



## PUBLIC LANDS SECTION IS NATURALLY DIFFERENT

Tucked inside a small office at the Lake County Department of Public Works annex on Old Highway 441 is one of the County's most changing operations.

The Public Lands Management Section was transferred this year from the Department of Growth Management to Public Works. For some, this change alone would be enough for one year, but the Section is undergoing a drastic transformation. After about three years of acquiring property, the Section's two employees - David Hansen and Lauren Brothers - are trading in their dress shoes for work boots.

"We're changing a lot," said Hansen, Program Manager. "We're going from the acquisition phase into the management phase."

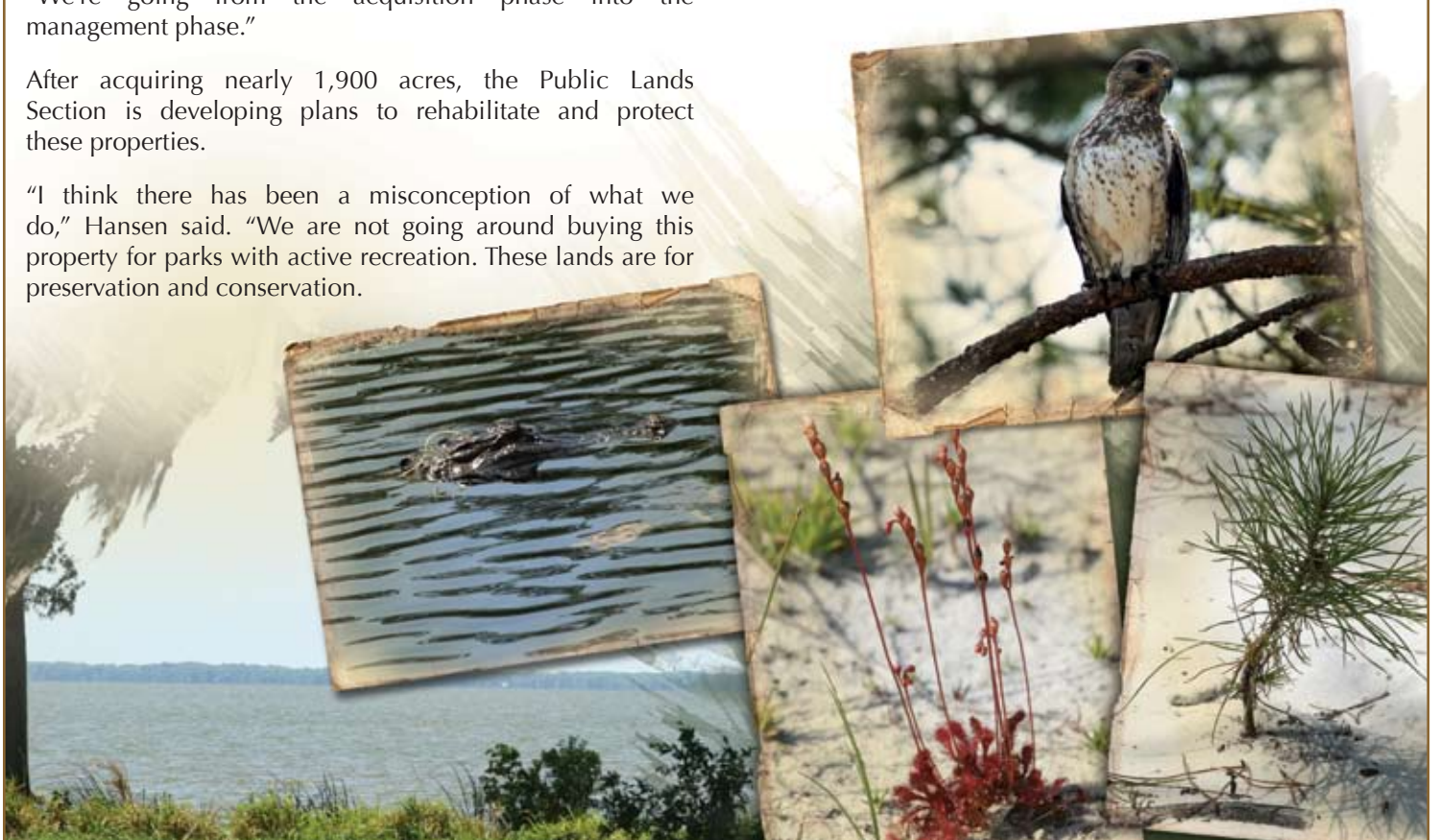
After acquiring nearly 1,900 acres, the Public Lands Section is developing plans to rehabilitate and protect these properties.

"I think there has been a misconception of what we do," Hansen said. "We are not going around buying this property for parks with active recreation. These lands are for preservation and conservation."

"There are a lot of County employees that were born and raised here, and I think they are excited about saving some of these properties. I also think there are quite a few County employees that are eager to get out and enjoy these properties."

The Section has submitted its first two land management plans to the Public Land Acquisition Advisory Council. If they receive approval from the Board of County Commissioners, the public could begin to see improvements next year, such as some soft openings with simple amenities like short trails and picnic locations.

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## PUBLIC LANDS SECTION

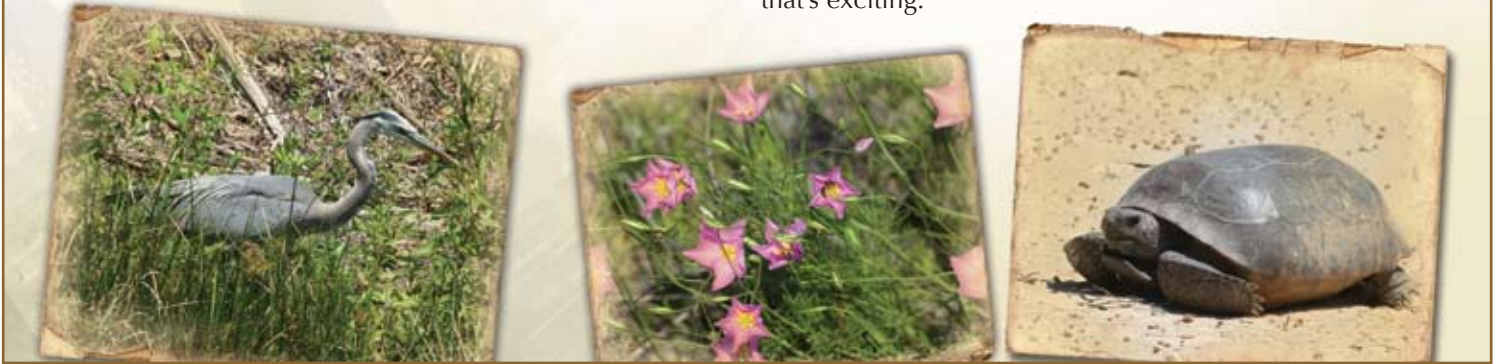
"You're not going to see ball fields and volleyball courts on these properties," Hansen said. "If that's what people are looking for, that's not what this program is about. But if you want to see deer, sandhill cranes and, maybe even a bear, that's what we're geared toward."

Some properties do not lend themselves to even passive recreation and will be strictly for preservation. Nonetheless, after years of agricultural uses on the properties many are in desperate need of revitalization.

"One day we could be spraying Cogongrass and the next day we could be at a zoning meeting," said Brothers, Environmental Technician.

In the past months, Hansen and Brothers have had to spend more time working on the properties doing various activities, such as fixing fences and posting signs.

"I'm looking forward to it," Brothers said. "We're going to be getting our properties back to natural ecosystems and that's exciting."



## SAFETY

### ICE – "IN CASE OF EMERGENCY"

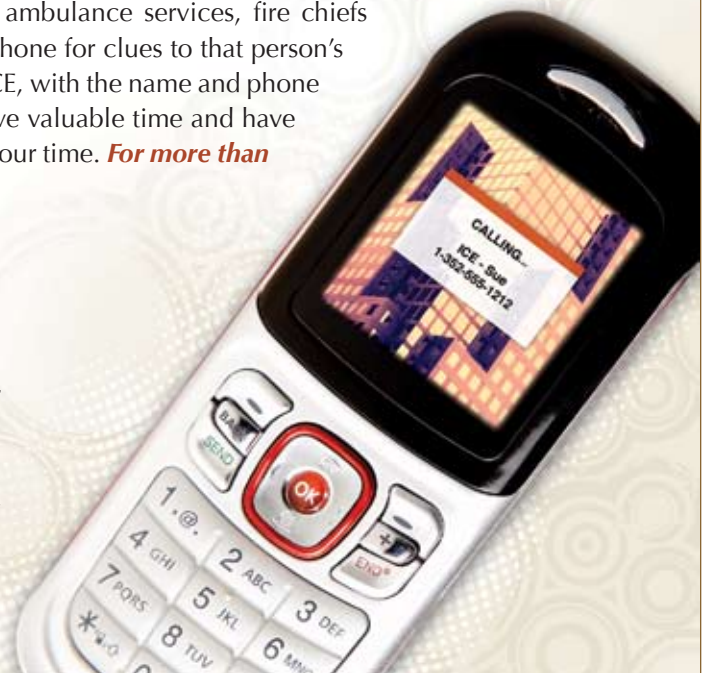
**"ICE" is a simple three-letter entry into your cell phone's contact list that could save your life.**

When "ICE, In Case of Emergency," is typed in front of a loved one's name, it will instantly let rescue crews know who to contact. ICE is endorsed by police officers, ambulance services, fire chiefs and hospitals across the world. Paramedics turn to a victim's cell phone for clues to that person's identity. Add an entry in the contacts list of your cell phone under ICE, with the name and phone number of the person to contact in case of emergency. You will save valuable time and have your loved ones contacted quickly. It only takes a few moments of your time. **For more than one contact name, use ICE1, ICE2, ICE3, etc.**

**To program ICE into your cell phone:**

1. Access the address book feature of your cell phone.
2. Enter the name ICE and name of person to contact.
3. Enter the phone number of your husband, wife, parent or whoever needs to know about you in case of an emergency.

You may also register your ICE information under your driver's license information through the Florida Department of Highway Safety & Motor Vehicles (<https://www6.hsmv.state.fl.us/dlcheck/findcustomer>).



# POLICIES & PROCEDURES UPDATES

The following policies and procedures may be found in their entirety on the County's Intranet, by following the "Documents & Forms" link on the left side, and then "Employment Policies and Procedures."

## ●● Workplace Violence Policy (LCC-74) and Procedure (ES-4.06.01)

Based on new Florida law, Statute 790.251 titled "Preservation and Protection of the Right to Keep and Bear Arms in Motor Vehicles Act of 2008," the Workplace Violence Policy and Procedure was updated in June 2008 to be in compliance with the new Florida law. The updated policy and procedure provide that individuals are prohibited from possessing a weapon on County premises or properties, including housing/ or carrying a weapon in a private vehicle on County owned or leased property, unless the individual is specifically authorized to maintain a firearm in a locked personal motor vehicle by Florida Statute 790.251.

## ●● Domestic Violence Leave (ES-6.04.05)

This new procedure grants leave to victims of domestic violence in accordance with Florida Statute 741.313. Employees who have been employed by the County for at least three months and have exhausted all annual and sick leave are granted up to three unpaid working days of domestic leave in a 12- month rolling calendar period. Employees may take leave for any of the following scenarios: 1) To seek an injunction for protection against domestic, repeated, dating or sexual violence; 2) To obtain medical care or mental-health counseling, or both, for the employee, family or household member to address physical or psychological injuries resulting from the act of domestic violence; 3) To obtain services from a victim-services organization; 4) To make the employee's home secure from the perpetrator of the domestic violence or to seek new housing or to escape the domestic violence perpetrator; and 5) To seek legal assistance for issues arising from the domestic violence situation or to attend and prepare for court-related proceedings arising from the act of domestic violence.

## ●● Flexible Scheduling, # ES-4.04.06

This new procedure outlines general guidelines for the administration of alternative work schedules for LCBCC employees. This procedure applies to employees working in those departments where alternative work schedules have been previously approved. Alternative work schedules include a compressed work week (e.g., working fewer than five full work days in a seven-day work week) or flexible scheduling (work hours and work days that deviate from the standard full time schedule of Monday through Friday 8 a.m. to 5 p.m. with a one-hour lunch break).

## ●● Computer and Telecommunications Equipment Policy, # LCC-77

REMINDER: The Computer and Telecommunications Equipment Policy establishes that all employees are responsible for following approved computer and telecommunications procedures. Employees should have no expectation of privacy. Lake County reserves the right to review and monitor employees' files, documents, e-mail or use any data created or stored by a user of all computer and telecommunications equipment as it deems appropriate. Under Florida law, electronic files, documents or transmissions in an employee's account may be considered public record and subject to inspection. Improper use may result in corrective action up to and including termination.

## LAKE COUNTY'S VALUES

Lake County's values are Accountability, Diversity, Excellent Service, Innovation, Integrity, Professionalism and Teamwork. This quarter's featured value is:

### "TEAMWORK"

The Lake County Board of County Commissioners (LCBCC) values teams because they promote trust, openness, challenge, opportunity and growth. Teams combine various employees' knowledge, skills, ideas and perspectives. Employees that are on teams that are focused on the same goal typically experience increased productivity and workplace satisfaction. Employees join with each other and their customers (citizens) to provide high-value solutions to complex problems, requirements and demands.

Employees can foster teamwork by knowing what the team's goal is, understanding the roles and responsibilities of each team member, knowing the team processes and accepting each team members' strengths and limitations. All team members should stay focused by regularly revisiting and reviewing the team's goals and objectives.

*-Adapted from Entrepreneur.com*



# WELLNESS

## FAMILY MEALS ESTABLISH LIFETIME HABITS

Eating together establishes good habits later in life, according to researchers at the University of Minnesota. In the study, more than 1,500 participants were surveyed once during high school, then again when they were 20 years old. Participants were asked questions about how often they ate with their families, how much they liked sitting down to dinner with family and friends, if they had a tendency to eat and run and how often they ate breakfast, lunch and dinner.

The researchers say that those who ate meals with families as adolescents were more likely to eat fruit, dark green and orange vegetables and drank fewer soft drinks as young adults. The frequency of family meals during adolescence also predicted eating meals more frequently as adults. Those who experienced more family meals were more likely to have higher intakes of key nutrients, such as potassium, calcium, magnesium and the like.

The researchers say the results show that structured meal-times with family is associated with improved diet quality for young adults. Families should be encouraged to share meals together as often as is practically possible.

The results were originally published in the *“Journal of the American Dietetic Association.”*

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



## FALL HARVEST CHOWDER

- 1 tsp olive oil
- 2 tps cooking sherry (or white wine)
- 1 cup chopped onion
- 1 ½ Tbsps chopped fresh garlic
- 1 cup sliced carrots
- 2 stalks celery, sliced
- 2 cups cubed potatoes
- 1 tsp chopped fresh thyme, or 1 tsp dried
- 1 Tbsp chopped fresh marjoram, or 1 tsp dried
- 1 Tbsp chopped fresh rosemary, or 1 tsp dried
- 1 bay leaf
- 2 cups low-sodium vegetable broth
- 1 cup fresh corn kernels
- Cayenne to taste
- Kosher salt and freshly ground pepper to taste
- 1 bunch green onion, sliced small

### Preparation:

Heat oil in large heavy saucepan. Add onion and sauté 5 minutes. Add garlic, carrots, corn, celery, bay leaf, sherry, potatoes, herbs and vegetable broth. Cover, bring to boil and cook over medium heat for 10-15 minutes, or until potatoes are tender. Simmer for 3 more minutes or until corn is tender. Discard bay leaf. Purée 1 cup soup in blender and return to pot. Season with cayenne, salt and pepper. Garnish with sliced green onion.



From *“The Florida Chef Flavorful Seasons Cookbook”* – available for free download on the Florida Department of Agriculture and Consumer Services Web page at [http://www.florida-agriculture.com/pubs/pubform/pdf/The\\_Florida\\_Chef\\_Flavorful\\_Seasons\\_Cookbook.pdf](http://www.florida-agriculture.com/pubs/pubform/pdf/The_Florida_Chef_Flavorful_Seasons_Cookbook.pdf).

# BENEFITS UPDATES

## CHANGES TO FLORIDA'S DIVISION OF RETIREMENT'S ONLINE SERVICES

Florida government employees who would like to learn more about their retirement benefits are encouraged to visit the Florida Division of Retirement's Web site at [http://dms.myflorida.com/human\\_resource\\_support/retirement](http://dms.myflorida.com/human_resource_support/retirement). The informational Web site allows people to access information related to their retirement benefits, including their personal retirement account information and calculations on informal benefit estimates based on assumed retirement ages.

Beginning Aug. 1, 2008, the Division of Retirement has added new features and enhanced their security for online services.

The online services page now provides the ability to receive e-mail notification when new information is available through the message center. In order to receive e-mail notification, people must provide their e-mail address in their user profile. Employees who are

unable to log into their account should follow the link below to request assistance: [http://dms.myflorida.com/human\\_resource\\_support/retirement/web\\_site\\_feedback](http://dms.myflorida.com/human_resource_support/retirement/web_site_feedback).

### FRS UPDATE: ING PURCHASES CITISTREET

Effective July 1, 2008, ING completed its purchase of CitiStreet, the FRS Plan Choice Administrator and FRS Investment Plan Administrator. ING is one of the Top 20 global financial institutions and with the purchase of CitiStreet now represents one of the largest in retirement services. While CitiStreet's name and its ownership have changed, please be assured that the same quality of service provided to the FRS will not change. In the coming months FRS will begin using ING's name in their publications, workshops and on MyFRS.com, etc.

## WORK TIPS

### HONE YOUR EXPERTISE

**Learning on the job is a key requirement in today's workplace and one that can virtually guarantee that an individual will remain a valuable part of any team. Here are a couple of suggestions to make sure you continue to learn:**

- **Become an expert on your job.** List your key duties. Then, rank yourself on each of the duties, giving yourself a "10" if you can teach the activity and a "1" if you don't know a thing about it. Set your sights on becoming an expert on every aspect of your job. At the end of the day, always ask yourself, "What did I learn today?"
- **Develop your soft skills.** More than professional credentials, skills like dealing with people and conflict or effective communication get you noticed by upper management. Listen to self-help tapes or take a class or two on communication or management at your local community college.

*-Adapted from Treasury Management Association*

**For those who would like to improve their communication skills:** Talk to your supervisor about joining Lake Toasters, the County's Toastmasters and public speaking club. The Club meets on the first and third Friday of every month at 1 p.m. at the Agricultural Center. At every meeting, members have the opportunity to stand up and speak about the "theme" for that day. Toastmasters provides many benefits to employees who want to become better speakers and communicators. Last year, Lake Toasters was awarded the title "Select Distinguished Club" for its success in achieving 7 out of 10 Toastmasters International goals. For more information, call Kent Tombow at 343-3776, ext. 1679 or email [ktombow@lakecountyfl.gov](mailto:ktombow@lakecountyfl.gov).



# SUPERVISORY/MANAGEMENT

**Management Problem:** You feel like you need to install a revolving door in your office because everyone is bringing every little problem to you.

You had envisioned yourself as a well-loved leader. But you're afraid you've gone too far in trying to help everyone with everything. In fact, you're dreadfully behind on your own work, which you can't get done because you're busy being a caring boss, psychologist and spat-resolver. Can't your employees do anything on their own, you wonder?

Hold that thought, and try this one on for size:

➤ *Maybe the problem is you.* Ⓒ

As a manager, your job is to make it possible for your employees to get their work done in a timely and efficient manner. You shouldn't be taking care of their "every little

problem." While the sentiment is honorable, the fact is you can't solve all things for all people. And worse, it "trains" your staff to be automatons. Instead, the next time workers come to your desk for help, first ask yourself whether your help is truly required. If not, guide people toward figuring out a solution on their own. Most will quickly learn how to do without your intervention and will appreciate the freedom to think for themselves.



## EMPLOYEE ACHIEVEMENTS

### **Ryan Atwood, Extension Agent II**

Community Services

*Received the Search for Excellence in Crop Production Team Award at the Annual Conference of the Extension Professional Associations of Florida.*

### **Rene C. Bass, Office Associate V**

Community Services

*Completed all 10 speeches of the first Toastmaster manual and achieved the title of "Competent Communicator." She also completed the first Competent Leadership Manual, achieving the title "Competent Leader."*

### **Mike Bowers, Water Quality Services Director**

Environmental Utilities

*Nominated and elected to the Board of Directors of Florida Local Environmental Resource Agencies (FLERA).*

### **Anthony I. Deaton, Probation Director**

Community Services

*Received the 2008 President's Award from the Florida Association of Community Corrections (FACC) for exemplary commitment and outstanding contributions to FACC.*

### **Julie England, Extension Agent I**

Community Services

*Received the New Professional Award and the Public Relations Marketing Award at the Annual Conference of the Extension Professional Associations of Florida.*

### **Jack C. Fillman, Assistant Fire Chief**

Public Safety

*Completed the Executive Fire Officer (EFO) Program through the United States Fire Administration.*

### **Kelly A. Messer, Office Associate IV**

Growth Management

*Received her Associate of Arts degree from Lake-Sumter Community College.*

### **Jeannine L. Nelson, Employee Services Specialist**

Employee Services & Quality Improvement

*Completed all 10 speeches of the first Toastmaster manual and achieved the title of "Competent Communicator."*

### **Nadine Ohlinger, Employee Services Specialist**

Employee Services & Quality Improvement

*Completed all 10 speeches of the first Toastmaster manual and achieved the title of "Competent Communicator."*

### **Juanita Popenoe, Extension Agent II**

Community Services

*Received the Sadler Professional Enhancement Award and the Search for Excellence in Crop Production Team Award at the Annual Conference of the Extension Professional Associations of Florida.*

### **Sharon L. Tatum, Public Education Specialist**

Environmental Utilities

*Completed all 10 speeches of the first Toastmaster manual and achieved the title of "Competent Communicator."*

**Supervisors:** Submit employee and workgroup accomplishments (e.g., credentials, certifications, certificates, awards, special recognition by professional association, publications, etc.) to the Office of Employee Services & Quality Improvement. These accomplishments should be County business and/or job related. Achievements will be printed in future Lake@Work issues.



# CALENDAR

*The following programs are offered by the Office of Employee Services & Quality Improvement. 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 valuable information pertaining to their employment with Lake County. Topics covered include the County's vision, mission, and values; harassment prevention; workplace diversity; violence in the workplace; employment policies and procedures; legal discussion on ethics and public employment; Sunshine Law and records retention requirements; customer service (FOCUS) and employee safety and wellness programs.

DATE	TIME	SPECIAL COMMENTS
Oct. 13 Nov. 10 Dec. 8	9 a.m. – 5 p.m.	Information provided during new hire processing

## HEALTH & BENEFITS PROGRAMS:

**General Overview of Retirement Benefits** – This program is for employees who have general questions about retirement, who are planning to retire or considering retiring, or who are entering into DROP.

DATE	TIME	LOCATION
Nov. 6	1 – 3 p.m.	Agricultural Center
Nov. 7	9 – 11 a.m.	Administration Building, Room 233

**Fitness Classes** – Pilates, Functional Flexibility, Kickboxing, Boot Camp, Zumba and Muscle Toning. For a listing of locations and times, visit the wellness blog at <http://wellness.lakecountyfl.gov>.

**Wellness & Safety Expo** – Coming Oct. 8, 2008, from 7:30 a.m. – 12:30 p.m. at the Agricultural Center (please note new date). There will be health and safety information, screenings, and much more. Employees are encouraged to participate. For more information, contact Nadine Ohlinger at (352)-343-9769.

## HOW TO REGISTER FOR A PROGRAM:

Employees will need their unique Employee ID number, which is located on the upper left-hand corner of their paycheck stubs.

**Intranet** – On the County's Intranet site, go to the Office of Employee Services & Quality Improvement Web page, then click on "Career" and click on the "Training Calendar and Enrollment" link.

**Internet** – E-mail the Webmaster, [nohlinger@lakecountyfl.gov](mailto:nohlinger@lakecountyfl.gov) or [dmerrill@lakecountyfl.gov](mailto:dmerrill@lakecountyfl.gov) for the link.

**Those without access to Intranet/Internet** – Check with your supervisor or other coworkers to see if they have access. If they don't have access, please contact the Office of Employee Services & Quality Improvement 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, contact the Office of Employee Services & Quality Improvement at 343-9596.*

**NEW HIRES**

**BUDGET**

Kristi B. Moss

**COMMUNITY SERVICES**

Patricia Land  
Sandra Lara  
Beth McKeeton  
David L. Poremba  
Josie Rodriguez  
Peggy Stassie  
Margaret M. Unger  
Laura E. Wilson

**COUNTY ATTORNEY**

Sarah Rissman

**ENVIRONMENTAL UTILITIES**

Sheldon C. Moffis  
Michael B. Simmons

**PUBLIC SAFETY**

Amber Campbell  
Joshua Crisp

**PUBLIC WORKS**

Raymond Murphy

**SERVICE AWARDS**

**FIVE YEARS**

James R. Arends  
Henry L. Jenkins  
Gary E. Kaiser  
Marilyn G. Maclauchlin  
Deborah C. Marchese  
Eusie A. Watson

**TEN YEARS**

Helena E. Osborne  
Dianna R. Magrum  
Danny J. McCullough

**FIFTEEN YEARS**

Patricia A. Fletcher  
Robin K. Hall  
Alvin G. Padgett

**TWENTY YEARS**

Sherie A. Ross

**PROMOTIONS**

EMPLOYEE	TITLE	DEPARTMENT
Jason A. Armstrong . . . . .	Trades Crew Leader . . . . .	Public Works
Trudy L. Blackstone . . . . .	Financial Analyst . . . . .	Community Services
Russell A. Boyd . . . . .	Equipment Operator III . . . . .	Public Works
John M. O'Malley. . . . .	Construction Inspector . . . . .	Public Works
Kevin J. Willis. . . . .	GIS Director. . . . .	Information Technology

**TEAM AWARD:  
PUBLIC WORKS DEVELOPMENT PROCESSING TEAM**

EMPLOYEE	TITLE	DEPARTMENT
Carmen Carroll . . . . .	Building Services Manager . . . . .	Growth Management
Jennifer Cotch. . . . .	Environmental Specialist . . . . .	Growth Management
Anita Greiner . . . . .	Chief Planner . . . . .	Growth Management
Seth Lynch . . . . .	Engineer II. . . . .	Public Works
Debbie Marchese . . . . .	Subdivision Coordinator. . . . .	Public Works
Ross Pluta. . . . .	Engineer III . . . . .	Public Works
Krista Wright . . . . .	Office Associate IV . . . . .	Growth Management

**F.I.S.H. AWARD**

EMPLOYEE	TITLE	DEPARTMENT
Marcia Rushing . . . . .	Senior Library Assistant . . . . .	Community Services

**EMPLOYEE OF THE QUARTER – 2nd Quarter**



**Frank Couch**  
Code Enforcement Officer  
Conservation & Compliance

**SUPERVISOR OF THE QUARTER – 2nd Quarter**



**Fred Schneider, P.E.**  
Director of Engineering  
Public Works