



The Wellness Screening will consist of the following procedures:

Cardiovascular screening is done by a simple finger stick for total cholesterol, high density lipoprotein (HDL) and a ratio between the two. Nurse educators will explain the results and give each participant education as well as positive lifestyle changes.

Glucose will be checked by the same finger stick as the cholesterol test. Participants will receive results and information from a Certified Diabetic Educator.

Face screening will show you skin cells that have been damaged by the sun.

These tests are non-fasting screenings. Each participant will receive a copy of their results to take to their physician. The screening and education process takes approximately 20 minutes per person. Employees must be punctual for scheduled appointments so the screening can run smoothly. The educators want to be precise and detailed about your results for your best interest. Please take this into consideration when attending the screening and understand that the time limits of each individual may vary.

Each participant will receive a FREE Kent County Pedometer during the Wellness Screening for continued good health. **6101**

High Praise

Congrats to CYNTHIA JOHNSON, Assessment Office, for an e-mailed constituent comment praising her for her professionalism and the friendly way she treats customers. Way to go!!

County prepared for possible Avian Flu pandemic

By Chief Colin F. Faulkner, Director of Public Safety

The news media of late is rife with epidemic flu scenarios killing millions worldwide. Has it left you wondering what avian flu is and if the County is prepared?

Influenza viruses that infect birds are called avian influenza viruses. It is only the Influenza A viruses that infect birds. There are however substantial genetic differences between the subtypes of influenza

that infect both people and birds. These subtypes have caused widespread illness in people either in the past, and could do so again. The viruses are transmitted directly from birds, from avian virus-contaminated environments, or through an intermediate host, such as a pig. Vaccines for the avian virus have not been developed yet. Millions are being spent to do so.



So what involvement would our Kent County Department of Public Safety have if the avian flu became pandemic? It is anticipated that our Emergency Operations Center (EOC) would be at maximum alert/response levels and most likely, a State of Emergency would be initiated by the Governor.

Federal estimates suggest that a global flu pandemic could range from worst-case scenarios of 207,000 to 1.9 million deceased. For Delaware, that translates into 225,000-400,000 sick with an estimated death toll of 5,400. Given such a disastrous outcome potential, our EOC would be up and running with all the requisite personnel and agencies in position.

Our County paramedics and all healthcare providers would experience overwhelming increases in service demand. Our mass-casualty plans would be placed into effect. Our 911 Center would be inundated with calls. Most likely, public gatherings would be prohibited, schools would be closed, quarantines would be established, etc. Disaster mortuary teams may be brought in and portable hospitals/clinics would be set up to manage the multitudes of sick and deceased. Crime escalations would most likely challenge our enforcement agencies and related demand for current services would increase across the board for all public safety agencies.

And here in Kent County, our Emergency Operations Center at 911 Public Safety Blvd. would serve as the hub for coordination of all resources and associated efforts. Our coordination points would be broad and extend into DEMA and other relevant state, private and federal agencies. Planning for such events are continuous from the past, and into the present and future.

While such a pandemic would be devastating, our goals are clear and our efforts would be tireless—serving the citizens of Kent County.



Paramedic Darren Jones dons a Delaware State Police bomb tech suit at a recent Homeland Security Prevention and Response to Suicide Bombings training course presented to the EMS division.

Tech Talk

(Continued from Page 8)

your Junk Mail folder when expecting an email from a new contact.

Now, to add items to these wonderful lists we have activated: there are 2 ways to add items to the lists. First you can right click the email from your Inbox, select Junk Mail, and then the appropriate filter (Trust, Junk or Block). You will then receive a pop up box where you have 2 choices; "(Trust, Junk or Block) email from this address, or (Trust, Junk or Block) any email from this internet domain."

This will add the sender or domain to the appropriate list. Be careful filtering domains, as this will filter ALL mail from that area. For example if you block the domain hotmail.com; you will get no email from anyone at hotmail.com, unless you place a specific user in the Trust List.

The Trust list will override the other 2 filters.

The second method to add items to a filter list is to select Junk Mail from the Action menu, choose the appropriate filter, and select "New" then manually type in the user or domain you wish to filter.

You can remove items from the filters the same way, except you highlight the entry you wish to remove and select "Delete"

Once you start Junk Mail Handling, be sure to check you Junk Mail folder once or twice a day, as someone may have changed or gotten a new email address. Also if you are expecting an email from someone outside the county and haven't received it, be sure to check your Junk Mail folder.

Pay study kicks off

(Continued from Page 1)

The position, not the person, is what is important in a wage survey. The purpose is to determine a competitive starting pay rate and a maximum pay rate for the normal duties of the position. The PDQ and interviews help determine if an employee or group of employees is working outside what would be considered "normal" for a position. Every position in every workplace requires work that is not routine, that is to be expected. The consultant is looking for routine work which might mean the position should be paid at a higher grade due to its level of expertise, physical effort, working conditions, etc.

Over the next three months, the consultant will pull together all of the data collected and create a report with recommendations on pay, position reclassification, job description language, reallocation of resources, position restructuring, etc, in an effort to achieve competitiveness as well as maximum efficiency and effectiveness.

Before the Levy Court sees the final report in late January or early February, a small committee will review the raw data and draft reports to provide valuable feedback to the consultant. While the consultant's independence and "outsider looking in" point of view is important, the committee will be able to provide a "reality check" on any proposed changes.

Once the recommendations are submitted to Levy Court, the consultant will meet with the Commissioners to review the report and they will decide which recommendations to incorporate into the annual budget development process.

Emergency staff gets retrained in equipment use and much more

(Continued from Page 7)

Consequently, each new training segment must be planned to minimize the impact on the budget. As mentioned above, some training can be accomplished by in-service education. Other segments have been added to previously scheduled refresher days. Increasingly there is a need to schedule additional training days to provide minimal opportunity for personnel to practice the tasks and skills required make the new tools work effectively.

Good news on the horizon is that the government is making some funding more available. The

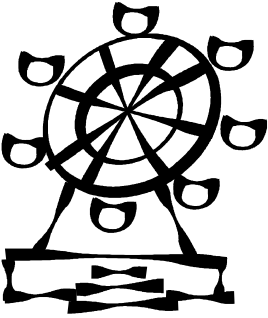
Office for Domestic Preparedness (ODP) has approved training courses which can be presented at no cost to the responder. There are also increasing avenues for requesting funds to cover overtime and back-fill expenses incurred from training.

Meeting the needs for training and exercise is an ongoing challenge which may never be totally conquered. The goal is to be better prepared to deliver quality service in response to any emergency. Through continued efforts and accomplishments we will be able to consistently improve the level of preparedness. **6334** **6776**

Table top exercise features bomb at State Fair

By J. Allen Metheny Sr., Assistant Director of Public Safety

On Thursday, July 27, the weather is very warm, the attendance at the Delaware State Fair is approximately 22,000, the grandstand is packed with spectators waiting for the highly popular concert to begin, the midway is packed, and the Governor and other political leaders are at the Fair. All of the roads in and around Harrington have an unusual high amount of traffic due to the State Fair.



The Fair administrative office receives a telephone call from an unidentified person stating that there are several bombs located around the Fair grounds and at the Casino. The caller also indicates that he is from a secular government opposition group and threatens that bombs will explode in 10 minutes.

This is the scenario that faced a group of approximately 75 emergency responders on the morning of October 12 during a tabletop exercise held at the Delaware State Fair. A tabletop exercise provides emergency planners and responders an opportunity to discuss what steps need to be taken in the case of a similar real-case event. This tabletop was the first of a series of three exercises that will be held at the Fair over the next few months as part of the Homeland Security training and exercise program for the State of Delaware.

The scenario involved an explosion in the grandstands, a chemical release on the Midway, and additional threatened explosions. The exercise focused on the overall response and decision-making process of the participants. The exercise emphasized decision-making and coordination between the participants, logistics/process execution, recognition and situation assessment, and communication interoperability while incorporating a multi-jurisdictional response.

The participants were grouped in the following eight functional areas for purposes of this exercise with specific objectives to be met by each group:

- Fire/HazMat
- Law Enforcement
- Emergency Management
- Local Government

- Medical Services
- Joint Information Center/Public Info. Officers
- Public Health
- Delaware State Fair

The exercise lasted for approximate four hours. Many lessons were learned by the various groups present. Evaluators were on hand to provide comments on the effectiveness of the tabletop and to address the compliance each group made with the stated objectives. We have not received the draft report from the evaluators as of this date. In addition, there were "observers" at most of the tables who also provided comments as the exercise was progressing. I deemed the tabletop to be a success (of course, we do not have the evaluators comments back yet) and look forward to the next phase, which will be a functional exercise, which concentrates on one particular area of the exercise, usually one that has provided situations that may need improvement.

I want to thank everyone who participated in the exercise or came to observe. A special thanks is extended to Commissioner RICHARD ENNIS, County Administrator ROBERT McLEOD, and BRET SCOTT for their participation in the exercise.

GIS STAFF OBSERVES "DAY" WITH QUIZ

In observance of National GIS Day on November 16, the Kent County Geographic Information Systems staff invites County employees to take the following quiz:

- 1) What does the acronym G.I.S. stand for?
- 2) Name the five (5) G.I.S. technicians at Kent County.
- 3) The act of mapping a map is called?
- 4) Which of these is not a core component of a map?
 - a) Key
 - b) North Arrow
 - c) Title
 - d) Scale
 - e) None of the Above
- 5) Name the two (2) software applications Kent County uses for its' G.I.S.



United Way campaign

(Continued from Page 3)

United Way Parking Space; COLIN FAULKNER, DIANA GOLT, Autographed NASCAR Die Cast Car #6; Carwash; SUSAN HITCHENS, Pineapple Upside-down Cake, Homemade Cheesecake and United Way Parking Space; EVELYN JOPP, Carwash; ALLEN KEARN, Bottle of Chardonnay in Basket; ALLAN KUJALA, Homemade Crème Puffs, KCLC Collector 4 pc. Mug Set and Potted Planter; CYNDI LAIRD, Carwash and KCLC Collector 4 pc. Mug Set; GALE MAAS, Dover International Speedway Hat; JOHN McDOWELL, KCLC Collector 4 pc. Mug Set and United Way Parking Space; CAT McLEAN, KCLC Collector 4 pc. Mug Set, Loretta's Baked Good of Choice and Travel Hot Mug; JOYCE MELVIN, KCLC Collector 4 pc. Mug Set; TERRI MISIEWICZ, Framed Sailboat Print; FRAN MOORE, Sherry Cake; JAN MORRIS, Carwash and United Way Parking Space; DEBBIE PALMER, Banana Cake, Carwash, and Fried Turkey; LESLIE PERSANS, Animated Reindeer and Barbequed Rib Dinner for Two; KATHY PHINNEY, Carwash and NASCAR Hat #18; LORI SHORT, Redskins Football Jersey; RODNEY SMITH, 2006 Entertainment Book and United Way Parking Space; CHRIS STOUT, Carwash and United Way Parking Space; CELENE WALTON, KCLC Collector 4 pc. Mug Set; CARISSA ZEITERS, Horse Massage, KCLC Collectors 4 pc. Mug Set and Log Cabin Quilt Design Afghan.

Employees who won a Parking Space please contact JOHN McDOWELL at 744-2386 to choose your month. If you have questions about the Carwash please contact Keith Mumford at 744-2492. The Carwash is tentatively scheduled for November 2nd at 10 a.m.

The 2005 United Way Campaign was a great success due to employee's participation and contributions.

Kent Co. Employee Obsessions

As a child, Division of Facilities Management Maintenance Worker II JOHN ZISTL admired aviators as opposed to sports figures, which spurred his hobby of collecting vintage flying helmets and flight jackets. Check out his unique collection on display in the first floor display case. Also check out the upstairs display case featuring the eclectic collection of souvenirs from Personnel Director ALLAN KUJALA's recent trip to Thailand.

Do you collect stuff? Share your obsession! Contact the Personnel Office for more information if you have holiday themed items from December.

MARK YOUR CALENDAR



November 2, 2005 - Blood Pressure Checks at the Wastewater Facility from 2-4 p.m.

November 8, 2005 - Employee Training Session on "Respect". Sessions will be held Tuesday, at 9 a.m. and 3:30 p.m. in room 220 A/B in the Kent County Administrative Complex.

November 9, 2005 - Blood Pressure Checks Annex at 9 a.m., Kent County Administrative Complex Room 222 from 9:30 - 11 a.m., O'Brien Bldg. from 11-11:30.

November 9, 2005 - L&W Rep. to answer health insurance questions from 1-2 p.m. in Room 222 at the Kent County Administrative Complex.

November 11, 2005 - Veterans' Day holiday. County offices closed.

November 14-17, 2005 - Mandatory Sexual Harassment Prevention Training Sessions for all employees scheduled at the Wastewater Facility on Nov. 14 at 7 a.m. & 3 p.m.; at the Administrative Complex on Nov. 15 at 9 a.m., Nov 16 at 9 a.m. & 3 p.m., Nov. 17 at 9 a.m. & 3 p.m.; at the Emergency Services Building on Nov 18-27 as schedules permit.

November 15, 2005 - A representative of the American Cancer Society will be available to provide information about cancer prevention and the Great American Smokeout in the County Administrative Complex rotunda from 9:30 a.m. to 3:30 p.m.

November 16, 2005 - Wellness Screening provided by Bayhealth Medical Center. By appointment only (9 a.m. - 12 p.m.) in room 220 at the Administrative Complex.

November 16, 2005 - Last day to get your free ticket for the annual Employee Holiday Dinner Dance at the Cheswold Fire Hall on Friday, December 2 at 6:30 p.m. Guest tickets cost \$17, retirees cost \$8.50.

November 17, 2005 - The Great American Smokeout. Help a co-worker kick the habit. Be supportive and provide sugar free snacks.

November 24-25, 2005 - Thanksgiving Day holiday. County offices closed.

December 2, 2005 - Employee Holiday Dinner Dance at Cheswold Fire hall beginning at 6:30 p.m. You must get your ticket by Nov. 16.

Sexual Harassment Prevention Training mandatory for staff

By Sophie F Dear, Personnel Technician II

The Personnel Office will present mandatory sexual harassment training in November. The Levy Court is firmly committed to compliance with state and federal laws prohibiting sexual harassment and discrimination in the workplace. It is essential that all employees be aware of and comply with the law and the County's Sexual Harassment Policy.

The PowerPoint presentation will be shown in the Levy Court Chambers on Tuesday, November 15 at 9 a.m., Wednesday, November 16 at 9 a.m. and 3 p.m., and Thursday, November 17, at 9 a.m. and 3 p.m. If employees from the Robert W. O'Brien Building, the Courthouse, or the O'Brien annex are unable to attend the training during the scheduled time, they must contact the Personnel Office to make other arrangements.

The presentation will be shown at the Wastewater Facilities on Monday, November 14 at 7 a.m. and 3 p.m.

The Public Safety Department will view the presentation November 18 - 27, as schedules permit.

The Kent County policy clearly prohibits conduct or words that constitute sexual harassment. The behavior may result in discipline up to and including immediate termination. The policy also requires employees to report such behavior immediately to their supervisor, Division Manager, Department Head, or the Personnel Director.

Kent County Department heads have received training on sexual harassment prevention, but the Personnel Office holds the responsibility for investigation of any complaints. An employee may report sexual harassment complaints to any staff member in the Personnel Office by telephone, in person, or may contact any Department Head. All complaints are kept confidential to the extent possible to conduct a complete investigation.

For more information about sexual harassment or other training opportunities, contact the Personnel Office at 744-2310.



Help a needy family this holiday with change jars

By Carissa Zeiters, Personnel Technician II

Pocket change is not falling very fast into the numerous "Pennies From Heaven" jars situated in various County offices for the annual Adopt-A-Family project. Jar levels are low, so it is important for employees to go through junk drawers, look under car seats, and empty piggy banks for coins and dollar bills.



The County has a needy family to support for the upcoming holiday season! The parent of the family has been hospitalized on numerous occasions this year for a very serious physical illness. The mother receives Social Security Income and a small amount of child support. This makes it very difficult for the family of four girls ages 12, 14, 15, and 17 to celebrate the season as most of us do.

All money raised will be used to purchase a gift card from Wal-Mart. The amount of money expected to be raised per child is \$100. We need to raise \$400 total for this needy family.

All jars will be collected on December 2 and the gift card will be dropped off at the Williams State Service Center on Wednesday, December 7.

Remember, the Division/Row Office that raises the most money per capita will WIN 3 MEDIUM PIZZAS.

The Planning Division has already filled up their jar and tabulated their earnings. They are working on filling up the jar a second time. If you fill your jar please contact Personnel at 744-2310 to turn in your current amounts.

Using a similar concept, a local real estate firm contributed over \$1,000, so \$400 should be easy for us. Besides, 3 pizzas based on per capita collections is a great prize for giving up some loose change.

High Praise

Congrats to GINA GLANDEN and MARTI STANSBURY, Division of Inspections & Enforcement, for passing the ICC Permit Technician examination last month. Way to go!!

SOME ANSWERS TO THOSE NAGGING QUESTIONS

By Allan Kujala, Personnel Director

Q. I recently attended an out of town training conference that started on a Monday, so I flew out of BWI on Sunday around 12 noon. Am I entitled to be compensated for the travel time?

A. Yes. According to the Fair Labor Standards Act, you must be compensated for travel time—including a commercial flight or train ride that occurs during your normal working hours—even if it is on the weekend and you do not do any productive work. For example, if your flight left at 12 noon, you would be entitled to the hours of the flight's duration and the shuttle time to your hotel. The travel to the airport would not be compensable because it was commute time—unless you stopped by the office first. Travel outside normal working hours is not compensable.

Q. I would like to know what we have to do to get a vending machine in the Complex kitchen that dispenses juices and salads?

A. Seems like a good idea. Perhaps, someone reading this question will be able to get this accomplished for you. It worked with the bulletin board.

Q. I have had several customers complain to me that the telephone music is too loud. What can be done to tone down the tunes?

A. I asked the folks in I.T. about it and they were stumped by the question. Mark Strong promised to do some research on the issue and make an adjustment if it is possible to do so.

Q. I have complained to my supervisor on several occasions about a certain situation in our office, but absolutely nothing seems to be done about this very serious problem. What should I do?

A. You need to take the matter to your supervisor's supervisor. And if you get no satisfaction, bring the matter to me for resolution. You are not specific about the issue, so I can't be very responsive here. Some things are a supervisor's prerogative and cannot be resolved to every employee's liking—but we will certainly try to fix all serious problems. Ultimately, a grievance if it meets eligibility guidelines could be filed and resolved by the Personnel Administration Board—a panel of seven citizens.

Q. Recently I observed a County vehicle at the local Elks Lodge on a Saturday, and one other time I saw a County vehicle parked at the Value City department store on a Sunday. Do employees with County vehicle commuting privileges get to drive everywhere?

A. No. Employees with commuting privileges do not get to drive the County vehicle everywhere for personal reasons. Kent County Policy 4-4 limits vehicle use to minimal stops along the route to and from work. On the other hand depending on the type of vehicle, there may have been a legitimate reason for the County employee to be there in a County vehicle. I always keep an eye out during my travels for County vehicles and note when, where, and what they are doing. I encourage you to do the same and contact the Personnel Office with the details. We will check into the matter and if the situation warrants it, the employee will be disciplined. If you observed it and had questions, it is likely that at least one citizen did as well. These type things give government workers a bad name. We can best save our reputations by self-policing.

Q. I would like to take a month off next summer, but my boss has said no—even though nobody else is planning a vacation. Can he do that?

A. Yes. The Kent County Code gives your department head absolute authority on the granting of vacation. A month seems unreasonable to me and summer tends to be the busiest time in most County departments. One might conclude that if you can be absent an entire month without causing operational problems, then your position is probably not needed.

Q. Why is that the news camera crews always set up in the entrance to the County complex? It is noisy and distracting. Why not do this in one of our numerous conference rooms?

A. According to the County's public relations person—Bret Scott, the television news media rely on video to help frame the context of the story. Shooting the interview in a conference room would lead to drab and uninteresting video. Whenever working with a news crew, the County tries as best we can to accommodate their requests. After all, we want to come across to the public in the best possible light.