



THE SEASON IS MADE BRIGHTER BY EMPLOYEES GATHERING AND GIVING

Lake County employees celebrated the joyous holiday season in style and with a helping hand extended out to those less fortunate.

The holiday season kicked off this year with the annual employee luncheon on Dec. 7. For the first time, the luncheon was held away from the Administration Building at the newly remodeled Agricultural Center. The new location provided better parking and more space for employees to relax and enjoy a delicious holiday feast. Other new features of the luncheon included an overall theme, free holiday portraits and an all-catered meal.

"By having the event catered this year, it allowed employees the opportunity to just come and have a good time without having to cook. It was the Board's way of saying thank you," said Wendy Taylor, Executive Office Manager in the County Manager's Office and coordinator of the luncheon.

The theme of the 2006 holiday luncheon was based off "The Nutcracker." In addition to festive music from the popular Christmas ballet and stunning centerpieces, a highlight of the luncheon's theme was the portrait backdrop. Magda Contreras from the Office of Information Outreach along with Jeff Mitchell and Bill Goodman from the Facilities Management Division constructed life-size cutouts of a nutcracker soldier and a sugar plum princess. Employees were able to get their photographs taken next to the beautifully designed cutouts.

As in several years past, the annual employee holiday luncheon featured a rousing performance from Lake County's own band of carolers. After practicing for nearly a month, the carolers treated diners to a polished rendition of some of the more famous holiday tunes.

While fun was had by all at the luncheon, the true holiday spirit of Lake County's employees was witnessed later in December with three successful charity drives. Employees donated more than 400 toys for a local toy program, The Giving Toy Box, and the nationwide Marine Toys for Tots drive.

While the pile of toys collected during the two charitable drives was impressive, it didn't compare to the mountain of nonperishable food stacked in the rotunda of the Lake County Administration Building. From Nov. 13 to Dec. 20, County employees donated more than 5,000 pounds of food for the Leesburg Food Bank and the Salvation Army.

In its first year coordinating the program, the Department of Growth Management pulled resources from each of its divisions to make the charitable food drive a success.

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THE SEASON IS MADE BRIGHTER...

Those assisting in the task of loading donated food onto flat-bed trucks for delivery were:

- **Danielle Coon** Building Services Division
- **Natali Trejo** Customer Services Division
- **Dorothy Ruck** Geographic Information Systems Division
- **Brenda DeMartino** Department of Growth Management
- **Terrie Diesbourg** Customer Services Division
- **Paul Simmons** Planning & Development Services Division
- **Dennis Martino** Road Operations Division
- **Rusty Gentry** Road Operations Division
- **Arnie McVay** Road Operations Division

Carolers at the holiday luncheon were:

- **Ron Moore** Library Services Division
- **Carla Mitchell** Agricultural Education Services Division
- **Kathy Hartenstein** BCC Administrative Support
- **LaVonja Drayton** Facilities Management Division
- **Linda Goff** Library Services Division
- **Linda Meeker** Probation Services Division
- **Lorraine Brown** Library Services Division
- **Marcia Johnson** Office of Employee Services
- **Rose Mary Lane** Facilities Management Division



HEALTHY RECIPE DRIVE WINNER JENNIFER SAMARTINO PLANNING & DEVELOPMENT

“MEXICAN GOULASH”

- **1 (15 oz) can fat-free chili (such as Hormel turkey chili)**
- **1 (16 oz) can fat-free refried beans**
- **1 (12 oz) can whole kernel corn, drained**
- **1 cup salsa**
- **4 oz fat-free, shredded cheddar cheese**
- **5 (10”) flour tortillas**



- Mix the chili, beans, corn, salsa and cheese together until well blended.
- Spray a 2 quart round microwavable casserole dish with a lid with nonfat cooking spray.
- Lay 1 tortilla flat on the bottom of the casserole dish. Top with one-fifth of the chili mixture.
- Continue layering the tortillas and chili mixture until all the ingredients are used.
- Cover and microwave on high in a carousel microwave for 10 minutes. If you don't have a carousel microwave rotate dish a turn every 2 minutes to cook evenly. Let sit, covered, an additional 5 minutes before serving.
- Using a sharp knife (a steak knife works well) cut through all layers, making a checker board design on top. (about 1” apart). The cut-up tortillas will taste a lot like pasta when the recipe is finished.
- With a large spoon stir the entire dish to mix the cut-up tortilla pieces. Serve in soup bowls. Sprinkle lightly with fat-free cheddar cheese, if desired.

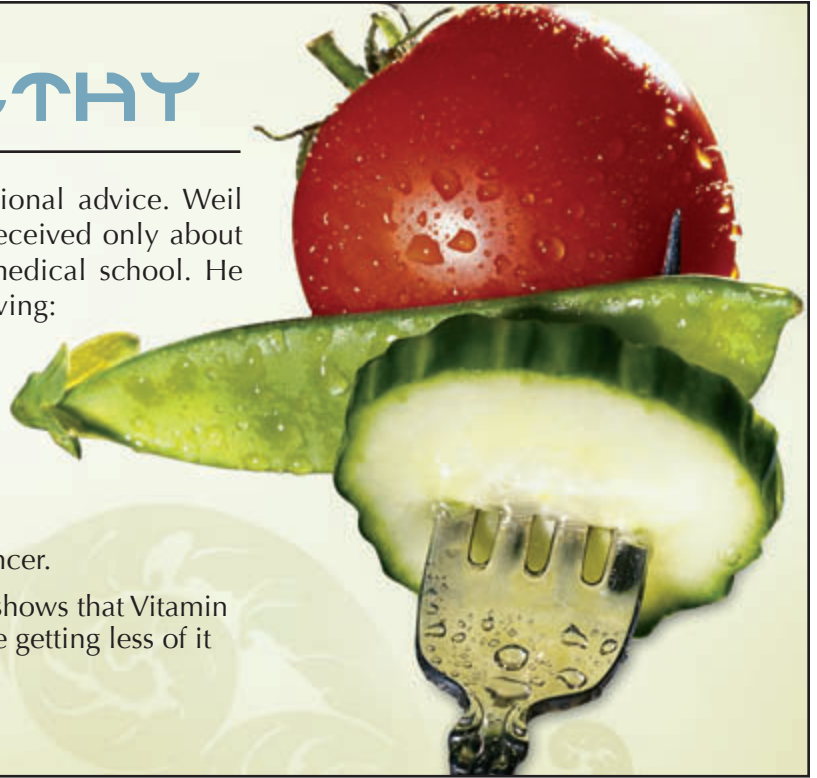
From The Busy People's Low-fat Cookbook by Dawn Hall

To find this and other tasty and healthy recipes, visit Employee Services' wellness pages on the Intranet/Internet.

HOW TO STAY HEALTHY

Dr. Andrew Weil is famous for his health and nutritional advice. Weil recently told CNN producer Kelley Colihan that he received only about 30 minutes of nutritional training when he was in medical school. He recommended the following general tips for healthy living:

- Eat a diet that is rich in fresh, organic foods.
- Eat a colorful diet.
- Take a good multivitamin.
- Women should pay attention to bone health early.
- Men should watch their diets in regard to prostate cancer.
- Make sure you get enough Vitamin D. New research shows that Vitamin D has important protecting effects, but that people are getting less of it from sun exposure because of sunscreens.



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

ATTENTION

FLEXIBLE SPENDING ACCOUNT (FSA) PROGRAM PARTICIPANTS

Effective Jan. 1, 2007, the IRS is implementing the following regulations regarding FSA debit cards.

1. Debit cards are only designed to be used with a medical merchant. A medical merchant is any provider that provides medical care, medical services or medical supplies.
2. If a member is using their debit card to purchase a prescription, it will only automatically be granted if the prescription is purchased at a Walgreens, CVS or any other pharmacy that it's only business is a pharmacy. Prescriptions may still be purchased at other participating pharmacies that are also retail providers, and will be approved through the FSA; however, a paper claim will need to be filed in order to be reimbursed.
3. If member is using the debit card for medical services and the amount swiped on the card is not comparable to that of the copay(s) covered under the plan the claim will not automatically be granted. It will be approved, but BlueCross BlueShield will be sending letters asking for a copy of the receipt. BlueCross BlueShield will send out a total of three letters in an attempt to obtain a receipt. If after the third attempt, BlueCross BlueShield does not receive the receipts requested the debit card itself will be suspended until BlueCross BlueShield obtains the necessary information.

UPDATED

SICK LEAVE BANK PROGRAM

The Sick Leave Bank program allows employees an opportunity to participate in a leave bank from which they can withdraw hours if they have depleted their leave accruals due to a personal injury or illness. The policies and procedures of this program were recently updated. Some of the updates include reducing the waiting period for new employees to join to six months, reducing the number of leave hours required to join to 40 hours, allowing participants the ability to request a second withdrawal if medically necessary, and the opportunity for participants to use remaining Sick Leave Bank hours on an intermittent basis (upon return to work) to complete a course of treatment related to their leave.

To join, employees must complete a Sick Leave Bank Enrollment form and submit it to the Office of Employee Services. Employees can enroll at any time upon meeting eligibility requirements. The form can be located on the intranet on the "forms" section, and on the Intranet/Internet in the Employment & Safety Policies and Procedures page located in the Employee Services area.

WORK TIPS

SAFETY

Pointers on PowerPoint

According to an article by writer Jeff Wuorio (“It’s a great tool when used effectively”), PowerPoint can either be a wonderful or terrible thing. Here is a list of pointers for using PowerPoint.

- Make sure the material is compelling. Slides should support the speaker, not be the focal point of the presentation.
- Stay simple. Use graphics like charts that are easy to read and understand.
- Don’t go overboard with numbers. While numbers can help clarify a point, too many facts and figures can overwhelm the audience.
- Don’t just read what’s up on the screen. Instead, discuss what’s on the screen.
- Time presenter comments. Give the audience a chance to read the screen and then make remarks. Don’t talk on top of the slides.
- Give it a rest. A blank screen every now and again can deliver a much-needed break.
- Use color. Contrast makes reading easy.
- Don’t just use PowerPoint images. Import graphics as well.
- Distribute handouts after the presentation. Avoid people reading the conclusions during the presentation.
- Edit with a heavy hand. If something seems like a good idea but is actually unclear or unappealing, delete it.



FIREPLACE SAFETY TIPS

You’ll want to make sure your fireplace is not a hazard to your home. Here are a few tips from the Hearth, Patio & Barbecue Association:

- Make sure to clear the area around the fireplace and chimney. If you have debris too close to your fireplace, it could cause a fire.
- Always use a fireplace screen.
- Don’t overload your fireplace with too many logs, and don’t try to burn your Christmas tree or other refuse in your fireplace.
- Always keep a fire extinguisher on hand and equip your home with smoke detectors. Don’t forget to check your batteries on a regular basis.
- Place your logs to the rear of your fireplace on a grate.
- Never leave the fire unattended. Make sure the fire is extinguished before you leave or go to bed.
- Keep fireplace wood stacked, covered and out of doors away from the house and off the ground.
- Have your fireplace inspected annually and make sure it is cleaned by a certified chimney sweep.



UPDATES TO EMPLOYMENT POLICIES AND PROCEDURES

1. The Office of Employee Services is in the process of implementing new and updated Employment Policies and Procedures. These approved policies and procedures can be located on the intranet and internet on the Employee Services page under Employment Policies and Procedures.
2. Updated policies and procedures include such topics as Workers’ Compensation and Property & Liability, Workplace Violence, Drug Free Workplace and more. There are also a variety of “new” policies and procedures including Wellness, Use of Tobacco and Safety. Employees are encouraged to familiarize themselves with these new policies and procedures, and contact Employee Services at (352)-343-9596 with any questions they may have.

SUPERVISORY/MANAGEMENT

NEED TO GIVE FEEDBACK? HERE'S HOW TO MAKE IT PRODUCTIVE.

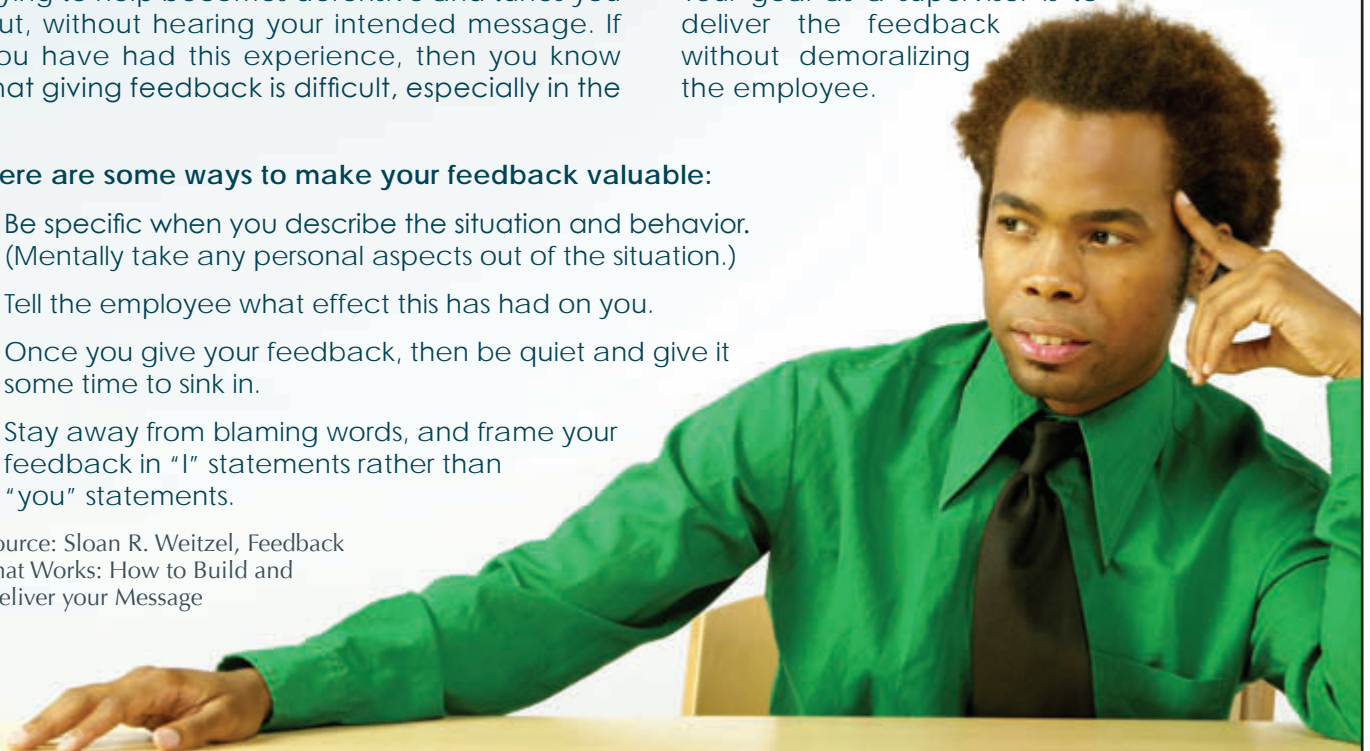
Have you ever given feedback to someone and found the end result to be unproductive? This can happen when the person who you are trying to help becomes defensive and tunes you out, without hearing your intended message. If you have had this experience, then you know that giving feedback is difficult, especially in the

workplace. The aim of useful feedback is for the employee to listen and accept the feedback, so that growth and development can take place. Your goal as a supervisor is to deliver the feedback without demoralizing the employee.

Here are some ways to make your feedback valuable:

- Be specific when you describe the situation and behavior. (Mentally take any personal aspects out of the situation.)
- Tell the employee what effect this has had on you.
- Once you give your feedback, then be quiet and give it some time to sink in.
- Stay away from blaming words, and frame your feedback in "I" statements rather than "you" statements.

Source: Sloan R. Weitzel, Feedback That Works: How to Build and Deliver your Message



We can learn to present feedback as a "gift" Wouldn't everyone want to be told if they had on two different shoes? Effective feedback leads to improved results for the employee and the workplace.



Elaine
Renick

Linda
Stewart

LAKE COUNTY WELCOMES 2 NEW COMMISSIONERS

Two new Lake County Commissioners were sworn into office during an investiture ceremony on Nov. 21.

County Commissioners Elaine Renick, District 2, and Linda Stewart, District 4, recited the oath of office during the ceremony. Following the ceremony, light refreshments were served during a welcome reception for the two newly elected Lake County officials.

Renick, who most recently served as a City of Clermont Council Member, is an ardent supporter of protecting the natural resources of Lake County. A Florida native, Stewart is also a passionate protector of the environment.



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
Feb. 1	8:30 a.m. – 4 p.m.	Administration Building Training Room 233	Information provided during New Hire Processing
Feb. 22			
March 29			

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 Dec. 31, 2007.)

DATE	TIME	LOCATION
Jan. 16	1:30 – 4 p.m.	Administration Building, Training Room 233
Feb. 21	9 – 11:30 a.m.	Administration Building, Training Room 233
March 22	1:30 – 4 p.m.	Administration Building, Training Room 233

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 Dec. 31, 2007.)

DATE	TIME	LOCATION
Jan. 23	1:30 – 4 p.m.	Agricultural Center, Training Room A
Feb. 6	9 – 11:30 a.m.	Administration Building, Training Room. 233
March 6	9 – 11:30 a.m.	Administration Building, Training Room 233

SUPERVISORY DEVELOPMENT:

Workers' Compensation and Property & Liability – The purpose of this program is to inform Lake County Supervisors on the policies and procedures of the Workers' Compensation and Property & Liability programs.

DATE	TIME	LOCATION
Jan. 23	10 – 11:30 a.m..	Administration Building, Training Room. 233

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.)*

ICMA-RC – Bob Swanson, ICMA-RC (800) 735-7202 ext. 5929 will be available from 10:30 – 12 to meet one on one with employees – please contact Bob directly to set up a time.		
January 17	10:30 a.m. – 12 p.m	Administration Building, Training Rm. 235

NATIONWIDE – Jennifer Massey - Nationwide Retirement Solutions (407) 967-1880 will be available from 10 – 12 to meet one on one with employees - please contact Jennifer directly to set up a time.		
March 6	10 a.m. – 1 p.m	Employee Services Training Room 430

Employee Wellness Program Workshops — *The purpose of wellness workshops is to raise employees’ knowledge of health and wellness information. (Employees are encouraged to bring their lunch. Healthy refreshments are provided.)*

STRESS MANAGEMENT TECHNIQUES – Attend this fun and active workshop to learn specific techniques to relieve stress. A licensed mental health counselor will teach you the tools of the trade..		
January 24	12 – 1 p.m	Administration Building, Board Chambers <i>This program will also be broadcasted on the intranet.</i>

LET’S PLAY “FOOD BALL” – Get ready for the big game! Learn about the new MyPyramid food guidance system, gain knowledge of important nutritional information, and try a healthy appetizer.		
January 31	12 - 1 p.m.	Agricultural Extension Center

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@lakecountyfl.gov or dmerrill@lakecountyfl.gov 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



The Lake County Employee Wellness & Safety Expo has been re-scheduled for March 1, 2007 from 7:30 a.m. to 12:30 p.m., at the Lake County Agricultural Center located at 1951 Woodlea Road, Tavares. This event will offer employees the opportunity to increase their health, safety awareness and motivation through health screenings and educational booths. There will also be a lot of giveaways and refreshments!

NEW HIRES

COMMUNITY SERVICES

Ryan Atwood
Lorraine Brown
Shelby Contini
Nancy Rainaldi
Eleanor Tierney

COUNTY ATTORNEY

Magaly Guzman

GROWTH MANAGEMENT

Frank Couch
Karen Ginsberg
Ryan Guffey
Glen Guzman
Penny Markland
Kimberly Purvis
Holly Ryan
Stan Wilson
Shannon Yoder

INFORMATION OUTREACH

Ryan Ross

INFORMATION TECHNOLOGY

Paul Greblick
Antonio Neves
Leon Platt

PUBLIC SAFETY

Gayla Artibee
Heather Bauchman
Michael Beilharz
Glenn Bidwell
Andrew Boris
Scott Burrows
Dana Canty
Michael Crispino
Ryan Foley
Tony Frazier
Cameron Gegelman
Christopher Gerbig
Jason Green
Timothy Greenough
Christopher Hoffman
Paul Homick
Lisa Hruby
Katie Keele
Jason Miller
Noah Morrisette
David Nelson
Keith Perry
Ryan Robbins
Gabriel Roberts
Jeffrey Sacco
Allan Selph
Peter Serrano
Jeffery Shrock
Scott Summers
Denise Taylor
Brian Tindell
Daniel Wallace

PUBLIC SAFETY (CONTINUED)

Christopher Ward
Robert Watson
Douglas Woodyard
Sarah Wright
David Yaccarino

PROCUREMENT

Terri Weinberger

PUBLIC WORKS

Wendell Nichols
Kenneth Smith
William Vincent

TOURISM AND BUSINESS RELATIONS

Jane Allen

ENVIRONMENTAL SERVICES

Eric Anderson
Sheila Falcone
Alphonse Hokanson
Dolly Malburg
Ilsaia Sepulveda
Sharon Tatum

FACILITIES DEVELOPMENT AND MANAGEMENT

Patricia Mogel

RETIREMENTS

EMPLOYEE	DEPARTMENT/DIVISION	YEARS OF SERVICE
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Bonnie Atchley Telecommunications Manager	Information Technology	13 years
Judy Evans Expo Center/Fairgrounds Director	Tourism & Business Relations	22 years
Walter Thompson Mechanic	Public Works	11 years

PROMOTIONS

EMPLOYEE	TITLE	DEPARTMENT
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Rob Zimmerman	Environmental Specialist	Environmental Services
Virginia T. Moorhead	Right of Way I.	Public Works
Shelly M. Coates	Enterprise Content Mgmt Administrator	Information Technology
Lorena M. McCarroll	Associate Planner	Growth Management
Kevin J. Willis	Database Admin Program Manager	Information Technology
Kelley F. Wright	Animal Control Officer	Public Safety
April T. Brooks	Animal Control Officer	Public Safety
Erik R. Ross	Software Engineer	Information Technology
Robert J. Henderson	Equipment Operator III	Public Works
Grant O. Cox	Park Ranger Supervisor	Public Works
John F. Meyers	Sr. Maintenance Specialist	Facilities Development & Management
John E. Wright	Sr. Maintenance Specialist	Facilities Development & Management

SERVICE AWARDS

FIVE YEARS

Donna Bailey
Shannon Bush
Robert Henderson
Robert Isom
Anna Lawver
Dennis Martino
Kara Miller
Mark Ricci
Jennifer Roland
Thomas Rose
Edward Simon

TEN YEARS

Dondre Collins
Harrie Edwards

FIFTEEN YEARS

Russell Cheatham
John Guglielmi
Thomas Mitchell
Bruce Talbott

TWENTY YEARS

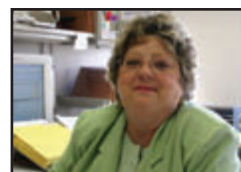
David Block

SUPERVISOR OF THE QUARTER – 3rd quarter



Cindy Heffler
Customer Services Specialist III
Environmental Services/Solid
Waste Operations

EMPLOYEE OF THE QUARTER – 3rd quarter



Roseann Johnson
Contracting Officer
Procurement Services