

# Courier

Deadline for Competency Validation Survey is today, Feb. 2!

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When viewing Courier online, use the marked links to get directly to stories, e-mail addresses and Web pages.

## Finding Time for Fitness

Last month, Courier asked county employees for your fitness tips to pass along to colleagues interested in increasing their activity level to help burn off excess holiday calories. The tips had to be healthy and relatively easy to fit into most employees' already hectic schedules.

The importance of getting rid of those extra pounds was illustrated in a recent Lean Plate Club column in The Washington Post, which noted, "A few years ago, a National Institutes of Health



Steven Jozsa (top) battles with his alarm clock to find time for fitness, while Allison Mulligan (right) uses a pedometer to get fit with her children, Billy, 12 and Dana, 9. (Family photo by William P. Mulligan Sr.)



study examined holiday weight gain. It found that people at a healthy weight add just about a pound during the holidays and generally take it off in the spring. No big deal. But it's a different story for overweight

and obese people, who now account for more than two-thirds of U.S. adults. The study found that they

gain an average of five pounds and don't shed that weight in the spring. Through the years, that weight gain adds up."

The good news is that Courier received

*Fitness, see page 2*

## EAC Presents Don Smith Awards



The Employees Advisory Council (EAC) presented the 2006 Don Smith EAC Award to two county employees at the Board of Supervisors meeting on Jan. 22. The award recognizes individual county employees who have contrib-

*Award, see page 3*

Don Smith Award winners Ted Kavich, Library, (far left) and Lt. Susan Lamar, Police (far right), with EAC representatives Anita Baker and Paula Woodrum.

*Fitness, from page 1*

many great tips on how to get you up and moving and in better shape for spring. If you haven't exercised for awhile you may want to check with your doctor before taking on extra activity. Here are several of the tips:

"To start the day can be the hardest thing for many people. Beating up the alarm clock is the most exercise many people get in the morning. Truth be told, my clock has a few dents. What has been working for me is the before-work workout. The best for me is using the treadmill. The day passes much faster and I seem more energized. Usually I carry a five- or 10-pound dumbbell in each hand. The first few times were difficult, but after a week it was much easier.

My wife said I better start looking for a new wardrobe soon if I keep going at this rate. That's what has been working for me."

**Steven J. Jozsa**

*Department of Public Works and Environmental Services, Capital Facilities*

"Wearing a pedometer to count your steps is a great way to increase how much you walk each day. Keep track and work up to a goal of 10,000 steps per day. I take it a step further and hold occasional weeklong competitions with my 9- and 12-year-old children or with co-workers. Our agency did a fun fitness challenge using pedometers last year. We use cheap pedometers, so it's not a big deal if they get lost."



**Lee J. Jozsa (standing)** goes to **Chuck Wright** for fitness advice.

track and show you the exercises that are suited for you."

**Lee J. Jozsa**

*Department of Administration for Human Services*

"A personal trainer recommended that I bring a large inflatable exercise ball to work. Instead of my chair, I sit on the ball for a little while each day to strengthen my core.

It may become a trend, because I have already convinced at least one of my co-workers to get one too!"

**K. Marie Custode**

*Department of Systems Management for Human Services*

The most received tip may also be the easiest to start. Here are some variations of the same fitness tip:

"Take the stairs instead of the elevator. In the beginning do this slowly; take only a few flights at first to get the body (and the heart) accustomed to the activity."

**Heidi Baggett**

*Department of Cable Communications and Consumer Protection*

"Take the stairs instead of the elevator. If 10 floors (Herrity or Pennino buildings) seems too hard, try just one or two floors and ride the rest of the way."

**Karyn L. Moreland**

*Department of Transportation*

"Take the stairs instead of the elevator whenever possible. It usually takes little or no more time to walk rather than ride, since there's never a wait to use the stairs!"

**Evelyn Kiley**

*Office of the County Executive* ■

**Heidi Baggett, Karyn Moreland and Evelyn Kiley (left to right)** hit the steps.



**Allison S. Mulligan**

*Department of Community & Recreation Services, Falls Church/Annandale*

"Walk to a coworkers desk and talk to them, instead of using e-mail, whenever possible."

**Constance A. Maier**

*Department of Planning and Zoning*

"Go to the Fitness Center and talk to Chuck [Wright, fitness director at the Government Center]! He can help you get on the right

Award, from page 1

uted in an outstanding manner to the well-being of fellow employees. The winners received an engraved plaque and a check from the EAC for \$1,000.

Board of Supervisors Chairman **Gerald E. Connolly**, County Executive **Anthony H. Griffin** and EAC Chair **Anita Baker** presented the award to:

**Ted Kavich**, assistant branch manager at Martha Washington Library, for his improvements to morale and teamwork. Kavich developed a series of "Murder Mystery Night" events that bring together employees from many branches along with volunteers and patrons to play characters, construct props, design settings and provide refreshments. In a five-year span, Kavich has presented 14 programs at eight different branches.

**Lt. Susan Lamar**, Police Department, for her suggestion and initial research that resulted in the implementation of the Wellness Clinic at the Criminal Justice Academy. The Wellness Clinic serves as a resource for health and fitness information to improve or maintain employees' health. Through Lamar's support and efforts, a certified athletic trainer was hired to provide an immediate assessment of

employee injuries, quicker access to referrals for follow-up care and better case monitoring.

In addition, three employees received honorable mention awards: **Stephen Jozsa**, Department of Public Works and Environmental Services; **Stephen Lawson**, Police Department; and **Chuck Wright**, Employee Fitness Center. Jozsa was recognized for his volunteer activities with the new employee orientation video and other county events; Lawson was honored for organizing and running a fitness program for department employees; and Wright was saluted for developing fitness programs for county employees.

Fifteen other county employees who were nominated received certificates of recognition.

The Don Smith EAC Award was established by the Employees Advisory Council in 1991 to honor Donald D. Smith, a longtime employee of the Office of Comprehensive Planning who was a mainstay of the EAC for 16 years until his retirement in 1990. ■

## Katherine K. Hanley Public Service Award Nominations Due Feb. 14

Leadership Fairfax Inc. (LFI) is seeking nominations for this year's Katherine K. Hanley Public Service Award. The purpose of the award is to grant recognition for outstanding accomplishments in the areas of public service employment or service on a public board, authority or commission for lasting contributions to the quality of life in the community. Candidates from the following jurisdictions are eligible: Fairfax County, cities of Fairfax and Falls Church, and the towns of Clifton, Herndon and Vienna. Nominations are due to the Leadership Fairfax offices by 4:30 p.m. on Feb. 14, 2007.

LFI will present the award to the honoree at the annual Leadership Fairfax Board of Supervisors Breakfast on March 14 at the McLean

Hilton. LFI established the award in 2004 to honor the public service legacy of Katherine K. Hanley, chair of the Fairfax County Board of Supervisors from 1995 to 2003. Nomination forms are available on the LFI Web site at [www.leadershipfairfax.org](http://www.leadershipfairfax.org).

LFI is a nonprofit community leadership organization that identifies current and emerging leaders and brings them together to examine community issues that will effect positive change in the region. For more information about LFI, visit [www.leadershipfairfax.org](http://www.leadershipfairfax.org) or call (703) 752-7555. ■

For weather delay  
information call:  
703-324-7669  
703-246-7669  
TTY 711

## A Focus on Serving Older Chinese Residents

Older adults in Fairfax County face many challenges in their daily lives including finding information about transportation, obtaining health services and preparing for emergencies. These daily tests become more difficult when the older adult's native language is not English.

This obstacle prompted the Department of Family Services' Fairfax Area Agency on Aging to hold a focus group last month to learn more about issues faced by the increasing population of older Chinese adults living in the county. According to the 2000 U. S. Census, approximately 4.7 percent of Fairfax County's foreign-born population is from China (including the mainland, Taiwan and Hong Kong) – 7.4 percent of them are age 65 or older.

"The purpose of the focus group was to consider the needs of the county's older adult residents of Chinese origin who have difficulty communicating in English," said **Sharon Lynn**, assistant director of the Fairfax Area Agency on Aging. "We wanted to get the thoughts of our Chinese residents on planning an outreach program to Chinese-American seniors who might need help in accessing important services."

A majority of the focus group participants cited the language barrier as the biggest obstacle for older Chinese adults trying to obtain services from Fairfax County. The group suggested different

avenues to reach the older Chinese population: Chinese newspapers that are available in most Asian markets; bulletins at Chinese churches and temples; county-operated senior centers and informational materials at Chinese restaurants.

The focus group is just the first step in implementing an effective outreach. The Fairfax Area Agency on Aging will continue to seek the input of the Chinese population to ensure the county is doing all they can to support older Chinese adults living here. ■

*by Joseph Battista, publications manager  
Department of Family Services*

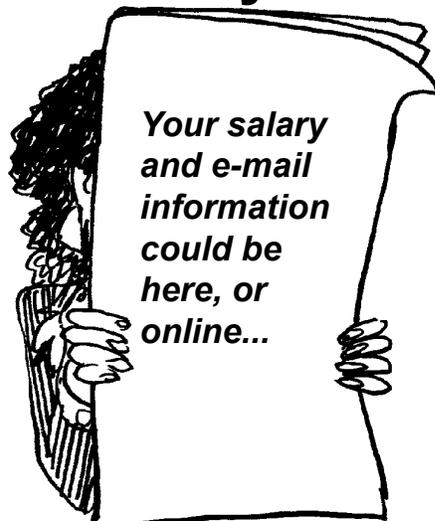


**Sharon Lynn, assistant director of the Fairfax Area Agency on Aging leads the focus group in a discussion about how Fairfax County can better serve older Chinese adults. Photo by Joseph Battista**

For more information on county programs and services for older adults, visit <http://infoweb/HS/DFS/adultaging.htm>

### An Important Reminder...

## Your Salary is Public Information



Information on county employees' salaries is a public record and the county is obligated by law to provide salary information, if over \$10,000 a year, to Virginia residents and members of the media who request it.

County employee e-mail also is considered a public record and can be requested by the public or the media. Keep in mind the adage, "If you don't want to see it on the front page of your local newspaper, then don't put it in an e-mail."

For more information on VFOIA, visit <http://dls.state.va.us/foiacouncil.htm> or call 804-225-3056, 1-866-448-4100 (toll-free), TTY 711. ■

# The Compensation Study: Implementation Update

The Compensation Task Force is continuing its work during the implementation phase, as noted in the Jan. 19 issue of Courier (<http://infoweb/courier>). This group will provide support as a sounding board for the Implementation Team and provide timely, clear communication on the implementation of the compensation study changes. The members of the Compensation Task Force are:

**Anita Baker**, EAC chair/Department of Administration for Human Services  
**Lisa Connors**, Office of Public Affairs  
**Randy Creller**, EAC representative/Department of Information Technology  
**Billy Davis**, Department of Vehicle Services  
**Rosalyn Foroobar**, Health Department  
**Norm Graves**, Department of Tax Administration  
**John Higgins**, Department of Finance  
**Susan Holsneck**, Department of Human Resources  
**Todd Johnson**, Park Authority  
**Joe Mondoro**, Department of Management and Budget  
**Stella Norman**, EAC representative/Community Services Board  
**Daria Parnes**, Library

**George Robertson**, Department of Public Works and Environmental Services

**Simin Royanian**, AFSCME representative/Department of Public Works and Environmental Services

**Sara Simmons**, Civil Service Commission  
**Cathy Spage**, Department of Information Technology

**Patty Stevens**, Department of Systems for Human Services

The Implementation Team and the Task Force met last month and discussed changes to the Market Rate Adjustment and the promotional policy, based on the original study. These recommendations are in the process of being finalized and will be online at <http://infoweb/cex/comptaskforce>, when available.

The work by the two employee groups is being supported by Kennedy and Rand, the consultant firm that conducted the compensation study. The firm is assisting with the implementation of the recommendations from the compensation study and providing continued research support and advice. If needed, they also will support any training needed to help with the successful implementation of the changes. ■

## Valentine's Fun Around the County

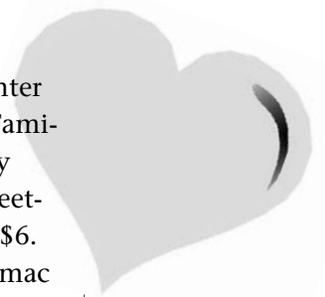
Think outside the box of chocolate candy for a fun way to celebrate Valentine's Day with family and friends.

The Audrey Moore RECenter is holding a Valentine's dance on Saturday, Feb. 10 from 7 to 10 p.m. Bring a partner and dance the evening away in the RECenter gymnasium. There will be refreshments, as well as dance demonstrations and lessons. The cost is \$10 per person if received by Feb. 9 and \$15 at the door. The payment check should be made out to FCPA and mailed to, or dropped off at the Audrey Moore RECenter, 8100 Braddock Road, Annandale, 22003. For more information, call the RECenter at 703-321-7081, TTY 711.

An animal-themed Valentine's Day celebra-

tion will be held at Riverbend Nature Center on Saturday, Feb. 10 from 10 to 11 a.m. Families are invited to celebrate the holiday by playing musical valentines and critter sweetheart games. The cost per family is only \$6. The nature center is located at 8700 Potomac Hills Street in Great Falls. For more information, call 703-759-9018, TTY 711.

Spend the evening of Wednesday, Feb. 14 with your family at the Reston Regional Library. The library is hosting a free Valentine's Day celebration at 7:15 p.m. with stories and activities for all ages. To register for the event, call 703-689-2700, TTY 711. The library is located at 11925 Bowman Towne Drive in Reston. ■



## From Human Resources



Look for  
important  
benefit  
information on  
page 7!

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

# Succession Planning FAQ, Part 2

*Succession Planning FAQ, Part 1 was featured in the Jan. 18 issue of Courier, available at <http://infoweb/courier>. A shortened definition of Succession Planning is being rerun with this article.*

## What is succession planning?

Succession planning (SP) provides managers and supervisors with a process for effective human resource planning and employee development. It will enable the county to continue to provide consistent, quality services to residents while retaining and developing valued employees.

## Is there a software system available to help implement SP? If so, what will this software do for users?

A committee is currently selecting a software vendor that will meet the county's SP needs. Numerous firms have user-friendly technology products that could easily support the county's requirements. The county plans to award a contract this month. The Department of Human Resources (DHR) will work with the Department of Information Technology to phase in implementation once a vendor has been selected. The software will allow users to go through the process easily, moving away from cumbersome forms and paperwork.

## Who will have access to this software?

Since this project will roll out in phases, the department managers and employees involved with implementation of SP will be the first to receive access to the software. Ultimately, it is expected that all county government employees will have access to the software.

## Is there a consequence to not doing SP?

The consequence of not doing SP is the potential loss of critical information and skills that long-term employees bring to the county. Without replacing these skills, the agency may not be able to maintain continuity of operations.

## How will SP be implemented in my department?

Each department may approach SP a little differently. Some departments may focus on developing a strategy in a particular division where they anticipate big losses of institu-

tional knowledge. Or they may focus on a particular area of the organization that is undergoing changes in their business areas due to technology or other demands on the workforce. Like strategic planning, SP will be an evolutionary process. Departments will continually revisit their plans to fine tune them in order to meet anticipated changes in the work place.

## What is the timeline for implementation?

Implementation will begin this spring and roll out in phases on a voluntary basis considering each department's readiness to implement the SP tools.

## Will there be training on SP?

Yes. DHR has a consultant to provide train-the-trainer training to department representatives who will in turn train others within their department. After the initial rollout, DHR will provide periodic training on the SP process and use of the software.

Members of the DHR SP Project Team include:

**Mark Ciavardoni**

**Curt Dierdorff**—Project Manager

**Joyce Ferritto**

**Evelyn Grieve**

**Judy Lynch**

**Kris Miracle**

**Sherry Rowe**

**Michael Rumberg**

**Elizabeth Schaffer**

Members of the SP Advisory Group include:

**Karla Bruce**, Department of Community and Recreation Services

**Randy Bruce**, Department of Tax Administration

**Barbara Ensor**, Department of Human Services Administration

**Kevin Filbey**, Department of Family Services

**George Robertson**, Department of Public Works and Environmental Services

**Ed Roessler**, Police Department

**Cathy Spage**, Department of Information Technology

**Shakeel Yusuf**, Department of Finance ■

## Briefs

## Length of Service Ceremony on Feb. 23

The 2006 Employee Length of Service Ceremony will be held on Feb. 23 at 8:30 a.m. in the Board Auditorium at the Government Center, 12000 Government Center Parkway, Fairfax. The ceremony will recognize employees who reached the milestones of 20, 25, 30, 35, 40 and 50 years of service in 2006. Invitations have been distributed to the 645 employees to be recognized at the ceremony.

## Briefs

## Onthank Nominations Accepted to Feb. 28

Nominations for the 2006 A. Heath Onthank Memorial Award are being accepted through Feb. 28. The award, named for A. Heath Onthank, the first chairman of the Civil Service Commission, recognizes accomplishments of outstanding work in advancing and improving public service in Fairfax County Government during 2006. Recipients will be recognized at a Board of Supervisors meeting in June and will receive

## Briefs

a plaque and a \$2,000 award.

The award is open to merit employees of Fairfax County government and to unified scale and food service employees of the county's public school system. Nominees must have completed their initial probationary period. Nominations can be made by employees or county 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 at [Robert.Fitzpatrick@fairfaxcounty.gov](mailto:Robert.Fitzpatrick@fairfaxcounty.gov).

# Benefit Information Updates

## Long-Term Disability Certificate of Insurance

The long-term disability (LTD) certificate of insurance for the 2007 plan year is on Infoweb at [http://infoweb/hr/benefits/LTD\\_Certif\\_1707.pdf](http://infoweb/hr/benefits/LTD_Certif_1707.pdf). This certificate contains a summary of the group policy. It replaces any and all certificates which have been issued in the past under the group policy. LTD participants are encouraged to print a copy of the document and keep it with their insurance papers.

## 2007 Benefit Deductions

Employees enrolled in health and dental benefits for 2007 should check deductions in their paychecks to make sure that they are correct for the 2007 plan year. The 2007 biweekly deductions for health and dental insurance are listed below. The new Davis Vision benefit is included in the biweekly health deductions. Flexible spending account deductions for 2007 are taken over 24 pay periods and should also be checked. If your deductions are incorrect, please make any changes as soon as possible by calling HR Central at 703-324-4900, TTY 703-222-7314 or e-mail [HRBenefits@fairfaxcounty.gov](mailto:HRBenefits@fairfaxcounty.gov).

2007 Health and Dental Bi-Weekly Deduction Amounts			
	Employee Biweekly Share		Employee Biweekly Share
<b>BlueChoice POS + Davis Vision</b>		<b>CIGNA OAP + Davis Vision</b>	
Individual	\$33.91	Individual	\$26.89
2 Party	\$111.08	2 Party	\$87.42
Family	\$163.37	Family	\$130.45
<b>BluePreferred PPO + Davis Vision</b>		<b>Delta Dental</b>	
Individual	\$39.00	Individual	\$8.06
2 Party	\$127.74	2 Party	\$15.22
Family	\$187.87	Family	\$25.08
<b>Kaiser + Davis Vision</b>			
Individual	\$26.19		
2 Party	\$85.06		
Family	\$126.57		

## Vehicle Services Receives Certification

The Department of Vehicle Services, Newington Maintenance Facility, was recently recognized for completing the Virginia Department of Environmental Quality (DEQ) Body Shop Compliance Program. The program takes several months to complete and the county is one of the first local governments to become a charter participant in this environmental effort.

## CRS Center Wins Award

The Department of Community and Recreation Services Herndon Senior Center was recently awarded the Best New Facility Award by the Virginia Recreation and Park Society. The Herndon Senior Center was selected from over 100 entries. The award was given to a facility that met selection criteria including innovative design, excellence in addressing community needs, efficiency of resources and meeting the needs of the populations served.

## Your Outlook Mailbox, Part 2

Tech Tip #108 in the Jan. 5 issue of Courier (available at <http://infoweb/courier>) provided some helpful tips on how to use your Outlook mailbox properties to keep the "Your mailbox is over its size limit" message from constantly popping up on your computer.

Here are more tips to help you manage Deleted Items, Sent Items and the Inbox:

### Deleted Items Folder

To empty your deleted items folder, right-click on "Deleted Items" and select from the menu "Empty 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."

Before making your choice, please note that items will be permanently deleted. If there are any messages you want to save, relocate them out of Deleted Items, perhaps to your personal folders (to be discussed in the next Tech Tip). Clearing your Deleted Items will help decrease

your mailbox size.

Note: When deleting a message from a folder, pressing the shift-delete key combination permanently deletes the message from Outlook skipping the Deleted Items folder.

### Sent Items Folder

By default, Outlook saves a copy of all e-mails you send in the Sent Items folder. It also saves the attachments. If you are sending large file attachments, you will quickly use up your mailbox's capacity. You must continually monitor and clean up your Sent Items folder. Delete old e-mails or move them to your personal folders. Totally clearing your Sent Items will help in lowering your mailbox size.

### Inbox Folder

You should not have any subfolders under your Inbox or anywhere in your Outlook mailbox. If you have created any subfolders, move them to your personal folders.

Remember, e-mails with attachments take up more space in your mailbox. To save the attachment,

## Marrow Donor Program at Several County Sites

The Fire and Rescue Department has partnered with the National Marrow Donor Program (NMDP) to sponsor marrow donor drives at several county facilities and other locations during February.

The program's goal is to encourage residents and employees to enroll in the national registry and increase the number of diverse nationalities in the registry. A quick and easy swab inside the cheek is all it takes to join the registry.

Each year, more than 35,000 children and adults in the United States are diagnosed with diseases such as leukemia and a treatment option

may be a marrow or blood cell transplant. Only 30 percent of people in need of a transplant will find a matched donor in their own family.

For a list of dates and locations go to [www.fairfaxcounty.gov/fr/news/maarchive/ma2007/ma07\\_001.htm](http://www.fairfaxcounty.gov/fr/news/maarchive/ma2007/ma07_001.htm).

For further information and reasonable ADA accommodations, contact **Felecia Edwards**, 703-246-3960, TTY 711. ■

## Tech Tip # 109

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

open the attachment, select "File" on the menu bar and then "Save As." Choose the appropriate folder to save the attachment. Then delete the Outlook message with the attachment.

Look for the final tip of this three-part series on managing Outlook in the March 2 issue of Courier. ■

**Courier** is published most payday Fridays. The deadline for articles and information is two weeks before publication.



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