



New financial software to

Streamline Operations

Never has one software package impacted so many Lake County operations. While its name in Latin means “performing services,” the integrated software package of MUNIS is expected to streamline many financial functions for Lake County Government, therefore reducing employee time spent on a host of financial documentation including accounts payable, accounts receivable, payroll, human resources, purchasing, budgeting and contract management.

Dubbed as a complete financial package, the road to implementing the software system is long and not without its share of hard work. Employees from a myriad of government organizations are diligently working to get the new system operational, including Lake County Board of County Commissioners, Lake County Clerk of Courts Office, Lake County Sheriff’s Office and Lake County Water Authority.

A team of staff from these agencies are currently in the process of completing an analysis to enter all of the underlying code structure, or background information, needed to make the system function properly. An example of underlying code structure would be the federal income tax withholding for each employee.

“The analysis will take some time to complete,” said Regina Frazier, Director of the Lake County Office of Budget. “We have completed the analysis for the human resources and budget departments of each involved agency and are currently in the process of working with each purchasing department.”

To ensure users are trained on the new software package, some training classes have occurred but many more are expected to begin in September and continue throughout the rest of the year. A handful of employees received training in February and March for the “budget” module of MUNIS.

“Depending on what your job function is, for instance if you order supplies, you may come in for requisition training,” said Debi Cundiff, Project Manager for the Information Resources Department of the Clerk’s Office. “If you are the person responsible for doing payroll for your department, you may be brought in to understand how to enter timesheets.”



The scheduled rollout date for all modules of the new software system, excluding payroll, is Oct. 1. Payroll is scheduled for Jan. 1, 2007. When fully functional, MUNIS will be starkly different than the County’s former hodge-podge collection of financial software systems. The old software, which was in use the past dozen years, did not incorporate the County’s budgeting process or human resources.

“Drawing everything together will enable all departments and agencies to work better together,” Frazier said.

Cundiff added, “One of the things we’re really looking to see is the reduction in multiple people having to key the same data.”

The MUNIS system will reduce staff workload and paper costs associated with financial documentation. For instance, the software will eliminate the need for the Office of Procurement and the Finance Department from re-keying information after an employee files a purchase order. With simple key strokes, MUNIS will allow Procurement to print a purchase order form and Finance to pay the contractor. In addition, the system will enable departments to retrieve financial information, such as requisitions and purchase orders, electronically.

“There are growing pains just like with everything,” Cundiff said, “but what we are seeing so far is looking good.”

Employees can expect to see training classes for the MUNIS system beginning in September. Department directors will be responsible for ensuring all end users receive the necessary training. Regularly check the Intranet for more information about upcoming training courses.

Lake County EMPLOYEE PICNIC

If you sat back and closed your eyes during the employee picnic last month, the cool breeze off Lake Harris, the aroma of fresh pineapples and the shimmering sound of the steel drum may have actually tricked you into believing you were relaxing on a tropical island.

A long standing tradition of Lake County Government, the employee picnic has evolved over the past few years and County employees are responding to the positive changes. Formerly held at Wooton Park, the picnic was moved the past two years to the Hickory Point Recreational Facility on State Road 19 with bus service provided to and from the Administration Building.

Other recent additions include a live band and a Caribbean theme to this year's employee picnic. According to Brenda Quattlebaum, Special Projects Coordinator for the Department of Community Services, the changes may have attributed to the spike in employee turnout.



"We had more employees in attendance this year than ever before," said Quattlebaum, who has organized the employee picnic the past five years with the assistance of Kathy Hartenstein, Customer Service Associate for the County Manager's Office. "This was the second year using the buses and I think that worked out better than last year."



Typically the employee picnic attracts about 250 of the County's 800 employees. However, this year more than 400 employees attended the event to sample some of the picnic fare and experience the event's Caribbean flare.

"Everything went over very well, including the caricature artist," Quattlebaum said. "In fact, he was upset he had to turn people down at the end."



The fine cooking this year was accomplished by Sandy Minkoff, County Attorney, Gregg Welstead, Deputy County Manager, Fletcher Smith, Director of the Department of Community Services, Glen Waterman from the Lake County Sheriff's Office, Kristian Swenson, Director of the Road Operations Division, and Tony Deaton, Director of the Probation Services Division.

HEALTHY RECIPE DRIVE WINNER BOB CHASE, PUBLIC WORKS

BRAN BROWNIES *Fudgy, Goey, Delicious*

- 3 tablespoon of cocoa powder
- 1 tablespoon of instant coffee
(omit if you don't like coffee – add 1 tablespoon of cocoa powder instead)
- 1 tablespoon of water
- 2 very ripe bananas
- 2 cup of sugar *(less if you prefer)*
- 6 egg whites
- 1 teaspoon of vanilla extract
- 1 cup of oat bran cereal
- 1/2 teaspoon of salt *(optional)*
- 1 cup chopped nuts *(or substitute raisins to cut fat further)*

Combine cocoa, coffee, water, bananas and mix in a blender or large bowl with a hand mixer. Add the sugar, egg whites, vanilla, and mix well. Sift together the oat bran cereal and salt, then add to the mixture. Fold in the nuts or raisins. Pour into a 9" baking pan sprayed with Pam. Bake at 350 degrees for 45 minutes. Cut into individual squares. Cool and serve.

*- From 8-week Cholesterol Free Book,
by Robert Kowalski*

To find this and other tasty and healthy recipes, log on to the wellness pages on the intranet:

http://bccnet.co.lake.fl.us/human_resources/wellness_program/index.asp

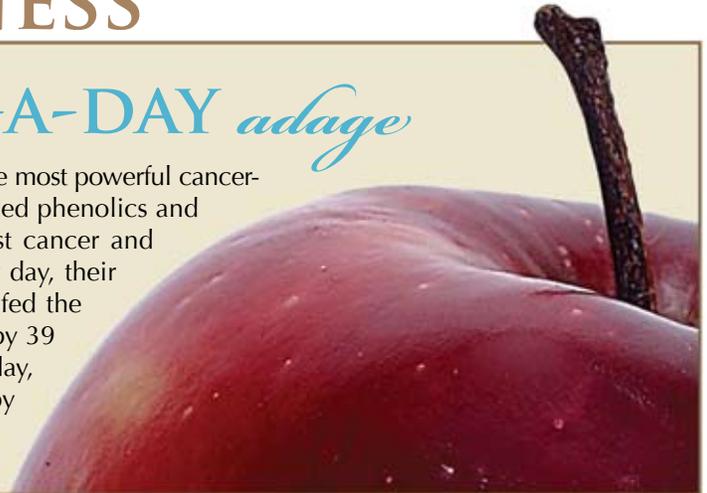
(Look out for other Healthy Recipe Drive winners in future newsletters)

WELLNESS

Remember the old APPLE-A-DAY *adage*

Cornell University researchers have found that apples may be one of the most powerful cancer-fighting foods because they contain a combination of chemicals called phenolics and flavonoids. Researchers fed rats a substance known to cause breast cancer and apple extracts. When rats were fed the equivalent of one apple per day, their cancer rates were reduced by 17 percent. When the rodents were fed the equivalent of three apples per day, their cancer rates were reduced by 39 percent. And when they were fed the equivalent of six apples per day, their cancer rates fell by 44 percent. The number of tumors was cut by up to 61 percent in the study.

- Adapted from Health magazine



The information included in this newsletter is no way intended as medical advice and should not substitute for consulting with a healthcare provider.

LAKE COUNTY BCC INTRODUCES A QUARTET OF NEW DIRECTORS

The Department of Community Services welcomes back Allison Thall as the new Elder Affairs Director. She previously worked in the Department of Community Services for 10 years prior to accepting a position with Leesburg Regional Medical Center. The County persuaded her to return to Community Services, following a short interval at the District 5 Medical Examiner's office as the Director of Operations. For more information about the programs offered by Elder Affairs, call Allison Thall at (352) 343-2810.



Allison Thall

R. Wayne Bennett celebrated a homecoming of sorts this month as he returned to Lake County Government to begin his new job as Planning Director for the Lake County Department of Growth Management. A graduate of Mount Dora High School, Bennett earned a bachelor's degree in pre-law/political science from the University of Central Florida and a master's degree in urban and regional planning from the University of Florida. His first job out of college was with Lake County Government as a community planner.



R. Wayne Bennet

The Lake County Department of Environmental Services announced this month the promotion of Mike Bowers to Director of the Water Resources Management Division. Bowers is an eight-year veteran of Lake County Government beginning as an Environmental Specialist in April 1998 and receiving a promotion in November 2003 to Environmental Programs Supervisor. Since last month, Bowers has served as interim division director after the retirement of Allan Hewitt, who served Lake County Government for 12 years.



Mike Bowers



Dottie Keedy

Lake County welcomes Dottie Keedy this month as the new Director of the Department of Economic Growth and Redevelopment. Keedy began her public servant career as a community planner in Growth Management. In 1997, Keedy became the planning and zoning director of the City of Tavares. After 10 months on the job, she was promoted to city administrator. Keedy says some of her short-term goals include creating an inventory of available properties available for industries and organizing a concerted economic development effort.

HEALTH INSURANCE & BENEFITS

DID YOU KNOW THAT THE LONG TERM DISABILITY (LTD) PLAN OFFERS ADDITIONAL SERVICES THAT ARE FREE OF CHARGE TO EMPLOYEES?

The following benefits are available to employees (currently covered by the County's LTD program) and their immediate family members 24 hours/seven days a week.

LifeBalance Program — Provides fast and convenient answers and advice on a wide-range of topics. Information is provided in several formats including telephone consultations, online, face-to-face consultations, educational materials (e.g., audio-tapes/CD-ROM) and tip sheets. Topics include:

- **Everyday Issues** — consumer resources, home repairs, and real estate agents.
- **Emotional Well-Being** — grief, loss, marriage, family, and mental health issues.
- **Financial** — budgeting, saving and investing, and credit/collections.
- **Legal** — attorney, living wills, and family/elder law.
- **Addiction & Recovery** — alcohol, drugs, gambling, eating disorders, and other addictions.
- **Work** — co-worker relationships, management issues, and stress management.

Assist America Program — Offers assistance in the event of an emergency that occurs more than 100 miles from home.

A simple phone call to Assist America provides access to the following services:

- **Multilingual service**
- **Lost luggage service**
- **Prescription transfer or replacement**
- **Medical consultation and evaluation**
- **Emergency medical evacuation**
- **Sending/receiving emergency message**
- **Legal & interpreter referrals**
- **Transportation of family members** (in certain situations)

More in-depth information on these programs can be obtained by accessing the Employee Services Intranet/Internet pages or by contacting the benefit provider at:

LifeBalance:

800-854-1446

www.lifebalance.net

Username: lifebalance / Password: lifebalance

Assist America:

800-872-1414 (inside the U.S.)

+301-656-4152 (outside the U.S.)



TECH TIPS

HOW TO HANDLE FRIENDS WHO FORWARD EVERYTHING

Do you have friends who e-mail you and the rest of the world every Internet joke or anecdote that makes the rounds? If you do, and you get tired of having to delete these types of messages, you may have to have a talk with your friend. Susan Roane, author of *How to Work a Room*, says that she once had to talk to a friend/colleague about this matter. She says it's best to say what you have to say in person, that way your friend can hear your tone of voice and not misunderstand your request. Here's what she said to her friend: "I really enjoy hearing from you, but I don't read forwarded online jokes, especially if there is more than one screen of names. I would much prefer just hearing from you and how you are, and am so glad you stay in touch."

BENEFITS OPEN ENROLLMENT COMING SOON!

July 20th to August 18th

Look for payroll flyer July 14th.

HEALTH BRIEFS ONLINE

Walgreens Health Initiatives Health Briefs is now available online by logging on to their web site at www.mywhi.com. To log in, you will need your insurance ID card. Health Briefs is a newsletter produced for health plan members to inform and educate patients about specific health topics.

NEW ICMA DEFERRED COMPENSATION REPRESENTATIVE

Ervin Lyczynski is a retirement plans specialist with ICMA, RC, who has recently been assigned to the Central Florida area.

Ervin can be contacted at 1-800-708-2416 or elyczynski@icmarc.org.

SUPERVISORY/MANAGEMENT

SO NOW YOU'RE THE BOSS

Here are a few tips to help you get through the intellectual and emotional challenges you might face:

- **Know what is expected of you** — Sit down with your supervisor and ask him or her to spell out all of your responsibilities specifically.
- **Set goals** — This will help you and your department get where you want to go.
- **Communicate** — Open the floodgates and pay attention to what people tell you—even if you don't like what you hear.
- **Get support** — If possible, find an experienced manager you respect and ask that person to be your mentor.
- **Be a role model** — Lead by example.
- **Hold back on the gung-ho attitude** — Don't try to accomplish too much too soon. You'll alienate the people who work for you.
- **Use your past as a map when leading others** — Think of all the managers you've had—good and bad. Try to incorporate what you learned from the experiences and give the people who work for you what you always wanted for yourself.
- **Admit it when you make a mistake** — People will respect you more when you don't bluff your way through mistakes.
- **Take breaks and try to relax** — You'll be dealing with everything from important deadlines to petty office politics. Doing so calmly will win your workers' confidence.

- Adapted from "Tips for Supervising: New Managers" by Andrew E. Schwarz on the School for Managers website

SAFETY

9 TIPS FOR SUMMER FUN AND SAFETY!

- **Avoid bacterial growth in food** — Keep all perishable foods either hot (*greater than 140 degrees*) or cold (*less than 45 degrees*).
- 
- **Dive carefully when jumping or diving into water of unknown depth** — In freshwater lakes or rivers, underwater structures (*stumps, trash*) may be unseen.
 - **Observe the 5 D's to prevent mosquito-born viruses** — Avoid Dusk and Dawn, use DEET repellants, Do wear long sleeve shirts and pants if out at prime mosquito feeding times, and Drain potential mosquito breeding sites from around your house.
 - **Stay hydrated and avoid using alcohol-based drinks** — Summer temperatures can cause heat stress, exhaustion, or stroke.
- **Swim in approved areas** — Preferably in areas that offer lifeguard observation. Drink plenty of water.
 - **Seek protection during thunderstorms** — Especially those that produce strong lightning activity. Get out of the water, into a secure area, and not under trees or other potential lightning targets.
 - **Stay cool** — Temperatures inside automobiles can quickly exceed 130 degrees. Children and pets can be quickly overcome in just a few minutes.
 - **Use sunscreens and reapply often** — Overexposure to the sun can lead to higher rates of skin cancers later in life.
 - **Wash your hands properly before handling foods** — Avoid re-contaminating properly prepared foods.

- Adapted from the Florida Department of Health website



CALENDAR

The following programs are offered by the Office of Employee Services. Registration is required for all programs. Visit Lake County's online Training Calendar to register and view the most current information and schedule of programs, as this calendar is updated regularly.

REQUIRED TRAINING PROGRAMS:

New Employee Orientation (NEO) — Provides employees with a full day of valuable information pertaining to their employment with Lake County. Topics covered include the County's vision, mission, and values; harassment prevention; employment policies and procedures; legal discussion on ethics and public employment; Sunshine Law and records retention requirements; and employee safety and wellness programs.

DATE	TIME	LOCATION	SPECIAL COMMENTS
Jul 27 Aug 31 Sep 28	8:30 a.m. – 4:00 p.m.	Administration Building, Large Training Room 233	Information provided during New Hire Processing

Harassment Prevention Workshop — Provides participants with information and examples of the various forms of harassment, through discussion and group activities. *(All BCC employees are required to attend a workshop by December 31, 2006. Employees who have attended New Employee Orientation since June 1, 2004 have already met this requirement.)*

DATE	TIME	LOCATION
Jul 12	9:00 a.m. – 11:30 a.m.	Bragg Center
Jul 25	1:30 p.m. – 4:00 p.m.	Cooper Memorial Library, Clermont
Aug 8	9:00 a.m. – 11:30 a.m.	Administration Building, Large Training Room 233
Sep 7	9:00 a.m. – 11:30 a.m.	Administration Building, Large Training Room 233
Sep 19	1:30 p.m. – 4:00 p.m.	Cooper Memorial Library, Clermont

Violence in Today's Workplace — Provides participants with information about workplace violence, by examining possible perpetrator traits, warning signs, and guidelines on dealing with potential or immediate threats. *(All BCC employees are required to attend a workshop by December 31, 2007.)*

DATE	TIME	LOCATION
Aug 17	1:30 p.m. – 4:00 p.m.	Cooper Memorial Library, Clermont



REQUIRED TRAINING PROGRAMS *(continued)*

Workplace Diversity — The purpose of this program is to heighten organizational awareness and improve the workplace environment, by exploring personal perceptions, value systems, and the importance of communication. *(All BCC employees are required to attend a workshop by December 31, 2007.)*

DATE	TIME	LOCATION
Jul 11	1:30 p.m. – 4:00 p.m.	East Lake Library, Sorrento
Sep 21	1:30 p.m. – 4:00 p.m.	East Lake Library, Sorrento

HEALTH & BENEFITS PROGRAMS:

General Overview of Deferred Compensation — This program provides employees with information regarding the deferred compensation programs available through payroll deduction. *(This program is scheduled during the lunch hour, so employees are encouraged to bring their lunch with them.)*

DATE	PRESENTED BY	TIME	LOCATION	SPECIAL COMMENTS
Jul 25	Ervin Lyczynski, ICMA, RC 800-708-2416 elyczynski@icmarc.org	12:00 – 1:00 p.m.	Administration Building, Training Room 235	Registration required

The presenter will also be available that day to meet individually with employees to review investment options and strategies. Please contact the representative directly to schedule a one-on-one meeting.

HOW TO REGISTER FOR A PROGRAM:

- **Intranet** — Go to the main page of the intranet, under Quick Links, and click on the Training Calendar and Registration link. The calendar can also be accessed by way of the Employee Services page.
- **Internet** — E-mail the webmaster, nohlinger@co.lake.fl.us or dmerrill@co.lake.fl.us for the link.
- **Those without access to intranet/internet**, please check with your supervisor or other coworkers to see if they have access. If they don't have access, please contact Employee Services at 343-9596 to register.

Programs listed in this publication are reserved for employees of Lake County BCC only. Employees of other Lake County government entities interested in the content, please contact Employee Services at 343-9596.

NEW HIRES

COMMUNITY SERVICES

David Díaz
Rebecca Foley-Kearney
Karen Gouker
Mursal Mzee
Lissette Quintero
Dawn Smith
Catherine Switzer

COUNTY ATTORNEY'S OFFICE

Carole Aery
Kimberly Williams

EMPLOYEE SERVICES

Kasie McAdams

ENVIRONMENTAL SERVICES

Paul Cheseborough
William Harris
Zoraida Lopez
Eve Reynolds
John Rogers

FACILITIES DEVELOPMENT & MANAGEMENT

Kevin Chester
Maggie Jarrell
Barry Landstedt
David Rammelkamp

GROWTH MANAGEMENT

Anne Sheraka

INFORMATION TECHNOLOGY

James Meachem
John Yang

MEDICAL EXAMINER'S OFFICE

Laurie Plemons

PROCUREMENT SERVICES

William Beach
Elizabeth Strout
Freddy Suarez

PUBLIC SAFETY

Kenneth Kellerman
Michael Spallane

PUBLIC WORKS

Donald Brown
Mark Grier

SERVICE AWARDS

5-YEARS

Dewey K. Anderson Jr., *Growth Management*
Jose Bermudenz-Sanchez, *Community Services*
William D. Brannen, *Public Works*
Cynthia A. McManus, *Procurement Services*
Mark A. Peck, *Facilities Development & Management*
Annette S. Williams, *Growth Management*

10-YEARS

Diane D. Kamp, *Economic Development & Tourism*

15-YEARS

Norman R. Hurlburt, *Facilities Development & Management*

20-YEARS

James Bridgewater Jr., *Environmental Services*
Kenton J. Tombow, *Environmental Services*

25-YEARS

Eric Cotsenmoyer, *Environmental Services*

PROMOTIONS

EMPLOYEE	TITLE	DEPARTMENT
Daniel Baldree	Security Systems Leader.	Facilities Development & Management
Shaaron Carter	Environmental Inspector	Environmental Services
Tom Eicher	Alternative Transportation Planner.	Public Works
Debbie Fore.	Environmental & E-Cycling Coordinator.	Environmental Services
Steve Harris	Equipment Operator III	Public Works
Doug Harrison	Senior Maintenance Specialist	Facilities Development & Management
Laura Kinniard	Permitting Specialist.	Growth Management
Barry Landstedt.	Senior Maintenance Specialist	Facilities Development & Management
Jeff Mitchell.	Carpentry Crew Leader	Facilities Development & Management
Tommy Mitchell	Firefighter/EMT	Public Safety
Crystal Osborne	Library Assistant.	Community Services
Jeff Sandy	Plans Examiner II	Growth Management
Barbara Schamel	Community Development Specialist	Community Services
Janet Schwellinger	Public Works Contract Specialist	Public Works
Kent Tombow	Environmental Inspector	Environmental Inspector
George Virreira	Library Assistant.	Community Services
David Ziegler	Fire Lieutenant/EMT.	Public Safety

RETIREMENTS

EMPLOYEE	DEPARTMENT/DIVISION	YEARS OF SERVICE
Leon Burton	<i>Environmental Inspector.</i>	<i>Environmental Services/Solid Waste Administration.</i> 15 years/5 months

EMPLOYEE OF THE QUARTER



Linda Maston
Office Associate III
Environmental Services/Water Resources & Environmental Programs/Environ. Programs

SUPERVISOR OF THE QUARTER



Sheila Short
Planner, Team Supervisor
Growth Management/Customer Service

WORK GROUP RECOGNITION — STAR Team – MAY

EMPLOYEE	DEPARTMENT	EMPLOYEE	DEPARTMENT
Lori Conway	<i>Public Works</i>	Deborah Kohler	<i>Growth Management</i>
Stephanie Glass	<i>Community Services</i>	Anna Lawver	<i>Facilities Development & Management</i>
Cindy Heffler	<i>Environmental Services</i>	Miram Naas	<i>Employee Services</i>
Marcia Johnson	<i>Employee Services</i>		