

HAPPY NEW YEAR!

Kent Connections

A Newsletter Published by Kent County Levy Court for its Employees January 2014

Employee of the Month: *Andrew T. Riggi*

The Kent County department heads have selected ANDREW T. RIGGI from the Department of Public Works as the January 2014 Employee of the Month.



Andy has been a Kent County employee since September 2012 and serves as an Engineering Project Manager III in the Division of Engineering. His primary duties include performing professional engineering work with emphasis on design and construction. In addition, he performs research, analysis, and assessments in order to develop reports and recommendations on proposed and ongoing projects.

Since joining the staff, Andy has taken the lead for the \$1.5 million HVAC upgrade, telephone replacement, and parking lot expansion projects at the Department of Public Safety. He has confidently managed the competing interests of several contractors and numerous vendors in a critical, highly sensitive component of County government. He has earned praise from Public Safety staff for his careful consideration of their needs during the construction phase and his commitment to achieving timelines.

According to Public Works Director HANS MEDLARZ, "Andy has earned his reputation with his significant contributions to the success of this enormous project at the Department of Public Safety. Once completed, the Public Safety staff will have an efficient and effective HVAC and telephone system plus adequate parking and equipment storage with considerable overall cost savings."

Congratulations Andy on a job well done!

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Lamborn wins 2013 Employee of Year

By Allan Kujala, Personnel Director

It is the top honor for a Kent County employee. One person is selected from among 12 monthly contenders to represent the best qualities embodied in all County employees—excellent customer service, outstanding performance, and exemplary character.

For 2013, DANIELLE LAMBORN was announced as the Employee of the Year at the annual Employee Holiday Dinner/Dance on December 14. Danielle is a GIS Specialist in the Department of Planning Services/Geographic Information Systems Division.



Danielle Lamborn

"Danielle had an awesome year and she is well deserving of this great honor," said Director of Planning Services SARAH KEIFER. "She did an outstanding job managing the transition to the new GIS web-based server. I get so many positive comments about the new GIS web pages. Plan-

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, Cathleen McLean, Yvonne Messina, or Margo Mangiamelo-Orlando. Or call the Personnel Office at (302) 744-2310.

(Continued on Next Page)

Lamborn earns 2013 EOY recognition

(Continued from Page 1)

ning staff and citizens rave about the functionality, the layers and layers of valuable information, and overall look of the site. Danielle's work on this important project along with her great customer service exemplify what Kent County is all about."

This year's contenders from February through December 2013 were: ROBERT L. WATTS (Public Safety/Emergency Communications); LORI A. CALOWAY (Finance-Accounting); VINCENT V. PARSONS (Public Works/Wastewater Facilities); KRISTINA M. RINKENBERG (Community Services/Libraries); KENNETH P. BONOVIK (Administration-Information Technology); DANIELLE N. LAMBORN (Planning Services/Geographic Information Systems); STEVEN A. MULLINS (Public

Works/Wastewater Facilities); NICOLE L. VAUTARD (Public Safety/Emergency Management); TERESA L. CARTER (Finance-Accounting); Deputy Sheriff CHRISTIAN G. WHITE (Sheriff's Office); and SHERVINA Y. MILLER (Public Safety/Emergency Medical Services). The January 2013 Employee of the Month left the County's employ.

Each Employee of the Month earns a \$100 stipend and a day off with pay during the month being honored. The Employee of the Year receives a \$500 stipend. The Employees of the Month are selected by the County department heads and the Employee of the Year is selected by Employee Council.

Employee of the Year for 2012 was MARY HAZELWOOD, Network Specialist in the Department of Administration-Information Technology Office.

required by law/ordinance

By Margo-Mangiamele-Orlando, Personnel Technician I

It is said that *All Dogs Go to Heaven!* It's difficult to be sure of that, but there is no question that **All Dogs Have to be Licensed!**



State law requires that dogs in Delaware, 6 months of age or older on or before March 1, be licensed within the county in which it resides. Licenses may be purchased for a one year or three year period, dependent upon the expiration date of the rabies vaccination.

While dog licenses are not yet available online, County employees do have convenient access since they are available in the County Administrator's Office. Senior Secretary KATHY PHINNEY coordinates the licensing program for the County.

All applications must be submitted with proof of current rabies vaccination and the vaccination must be valid at the time of application for the license with an expiration date AFTER March 1 of the year through which the license

will be valid. Dog owners are required by law to keep vaccinations up-to-date. Licenses fees are not subject to refund.

The Kent County dog licensing fee for calendar year 2014 is \$8.00 for one year or \$20.00 for 3 years for spayed/neutered dogs. The fee is higher for non-spayed/non-neutered dogs: \$12.00 for 1 year or \$30.00 for 3 years. There is no two year license.

Dog owners who fail to purchase a license for their pet before March 1, 2014 must pay a higher fee of \$10.00 for 1 year or \$20.00 for 3 years for spayed/neutered dogs or \$15.00 for 1 year or \$37.50 for 3 years for non-spayed/non-neutered dogs. Proration may be available.

PENALITES: If a dog license is not obtained on or before March 1, a fine of \$75 is possible. Subsequent offenses within 12 months of a prior offense could result in fines of up to \$200. County employees are also subject to disciplinary action for failing to license their pet, since dog licenses are required by County ordinance.

When seeking to renew an existing license, please verify that the license needs to be renewed.

For more information, call 744-2305.

3 Employee Council terms expire in 2014

By Allan Kujala, Personnel Director

Want to help with co-worker social events and have a voice during the drafting of employee policies? Then you should seek election to Kent County Employee Council.

Terms are expiring this year for three positions on the 7-member advisory group including those of current Council President TRUDENA HORSEY, Accountant II in the Department of Finance; current Treasurer YVONNE MESSINA, Personnel Technician II in the Department of Administration; and member MARTI STANSBURY, Zoning Inspector II in the Department of Planning Services. The deadline to file is January 31.

The newly elected members will join current Council Vice-President DANIELLE LAMBORN, GIS Specialist in the Department of Planning Services; current Secretary BEVERLY HAY, Account Specialist II in the Comptroller's Office; and members PATRICIA ORONA, Deed Clerk II in the Recorder of Deeds office and DAVID WHITNEY, Projects & Training Coordinator in the Department of Public Works, each of



whom have one year remaining on their terms.

Council terms are two-years.

Classified employees interested in seeking election must inform Secretary BEVERLY HAY via e-mail or in writing between January 13 - 31. Individuals can be nominated by a co-worker, but the employee must agree to serve. If more than three people file for the vacancies, an election will be held during the first two weeks of February.

Council Rules of Procedure limit the number of members from a single department, so if multiple candidates run only the two (one if a department is already represented) with the highest number of votes can be seated.

In addition to selecting the Employee of the Year, organizing and hosting the annual Employee Picnic, the Employee Holiday Dinner/Dance, and the Holiday Luncheon, the Employee Council regularly provides input to the County Administrator and Personnel Director on employee-related issues.

The fundraising efforts of the group pay for the numerous social activities.

Dental plan's annual maximum reset Jan. 1

By Allan Kujala, Personnel Director

Have you been putting off that much-needed visit to the dentist because you maxed out the annual benefit? Don't wait a minute longer, the annual (calendar year) \$1,500 maximum cost allowed under the County's dental plan reset on January 1.

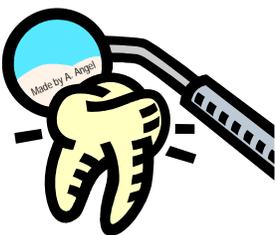
Delta Dental is the third-party administrator for the County's self-insured dental program. The plan pays 100% in-network of the cost for preventative procedures (including x-rays), 80% for restorative and most other procedures of reasonable and customary fees, and

50% for bridges and dentures up to a maximum County expense of \$1,500 per calendar year.

A special dental card is not required with Delta Dental, but most dental offices request that new patients bring in a dental claim form.

As a self-insured dental plan, the Affordable Care Act required some plan revisions during 2013. Among those is a requirement that employees be permitted to opt out of dental benefits coverage and that enrollees pay a "nominal" premium for dental benefits. Levy Court set the nominal fee at \$3.00 per month, but also raised the annual maximum from \$1,000 to \$1,500 effective this past July 1.

For more information about Kent County's dental benefits, please contact the Personnel Office at 744-2310.





ON THE MOVE...

New Hires



APRIL DURHAM
Custodian
 Grade 3
 Department of Public Works
 Facilities Management Division
 12/02/2013



LLOYD RUNSER
Electrician's Helper II
 Grade 8
 Department of Public Works
 Wastewater Facilities Division
 12/23/2013

Promotion



MATTHEW RINEHART
Biosolids Technician I, Grade 7
 From Maintenance Worker I, Grade 5
 Department of Public Works
 Wastewater Facilities Division
 12/15/2013

Milestones



EDWARD SEMANS
15 years
Dispatcher II
 Department of Public Safety
 Emergency Communications Division
 12/16/1998



KIM CROUCH
10 years
Director of Information Technology
 Department of Administration
 Information Technology Office
 12/10/2003

Staff learns CPR

By Sgt. Rick Schlauch, Paramedic III



Kickstarting a heart successfully takes some training, and now at least 6 more Kent County employees have the skills to come to the rescue with the latest CPR techniques as recommended by the American Heart Association.

The Department of Public Safety has updated all the course materials and instructors are now teaching the new 2010 AHA standard. Existing certifications are good until their expiration date.

One misconception is that the update teaches compression only CPR. Indeed, AHA does endorse a hand-only (compression only) CPR for bystanders not trained in CPR or for a trained rescuer who is unable to perform rescue breaths. However, 9-1-1 dispatchers will attempt to instruct an untrained bystander to perform rescue breaths for a victim suffering an asphyxia arrest (ie: drowning). AHA's recommendation for a trained rescuer is to still perform compression with rescue breaths.

Other AHA changes include more compressions-up from approximately 100 per minute to at least 100/min. The depth of an adult compression is now at least 2 inches instead of 1.5-2 inches. The Look, Listen, and Feel algorithm is gone due to statistics showing that the process was too time consuming and delayed chest compressions from being performed.

The A,B,C (Airway, Breathing, Chest Compressions) sequence has changed to C,A,B (Chest Compressions, Airway, Breathing) except for newborns. This change was due to statistics showing the needed emphasis on chest compressions and to push hard and fast.

The following Kent County employees attended the CPR classes held last month: VANESSA AUSTIN, AMY MINNER, MARC ST. JEAN, GINA SCHULTIES, MARTI STANSBURY, and SCOTT TANNER. The course instructors were Paramedics MIKE BISHOP and JERRI THOMPSON.

IN NEXT MONTH'S ISSUE

- > *What happened at the annual Commissioner Retreat?*
- > *When does defensive driving class registration close?*
- > *Who is running for Employee Council in 2014?*
- > *Changes in store for Kent County Complex security!*
- > *What is the proper way to answer the telephone here?*
- > *Are there any changes in the 2014 tax table withholding?*

Employee W-2 forms to be distributed by 01/31

By Cathleen "Cat" McLean, Payroll Administrator

It's that time of year again.



Some employees love tax time—anticipating a big tax refund check. Then there are those of us who cringe at the sound of the words “W-2”.

As required by law, your W-2 statement will be distributed by January 31, 2014, and will feature a figure required by the Affordable Care Act—the cost of your employer provided health insurance. Look for it as Code “DD” in Box 12 on the W-2 form

But much has to be done before then. Fortunately, we have received the last paycheck of the calendar year (2013). From those calculations, any necessary changes that need to be reflected on the W-2s are made. Those changes come from the verification sheet that will be sent to each department early this month.

If we have third-party disability participants, which we do, we are required to prepare a manual W-2 from the provider report which usually arrives the second week in January.

Then, imputed income must be added to those employees who earn over \$50,000 for the value of the extra life insurance provided by the County—it is a taxable benefit over \$50K.

The very few fortunate folks who still commute in a County-owned vehicle will have an imputed income amount added to their W-2 based on the number of days they drove their vehicle to and from work (\$3.00 a day for regular employees or interestingly, a percentage of the vehicle's value for elected officials). Finally, about 150 employees provided with work uniforms and shoes will have their value added as imputed income—it too is a taxable benefit.

When all of this is completed then an electronic file is transferred to the IRS and the Delaware Division of Revenue so that your income and the amount of taxes you paid is on file. Now comes the time to print, and invariably something happens when we try to print the first time.

In the end we will successfully print and hand distribute your 2013 W-2 by January 31, 2014. The W-2 document will not be uploaded to the County's e-Pay website, because it includes personal information.

Happy New Year!

Income taxes often owed on more than wages

By Allan Kujala, Personnel Director

To quote Benjamin Franklin, “*In this world, nothing can be said to be certain, but death and taxes.*” It should be no surprise that more than just wages and property are taxed—so are many fringe benefits.

Fringe benefits are those extra special non-cash things provided by employers, such as a vehicle to commute back and forth to work, life insurance, uniforms, and laundry services.

Perhaps the greatest non-taxed fringe benefit provided by many employers is health insurance. Neither is dental insurance, life insur-

ance under \$50,000 or long term disability insurance, among a few others. The value of almost everything else is taxable.



Recently the County learned that most uniforms, laundering of uniforms, and work shoes/boots are considered a taxable fringe benefit. The issue came to light in 2011-2012 after the City of Newark, Delaware was audited by the Internal Revenue Service. The findings specifically identified most uniforms as taxable—always have been.

Since then, the County has endeavored to determine a value for these fringe benefits and will incorporate that imputed income into the W-2 forms for affected employees for 2013.

EMPLOYEE OF THE MONTH—INSIGHT

Name: ANDREW RIGGI
Job: Engineering Project Manager III
Years with the County: 1 year, 4 months
Education: Dover High School, University of Delaware
My role as a County employee: Manage Public Works projects
What keeps my job interesting: The challenges and diversity
Professional advice I would like to offer to other County employees: Smile
Family: Wife-Dawn, Kids-Zachary, Brianna and Nicholas
Civic involvement: Harrington Cub Scouts, Den Leader and Assistant Cub Master
After work I enjoy: Sharpening knives
Favorite old movie: Blackhawk Down
Favorite TV show: How it's Made
Favorite sport: Shooting, canoeing and fish-



ing
Favorite music: Alternative Rock and Country
Favorite Kent County restaurant: 33 West
Favorite Kent County event: NASCAR Race
I'm most proud of: My Engineering License Number # 12000
Pet peeve: Perfection
If I've learned one thing in life, it's: Be patient and smile
Life goals and values important to me: Retire and live at the beach
Characteristics and values important to me: Honesty and hard working
Who has had the most impact on my life: Mom
Personal goals I have accomplished or would like to accomplish: Passed Professional Engineer Exam on the first try.
The most adventurous thing I've ever done is: Caught a live emu **4366**

Defensive Driving courses ready, & set to go

By Margo Mangiamele-Orlando, Personnel Technician I

How's your driving? You can protect yourself, the County, and earn a 3 point MVR credit by participating in an annual defensive driving class next month.

All employees are eligible to participate in the County-sponsored defensive driving training, but priority will be given to those employees who must maintain compliance with Kent County Levy Court Policy 4-6.

The costs associated with the required defensive driving course and recertification will be paid by the County for employees who regularly operate a County-owned vehicle. Other interested employees or retirees must pay the full cost of the course. Family members may also take the class.

Two half day Advanced classes (Refresher) will be held on Thursday, February 20 and on Friday, February 21, 2014 from 9:00 a.m. to 12:00 noon in the Levy Court Chambers.



The full day Basic class will be held Thursday, February 27, 2014 from 9:00 a.m. to 3:00 p.m. in Administrative Complex Room 220.

Payroll coordinators will be sent a list of employees required to take either Basic or Advanced Defensive Driving this year. If interested in attending a course, please enroll with the Personnel Office on or before the scheduled course. The fee for those employees not required to take these courses is \$15.00 if you are a member of AARP, or \$20.00 if you are not, this fee is payable at the door.

If you plan to attend either of these classes, please arrive early and bring your drivers license, and membership card as they ask that everyone be in their seats and ready to go at 8:45 a.m. Anyone arriving later will not be admitted.

Please contact the Personnel Office at 744-2310 if you have questions. The class instructor will not answer any questions concerning point's credits or insurance discounts.

FROM THE STACKS



By Hilary Welliver, County Librarian

Read the same book & meet the author

For the second year, Kent County Division of Libraries is coordinating "If All Kent County Read the Same Book," a series of book and film discussions that will take place in each public library in Kent County, culminating in a meet-the-author event. This year's featured author is Annette Curtis Klause, who wrote *Blood and Chocolate* and *The Silver Kiss*.

About the Author: Annette Curtis Klause



Born in Bristol, England, Annette Curtis Klause is an American author and librarian who is currently a children's materials selector for Montgomery County Public Libraries in Maryland. From 1982 - 1994, she contributed book reviews to the *School Library Journal*.

Klause became fascinated with grisly things at an early age. "My mother read and sang to me," Klause explained. "But my daddy used to sit me on his lap and tell me the plots to gangster and monster movies. I knew all about Boris Karloff, Bela Lugosi, Jimmy Cagney, and Edward G. Robinson before I ever saw any of their movies."

Jane Gaskell's *The Shiny Narrow Grin*, which was Klause's initial inspiration for her first novel many years later. "I was smitten by the pale young man who appeared in a few suspenseful scenes," Klause related, "and became mesmerized with the whole concept of vampires." However she began writing when she was incapacitated with a twisted ankle at age eight or nine. At 10, Klause wrote her first (unpublished) bit of horror, *The Blood Ridden Pool of Solen Goom*. Each of the chapters ended with ". . . and more blood flowed into the blood ridden pool of Solen Goom."

At age 15, Klause's family moved to

Washington, DC. After finishing college in 1976, Klause went on to graduate school in library science. She took poetry workshops in college, but poetry was soon replaced by short stories once she graduated and started working in libraries. Klause began sending her work out to magazines, collecting numerous rejection letters. Several of her poems and a short story were published in anthologies and small magazine reviews, but it took several years of concerted effort to find her voice and her audience.

Blood and Chocolate

by Annette Curtis Klause

Literary Awards: South Carolina Book Award for Young Adult Book Award (2000); ALA's Top Ten Best Books for Young Adults (1998)

What's the story?

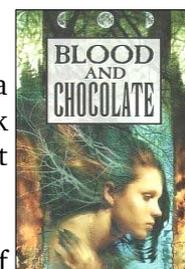
When a rogue werewolf makes a forbidden human kill it puts a whole pack in jeopardy. They're burned out of their reclusive home and forced into the suburbs, where they try to quietly assimilate. Sixteen-year-old Vivian's adjustment is the hardest, having lost her father, the head of the pack, in the fire and suddenly finding herself in high school and attracted to Adrian, a fully human boy. Despite her mother's reservations and the acting out of some possessive "cousins," she falls for him and starts hanging out with his crowd. Just as she gets brave enough to even think about revealing her big secret to him, a rogue wolf kills again. And Vivian fears that what she doesn't remember about the night before could put her at the scene of the crime.

(commonsensemedia.org)

Book Discussions for *Blood & Chocolate*:
Wednesday, January 22 at 6:00 p.m., Tuesday,
January 28 at 2:00 p.m., Wednesday, January
29 at 6:30 p.m., or February 19 at 6:30 p.m.

Screening for *Blood & Chocolate*, the
movie: Wednesday, February 12 at 6:00 p.m.

(Continued on Next Page)



STACKS

(Continued from Page 7)



Silver Kiss by Annette Curtis Klause

What's the story?

Zoe is wary when, in the dead of night, the beautiful yet frightening Simon comes to her house. Simon seems to understand the pain of loneliness and death and Zoe's brooding thoughts of her dying mother. Simon is one of

the undead, a vampire, seeking revenge for the gruesome death of his mother 300 years before. Does Simon dare ask Zoe to help free him from this lifeless chase and its insufferable loneliness? (from the Publisher/paperback edition)

Book discussions for *The Silver Kiss*: Wednesday, March 12 at 6:00 p.m.; and Wednesday, March 19 at 6:30 p.m.

The author visit from Annette Curtis Klause is slated for Saturday, April 26, 2014 with an intimate visit for book discussion participants in the morning and a keynote address in the afternoon at Kent County Public Library's annual Authors & Audiences celebration.

KENT COUNTY BIRTHDAYS



JANUARY

02 Ana Iturriaga, Public Works/Facilities Mgmt.
 03 Crystal Yerkes, Deeds Office
 03 Devin DuPree, Public Works/WWF
 04 Mark Jacobs, Planning Services/Planning
 04 Harold Venable, Public Works/WWF
 05 Bruce Timmons, Chief Deputy Sheriff
 06 Betty Lou McKenna, Recorder of Deeds
 07 Alex Argo, Public Works/WWF
 07 Shannon Morris, Planning Services/I&E
 09 Kenneth Eckard, Public Works/WWF
 10 James Gerardi, Public Works/WWF
 11 Lori Caloway, Finance-Accounting
 15 Mike Ward, Planning Services/GIS
 17 Allan Angel, Levy Court Commissioner
 18 Debbie Cline, Deeds Office
 18 Denise Cayz, Community Services/Libraries
 18 Jason Berry, Planning Services/Planning
 18 Sabrina Fite, Planning Services/GIS
 20 Colin Faulkner, Public Safety Director
 20 Harold Brode, Register of Wills
 20 Edward Semans, Public Safety/Emer. Comm.
 21 Allison Friday, Public Safety/EMS
 21 Jim Waddington, Administration-Econ. Dev
 22 Brian Hall, Public Works/Engineering
 22 Kathy Skinner, Sheriff's Office
 23 Kristopher Spalding, Comm. Srvs/Parks&Rec
 25 John Naylor, Public Safety/EMS
 27 Chuck Hurd, Public Safety/EMS
 27 Hans Medlarz, Public Works Director
 28 Leslie Persans, Planning Services/I&E

29 John Witzke, Public Safety/EMS
 30 John Foley, Deputy Sheriff
 30 Frances Moore, Deputy Clerk of the Peace
 30 Kathy Phinney, Administration
 31 Dexter Kollie, Planning Services/I&E

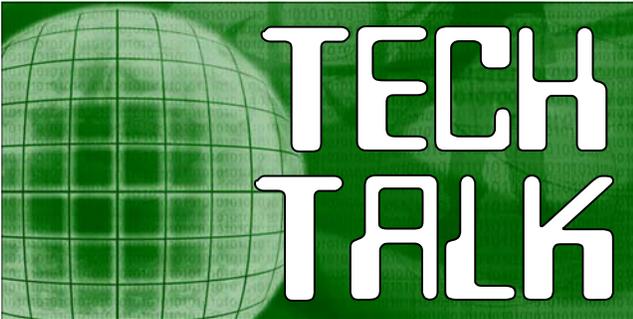
February

01 Kevin Cottle, Public Safety/EMS
 04 Amy Minner, Planning Services/I&E
 05 Toby Sitler, Public Safety/EMS
 06 Bonnie Voshell, Planning Services/Planning
 08 Diane Lockerman, Finance-Assessment
 09 Albert Porreca, Public Works/WWF
 11 Lorri Tanaka, Administration
 11 Brian Costa, Planning Services/GIS
 11 Mark Kennedy, Administration-Info. Tech.
 12 Susan Durham, Finance Director
 12 Jesse Wallace, Public Works/WWF
 13 Rafael Sefil, Public Works/Facilities Mgmt.
 14 Yvonne Messina, Administration-Personnel
 14 Pamela Dayton, Public Safety/Emer. Comm.
 15 Jerri Thompson, Public Safety/EMS
 15 Terry Pepper, Levy Court Commissioner
 19 Barbara Dorsey, Public Works/WWF
 20 Deborah Palmer, Finance-Assessment
 20 William Clevenger, Public Safety/Em. Comm.
 21 Alan Tyson, Planning Services/Planning
 22 Mark Stayton, Public Works/WWF
 24 Brian Lewis, Public Works/Facilities Mgmt.
 26 Kristina Rinkenberg, Comm. Servs/Libraries
 26 Dianne Rager, Deputy Register of Wills
 28 Brandon Olenik, Public Safety/Em. Comm.

Tablets turning PCs into dinosaurs

By Mark Kennedy, Media Systems Coordinator

It is being reported in the news that International Data Corp is predicting that 2013 will



show to be the harbinger of bad news for the standard Personal Computer. The de facto barometer of consumer markets has revised its latest estimate for yearly personal computer sales downward. What was expected to be a 1.3% decline has now been projected to be more like 7.8%.

The blame is placed squarely on an increase in tablet sales. With sales of about 230 million last year, IDC has gone so far as to predict tablet sales to outpace the entirety of the PC market by 2015. IDC previously predicted sales of 190 million tablets for 2013, of which about half run on the Android mobile operating system and half on iOS, with fractional amounts running Windows. But the news may be a bit too obvious and misplaced.

Tablets are consumer devices more on par with their Smartphone cousins than any laptop. In a sense they are disposable. Conversely, laptops and the PC market in general operate on a much longer replacement cycle. It is common, for example, for the average tech savvy consumer to purchase 2 tablets during the lifespan of one laptop.

As far as work output goes, with the tablet's lighter weight, longer battery life, and near-instant boot-up, the building blocks of a productivity engine are already there. However as it stands, laptops still offer a greater level of flexi-

bility when it comes to mobile computing. They may not have the same level of portability, running times or ease of use of a tablet but there are still a number of issues that tablets need to resolve before they become the main means of mobile computing. Over time, many of these issues will likely be resolved. If you already have a desktop computer, then a tablet may be an option if you use it mainly for entertainment and web usage. If it is going to be your primary computer, than a laptop is definitely the way to go.

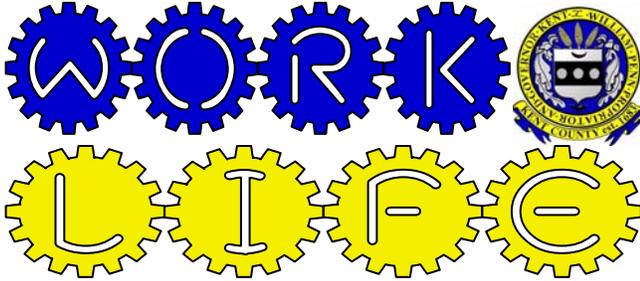
These days nobody would seriously consider paying upwards of \$1,000 for a laptop just to browse the web and check their email when a \$300 tablet will do. It's a given that such mundane mobility tasks have been ceded to the smart device market.

As such, the decline of PC market share is to be expected but isn't quite the death knell the tech pundits keeps drumming on about. Rather it's a realignment of markets defined by their functionality instead of their volume and that's as it should be.

In a sense, the cheap, underpowered laptop of yesterday is the progenitor of today's tablet which now occupies its place in the market; a classic case of technological evolution and natural selection.



The 2013 Salvation Army Angel Tree was a roaring success. The Salvation Army provided Kent County employees with 115 gifts tags (15 more than last year) for needy children in our community. Employees stepped up and provided all the requested gifts. Thanks to the generosity of our employees, families all over Kent County had a wonderful holiday!



It can be tough these days working for the government—any government! Many of the people we serve are rallying against the pensions, benefits, and pay of public servants. It can be demoralizing, but it doesn't have to be! Be proud of the work you do and high quality service you provide. Our citizens may not always realize it, but we are saving lives, protecting the environment, making this a better place to live, or facilitating those that do. Share the pride of serving Kent County each work day...

I must say that I feel very blessed to work here at the County. I have come to appreciate more and more the pleasant working atmosphere and the truly caring co-workers whom I have experienced throughout my time here. I am proud to work in a place where people work so hard to provide the best service possible to their customers and to each other. The excellent benefits provided by the County are certainly an added bonus. After my son was born last year, the time I was able to spend at home with him, because of those benefits, was absolutely priceless. I know that not everyone is so lucky and I will always be thankful for that opportunity. I would say that it is the combination of all of these things that makes the 'County Experience' one that is unique and hard to equal. — CHRISTINA BEACHY, Tax Clerk II



I do consider myself very lucky to be employed by the County. No weekend or night work, holidays galore, benefits that would otherwise cost a fortune, vacation time, I could go on & on!! I have always enjoyed working with the public, but in the Wills office, they really need our help and are very grateful for the things we are able to do for them. I have met some wonderful people also employed here that I will have as friends the rest of my life. And the bosses aren't so bad either!! — NANCY THOMPSON, Wills Clerk II



MARK YOUR CALENDAR

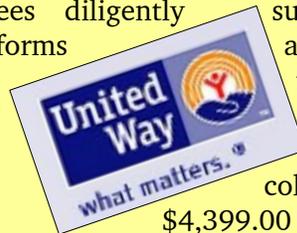


- January 1, 2014 - New Year's Day. County Offices closed.
- January 2, 2014 - Blood Pressure Checks at the Wastewater Treatment Plant 2:00-4:00 p.m.
- January 8, 2014 - Blood Pressure Checks at County Library at 9:00 and at the Administrative Complex, Room 213, 9:30-11:30 a.m.
- January 8, 2014 - L&W Insurance representative available to answer health insurance questions from 1:00-2:00 p.m. Administrative Complex, Room 213.
- January 18, 2014 - Annual Levy Court Retreat, 8:00-3:00 p.m., Administrative Complex Room 220.
- January 20, 2014 - Martin Luther King's Birthday. County Offices closed.
- January 22, 2014 - Wells Fargo Bank representatives in Complex rotunda 11:00 a.m. to 1:00 p.m. **9871****5090****6416**

United Way giving tops \$ 4,399.00

By Margo Mangiamele-Orlando, Personnel Technician I

As 2013 drew to a close, Kent County employees diligently submitted their pledge forms and made generous donations through the annual United Way Campaign. After the last form was collected, we finally tallied \$4,399.00 for 2013. Whether you chose a cash donation or decided to give through a payroll deduction, you donated to a charity close to your heart!



Even in these tough times, Kent County employees have pulled together for the greater good of the community! Thanks to you, United Way of Delaware can continue to change lives by investing in programs that provide services to those in need throughout our community.

Thanks to you, Kent County employees, United Way keeps working! **9672** **1341**

Welcome to Levy Court!



Name: APRIL G. DURHAM



Job: Custodian

Date Hired: December 4, 2013

Education: High School Diploma

What I like most about my new job: Working for the County and meeting new associates.

Greatest accomplishment:

When I drove out west to Colorado alone to find a great ranch and be a wrangler and a setup person for weddings.

Future goals: To succeed at my position and maybe one day move up the ladder.

If I had it to do over, I would have done this differently: Go to school and earn a degree or learn a trade

I'm most relaxed and happy when I'm doing this: When I get to ride my horse named "NAKED". He doesn't like to keep anything on, his halter, shoes or blanket.

Favorite TV show: Revenge and Nashville and Greys Anatomy

Favorite sport: Horse racing, football and softball

Favorite meal: Pizza and cheese steaks

Favorite music: Today's hits and country

Favorite saying or slogan: Life is good today

Who has had the most impact on my life: Susan D.

A dream I have is to: Own a race horse that could win over a million dollars for me

If I won a million dollars I would: Help those in need and my family and friends

You'd be surprised to learn that I: Can operate farm equipment etc. tractors, water trucks, zero turn mowers

The most adventurous thing I've ever done is: Left Delaware and drove to Colorado to work on a horse and guest ranch

Three words that describe me: Friendly, Outgoing and Kindhearted

Welcome to Levy Court!



Name: LLOYD RUNSER



Job: Electrician's Helper II

Date Hired: December 23, 2013

Education: Associates Degree in Electromechanical Technology

What I like most about my new job: To have opportunity to learn about how public works operates

Greatest accomplishment:

Completed military career

Greatest challenge or obstacle: Graduating college

Future goals: Successful career

Person/event that most inspired me in my career: Traveling to other countries

If I had it to do over, I would have done this differently: No regrets

I'm most relaxed and happy when I'm doing this: Playing Golf

Family: Wife - Diane, Son - Robert

Favorite TV show: Malcolm in the Middle

Favorite sport: Football

Favorite meal: Barbeque ribs and sweet potatoes

Favorite music: Classic rock

Who has had the most impact on my life: Father

A dream I have is to: Hike through the Rocky Mountains

If I won a million dollars I would: Retire and travel to South America

You'd be surprised to learn that I: Wrestled and golfed in high school

The most adventurous thing I've ever done is: Scuba dived

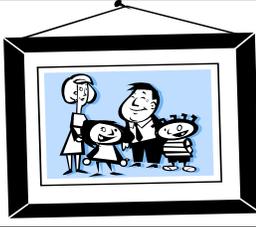
Three words that describe me: Patient, sincere, honest

High Praise 

Kudos to Permit Technician I VANESSA AUSTIN for customer praise delivered directly to her Department Head. The contractor was impressed that such a new employee was so helpful. *Great!*

Bragging Rights

Share your family photos, stories, & more



Stanford's son to pursue MBA

U.S. Coast Guard Commander Jo' Andrew Cousins, son of AUDREY STANFORD, Property Specialist II, will be attending Graduate School at Darden School of Business this fall. He will be working on his Executive MBA.



Miller's son ordained as minister

Darrell Jeremiah Miller, son of BARBARA MILLER, Administrative Secretary for the Public Works Department, was ordained as a Minister by his Pastor David Shockley on December 8, 2013 at the Jesus Love Temple Church. This is a non-denominational church in Milford Delaware. Congratulations!

Howard's niece in pageant

Alyssa Rickoski, niece of Michele Howard, Planning Technician II, won Best Swimsuit Category in the Miss Delaware pageant which was held on December 1, 2013.

Santa's call prompts letter

Shortly after Kent County's Operation North Pole event on December 9, the Division of Parks & Recreation received a special letter to Santa Claus from one little girl – Angelique Louie. In the letter she thanked Santa for doing a great job of making kids happy and making her very happy as well. She was very excited for Christmas this year, and thanked him for calling her. Recreation Supervisor III ROBERT PROBST along with the help of many volunteers called almost 500 children.

Staff meets food basket goal

Thanks to all the generous Kent County employees, a total of 211 cake mixes were collected for the Salvation Army. They prepare close to 400 food boxes for needy families in the Kent County area. Because of your kindness we met our goal!



HOW TO BE EXCEPTIONAL

ADAPTABILITY/FLEXIBILITY—c. Welcome change and look for the new opportunities it provides; d. Actively seek input, in addition to recognized sources, and facilitate implementation of solutions.

DECISION MAKING/JUDGMENT—a. Develop processes that can be used to systematically analyze any set of information...

G.A.U.G.E.—Kent Co.'s performance assessment tool



Kent Co. Employee Obsessions

Take a minute to visit the display case on the first floor of the Kent County Administrative Complex featuring hand carved trucks by Wills Clerk II PAT UHEY's husband's grandfather. By trade Dale Uhey's grandfather was a machinist, but his passion was wood working. The trucks featured are made out of both wood and metal in 1968—about 45 years ago.

Got an interesting hobby or like to collect limited edition baubles? Contact Personnel at 744-2310.



Monthly statistics from Kent County Department of Public Safety

2013	NOV	OCT	'13 YTD
9-1-1 calls	6,701	6,711	80,874
# calls by Cell Phone	4,817	5,523	58,432
Fire incidents	422	458	5,300
Ambulance incidents	1,802	2,027	21,320
Paramedic incidents	870	1,035	10,866
# Patients to hospital	476	588	6,128
# Patient DOA	19	23	192
# Patient refuses care	35	43	429
# Patient release/BLS	64	61	782
# Response cancelled	226	254	2,690

Employees to be rewarded for attendance

By Margo Mangiamele-Orlando, Personnel Technician I

Levy Court will recognize 57 employees at its meeting on January 28, 2014 for achieving perfect attendance during Calendar Year 2013 – each employee receives an extra vacation day and a certificate of appreciation. Perfect attendance was up 16% from 2012.



The following employees achieved one calendar year of perfect attendance: SHERRY BARKER, Engineering Division; MIKE BERRY, Wastewater Facilities Division; ALBERT BIDDLE, Planning Division; MICHAEL BISHOP, Emergency Medical Services Division; ROBERT BROOKS, Wastewater Facilities Division; LISA BRYANT, Comptroller's Office; MICHAEL "Scott" BUNDEK, Emergency Communications Division; JOHN BUTLER, Inspections & Enforcement Division; NYLE CALLAWAY, Wastewater Facilities Division; JOHN CALLAWAY, Wastewater Facilities Division; THOMAS CROWDER, Emergency Medical Services Division; DEVIN DuPREE, Wastewater Facilities Division; COLIN FAULKNER, Director of Public Safety; JOHN FOLEY, Deputy Sheriff; JASON GARY, Wastewater Facilities Division; JAMES GERARDI, Wastewater Facilities Division; CRAIG HARVEY, Engineering Division; MARTY HAYES, Clerk of the Peace Office; DALE JONES, Inspections & Enforcement Division; EVELYN JOPP, Administration Department; SARAH KEIFER, Director of Planning Services; ALLAN KUJALA, Personnel Director; CYNTHIA LAIRD, Libraries Division; HANS MEDLARZ, Director of Public Works; DAVID MICK, Emergency Medical Services Division; MARVIN MILLMAN, Wastewater Facilities Division; RICHARD MORRIS, Wastewater Facilities Division; RICHARD MOSLEY, Wastewater Facilities Division; SHAWN O'TOOLE, Wastewater Facilities Division; VINCENT PARSONS, Wastewater Facilities Division; MICHAEL PETIT de MANGE, County Administrator; LESLIE PERSANS, Inspec-

tions & Enforcement Division; DOUG POORE, Emergency Medical Services Division; ROBERT PROBST, Parks & Recreation Division; KATHRYN RIDGEWAY, Emergency Communications Division; ANDREW RIGGI, Engineering Division; DELBERT ROSS, Emergency Communications Division; SHEILA ROSS, Assessment Office; RICHARD SCHLAUCH, Emergency Medical Services Division; JEREMY SHEPPARD, Parks & Recreation Division; ANGEL SHORT, Community Services Department; KEVIN SIPPLE, Emergency Communications Division; ROBERT SKRIPKO, Engineering Division; RODNEY SMITH, Planning Division; KRIS SPALDING, Parks & Recreation Division; LORRAINE TANAKA, Administration Department; SCOTT TANNER, Inspections & Enforcement Division; ALLAN THOMAS, Wastewater Facilities Division; BRUCE TIMMONS, Chief Deputy Sheriff; ALAN TYSON, Planning Division; SCOTT VAUTARD, Inspections & Enforcement Division; LARRY WARNER, Deputy Sheriff; MICHAEL WEYANT, Inspections & Enforcement Division; CHRIS WHITE, Deputy Sheriff; DAVID WHITNEY, Wastewater Facilities Division; RICHARD WHITTMORE, Wastewater Facilities Division; and WALLACE WOOTTEN, Wastewater Facilities Division.

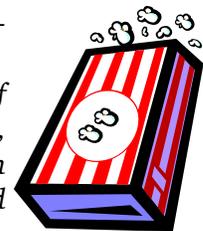
When taking the Perfect Attendance day off, employees should mark the "Other" column on their timesheet and submit an absence form with the "PA" day off date noted thereon.

Discount Movie Tickets

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

The limited number of discount tickets cost **\$7.50** each, and can be used for any movie on any day or time except 3-D and special engagement films.

Discount movie tickets are another great benefit for Kent County employees only!!





Across The Hall

INSIGHT INTO THAT OTHER DEPT/DIV/OFFICE

Facilities Management Division

Mission: Provide custodial service, security and general maintenance for all County buildings.

Location: Administrative Complex, Room A127

Department: Public Works

Levy Court Committee Chair: Commissioner GLEN HOWELL

Department Head: HANS MEDLARZ

Division Manager: DICK MacDONALD

of Positions: 10

Major Tasks: Maintain clean and safe buildings for employees and the public

Busiest Time: Spring and Summer when grass cutting and landscaping are added to building maintenance responsibilities. Snowy and rainy days are also busy when there is a lot of mud and salt to be cleaned up. Also anytime there is a Levy Court meeting or a special event when extra chores need to be done.

Budgeted Income: none

Budgeted Expenses: \$767,300/yr.

Where's it go: Personnel, electricity, natural gas, cleaning supplies, building supplies, etc.

Interesting Facts: Seven custodians and two maintenance workers take care of four buildings, with over 130,000 square feet of space, along with mowing over eight acres of grass.



If you enjoy the serenity of architectural photography, especially sites in Historic Old Dover, peruse the colorful photo display hanging in the Kent County Administrative Complex featuring the talented work of Deputy Sheriff JACK FOLEY.

EMPLOYEE COUNCIL NEWS



By Beverly Hay, Employee Council Secretary

The celebrations are over and a new year ushered in. Trying to get back to a “normal” routine will take some time and effort!

Thank you for all the positive feedback on the Holiday Dinner/Dance and Holiday Luncheon. We really appreciate everyone who helped and attended to make these events very successful!

During 2013 the Employee Council worked extremely hard to raise funds for the Holiday Dinner/Dance and Holiday Luncheon. Employees generously participated in the events and fundraisers. Thank you for your support!

Be on the lookout for exciting fundraisers in 2014! If any employee would like to help with an event or has suggestions please let us know. All help and suggestions are greatly appreciated!

Got an idea? Share it with your Employee Council: President TRUDENA HORSEY, Vice-President DANIELLE LAMBORN, Secretary BEVERLY HAY; Treasurer YVONNE MESSINA; or members MARTI STANSBURY, PATTY ORONA, and DAVID WHITNEY. **9363** **0189**

FIND THE

Stay informed and earn the chance to win a free movie ticket compliments of Employee Council by reading Kent Connections every month. Look for the last four digits of your Social Security number somewhere in the current newsletter and be the first or second to contact the Personnel Office at 744-2310. SCOTT TANNER in the Inspections & Enforcement Division and PATTY VIRIDIN in the Planning Division were the first to spot their numbers and win last month.

It's easy to win—just read your Employee newsletter every month! **6472** **1952**

NUMBERS

Annual service awards recognize employee commitment

By Margo Mangiamele-Orlando, Personnel Technician I

The holidays bring more than just gifts from Santa Claus and New Year toasts. The Levy Court Commissioners use the holiday season to

*Serving
Kent
County
With
Pride for
30 Years*



Shawn O'Toole

recognize employees with multiples of 5 years of service as provided in Kent County Policy §2.18.

For 2013, Levy Court recognized 37 employees at the Employee Holiday Luncheon on December 18, 2013. Those employees receiving service awards included: SHAWN O'TOOLE, Public Works/Wastewater Facilities – 30 years; MICHAEL “Scott” BUNDEK, Public Safety/Emergency Communications – 20 years; ANGELA SHORT, Community Services – 20 years; DIANE LOCKERMAN, Finance-Assessment – 20 years; BRIAN HALL, Public Works/Engineering – 20 years; MARI FABRES, Public Works/Wastewater Facilities – 15 years; ROBERT BLOODSWORTH, Public Safety/Emergency Communications – 15 years; WILSON BRANHAM, Public Works/Wastewater Facilities – 15 years; MARY KAROL, Finance – 15 years; DIANA GOLT, Public Works/Engineering – 15 years; MARK HORTON, Public Safety/Emergency Medical Services – 15 years; RICHARD MacDONALD, Public Works/Facilities Management – 15 years; CATHLEEN McLEAN, Administration-Personnel – 15 years; PATRICIA UHEY, Register of Wills Office – 15 years; EDWARD SEMANS, Public Safety/Emergency Communications – 15 years; SARAH KEIFER, Director of Planning Services – 10 years; ROBERT SKRIPKO, Public Works/Engineering – 10 years; SCOTT McMILLON, Public Safety/Emergency Medical Services – 10 years; TERESA CARTER, Finance-Accounting – 10 years; LISA COOPER, Finance-Tax – 10 years; KIMBERLY CROUCH, Administration-Information Technology – 10 years; KIMBERLY DIXON, Finance-Tax – 10 years; CYNTHIA LAIRD, Community Services/Libraries – 10 years; KATHLEEN SKINNER, Sheriff's Of-

fce, – 10 years; RICHARD ALLEN, Public Safety/Emergency Medical Services – 5 years; EARL BRIEL, Public Safety/Emergency Medical Services – 5 years; DOROTHY CHEATHAM, Administration-Information Technology – 5 years; VIOLET GLANDEN, Chief Deputy Register of Wills – 5 years; TRUDENA HORSEY, Finance-Accounting – 5 years; MARGO MANGIAMELE-ORLANDO, Administration-Personnel – 5 years; JOHN MESSINA, Community Services/Parks & Recreation – 5 years, JOHN MIECZKOWSKI, Public Safety/Emergency Medical Services – 5 years; AMY MINNER, Planning Services/Inspections & Enforcement – 5 years; RICHARD MOSELY, Public Works/Wastewater Facilities – 5 years; JUSTIN PIPPIN, Public Safety/Emergency Communications – 5 years; NANCY THOMPSON, Register of Wills Office – 5 years; and CHRISTIAN WHITE, Sheriff's Office – 5 years.

2014 County Holidays

Martin Luther King Jr. Day	Jan. 20	Monday
Presidents Day	Feb. 17	Monday
Good Friday	Apr. 18	Friday
Memorial Day	May 26	Monday
Independence Day*	July 4	Friday
Labor Day	Sept. 1	Monday
Election Day	Nov. 4	Tuesday
Veterans Day*	Nov. 11	Tuesday
Thanksgiving Day	Nov. 27	Thursday
Day after Thanksgiving	Nov. 28	Friday
Christmas Day*	Dec. 25	Thursday
Day after Christmas	Dec. 26	Friday
New Year's Day 2015*	Jan. 1	Thursday

*Paramedic union positions currently observe Columbus Day (October 13) rather than the Day After Christmas. *One collective bargaining agreement provides for observance of certain holidays on the actual date.*

DISCIPLINARY ACTIONS MUST FOLLOW A PROCESS

Q. A co-worker is gone. I heard he got into trouble, but no one will tell me what happened or what he did to get terminated. How does the termination process work?

A. Generally adverse personnel actions, such as demotions, suspensions, or terminations, are a private matter. As much as possible, these issues are handled very carefully to avoid unnecessary embarrassment for the individual. If the person wants you to know the details, he will tell you.

Q. If I did something wrong, how would I be disciplined? Does the County use progressive discipline?

A. Progressive discipline is embodied in the Personnel ordinance (except for probationary, temporary, or contractual employees), which begins with verbal counseling, followed by a written reprimand, suspension, and finally termination. But, some misconduct or violation is so egregious that it warrants immediate action—termination.

Q. What are my due process rights when faced with termination?

A. Unlike the private sector, government employees are generally entitled to due process. This means the employee is informed of the misconduct or infraction which warrants discipline, and the employee has the opportunity to explain or defend himself at a hearing and has the right of appeal.

Q. Can you explain the demotion, suspension, and termination process steps?

A. Whenever an employee is subject to an adverse personnel action resulting in loss of pay, the Department Head issues a letter to the employee listing the charges warranting discipline and setting a hearing date—usually two or three days

later. At the hearing, the employee is afforded an opportunity to present a reasoned explanation, other supportive information or mitigating circumstances, and the employee can suggest an alternative disciplinary action. The employee can bring an attorney, union representative, or other person to the hearing—if they so choose. While there may be questions, the hearing is the employee’s opportunity to present his/her side of the issue.

Q. What if I am terminated, suspended or demoted and disagree with the Department Head’s decision. How do I appeal?

A. A letter from the Department Head informing you of his/her decision with the effective date would explain the appeal process. Within 5 days, you may appeal to the Personnel Director. If he upholds the decision, you would then have two weeks to appeal to the Personnel Administration Board. If they uphold the decision, you could appeal the decision to Superior Court.

Q. What is the Personnel Administration Board and when does Levy Court become involved in the process?

A. The PAB is a quasi-judicial panel of seven citizens appointed by Levy Court to hear disciplinary action appeals. The Levy Court does not get involved in disciplinary decisions. They leave it to the PAB and the courts.

Q. Can I be terminated for poor performance or less than effective performance evaluations?

A. Yes. Failure to perform duties properly with a serious or harmful result can prompt immediate disciplinary action. Two less than effective performance evaluations including the failure to successfully complete a Performance Improvement Plan can also result in termination. The same hearing and appeals process listed above would apply for performance issues.

The purpose of Q & A is to educate and encourage work related discourse among staff about County policies, work practices, and employee issues. It is not intended to promote unproductive gossip or speculation about the author of a question. Unless otherwise noted, all questions contained herein have been crafted by Personnel Office staff and may or may not reflect actual questions asked. -Personnel Director