



Kent Connections

A Newsletter Published by Kent County Levy Court for its Employees February 2006



Employee of the Month *Michael E. Clarke*

The Kent County Employee Council has selected MICHAEL E. CLARKE from the Department of Public Safety as the February 2006 Employee of the Month.

Michael, a Kent County employee since October 1992, is an EMS Field Supervisor responsible for supervising a shift of six paramedics and responding to medical emergencies.

Lt. Clarke recently performed above and beyond the call of duty when responding to a very serious car accident. After carefully surveying the scene, Lt. Clarke crawled into the small confines of the crushed vehicle through the back window and assisted the extrication of patient #1 for treatment. He then moved further into the vehicle to cut the seat-belt suspending patient #2 and inhibiting his removal through the driver's window.

It is noteworthy that Lt. Clarke's actions were the sole reason the patients were extricated from the severely damaged vehicle in a treatable condition. Even more laudable was his disregard for his own personal safety by entering the overturned car to remove the patients despite the wet conditions and downed electrical wires.

Congratulations Mike on a job well done!

COMING NEXT MONTH:

- > What does the Pay Study report say?
- > What are the Employee Council election results?
- > Who is driving defensively?

IN THIS MONTH'S ISSUE:

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

4 candidates file for Employee Council election

By Allan Kujala, Personnel Director

After two years of hotly contested Employee Council elections, it was bound to happen—lowered interest. Only four candidates filed by the January 31 deadline for the four vacant seats on Employee Council. Even though the exact number of candidates equals the number of vacancies, a formal election is still necessary.



Mary Eisenbrey



Cyndi Laird

Since one seat will complete the term of a resigning member, the candidate receiving the fewest votes will serve for one-year.

The candidates include existing Council members MELISSA STANLEY of the Department of Planning Services and CYNDI LAIRD of the Department of Finance, and newcomers MARY EISENBREY of the Assessment Office and KATHY PHINNEY of the Department of Administration.



Melissa Stanley

Ballots will be distributed to all "classified" employees on February 6. Employees must return the ballots to the Employee Council ballot box in the Kent County Administrative Complex mail room by 4:30 p.m. Friday, February 17. The official tally of votes will be conducted the following day.



Kathy Phinney

All classified employees are eligible to run for Employee Council and all classified employees can vote for a maximum of four candidates, but may also vote for fewer. Any ties

(Continued on Page 10)

Welcome to Levy Court!



Name: JOHN de BLOIS



Job: Electrician II

Date hired: January 17, 2006

Education: High school graduate and trade school certificates, some college completed.

What I like most about my new job: Electrical control work, PLC's (Programmable Logic Controller – the computer that drives the systems)

Greatest accomplishment: Becoming a father

Greatest challenge or obstacle: Being a good father and role model

Future goal: Complete my college degree

If I had it to do over, I would have done this differently: Gone on to college earlier

I'm most relaxed and happy when I'm doing this: Enjoying time with my family

Family: Wife of 14 years, Karen; two sons, Derek (9) and Aaron (7)

Favorite sport: Outdoors: skiing, fishing

Favorite meal: Seafood

Favorite music: Country

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

A dream I have is to: Own a charter sportfishing boat and service

If I won a million dollars, I would: Purchase a boat and a new home, and contribute to my boy's college fund.

The most adventurous thing I've ever done is: Hang glide in North Carolina *2580**

A Monthly Contest

A free movie ticket will be given to the first two employees who find the last four digits of his/her Social Security number in the current issue of Kent Connections and contacts the Personnel Office at 744-2310. **BILL WOODALL** of Wastewater Facilities and **JIM NEWTON** of Engineering found their numbers and claimed their movie tickets in January. **0346**



EOM INSIGHT



Name: MICHAEL CLARKE

Job: EMS Field Supervisor

Years with the County: 13

Education: Associate's Degree in Paramedic Technology, Bachelor's Degree in Business Management

What I like most about my job: No two shifts are ever the same

What I'd most like to change: People's perception of pre-hospital health care

Family: Wife, Beverly; daughter, Aubrey; dog, Judge

After work I enjoy: Boating, hunting, tinkering in the garage

Favorite new movie: "Man on Fire"

Favorite old movie: "Animal House"

Favorite TV show: "CSI – Miami"

Favorite TV show as a child: "Emergency"

Favorite sport: Skiing (water and snow)

Favorite meal: BBQ ribs and crab cakes

Favorite music: Rock 'n Roll

Favorite Kent County restaurant: Hibachi

Favorite Kent County event: Delaware State Fair

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

JFK, Johnny Unitas, Jesse James (living)

I'm most proud of: My family

Pet peeve: People who refuse to be accountable

Motto: If it works, keep it; if it doesn't work, change it.

If I've learned one thing in life, it's: You'll never see the future if you're busy living in the past.

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

A dream I have is to: Retire to Hatteras or the Keys

If I won a million dollars, I would: Set aside college money for my daughter, give some to charity, and work on that retirement dream.

You'd be surprised to learn that I: Love a challenge

The most adventurous thing I've ever done is: Fly in an ultralight

Three words that describe me: Realistic, meticulous, compassionate **6525**

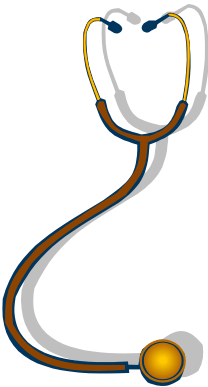
In three words I can sum up everything I've learned about life: it goes on.

Robert Frost

Benefits report finds Kent plan better than State

By Allan Kujala, Personnel Director

The ever escalating cost of the County's health insurance program motivated Levy Court to hire a consultant last October, but Bolton Partners, Inc. of Baltimore found the plan expenses to be within reason and benefits actually better than those enjoyed by employees of the State of Delaware.



Bolton Partners evaluated the County's claims history and determined that over the past seven years, Mid-Atlantic Health Plan, Inc. has proven to be "a good deal"

with superior benefits at a reasonable rate or cost savings with the exception of the current plan year. The consultant estimates that Mid-Atlantic premiums could exceed claims paid by \$348,319 for the current plan year if expense trends continue.

The consultant also compared the Mid-Atlantic plan with the State's health insurance program, in which the County could participate. However, the State plan does not cover retirees, and covering the retirees separately would likely exceed the possible \$250,000 in savings. The consultant also found that the County's current PPO plan is 7% richer and the HMO plan is 6% richer than the State plans.

The difference in benefit value is related to the State's higher copay for brand name prescriptions \$15 vs. \$20, non-formulary prescriptions \$35 vs. \$45, emergency room visits \$50 vs. \$125, x-rays \$0 vs. \$15, lab services \$0 vs. \$15, hospitalization \$0 vs. \$100 per day, etc.

Ultimately, the consultants advised that the County may have reached a point where self-insurance is more cost effective than being fully insured, but that only the bidding process could determine the issue for sure.

Additionally, Bolton estimated that plan costs under a self-insured arrangement would increase 5.6% or between 7% and 8% for a fully insured plan beginning July 1, 2006.

Responses to an employee health/medical insurance RFP are due March 15.

Complex fire drill declared success with a few glitches

By J. Allen Metheny, Safety Officer

Everyone had plenty of notice, so it was no surprise except to one unfortunate employee, but the Kent County Administrative Complex fire drill held on January 24 did reveal a couple of system glitches.

The most serious fire alarm system glitch was the operation of the Complex elevators. The elevator system is designed to immediately return to the first floor and open, but Administrative Secretary SHELBY BURD spent about 15 minutes trapped in the four foot by six foot lift on her first day back to work after an extended illness. She recalls the alarm ringing as soon as the doors shut, so it did not move up to the second floor as she intended, but the doors did not and would not open. She used the elevator phone to report her situation and they advised that emergency personnel had been notified. Facilities Management Division Manager DICK MacDONALD had to pry open the doors to free her from the temporary prison.



Other glitches included a failure of the Finance Department fire exit door to open immediately and the door alarm failed to stop. Except during a fire alarm, the door has a 10-second delay and an alarm sounds for security purposes. There was also a minor sprinkler discharge on the second floor.

The City of Dover fire marshals as well as a number of spotters report that County employees and visitors exited the building quickly and orderly in less than three minutes—the desired goal.

In order to maintain safety awareness, future fire drills will be conducted without notice and may feature blocked exits. All staff members are expected to treat each drill as though an actual emergency exists and immediately vacate the premises. Employees failing to promptly exit the affected building during a fire drill will be subject to disciplinary action.

Enhanced security measures were practiced during the week of January 16, but MacDonald reports that other than numerous pocket knives no weapons or other contraband was discovered via the x-ray machines and security wands.



ON THE MOVE...

Compiled by Carissa Zeiters, Personnel Technician II

New Hires

01/04/06 ALLISON PAYTON, Paramedic I, Grade 9, Public Safety/Emergency Medical Services
 01/15/2006 JOHN DE BLOOIS, Electrician II, Grade 10, Public Works/Wastewater Facilities
 01/17/06 TIMOTHY WYATT, Paramedic I, Grade 9, Public Safety/Emergency Medical Services
 01/23/06 SHIRLEY LATHAM, Custodian I, Grade 3, Public Works/Facilities Management

Resignations

01/13/06 CELENE WALTON, Permit Technician I, Grade 7, Planning Svcs./Inspections & Enforcement
 01/17/06 MATTHEW BIDDLE, Parks Worker I, Grade 5, Community Services/Parks
 01/27/06 ANGELA WOODY, Building Codes Inspector II, Planning Services/Inspections & Enforcement

Milestones

01/07/91 ALAN SHERMAN, Field Supervisor, Public Safety/EMS - 15 years
 01/02/01 THOMAS WEYANT, Register of Wills, Wills Office - 5 years
 01/02/01 CHARLES WILT, Member, Board of Assessment - 5 years
 01/08/01 BONNIE HURD, Deputy Register of Wills, Wills Office - 5 years

MARK YOUR CALENDAR



February 1, 2006 - Blood Pressure Checks at the Wastewater Facility from 2-4 p.m.

February 3, 2006 - Go Red Day! Supporting the American Heart Association by wearing red and making a \$5 donation. Stop by the Personnel Office to make donations and receive information.

February 8, 2006 - Blood Pressure Checks at Annex at 9 a.m., Kent County Administrative Complex Room 222 from 9:30 - 11 a.m., O'Brien Bldg. from 11-11:30 a.m.

February 8, 2006 - L&W Rep. to answer health insurance questions from 1-2 p.m. in Room 214 at the Kent County Administrative Complex.

February 9, 2006 - Perfect Attendance Award Presentations at 2:30 p.m. in the rotunda of the Administrative Complex.

February 10, 2006 - Bank at Work program featuring discounts through Citizens Bank from 8-9 a.m. in the Administrative Complex rotunda.

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COUNTY BIRTHDAYS



FEBRUARY

05 Donald A. Blakey, Levy Court Commissioner
 05 Toby Sitler, Public Safety/EMS
 06 Margaret Talley, Comptroller
 08 Diane Lockerman, Assessment Office
 09 Albert Porecca, Public Works/Engineering
 09 Bret Scott, Administration
 11 Brian Costa, Planning Services/Planning
 11 Mark Kennedy, Administration
 11 Lorri Tanaka, Administration
 12 Susan Durham, Finance Director
 12 Jesse Wallace, Public Works/WWF
 15 Jerri Thompson, Public Safety/EMS
 17 Florence Greene, Comm. Services/Library Svcs.
 20 Richard Krueger, Comm. Services/Library Svcs.
 20 Debbie Palmer, Assessment Office
 21 Alan Tyson, Planning Services/Planning
 26 John Willson, Public Safety/EMS

MARCH

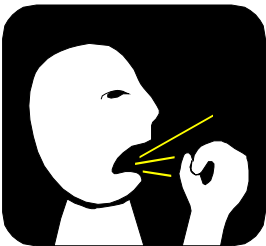
01 Wendy Haywood, Deeds Office
 06 James Deptula, Public Works/Engineering
 07 Nyle Callaway, Public Works/WWF
 09 Fran Gunning, Community Services/Library Svcs.
 11 Douglas Haddad, Public Safety/EMS
 12 Carissa Zeiters, Administration/Personnel
 14 Judith Allen, Finance
 14 Patrick McPhail, Public Works/WWF
 14 Robert Mock, Public Safety/EMS
 15 Shervina Miller, Public Safety/EMS
 15 Brent Mollohan, Community Services/Recreation
 19 Kelly Crumpley, Planning Services/Planning
 20 Bruce Chillias, Public Safety/EMS
 21 Mike Petit de Mange, Director of Planning Svcs.
 23 Dennis Clark, Community Services/Parks
 23 Ellen Mitchell, Assessment Office
 24 Wilson Branham, Public Works/WWF
 25 Georgette Williams, Deputy Recorder of Deeds
 25 Dawnmarie Shane, Public Safety/EMS
 29 Jason Courtney, Community Services/Parks
 30 Allen Kearns, Public Works/WWF
 30 William Hall, Public Works/WWF
 31 Bonnie Hurd, Deputy Register of Wills

In Memoriam

JAMES ARTHUR WALL, a Kent County Levy Court retiree, passed away on January 8, 2006. Mr. Wall served Kent County as a Building Inspector II from 1969 until his retirement in 1979.

Employee health insurance goes out for bid, again

By Allan Kujala, Personnel Director



For the current plan year the County coughed up a hefty 26 percent rate increase for employee health insurance and a one-year agreement, so bid packages were mailed out last month. With the acquisition of Mid-Atlantic Health Plan by Blue Cross Blue Shield of Delaware, employees and retirees will definitely endure a change of insurers and traditional open enrollment process this year.

According to a recent Employee Benefits Report prepared by Bolton Partners, Inc. of Baltimore, Maryland, health insurance premiums are expected to moderate with only seven to eight percent increases expected.

The current contract with Mid-Atlantic includes a monthly individual rate of \$538.79 for Preferred PPO, \$476.81 for the Advantage High HMO option, \$448.20 for the Advantage Low HMO option, and \$273.91 for the Medicare supplement provided to eligible retirees. The County currently pays the individual rate and contributes 50 percent of the cost for dependent coverage for most employees.

Although not likely to duplicate coverage exactly, the RFP requests interested bidders to match the Mid-Atlantic options. They may also offer alternative options for the County to consider. This could include cost sharing, higher deductibles, co-payments, or additional exclusions. It also seeks a bid on adding hearing coverage to the health plan.

At the very least, it appears more than likely that the new health insurer will not offer vision benefits—as it was somewhat unique to Mid-Atlantic.

The County has the option of piggybacking with the State of Delaware health program. This option is looked at each year, but has not been seriously considered because it will not cover retirees.

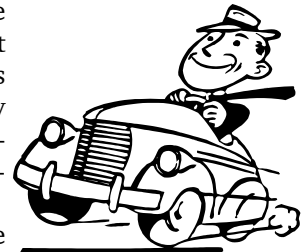
Ultimately, the Kent County Levy Court will decide on the type and level of coverages as part of the annual budget process.

Responses to an employee health/medical insurance RFP are due March 15.

Defensive driving courses ready to go

By Allan Kujala, Personnel Director

Annual defensive driving classes have been scheduled to maintain compliance with Kent County Levy Court Policy 4-6, which requires County employees regularly driving a County-owned vehicle to achieve and maintain driving certification.



All employees are eligible to participate in the County-sponsored defensive driving training up to the maximum number permitted in the class. However, priority will be given to those employees who regularly operate County-owned vehicles.

The classes will be held on Friday, February 17, for the Basic course from 9 a.m. to 4 p.m. for \$23.00 and the Advanced (refresher) course will be held on Friday, February 24, from 9 a.m. to 12 p.m. for \$18.00 in Room 220. The annual program is presented by the Delaware Safety Council.

The costs associated with the required defensive driving course and re-certification will be paid by the County for those employees who regularly operate a County-owned vehicle. Other interested employees or retirees must pay the entire cost of the course. If room is available family members may also take the course.

If interested in a driving course please contact the Personnel Office on or before February 10.

First Aid/CPR review mandatory

By Allan Kujala, Personnel Director

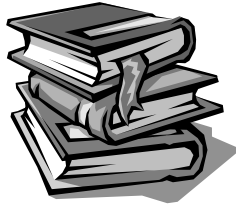
In an effort to educate all County employees about basic first aid and CPR, mandatory training/review sessions have been scheduled for February.

Every County employee, except Emergency Medical Services personnel, is required to attend a CPR review course and a first aid review course presented by County paramedic staff. The courses will provide a basic overview of the subject matter and employees will be invited to attend actual training



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FROM THE STACKS



By Sandra Hanggi, Library Technician

FOR LACI: A MOTHER'S STORY OF LOVE, LOSS, AND JUSTICE

By Sharon Rocha

Of all the Laci Peterson, Scott Peterson books that have been written, this book is written by Laci's mother. Therefore, as a reader, you know that this is the most accurate, most detailed and most interesting book so far.

This book envelops the reader into the intimate world of family loss. Sharon Rocha describes the personal side of human tragedy. Much of her book covered events that were not disclosed by either the media or the press, while inviting the reader to learn about Laci and the enormous loss of losing a child and a grandchild.

There are not too many people in this world who do not know of the Laci Peterson homicide, but if you don't and if you haven't read any books about the case yet, let this be the one. This book finally puts all the pieces together and explains things that were never explained before.

Sharon Rocha, mother and author of this book, was determined to find her daughter and suffered in silence all through the ordeal of not knowing whether her daughter was dead or alive. She was forced into being the spokesperson for her family (no one else would come forward) with the media. She became Laci's voice. In writing this book, Sharon Rocha has said that now Laci can be heard.

This book starts in the beginning of the tragedy with the phone call from Scott Peterson to his mother-in-law, Sharon Rocha, telling her that Laci is missing. It goes through everything but doesn't detail you to death. It describes the actions and characteristics of Scott Peterson's parents and may shed some light on where he got his psychotic personality from; into the discovery of Laci's and Connor's (her unborn son) bodies, into the trial. All from the viewpoint of Sharon Rocha, Laci's mother. The book has beautiful photos as well, included.

This is a very quick read. You will find yourself reading this on your lunch break and as soon as you get home. A very honest book and very interesting.

On a scale of one to ten, I give it an eight.

Recipe of the Month

By Sophie F. Dear, Personnel Technician II

EASY CHOCOLATE MOUSSE

According to Al Roker, chocolate is the universal women's aphrodisiac, and offers this recipe:

½ cup plus 2 tablespoons heavy cream

3 ounces good-quality semisweet or bittersweet chocolate, melted

1 tablespoon raspberry-flavored liqueur or orange-flavored liqueur

Fresh raspberries, for serving (optional)

Using an electric mixer or whisking by hand, whip ½ cup of the cream until it holds stiff peaks.

Heat the remaining 2 tablespoons cream in a small saucepan over medium heat until hot but not boiling (or heat in a microwave-safe container in the microwave oven on high for 10 to 15 seconds).

Whisk the hot cream into the melted chocolate. Add the liqueur, if using, and stir well. Using a rubber spatula, quickly fold the chocolate mixture into the whipped cream, mixing until the color is uniform throughout. You may be tempted to add more liqueur, but the flavor develops as the mousse chills.

Spoon the mousse into two 8-ounce wine glasses or individual serving bowls. Cover with plastic wrap and refrigerate until the mousse is firm, at least 1 hour and up to 24 hours.

Serve with fresh raspberries, if desired.

Almond or Vanilla-Scented Chocolate Mousse: Substitute ½ teaspoon almond or vanilla extract for the liqueur and increase the amount of heavy cream that you heat and whisk into the chocolate to 3 tablespoons.

Recipe courtesy Al Roker's Hassle Free Holiday Cookbook

Kent Co. Employee Obsessions

The display case on the main floor of the Kent County Administrative complex reminds us all that our area was once the home of thousands of Native Americans. It features a collection of arrowheads found over several years on the Darling Farm just west of Dover by Recorder of Deeds BETTY LOU McKENNA and her husband, former Levy Court Commissioner John McKenna, who passed away in 2001.

Also check out the upstairs display case featuring a collection of Cats Meow® wooden keepsakes depicting various structures and sites in Kent County accumulated by Personnel Technician II SOPHIE DEAR.

Training sessions take break for CPR & driving classes

By Sophie F. Dear, Personnel Technician II

There will not be a voluntary training session in February – two reasons: Defensive driving, and the CPR and First Aid overviews.



In March, there will be two different voluntary training sessions on “The Right Side of the Line: Creating a Respectful and Harassment-Free Workplace.”

This topic will be split into two parts. Everyone, regardless of position title or level in an organization, is responsible for creating a respectful and harassment-free workplace. Sometimes the boundaries that separate acceptable versus unacceptable behavior in the workplace are not clear. Employees need to be able to recognize situations that cross the line in order to prevent the lost productivity, low morale, and even costly lawsuits that result. The forms of harassment or discrimination addressed in these training sessions are unprofessional teasing and hazing; inappropriate humor; racial discrimination and stereotyping; sexual orientation and religious beliefs; gossip and defamation of character; and third-party sexual harassment and retaliation.

The first sessions will be held on **Wednesday, March 8**, at 9:00 a.m. and 3:30 p.m. in room 220 A/B in the Kent County Administrative Complex. The second sessions will be held on **Thursday, March 16**, at the same times and location. To sign up for the sessions, contact me in Personnel at 744-2312, by e-mail (if you have a list), or in person.

In January, County employees who received credit for the training session were KAY BROWN, CONNIE BUTLER, KAREN COOPER, LISA COOPER, KIMM DIXON, JEAN FABI, NAOMI GALLOWAY, JUNE GLADDEN, KATHY GOODEN, JILL JOHNS, EVELYN JOPP, ANITA LLOYD, GALE MAAS, CHRISTINA MORTON, JAMES NUNES, STELLA PADILLA, KATHY PHINNEY, SHEILA ROSS, KATHY SKINNER, ALAN TYSON, LESLIE VASQUEZ, BILL VINCENT, and NANCY WELCH.

Thank you for your continued interest in voluntary training!

Don't be caught off guard by harsh winter weather

By Dave Mick, EMS Operations Support Officer

Don't let great weather catch you off guard....

Something tells me we might have to pay for this mild weather with a blast from the past. It's not hard to remember the wonder-



ful DelMarVa Blizzards or the infamous Ice Storm that render much of our area incapacitated for days at a time. Maybe it's time to review winter weather preparedness and a few annual safety measures so the bad times won't be so bad.

What do you need when the electricity goes out? Batteries, batteries, batteries. Flashlights to see with; radios to keep informed by; cell phones to communicate; and enough to last several days. If you're lucky you may even have a pair of those electric socks to help keep warm.

Blankets and clothing. Reserves of dry blankets and clothes; remember to dress in layers; don't cramp your feet in shoes or boots such that circulation is compromised; if you go outside protect exposed skin from windchill.

Food and water. One good thing about power outages when it's really cold...you can move your frozen foods outside! Do you have propane or charcoal to fire up the grill? Keeping a stash of bottled water is easy...what about a supply for the com- mode?

Alternative heating. If you have other ways to heat your home be sure they are ready and safe. Kerosene heaters and most other fossil fuel systems have warnings about Carbon Monoxide. Open fire places need constant monitoring as do wood and pellet stoves.

Plan B. Can you relocate? Where are family, friends, neighbors who can help out? Sometimes the best results come from pooling resources. Where are local emergency shelters?

And don't forget: Did you change the smoke alarm batteries at Christmas or New Years? When was the fuel tank refilled last? Keeping a little extra gas in the car these days? Enjoy the weather while it lasts!

EMPLOYEE COUNCIL NEWS



By Jennifer Graham, Employee Council Secretary

Happy Groundhog Day to everyone!!! Hopefully the groundhog will NOT see his shadow on February 2, so we can all get ready for SPRING!!!

The Employee Council members are ready for the warm weather so we can begin planning our next event, which is the Annual Employee Appreciation Picnic. Watch for more details in the upcoming editions of "Kent Connections".

Once again it is election time for the Employee Council. Nominations for the four vacant positions were due by Tuesday, January 31, 2006. The ballots will be distributed to all departments and voting will take place from Monday, February 6 through Friday, February 17, 2006. All ballots should be deposited in the ballot box located in the mailroom at the Administrative Complex. The newly selected Council members will begin their term in March.

The Employee Council has selected MICHAEL CLARKE of the Department of Public Safety, Division of EMS as the February 2006 Employee of the Month. Michael will enjoy a day off with pay during the month of February, as well as a \$100 stipend, and a chance at being selected as the 2006 Employee of the Year. The Council would like to thank Michael for donating the Employee of the Month parking space to the Employee Council to raffle for the month of February.

If you have any questions or issues you would like discussed, please contact any of the following Employee Council members: President JASON MILLER, Secretary JENNIFER GRAHAM, Treasurer KATHY SKINNER, and members CYNDI LAIRD, MICHELE LAPINSKI, and MELISSA STANLEY.
0083 **4969** **3584**

High Praise



Congrats to DALE HAMMOND in the Inspections & Enforcement Division on his appointment by Governor Ruth Ann Minner to the Manufactured Home Installation Board for a term expiring January 24, 2009. *Outstanding!!!*

Tech Talk



By Tami Edwards, Systems Technician

The Kent County software standard has been Microsoft Office®, or Word® and Excel®, for awhile now but there are still files out there in Corel®, or WordPerfect® and Quattro Pro®.

Everyone using the same software makes it easier to share files not only with your co-workers but also any outside agency you may deal with as well. Although file converting may seem like an intimidating endeavor, it really isn't.

The Information Technology office has a program called Conversions Plus® which offers several different ways to convert files that can be used by the computer novice and the expert alike. Conversions Plus can even translate batches of like files at one time easily and effortlessly. Converted documents retain the characteristics of the original, document formatting such as bold, italics, headers, footers, style sheets and embedded graphics come through.

Anyone with files that are still in WordPerfect or Quattro needs to contact IT and schedule to get them converted.

MARK YOUR CALENDAR

(Continued from Page 4)

February 15 or 22, 2006 - Mandatory CPR Overview Course at 9 a.m. in Levy Court Chambers. Pick one date and attend.

February 16 or 23, 2006 - Mandatory First Aid Overview Course at 9 a.m. in Levy Court Chambers. Pick one date and attend.

February 17, 2006 - Basic Defensive Driving Course in Complex room 220, 9 a.m. - 4 p.m.

February 20, 2006 - County Offices Closed. President's Day Holiday!

February 24, 2006 - Advanced Defensive Driving Course in room 220, 9 a.m. - 12 p.m.

High Praise



Congrats to AUDREY STANFORD of the Assessment Office for a Constituent Comment Card praising her for being "super nice and helpful". *Outstanding!!!*

Information Technology office transitions new staff

By Kim Crouch, Chief Technology Administrator

In the fast paced, ever changing world of Information Technology, change is inevitable and it is no different at Kent County Levy Court.



Don Baughman

Perhaps the most obvious change to date is in the leadership of the information technology staff. The County contracts data processing responsibilities with ACS and they have sent the County a new Director of Information Technology.

Don Baughman started last month as the new Director and brings a solid computer operations background with him. After service in the Marines as a computer programmer, he held I.T. positions of increasing responsibility at Pennsylvania Blue Shield and Hershey Chocolate Company. In 1984, he relocated to Dover and took a position as an I.T. Project Manager with Playtex-Intimate Apparel for a total of 11 years with a short stint in Bradenton, Florida working as an Application Development Manager for the Tropicana Corporation, where he managed in-house I.T. employees and projects as well as a large consulting staff.



Patrick McLoughlin

Don returned to Playtex in 1998 as a Senior Manager responsible for I.T. at the Dover facility, but when the decision was made to consolidate the Dover distribution facility into other apparel distribution facilities owned by Sara Lee in North Carolina—he and the vast majority of employees went looking for new opportunities. After a couple years selling real estate, he applied for the position with ACS and started work with Kent County on January 3.



Daniel Bower

Patrick McLoughlin recently joined the staff as a System Development Specialist with over 14 years of IBM AS/400 programming experience. He is an IBM trained and certified AS/400 RPG Developer with an Associates degree and is currently enrolled in the Information Systems program at Penn State University at Harrisburg. At Kent County, he

will be supporting all areas of need relating to the IBM AS/400.

Daniel Bower joined the IT staff last month as a Systems Technician. He graduated from South Williamsport High School in northeastern Pennsylvania. Following high school he joined the U.S. Air Force where he was stationed with the 436th Communications Squadron, Dover AFB as a Network Administrator. In 2002 he was deployed to Guantanamo Bay Cuba to conduct a network consolidation. While stationed at Dover, Dan met his wife and they were married in May 2002. They now reside in Magnolia.



Chai Swangpholkrang

Sudchai Swangpholkrang has joined the staff as the new Administrative Technical Specialist. She is from a military family (Air Force). After graduating from Dover High School, she continued her education in the computer industry at the DeVry Institute of Technology in Phoenix, Arizona and obtained her B.S. degree in Computer Information System (CIS). She has recently returned to Dover and completed an internship with Capital School District's IT department. She resides in Dover with her family.

Go Red Feb. 3 for the Heart

By Carissa Zeiters, Personnel Technician II

Heart disease and stroke are the No. 1 and No. 3 killers of women. They are two of the many cardiovascular diseases that kill nearly 500,000 women each year. That's more than the next seven causes of death combined, including all forms of cancer.



Go Red in February by dressing down in jeans with a red top or wearing red clothing or accessories. Men are encouraged to wear red also (show off your red ties). This is a fun way to support the fight against heart disease. Be part of the fun by donating at least \$5 to the American Heart Association to wear red on February 3, 2006. Please see or call CARISSA ZEITERS in the Personnel Office at 744-2310 to sign up for this event.

Welcome to Levy Court!



Name: SHIRLEY LATHAM



Job: Custodian I

Date hired: January 23, 2006

Education: High school

What I like most about my new job: I like the nice, new buildings.

Greatest accomplishment: Completing Custodian School 1 & 2

My challenge is to: To learn as much as I can about my job.

Future goal: To be able to move up

Person/event that most inspired me in my career: Dennis Farmer, my first supervisor when I started working for the State of Delaware

If I had it to do over, I would have done this differently: Started working at a younger age

I'm most relaxed and happy when I'm doing this: Spending time with friends

Family: One daughter, one son, one grandson

Favorite sport: Football

Favorite meal: Chicken

Favorite music: Country

Favorite saying or slogan: "We can do it."

Who has had the most impact on my life: Mom

A dream I have is to: Buy a home & live happily

If I won a million dollars, I would: Buy a home

You'd be surprised to learn that I: Love pets, but don't have any

The most adventurous thing I've ever done is: Travel to California with my husband, who was an over-the-road trucker, and riding through the states and seeing the differences

Three words that describe me: I love people.

High Praise

Way to Go to SCOTT VAUTARD of the Inspections & Enforcement Division for a Constituent Comment Cards praising him for a thorough and accurate final inspection as well as his prompt and courteous response for an explanation. *Keep up the good work!*

Kudos to the Parks Division staff for an e-mail from a frequent user of Brecknock Park. The e-mailer described the park as "well planned, maintained and user friendly." *Happy taxpayers make great citizens!*

Welcome to Levy Court!



Name: TIMOTHY WYATT



Job: Paramedic I

Date hired: January 17, 2006

Education: A.A.S. – Paramedic Studies from Delaware Technical and Community College

What I like most about my new job: The job environment

Greatest accomplishment: Completing Paramedic school

Greatest challenge or obstacle: Paramedic school

Future goal: Go back to school for a Bachelor's Degree

Event that most inspired me in my career: Becoming an EMT (Emergency Medical Technician)

If I had it to do over, I would have done this differently: Went to EMT school right after high school

I'm most relaxed and happy when I'm doing this: Building models

Most recent movie enjoyed: Grandma's Boy

Favorite TV show: Supernatural

Favorite sport: Football

Favorite music: Classical

The most adventurous thing I've ever done is: Scuba diving in Florida

4 candidates file

(Continued from page 1)

will be resolved by a random drawing.

The newly elected Employee Council members will take office in March and join MICHELE LAPINSKI, Account Specialist II in the Community Services Department, JASON MILLER, Engineering Project Manager I in the Public Works Department, and KATHY SKINNER, Senior Secretary in the Planning Services Department.

In addition to selecting the Employee of the Month, organizing and hosting the annual Employee Picnic, 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 Employee Council will elect officers at its March organizational meeting.

February is National Heart Month!

HEART ATTACK, STROKE & CARDIAC ARREST WARNING SIGNS

Compiled by Sophie F. Dear, Personnel Technician II

Act in Time -- The American Heart Association and the National Heart, Lung, and Blood Institute have launched a new "Act in Time" campaign to increase people's awareness of heart attack and the importance of calling 9-1-1 immediately at the onset of heart attack symptoms.



Dial 9-1-1 Fast -- Heart attack and stroke are life-and-death emergencies – every second counts. If you see or have any of the listed symptoms, immediately call 9-1-1. Not all these signs occur in every heart attack or stroke. Sometimes they go away and return. If some occur, get help fast! Today heart attack and stroke victims can benefit from new medications and treatments unavailable to patients in years past. Clot-busting drugs can stop some heart attacks and strokes in progress, reducing disability and saving lives. To be effective, these drugs must be given relatively quickly after heart attack or stroke symptoms first appear. So again, don't delay – get help right away!

Statistics -- Coronary heart disease is America's No. 1 killer. Stroke is No. 3 and a leading cause of serious disability. That's why it's so important to reduce your risk factors, know the warning signs, and know how to respond quickly and properly to warning signs.

Heart Attack Warning Signs -- Some heart attacks are sudden and intense, where no one doubts what's happening. Most heart attacks start slowly, with mild pain or discomfort. Often people affected aren't sure what's wrong and wait too long before getting help. Here are signs that can mean a heart attack is happening:

Chest discomfort. Most heart attacks involve discomfort in the center of the chest that lasts more than a few minutes, or that goes away and comes back. It can feel like uncomfortable pressure, squeezing, fullness or pain.

Discomfort in other areas of the upper body. Symptoms can include pain or discomfort in one or both arms, the back, neck, jaw or stomach.

Shortness of breath. May occur with or without chest discomfort.

Other signs: These may include breaking out in a cold sweat, nausea or lightheadedness.

Although women's most common heart attack symptom is chest pain or discomfort, they are somewhat more likely than men to experience some of the other common symptoms, particularly shortness of breath, nausea/vomiting, and back or jaw pain.

If you or someone you're with has chest discomfort, especially with one or more of the other signs, don't wait longer than a few minutes (no more than five) before calling for help. Call 9-1-1 . . . Get to a hospital right away.

Calling 9-1-1 is almost always the fastest way to get lifesaving treatment. Emergency medical services (EMS) staff can begin treatment when they arrive – up to an hour sooner than if someone gets to the hospital by car. The staff are also trained to revive someone whose heart has stopped. Patients with chest pain who arrive by ambulance usually receive faster treatment at the hospital, too.

If you can't access EMS, have someone drive you to the hospital right away. If you're the one having symptoms, don't drive yourself, unless you have absolutely no other option.

Stroke Warning Signs – The American Stroke Association says these are the warning signs of stroke:

Sudden numbness or weakness of the face, arm or leg, especially on one side of the body;

Sudden confusion, trouble speaking or understanding;

Sudden trouble seeing in one or both eyes;

Sudden trouble walking, dizziness, loss of balance or coordination; and

Sudden, severe headache with no known cause.

If you or someone with you has one or more of these signs, don't delay! Immediately call 9-1-1 so an ambulance (ideally with advanced life support) can be sent for you. Also, check the time so you'll know when the first symptoms appeared. It's very important to take immediate action. If given within three hours of the start of symptoms, a clot-busting drug can reduce long-term disability for the most common type of stroke.

Cardiac arrest strikes immediately and without warning. Here are the signs:

(Continued on Page 12)

Welcome to Levy Court!



Name: ALLISON PAYTON



Job: Paramedic I

Date hired: January 4, 2006

Education: B.S. – Exercise Science & Sports Studies; A.A.S. – Paramedic Studies

Greatest accomplishment: Earning a four-year degree

Greatest challenge or obstacle: Back surgery

Future goal: Moving, marriage, continued employment

I'm most relaxed and happy when I'm doing this: Camping at North Fork Resort in Front Royal, VA

Family: Parents, Joyce and Howard Payton

Most recent movie enjoyed: Harry Potter & The Goblet of Fire

Favorite TV shows: Grey's Anatomy, ER, CSI, and Law & Order

Favorite sport: Scuba diving

Favorite meal: Steak and crab legs

Favorite music: Classic Rock

Favorite saying or slogan: "Wicked"

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

A dream I have is to: Travel across Europe

If I won a million dollars, I would: Employ people to clean my new house

You'd be surprised to learn that I: Have had a boyfriend for eight years

The most adventurous thing I've ever done is: Sing on public access TV in high school

Words that describe me: Honest, outgoing, and laidback

Valentine's Day Candy Guess

Got a sweet tooth? If you can guess the correct number of delicious chocolate candies contained in the Valentines Day Basket in the Personnel Office by 12 Noon on February 14, you win it.

Submit your candy count guess without going over in writing in the office or e-mail it to Carissa Zeiters. *Happy Valentines Day!*



CAT BOX



By Cathleen McLean, Payroll Administrator

The new payroll software system will hopefully be up and running this month after two months of struggling with the conversion from HTE to New World Systems.

As with any conversion there are always issues that need to be resolved. Our conversion has been true to the norm and we are still working out the kinks. We are ever confident that the next two payrolls will go off without a hitch and we will be fully converted to the New World Systems Payroll Software.

Your new Direct Deposit Statement will be essentially the same with a few minor changes to the appearance. Once everything is up and running, we may experiment with the layout to make it even better.

The new statement will contain a breakdown by date of the hours worked rather than a total number of hours. Shift Differential will show as a separate amount. You will see your accruals the same as in the past with an added column that shows use year to date and accrual year to date.

The breakdown of your direct deposited amount(s) will indicate the receiving account number but not the bank name.

When you receive your newly formatted direct deposit statement and have questions, please give me a call at 744-2387.

1513 **5909** **2557** **5824**

February is Heart Month!

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Sudden loss of responsiveness. No response with gentle shaking;

No normal breathing. The victim does not take a normal breath when you check for several seconds; and

No movement, coughing, or signs of circulation.

If cardiac arrest occurs, call 9-1-1 and begin CPR immediately. If an automated external defibrillator (AED) is available and someone trained to use it is nearby, involve them.

Information for this article was retrieved from American Heart Association website

Flex time policy amended to be more flexible

By Allan Kujala, Personnel Director

Levy Court acted last month to extend the County's flexible schedule policy to permit flexible working hours during a given week.

Previously, Kent County Levy Court Policy 3-2 only permitted a fixed flexible schedule where em-

ployees worked longer days one week to get time off the following week. Now the policy will allow department heads and designees to flex out hours worked earlier in the week for a shorter workday later the same week.



Prior to the change, employees working an hour later on Monday and then going to the doctor on Thursday had to use sick leave for the appointment. With the amendment, the department head can allow the employee to substitute the extra hour worked on Monday for the one hour doctor appointment on Thursday.

The new policy requires employees to take a lunch break if working more than seven hours (it is a State law) and extra hours worked cannot be used to offset full day deductions of sick leave. The policy gives department heads the authority to revoke approved flexed schedules or hours to meet staffing needs, to require extra hours worked to be used at specific times, and for performance related issues.

The policy does not permit employees to independently decide to work extra or flex out time—department heads or their designees must give approval in advance.

SUPER BOWL TEAM TRIVIA

1. Name the only current NFL teams that have not been to a Super Bowl
2. Name the only original NFL (non-expansion) team that has not been to a Super Bowl
3. Name the only team to play as both a NFC and AFC team in a conference championship game
4. What are the AFC vs. NFC records in Super Bowl wins?
5. What is the longest conference Super Bowl winning streak?
6. Name the only teams to make it to the Super Bowl winning all three games on the road
7. Name the first sixth seed to make it to the Super Bowl
8. What team has been to the Super Bowl the most times?
9. What city has hosted the most Super Bowls to date?
10. How many teams have won the Super Bowl in their first try? Name them
11. How many different teams have made it to the Super Bowl?
12. How many different teams have won the Super Bowl?
13. What teams have the most wins?
14. What teams have the most losses?
15. What team has the best won/loss percentage in the Super Bowl with more than 1 appearance?
16. Name the only team to make four consecutive Super Bowl appearances
17. What NFL Conference (teams in the current conference) has the most appearances?
18. What NFL Conference (teams in the current conference) has the least appearances?
19. What NFL Conference (teams in the current conference) has the most wins?



First Aid/CPR review mandatory

(Continued from Page 5)

courses to be scheduled in March and April. The courses will be held in the Administrative Complex Levy Court chamber and attendance will be taken. A CPR course will be offered at 9:00 a.m. on February 15 and again on February 22 and a First Aid course will be offered at 9:00 a.m. on February 16 and again on February 23. Employees must attend one course on each subject.

There is no need to sign up, but employees must coordinate attendance with their supervisor.

"With a growing staff and expanding community, it is important for our employees to have a basic and full understanding of first aid and CPR," explained County Administrator ROBERT S. McLEOD. "After these important review sessions, I hope staff members will take advantage of the formal CPR and AED training offered free of charge to all County employees."

SOME ANSWERS TO THOSE NAGGING QUESTIONS

By Allan Kujala, Personnel Director

Q. According to my department head, he answers to the Personnel Director, but when I look at the County organizational flow chart I don't see you bossing anyone around. What gives?

A. I see you have done your research and your conclusion is 100% correct. Department Directors report to the County Administrator—as do I. The County Administrator and the five appointed Directors ultimately answer to the Levy Court (we all do indirectly). The Row Officers, which are also department heads in the County's organizational structure, answer to the voters.

Q. Since you are not in the County hierarchy, how is it that you get to dictate the rules when it comes to personnel matters?

A. Dictate is an inaccurate description of what I do. It would be like saying the County's Building Codes Inspectors "dictate" to contractors. What they do and I do is apply the ordinances adopted by Levy Court and insure compliance. With 12 different departments, there can sometimes be 12 different opinions about what should be done in any given personnel related situation. I advise department heads about personnel ordinance and policy provisions as well as processes and procedures. If a disagreement should arise between us, the County Administrator resolves it.

Q. So what exactly is the relationship dynamic between yourself and the department heads?

A. I serve in an advisory capacity to all department heads, just as I do for employees. Sometimes, I have to influence their personnel decision making process by pointing out what is permitted by the County Code, Union contracts, state laws, federal laws, and legal precedents. Sometimes that means department heads cannot make the decision they wanted or promised to an employee. We all share the responsibility of protecting the County and each other from lawsuits and negative publicity.

Q. Regarding the canoodling question last month—if someone is constantly looking at, calling, walking by, or talking to coworkers about other employees would that be considered harassment? It seems to me that if the person complaining about the canoodling sees it all the time, then she doesn't have enough work to do or takes

too many breaks.

A. You seem to have missed the point of my response—which was that canoodling is inappropriate in the workplace. I don't think the employee is stalking the canoodlers, only that she has stopped going to the lunch room and other places to avoid the uncomfortable feeling she gets when around them. Regarding your harassment question, I'm not sure if what you described meets the legal definition, but it clearly is a waste of time—so it would warrant disciplinary action. If what you stated is indeed happening you need to inform your supervisor, department head, or me.

Q. Do you know if the County is going to be placing benches outside the building for use during breaks or lunch? It would be wonderful if one could sit outside during break and lunch when the weather permits.

A. According to Facilities Management Division Manager Dick MacDonald, plans are in the works to place benches in the park on the north side of the Administrative Complex, but none are planned at this point around the building itself. Good idea though.

Q. Do probationary employees have to work full-time?

A. Probationary employees have a reasonable expectation to earn a full week's pay while learning the job, but if there is not enough work for the individual or if the trainer is unavailable for a period of time, it would be appropriate and permissible to give the probationary employee a reduced schedule.

Q. How does your office determine which social security numbers are listed in the newsletter and therefore eligible for a free movie ticket?

A. When we started the free ticket contest to encourage employees to actually read the newsletter, we would open the personnel file drawers and randomly grab 10. But with our uneven newsletter delivery times, we now select 10 numbers from the group of employees assigned to one of the major worksites. We also delete the winners from the worksite's previous drawing and the other numbers drawn when possible to give more people a chance. P.S.—No tax dollars are expended for the free tickets.