

# Courier

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## County Reviews Pay, Other Aspects of Compensation

The Board of Supervisors has directed County Executive **Tony Griffin** to oversee a comprehensive review of the county's current compensation system, including retirement benefits, for the county's approximately 8,400 general employees. It does not include uniformed service employees and other levels, including executive, that make up the remainder of the county's more than 11,000 employees. The review is in response to concerns voiced by the Employee Advisory Council and other employees who suggest Fairfax County's pay levels and annual increases are not consistent with similar job position pay levels elsewhere in the region.

In the budget guideline provided by

the Board of Supervisors, it notes that, "Such a review should consider a market-based component to the determination of employees' annual increases to maintain the competitiveness of county salaries, especially for those employees who are at the beginning of the pay scales and are losing relative ground when compared to newer hires...The board values the contributions of all county staff who consistently provide high quality, effective services to our residents."

A 23-member task force made up of general county employees representing several agencies has begun work on the review, including the hiring of an outside

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## Largest Station is Dedicated



Station 40 is located at the corner of Legato Road and Route 29. (Photo by Scotty Boatright)

Fairfax County's largest fire and rescue station was dedicated on Saturday, July 8. The new Fairfax Center Station 40, located at 4621 Legato Road, on the corner of Route 29, includes the Government Center and the Herrity and Pennino buildings in its coverage area.

"This is your station and you are always welcome here," Station Commander Captain **Milton L. Painter** told the

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consultant to coordinate and facilitate the review. It is expected that the selected consultant will begin working with the task force in mid-August. The task force members (see box) are meeting twice a month with the goal of providing a final report on the review to Griffin and the executive team (see box) by the end of October. Griffin will make decisions based on the consultant's report and provide recommendations to the Board of Supervisors for the FY 2008 budget, effective July 1, 2007.

According to Griffin, there are some parameters to the review. The county will continue to use the pay for performance system, but recommendations are expected through the review to implement changes to this system. In addition, cost of living increases, which had been used by the county in the past, will not be considered.

One of the key components of the review is a series of focus groups that will enable employees to provide input into the review process and to identify specific issues of concern. Eleven focus groups, each made up of approximately 60 randomly selected employees, will be held at five county facilities from mid-August through the end of September. The task force also is looking into additional ways for employees to provide feedback, specifically for those who do not have the opportunity to participate in a focus group.

Look for continuing information on the compensation review and the work of the task force in upcoming issues of Courier, through NewsLink, as well as other communications. ■

**Executive Team**

County Executive **Tony Griffin**  
 Deputy County Executive **Verdia Haywood**  
 Deputy County Executive **Ed Long**  
 Deputy County Executive **Dave Molchany**  
 Deputy County Executive **Rob Stalzer**  
**Susan Datta**, Department of Management and Budget  
**Peter Schroth**, Department of Human Resources

**Compensation Task Force***Co-Chairs:*

**Susan Holsneck**, Department of Human Resources  
**Joe Mondoro**, Department of Management and Budget  
**Sara Simmons**, Civil Service Commission

*Members:*

**Anita Baker**, EAC chair/Department of Administration for Human Services  
**Karla Bruce**, Community and Recreation Services  
**Lisa Connors**, Office of Public Affairs  
**Billy Davis**, Department of Vehicle Services  
**Rosalyn Foroobar**, Health Department  
**Victor Garcia**, Department of Finance  
**Toni Garcia**, Fire and Rescue Department  
**Ken Garnes**, Department of Administration for Human Services  
**Norm Graves**, Department of Tax Administration  
**Todd Johnson**, Park Authority  
**Kim McCarthy**, Juvenile and Domestic Relations District Court  
**Stella Norman**, EAC representative/Community Services Board  
**Daria Parnes**, Public Library  
**George Robertson**, DPWES, Land Development Services  
**Cathy Spage**, Department of Information Technology  
**Bill Spencer**, Equity Programs  
**Kathy Stanley**, Department of Purchasing and Supply Management  
**Ginger Stanton**, DPWES, Solid Waste Management  
**Patty Stevens**, Department of Systems Management for Human Services  
**Clarence Swider**, DPWES, Wastewater Management

## An Update from the EAC Chair

As we begin FY 2007, I want to say Happy New Year and that I still have hope that we will see some positive changes in our compensation and evaluation systems for general county employees. This Courier has an article about the work that has started with the Compensation Task Force – this is the study that employees asked for – *please read it*. As EAC chair, I have been appointed to serve on this committee along with one other EAC

representative – **Stella Norman** from the Community Services Board. This is a process, so please be patient with us while we get this work done. I strongly encourage you to participate if you are among those randomly selected for the upcoming focus groups. You can also provide your feedback on any other type of communication method that the Task Force develops. Your comments are critical. ■

– Anita Baker, EAC Chair

*Station 40, From page 1*

residents and their children who came by to look at the emergency vehicles and take a tour of the facility.

Fire Chief **Michael P. Neuhard** noted in his comments the “real need” for the new station, which had already been on more than 300 calls in the four weeks it had been open.

The dedication attracted an estimated 200 residents and Station 40 and other Fire and Rescue Department personnel. Several county officials participated in the traditional “hose uncoupling” ceremony, including Board of Supervisors Chairman **Gerald E. Connolly**, Springfield District Supervisor **Elaine McConnell**, Providence District Supervisor **Linda Q. Smyth**, Sully District Supervisor **Michael R. Frey**, Planning Commission Chairman **Peter Murphy** and Neuhard.



*Technician James Martin, Station 40 A shift, answers questions during one of the building tours.*

Operational since June 12, the station is 24,195 square feet and sits on six acres, separated from nearby townhouses by a conservation easement. The station has five drive-through bays, which house an engine, tower truck, advanced life support medical unit and



*Lt. Janet Norko, Station 40 B shift, at the dedication with her family, husband Nicholas and daughters Jenna and Emily.*

a command vehicle. The quarters accommodate up to 25 emergency personnel per shift.

In addition to servicing day-to-day fire and rescue operations, the station also provides county wide coverage for hazardous materials emergency response with two hazardous materials units.

The facility was built to meet high energy efficiency standards, with natural lighting, an energy efficient HVAC system, recycled and non-toxic materials, reflective roofing materials and a biological retention pond.

Neighboring business Merrifield Gardens donated a garden located at the front of the building. The garden includes a statue of a firefighter and a plaque with the inscription dedicated to the station’s staff which reads, in part, “In appreciation of your profound courage and unwavering commitment to serving others.” ■



*Participants in the traditional hose uncoupling ceremony included (left to right) Capt. E. Martin Ranck (Station 40 A shift), Supervisor Linda Q. Smyth, Board Chairman Gerald E. Connolly, Fire Chief Michael P. Neuhard, Supervisor Elaine McConnell, Station Commander Capt. Milton L. Painter, Planning Commission Chairman Peter Murphy, Supervisor Michael R. Frey and Capt. Reginald T. Johnson (Station 40 C shift).*

## Summer Fun in Fairfax County

The Wilson Bridge, the Bay Bridge, rising gas prices and long airport security lines are just a few reasons county employees and residents may want to seek their summer fun closer to home in Fairfax County. In addition to pools, camps and parks, this summer's diverse menu of fun activities includes a treasure hunt and free live entertainment that, in most cases, is only minutes away from home or work.

Visit Fairfax, the nonprofit organization that promotes tourism in the county, is sponsoring a county wide treasure hunt contest through its FXVA branding campaign. The "Discover the Treasures of Fairfax County," online treasure hunt at [www.FXVA.com](http://www.FXVA.com) takes participants through several historic and unique county attractions including the Mount Vernon Estates and Gardens and the Smithsonian National Air and Space Museum Steven F. Udvar-Hazy Center. Throughout the hunt, participants are asked to answer questions about the attractions to enter into the treasure hunt contest by Aug. 15. Entries with all correct answers will be included in a final drawing in which 10 people will be selected to go on a real treasure hunt held on Labor Day. The treasure is an Infiniti FX35 "buried" somewhere in the county.



**The online treasure hunt map highlights several historic and unique attractions in the county. So where is that car?**  
(Graphic provided by Visit Fairfax)

In addition to the chance to win a car, the promotion offers a number of discounts and special offers at county attractions, as well as

local restaurants and stores.

Music and arts lovers can enjoy a full calendar of free top-notch entertainment at 15 county parks and venues, sponsored by the Park Authority in partnership with the Board of Supervisors.

- ◆ "The Early Bird Catches the Show" children's entertainment series is held Saturday mornings at 10 a.m. throughout the summer at Burke Lake Park, Lake Fairfax Park, E.C. Lawrence Park and Mason District Park.
- ◆ The Braddock Nights series of Friday evening concerts are held at Lake Accotink and Royal Lake. There are also Thursday evening concerts at Ossian Hall.
- ◆ The Lee District Nights concert series is held at 7:30 p.m. on Wednesday evenings at the Lee District Park amphitheater in Franconia and at 7:30 p.m. on Friday evenings at Kingstowne Towne Center.
- ◆ The Nottoway Nights concert series takes place Thursday evenings at 7:30 p.m. at Nottoway Park in Vienna.
- ◆ The Sounds of Summer chamber music series showcases the various ensembles of the Fairfax Symphony Orchestra, including woodwind, brass, string and percussion, as well as the German and Dixieland bands. The series takes place in parks throughout the county.
- ◆ The Spotlight by Starlight concert series offers a wide variety of musical genres on Friday, Wednesday and Sunday evenings at 7:30 p.m. and Saturday mornings at 10 a.m. at the Mason District Park amphitheater in Annandale.
- ◆ The Starlight Cinema series of drive-in movies will be held Saturday nights in August at 7:30 p.m. at Trinity Centre in Centreville. The movies can be enjoyed from a car or outdoors in a designated seating area.
- ◆ Next summer look for Songs on the Potomac, a concert series held each Saturday in June at Riverbend Park.

For more information, including performers, dates, times and directions, go to [www.fairfaxcounty.gov/parks/performances](http://www.fairfaxcounty.gov/parks/performances). ■

# Working Better, Lowering Risk are Goals for Internal Audit Office

It is the beginning of a new budget year for Fairfax County and it is the responsibility of the Internal Audit Office (IAO) to help the county government perform effectively and make the most efficient use of the budget. Through its annual audit plan, the IAO identifies agencies and departments it will work with during the year to take a thorough look at internal control processes, goals, contracts, procedures and programs.

According to **Chris Pietsch**, IAO director, the goal of the audit plan is to assist agencies to ensure that their work is being done accurately and in a timely manner. The plan also checks that the agency is in accordance with county and department policies and procedures, as well as state and federal regulations. The annual audit plan is based on recommendations by the IAO staff and discussions with County Executive **Tony Griffin** and other managers, as well as assessments of risk throughout the organization.

The IAO also provides advice and training to agencies to help staff and managers improve performance, accountability and financial management.

"We set aside time so that we can serve agencies outside the audit process," said Pietsch. "Assistance may involve a quick discussion of best practices for internal controls and operational setup, or it may be a comprehensive review of an area, determining risks and documenting controls.

"Whether your job responsibility is to process, supervise or manage a function, you need to have a sufficient comfort level that all assigned tasks are being completed efficiently and effectively," he added. Pietsch noted that the first question his staff asks when determining whether processes and controls are working as intended is, "How do you know?"

A large part of the IAO's work is tied to safeguarding the county's assets and preventing waste by pinpointing possible risks. Examples of possible risk areas include procurement



*The Internal Audit staff includes (left, back) Mike Saulsbury, Jeff Beeman, John Fout, Ismail Santur, (left, front) Sharon Pribadi, Andréa Fealing, Salina Wang, (right) Chris Pietsch and Kevin Slattery. Not pictured are Debbie Blankenship and Darlene Harless.*

card transactions, invoice payments, revenue collections, cash handling, inventory control and time and attendance reporting.

"Erroneous data can be just as expensive as fraudulent cash handling or sloppy inventory control," explained Pietsch. "Decisions based on the data can have a financial impact, as well as determine the quality, quantity and timeliness of services."

Most of the 11 IAO staff are certified internal auditors, certified information systems auditors, and/or CPAs and have undergone strenuous certification programs.

Look for more information about the IAO and the resources available to county agencies and staff on its Infoweb page at <http://infoweb/audit>.

## **Internal Audit Office Staff**

**Chris Pietsch**, director

**John Fout**, deputy director

**Ismail Santur**, audit manager

**Debbie Blankenship**, audit technician

**Darlene Harless**, administrative assistant

**Mike Saulsbury**, senior auditor

**Sharon Pribadi**, senior auditor

**Jeff Beeman**, senior auditor

**Andréa Fealing**, senior auditor

**Salina Wang**, IS auditor

**Kevin Slattery**, IS auditor ■

## Focus on Benefits



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

# Delta Dental Web Site Offers New ID Card Feature

For employees participating in the county's dental plan, replacing a lost identification card has become much easier. Employees can now log on to Delta Dental's Web site at [www.deltadentalva.com](http://www.deltadentalva.com) and print out their own personalized plan identification card.

If you are a new user of the Web site, you will need to register and select a unique user name and password to access your information. Once you have registered, you can access Delta Dental's secure subscriber Web site. To view and print your personal ID card, simply click on "ID Card" on the menu and a printable version will be displayed.

When you log in to the secure subscriber Web site, a wide array of both plan and claim

information is also available. You can:

- ◆ Check the status of a claim,
- ◆ Find participating dentists,
- ◆ Review a summary of the county's dental benefits,
- ◆ Check your annual benefit maximum status,
- ◆ Check the orthodontic benefit maximum status for your children,
- ◆ Access oral health and wellness information

If you have questions regarding a claim or your dental benefits, you can contact Delta Dental at 1-800-237-6060. ■

## Tim Harmon 5K Results

More than 750 people participated in the Seventh Annual Tim Harmon 5K Run/Walk held on Saturday, June 17 at the Government Center.

The event, sponsored by Fairfax-Falls Church Community Services Board's Alcohol and Drug Services, is in memory of former county employee Tim Harmon, who was the director of Residential Services for Alcohol and Drug Services for many years.

According to the event Web site, [www.timharmon5k.org](http://www.timharmon5k.org), this year's 5K raised \$17,000, which will be distributed to organizations providing advocacy, education and services to

those at risk of contracting the Hepatitis C virus. Proceeds will also help to supplement funds for treatment center residents in need of medical attention. A portion of funds is also applied to a scholarship fund for continuing education in the field of substance abuse. Harmon passed away in 1999 from complications of the Hepatitis C virus.

The top three winners for men and women in the Fairfax County employee division were:

### Men:

**Tom Cook**, Fairfax-Falls Church CSB  
**Olawale Ayodeji**, DPWES  
**Jim Boatner**, Public Schools

### Women:

**Rebecca Larson**, Public Schools  
**Linda Fertal**, DPWES  
**Karyn Moreland**, Dept. of Transportation

The Department of Public Works and Environmental Services (DPWES) held a challenge in May for all its divisions to raise money to sponsor their own representatives, one male and one female runner/walker, in the 5K. Through the challenge, DPWES raised \$5,000 for the Tim Harmon charities.

On June 28, **James Patteson**, director of DPWES, Land Development Services, presented trophies to the DPWES challenge top female winner **Linda Fertal** and top male winner **Ken Moreland**. ■



**James Patteson hands Linda Fertal her trophy from DPWES.**  
 (Photo by Tom Nelson)

## Briefs

## Fairfax Reads Together

The Public Library recently kicked off the Third Annual "All Fairfax Reads" program which encourages residents to read and discuss the same book during the summer months. This year's book is "Balzac and the Little Chinese Seamstress," by Dai Sijie.

"This novel is about the seductive power of literature to cross cultural boundaries and change lives," noted **Sam Clay**, library director. "In a place and time far different from our own, two readers discover what all those who love literature know – stories can transform us."

This fall the library will sponsor events and activities related to the novel including a screening of the 2001 film based on the novel and programs on Chinese music and storytelling. A reader's guide to "Balzac and the Little Chinese Seamstress," is available on the library's Web page at [www.fairfaxcounty.gov/library](http://www.fairfaxcounty.gov/library).

## Lorton Plant Wins Gold

The county's Noman M. Cole Pollution Control Plant recently received the Gold Peak Performance Award from the National Association of Clean Water Agencies.

The Lorton facility was recognized for outstanding accomplishments in wastewater treatment and environmental protection of water quality in the county, as well as improvement of the Chesapeake Bay water quality. The award honors municipal wastewater treatment facilities that achieve 100 percent compliance with all National Pollutant Discharge Elimination System permit limits during a calendar year.

The Noman Cole Plant is the largest advanced wastewater treatment plant in Virginia and treats nearly

half of the 100 million gallons per day of wastewater generated in the county. For more information, contact DPWES, Wastewater Treatment Division at 703-550-9740, ext. 255, TTY 711.

## Sign Up and Be Informed!

In the event of another weather emergency like the recent heavy rains and flooding or an emergency event in your workplace, county employees can be prepared with information provided through the Emergency Alert Network (EAN).

Authorized Fairfax County personnel use the EAN as one means of communicating with county employees in the event of a real emergency. You can also sign up to receive severe traffic and weather alerts as well, which may help in planning at your facilities. Messages are delivered to all devices you want to register, including e-mail, cell phones, text pagers, satellite phones or wireless PDAs. To register for the Emergency Alert Network, or to update your account if you're already registered, visit the EAN page on the county's Infoweb at <http://infoweb/emergency/ean>.

## ISO Workshop Presenters

Workshop presenters are needed for the 2006 Diversity Conference to be held Friday, Nov. 3 at the Government Center. This year's theme is "Diversity: Everyone's A Winner." You can be a part of an award-winning conference, recognized by the

## Briefs

National Association of Counties. For more information or an application, contact Kathy Smith or Nan Butler Roberts, Office of Equity Programs, 12000 Government Center Parkway, Suite 339, Fairfax, or call 703-324-2207, TTY 703-222-5494, fax 703-324-3305, or [nan.roberts@fairfaxcounty.gov](mailto:nan.roberts@fairfaxcounty.gov). The deadline for applications is July 28. Subject matter experts within and outside Fairfax County government are eligible to present.

## Wells Receives Award



**Chris Wells (holding plaque) was honored by the Board of Supervisors (standing in back) and (left to right) TAC Vice Chairman Janyce Hedetniemi, Board Chairman Gerald E. Connolly, (Wells) and TAC Chairman George Barker.**

Department of Transportation Pedestrian Program Manager **Chris Wells** received the Transportation Advisory Commission's (TAC) 2005 Transportation Achievement Award at the Board of Supervisors meeting on July 10. Wells was recognized for his innovative and collaborative approach to pedestrian and bus passenger safety in Fairfax County. ■

# Excel: Using Conditional Formatting

There are instances when an employee needs to have a column of dates in an Excel spreadsheet with today's date highlighted, or a column of numbers that need to be color coded according to special conditions. This is an easy task using conditional formatting.

This allows you to specify up to three conditions and to automatically change the cell formatting based on those conditions. You can make the font bold, change its color or change the cell's background color or border. If you have cells that you are monitoring for change, conditional formatting is a great tool to use. Once you use this tool and see how easy it is to monitor cells or ranges for change, you may begin to look for more opportunities to use conditional formatting.

The best method to help you become familiar with conditional formatting is to set up a column of

sequential dates. For example, use column A and format a range for dates. Be sure that your sequence contains today's date.

## Configuring Conditional Formatting:

1. Highlight your range.
2. Click "Format" on the toolbar and select "Conditional Formatting."
3. On the conditional formatting window, condition 1, leave "Cell Value Is."
4. On the next entry, click the drop down and select "less than or equal to."
5. On the next entry type "=TODAY()."
6. Click "Format", which will display the "Format Cells" window.
7. While on the format cells window, you can select the format you like to use for distinction.

## Tech Tip # 106

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

8. For demonstration purposes, select "Bold", and "Color – Red."
  9. Click "OK" on the format cells window.
  10. Click "OK" on the conditional formatting window.
  11. All the dates should be highlighted up to today's date.
- Now you can tinker around with other conditions. ■

## Help at Your Fingertips!

Have a question about the new Fairfax County Communication Strategy?

Chances are you can find the answers in the Frequently Asked Questions included on the Infoweb. Just visit <http://infoweb/cex/commstrategy/faq.htm> for answers about ordering business cards, using the new standards templates and using the correct writing style for that memo you're preparing.

If you have additional questions, send an e-mail to [commstrategy@fairfaxcounty.gov](mailto:commstrategy@fairfaxcounty.gov). ■

## Important Note About Courier

Courier will be distributed only once next month on Friday, Aug. 4. There will not be an issue distributed on Aug. 18 and the regular distribution schedule will resume on Sept. 1.

Please note that the deadline for information and articles for the Sept. 1 issue is Friday, Aug. 11.

If you have any questions, contact **Lisa Connors**, Courier editor, at 703-324-3197, TTY 711 or [lisa.connors@fairfaxcounty.gov](mailto:lisa.connors@fairfaxcounty.gov). ■

## Correction

The July 7 issue of Courier included a photo on page 3 of Supervisor **Gerald Hyland** with a man misidentified as **Mike Wood**, incident commander for the recent flooding emergency. The man pictured is Lt. **Shawn Bennett**, assistant commander at the Mount Vernon District Police Station. ■

## Courier

Courier is published each payday Friday. The deadline for articles and information is two weeks before publication.

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