



FROM THE COUNTY MANAGER'S DESK

Dear Employees,

I am pleased to announce a reorganization plan of County departments that was approved by our Board on Tuesday, August 11. As our organization has downsized and in order to streamline County government, the timing to relook at the structure of our government operations was opportune. The reorganization that was approved accomplishes four priorities:

1. It creates a new department, which will be dedicated to providing leisure and quality of life services to the public. The resulting synergy among the talented individuals in the new Department of Public Resources will offer a creative and proactive approach to integrate events and programs. Sports, recreation, environmental opportunities, children's events and educational programs related to these activities and others will be mutually supportive. This department will be headed up by Wendy Breeden and will combine:

- Agricultural Extension
- Volunteer Services
- Library Services
- Tourism & Business Relations
- Parks & Public Lands

2. It reduces the number of departments by two. Information Outreach, years ago a function of Information Technology (IT), has again merged with IT in order to offer a more unified approach to our technological capabilities. As outlined above, Tourism & Business Relations has merged into the larger Department of Public Resources to support a more global approach to leisure services.

3. The reorganization provides greater financial oversight to contracted public services. Public transportation and housing programs are handled through contracts with other providers, and are supported by State and Federal grant programs with complex tracking requirements. These functions will be more closely aligned to offer a keen oversight to the financial obligations.

4. The Reorganization places many of the diverse services formerly in the Department of Community Services, such as Probation and various medical programs, in existing departments with similar areas of expertise and interest. The Department of Community Services will continue to focus on critical social services provided to our citizens. It will also provide greater financial oversight to contracted public services. Below are the services that have been re-assigned and their new homes:

“Thank you once again to everyone for accommodating the changes that will make our organization continue to be effective, providing quality services to the citizens of Lake County”



Cindy Hall,
County Manager

CONTINUED ON PAGE 2

LAKE COUNTY
VALUES

Lake County's values are Accountability, Diversity, Excellent Service, Innovation, Integrity, Professionalism and Teamwork. To read more about Lake County's values, visit http://bccnet.co.lake.fl.us/mission_vision_values.aspx.

CONTINUED FROM FRONT PAGE

Conservation & Compliance

- Probation & Public Safety Coordinating Council

Community Services

- Children's & Elder Affairs
- Veteran's Services
- Community Health Worker program
- Transportation & Housing Services

Employee Services & Quality Improvement

- Citizen Healthcare-related contracts and obligations

Growth Management

- Community Development Block Grant (CDBG)

Congratulations to many of you who have accepted new responsibilities! Welcome to those of you who have new locations and new departments. Thank you once again to everyone for accommodating the changes that will make our organization continue to be effective, providing quality services to the citizens of Lake County.

Cindy Hall

HEALTH INSURANCE & BENEFITS UPDATES

NEW PAYOUT OPTIONS FOR SICK LEAVE AND ANNUAL LEAVE

According to a new County procedure, "**Leave Accrual-Administration**", which was approved on July 7, 2009, employees now have the option of electing to receive their annual and sick leave payout as a cash payout or payout into their already-established deferred compensation 457(b) account upon separation from the County. They also have the option of receiving their sick leave payout into their already-established post-employment health plan (PEHP) account.

The 457(b) deferred compensation program is designed for retirement saving which allows employees to make

pre-tax contributions. The IRS sets a limit to how much money can be contributed to a 457(b) account. Amounts in excess of the annual limit will automatically be paid out in a lump-sum cash distribution, otherwise payouts cannot be split between options and applicable taxes will be withheld. Employees who do not currently have a deferred compensation 457(b) account may sign up at any time during the year by contacting Erin Showe, Employee Services Coordinator, at 352-343-9406.

SUPERVISORY/MANAGEMENT

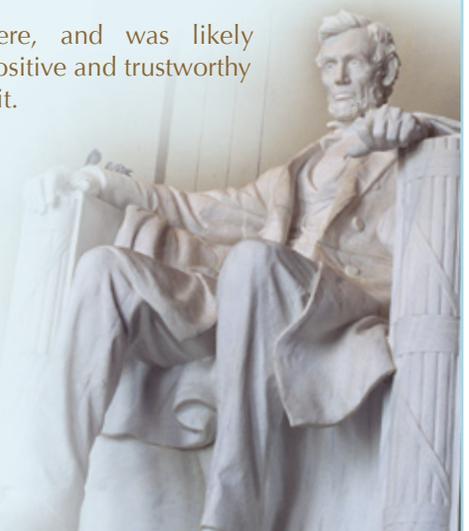
Is your Door Wide Open? Lincoln's was.

Abraham Lincoln was one of the most accessible presidents of all time. He always had an open-door policy when he ran his law practice, and as much as possible, he maintained that policy in the White House.

According to Donald T. Phillips in his book *Lincoln on Leadership*, Lincoln's personal secretaries estimated that he spent close to 75 percent of his time meeting with people. He apparently liked meeting with people in casual environments as he often walked to other people's offices and dropped in on them. He also made himself widely available to the public and rarely turned down anyone who wanted to see him. He was known to be friendly and hospitable to all – no matter what someone's

political views were, and was likely viewed in a more positive and trustworthy manner because of it.

Lincoln left the legacy of this lesson to all leaders: Be amiable and open to all and you will build firm relationships that will provide the motivation to get done what needs to be accomplished.



POLICIES AND PROCEDURES UPDATES

NEW EMPLOYMENT RELATED POLICIES AND PROCEDURES

The County has recently implemented the following policies and procedures.

Corrective Action Policy	LCC-86	5/26/2009
Corrective Action Administration Procedure	ES-4.01.01	5/26/2009
Parking Policy	LCC-87	5/26/2009
Leave Accruals Policy	LCC-88	6/23/2009
Leave Accrual Administration Procedure	ES-6.01.01	7/7/2009
Employee Status Policy	LCC-89	7/7/2009
Types of Work Status Procedure	ES-3.03.01	7/7/2009
Employment Separations Procedure	ES-3.03.02	7/7/2009
Work Hours and Overtime Policy	LCC-90	7/7/2009
Designated Work Hours and Overtime Procedure	ES-4.04.01	7/7/2009
Employee Benefits Procedure	ES-3.03.05	7/10/2009

WORK TIPS

Do you have a deadline? Here is how to get started:

If you have a deadline, but you cannot seem to get started on your project, you might need to step back and see what is paralyzing you. Assess why you are unable to act. Ask yourself the following questions:

What am I afraid of?

Am I afraid of learning new material? Venturing into unfamiliar territory? Trying and failing? Looking foolish in front of my peers?

What is the worst that can happen if you fail? Could you lose your job?

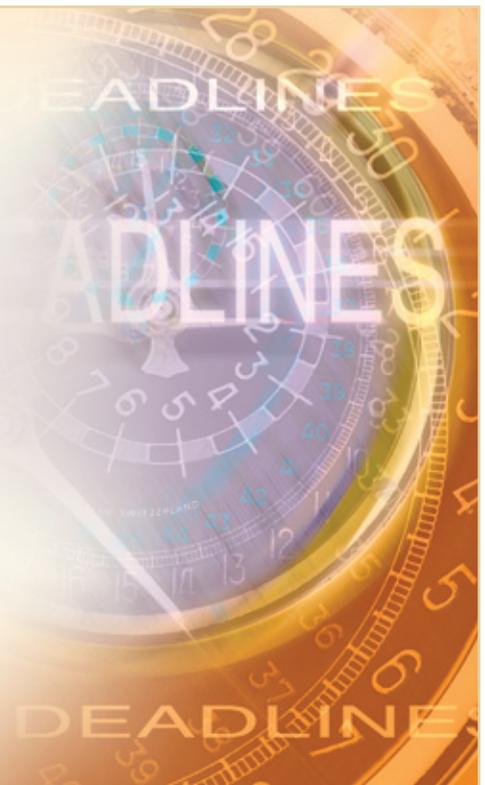
Could you be demoted? It is most likely that you are afraid of appearing foolish, or you are merely afraid of the idea of failing. Most people have these same fears, and once you realize that you are not alone in your fears, you may be able to move on without hindrance.

How do I want to live my life?

While this question may seem all-encompassing, you may find that answering it helps you solidify your values. Do you want fear to rule your life? Do you want to face difficulties head on and get them out of the way?

What do you want to accomplish?

Is your behavior hindering your career path? If it is, and you can see it clearly, the knowledge may give you the little push you need to move on and take action.



EMPLOYEE ACHIEVEMENTS

Emilio Bruna, Solid Waste Programs Director

Environmental Utilities

Was elected President of the Heart of Florida Solid Waste Working Group.

C. Steve Earls, Information Technology Director

Information Technology

Received the CobiT Foundation Certificate from the Information Systems Audit and Control Association (ISACA).

Chris G. Evensen, Network Administrator

Information Technology

Successfully passed the Microsoft Certified System Administrator Exam "Configuring Vista Clients".

Aidan J. Holmes, Data Technician

Public Safety

Received certification as A+ Certified Professional IT Technician and Network+ Certified Professional from the Computing Technology Industry Association, as well as certification as Microsoft Certified Professional.

Leon T. Platt, Information Systems Director

Information Technology

Received the CobiT Foundation Certificate from the Information Systems Audit and Control Association (ISACA).

Supervisors: Please submit employee and workgroup accomplishments (e.g., credentials, certifications, certificates, awards, special recognition by professional association, publications, etc.) to the Office of Employee & Citizen Services. These accomplishments should be County business and/or job related. Kudos will be used for future Lake@Work issues.

EMPLOYEE OF THE QUARTER – 1st Quarter



Edward C. O'Malley

Impact Fee Specialist
Growth Management

Ed is a valuable member of the Development Processing Division. He is known for pitching in and helping out whenever needed and constantly looks for ways to make the process easier for the customer. Ed always goes out of his way to help people; if he can save them a step and do something for them, he does it.

SUPERVISOR OF THE QUARTER – 1st Quarter



Scott A. Grippin

Aquatic Biologist
Environmental Utilities

Scott is a team player and cares about his employees; he works in the field right along with them and promotes education and participation. He has made many improvements in Aquatic Plant Management with his innovative ideas and is at all times trying to improve the operation of the division.

NEW HIRES

EMPLOYEE	TITLE	DEPARTMENT
John L. St. Clair	Firefighter/EMT	Public Safety
Phillip W. Wells.	Animal Control Officer	Public Safety

F.I.S.H. AWARD

EMPLOYEE	TITLE	DEPARTMENT
Scott Amey	Senior Library Assistant	Department of Public Resources

SERVICE AWARDS

FIVE YEARS

Kevin W. Allen	Shawn M. Flohre	Don A. Murray	Katrina A. Spann
Loren M. Blackwell	Susan C. Irby	Erik R. Ross	Rene A. Vasquez
George Y. Cochran	John B. Jolliff	Dorothy J. Ruck	James W. Willis
James P. Dickerson	Roger C. Minger	Gerald L. Smith	Jeffrey A. Wisniewski

FIFTEEN YEARS

John H. Brautcheck
Teresa L. Harrison
Barbara A. Schamel

TWENTY-FIVE YEARS

Clarence Archie

TEN YEARS

Philip C. Aldrich	Charles D. Cox	James P. Fletcher	Brook D. Miller
Scott M. Aufer	Anthony Cuellar	Robert S. Ford	William D. Minton
Kirk L. Biccum	Richard W. Eddy	Geneva A. Kennard	Robert J. Staab
Troy A. Braley	Debbie A. Fore	Michael J. Kopilash	Patrick M. Werner
Judith R. Buckland	Terrie C. Diesbourg	Jeffrey E. Michels	David W. Ziegler

TWENTY YEARS

Michael W. Bass
Kevin A. Chamberlain
Edmund J. Dagner
Walter D. Wood

THIRTY YEARS

Christine C. Stephens

RETIREMENT

EMPLOYEE

DEPARTMENT

YEARS OF SERVICE

Deborah R. Boulware County Extension Services Director	Community Services	27 years, 7 months
Richard W. Campbell Office Associate III	Community Services	3 years, 9 months
James R. Copenhaver Chief Inspector	Growth Management	8 years, 5 months
Patricia L. Dickinson Dispatch Officer.	Public Works	9 years, 7 months
John B. Guglielmi Hazardous Material Service Technician	Environmental Utilities	17 years, 9 months
Linda D. Gussler Probation Officer	Community Services	20 years, 9 months
Gerald A. Langsdorf Data Technician	Public Works	16 years, 3 months
Judith A. Law Right of Way Agent I.	Public Works	7 years
Susan J. Michaelsen Commissioners Aide.	BCC Administrative Support.	16 years, 3 months
Vivian M. "Carla" Mitchell Program Assistant – 4H	Community Services	15 years
Susan J. Nies Office Associate IV	Community Services	25 years, 2 months
Kathryn J. Padgett Office Associate IV	Employee Services & Quality Improvement	16 years, 10 months
Fletcher D. Smith Community Services Director	Community Services	20 years, 8 months
Stanley H. Springfield Senior Cad Technician	Public Works	21 years, 4 months
Donna C. Thielhart Senior Contracting Officer.	Public Works	16 years, 7 months