

Courier

Inside this issue...

- ◆ Earth Day Expo - 5
- ◆ ART Conference - 5
- ◆ Benefits News - 6
- ◆ Pay for Performance Training Reminder - 6
- ◆ Briefs - 7
- ◆ Security and Safety Matters - 8
- ◆ Park Authority Contest - 8

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

The Outstanding Awardees

Hundreds of county employees gathered at the Government Center on Friday, March 23 to whoop, whistle and applaud their colleagues as they received Outstanding Performance Awards (OPAs). Mason District Supervisor **Penelope A. Gross** and County Executive **Anthony H. Griffin** presented 62 individual awards, in addition to the Team Excellence Award to the multi-agency members of the Clean Streets Initiative Team.

Hosted and administered by the Department of Human Resources, the OPAs provide recognition to employees who perform the duties and responsibilities of their positions in an outstanding manner, and whose work is generally well above expectations. OPAs may be given for consistently high performance, significant benefit to county operations, or exemplary performance on a specific project or assignment. Awardees receive \$300, a



Award winner Bette Crane, Office of the County Attorney, is presented her award by (left) County Executive Anthony H. Griffin and (right) Supervisor Penelope A. Gross.



Pamela Nelson, Department of Family Services, was recognized for being "a leader who takes control."



OPA winner James Cunningham turns to acknowledge his cheering section of colleagues from the Department of Cable Communications and Consumer Protection.

certificate of commendation, a day of administrative leave and a commemorative mug.

With a drumroll please, here are the winners:

Awards, see page 2

Awards, from page 1



Joseph Battista, an award winner with the Department of Family Services.

Department of Cable Communications and Consumer Protection

Prescott Barbash, consumer specialist I
James Cunningham, engineering technician III
Sue Ferrier, administrative assistant II

Department of Community and Recreation Services

William Dunn, park/recreation specialist III

Fairfax - Falls Church Community Services Board

Infant and Toddler Connection

Mary Hodapp, speech pathologist II

Office of the County Attorney

Vida Cejauskas, administrative assistant IV
Bette Crane, paralegal
Eve Ezell, network/telecommunications analyst II

Facilities Management Department

Elyce Rollins, contract manager

Department of Family Services

Joseph Battista, management analyst II
Stephanie Lawrence, human service worker III
Brittney Li, social worker II
Pamela Nelson, human service worker III
Joshua Silver, senior social worker
Deanna Velasco, administrative assistant IV
Charlotte Watt, human service worker III
Antoinette Williams, human service worker III

Department of Finance

Deirdre Finneran, finance division chief
Susan Quinn, financial reporting division chief

Fire and Rescue Department

Edith Beitzel, management analyst II
Kenneth Cornett, technician
Edward Dodson, lieutenant
Makram Fahmy, accountant II
Andrew Hubert, technician
Bruce Neuhaus, lieutenant



Susan Quinn, Department of Finance, was cited for her outstanding accomplishments in advancing the mission of her department.

Joseph Oleksia, technician
Kyong Pham, business analyst I
Jerry Smith, master technician
James Tolson, battalion chief
Glenn Tschann, captain I

Health Department

Judith Farabaugh, clinic room aide
Dawn S. Rihaly, clinic room aide
Karin Stamper, clinic room aide
Gloria Pricci, public health nurse
Geraldine Zeithammel, public health nurse

Department of Housing and Community Development

Adelaide Bridges, housing services specialist IV
Carol Clancy, accountant II
Steve Soloman, finance manager
Robert Wilbur, facility attendant II

Department of Human Resources

Dawn Brown, management analyst II
Doug Sachs, personnel analyst II



The Department of Human Resources shows its team spirit, applauding its OPA winners.



Makram Fahmy, an accountant with the Fire and Rescue Department, was recognized for "the way he handles significant, mission-critical and complicated assignments."

Nancy Olney, horticultural technician
Department of Planning and Zoning
David S. Jillson, planner III
Joseph A. Bakos Jr., chief zoning inspector
Noel H. Kaplan, planner III
Virginia Ruffner, planner III
(Ashella) Marie Langhorne, planning technician II

Department of Public Works and Environmental Services

Capital Facilities

Thomas Cutler, senior engineering inspector
Magdi Imbabi, engineer III
Teresa Lepe, engineer III

Land Development Services

Charles T. Craft, supervising engineering inspector

Juvenile and Domestic Relations District Court

Hailu Adeba, cook
Julie Smith, administrative assistant II

Library

Jacqueline Gropman, librarian II
Martha Hess, administrative assistant IV

Park Authority

Ed Busenlehner, park/recreation specialist IV
Lee Ann Shenefiel, facility attendant II



OPA award winners Judith Farabaugh, Dawn S. Rihaly and Karin Stamper are clinic aides with the Health Department.

Reston Community Center

Santos N. Campos, maintenance worker II

Department of Tax Administration

Peggy Fridley, auditor III

Department of Transportation

Jay Guy, transportation planner II
Kris L. Miller, transportation planner III
Karyn L. Moreland, transportation planner III



Hailu Adeba is an award winner from the Juvenile and Domestic Relations District Court.

Team Excellence Award, see page 4

Team Excellence Award, from page 3

The Team Excellence Award recognizes the outstanding efforts of groups of employees, often from different agencies. Teams may be a diverse group who come together to accomplish a specific goal and then disband or an ongoing group that has performed in an outstanding manner on a specific project with a start and end date. Team members receive \$300, a certificate of commendation, a day of administrative leave and a special team cap.

The Clean Streets Initiative (CSI) Team was formed to address the issue of residents who leave large amounts of refuse, appliances or other materials at the curb in neighborhoods without making arrangements for removal. Most of the time, residents were reluctant to pay the additional cost for removal and some left the refuse behind as they were moving out. This creates an eyesore for the community and causes safety concerns for motorists, pedestrians and children. Numerous complaints were made. However, with no coordinated response system, removal of the items often took several months.

The Division of Solid Waste Collection and Recycling and the Health Department formed a collaborative team to improve the business process. The Clean Streets Initiative Team quickly developed a unified method to approach the problem, retain options for the property owner and expedite the removal of the refuse, while minimizing costs to the county. When a complaint is received, a CSI inspector responds to record the type and

size of the refuse material and develops a cost estimate for removal. The property owner of record is given the cost estimate and 10 days to correct the problem. If the debris remains after that period, the county removes the debris and the owner is charged for the service.

Since March 2006, there have been a total of 112 CSI cases. As of January 2007, only 15 cases remain open, with a large number of property owners opting to have the county remove the refuse. As a result of this combined effort, removal efforts are completed much quicker and neighborhoods are cleaner and safer.

The CSI Team members include:

Board of Supervisors

Christina M. Manning, administrative aide

Health Department

James P. Armstrong, environmental health supervisor

Thomas E. Crow, director, environmental health division

Patricia A. Petro, environmental health specialist

Department of Public Works and Environmental Services, Division of Solid Waste Collection and Recycling

Colleen Burroughs, management analyst II

Randel L. Hancock, engineer IV

Charles S. Harris, management analyst II

Robert R. Scott, refuse superintendent

Jeffrey M. Smithberger, director, Division of Solid Waste Collection and Recycling ■



Team Excellence Award

The award-winning CSI Team with Supervisor Gross.

Earth Day Expo on April 20

Employees interested in the environment, recycling and nature should mark their calendar for the fourth annual Earth Day Expo on Friday, April 20, at the Government Center. The expo will be located in the North Atrium (first floor, outside the cafeteria) from 11 a.m. to 2 p.m.

Sponsored by the Employee Recycling Committee, the expo provides employees with the opportunity to learn about the exciting work of county agencies involved in promoting Fairfax County Government's environmental stewardship goals.

Exhibitors include the Park Authority, the Northern Virginia Soil and Water Conservation District, Stormwater Management, Clean Fairfax Council, the Department of Transportation, Aluminum Cans for Burned Children, the Health Department, the Solid Waste Management Program, Office Depot and more.

Stop by the booths to pick up literature and talk to knowledgeable county employees



The Park Authority's booth at last year's Earth Day Expo. Photo provided by the Employee Recycling Committee.

working in diverse environmental fields. Employees are also invited to spin the "Wheel of Rubbish" for tickets to a raffle drawing for exciting prizes donated by exhibitors.

For more information go to <http://infoweb/dpwes/msw/erc.htm>. ■

From the County Executive

In Honor of Support Staff

We count on our administrative staff to perform at their peak while continually responding to office emergencies and juggling one hot priority after another – while the phone won't stop ringing. They are expected to soar through every challenge without breaking a sweat. Although we may not be able to walk in their shoes, we need to support and applaud their professionalism.

In honor of Administrative Professionals Day, the county will hold its ninth annual all-day Career and Professional Development Conference for administrative staff on Friday, April 20. I encourage administrative support staff to take advantage of this opportunity and ask that agency directors facilitate the opportunity for their staff to attend.

Tony Giffi



Career and Professional Development Conference for Support Staff

"The Professional in Me"
Friday, April 20
7:45 a.m. - 3:45 p.m.
Government Center



- Keynote speakers are Gail Condrick and Lynne Waymon.
- Eat lunch while enjoying a fashion show in the Forum and tap your toes to "Dancing with our Stars."
- Be energized and informed by the workshops.
- Information is available at <http://infoweb/hr/ART>.

Focus on Benefits



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

Deferred Compensation Target Date Funds

Target date, also called “lifecycle,” funds provide an easy way to invest for retirement and can also help to reduce the overall volatility of your retirement account. All of the county’s deferred compensation plan providers (AIG-VALIC, ICMA-RC, Nationwide and T. Rowe Price) offer these funds, which provide a combination of different investment types within a single fund.

The target date funds adjust the asset mix, based on the estimated retirement date that you designate. Selecting these funds provides an appropriate level of asset diversification that will then adjust periodically based on the number of years until retirement.

Target date funds permit you to select a single fund that contains different types of investments, rather than having to monitor and adjust your investment mix periodically. Typically these funds provide more aggressive investment strategies for the person who is many years away from retirement, and more conservative strategies for those who are closer to retirement.

For example, a person with more than 20 years until retirement would have the majority of their assets invested in more aggressive options, such as equities. A person nearing retirement will have an increasing percentage of their assets invested in more conservative investments, such as bonds and short-term fixed income securities.

Target date funds also increase bond and short-term, fixed-income exposure while de-

creasing equity exposure beyond the target retirement date. This provides the investor with appropriate asset allocation during retirement.

Target date funds automatically rebalance periodically to help you stay on track with your retirement investment strategy. Intended to be “one-step portfolios,” these funds are not designed to be mixed and matched with other investment options.

If you feel you don’t have the time or expertise to select and keep track of your own investment portfolio, these funds may be right for you. For example, say you plan to retire in 2020, but you’re not quite sure in which funds to invest. You could choose from the following target date funds:

- ◆ Wells Fargo Outlook 2020 A (AIG-VALIC)
- ◆ Vantagepoint Milestone 2020 (ICMA-RC)
- ◆ Fidelity ADV Freedom 2020 A (Nationwide Retirement Solutions)
- ◆ TRP Retirement 2020 (T. Rowe Price)

If there is no fund offered with your exact retirement year, you would choose the fund with a target date that is closest to your retirement date. However, you should always carefully weigh your objectives, time horizon, risk tolerance, any outside investments or sources of income you may have and what you’ll need for retirement before choosing a fund. You may want to consult your financial advisor.

If you would like more information on these funds, contact the Financial Services Help Desk at 703-324-4995, TTY 711, or your deferred compensation plan provider. ■

Training Reminder!

The Department of Human Resources (DHR) is offering informational sessions in April and May on the FY 2008 revisions to the Pay for Performance System.

Mandatory training sessions for all supervisors will be held at the Government Center.

Non-supervisory employees are encouraged to attend informational sessions scheduled in the Board Auditorium. Those employees unable to attend are responsible for reviewing the information to ensure understanding of the revisions. DHR is working

with departments to provide a video version of the training by early May.

For the schedule and details on how to register, go to the March 30 Courier issue at <http://infoweb/courier>, or contact your agency training coordinator. ■

Briefs

Briefs

Briefs

Compensation Study Update

The implementation of recommendations continues for changes from the Compensation Study. The Board of Supervisors will adopt the FY 2008 Budget on April 30, including the recommendations from the county executive. Once that has been finalized, a special Courier supplement will be published and distributed to county employees with additional details and descriptions on the changes.

Comprehensive information on the study and recommendations can be found on the Compensation Task Force Web page at <http://infoweb/cex/comptaskforce/>.

Take Our Children to Work on April 26

County employees and their children ages 9 through 15 are invited to participate in Take Our Children to Work Day at the Government Center on Thursday, April 26. The half-day event, sponsored by the Office of the County Executive, begins with sign-in at 8:30 a.m. and runs until noon. Employees must pre-register their children to participate in the program. A registration form may be found at <http://infoweb/cex>.

For more information, contact **Cathy Maynard** at 703-324-3239, TTY 711, or cathy.maynard@fairfax-county.gov.

Rabies Clinic

The Fairfax County Animal Shelter will host its next low-cost rabies clinic on Sunday, May 20, from noon to 2 p.m. for dogs, cats and ferrets. The cost for rabies shots at the clinic is \$10. All dogs should be on leashes and all cats in carriers.

Fairfax County 2007 dog licenses

will be sold separately at the clinic and cost \$5 for altered dogs (please bring proof of your pet's spay or neuter) and \$10 for unaltered dogs.

The clinic is sponsored by the Fairfax County Police Department Animal Services Division and Deepwood Veterinary Hospital. For more information, call 703- 830-1100, TTY 711. Cash or checks only (no credit cards) will be accepted for payment at the clinic.

Additional 2007 rabies clinics will be held on the following dates:

Sunday, July 15, Sunday, Sept. 16 and Sunday, Nov. 18.

For more information about the rabies clinics, visit the Fairfax County Animal Services Division Web page at www.fairfaxcounty.gov/police/animal-services.

Court Celebrates Creativity

The Juvenile and Domestic Relations District Court (JDRDC) hosted the "Sparks of Imagination" celebration on March 20 to recognize the creativity and imagination of youth involved with the court who had their writings published in the Creative Corner section of the JDRDC's "Full Court Press" newsletter in 2006. Held at the JDRDC's Colonial Courtroom, the event honored the young writers along with their parents, teachers and probation officers.



Before You Go...

Before you leave on that well-deserved getaway, remember to let everyone know that you will be away from the office.

It's easy to do using your voice mail message and the "Out of Office" tool on your e-mail.

It is the county policy that if you will be away from the office for more than one day for any reason, you must indicate this on your voice mail and e-mail. Both voice mail and e-mail messages should also provide an alternate contact for assistance during normal business hours.

This is just one of the standards for using your county voice mail and e-mail. To find out all of the county policies and procedures and for sample out of office messages, visit <http://infoweb/cex/comstrategy/standards/complying.htm>.

For more information, send an e-mail to commstrategy@fairfaxcounty.gov or call the Office of Public Affairs at 703-324-3187, TTY 711.

A young writer shares her work at the "Sparks of Imagination" celebration. Looking on is (left to right) Chief Judge Teena Grodner, JDRDC; James Dedes, director of court services, JDRDC; and the event's keynote speaker Alan Cheuse, author, professor of English in the Creative Writing Program at George Mason University and commentator on National Public Radio. Photo by Cindy Ross.

Safety Precautions for Spring Cleaning

With warmer weather and longer days, people have more time to spend on long-neglected projects such as spring cleaning and yardwork. These activities can be extremely beneficial, but they also involve a variety of health and safety hazards that can be avoided with the proper precautions. Here are some tips to stay safe this season:

Indoors:

Many people initiate a spring cleaning this time of the year. It is important to recognize hazards and other dangers associated with spring cleaning.

- ♦ **Chemical Safety:** Always read the label on any cleaning product containers and look for any recommended precautions. This could include protective eyeglasses or

gloves. Labels will often recommend that products be used with adequate ventilation. Never mix chemicals as an unexpected reaction may occur.

Outdoors:

Before starting yard work remember many chores may seem easy, but they involve muscles you probably haven't used in a while. Stretch your muscles before you begin to work and build up slowly so you don't overdo it.

- ♦ **Clothing:** Always wear appropriate protective clothing which is necessary for the task, such as gloves, long pants, eye protection and sturdy footwear. This is especially critical when handling pesticides and fertilizers. Always wash hands and clothing after handling these materials.

- ♦ **Equipment:** Inspect all equipment, tools and electrical cords prior to use for signs of damage and repair/replace as necessary. Never use damaged tools or equipment.

- ♦ **Ladders:** Read the manufacturer's instructions for weight and height limits, as well as for the proper use of their product. Inspect the ladder before using to make sure there are no damages.

It is also important to know your limits. Consider trained professionals for repairs around the house and always use licensed contractors.

Contact **Robert Johnson**, safety analyst, Department of Finance, Risk Management Division, at 703-324-3040, TTY 711, or robert.johnson@fairfaxcounty.gov, if you have any safety-related issues. ■

From the Park Authority

Clean Your Yard and Win!

You've seen the brochures, "Invasive Backyard Plants" and "Invasive Forest Plants" (available online at www.fairfaxcounty.gov/parks/resources/stewardshipbrochures.htm) and now is the time to act. Rip out that invasive barberry! De-vine that native oak that is suffering from too much English ivy! Make your yard eco-friendly! Then let the Park Authority know how you removed an invasive plant and you could win a better-looking yard.

This is how it works:

Send an e-mail to Park Authority naturalist **Meghan Fellows** at meghan.fellows@fairfaxcounty.gov with the information on how you removed an invasive plant from your yard and, if possible, a photo of you with the invasive plant.

All county employees who submit an e-mail with the information will

be entered to win 10 free native trees and shrubs and a consultation with a landscape architect about where to plant your new plants. Act now – the Park Authority will randomly select a winner on April 30.

Interested employees may also want to read the new stewardship brochure "Native Backyard Plants" or the Green Spring Gardens plant guides at www.fairfaxcounty.gov/parks/gsgp/gardening.htm. All brochures are available at county parks, RECenters and on the ninth floor of the Herrity Building.

For more information, send an e-mail to meghan.fellows@fairfaxcounty.gov or call 703-324-8586, TTY 711. ■

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



Lisa Connors, editor
703-324-3197, TTY 711
E-mail:
lisa.connors@fairfaxcounty.gov, or
courier@fairfaxcounty.gov

See *Courier* online at <http://infoweb/courier>.

Office of Public Affairs
12000 Government Center Pkwy.,
Suite 551, Fairfax, VA 22035-0065
Phone 703-324-3187, TTY 711
Fax 703-324-2010,



Fairfax County is committed to nondiscrimination on the basis of disability in all county programs, services and activities. To request this publication in an alternate format, call the Office of Public Affairs at 703-324-3197, TTY 711.