



# Courier

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## Answers and Resources During These Challenging Times

The Department of Human Resources and agency supervisors across the county are receiving questions from employees concerned about the unprecedented national economic news, as well as the impact of the county's FY 2010 Budget on their jobs and benefits. The following are some answers, as well as resources for more information.

**Q: It is scary and confusing to see what is going on with Wall Street. Should I be concerned about my county retirement funds?**



**A:** Although Fairfax County Retirement Systems have certainly been affected by the markets, there is a long-term asset allocation in place that has served employees well in both good markets and bad. The county's retirement systems are widely recognized as among the best

managed, most well-diversified public plans in the country. The key to any successful investment program is a long-time horizon and a well-diversified portfolio of investments. Given the long-term nature of the county's defined benefit plans, short-term moves in the markets have little impact on the funding status of the plans, and an intense focus on managing risk within the portfolios has been proven effective over time.

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## Free Flu Shots for Employees

October is the start of flu season, and there are several steps that county employees can take to protect themselves from the flu and avoid lost workdays.

"Influenza is readily spread by respiratory droplets and continues to be a major cause of illness in our community," said Health Director **Gloria Addo-Ayensu**. "The single best way to protect against the flu is to get vaccinated each year."

The county's Live Well work force wellness program is providing free flu

vaccines at several county work site locations to merit, exempt limited-term employees (ELT) and retirees with county health insurance.

To get a free flu shot, you must register online at <https://www.pickatime.com/fairfaxcounty.htm>. You will need to show your county ID at check-in, or if you are a retiree, your county health plan card. Time and location information is available through the online registration.

For more information about the free

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## Security Awareness Day

Employees are invited to attend the award-winning Information Security Awareness Day program on Friday, Oct. 24, 8:30 a.m.-12:30 p.m. at the Government Center.

Sponsored by the Department of Information Technology's (DIT) Information Security Office, the free program provides employees and agency IT analysts and security coordinators with valuable

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shots, go to <http://infoweb/LiveWell>.

Questions also can be sent to [LiveWell@fairfaxcounty.gov](mailto:LiveWell@fairfaxcounty.gov).

Anyone who wants to reduce their chances of getting the flu should consider getting vaccinated. However, certain people should get vaccinated each year because they are either at high risk of having serious flu-related complications or because they live with or care for such people. Those who should get vaccinated each year are:

- ▶ Children ages 6 months to 18 years old.
- ▶ Adults age 50 or older.
- ▶ Pregnant women.
- ▶ People of any age with underlying chronic health conditions.
- ▶ Residents of nursing homes and other long-term care facilities.
- ▶ Health care workers who provide direct patient care.

▶ Household contacts and caregivers of high risk individuals or children too young to be vaccinated (less than 6 months of age).

According to Addo-Ayensu, flu experts are optimistic about the effectiveness of the current flu vaccine, as the CDC and the World Health Organization have for the first time in 20 years changed all three strains in the vaccination to



protect against the viruses predicted to be circulating this season.

Although vaccination remains the cornerstone of prevention, it is important that employees wash their hands frequently and properly (for at least 20

seconds with soap and warm water); cover their coughs and sneezes and stay home when sick with flulike symptoms.

When coughing or sneezing, use a tissue to cover your mouth and nose or cough or sneeze into your upper sleeve rather than into your hands.

Flu symptoms include fever, dry cough, sore throat, runny nose, headache, muscle aches, extreme weakness and tiredness. In addition, children may have nausea, vomiting and diarrhea.

The flu vaccine also is available through private physicians or other health care providers, as well as local pharmacies and grocery stores.

▶ For more information, visit [www.fairfaxcounty.gov/hd/flu](http://www.fairfaxcounty.gov/hd/flu). ■

## The 2008 Fairfax County Combined Charitable Campaign

The 2008 Fairfax County Combined Charitable Campaign (FCCCC) launched during the week of Sept. 29 with events at the Government Center, South County Center, Massey Building and Herry Building.

This year's campaign is chaired by **Kevin Greenlief**, director of the Department of Tax Administration.

"We recognize that these are difficult economic times," he said. "It's more important than ever to remember those in our community who are in need."

This year's theme is "Tough Times, Big Hearts ~ United We Can Make A Difference!" During the four to six weeks of the campaign, employees have the opportunity to donate to the hundreds of local charitable partners of the United Way of the National Capital Area, or to any charity anywhere in the world through the organization's write-in feature.

▶ Building on last year's success, the campaign is urging employees to use the convenient online pledge tool by clicking on the direct link on the Infoweb home page or visiting <http://infoweb/opa/unitedway>. Information on paper pledge forms also is on this Web page, or ask your agency FCCCC contact. ■



**Keith Johnson, Fire and Rescue Department, a member of this year's FCCCC leadership team, answers questions for Michael Saulsbury, Internal Audit Office, and Denice Lambert, Department of Tax Administration, at the Government Center launch event. Photo by Jessamyn Dupree.**

**Department of Family Services employees Nedra Butler and Darnella Flowers at the South County Center FCCCC launch. Photo provided by Department of Tax Administration.**

# Domestic Violence Awareness and Prevention

In Fairfax County, domestic violence awareness and prevention is a multi-agency team effort to create an effective and coordinated response to victims and their families. In addition, the county is developing processes for standardized data collection to measure the effectiveness of community responses and interventions, making county systems more accessible and accountable.

“Our goals are to prevent domestic violence from happening and if it does, to make critical services easily available to those in need,” explains **Ina G. Fernández**, director of the Office for Women and Domestic and Sexual Violence Services. “Through a network of agencies, nonprofit partners and volunteers, we are working together to prevent and end domestic violence in Fairfax County.”

At its Sept. 22 meeting, the Board of Supervisors recognized October as Domestic Violence Awareness Month (DVAM). The intent of DVAM is to highlight the issues of domestic violence and its impact on families and communities.

Domestic violence and emotional abuse are behaviors used by one person in a relationship to control the other. Partners may be married or not married; heterosexual, gay or lesbian; living together, separated or dating. Examples of abuse include actual or threatened physical harm; keeping a partner from working or contacting family and friends; withholding money; sexual assault; and stalking and intimidation. Emotional, psychological and financial abuse also can lead to criminal violence. While many

believe domestic violence victims are predominately female, many men are also victims of abuse. There are several services available for county employees and residents to use in case of a domestic dispute including:

- ▶ The Victim Assistance Network provides individual counseling, support groups and a 24-hour support hot line for victims of domestic abuse. Call 703-360-7273.
- ▶ The Women’s Shelter provides crisis intervention services and a safe haven for women, children and men. Call 703-435-4940.
- ▶ Anger and Domestic Abuse Prevention and Treatment offers domestic abuse intervention and anger management to voluntary and court-referred men and women who have been physically, verbally or emotionally abusive. Call 703-968-4052.
- ▶ The Department of Family Services, Domestic Violence Unit provides services in situations involving domestic violence in which children are at risk for abuse or neglect. To contact, call 703-324-7576.
- ▶ The Fairfax County Domestic Violence Court Advocacy program offers services such as education about court processes and procedures and counseling

In 2007, the Fairfax County Police Department received 9,206 domestic violence-related calls. There were 6,738 nonviolent domestic disputes, 2,828 incidents of domestic violence and 1,844 arrests for domestic violence.

to survivors of domestic violence and stalking who may be involved in civil or criminal court. Call 703-246-7609.

▶ The Fairfax County Police Department, Victim Services Section, provides help to victims of domestic violence as well as to victims of other crimes with services such as crisis intervention, safety planning and a 24-hour safe haven. Call 703-246-2141.

▶ There are several events and programs planned throughout the month. For more information, go to [www.fairfaxcounty.gov/dsm/dviolence/dvam\\_calendar\\_2008.htm](http://www.fairfaxcounty.gov/dsm/dviolence/dvam_calendar_2008.htm).

▶ To learn more about the county’s coordinated response to domestic violence, call 703-324-7472 or visit [www.fairfaxcounty.gov/dsm/dviolence](http://www.fairfaxcounty.gov/dsm/dviolence).

Note: All phone numbers listed are TTY 711. ■



**The Board of Supervisors designated October as Domestic Violence Awareness Month at its Sept. 22 meeting. Several members of the team of county staff, nonprofit partners, public officials and volunteers involved in this issue gathered for the presentation.**

# It's About Ethics – New Training From OD&T and a Millennium Forum Speaker Shares His Experience

The new ethics training video, “Building an Ethical Culture in Fairfax County – Orientation to the County’s Code of Ethics,” which supports the county’s revised Code of Ethics, has been sent to every county agency.

The purpose of the training video is to provide employees with an opportunity to learn about the county’s Code of Ethics and the “four pillars” that support Fairfax County ethical policies and procedures.

The video showcases a model for ethical decision-making and provides an opportunity for practice with case study examples. The updated Code of Ethics was distributed to all agencies last year and also is available with other related materials at: <http://infoweb/cex/ethics>.

Since ethical behavior is the foundation of all county activities, the county executive determined that this ethics training will be mandatory for new employees. Each agency director is responsible for ensuring that all new

employees in their organizations view this video. The video format was chosen over classroom training as a cost-effective approach that requires less travel away from the work site.

Additionally, the county executive is encouraging agencies to use the video to facilitate discussions on ethical issues and decision-making for all their employees. This could be done at staff meetings, annual retreats or any other gatherings used to share information.

The goal is to promote continuous learning and leadership at every level of the organization, and these discussions are vital for this to happen. The Park Authority has already held a preliminary viewing and discussion session among their mid-level managers. Feedback indicates that the information generated much thought-provoking, stimulating and helpful discussion.

The video is a joint effort of the Office of the County Executive,

Organizational Development and Training (OD&T) Division, Department of Cable Communications and Consumer Protection, and the International City/County Management Association with assistance from the first cohort of the George Mason University MPA Fellows Program.

As part of the training package, each agency received a DVD and facilitator’s guide, which includes instructions and tips for getting the most out of this program, as well as a participant workbook.

► Contact Judy Lynch at [judith.lynych@fairfaxcounty.gov](mailto:judith.lynych@fairfaxcounty.gov) with questions about the training program.

► More information regarding the Code of Ethics can be found at <http://infoweb/cex/ethics> and <http://infoweb/audit>. ■

## A First-Hand Account of an Ethical “Slippery Slope”

By Pat Bangs, Library  
Millennium Forum Committee

“Ethics are important,” County Executive **Anthony H. Griffin** told the Millennium Forum audience in his introduction of the Sept. 26 forum speaker, business ethics expert Patrick Kuhse. County employees, he added, are often called upon to deal with the challenges of ethical behavior in local government.

Kuhse, a broker who went to prison for participating in a kickback scheme, is now an internationally recognized expert on workplace ethics. He uses his experience to illustrate what he considers eight critical thinking errors that are

common in all unethical behavior.

The first and what Kuhse calls “the Queen Mother” of critical thinking errors is entitlement, which he describes as the general belief that “the world owes me something.” Kuhse believes you can recognize the symptoms of entitlement with a change of language – when the word “want” changes to “need.”

As his life unfolded and he became a stockbroker worth more than \$4 million, he slowly encountered the other steps in the slippery slope toward unethical behavior. According to Kuhse, he developed a sense of ultra-optimism, a sense of invulnerability. When first



**Patrick Kuhse addresses the Millennium Forum audience.**

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# Stevens and Woodruff Appointed by Board of Supervisors

The Board of Supervisors on Sept. 22 appointed **Patricia Stevens** as director of the Office of Public Private Partnerships and **Susan Woodruff** as director of the Department of Human Resources.

Stevens has been with the county since 1999, and is currently director for the North County Regional Office of the Department of Systems Management for Human Services (DSMHS). From 1999-2004, Stevens was the services integration manager in the Research Analysis and Project Services Division of DSMHS.

Stevens previously worked in the Office of the Secretary-Planning and Evaluation, at the U.S. Department of Health and Human Services. In addition to her public service, Stevens has 10 years of experience in fundraising and development with community and national nonprofit organizations.

Stevens is a certified facilitator through the International Association of Public/Private Participation and a certified process manager.

Stevens holds a Master of Public Administration in inter-governmental



**Patricia Stevens**



**Susan Woodruff**

affairs from the University of Central Florida and a bachelor's in government with a minor in European literature from the College of William and Mary. She will begin her new position Oct. 20.

Woodruff has worked for the county since 1973 and has served as acting director for the Department of Human Resources (DHR) since May. Woodruff began her new position on Sept. 29.

She was assistant director for DHR from 2002-2008 with responsibilities for overseeing compensation, employee relations and work force planning.

From 1986-2002, Woodruff was the Employee Relations Division chief for DHR, supervising employee relations functions including personnel policy

development, grievances, internal communications, award programs, the Employee Assistance Program and drug and alcohol testing. She also served as the agency's liaison to the Employees Advisory Council and the Civil Service Commission. Woodruff joined DHR in 1981 as a personnel analyst.

Woodruff also has held positions in the Office of the County Executive, the Consumer Affairs Division and the former Department of Social Services.

She holds a Master of Science in administration from George Washington University and a bachelor's degree in sociology from Bridgewater College. Woodruff serves on the Board of Directors and is chair of the Personnel Committee for the Fairfax Court Appointed Special Advocate program. ■

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approached about an unethical act, he rationalized it away. Then he made a seemingly unimportant/urgent decision. In his case, it was the decision to agree to pay a kickback to a state official and later a decision to become a fugitive rather than face indictment.

When FBI agents arrived at his door, he embraced another thinking error – victimitis – a total lack of personal accountability. Along the way he faced affection-disconnection, which meant he no longer listened to others, and laziness, the sense that someone else should do it and clean up the mess.

Finally, the eighth critical thinking error is situational ethics, letting a situation direct our ethics, rather than ethics direct the situation. He describes this as the “I don't steal a candy bar from the store, but it's OK to cheat on income taxes because I go to church on Sunday” mentality.

“It's up to us to get in there and talk [to the next generation] about the importance of personal integrity and honor,” Kuhse explains. “It's up to us to protect this next generation and give them the head's up.”

▶ To borrow videotapes or DVDs of the presentation, contact the Employee Lending Library for Video Instructional

Services at 703-324-8318, TTY 711, or [john.kiefman@fairfaxcounty.gov](mailto:john.kiefman@fairfaxcounty.gov).

The next forum is scheduled for Wednesday, Nov. 19, when former Redskins quarterback Joe Theismann will present “The Challenge of Change.” ■

# News From Human Resources

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“We have tremendous confidence in our entire investment strategy, not only within the current environment, but also in a return to more normalized levels of market volatility,” explained County Executive **Anthony H. Griffin** in a recent e-mail to employees.

**Q: I’ve worked for the county for only a couple years and I’m concerned that my position may be cut. I’ve heard my colleagues talk about a RIF, but I don’t know what that is or how it might affect me.**

**A:** The final budget decisions will be made in April 2009. However, it is important for employees to be informed. The county has weathered difficult budget times before where the reduction in force (RIF) procedure had to be used, and many employees may remember the RIF in the early 1990s.

The focus of the RIF procedure is to minimize disruption, wherever possible, by placing employees in vacant positions rather than bumping other employees. Similarly, the RIF placement process focuses on maintaining the employee’s current grade level to the extent possible. During the last RIF, employees who wanted to remain with the county were offered options that were sometimes in a different job class and/or at lower pay grade level. The county’s RIF procedure provided a safety net to allow employees transition time to make decisions about options and next steps.

▶ To read the RIF procedure, go to <http://infoweb/hr/rifsummary.pdf>

**Q: Will the costs for our 2009 benefits increase because of the budget concerns?**

**A:** Recognizing the financial strain faced by many employees and retirees as a result of the current economy,

the Board of Supervisors has frozen health plan rates for the county’s self-insured plans for 2009. There will be no premium increases for the county’s self-insured plans: Carefirst BlueChoice Point of Service plan (POS), the CareFirst Preferred Provider Option plan (PPO) and the CIGNA Open Access plan. The Kaiser Permanente and Delta Dental plans are not self-insured, and are subject to rate increases based on claims experience of these plans. For 2009, premiums for the Kaiser Permanente plan will increase by 13 percent. Delta Dental plan premiums will increase by 3.5 percent, which is a much lower increase than in recent years. The rates for group-term life insurance and long-term disability salary insurance remain the same for 2009, although premium increases may occur due to increases in age and salary.

Look for more information on benefits in the Courier open enrollment supplement, which is being sent to employees in time to make benefit choices for calendar year 2009.

**Q: Will there be any benefit cuts for 2009 as a result of budget concerns?**

**A:** While many health plans nationwide are increasing co-payments and deductibles, no co-payment increases will occur for physician office visits and prescription drugs under the county plans. Some plans will even see service enhancements, including an expansion of the service area for the Kaiser Permanente plan with the opening of the Fredericksburg Medical Center in January, and the addition of “Minute Clinics” as in-network providers in the CIGNA plan. The county also has recently enhanced its disease management programs under its health plans and remains committed to the implementation of the Live Well program.

## Information Resources

### Budget and Lines of Business:

<http://infoweb/opa/budget>

### Benefits, Deferred Compensation:

HR Central

Call 703-324-4900

TTY 703-222-7314

<http://infoweb/hr/benefits>

### Reduction in Force:

HR Central

Call 703-324-4900

TTY 703-222-7314

<http://infoweb/hr/rifsummary.pdf>

<http://infoweb/hr/chapter9.pdf>

### Live Well:

<http://infoweb/LiveWell>

E-mail: [LiveWell@fairfaxcounty.gov](mailto:LiveWell@fairfaxcounty.gov)

**Q: There has been a lot in the news recently about AIG’s market instability. How does this affect my deferred compensation account with AIG Retirement?**

**A:** AIG Retirement is separate from its parent company, AIG. All Fairfax County Government deferred compensation assets are held in a trust for the exclusive benefit of participants and beneficiaries. The trust provides safety for each participant and ensures that the account is not subject to claims from any person or entity other than the plan participant or beneficiary. As with any investment, the deferred compensation fund returns will depend on the performance of the individual investment funds the participant selected and not on the performance of AIG or AIG Retirement. ■

## Briefs

### Adult Day Health Care Employee of the Year



**Sharon Cambridge is honored for leadership skills. Photo provided by Health Department.**

**Sharon Cambridge** was recently awarded the Adult Day Health Care Employee of the Year Award. A senior program assistant with the Annandale Center, she was recognized for her exemplary leadership skills and strong commitment to providing exceptional customer service.

The award noted Cambridge's ability to organize, secure funding and implement a successful spring carnival filled with creative activities and delegating many tasks to appropriate staff. She involved two other adult day health care centers to help share expenditures and invited children from a local day care center, creating a fun, intergenerational event.

► For more information on adult day health care services, call 703-246-2411, TTY 703-591-6435, or visit [www.fairfaxcounty.gov/hd](http://www.fairfaxcounty.gov/hd).

### Save the Date: Employee Diversity Conference Is Nov. 13

Employees should mark their calendars to attend the fourth annual Employee Diversity Conference on Nov. 13. This year's program will feature Greg Smith, a motivational speaker and talk show host, as well as a film festival on diversity and inclusion.

The program is sponsored by the Employee Diversity Committee and

the Office of Human Rights and Equity Programs.

► For more information, contact the Equity Programs Division at 703-324-2207, TTY 703-222-5494.

### South County Slims Down



**Members of the winning "losing" team include Lavola Applewhite, Francisca Konadu, Leon Green and Michelle Lohr. Not pictured are Darnella Flowers and Cecilia Martin.**

*Photo by Christine McNamara.*

Last April, 50 employees at the South County Center decided to take a weight-loss challenge. Six teams were formed to create a friendly weight-loss competition. Intent on having a healthier lifestyle, the teams asked for support from health care professionals including a dietitian from the Virginia Cooperative Extension office. They learned how to keep a food diary, the importance of stretching, how to exercise in the office, and they compared low fat and low carbohydrate diets. Several members of the group also walked together in the morning or at lunch.

The employees that were able to complete the challenge lost 160 pounds collectively. The winning team lost 70 pounds and 134.89 percent body fat. The next step for the group is a walking contest to help them keep the weight off.

► For more information on how employees can achieve a healthier lifestyle, visit <http://infoweb/livewell>.

### Department of Housing and Community Development Receives Innovation in Government Finance Award

The Department of Housing and Community Development (HCD) has been honored as a recipient of the 2008 Award for Innovation in Government Finance by the Virginia Government Finance Officers' Association (VGFOA) for the agency's Tenant Collection and Cash Management Program.

The award recognizes financial innovation in the areas of accounting, auditing and financial reporting; policies and procedures; cash management; investing and e-government.

### Registration Open for Employee Budget Dialogue Meetings

The Department of Management and Budget staff will hold brown-bag discussions about the FY 2010 Budget with employees this fall. The FY 2010 Budget, effective July 1, 2009, is projected to have a budget deficit of approximately \$430 million as a result of unprecedented declines in the residential real estate market. The discussions take place from noon-2 p.m. The dates and locations are:

- Oct. 16: Reston Regional Library
- Oct. 29: George Mason Regional Library
- Nov. 5: South County Center
- Nov. 19: Government Center

► Registration is available at <http://infoweb/survey/brownbagregistration.htm>. For more information and reasonable ADA accommodations, call 703-324-2391, TTY 711.

► Information on the budget, including the budget hot line number and how to submit feedback online is available at <http://infoweb/opa/budget>.

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information and tools for work and home.

“Electronic information systems are critical to how we provide services to Fairfax County residents,” explained **Mike Dent**, chief information security officer. “The county works hard to ensure that staff have computers to do their work and that residents can reach us without walls, doors or clocks. This year’s Security Awareness Day offers employees an excellent opportunity to learn firsthand how the county is balancing the need to protect data with the need to conduct business.”

The program has workshops designed for two session tracks: a general track for most county employees and a technical track for agency IT personnel. Topics include: protecting the network, social media, physical security, mainframe security and more. A full conference schedule and registration information is available at <http://infoweb/dit/iso>.

The program’s keynote speaker is Randy Marchany, director of Virginia

Tech’s Information Security Lab. He will discuss the personal information people readily give up to the Internet and how a detailed profile of anyone can be created when seemingly harmless personal data is collected from a number of Web sites.

The Information Security Awareness Day program was the recipient of a 2008 National Association of Counties Achievement award for highlighting the importance of protecting the data of the county’s more than 1 million residents, 12,000 employees and thousands of vendors who provide goods and services to the county.

▶ For more information on the award in the July 3 issue of Courier, go to <http://infoweb/courier>.

▶ Security Awareness Day activities are free to all employees, but registration is required at <http://infoweb/dit/iso>. For more information or to request reasonable ADA accommodations, contact DIT at 703-324-2415, TTY 711. ■

## More on 2008 Election ...

### Political Activity Reminder:

County employees are free to exercise their rights to join political organizations, vote as they choose and express their personal opinions in private.

However, employees are reminded that political activity, to include advocating for a particular candidate or party, should not be conducted in the workplace or during work hours. Questions should be directed to your supervisor.

### Resources:

▶ For information on absentee voting, go to [www.fairfaxcounty.gov/eb/absentee.htm#eligible](http://www.fairfaxcounty.gov/eb/absentee.htm#eligible).

▶ For information on the new optical scan voting machines, go to [www.fairfaxcounty.gov/eb/winvote equip.htm](http://www.fairfaxcounty.gov/eb/winvote equip.htm).

▶ For information on working as an election officer, go to [www.fairfaxcounty.gov/eb/working.htm](http://www.fairfaxcounty.gov/eb/working.htm).

### General Information:

▶ Polls are open on Nov. 4 from 6 a.m. – 7 p.m.

▶ Voters will be casting ballots for the U.S. president and vice president, U.S. senator for Virginia, U.S. House of Representatives (8th, 10th and 11th Districts) and the Fairfax County bond referendum for parks.

▶ For more information on the bond referendum, visit [www.fairfaxcounty.gov/opa/bond](http://www.fairfaxcounty.gov/opa/bond).

▶ Oct. 28 is the final day to apply for an absentee ballot by mail and Nov. 1 is the final day to vote absentee in person. ■

### IT Service Desk

- ▶ Call: 703-324-HELP (4357), Option 1 TTY 711
- ▶ E-mail: [ITservicedesk@fairfaxcounty.gov](mailto:ITservicedesk@fairfaxcounty.gov)
- ▶ Online: <http://ITSD>

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