

NEW HIRES

COMMUNITY SERVICES

Marisol Bell
Kerri Bottorff
Walt Dobruck
Sharon Glatz
Maria Granado
Stacey Kleinfeld
Michael LaPere
Christine McCarthy
Jacqueline McGuire
Dusty Matthews
Philip Muladore
Brandy Padgett
Kristina Skipper

COUNTY ATTORNEY

Nova Atkinson

EMPLOYEE SERVICES

Jeannine Nelson

ENVIRONMENTAL SERVICES

Wanda Andino
Patricia Cotoia
James Klein
Tracy Millhorn
Premadeep Ramanand
Eve Reynolds

FACILITIES DEVELOPMENT AND MANAGEMENT

Gary Nicholson
Ole Olsen
Mike Rowan
Robert True
Leon Walter

GROWTH MANAGEMENT

Tracy Belle-Powell
Aubrey Cash
Nicole Clark
Renee Hull
Temia Jackson
Rosemary Martin
Kelly Messer
Amber Morreale
Karen Rosick
Mike Timpanaro
Grant Wenrick
Tammy Yoder

INFORMATION OUTREACH

Paul Long

INFORMATION TECHNOLOGY

Larry Chester

LAKE-SUMTER MPO

Jeff Dyer

MEDICAL EXAMINER

John Cormier, Jr.
Scott Rigby
Alex Svehla
Ernest Trawle
Wayne Wells

PROCUREMENT

Richard Amey
Amy Munday

PUBLIC SAFETY

Melanie Brown
Gregory Connell
Gregory Holcomb
Aidan Holmes
Teresa Warren
Al Watson

PUBLIC WORKS

Jason Armstrong
James Barcal
Vandy Bates
Trevor Bower
Christopher Braddy
June Carls
Barney Gentry
Jamie Grimes
William Howell
Sharon Lewis
Heath McArdle
Sherry Adams McDermott
John O'Malley
Wendy Poag
Gallus Quigley
James Ramirez
John Reaves
Christina St. John
Jeremy West

TOURISM AND BUSINESS RELATIONS

Edith Mordini

COMMUNITY SERVICE AWARDS

EMPLOYEE	TITLE	DEPARTMENT
Amy Bradford,	Administrative Office Associate	Community Services

CUSTOMER SERVICE AWARDS

EMPLOYEE	TITLE	DEPARTMENT
Carol Boyle,	Senior Assessment Specialist	Budget
Anita Greiner,	Chief Planner	Growth Management
Erikk Ross,	Software/Engineer Programmer	Information Technology
Sheila Short,	Senior Planner	Growth Management
Pat Werner,	Lead Network Technician	Information Technology

PROMOTIONS

EMPLOYEE	TITLE	DEPARTMENT
James Bell,	Equipment Operator II	Public Works
Donna Bohrer,	Public Hearing Coordinator	Growth Management
Bruce Bowers,	Fire Lieutenant/EMT	Public Safety
Shannon Bush,	Fire Lieutenant/EMT	Public Safety
Denna Levan,	Planner	Growth Management
Alfredo Massa,	Chief Planner	Growth Management
Donovan Miller,	Fire Lieutenant/Paramedic	Public Works
Travis Newman,	Equipment Operator III	Public Works
Anthony Quattrochi,	Engineer III	Public Works
Roy Shores,	Senior CAD Technician	Public Works
James Willis,	Equipment Operator II	Public Works
James Willis,	Construction Inspector	Public Works
Greg Ybarra,	Equipment Operator	Public Works

RETIREMENTS

EMPLOYEE	DEPARTMENT / DIVISION	YEARS OF SERVICE
David Block, Firefighter/EMT	Public Safety/Fire Rescue	22 years
Ava Kronz, Special Programs Director	Tourism & Business Relations	23 years

SERVICE AWARDS

FIVE YEARS

Dilcy Baltazar
Ann Corson
James Dailey
Jim Dowling
Pat Flannagan
Leonard Francis
Kraig Gilligan
Kathleen Hoehn
James Kennedy
Vicki Kochevar
Tony Lopresto
Sharon McParland
John Maruniak
Shelly Minton
Ronald Moore
Joseph Petrik
Ross Pinkerton
Sherry Scheller
Neal Vriesema
Gregg Welstead
Janice Wood
Michael Woods
Greg Ybarra
Patricia Young

TEN YEARS

Cheri Greer
Dale Greiner
Catherine McGwier
Eric Palmer

FIFTEEN YEARS

Michael Cordle
Randy Dean
Robert McCullough
Rene Segraves

TWENTY YEARS

Douglas Harrison
Thomas Mitchell
Gary Steverson

TWENTY-FIVE YEARS

Deborah Boulware



BECOME A ROLE MODEL FOR YOUR FAMILY AND COMMUNITY: ACTIVELY PREPARE FOR DISASTERS

Did your weather radio alert you and your family to the severe weather on Feb. 2? Do you even own a weather radio?

Did you have enough bottled water and perishable food for your family following the hurricanes of 2004? Did all of your family members know if you were going to take shelter at your home, at the house of a family member or friend, or at a Lake County-provided shelter? What was your plan to accommodate your pet?

These are all questions you need to address to help you and your family prepare for a disaster. If a disaster strikes, it may not leave your family much time to respond. High winds, flooding, tornadoes and hurricanes have the potential to cut water, electricity and telephone services for days. After a disaster, local emergency officials and relief workers will be on the scene, but they will not be able to reach everyone immediately. It could take hours or even days before help can get to your community.

Regardless if you report to the Lake County Emergency Operations Center or if your job duties hardly change following a disaster, the safety of your family is most important. Lake County encourages each of its employees to study the potential disasters that face their community and to prepare their families accordingly.

Please review the following informational boxes for a good start on making disaster preparations and make adjustments to fit your family's needs. In addition, after the tragic event of Feb. 2, please do not underestimate the importance of owning a properly functioning weather radio — it can save lives.

Employees are encouraged to share disaster-preparedness information with neighbors, friends and family. As employees of the Lake County Board of County Commissioners, we can all be a model of personal responsibility in our own communities on how to be prepared for a disaster situation. Consider the following 3 life-saving items:

1. DISASTER-SUPPLY KIT

Preparing a disaster supply kit will help your family better cope with a disaster situation. There are six necessities you should stock in your disaster-supply kit: water, food, first-aid kit, clothing and bedding, emergency tools and special items. Keep the items that you would most likely need during an evacuation in an easy-to-carry container.

- One gallon of water daily per person for five days.
- Enough non-perishable food for the household for at least five days.
- A non-electric can opener; cooking tools and fuel; paper plates; and plastic utensils.
- Toiletries, such as toothpaste and brush; deodorant and soap; shaving equipment; personal hygiene supplies; shampoo; wash cloth and towel; and toilet paper.
- Supplies for infants, including diapers and formula.
- Supplies for senior citizens, including special dietary considerations and incontinence pads.
- At least a two-week supply of prescribed family medicines, as well as a typical first-aid kit with bandages, antibiotic cream, headache medicine and antacids.
- Blankets and pillows.
- Battery-powered weather radio and flashlight; and extra batteries.
- A waterproof container with extra cash and important documents, such as insurance, bank account and Social Security cards.
- A list of important phone numbers including the family's local pharmacy, doctors and designated contacts the family can call in case of an emergency.
- For a disaster supply checklist, visit: http://www.lakecountyfl.gov/pdfs/Public_Safety/Emergency_Management/disaster_supply_checklist.pdf



Continued on page 2...

...Continued from front cover.

BECOME A ROLE MODEL...

2. FAMILY-DISASTER PLAN

Preparing now for an emergency will give you and your family time to enact a safe and well thought-out plan. A family plan of action for you and your family can go a long way toward reducing potential suffering from any type of disaster that could strike. Household emergency plans should be kept simple. The best emergency plans are those that are easy to remember.

To develop a family disaster plan:

- Decide on places where your family would meet in the event of a disaster affecting your residence. Good examples are a neighbor's home, public building or local school.
- Have a prearranged contact person so all family members can have a single point of contact if they happen to be separated from one another. It is suggested families have two ways to contact an out-of state relative or friend, such as a phone number and e-mail address.
- Post emergency telephone numbers by all household telephones, on the refrigerator, in your wallet or purse and in children's backpacks. Make sure children know how and when to call 9-1-1.
- Know under what circumstances your family may evacuate the home. Be prepared to take your disaster-supply kit and enact a plan to take care of your pets.
- Review and practice your disaster plan with your family every six months.

3. WEATHER RADIO

Thunderstorms, tornadoes, floods, hurricanes, bomb scares, chemical spills and forest fires are just a few of the potential hazards we face here in Lake County. Having a battery operated, tone-alert NOAA Weather Radio in your home is like having your own personal tornado siren – only it will alert you of all these approaching dangers. In every home, a weather radio should be as common as a smoke detector. A weather radio broadcasts National Weather Service warnings, watches, forecasts and other non-weather related hazard information 24 hours a day. During an emergency, weather-service forecasters interrupt routine broadcasts and send a special tone activating local weather radios. Weather radios that are equipped with a special alarm-tone feature will sound an alert to give you immediate information about a life-threatening situation.

S A F E T Y

LADDER SAFETY

Whether using ladders on the job or at home, everyone should be well-versed in ladder safety. The following are some ladder safety recommendations:

PRE-PLAN THE JOB

- Select the right ladder for the job
- Ladder must be the right length
- Select the appropriate strength ladder
- Never use metal ladders near electrical power sources

EMPLOYEES SHOULD CHECK THEIR SHOES

- Never wear leather soles while working on a ladder
- Shoes should be clean of mud, grease, oil
- Soles should also be inspected to ensure that there are no nails or screws lodged in

INSPECT THE LADDER FOR FLAWS OR DAMAGE

- Check for cracks or loose rungs
- Never use a slightly twisted or distorted aluminum ladder

CHECK FOR SHARP EDGES ON SIDE RAILS AND RUNGS

- File down sharp edges
- Extensive repairs should be done by a qualified worker

CHECK PULLEYS AND ROPES ON EXTENSION LADDERS

- Replace anything showing signs of wear and tear
- Watch for dents, rust and corrosion
- Do an overall check for safety



- Adapted from Regan's Communication, Inc.

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.

May 17	10 a.m. – 1 p.m	Administration Building, Procurement Services Conference Room – 4th Floor
--------	-----------------	---

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.)

MISSION POSSIBLE: LOWER YOUR BLOOD PRESSURE – This 3-week program will include information on what blood pressure is, as well as provide tips to lower blood pressure through nutrition and exercise. If you have high blood pressure, this program could help save your life.

April 17, April 24, May 1	12. – 1 p.m	Agricultural Extension Center
---------------------------	-------------	-------------------------------

DRIVE-THRU NUTRITION – This workshop will provide participants tips on making the healthiest choices when eating fast food, as well as nutritional information on the most common fast food restaurants.

May 2	12. – 1 p.m	Admin Building, Room 430
-------	-------------	--------------------------

FREEDOM FROM SMOKING – This 7-week program uses a step-by-step method to help participants quit smoking and/or using tobacco products. The program is set up in a group setting where participants support one another throughout the process of quitting. The cost of the entire program is just \$10 and includes 2-week supply of nicotine patches.

May 8, 15, 22, 29 June 5, 12, 26	11:30 a.m – 1 p.m	Admin Building, Room 430
-------------------------------------	-------------------	--------------------------

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



QUARTERLY EMPLOYEE AWARDS

SUPERVISOR OF THE QUARTER



Gary Debo,
Solid Waste Operations Director
Environmental Services

EMPLOYEE OF THE QUARTER



James Condon,
Facilities Maintenance Coordinator
Facilities Development & Management



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
April 26 May 31 June 28	8:30 a.m. – 4 p.m.	Agricultural Extension Center	Information provided during New Hire Processing

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
April 5	9 – 11:30 a.m.	Agricultural Extension Center
April 24	1:30 – 4 p.m.	Hunter Building, 312 W. Main St., Tavares
May 1	1:30 – 4 p.m.	Agricultural Extension Center
May 23	9 – 11:30 a.m.	Hunter Building, 312 W. Main St., Tavares
June 19	1:30 – 4 p.m.	Hunter Building, 312 W. Main St., Tavares
June 21	9 – 11:30 a.m.	Agricultural Extension Center

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
April 12	1:30 – 4 p.m.	Agricultural Extension Center
April 20	9 – 11:30 a.m.	Hunter Building, 312 W. Main St., Tavares
May 15	1:30 – 4 p.m.	Hunter Building, 312 W. Main St., Tavares
May 22	9 – 11:30 a.m.	Hunter Building, 312 W. Main St., Tavares
June 7	1:30 – 4 p.m.	Agricultural Extension Center
June 29	9 – 11:30 a.m.	Hunter Building, 312 W. Main St., Tavares

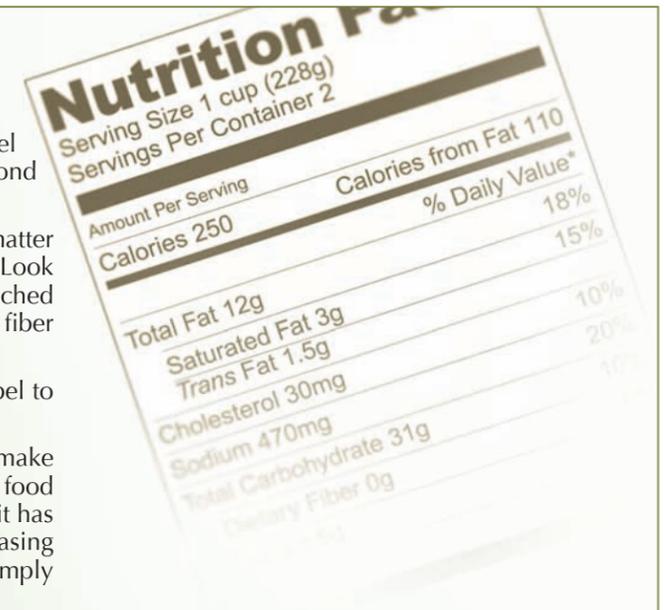
W E L L N E S S

BE WISE ABOUT FOOD CLAIMS ON PACKAGES

When buying a food product, make sure you aren't being misled into thinking something is healthier than it really is. Look beyond the "fancy" claims of a food product's box and review the food label.

Common marketing tactics:

- "Contains real fruit juice"** – The product may only contain one drop of real fruit juice and a whole lot of extra sugar and/or high fructose corn syrup. A quick glance at the nutrition label will indicate how sugary a food product is if it is the first or second ingredient listed.
- "Whole grains"** - Manufacturers can make this claim no matter how small the amount of whole wheat the product contains. Look for claims such as "100% whole grain", avoid enriched or bleached flour products, and make sure the food label shows it is high in fiber and protein.
- "Fat free"** - Helpful claim but make sure to check the food label to make sure the product is not high in calories.
- "Zero or No Trans Fat"** - Misleading because a product can make this claim if each serving has .5 grams of trans fat or less. If the food label lists "partially hydrogenated oil" on the ingredients, then it has trans fats. If you increase the serving size, you will also be increasing the amount of trans fat. There is no safe level of trans fat, it is simply not healthy.



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



Please join the "Lake County BCC" WalkAmerica team and help raise money to help all babies be born healthy.

WHEN: April 28, 2007, 8:00 a.m.

WHERE: Wooton Park

TO SIGN UP: Register online and get a coupon in the mail for a free Domino's Pizza, or call or email Nadine Ohlinger (343-9769)

The money we raise helps fund research to find out why premature birth happens and what can be done to prevent it. Premature birth is the #1 cause of newborn death and the biggest threat to babies' health today.

Instructions to register online:

- Go to www.walkamerica.org
- Click "Register, Sign Up Online!" (pink tab on the right side)
- Click "Join a Team"
- Enter the team name "Lake County BCC"
- Click on the team and follow directions to register

Can you think of anything more important than the health of our babies? If you can't join us, please donate to our team.

HEALTH INSURANCE & BENEFITS

Blue Cross/Blue Shield's PrimeMail Pharmacy

How to Start Using PrimeMail:

1. For each long-term medication prescribed (90 days or more) for you, ask your physician to write a prescription for the maximum-days supply your plan allows to be filled at PrimeMail Pharmacy.
2. Complete (in black ink) the PrimeMail Pharmacy Order Form (available at the Office of Employee Services or on the Mail Order Pharmacy website below).
3. Mail to PrimeMail Pharmacy in the enclosed envelope:
 - Your completed PrimeMail Pharmacy Order Form
 - Your original physician-signed maximum-day supply prescription
 - The appropriate payment

For more information, visit the Mail Order Pharmacy Service Benefit FAQs website: <http://www.bcbsfl.com/index.cfm?fuseaction=memPharmacyFAQs.Mail>

Or call any of the following toll-free phone numbers:

- Questions – 1-888-849-7865
- Refill by Phone – 1-888-849-7865 (Refills, including payment, can also be made through BCBS' website.)
- Fax – 1-888-214-1811

Florida Retirement System (FRS) Deferred Retirement Option Program (DROP)

When should I apply for DROP?

- You may apply up to 6 months prior to your 62nd birthday.
- You must apply within the 12 months after your 62nd birthday or you will no longer be eligible for DROP.
- The DROP maximum program period is 60 months and will be reduced for each month your application is delayed after your 62nd birthday.

FRS will mail out information and a reminder for the DROP program prior to your 62nd birthday.

For more information, visit the FRS website: http://dms.myflorida.com/human_resource_support/retirement/drop

Or call FRS toll free: 1 (850) 488-6491

WORK TIPS



GOOD IDEA, DON'T IGNORE IT

- If a good idea occurs to you, what do you do? Do you share your idea with your manager so you can give it a try? Or do you merely shove the idea to the back of your mind and ignore it? Unfortunately, many great ideas get shelved this way and never see the light of day. The next time a great or even good idea occurs to you, and you automatically dismiss it or ignore it, think on this: If you never try, you will never succeed. Give it a shot and see what happens.

BEFORE YOU LEAVE THE OFFICE, DO ONE MORE THING

- If you need to increase your daily productivity, you might want to give this easy method a try: At the end of your day, do one more thing before you leave. This concept is simple, says Jeffrey J. Mayer on SucceedinginBusiness.com, but it takes discipline. Once you reach the end of your day and feel you have accomplished everything that needs to be done, don't leave before you do one more thing. Make a phone call to a contact you've been meaning to get in touch with, file the papers that are piling up on your desk. Write the memo you were going to do tomorrow. At the end of the week you will have accomplished five more tasks than you would have otherwise. At the end of the month, you will have accomplished about 20 more tasks and over the course of a year you will have knocked out more than 200 extra tasks by doing one extra thing per day.



LAKE COUNTY'S VALUES

Lake County's values are: **accountability, diversity, excellent service, innovation, integrity, professionalism and teamwork**. The next several issues of the Lake@Work newsletter will highlight one of Lake County's values. This quarter's feature value is **Accountability**.

As Lake County employees, we honor the responsibilities and obligations that we have to the community, our customers /citizens and each other. In addition, we accept responsibility for our actions, and understand that we may be required to explain our actions to others. Accountability includes delivering what was promised to be delivered, taking ownership of a task to completion, and completing the work accurately and on time. Some ways in which employees can foster accountability in their work day include double-checking their own work before handing it to others, sharing lessons learned as well as recommendations, promptly responding to messages (e.g., returning voice mail messages quickly), respecting deadlines and agendas, and keeping their supervisor informed.

Stay tuned for the next Lake@Work newsletter, which will feature the value of **diversity**.

Accountability

The quality or state of being accountable; *especially* : an obligation or willingness to accept responsibility or to account for one's actions

Source: www.m-w.com



Attention Supervisors

Please submit employee and workgroup accomplishments to the Office of Employee Services. These accomplishments should be County business and/or job related. Kudos will be used for future Lake@Work issues.

SUPERVISORY/MANAGEMENT MANAGEMENT TIPS TO KEEP YOU ON TRACK

If you want to be a good manager, you have to commit yourself to employee involvement, says Andy Grove of Intel in 1001 Ways to Energize Employees, by Bob Nelson. Here are Grove's management tips:

- Create an environment where motivated people can flourish.
- Don't take personal credit for what your team accomplishes.
- Take time to consider what you need to do today to avoid tomorrow's problems.
- Keep in mind that your time is limited, and when you say yes to something it likely means you're going to have to say no to something else.
- Schedule one hour every day to deal with things that will inevitably interrupt you. That way you can deal with them in an organized, planned way.
- Realize that performance evaluations are absolutely necessary.
- If you need information about what's going on in the organization, get out of your office and observe.

"The key to success is to get out into the store and listen to what the associates have to say. It's terribly important for everyone to get involved. Our best ideas come from clerks and stock boys."

Source: Sam Walton of Wal-Mart, on spending time in your employee's environment