

# Courier

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## The Engine That Supports the Human Services System

Senior citizens get hot meals every day at community centers across the county. These meals make it to them thanks in part to the Department of Administration for Human Services (DAHS).

The department is the engine that runs the administrative system for the county's seven human services agencies. DAHS makes sure these agencies have the contracts, technology, staff and physical resources needed to deliver services — such as the meals program — to more than 100,000 county residents annually.

"It's like managing the infrastructure of a small city," explained **Kenneth Garnes**,

director. "In a county the size of Fairfax, it is important that we seamlessly provide top-notch customer service. Residents should see human services as one depart-

*Engine, see page 2*



Key members of the DAHS staff include (left to right) Brenda Gardner, Barbara Ensor, John Cunningham, Ferdous Hakim, Ron McDevitt, Sandy Sood, Dawn Hunt and Ken Garnes, director.

## Compensation Recommendations Move Forward for FY 2008

The compensation study final reports and recommendations to make changes to the county's general employee (S, L and E scales) pay for performance compensation system were presented by the compensation study consultants Kennedy & Rand to the Board of Supervisors' Personnel Committee on Dec. 11. The information had been presented to County Executive **Anthony H. Griffin** in November. The reports and recom-

mendations by the Compensation Task Force and the consultant can be found at <http://infoweb/cex/comptaskforce>. Employees are encouraged to thoroughly read the executive summary and report.

At the conclusion of the presentation, **Anita Baker**, Employees Advisory Council (EAC) chair, noted that the EAC will have a formal response to the reports and

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*Engine, from page 1*

ment, not a labyrinth of several agencies.”

Fairfax County’s human services system provides more than 65 programs to county residents, as well as residents in the cities of Fairfax and Falls Church. The programs include the delivery of social services, behavioral and primary health care, juvenile justice, affordable housing and recreation services.

The agencies DAHS supports includes Community and Recreation Services, the Department of Family Services, the Department of Systems Management, the Community Services Board, the Health Department, the Juvenile and Domestic Relations District Court and the Department of Housing and Community Development.

DAHS helps the county deliver these agencies’ human services more efficiently and effectively. Resource sharing is one of the department’s most vital functions.

For example, DAHS’ human resources staff manages payroll, benefits and recruitment for over 3,500 employees. The department’s financial analysts support the development of budgets, totaling more than \$430 million.

DAHS also has the critical task of monitoring

and collecting millions of dollars from more than 60 federal and state grants earmarked for human services. Tracking the delivery of services funded by these grants can be complicated. Take the example of the hot meals for seniors at the county’s senior centers. The food is paid for out of one agency’s budget, the center where the meal is provided is paid out of another, and the delivery of the service by a contractor may be paid out of a third agency’s budget.

The department also manages more than \$135 million in contracts with almost 1,000 service providers.

In addition, DAHS provides administrative support to over 370 facilities — from purchasing equipment for these facilities — everything from carpets to computers.

However, according to Garnes, the most important piece of the puzzle is that seniors who need a hot meal get one. “DAHS and the agencies we serve have formed a strong partnership that will continue to grow and thrive as the county is faced with the challenges of delivering high-quality services to a growing and diverse community.” ■

## Health Department Awards



*Members of the Communicable Disease Training Module Team were among dozens of Health Department employees who were lauded for outstanding work during the department’s awards program held Dec. 7 in the Government Center Forum. The award-winning team included (left to right) Telca Matthew, Holly Clifton, M.P.H.; Jeanne Leins, R.N.; Mary Jocz, R.N., M.S.N. and Beth Miller-Zuber, R.N., B.S.P.A., M.Ed., hugging Health Department Director Gloria Addo-Ayensu, M.D., M.P.H., who presented the awards. Eileen Inglis, Annandale Adult Day Health Care Center, is behind the table assisting with the award presentation. Team members not pictured are Happy Callaway, Christopher Gordon, Karen Horn, Chanardaye Phillips, Marjorie Pless, Esther Walker and Carlos Watanabe.*

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recommendations posted on the EAC Web site [www.fceac.org](http://www.fceac.org) by late January. The EAC and American Federation of State, County and Municipal Employees (AFSCME) were represented on the Compensation Task Force

Board members will continue to review the recommendations, but gave Griffin their consent to proceed with the final analysis for implementation in the FY 2008 budget. In addition, the Board requested progress reports during the budget process to monitor possible budget impacts from implementation of the recommendations. To assist with the implementation, the county is conducting an informal solicitation to select a consulting company to oversee and coordinate the process.

Funding for the consultant's implementation support is available from the substantial

amount of money saved from the Board of Supervisors' funding earmarked for the initial compensation study. The savings were due in large part to the involvement and work by the Compensation Task Force members and other employees.

During the study, the task force found that there is some confusion and misunderstanding about the current compensation program, mostly due to the complexity of the information. In order to overcome this challenge, as changes to the system are made, employees will receive ongoing information explaining each change to the existing pay for performance system, as well as reasons for the changes (including the input gathered from the employee focus groups, survey and e-mails). This information will be available in future Courier articles and on Infoweb. ■

For weather delays  
call:  
703-324-7669  
703-246-7669

## Social Needs Are Changing the County

The need for face-to-face contact is shaping urban areas, according to Joel Garreau, Pulitzer Prize-nominated Washington Post reporter and the author of "Edge City: Life on the New Frontier." Garreau spoke to a packed Millennium Forum audience in the Government Center Board Auditorium on Nov. 22.

He believes that cities have been shaped by whatever transportation device is current at the time and today's "transportation device" is the networked computer.

"Fairfax County thrived because it adapted to the era of the automobile and jet plane," Garreau explained. Now the county faces competition from pedestrian-friendly urban centers that Garreau calls "new villages."

"The more computerized we get, the more we value things that cannot be computerized," such as

face-to-face interaction, Garreau explained. He pointed to the success of institutions that have become social gathering places, such as the office, shopping malls, coffee shops and college classrooms.

In planning for the future of Fairfax County's "edge cities," such as Tysons Corner, Springfield and Merrifield, Garreau believes that designing them for face-to-face contact is essential.

For example, facilitating social interaction will be one of the benefits of running Metro rail through Tysons Corner. Instead of taking office workers off the roads, Garreau argued that extending the rail to Dulles will instead bring people to Tysons for after-work recreation.

The next Millennium Forum is scheduled for Wednesday, Jan. 24 and features Lee Rainie from the Pew Internet and American Life Project. Rainie will present "The New Digital Citizen: How the Internet and Other Technologies Are Changing the Way People Interact With Government." For more information about Rainie, as well as past and upcoming forums, go to <http://InfoWeb/mfs>. ■

by Pat Bangs, Fairfax County Public Library



Joel Garreau

# Employees Give, Share and Sing



*The County Carolers, a group of employees who sing traditional Christmas carols, perform in the Herity Building lobby on Dec. 6. Other performance venues for the 22-member group included the Braddock Glen Senior Adult Day Care Center, Lincolnia Senior Adult Day Care Center, the Pennino Building and the Government Center.*

*Carol King (left), Department of Tax Administration (DTA), created a special tree to entice her DTA colleagues to donate food and other necessary items to the 2006 Holiday Food Drive sponsored by the Department of Human Resources (DHR). Standing to the right of the DTA tree is Hope Hohmann, who assisted food drive coordinator Traci Vaughan, both DHR staff. More than 150 boxes of donations were delivered on Dec. 14 to FACETS, a nonprofit organization that provides services for homeless and low-income people in the county.*



*The Fairfax Area Agency on Aging's sixth annual poinsettia sale raised \$1,500 for food, clothing and other needed items and services for low-income senior adults who have no family support. The agency sold 700 poinsettias and the grower donated several more to provide to the agency's clients.*

*Agency staff who coordinated the sale include (left to right) Enna Lee, Retha Lockhart, Kim Karlinchak, Kathy Wilson and Roseann Tergis. They also expressed a huge thank you to all the county staff that supported the fundraiser.*

# g: A Wrap-Up of December 2006

On Dec. 13, Board of Supervisors Chairman Gerald E. Connolly (center) thanked public safety "elves," Santa's Ride toy collection coordinator Anita Vines, Printing Services (to the left of Frosty), and toy collection volunteer Fran Berkery, Department of Family Services, (front, left of Vines), for a successful 18th annual Santa's Ride.

Vines and helpers collected more than 22 boxes of toys, book and other items from county employees and residents for distribution to underprivileged children in the county. Instead of a sleigh and Rudolph, the toys were whisked away by a contingent of the county's police motor squad.



The Comprehensive Services Act for At-Risk Children, Youth and Families (CSA) program hosted a penguin-themed open house at the Pennino Building on Dec. 8 to usher in the holidays and share information about their services with staff across the human services agencies and the Fairfax County and Falls Church public school systems. (See Web page at <http://infoweb/hs/csa/>)

As part of the festivities, the CSA program staff asked attendees to sign their holiday card and for everyone that signed, the CSA staff made a donation to Santa's Ride (see caption above). CSA staff at the open house included (left to right), Chris Metzbower, Gail Ledford, Mariann Gabor, Jennifer Williams, Shanise Allen, Sharon Justinian, Janet Bessmer and Beth Felty. (Photo provided by CSA)



The Fairfax Medical Reserve Corps (MRC), a program of the Fairfax County Health Department, participated in the annual Reindeer Run on Dec. 9 at Westfield High School in Chantilly. MRC provided volunteer assistance and recruited for additional MRC volunteers at the event, which is fundraiser for the U.S. Marine Corps Toys for Tots program.

This event was one of several upcoming Fairfax MRC recruitment efforts. The Fairfax MRC has approximately 3,600 registered volunteers, with a goal to reach 6,000 in 2007.

Staff and volunteers at the Reindeer Run included (back, left to right) unidentified participant, Hubert Lee, Health Department/MRC staff, Paul Carney, MRC volunteer (front row, left to right) Dianne Quebral, Health Department/MRC coordinator, Esther Emard, MRC volunteer and Dr. Leslie Ellwood, MRC volunteer. (Photo Provided by Health Department)



Focus on Benefits



HR Central has benefit information. 703-324-4900, TTY 703-222-7314

# Taxable Income for Life Insurance Over \$50,000

In the section of your pay advice titled "Taxable Income Added," there is a descriptive field named life insurance over \$50,000. If your pay advice shows a dollar amount next to this line, you have taxable income being added to your taxable earnings.

According to Internal Revenue Service regulations, the value of employer-provided group term life insurance over \$50,000, minus any employee post-tax payroll deduction, is taxable income. This "additional taxable income" is subject to social security and Medicare taxes and must be reported on the employee's W-2 form as "other compensation." In January, many employees may see a higher amount in

this field because they moved into a higher age band on the IRS table for the 2007 calendar year.

The taxable income amount could also change throughout the year due to a change in the group term life coverage amount or in the optional group term life age band. Employees may obtain detailed information, including the Internal Revenue Code premium table, the group term life optional coverage rates and examples of premium computations on the Benefits section of the DHR infoweb at <http://infoweb/hr/benefits/life2005.htm>. ■

# Did You Reach a Length of Service Milestone in 2006?

The Department of Human Resources (DHR) is diligently working on creating a complete and accurate list of employees who should be recognized for reaching length of service milestones for 10, 15, 20, 25, 30, 35, or 40 years of service in 2006. The list can be found at <http://infoweb/hr/relate/LOS2006COURIER.pdf>. If your name is not on the list or you believe the information is not accurate please contact **Bob Fitzpatrick**, DHR, by noon on Jan. 19. Call 703-324-4167, TTY 703-222-7314, or e-mail [robert.fitzpatrick@fairfaxcounty.gov](mailto:robert.fitzpatrick@fairfaxcounty.gov). The final list of employees reaching service milestones will appear in the annual length of service recognition supplement of Courier in February. To be included on the milestone list, your leave accrual date or the year you started working for Fairfax County would be:

- 1966 (40 years)
- 1971 (35 years)
- 1976 (30 years)
- 1981 (25 years)
- 1986 (20 years)
- 1991 (15 years)
- 1996 (10 years)



Should your name be in the 2006 length of service Courier supplement? Check <http://infoweb/hr/relate/LOS2006COURIER.pdf> before Jan. 19!

You also could have prior county or school merit service added to your current length of service. ■

## Briefs

## 2006 Onthank Nominations

Nominations for the 2006 A. Heath Onthank Memorial Award are now being accepted through Feb. 28. The award, named for A. Heath Onthank, the first chairman of the Civil Service Commission, recognizes accomplishments of outstanding worth in advancing and improving public service in the county government during 2006. Recipients will be recognized at a Board of Supervisors meeting in June and will receive a plaque and a \$2,000 award.

The award is open to merit county employees and to unified scale and food service employees of the Fairfax County Public Schools. Nominees must have completed their initial probationary period. Nominations may be made by employees or residents.

Nomination forms are available from members of the Board of Supervisors, department heads, and the Department of Human Resources. For more information, contact **Bob Fitzpatrick** at 703-324-3306, TTY 703-222-7314, or via e-mail at [robert.fitzpatrick@fairfaxcounty.gov](mailto:robert.fitzpatrick@fairfaxcounty.gov).

## Check It Out!

Readers can now check out their own books at the county's 21 library branches through a new service called Express Checkout. Each of the branches has an Express Checkout scanner that reads the bar codes on the library books being checked out, along with the bar code on the reader's library card. Library staff will continue to help customers check out DVDs, pay fines, pick up reserved books and other transactions. In FY 2006, the Library System checked out more than 11 million books and other items.

## Briefs

## Cash Wins Award

The International Association of Official Human Rights Agencies recently recognized **Michael T. Cash**, executive director, Fairfax County Human Rights Commission, as the recipient of the Arthur L. Green Civil and Human Rights Award for 2006. It is the group's highest individual award.

## Learn to Play Highland Drums in a Scottish Bagpipe Band

The Fairfax Deputy Sheriff's Coalition Pipes and Drums (FDSC P&D) is looking for people interested in learning to play drums (snare, tenor and base). The FDSC P&D will provide tutoring from beginner level to advanced and no prior playing experience is necessary. This invitation is open to all county employees and their family members. The kickoff will be Tuesday, Jan. 9, at 6 p.m. in the Criminal Justice Academy. For more details contact **Janet Rahman**, 703-324-8579, TTY 703-803-3354.

## County Is Among First With Plug-in Hybrid

The Department of Vehicle Services (DVS) had a plug-in conversion installed into a Toyota Prius last month, making Fairfax County one of the first governments in the country to possess a plug-in hybrid electric vehicle.

The conversion includes an extra battery pack that can be charged

## Briefs

from a wall outlet and allows the car to travel approximately 30 miles without using the gas engine. Once the battery pack runs down, the car reverts back to its original hybrid mode.

There is great potential for fuel and emissions savings if this technology becomes widely commercialized since more than half the cars in the country travel less than 25 miles on most days, according to **James Gorby**, director of DVS.

The Board of Supervisors voted in June to join Plug-In Partners, a nationwide initiative to encourage automakers to develop and produce plug-ins.

"The addition of this plug-in hybrid electric vehicle supports one of the six priorities of the Board of Supervisors — environmental protection," said Mason District Supervisor **Penelope A. Gross**, who chairs the Board's Environmental Committee. "We are excited to be at the forefront of this initiative nationwide."



Last month Dave DuVal, DVS, (left) explained how the plug-in hybrid car works to Sully District Supervisor Michael R. Frey before going on a test drive at the Government Center. Behind Frey is Mason District Supervisor Penelope A. Gross. Braddock District Supervisor Sharon Bulova also was a passenger.

## Your Mailbox Is Over its Limit

The Technical Support Center (TSC) is receiving numerous calls for assistance from frustrated employees who are getting the message "your mailbox is over its size limit." Each user has been allocated an amount of server space, 50,000 KB for most users for messages and attachments. (This does not include personal folders.) This Tech Tip and the next two Tech Tips will provide helpful information on how to avoid a too-full mailbox.

### Using Outlook Properties

To display the Mailbox properties in Outlook:

- ♦ Right-click on Mailbox – "Your Name" on the Folder list panel
- ♦ Select Properties to display the Properties window
- ♦ Locate the Folder Size button in the lower left corner; press it to display the Folder Size window. This window provides the best view of your Mailbox subfolder capacity to aid in reducing your mailbox's over-

all size. The key items to look for:

- ♦ Total size (including subfolders): This value must be below 50,000 KB, the lower the better.
- ♦ In the window below Total Size is a list of subfolders and their sizes. This is a convenient way to find the largest subfolders.
- ♦ After reviewing, close the Mailbox Properties box, select the subfolders, and start the deleting process. In order to correct your mailbox's "over the limit" problem, you will need to delete some mail items from subfolders which make up your Mailbox: Calendar, Contacts, Deleted Items, Drafts, Inbox, Journal, Notes, Outbox, Sent Items and Tasks. The three primary folders of concern usually are Deleted Items, Sent Items and Inbox.

*Please Note: These steps will not work if you access Outlook through the Internet (at home, for example.)*

As a precursor to the next Tech Tip, right-click on Deleted Items

## ISO: Your Tips on How to Get Back in Shape

Those visions of sugarplums no longer dancing in your head may now be showing up as extra pounds on the scale. The holiday feasting season is over and it's time to shed those pounds by increasing your activity level.

Courier is interested in publishing tips from employees on what you do to fit more activity into your hectic schedule. If you have a healthy, relatively easy way to burn extra calories, send a brief (see example at end of article) e-mail by noon, Friday, Jan. 12 to [courier@fairfaxcounty.gov](mailto:courier@fairfaxcounty.gov). Please include your name, department and phone number.

Selected tips will be published in

the Jan. 19 issue of Courier.

To get you started, **Chuck Wright**, fitness director at the Government Center, provides this tip:

"Wake up 30 minutes earlier and do 30 minutes of low-impact calisthenics while you're still in your pajamas. All you need to do is march in place for 10 minutes, stretch for 10 minutes and perhaps add some jumping jacks and arm rotations for another 10 minutes. If you can, repeat the routine after dinner." ■

## Tech Tip # 108

Department of Information Technology  
Technology Infrastructure Division  
Technical Support Center  
Fairfax County Government Center  
12000 Government Center parkway  
Fairfax, VA 22035  
Tel: 703-222-3535, option 1  
Fax: 703-222-3396  
TTY: 711

and select from the menu Empty the Deleted Items Folder. A response window is displayed "Are you sure you want to permanently delete all the items and subfolders in the Deleted Items folder?" Select yes or no. Clearing your deleted items should help in lowering your Mailbox size.

Next Tech Tip: Working with Outlook folders. ■

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