



## Senior managers DRIVE leadership home

DRIVE is an acronym for Direction, Responsibility, Initiative, Vision, and Effectiveness. For 15 senior managers who completed the 2006 – 2007 Executive DRIVE Program on May 18, it stands for 48 hours of invaluable leadership development, training, and application. The highly-customized Executive DRIVE Program, the pinnacle of Gwinnett County's Leadership Institute, is designed to build and sustain leadership excellence within the county government.

Through assessments, coaching, and application learning, senior-level managers hone their leadership competencies and strategic thinking skills. Over the course of the program, participants focus on professional development, strengthening interdepartmental relations, and county growth. Participants

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*Executive DRIVE – front row (l-r): Deanna Moxley, Maria Woods, Darrell Johnson; second row (l-r): Grant Guess, Chuck Huckleberry, Kenneth Poe, Vivian Pollard, Joe Sorenson; third row (l-r): Steve Cannon, David Dusik, Casey Snyder, Bill Myers, Butch Ayers, Kathy Holland; not pictured: Michael Plonowski*

## Changes to merit system rules streamline Human Resources functions

Several changes have been made to the Gwinnett Merit System Rules and Regulations that will make several human resources procedures, such as job reclassifications, more efficient. The Merit System Board remains responsible for hearing grievance issues.

### Merit System History

The Gwinnett County Merit System Rules and Regulations were developed in 1969 when Georgia law established a Merit System for the Gwinnett County Government.

The *Merit System Act* established personnel regulations for the County, which includes merit system protection for employees, an internal grievance process, and defined duties for the Merit System Board and Executive Secretary.

The Board of Commissioners (BOC) appoints the Merit System Board, which is comprised of five members: an appointee by each commissioner and an appointee elected by employees in the County Merit System. The Merit Board was created to carry

out the duties and responsibilities set forth within the *Merit System Act*. Historically, the Merit Board has been responsible for hearing and ruling on grievance issues as well as recommending approval of other human resources related actions such as pay and classification issues and approving employment of relatives.

### Merit System Study

In 2006, the Human Resources De-

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Human Resources



Employee Benefits



Gwinnett Safety



Awards and Honors



Employee Service Anniversaries



# career development and learning center



**Class Registration** To register for a course, complete a registration form and send it through interoffice mail to the Career Development and Learning Center, Gwinnett County Government Annex, or fax it to 678.377.4336. You may download the form from the intranet. Remember to get your supervisor's approval before registering for the program (required).

**Cancellation Policy** To cancel a registration, call 678.377.4337.

**Class Location** Unless otherwise noted, all classes take place in the Career Development and Learning Center.

## AUGUST

### Healing Customer Relations

August 2 8:30am – 12:30pm

In this course, participants explore the positive potential in negative customer experiences and learn four guidelines for restoring a customer's trust and confidence. The skills and techniques learned in this course can help service providers manage personal reactions to customer behaviors, defuse negative emotions, address the customer's concern, and demonstrate commitment to customer relationship.

**Spanish Level I** 8:30am – 10:30am  
August 7, 9, 14, 16, 21, 23, 28, 30; September 4, 6, 11, 13, 18, 20, 25, 27

This course is designed for individuals who have little to no previous exposure to learning a foreign language. At the conclusion of this 16-session course, you will be able to:

- Pronounce letters correctly (c, d, g, h, j, ll, ñ, rr)
- Pronounce words by sight
- Count from 1 – 1,000
- Recite phone numbers
- Identify objects encountered in workplace
- Recite verb infinitives encountered in workplace
- Recite calendar dates, weekdays, and months; explain appointment time/date
- Recite *Who? What? When? Where? Why? How? How many? How much?*
- Identify self by name, job title
- State basic questions that help determine what customer is requesting
- Conduct interview to obtain names, addresses, dates of birth, residency status, place of employment, family members, telephone numbers, etc.
- Understand the perceptions that many Spanish-speaking customers have of the many functions and requirements of governmental offices in order to provide an explanation
- Select strategies for increasing comfort level when dealing with Spanish-speaking customers

**MBTI Personality and Teambuilding: What's Your Type?**  
August 10 and 24 (Parts I and II) 12:30pm – 4:30pm

This is a two-part workshop that utilizes the MBTI Personality Type Indicator to determine participants' personality types. Part I is the first of two sessions (offered August 10), and is a pre-requisite for attending Part II (offered August 24). Participants will learn about their own personality types, increase their understanding of how their personalities interact with other types, and learn more effective ways to work with—and communicate with—co-workers, peers, and customers.

## SEPTEMBER

### Approaching Retirement

September 14 9:00am – noon

If you are within 10 years of retirement, don't miss this seminar! We will review your plan and cover a pre-retirement strategy, including savings goals. We will also provide an overview of the available distribution options.

**Effective Writing – Getting Your Message Across**  
September 21 8:30am – 4:30pm

This application program teaches participants to use the basic grammar and punctuation skills reviewed in *Basic Writing Skills* to create clear memos, letters, and reports.

**Work Sm@rt Utilizing Your Electronic Tools**  
September 28 8:00am – noon; 1:00pm – 5:00pm

This is a power-packed, half-day session that will boost your efficiency to the next level. Participants will learn to apply Microsoft Outlook how-to tips and shortcuts to be more effective in managing time, conquering e-mail, balancing multiple projects, and maintaining a more professional image.

## Staff Contact Information

Department of Human Resources  
Organizational Development Section

Tina Woodard, PHR • Section Manager  
678.377.4333

Jerry Kelly  
678.377.4332

Beverly McLee  
678.377.4331

Julia Ferguson  
678.377.4337

Career Development and Learning Center  
Gwinnett Government Annex  
750 S. Perry Street, Suite 250 • Lawrenceville, GA 30045  
Fax: 678.377.4336

## Employee Relations training opportunities

Gwinnett County Government has a responsibility to keep employees informed about employment rights. Additionally, because supervisors are the "alter ego" of their employer, the County has a higher responsibility to provide required federal and state employment training to supervisors to ensure compliance with all employment regulations. As an employer, the County must take appropriate steps to ensure that no individual's (applicant or employee) protected rights are violated.

The Department of Human Resources provides and facilitates training on the *Family and Medical Leave Act*, the *Americans with Disabilities Act*, *Unlawful Harassment and Discrimination Act*, *Drug-Free Work Place Act*, and more. The Employee Relations Section facilitates training at least once per quarter and at the request of departments in need of the training.

### The Employee Handbook (All Employees)

*This class provides an intricate review of the Employee Handbook and is suggested for employees with two years or less of employment with the County.*

August 15, 2007  
8:30am – noon

GJAC Conference Room A

### The Corrective Action Process (Supervisors and Managers)

*This course addresses workplace issues that cause the initiation of the corrective action process, and how to develop positive and proactive approaches to performance management.*

August 21, 2007  
8:30am – noon

GJAC Conference Room B

Contact **Johanna Weathers**, Employee Relations Manager, at 770.822.7914 for details about the training program. To register, call the Learning Center at 678.377.4337.

*"Success is failure with the dirt brushed off."*

– Mamie McCullough



# Perkitz.com

wake up and check your perks...

Amazing Savings!

The Gwinnett County \$AVE Program offers special discounts and savings at local places you love. Gwinnett County Government is a member of the Perkitz.com network where you can view and redeem your savings and discounts online. Discounts and promotions are added weekly.

#### It is simple to use:

Log on to [perkitz.com](http://perkitz.com)

Click **COMMUNITY LOGIN**

Type in your community code: *gcperks*

View the savings specials, offers, and discounts

Many of the coupons can be printed from your own computer; some you will need to pick up in Human Resources, but all the offers are there for your to view. Human Resources will be sending each department a Perkitz promotional flyer that will provide details about the program. Remember, you can always call the Human Resources Employee Relations Division staff at 770.822.7925 for information regarding your \$AVE Program.

## Water Resources blood drive

The Department of Water Resources' staff held a blood drive on April 27. Thank you!

Alissa Adams  
Leon Alexander  
Kenneth Alsobrook  
Tim Ashe  
Rusty Bagwell  
Keith Bales  
Roxsann Bowles  
Debbie Boyd  
Mike Brasser  
Sonja Burns  
Jeremy Cagle  
Marlo Carrier  
David Casper  
Algie Collier  
Susan Coward  
Claudius Davies  
Chad Delong  
Tom Ewing  
Danny Fields  
Sam Fleming  
Glyn Fowler  
Dana Garland  
A.J. Garmon  
Alicia Gillman  
Kenny Hall  
Mike Hammond  
Jason Harris  
Steve Hart  
Jimmy Helton  
Phillip Herrin  
Richard Hill  
Frank Howland  
Kathy Humphries  
Leigh Jack  
Tiny Jackson  
Karl Kimmell

Darla Logan  
Greg Major  
Willis Manis  
Debbie Marlow  
Kenneth Matthews  
Mike Maxwell  
Travis McDaniel  
Roger Mialkowski  
Norma Miller  
Richard Page  
Denyse Perez  
Shanda Perugini  
Ron Peters  
Octavia Rittenberry  
Walter Roberts  
Jim Scarbrough  
Sonya Schad  
Kathy Schiesser  
Yvonne Shannon  
Steve Sims  
Tracie Sorrells  
Brian Speer  
Tina Spinks  
Sherry Sturgeon  
Sheilah Sullivan  
Lewis Sumner  
Larry Taylor  
Nelson Taylor  
Terry Trammell  
Dennis Wangerin  
Todd Warren  
Carlton Westbrook  
Charlie White  
Tommy Williams  
Penny Wright

## Merit rule changes

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partment (HR) conducted a comprehensive review of the Merit System Rules and an evaluation of the role of the Merit Board in relation to how they impact the work processes and efficiency of HR. A part of that review included surveying other jurisdictions to determine how other Merit/Civil Service Boards operate in relation to the role of the Human Resources Department. The outcome of the survey revealed that Gwinnett County was the only county where the Merit Board functioned in a capacity other than a grievance board.

This study resulted in several proposed revisions:

- Update terminology and/or procedures found in the Merit System Rules and Regulations to reflect current practices and/or federal guidelines
- Reduce or eliminate the role of the Merit Board in approving or reviewing tasks that have become the responsibility of the HR Director, in consultation with County management, such as:
  - Review of pay and classification work
  - Approval of the annual report
  - Maintenance of personnel rosters

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# Saluting Gwinnett's military heroes

As we have been reporting since May 2003, several County employees who are also military reservists have been called upon to support our nation's efforts overseas. We have listed those colleagues who are currently serving on active military duty so that you can keep them in your thoughts.

If you have postal or e-mail addresses for those listed, contact Johnanna Weathers in

the Department of Human Resources at 770.822.7914.

### Corrections

**Johnny R. Brewster**, Sr. Corrections Officer;  
**Jason Brown**, Sr. Corrections Officer

### Fire and Emergency Services

**Larry Berry**, Fire Medic; **Justin Barnes**, Fire-fighter II

### Police Department

**Brian Anderson**, Police Officer; **Michael Blute**, Sr. Police Officer; **Jason Robertson**, Sr. Police Officer; **Lemmie Shorts**, Sr. Police Officer

### Support Services

**Joe Durrence**, Auto/HVY Tech II



# Gwinnett County employees roll up their sleeves for American Red Cross blood drive

There was a tremendous response by Gwinnett County employees to the American Red Cross appeal for blood donations. The summer blood drives held at GJAC, Police Headquarters, and Water Resources Central Facility attracted several hundred participants. Donations totaled 344 units of blood, which means up to 1,002 lives can be saved.

**AOC**  
Pam Baxter  
Priscilla Woolwine

**BOC**  
Annette Bowen

**Clerk of Court**  
Rhonda Baggett  
Robin Berry  
Anita Burton  
Beverly Foote  
Carol McDaniel  
Shannon Miller  
Sheila Miller  
Kimberly Nichols  
Susan Rohrabough  
Rachel Scheetz  
Catherine Thompson  
Noah Wallace  
Laura Waters  
Wendy DeWeese

**Community Services**  
Scott Beck  
Koelling Borneman  
Joe Byars  
Michael Casper  
Bill Evans  
James Evans  
Joe Fiscella  
Jean Gable  
Liz Gifford  
Gerald Hoxter  
Stanley Jennings  
Agnes Matheson  
Matthew Meeks  
Elizabeth Moore  
Peggy Moss  
Rex Schuder

Talitha Sharpe  
Clay Suire  
Harold Towler  
Sonya Valcin  
Laura Veronee

**Corrections**  
Shawne Bush  
Gary Gordijn  
Diane Rice

**District Attorney**  
Colleen Conway  
Sheena Forrester  
Kimberly Gallant  
Susan Gardner  
Karen Harris  
Julie Johnson  
Tom Ludlam  
Dan Mayfield  
Eliria Morales  
Madeline Oney  
Danny Porter  
Kevin Vincent

**Financial Services**  
Elaine Bradberry  
Pamela Cashman  
Floyd Clatt  
Michele Eckhardt  
Tamara Ellison  
Rhonda Etheridge  
Brandi Everett  
Laurie Flowers  
Jackie Floyd  
Sandy Forrester  
Minia Gamble  
Karen Getze  
Bethany Harrison  
Stephanie Heitz

Patricia Hill  
Bill Hockaday  
Tara Hollingsworth  
Gina Horner  
Angela Humrich  
Gary Major  
Karen Mertins  
Cheryl O'Kelley  
Connie Panuska  
Joanna Rouse  
Hassan Saudin  
Brook Shepherd  
Regina Van Dyke

### Fire and Emergency Services

Lisa Andrzejewski  
Shannon Baker  
James Bates  
David Beaty  
Marian Blackstock  
Doug Brown  
Melissa Clay  
Jackie Cochran  
Kermit Davis  
Robert Elder  
Douglas Fowler  
Steve Fox  
Fraiser Glenn  
Elizabeth Guillot  
James Hanson  
Chad Hodges  
Jeffrey Kendrick  
Tommy McCullers  
Jessi Myers  
Lorraine Powell  
John Warwick  
Evan Wiley  
Jason Young

**Human Resources**  
Mary Ellen Kaczmarek  
Sherrie Rabon  
Dee Roberts  
Tausha Threatt  
Doris Tucker

**Juvenile Court**  
Ciara Davila  
Steve Gill  
Tiffany Hall  
Benjamin Heath

Edgar Todd

**Law Department**  
Demetria Johnson  
Michael Ludwiczak

**Magistrate Court**  
Karen Herard  
Ashley Peralta

**Planning and Development**  
Dana Baites  
Sam Beyer  
Paul Calcaterra  
Johnette Clark  
Tony Clark  
Vanda Clifford  
Jack Dickey  
Clay Felton  
Michael Flowers  
Mark Jorgensen  
Larry Kelley  
Steve Logan  
Joan Moore  
Wayne Murray  
Martha Nash  
Bob O'Connell  
John Powell  
Deborah Reeves  
MaryBelle Rooks  
William Scharfnorth  
Robert Strickland  
Earl Thomas  
Tim Wilkins  
Annette Young

**Police**  
Lyndsay Alimena  
Jon P. Bacchus  
Thomas Bardugon  
Xavier Biggers  
John Brady  
Carol Breon  
Mandy Briscoe  
Rachel Brookins  
Connaka Brown  
Rich Bulger  
Natoshia Burney  
Brent Cate  
David Cheek  
Judy Cheek

Julie Coffman  
Angela D. Conley  
Jack Conley  
Maureen Davison  
Natasha Etheridge  
Tracy Foster  
Denise Garner  
Helen Grant  
Charles Grubbs  
Sonya Hamilton  
Lana Hollingsworth  
Danny Holmes  
Chris Hughes  
Sherricka Hudson  
Bart Hulsey  
Timothy L. Hunter  
Troy Hutson  
Michael P. Johnson  
Brian Kelly  
Daniel Llorens  
Pamela Lott  
Warkeisa Lyles  
Doug Mattox  
Jill Merchant  
Michael Miller  
Kim Mobley  
William Newman  
Rebecca Palgutta  
Jay Parish  
Raymond Parker  
Chris Penn  
S. Luanne Pettit  
Dwight B. Peugh  
Victor Pesaresi  
Wayne P. Poche  
LaShawn Pressley  
Joyce Preston  
Brian Ray  
Chris Reagin  
Mary Lou Respass  
Johnny Richards  
Jennifer Roberts  
Irene Sage  
Jaime Silva  
Ja'net Sirls  
Valerie Southard  
Johnathan Taylor  
Wanda Thompson

Jennifer Thornton  
Todd Topor  
Sandra Towler  
Helen Weathers  
Steve White  
Robert B. Whitehead  
Mark Wyman  
Maria Yeager

**Probate Court**  
Billie Gail  
Barbara Miller  
Brenda Seller

**Probation**  
Doris Hall

**Recorder's Court**  
Raven Samuels  
Joyce Stell

**Sheriff**  
Nakia Brooks  
Nicholas Calabrese  
Kim Carroll  
Diana Crisp  
Patricia Giannini  
Charles Lucas  
Eddie Mack  
Paul Mauldin  
Marie Tidwell  
David Vannerson  
John Wicil  
Craig Willis

**Solicitor**  
Katherine Armstrong  
Lisa Carson  
Alice Carver  
Kristen Culberson  
Suzanne Gallamore  
Megan Hoffman  
Julie Jay  
Bobby King  
Doris Moore  
Lisa Moultrie  
Julie Potts  
Marcella Robinson

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## your benefits *good to know facts*

### Did you know?

There is an automatic blood pressure cuff available for employee use in the Benefits Office. You may come by and check your blood pressure at any time that is convenient to you and acceptable to your direct supervisor.

### And...

You don't have to be surprised by how much is allowable and/or payable for major dental care recommended by your dentist. A request for a Pre-Determination of Benefits can be filed by your dentist to your dental insurance carrier.

The request, which is submitted on a standard American Dental Association form, allows the dentist to list all services being

recommended, applicable procedure codes, and the charge for each service.

Your dental insurance carrier will review the proposal and advise your dentist:

- Whether the services are considered necessary care
- Whether the services are covered by the plan
- How much is allowable for each service
- How much is payable for each service

Leave the surprises for birthdays and other special occasions. Whenever your dentist recommends major dental services, consider talking with him/her about filing a Pre-Determination of Benefits on your behalf.



**gwinnett**county  
employee **wellness**  
program

## August Wellness Activities

### Yoga

Wednesdays

5:15pm – 6:30pm

### Therapeutic Stretch

Wednesdays

5:15pm – 6:30pm

Fridays

6:30am – 7:45am

*For information on other wellness activities, call the Employee Service Center at 770.822.7927 Monday – Friday from 7:00am – 5:00pm.*

*Your employer is here to assist you on your path to a happy and healthy life.*



## Your health benefits and life status changes

Gwinnett County Board of Commissioners' Summary Plan Document (SPD), which details the health benefits available to employees of Gwinnett County, can be accessed by employees through the Employee Self Service website at [gwinnettcounty.com](http://gwinnettcounty.com) (log on to the intranet as an employee).

Included in the SPD is information regarding an employee's ability to make changes to his or her existing level of coverage for the benefit plans. When an employee chooses a level of coverage, whether as a new hire or during an annual Open Enrollment period, those choices are binding until the next Open Enrollment period.

Section 125 of the IRS Code states that if an employee is making pre-tax contributions for the cost of benefits, the employee is not allowed to add or delete coverage for himself/herself or his/her dependents during a

plan year unless the employee or his/her dependent(s) experience a qualifying Life Status Change. The benefits that are paid for on a pre-tax basis included health, dental, vision, Health Savings Accounts, and Flexible Spending Accounts. Section 125 of the IRS Code specifically defines qualifying Life Status Changes that allow an employee to make changes in level of coverage during a plan year, as opposed to waiting until an Open Enrollment period.

The Gwinnett County Benefits Office must be notified, in writing and with supporting documentation, within 31 calendar days of a Life Status Change in order for the change to be effective. The change will be effective on the date of the actual event that qualifies as a Life Status Change. If the change is not reported to the Benefits Office, in writing, within the required 31 days, the change cannot be applied to the employee's benefit

elections, and the next opportunity for the employee to make changes will be during the next Open Enrollment period.

In compliance with Section 125 of the IRS Code, Gwinnett County has included a list of representative events that qualify as Life Status Changes on pages 10 and 11 of the SPD. Please note this is not an all-inclusive list. If you have questions regarding whether a particular event is considered a Life Status Change, please call the Benefits Office at 770.822.7927 for clarification.

Some examples of common life status changes are:

- A change in marital status
- A change in the number of dependents, such as through birth, adoption, placement for adoption, or the death of a dependent

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## RPMC holds second quarterly meeting for 2007

The Gwinnett County Retirement Plans Management Committee (RPMC) held its second quarterly meeting of the year on May 24, 2007, in the Gwinnett Center Executive Boardroom. The main items of business were as follows:

- Approval of minutes of the February 22, 2007, meeting.
- Renewal of the agreement for investment consulting services provided by Watson Wyatt Investment Consulting, Inc. Watson Wyatt was originally selected by a competitive process in 2006 to provide consulting services to the retirement system.
- Watson Wyatt consultants also provided two important reports. The first was a report on the investment performance of the retirement trust during the first quarter of 2007, and the second was an asset-liability study report. This study had previously been presented to the Retirement Plans Investment Committee. It contained recommendations on asset allocation between stocks and bonds, risk versus rewards.
- Following the reports from Watson Wyatt, the RPMC received corresponding recommendations from the Investment Committee. The RPMC:
  - Approved in concept a recommendation that the current group of three fixed investment (bond) managers be consolidated into a single manager with the objective of both improving performance and reducing fees, and

- Approved a motion authorizing the Investment Committee, with assistance from Watson Wyatt, to conduct studies related to asset allocation and other investment-related areas as that committee sees fit and to conduct immediately a search for one Large Capital Growth Manager and one Fixed Manager. The Investment Committee is then to bring recommendations to the RPMC.
- The RPMC approved and adopted a Trust Agreement between the committee and the Board of Commissioners to establish and manage a trust fund for the purpose of funding other post-employment benefits, primarily retiree health benefits.
- The RPMC received a status report concerning the audit of the transfer of assets from the Association County Commissioners of Georgia (ACCG) retirement plan, and it approved a motion to ask the independent accounting firm Mauldin & Jenkins to perform a reasonableness review of the ACCG-provided audit.

The committee also received several other reports and briefings: draft bylaws; a draft revised investment policy; status of the 401(a) and 457(b) plans; *Georgia Open Meetings Act* information, etc. No immediate action was needed on these items, and the meeting was adjourned.

The next meeting of the RPMC will be August 23, 2007, at 8:00am in the Gwinnett Center Executive Boardroom.

## Merit System ... cont'd from Chat Room page 3

- Align our Merit Board with current practice as found in larger jurisdictions in the metro area – serve as final administrative authority regarding appeals of suspensions, demotions, and termination

Making these revisions required a change to the *Merit System Act*, which in turn required action by the Georgia Legislature. With support from the BOC, the County Administrator, and the Merit Board, the HR Director

proposed changes for the Gwinnett delegation to bring forward to the 2006 legislative session that would re-establish the duties of the Merit Board making it a true grievance board.

The changes to the *Merit System Act* (House Bill 533) were passed and signed by the Governor effective July 1, 2007. As a result, HR prepared revisions to the Merit Rules, which

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## Keep ICE on your mobile phone

by Karen Mertins, Safety Officer

Started in the UK, emergency responders have encouraged mobile phone users to have an emergency contact number in the phone's address book.

The listing in the phone is simply known as ICE (In Case of Emergency) and is the number people can call when the owner of the phone is in trouble.

The ICE listing also acts as great number to call if the phone is lost and the finder wishes to return it to the owner.

The ICE entry in a mobile phone does not replace the need for written identification or, if necessary, medical alert documentation. ICE is only one part of a complete family emergency plan.

Talk with your family members about an emergency contact plan and ensure the phones they are carrying have an ICE entry. You never know when it may be needed!

## DRIVE ... cont'd from Chat Room page 1

also attend executive education forums covering such topics as organizational leadership and evidence-based decision making. The program is implemented in coordination with Georgia State University's Andrew Young School of Policy Studies.

The Human Resources Department is greatly honored to congratulate the senior county managers who successfully completed the 2006 – 2007 Executive DRIVE Program.



### Save on your taxes!

Start or increase your 457 deferred compensation contributions at [www.gcretirement.com](http://www.gcretirement.com).



## Back-to-school safety tips

by Karen Mertins, Safety Officer

School children are heading back to school this month. Here are some safety reminders that will aid in keeping our children safe as they return to the classroom.

### Motorists

- Watch for children at school bus stops
- Know and follow the rules for stopped loading or unloading busses
- Be alert for children walking to school
- Pay particular attention at cross walks
- As the seasons change, use more caution driving in the pre-dawn morning hours

### Parents

- Coach your child on proper bus and bus stop etiquette
- Insist on seat belt use for car riders
- Monitor your child for safe backpack use

- When packing a lunch, follow safe food handling and storage recommendations
- Review school safety instructions with your child
- Find out the details for the school's emergency plans
- Visit your child's school and ask about classroom and playground safety

### Children

- Wait for the bus at the designated stop
- Do not play in the street while waiting for the bus to arrive
- Follow the driver's instructions for loading and unloading the bus
- Pay attention during safety training such as fire drills, tornado drills, lockdown plans, and bus evacuation demonstrations

Starting a new school year is a great time to adopt a new safety attitude.



## Exercise workout safety

by Karen Mertins, Safety Officer

Swimsuit season can be a reminder to start or step up an exercise plan. Preplanning for safety will help you avoid harm while exercising:

- Seek medical advice before beginning or significantly changing your exercise plan
- Dress properly for the exercise you are doing, including clothing or shoes suited to your routine
- Make sure you understand the operation of any equipment you use
- Take precautions to stay hydrated
- If your exercise plan takes you outdoors, select a safe location or route
  - Be aware of traffic
  - Wear reflective clothing during low-light times
  - Protect yourself from sun exposure
  - Let someone know where you are going and when to expect your return

The summer heat may prompt you to keep your exercise indoors. This may be a good

time to add variety to your exercise schedule. Try an exercise DVD/tape or mall walking to take advantage of air conditioning. Vigorous swimming provides a full-body workout.

Remember that some buildings, such as GJAC and the Annex buildings, are not suited for exercising. Many County workplaces include exercise facilities; however, office and public spaces are not intended to be used as "rainy day" gyms. Individuals exercising in public areas during normal business hours can create a hazard and a liability for themselves.

Approach exercise in a safe manner to enhance the benefits of physical activity.

### Saving a little more can really add up!

A small increase in your deferred comp deferral may help your account grow. Increase your deferral at any time by visiting [www.gcretirement.com](http://www.gcretirement.com) or by calling 800.701.8255.

## Safety Training

### AUGUST

8/1	8:30am – 4:30pm	Defensive Driving
8/2	8:30am – noon	Workplace Violence
8/2	1:30pm – 3:30pm	Back Education/Injury Prevention
8/3	1:00pm – 4:00pm	Trench Safety

### SEPTEMBER

9/5	8:30am – 4:30pm	Defensive Driving
9/6	8:30am – 12:30pm	CPR/Defibrillation/First Aid
9/7	8:30am – noon	Safety Awareness/Accident Investigation
9/7	1:30pm – 4:00pm	Right to Know/Hazard Communication

**Most classes are held at GJAC or the Department of Water Resources Central Facility. Please cancel your reservation if you are unable to attend so those on the waiting list have a chance. Call 770.822.7835 for location and to sign up for a class.**

## Life status changes

... cont'd from Chat Room page 5

- A change in employment status, such as the termination or commencement of employment for the employee, spouse, or dependent

Refer to the SPD for more examples of qualifying Life Status Changes, and please remember that – as previously noted – any of these changes must be reported to the Benefits Office, in writing, within 31 days of the actual event.

# Anniversaries

## Service Anniversaries

The following employees will celebrate significant anniversaries in August:

### 5 Years

Clerk of Court: **Sherrie Robertson**; Community Services: **James Harness**; County Administration: **Shannon Coffey**; Juvenile Court: **Donetta West**; Planning and Development: **Tommy McCullers**; Police Services: **Darlene Cobb, Alicia Lawrence, Carol Palmer, Jonathan Saverance**; Sheriff: **Tracy Gammage, Mary Milliken**; Support Services: **James Newman**; Transportation: **William Moon**; Water Resources: **Charles Dunn, William Hilton, James Jones, George Kafkazakis, Morris Smith, Jesse Vance**

### 10 Years

Financial Services: **Steve Pruitt**; Fire and Emergency Services: **James Huston, Matthew Jamieson, Stephen Pulliam, Thomas**

## Blood drive

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### State Court

Carlena Clay  
Catherine Quick  
Dan Whitworth

### Support Services

Mousumi Bashir  
Tim Blazer  
Chuck Brightwell  
Eric Britt  
Susan Chilton  
Bui Chuong  
Leo Garbarino  
Jeff Hairston  
Beverly Jammeh  
Amit Kapoor  
David Lognion  
Haffiz Momodu  
Ken Penman  
Debbie Phan  
P.J. Raines  
Richard Rowe  
Wilson Shirley  
Karen Strickland  
Jodi Wolcott

### Tax Commissioner's Office

Danetha Belk  
Glenda Blackberry  
Daphne Burnett  
Nancy Cogswell  
Robin Cook  
Doris Davis  
Heather Freeman  
Jennifer Gordon  
Ruth Harry  
Tracy Hedrick  
Ron Johnson

Lynda Kastanos  
Jackie McConnell  
Leah McDaniel  
Deborah Smith  
Marty Taylor

### Transportation

John Bongart  
Donald Browning  
Clara Chewning  
Dennis Clay  
Carlos Connor  
Kim Conroy  
John Ford  
Greg Fowler  
Betty Harper  
Brent Hodges  
Jerry Holton  
Michael Hufford  
Brenda Humphrey  
Marvin Lee  
Terry Mandeville  
Jouden Mazen  
Mitchell McCoy  
Austin Mitchell  
Beth Rigsby  
Bobby Robertson  
Lannie Sanders  
Donnie Simmons  
Shawn Smith

### Water Resources

Gonzalo Gamboa  
Phillip Herrin  
Richard Hill  
Gregory Logans  
Leon Nance  
Ernest Rodriguez

Wheeler, Gary Wirl; Police Services: **Kathrin Joseph**; Sheriff: **Melanie Gregoire**; Transportation: **Robert Faison, Morris Mitchell**; Water Resources: **Melvin Mauldin**

### 15 Years

Clerk of Court: **Janice Waters**; Community Services: **David Rice**; Financial Services: **Yvonne Williams**; Planning and Development: **Mary Allen**; Water Resources: **Daniel Crockett**

### 20 Years

Community Services: **Ari Russell**; Court Administration: **Catherine Quick**; Financial Services: **Glenda Blackwell, Sharon Wilkerson**; Human Resources: **Tina Henry**; Police Services: **Chessley Johnson**; Sheriff: **Kimberly Carroll**; Support Services: **James Bardin**; Transportation: **Gary Koepke, Mitchell McCoy**; Water Resources: **Carroll Ferguson, Donald Gooden, Joseph Reddick, Emily Whitley**

### 25 Years

Community Services: **Mark Hudson**; Fire and Emergency Services: **Clarence Mundy**; Police Services: **Tim Smith**; Support Services: **Nora Burton**

### 30 Years

Financial Services: **Jane Osetkowski**; Water Resources: **Lewis Sitz**

### Oops!

Congratulations to **Michael Porchak** of Water Resources who celebrated 15 years of service last month. The July issue short changed him by five years.

### Recently Retired

Fire and Emergency Services: **Randall Pierce, Stanley Wilson**; Water Resources: **John Banas**; Transportation: **Tommy Hearn**; Police Services: **Mike Sellers**

## Clean Air Campaign winners

Congratulations to **Cynthia Klemm, Matt Herrington, Peggy LeBeau, Kerry Edwards, Paul Eppinga, and Steve Pruitt**, the \$25 VISA® gift card prize winners for May and June.

Log your commute on [logyourcommute.com/gwinnett](http://logyourcommute.com/gwinnett) for a chance to win prizes.

## Merit Rules

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were subsequently approved by the Merit Board and then by the BOC on July 10, 2007.

### Position Classification Plan

One of the major areas of change involves the Position Classification Plan. Under the prior Merit System Rules, the maintenance of all County position descriptions, the process for reallocating, regrading or reclassifying positions, and the maintenance of the Classification Plan required approval by the Merit Board and the BOC.

Effective July 1, 2007, HR will present recommendations for reclassifications to the Deputy County Administrators, with final approval being granted by the County Administrator. The newly streamlined process will be governed by the County Administrator's Human Resources Policies. This is expected to reduce the reclassification approval process by two months, thus providing better and timelier service to employees.

### Employment of Relatives

The policy regarding the employment of relatives also has been transferred to the County Administrator Human Resources Policies. In the past, the HR Employment Section would present the potential employment of relatives within the same department to the Merit Board for approval. This function has now been streamlined by giving the HR Director the authority to approve all employment of relatives, thus enabling departments to fill positions.

For more information on all changes that were made to the Merit Rules, please reference the updates that can be found on the County's intranet. Updates to the County Administrator Human Resources Policies are to follow.

Although these changes took more than a year to be approved, it was well worth the wait. These changes will help HR to streamline processes, thus satisfying the needs of other departments, employees, and the residents of Gwinnett County. If you have any questions, call the Human Resources Department at 770.822.7940.