

# kent connections

A Newsletter Published by Kent County Levy Court for its Employees

March 2014

## Employee of the Month: *Megan R. Moerman*

The Kent County department heads have selected MEGAN R. MOERMAN from the Department of Public Safety as the March 2014 Employee of the Month.

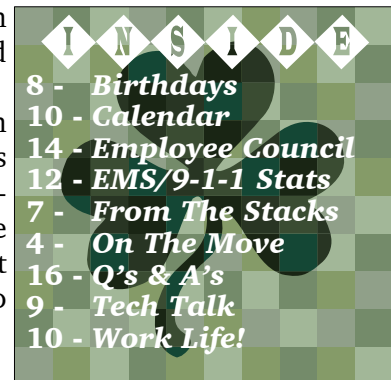


Megan has been a Kent County employee since July 2007 and serves as a Paramedic II in the Division of Emergency Medical Services. Her primary duties include treating patients using advanced emergency care procedures and ensuring the high quality delivery of life support techniques. In addition, she serves as the Field Training Officer for her shift responsible for orienting and evaluating new hires, precepting Delaware Tech paramedic students, and conducting continuing education training.

Megan is praised by supervisors for her enthusiasm and initiative. She takes an active role in the Division by serving as the County's primary representative on the State Protocols Committee which reviews and develops procedures for treatment and medications for consideration by the four State Medical Directors. Megan's co-workers especially appreciate her considerate nature. For example, recently after working the overnight shift in adverse weather conditions, she volunteered to substitute last minute for a co-worker on an interview panel for a potential employee, just so the co-worker would not have to drive in the snow.

According to Public Safety Director COLIN FAULKNER, "Megan exhibits a high level of energy that lends itself well to her FTO duties instructing Paramedic students during field training and the quality assurance process. She brings out the best in people, especially on the scene. Her keen awareness of patient outcomes drives her to be the best she can be in every situation. That dedication serves as an inspiration to her co-workers. She is especially deserving of this recognition."

Congratulations Megan on a job well done!



## **Employee election retains 1, adds 2**

By Allan Kujala, Personnel Director

The contested Employee Council election last month resulted in a record number of votes cast and the re-election of one current member and the addition of two new members.

The ballot count showed MARGO MANGIAMELE-ORLANDO with 112 votes, MARTI STANSBURY with 96 votes, and RICHARD SCHLAUCH with 92 votes in a five-way race.

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 Mangiamele-Orlando. Or call the Personnel Office at (302) 744-2310.

In order to be elected to one of the 3 positions available on the 7-member Employee Council, a candidate had to receive the most votes cast that would not put more than two members on Council from any one department. If a vacancy should occur, the candidate receiving the next highest number of votes would be elected. (Continued on Next Page)

# Election results

(Continued from Page 1)

ber of votes without violating the two-member limitation would complete the unexpired term. This year the next highest vote getter was



Margo Orlando

NANCY THOMPSON with 70 followed by KATHY SKINNER with 68.

The newly elected Employee Council members will take office at the March meeting, during which officers will be elected. They join BEVERLY HAY, Account Specialist II in



Richard Schlauch

the Comptroller's office, DANIELLE LAMBORN, GIS Technician III in the Planning Services De-

partment, PATRICIA ORONA, Deeds Clerk II in the Recorder of Deeds office, and DAVID WHITNEY, Projects & Training Coordinator in the Public Works Department.

After two terms, current Employee Council President TRUDENA HORSEY, and 3-term Treasurer YVONNE MESSINA decided not to seek re-election.



Marti Stansbury

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

## 911 Dispatch Center earns re-accreditation

The Kent County Department of Public Safety recently earned Re-Accreditation as an Emergency Fire Dispatch Center of Excellence awarded by the International Academies of Emergency Dispatch.



recently earned Re-Accreditation as an Emergency Fire Dispatch Center of Excellence awarded by the International Academies of Emergency Dispatch.

Kent County was the 6th dispatch center in the world to be awarded this highest distinction in 2007 for its comprehensive implementation and compliance with the Fire Priority Dispatch System and associated "20 Points of Excellence".

The FPDS is the world's most widely-used 911-type pre-arrival instruction and dispatch - life support protocol system. Composed of scripted telephone instructions for water rescue, trapped in structure fire and person on fire, the system has been credited with helping to save lives.

Attaining Re-Accreditation demands proper oversight, careful FPDS compliance, and certification for all emergency call-takers and fire dispatchers. Earning this Re-Accreditation award is voluntary

and involves completing a detailed self-study and analysis. This accomplishment not only demonstrates Kent County's commitment to exercising best practice standards for Emergency Fire Dispatch, but yet serves as a model for all international practice standards for Emergency Fire Dispatch worldwide.



After a horse fell into a nearly frozen over pool last month, Kent County Special Operations Supervisor David Mick (pictured right at top of ramp) and Felton Fire Company personnel constructed a wooden ramp to lead the black mare to safety. Luckily Lt. Mick had taken TLAER—Technical Large Animal Emergency Rescue about 3 years ago so he was well trained to assist in the successful effort. (Louden Robertson photo)

## Complex security guards now all armed

By Allan Kujala, Personnel Director

More than a year and a half ago, the metal detectors were energized and a uniformed Security Officer took his post at the entrance of the Kent County Administrative Complex.



Like virtually all governmental buildings, persons entering the Complex are required to pass through a metal detector and submit pocketbooks, packages, and other metallic items for inspection.

The security guards are provided by a private security company—Gettier Security Inc. under State contract, and have been instructed to refuse entrance to persons with weapons and other contraband.

Until this month, the day-time guard was fully trained in security and emergency response procedures, but was not certified to carry a fire-arm. The night time guard was armed. Now, all the security officers working at the County Complex are armed at all times.

In order for building security to be properly maintained, County employees should not allow any member of the public to bypass the security measures and access the building through an employee entrance. Employees should also promptly report any lost identification badges to the Personnel Office, so the card can be deactivated.

While employees—if known to the guard, can often bypass the personal metal detection device, random and scheduled safety checks will be deployed (everyone is inspected).

## New emergency notification system activated

By Kevin Sipple, Assistant Director of Public Safety

During a typical Delaware winter, the new CodeRED notification system might alert Kent County employees once or twice about a weather related building closing, but this year the new system has already gotten a work out—albeit with a few glitches.

The Kent County Department of Public Safety in conjunction with the Delaware Emergency Management Agency contracted with Emergency Communications Network late last year to use their CodeRED high-speed notification system to contact residents in the event of an actual or impending emergency and notify County Employees of any changes in County Government working hours.

The CodeRED emergency notification system, which went on line February 1, is a high speed telephone communication service that can deliver customized pre-recorded emergency messages directly to Kent County homes

and businesses along with high speed email and text messaging capability.

The CodeRED system incorporates a mapping tool that will allow Public Safety personnel to send notifications to specific geographic areas by selecting them on a map. In addition with CodeRED notifications can be sent to predefined geographic areas such as towns, bay communities or zip codes.



CodeRED has provided Kent County with a calling data base that includes the residences and businesses within the county. In addition the Kent County Code Red system allows residents to register two phone numbers and one email address to receive notifications. All individuals and businesses are urged to log onto the secure site to add or update their contact information to ensure that they will be included when a message is sent. The data collected will only be used for emergency notification purposes.

*(Continued on Next Page)*



# KENT COUNTY STAFF ON THE MOVE...

## New Hires



TYLER ANAYA  
*Permit Technician I*  
Grade 7  
Department of Planning Services  
Inspections & Enforcement Division  
02/03/2014

## Milestones continued



NICOLE VAUTARD  
**10 years**  
*Secretary*  
Department of Public Safety  
Emergency Management Division  
02/02/2004

PEGGY IVORY  
*Deputy Register of Wills*  
Grade 8  
Office of Kent County  
Register of Wills  
02/10/2014



SUSAN WILLSON  
**5 years**  
*Assessment Supervisor*  
Department of Finance  
Assessment Office  
02/01/2009



GILBERTO RUIZ  
*Computer Support Technician I*  
Grade 8  
Department of Administration  
Information Technology Office  
02/18/2014

## New system activated

*(Continued from Page 3)*

### Frequently Asked Questions:

*How many call attempts does the CodeRED dialing system make for each telephone number?*

The CodeRED dialing system attempts each phone number up to 3 times in the first round of calling in order to maximize the number of delivered messages.

*Are CodeRED messages only delivered to people who pick up the phone in person?*

CodeRED delivers messages to a live person and to answering devices.

*What Name and Number will display on my Caller ID when I receive a Code Red Notification?*

When you receive a Kent County Code Red Notification your caller ID will show that the call is coming from 866-939-0911 and the caller is: Emergency Communications.

*Can residents and businesses update their own emergency contact information in CodeRED?*

Yes, Code Red provides a real-time secure public web data entry site to allow residents and business to update or add their emergency contact information.

County employees unsure if they opted to receive notifications or want to subscribe or unsubscribe from receiving notifications should contact [Nicole.Vautard@co.kent.de.us](mailto:Nicole.Vautard@co.kent.de.us) to update information.

## Promotion

DIANNE RAGER  
*Chief Deputy Register of Wills, Grade 10*  
From Deputy, Grade 8  
Office of Kent County  
Register of Wills  
02/03/2014



## Milestones



MARK JACOBS  
**25 years**  
*Housing & Community Dev. Specialist*  
Department of Planning Services  
Planning Division  
02/27/1989

DANIEL McLAUGHLIN  
**20 years**  
*Operations Support Officer*  
Department of Public Safety  
Emergency Communications Division  
02/15/1994



## Pension's market value heads north

By Allan Kujala, Personnel Director

Anyone with a 457 or 401K deferred compensation account knows that 2013 was another banner year for stock market investments. That bull market helped propel Kent County's pension fund to a record level and spark interest in further diversification of the portfolio.

By the end of calendar year 2013, the pension's market value was up \$5.2 million to \$31.8 million, which includes the County and employee's contributions of \$1,478,654 last year. The +21.93% annual earnings increase was way ahead of the Policy Index benchmark of +16.70%. For the year, the domestic equity investments (stocks) grew +34.75 compared to +32.39% for the benchmark, and the plan's international equity fund made a notable turnaround with a +23.03% return compared to



+22.78% for the EAFE index. On the other end of the spectrum, the fixed income (bonds) investments tanked with a negative return of -2.13% compared to -2.03% for the benchmark index.

The County's pension fund is currently allocated between large capitalized growth equities (stocks), large capitalized value equities, international equities, and bonds (fixed income) with an average 25/25/10/40 ratio. The pension assets are used to pay monthly pension benefits to County retirees, which totaled \$1,967,256.15 last year.

With the fund's record returns, the Kent County Pension Review Committee recently forwarded a recommendation to Levy Court to further diversify the asset classes to reduce portfolio volatility and provide consistent returns in various economic environments.

Each year the County must contribute to the pension fund to ensure that adequate assets are available to pay benefits when employees retire. The amount is determined on an annual basis by an actuary.

## Courtney earns parks & recreation fellowship

By Jeremy Sheppard, Asst. Director of Community Services

A genuine desire to learn more about the proper maintenance of sports fields located in Kent County parks has resulted in a fellowship for Parks Worker III JASON COURTNEY.



Courtney was honored last month with the William J. Hopkins Fellowship presented at the annual Delaware Recreation and Park Society Conference awards luncheon. The fellowship was established to honor the contributions and dedication of Bill Hopkins upon his retirement as Director of the Delaware Division of Parks and Recreation.

The award is made for reimbursement of professional training programs or educational opportunities and development in the field of parks and recreation.

Courtney intends to enroll in a Sports

Field Maintenance Certificate Online Program through The Ohio State University. This educational opportunity will benefit Kent County parks in the area of sports field maintenance, irrigation systems, and turf management best practices.

## Actuary eyes higher deposit

By Allan Kujala, Personnel Director

In spite of near record growth of the County's pension fund, lower than expected employee turnover and a cost of living adjustment for retirees last year has generated a higher pension contribution recommendation from the County's pension actuary for Fiscal Year 2015.



(Continued on Next Page)

## EMPLOYEE OF THE MONTH—INSIGHT

**Name:** MEGAN R. MOERMAN

**Job:** Paramedic II (FTO)

**Years with the County:** 6 years 8 months

**Education:** Associates in Applied Science: Emergency Services Technology

**My role as a County employee:** Providing Advance Life Support to the patients of Kent County as well as providing training for current paramedics, paramedic candidates, and students.

**What keeps my job interesting:** Everyday is a new experience.

**What gives me a sense of accomplishment on the job:** Knowing that I helped someone, even if it was just a conversation that made them feel better.

**Professional advice I would like to offer to other County employees:** Being professional and courteous goes a long way.

**Family:** Married to a NCC paramedic (Rich) and we have 1 son, Peyton

**Civic involvement:** Member of the REEL Friends Surf Fishing Club.

**After work I enjoy:** Spending time with my family, as well as my “decompression time” with my great friends.

**Favorite new movie:** Last movie I really liked was “No Strings Attached”

**Favorite old movie:** Overboard

**Favorite TV show:** SpongeBob Square Pants

**Favorite sport:** Currently, I have been really into the Winter Olympics.



**Favorite music:** I like everything, but Country is my favorite

**Favorite Kent County restaurant:** Sheridans in Smyrna

**Three people (living or dead) I'd invite to dinner:** James Taylor, Julia Roberts and Sigmund Freud

**I'm most proud of:** Where I am in my life today.

**Pet peeve:** Being accused of something I did not do.

**If I've learned one thing in life, it's:** Life is too short to worry about what other people think.

**Life goals and values important to me:** Working hard for what you want. Good things in life are not free!

**Characteristics and values important to me:** Honesty and Loyalty

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

**Personal goals I have accomplished or would like to accomplish:** Finish my B.S.

**If I could have been in any profession of my choosing, I would have been a/an:** Veterinarian

**If I could have one wish, it would be:** Go back to Ireland

**You'd be surprised to learn that I:** am fluent in sign language

**The most adventurous thing I've ever done is:** Going on a cruise with my best friend. (The whole week was full of adventure)

## Actuary recommends higher pension contribution for FY15

*(Continued from Page 5)*

The fund's actuary, Grant Thornton LLC of Chicago, evaluated the \$31.8 million pension fund as of January 1, 2014 and recommended that the annual pension contribution be increased almost \$155,000 to \$1,573,046—up from \$1,418,125 recommended for FY14. The figure includes employee pension contributions of about \$164,000.

However, the impact to the County budget will only be \$94,392, since Levy Court opted to contribute the higher FY13 rate of \$1,478,654 in the FY2014 budget as recommended by the Pension Review Committee.

Employees with questions about the County pension plan should contact the Personnel Office at 744-2310.

## FROM THE STACKS

By Hilary Welliver, County Librarian



## Spring book premieres create buzz

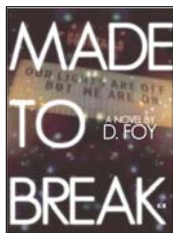
In Spring, publishers offer a new line-up of books. These are four forthcoming titles that are predicted to cause a buzz in the book world:



*Panic* by Lauren Oliver is a young adult thriller that adults can also enjoy. *Panic* is the name of the game that high school teens began playing because they could find nothing else to do in their small town over the summer. The novel follows two characters, a girl who never thought she would play but suddenly has a reason to win, and a boy with a secret he thinks will make him the victor. The movie rights to this novel have already been sold. 3/4

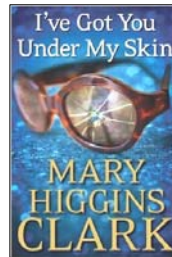


*Boy, Snow, Bird* by Helen Oyeyemi is set in 1950s Massachusetts. Boy marries a widower and become stepmother to his daughter, Snow Whitman. But when Boy and her new husband have a dark-skinned daughter of their own, appearances suddenly become important. The evil stepmother in her comes out when she realizes that the Whitmans are light-skinned African Americans who have been passing as white. 3/6



*Made to Break*, D. Foy's debut novel, is receiving pre-publication buzz. Five longtime friends plan a New Year's Eve trip to Lake Tahoe. On the way to the cabin a car crash leaves one of them seriously injured, and all of the rest of them trapped in the cabin by a storm. The characters use the time to take stock of where they have been and what they have done. 3/25

*I've Got You Under My Skin* by Mary Higgins Clark is a psychological suspense novel. A



New York City ER doctor is murdered in front of his son on a playground. Five years later, the killer has not been brought to justice and the doctor's widow is now the television producer on a show about cold cases. As each episode brings together survivors of crimes to re-enact and reexamine what happened, the widow may not be ready to confront the guilty player. 4/1

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Open the book search page at [Amazon.com](http://Amazon.com) and type the name of your favorite author in the "Author" field. You may also search upcoming books by keywords. Then scroll to the "publication date" option and set it some date in the future. Hit "Enter" and voila! You now have a list of all relevant book titles that are in the release queue.

By the way, many pre-publication titles appear in the online library catalog at [www.lib.de.us](http://www.lib.de.us). You will need your library card barcode number + PIN. Place your holds early so you can receive your chosen titles as close to the release date as possible!

## Free Fruit Day Promotes Good Health and Nutrition

March is National Nutrition Month and to help County employees maintain a healthy lifestyle, the Personnel Office will sponsor a Free Fruit Day on **Monday, March 31**. Employees are invited to stop by the Personnel Office for a free piece of fruit.

The National Institute for Health recommends 2-4 servings of fruit per day to maintain a balanced diet and good health.

Fruit is not only refreshing and tasty, but contains many vitamins that aid in strengthening your immune system, healing and much more. Here are some facts about fruit:

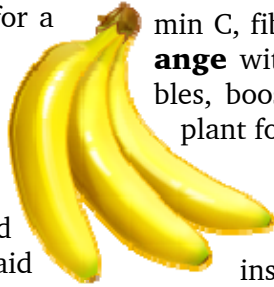
**Apples** are fat free, sodium free, cholesterol free and an excellent source of fiber. **Apples** are a rich source of phytonutrient (plant

based) antioxidants. **Apples** also may help in reducing the risk of heart disease, weight loss, colon, prostate and lung cancer.

All **oranges** are low in calories, have no cholesterol or sodium, excellent source of vitamin C, fiber, calcium, and folate. Eating an **orange** with a meal, and especially with vegetables, boosts the body's absorption of iron from plant food by nearly 400%.

**Bananas** are an excellent source of vitamin B6. A lack of B6 in diets can cause weakness, irritability and insomnia. 1 ½ **bananas** gives the daily requirement of B6 essential for mental well being.

Employees located outside of the Administrative Complex should contact the Personnel Office at 744-2310 to reserve their free piece of fruit. \*\*7448\*\* \*\*2097\*\* \*\*2661\*\*



## KENT COUNTY BIRTHDAYS



### MARCH

- 03 Trudena Horsey, Finance-Accounting
- 06 David Melvin, Public Works/WWF
- 07 Nyle Callaway, Public Works/WWF
- 09 Fran Gunning, Community Services/Libraries
- 11 Douglas Haddad, Public Safety/EMS
- 11 Justin Pippin, Public Safety/Emer. Comm.
- 15 Shervina Miller, Public Safety/EMS
- 15 Kia Evans, Administration
- 15 Brent Mollohan, Comm. Services/Parks & Rec
- 20 Bruce Chillas, Public Safety/EMS
- 21 Mike Petit de Mange, County Administrator
- 22 Delbert Ross, Public Safety/Emer. Comm.
- 23 Holly Malone, Deputy Recorder of Deeds
- 23 Ellen Mitchell, Finance-Assessment
- 24 Ricky Hardy, Administration-IT
- 24 Wilson Branham, Public Works/WWF
- 25 Georgette Williams, Comptroller
- 25 Dawnmarie Shane, Public Safety/EMS
- 26 Hilary Welliver, Community Services/Libraries
- 29 Jason Courtney, Comm. Services/Parks & Rec

### APRIL

- 01 Gale Maas, Administration

- 01 Mari Fabres, Public Works/WWF
- 03 Terri Misiewicz, Finance-Accounting
- 03 Joshua Norris, Public Safety/Emer. Comm.
- 04 Tami Edwards, Finance-Assessment
- 06 Katie Ridgway, Public Safety/Emer. Comm.
- 07 Marty Hayes, Clerk of the Peace Office
- 07 Jason Gary, Public Works/WWF
- 09 Karen Cooper, Finance-Tax
- 10 Mark Horton, Public Safety/EMS
- 11 George Kuerner, Public Works/WWF
- 11 Craig Harvey, Public Works/Engineering
- 14 John Mieczkowski, Public Safety/EMS
- 16 Donna Zerhusen, Finance-Accounting
- 16 Michael Bishop, Public Safety/EMS
- 17 Rose Wurzel, Administration-Economic Dev.
- 17 Rodney Smith, Planning Services/Planning
- 18 George DeBenedictis, Planning Services/I&E
- 24 Derrick Fountain, Public Works/Fac. Mgt.
- 25 Robert Watts, Public Safety/Emer. Comm.
- 27 Richard Mosley, Public Works/WWF
- 28 Daniel McLaughlin, Public Safety/Emer. Comm.
- 29 Keith Mumford, Director of Comm. Services
- 30 Darren Jones, Public Safety/EMS



# Learn a few Windows 7 tricks & tips

By Dorothy Cheatham, Technology Administrator

As I.T. staff goes around to County offices putting more and more PCs in Windows 7®, now is a good time to start sharing tips for the new operating system. In the past the Information Technology Office has offered a Windows Short Cut class. Well, there are new Short Cuts especially designed for Windows 7 PCs.



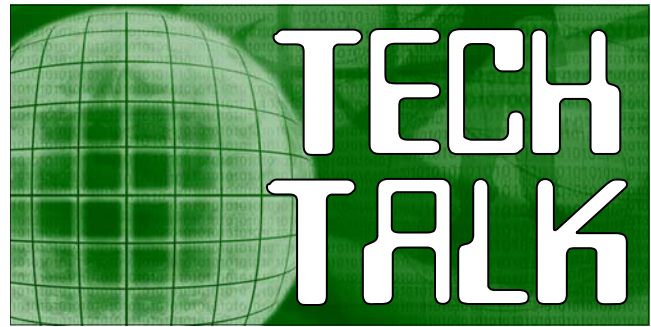
To begin with, you can right click on a program and choose “Pin to Task Bar”. You will want to do this for any program you launch often....Like GroupWise, Word, Excel, Optiview. This gives you the ability to quickly launch another program without having to minimize any opened programs.

Have you ever wanted to launch Word or Excel but be in a second window so you can compare things side by side? Well it’s easy if you have them pinned on the Task Bar. Just hold the Shift Key down and click on the Word or Excel Icon in the Taskbar. How cool is that?

Take a few minutes to check out the Power of the Windows Key! Have you ever wondered what the key between the Ctrl and the Alt key is? This is the Windows Key. When you press this key combined with other keys amazing things happen.



KEY Strokes	What Happens
Win+Up	Maximize
Win+Down	Restore/Minimize
Win+Left	Snap to left
Win+Right	Snap to right
Win+Home	Minimize/Restore all other windows
Win+Space	Peek at the desktop
Win+# (# = a number key)	Launches the application in the Nth slot on the taskbar. Example: Win+1 launches first pinned app, Win+2 launches second, etc.



This is my favorite! It’s so cool to see all the open windows in a Rolodex view.

Win+Tab+Tab	View all the Open Windows in a Cascade Mode. Each time you press Tab, it will scroll through all the open programs.
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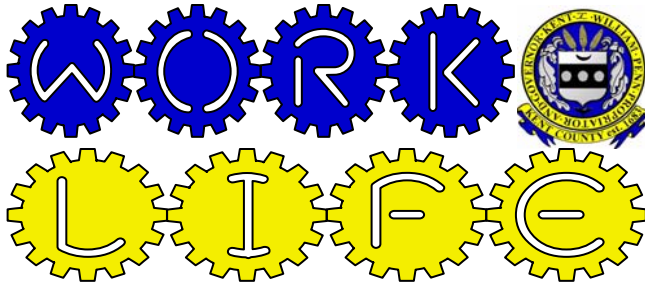
Here is a fun trick. Click on the Menu bar of any opened window. The Menu bar is the very top banner of the windows. Click and Hold the Menu Bar with your cursor.....then shake the Window back and forth. It will minimize all the other windows. Now let go. If you click on the Menu Bar again for the same window, it will then restore the previous sizes of the windows.

If you happen to have two monitors, take advantage of these short cuts to quickly move an opened window from one side to the other.

Win+Shift+Left	Jump to left monitor
Win+Shift+Right	Jump to right monitor

Once the Helpdesk staff upgrades your PC into Windows 7, a Help guide is left to assist you. When Office 2010 is deployed on your PC, a training session is also given to help you ‘Get Around in Office 2010’.

**NEW BABY BOY**  
 Congratulations to RICHARD WHITTMORE, Plant Operator II, and his wife Amy on the birth of their son, Alexander Leon Whittmore. He was born on February 5, 2014 at 11:42 p.m. weighing 7 lbs 15 oz. and 21.5 inches long. Best wishes to the whole family.



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 really enjoy working for the County. We have wonderful benefits, great facilities, and a wide range of experienced workers of all ages. These qualities and others provide a creative positive working environment for myself, co-workers and the public. I love all of our county parks and the variety of activities that each park offers such as walking, jogging, softball, volleyball, horse shoes etc. They are very spacious and eye catching.



Our park patrons are very dedicated to the particular park they live closest to. Many come out rain sleet or snow just to walk or jog. No matter what park I am working at patrons always walk up to me and tell me what an awesome job we all do to keep our parks looking sharp as well as keeping them safe for use.

One on one my co-workers are well rounded individuals who care about what they do. Every single one of us has very good skill sets and qualities. We always look out for each other and try to share different ways of doing tasks.

In conclusion I most enjoy the environment I work in. Since I was young I have loved the outdoors. Each park has a wide variety of landscaping and wildlife. This is the part I like the most about my job. Getting up every morning and knowing there is something new in store makes my job rewarding. I am looking forward to working here for many years to come. Thank you Kent County! — JOHN MESSINA Jr., Parks Worker II

# MARK YOUR CALENDAR



March 3 - 14, 2014 - Irish Basket raffle sponsored by Employee Council.

March 5, 2014 - Blood Pressure Checks at the Wastewater Treatment Plant 2:00-4:00 p.m.

March 12, 2014 - Blood Pressure Checks at County Library at 9:00 and at the Administrative Complex, Room 213, 9:30-11:30 a.m.

March 12, 2014 - L&W Insurance representative available to answer health insurance questions from 1:00-2:00 p.m. Administrative Complex, Room 213.

March 12, 2014 - Ides of March Caesar salad lunch sponsored by Employee Council.

March 20, 2014 - First Day of spring.

March 31, 2014 - Free piece of fruit for each employee compliments of the Personnel Office to encourage a healthy lifestyle.

April 3, 2014 - Youth in Government Day.

## High Praise

Kudos to WWF Maintenance Mechanics JACK SCHULTIES, JESSE WALLACE, DEVIN DuPREE, JUSTIN HURLEY, RICHARD MOSLEY and STEVE MULLINS for repairing a weekend sewer force main clog, which generated a letter of appreciation from the Ridgewood Manor president. Great!

## NUMBER HUNT

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. VANESSA AUSTIN in the Inspections & Enforcement Division and JANELLE CORNWELL 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! \*\*7520\*\* \*\*8225\*\*

## Employee performance appraisal process starts in March

By Allan Kujala, Personnel Director

It's that time of the year when supervisors dust off the G.A.U.G.E. system handbook and begin preparation for the annual employee performance appraisal (evaluation) process.

The comprehensive performance appraisal system rates each employee on "Core Value Competencies", "Performance Essential Competencies", and for performance in a specific skill group, such as Clerical, Maintenance/

Trades, Technical, Professional, Supervisory and Management.

Trades, Technical, Professional, Supervisory and Management.

The levels of performance achievement are divided into five areas - Ineffective, Somewhat Effective, Effective, Highly Effective, and Exceptional. A typical employee would score at different levels in each competency.

The lower levels would indicate a need to improve, and the format gives clear examples of the type performance required to achieve the higher level.

The GAUGE forms are on the County's intranet on the V: drive, in the *CountyInfo* folder, in *Forms* file under *GAUGEevalform.xls*.

## Defensive Driving classes make road safer

By Margo Mangiamele-Orlando, Personnel Technician I

It may be a little bit safer on the roads now thanks to the defensive driving course many Kent County employees completed last month.

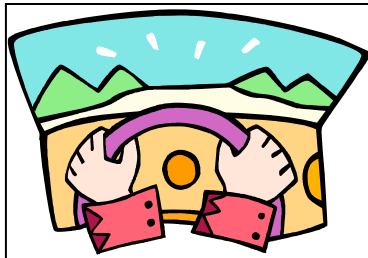
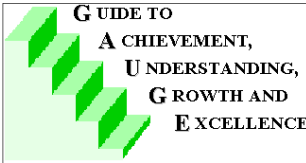
The safe driving course is mandatory for employees operating a county vehicle on a regular basis as provided in Kent County Levy Court Policy 4-6. The Advanced/Refresher Defensive Driving classes were held on February 20 and 21 and the basic course on February 27.

Employees completing the Advanced Course were: DAVE ABRAMSON, ROBIN ANDINO, TINA BEACHY, JASON BERRY, ALBERT BIDDLE, MIKE BISHOP, SCOTT BUNDEK, JOHN CALLAWAY, NYLE CALLAWAY, LORI CALOWAY, DYLAN CARRAR, DOROTHY CHEATHAM, MICHAEL CLARKE, WILLIAM CLEVINGER, DEBBIE CLINE, JUSTIN CONRAD, LISA COOPER, JANELLE CORNWELL, JASON COURTNEY, BERT CROWDER, SHANE DEARMAN, GEORGE DeBENEDICTIS, KIMM DIXON, SUMMER DESAULNIERS, SABRINA FITE, ALLISON FRIDAY, DIANA GOLT, JENNIFER GRAHAM, CINDY GRYGO, DAVE GRYGO, FRAN GUNNING, MIKE HARRINGTON, MARTY HAYES, MARK HORTON, MARK JACOBS, DARREN JONES, EVELYN JOPP, KENNETH KENNEDY, ALLAN KUJALA,

CYNDI LAIRD, ZACH LAWSON, CAMERON MAAS, BETTY LOU McKENNA, DANIEL MCLAUGHLIN, CAT McLEAN, HANS MEDLARZ, YVONNE MESSINA, DAVE MICK, SHEVY MILLER, AMY MINNER, ELLEN MITCHELL, DEBBIE MOORE, SHANNON MORRIS, RALPH NEIL, DAVID NESBIT, JOSHUA NORRIS, PATRICIA ORONA, MICHAEL PETIT de MANGE, JUSTIN PIPPIN, PATRICK QUILLEN, DAVE RICHTER, KATIE RIDGWAY, KRISTI RINKENBERG, SHEILA ROSS, EDWARD SEMANS, DAWN SHANE, ANGEL SHORT, J.R. SHORT, TOBY SITLER, RODNEY SMITH, MARTI STANSBURY, MARC St. JEAN, MARK STAYTON, FRED STRUASS, SCOTT TANNER, PAT UHEY, WILLIAM VINCENT, LARRY WARNER, ROBERT WATTS, GEORGETTE WILLIAMS, TOM WILLIAMS, MARK WOOD, CRYSTAL YERKES, DIRK YODER, DONNA ZERHUSEN.

The basic course was taken by MARK BARTLETT, KERRY CLIFTON, DERRICK FOUNTAIN, MARY ELLEN GRAY, and RICKY HARDY.

The defensive driving certification is valid for three years and employees completing the program are usually eligible for a reduction in their auto insurance premiums. The County benefits from having safer drivers in County-owned vehicles.



# Welcome to Levy Court!



**Name:** TYLER ANAYA



**Job:** Permit Technician I  
**Date Hired:** February 3, 2014  
**Education:** Bachelor's in Psychology, Master's in Admin. Of Human Services  
**What I like most about my new job:** Challenge of learning new processes and the people are wonderful!

**Greatest accomplishment:** My children  
**Greatest challenge or obstacle:** Having a child with a developmental disability can be stressful!  
**Future goals:** Be more involved with advocacy efforts for autistic children in schools  
**Person/event that most inspired me in my career:** My mom – always professional and hardworking  
**If I had it to do over, I would have done this differently:** Nothing – I focus on the positive, no regrets.  
**I'm most relaxed and happy when I'm doing this:** driving, listening to music and exploring with my children  
**Family:** Husband and 2 children – Alexia (9) and Cadin (10)  
**Most recent movie enjoyed:** Iron Man 3  
**Favorite TV show:** Big Bang Theory  
**Favorite sport:** Football  
**Favorite meal:** Any meal with my family  
**Favorite music:** Any type  
**Favorite saying or slogan:** Learn from your mistakes  
**Who has had the most impact on my life:** My children  
**A dream I have is to:** See my children accomplish their dreams and succeed  
**If I won a million dollars I would:** go back to school for counseling with kids.  
**You'd be surprised to learn that I:** am originally from VA.  
**The most adventurous thing I've ever done is:** Move from VA to an unknown place  
**Three words that describe me:** dependable, fun-loving, creative

**HOW TO BE EXCEPTIONAL**  
 DECISION MAKING/JUDGMENT—b. Thoroughly review options and develop scenarios and simulations to test options prior to making choice; c. Make impeccable decisions and consistently exceed organization's expectations; d. Solicit input from subject matter experts outside of the organization; e. Continually look ahead and select best timing for decisions given organizational needs...  
**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 painted rocks created by Administrative Secretary BARBARA MILLER's sister Olivia Reynolds. She sells the painted rocks and donates 100% of the proceeds to provide clean drinking water for children in Africa. Art is a good thing!  
 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

2014 -13	JAN	DEC	'14 YTD
9-1-1 calls	6,938	6,535	6,938
# calls by Cell Phone	4,918	5,319	4,918
Fire incidents	661	470	661
Ambulance incidents	2,153	1,821	2,153
Paramedic incidents	1,074	904	1,074
# Patients to hospital	611	525	611
# Patient DOA	20	13	20
# Patient refuses care	33	42	33
# Patient release/BLS	92	58	92
# Response cancelled	260	214	260

# Welcome to Levy Court!



**Name:** GILBERTO RUIZ



**Job:** Computer Support Technician I

**Date Hired:** February 18, 2014

**Education:** Associates – Information Systems/Avionics Electronics

**What I like most about my new job:** More people to share the

workload

**Greatest accomplishment:** finishing my degree

**Greatest challenge or obstacle:** finishing BS while working

**Future goals:** complete my schooling

**Person/event that most inspired me in my career:** My Air Force supervisor

**If I had it to do over, I would have done this differently:** Finish college and then join the Air Force

**I'm most relaxed and happy when I'm doing this:** working with PC's

**Family:** Married, 3 daughters, 5 grandchildren

**Most recent movie enjoyed:** Avatar

**Favorite TV show:** Duck Dynasty

**Favorite sport:** Basketball

**Favorite meal:** Roasted Pork

**Favorite music:** Latin

**Favorite saying or slogan:** "Patience Grasshopper"

**Who has had the most impact on my life:** Mom and Dad

**A dream I have is to:** Fully retire to Puerto Rico and spend days fishing

**If I won a million dollars I would:** Pay all bills

**You'd be surprised to learn that I:** Ride a motorcycle

**The most adventurous thing I've ever done is:** Buy a motorcycle

**Three words that describe me:** Patience, loyal, dedicated

# Welcome to Levy Court!



**Name:** PEGGY K. IVORY



**Job:** Deputy Register of Wills

**Date Hired:** February 10, 2014

**Education:** Lake Forest High School

**What I like most about my new job:** Meeting new people

**Greatest accomplishment:** Becoming Ladies Auxiliary Member of the Year

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

**If I had it to do over, I would have done this differently:** I have enjoyed my life

**I'm most relaxed and happy when I'm doing this:** At the beach and pool

**Family:** Husband – Ron, Sons – Ronnie & Dean

**Most recent movie enjoyed:** Pretty Woman

**Favorite TV show:** Dancing with the Stars

**Favorite sport:** Basketball & Baseball

**Favorite meal:** Chicken and Pizza

**Favorite music:** Rock

**Favorite saying or slogan:** Oh my

**A dream I have is to:** Travel

**If I won a million dollars I would:** Go on a family vacation

**You'd be surprised to learn that I:** Am a very outgoing person

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

**Three words that describe me:** Friendly, outgoing & willing to help others.

## IN NEXT MONTH'S ISSUE

- > *Who was elected to lead Employee Council?*
- > *Who are Kent County's Administrative Professionals?*
- > *How is the FY2015 budget shaping up?*
- > *Employee health insurance rates –whats in the works?*
- > *County dental benefits utilization—up or down?*
- > *County Building Code update on the horizon*
- > *Earth Day—Why not lend our world a hand?*



## Across The Hall

INSIGHT INTO THAT OTHER DEPT/DIV/OFFICE

### ACCOUNTING OFFICE

**Mission:** To professionally and efficiently manage the financial resources of the County government.

**Location:** Administrative Complex Room 121

**Department:** Finance

**Levy Court Committee Chair:** Commissioner BRAD EABY

**Department Head:** SUSAN DURHAM

**Assistant Director:** MARY KAROL

**Supervisor:** DEBBIE ELDERS

**# of Positions:** 10

**Major Tasks:** Payment of all County expenses; sewer billing; approval of purchases; preparation of annual budget; completion of annual audit; balancing income and deposits from all County Offices; monitoring department expenditures to stay within approved budget; tracking and monitoring major sewer projects; maintaining the financial records for all County funds; and managing County investments.

**Busiest Time:** Budget preparation (September - May); beginning of new Fiscal Years (July); End of the Fiscal Year (June); annual audit (October - April); and quarterly sewer billing.

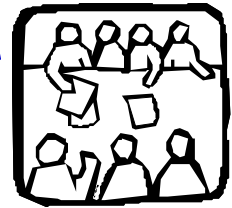
**Work Hours:** 8:00 a.m. – 5:00 p.m.

**Budgeted Expenses:** \$711,500

**Where does it go:** Personnel, insurance, operating supplies, and computer maintenance.

**Interesting Facts:** The Accounting office has two major work sections: Governmental Funds (General Fund, Capital Projects Fund, Special Revenue Funds) and Enterprise Funds (Sewer Fund, Street Light Fund, Trash Fund, and Land-fill Fund). The Accounting office does more than simply “pay the bills” or hold the “purse strings”. The County government could not legally operate without the required audit ratings and annual budget preparation provided by the Accounting staff and as mandated by State and Federal law. \*\*7307\*\*

## EMPLOYEE COUNCIL NEWS



By Beverly Hay, Employee Council Secretary

In spite of the bitterly cold weather last month, employees enjoyed a wonderful omelet breakfast prepared by JOHN ZISTL featuring eggs donated by GILBERTO RUIZ. Thanks! The Cupid Gram fundraiser exceeded our expectations as did the Valentine’s Day gift certificate raffle, which was won by Administrative Complex front desk volunteer CAROL PETERSON. Congratulations!

It may seem like a long way off, but Employee Council formally approved a contract last month to hold the 2014 Employee Christmas Party at the Harrington Raceway & Casino on Saturday, December 13. Mark your calendars now!

Lots of happenings are planned for this month, including an Irish Basket raffle in honor of St. Patrick’s Day and an Ides of March Caesar Salad w/chicken and bread lunch on March 12.

Employee Council elections went off without a hitch in February. Thank you to all the candidates for putting themselves out there and congratulations to new Council members MARGO ORLANDO and RICK SCHLAUCH, and returning member MARTI STANSBURY. Welcome!

A very *special thank you* is extended to retiring Employee Council members TRUDENA HORSEY and YVONNE MESSINA! We couldn’t have done it without them! They have done an outstanding job for the employees of Kent County Levy Court and will certainly be missed! Thank you Ladies!

TIME FOR TRIVIA! What year and who was the invention of DST (Daylight savings time) mainly credited to? What was the proposal? *Be the first to email me the answer and receive an arms length (17) of 50/50 tickets for the March 14 drawing!*

DON’T FORGET; Clocks spring ahead on March 9, and March 20 is the first day of Spring! *I can hear some of you jumping for joy!!!*

\*\*3720\*\* \*\*9387\*\* \*\*2655\*\* \*\*4923\*\*

# STORMWATER SOLUTION TAKES SHAPE

By Mary Ellen Gray, Assistant Director of Planning Services

Ever wondered who is supposed to take care of the overgrown stormwater pond in your neighborhood?

It is an issue that has concerned homeowner associations and commercial interests ever since the federal government mandated the stormwater retention pond concept as part of the 1987 Clean Water Act amendments.

Homeowner associations typically cut the grass around the ponds, but other tasks such as repair of eroded banks or removal of obstructions from outlets are not generally performed, which can increase future maintenance costs and/or necessitate major renovations. Also, HOAs often lack the expertise necessary to properly care for the subdivision's stormwater infrastructure.

Levy Court Commissioners were approached by these entities about the matter and responded by seeking legislative approval from the Delaware General Assembly to establish Storm Water Maintenance Districts.

Ever since the law was enacted last summer, Department of Planning Services staffers have endeavored to craft a maintenance program framework, gain support in the community, and estimate costs.

Levy Court will formally consider an ordinance this month to establish a Stormwater Maintenance District program for the County.

If adopted, the County will provide maintenance of a subdivision's or commercial development's stormwater infrastructure, which includes minor and major maintenance. Routine maintenance is an optional service. The program is voluntary for existing subdivisions and for commercial properties, but will be required

for new developments created after adoption.

The system will work very similar to the State's tax ditch program by assessing a fee to each property owner within subdivisions and from commercial owners to offset the costs to the County. Kent Conservation District has agreed to perform maintenance work and/or oversee contractors under agreement with Kent County.

The standard service fee for Stormwater Maintenance for subdivisions is proposed to be \$28.00 per residential property per year. The fee for commercial properties will depend on the

amount of impervious cover (i.e. parking lots, rooftops). Should the Routine Maintenance option be included, a separate fee will be assessed based on factors including square footage or acreage and number of times mowing is to occur each season.

The service fee will be billed on the property owner's Kent County property tax bill each year as "Stormwater Maintenance Fee", much like the streetlight and garbage fee is for many residents.

For more information about the SMD formation process, contact County planning staff at 744-2471.




**LEAVE, LEAVE AND MORE LEAVE—HOW’S IT WORK?**

**Q.** Last month the Q&A section focused on FMLA leave, but it left me wondering. For instance, I thought the policy allowed an employee to keep one week of sick leave OR vacation?

**A.** *The policy uses the generic phrase “one week of leave” and that has been liberally interpreted to include either sick or vacation leave. However, the Personnel ordinance does not attach the word “leave” onto vacation when it is referenced. On the other hand, the donated leave policy clearly states that the requester must have used all accrued vacation in order to qualify for donated time. In most cases, an employee on FMLA has submitted a donated Leave Request form, so vacation time has to be used before any donated leave (which is sick leave). We have updated the donated leave request form, so this requirement is clearly identified. Also keep in mind, the one week retention provision is in the FMLA policy, so once an employee exceeds 12 weeks then all accrued leave must be used before any donated leave.*

**Q.** A co-worker is recovering from a serious injury and has been out of work for a very long time. I have faithfully been donating time to him, but I was told by your office that I could not donate any more. How come and what will happen to him?

**A.** *After 12 weeks elapses under FMLA, an employer is not required to retain a position for a sick or injured worker or an employee caring for a sick or injured immediate family member (military service related care is 26 weeks). If an employee has a significant bank of sick leave and vacation, the paid leave could extend for an additional six months before any donated leave is needed. County policy limits the amount of donated leave to 7 months per year. Once that maximum is achieved, the employee is laid off.*



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*

**Q.** Recently I had a situation arise at home before my shift, and when I called my supervisor to take a vacation day. It was denied. I couldn’t take personal leave either. What was I supposed to do? Fake being sick so I could take care of this issue?

**A.** *Personal days require 48-hours advance notice and vacation request timing varies by department, but should be made in advance. Neither the County nor any business can operate effectively without employees. It is vitally important for staff to report to work on time as scheduled and when called in for emergencies. Obviously, there are special situations during which such a short notice request may be granted—but it has to be a really good reason that is not grossly unfair to the co-worker having to do your job or work a double. Do not “fake” being sick as it will result in disciplinary action.*

**Q.** My supervisor says I’m abusing sick leave, but I never use more than one day each month. Can I be disciplined for this?

**A.** *Each 40-hour County employee earns 10 hours of sick leave each month (8.75 hours for 35-hour staff) and the ordinance is very specific what it may be used for—illness or injury. Abuse is a pattern of absences, and one day per month would indicate a pattern. In response, your Department Head could require a doctor’s note for any future absences, require a minimum accrual be maintained, or follow progressive discipline.*

**Q.** I am having a baby and wondered how long my maternity leave it?

**A.** *Congratulations! It is 12-weeks and covered under FMLA for maternity or paternity purposes. However, leave for bonding with the new child must be used in a single block of time within one year – it cannot be taken intermittently.*