



Courier

Volume 40, No. 23

Dec. 5, 2008

A Celebration of "Above and Beyond" at Government Center

Fairfax County honored employees who have gone above and beyond their job duties at the Outstanding Performance Awards (OPA) held Friday, Nov. 21 in the Government Center Forum. Coordinated by the Department of Human Resources, the awards give 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.

Hosted by Human Resources Director **Susan Woodruff**, the awards were presented by Deputy County Executive **Rob Stalzer** and Deputy County Executive **Dave Molchany**.

CABLE COMMUNICATIONS AND CONSUMER PROTECTION

Rebecca Makely, accountant

COMMUNITY SERVICES BOARD

Kathleen Gilliam, mental retardation specialist

Robin Hoofnagle, speech/language pathologist

Yvonne Hutchison, occupational therapist

Allan Phillips, mental retardation specialist



Left - Fairfax-Falls Church Community Services Board employees (left to right) Yvonne Hutchison, Robin Hoofnagle and Kathleen Gilliam were recognized for their work for the Infant and Toddler Connection program.

Below - Deputy County Executive Rob Stalzer (left) and Deputy County Executive Dave Molchany (right) with OPA winner Deepthi Jain, Housing and Community Development.

ELECTIONS

Rebecca Corner, election specialist

Lawrence Costanzo, election specialist

Mary Lee Crabbe, administrative assistant

Laura Le, administrative assistant

Regina Zinzer, election specialist

FAMILY SERVICES

Lilly Reed-Hall, social worker

FIRE AND RESCUE

Daniel Schmidt, public safety information officer

HEALTH

Carol Bracey, center nurse coordinator

Jennifer Robinson, adult day health care supervisor

Aimee Simons, clinic room aide



HOUSING AND COMMUNITY DEVELOPMENT

Deepthi Jain, housing/community developer

Avis Wiley, housing services specialist

Sharon Willis, housing services specialist

CONTINUED ON PAGES 4 AND 5>

IN THIS ISSUE

Live Well Council
p. 2

Budget Resources
p. 2

Parks Gift Card
p. 3

Briefs
p. 7

P2P Conference
p. 8

Police Chief
p. 2

Joe Theismann
p. 3

Benefits
p. 6

Tech Tip
p. 8

2009 Courier
p. 8

Courier is available online at <http://infoweb/courier>

Employee Council Appointed for Live Well Program

Sharon Arndt, health promotion and privacy coordinator, recently announced the appointment of 16 employees to the county's first Live Well Council.

The members of the employee council will serve two-year terms and provide guidance on the development of program goals, measurable objectives and policies.

In addition to Arndt, the council includes:

- ▶ **Sharon Boelcskev**y, Department of Human Resources
- ▶ **Evan Braff**, Department of Community and Recreation Services
- ▶ **Tracy Davis**, Department of Administration for Human Services
- ▶ **Susan Donovan**, Systems Management for Human Services
- ▶ **Teri Flynn**, Department of Finance
- ▶ **Christina Jackson**, Department of Management and Budget

▶ **Dai Nguyen**, Department of Family Services

▶ **Monica Phillips**, Park Authority

▶ **Anne Pollack**, Department of Information Technology

▶ **Raja Satouri**, M.D., Health Department

▶ **Sarah Schallern**, McLean Community Center

▶ **Joan Smith**, Department of Family Services

▶ **Matthew Vaughan**, Employees Advisory Council representative, Department of Family Services

▶ **Kristin Wallace**, Fire and Rescue Department

▶ **Sarah White**, Department of Family Services

▶ **Chuck Wright**, Employee Fitness and Wellness Center

▶ For more information on Live Well, go to <http://infoweb/LiveWell>. ■

Police Chief Rohrer Honored



Chief Rohrer with the plaque presented to him at Marymount University.
Photo by Keith Dobular.

Marymount University Forensic Psychology students in the graduate class "Victims of Interpersonal Violence" recognized Police Chief Col. **David M. Rohrer** on Nov. 18 for his empathetic understanding and effective response to the tragic shooting deaths of Detective Vicky Armel and Master Police Officer Michael Garbarino on May 8, 2006.

▶ For more information on the Police Department, go to www.fairfaxcounty.gov/police. ■

FY 2009 and FY 2010 Budgets – Stay Informed

On Nov. 19, the county wrapped up a series of 20 community dialogues and five employee brown-bag gatherings to get input and suggestions for the FY 2010 budget (effective July 1, 2009).

According to the Department of Management and Budget, more than 800 residents attended the community dialogues, and more than 200 employees attended the brown-bag gatherings.

Comments and suggestions are still welcome. Go to www.fairfaxcounty.gov/government/budget. ■

Budget and Lines of Business Resources

FY 2009 Budget:

<http://infoweb/opa/budget/fy09.htm>

FY 2010 Budget and Lines of Business:

<http://infoweb/opa/budget>

County Executive E-Mails

<http://infoweb/CEX/messages>

Furlough:

HR Central

Call 703-324-4900, TTY 703-222-7314

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

Reduction in Force (not implemented – this is for reference only):

HR Central

Call 703-324-4900, TTY 703-222-7314

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

Joe Theismann Featured Speaker for Millennium Forum

By Pat Bangs, Library

To survive periods of change, organizations and individuals must value themselves and share that value with others, former Redskins quarterback and ESPN sports analyst Joe Theismann told a packed Government Center Board Auditorium at his Nov. 19 Millennium Forum presentation, "The Challenge of Change."

"To the fearful, change is threatening because it means things could get worse," Theismann told the audience. "To the hopeful, change is encouraging because it means things could get better; and to the confident, change is inspiring because the challenge exists to make things better."

After a serious injury cut short his athletic career, Theismann discovered that many of the concepts talked about in the wider world of business and government were similar to those he learned in professional football. One of these concepts is setting goals.

"You have a budget, you have a plan – whether you are a governmental organization or a private enterprise, you write down those goals," he explained. Goals involve anticipation – whether it is anticipating an opposing team's plays or the future of an organization.

"These Millennium symposiums are held in Fairfax County because we want to look to the future – to ask what we can anticipate as far as growth goes." Theismann said.

Another concept Theismann believes is essential to the success of both individuals and organizations is attitude.

"You are not going to believe this, but people have accused Joe Theismann of being cocky and egotistical. I'm as shocked as you are," he joked with the audience. The key to good leadership, he believes, is found in attitude.

"Leadership is being able to show other people that there is a place to go," Theismann explained.

Also, successful organizations and individuals develop confidence in themselves even when their decisions are less than perfect. It involves taking risks and questioning comfort levels.

► Employees may view a videotape or DVD of Theismann's presentation until Dec. 19 at the Employee Lending Library for Video Instructional Services in Suite 329 in the Government Center. For more



Joe Theismann discussed the challenge of change in the Government Center Board Auditorium on Nov. 21.

information, call 703-324-8318 or e-mail John.Kiefman@fairfaxcounty.gov.

The next forum scheduled is Feb. 25, 2009 when Dr. Roger Wilkins, former civil rights activist, Pulitzer Prize-winning writer and a Clarence J. Robinson professor of history and American culture at George Mason University, will discuss "The Spirit of Public Service." The Millennium Forum series is funded in its present form through FY 2009. ■

Give the Gift of Fun and Fitness From the Park Authority

The Park Authority has a new gift card available this holiday season. The cards can be loaded with whatever amount you select (from \$20 to \$999) and may be

used for the recipient's choice of park services or programs.

Practically everything that parks offer is covered by the card – sessions with a personal trainer; golf rounds and golf merchandise; classes; summer camps; day trips; RECenter passes; tours of the Sully historic site and Colvin Run Mill; admission to the Water Mine; ice skating at Mount Vernon RECenter; kayaking at Riverbend; a cruise on Lake Accotink's tour boat; programs at nature centers; historic sites; Frying Pan Farm Park and

Green Spring Gardens; and more.

Gift cards also can be used online to buy classes and passes.

Good for two years from date of purchase, the cards are available wherever programs and services are sold in the parks.

► Look for more information at <http://parktakes.fairfaxcounty.gov/giftcards>. ■



CONTINUED FROM PAGE 1>

HUMAN RESOURCES

Donna Dowd, human resources analyst
Mary Hoffman, human resources analyst

LIBRARY

Carolyn LaChance, librarian

PARK AUTHORITY

Seema Ajrawat, fiscal administrator
Thomas Cafagna, facility attendant
Mark Garrah, producer/director
Dianne Gregg, administrative assistant
Douglas Guzman, engineer
David Lawlor, naturalist
Michael McDonnell, naturalist
John Rutherford, heritage resource specialist
Lee Sites, carpenter

PLANNING AND ZONING

John Bell, planner
Alicia Caperton, administrative assistant
Lindsay Mason, planner
Angelica Rivera, programmer analyst

POLICE

Eric Bridge, police sergeant



OPA winner Eric Bridge, Police.

PUBLIC AFFAIRS

Crystal Numan, administrative assistant



Department of Vehicle Services employees (middle, left to right) Dave Gantt and William Gann were recognized for their "high level of stewardship of county resources."



OPA winner Crystal Numan, Office of Public Affairs, is based at the South County Center.

Dan Williams, engineer
Stormwater Management
Shannon Curtis, ecologist
Ravivanh Pathammavong, administrative assistant

PURCHASING AND SUPPLY MANAGEMENT

Cheryl Bland, management analyst
D'Arcy Roper, management analyst

RETIREMENT AGENCY

Asima Barzanji, administrative assistant

SHERIFF

Andrea Ceisler, public information officer

TAX ADMINISTRATION

Marilyn Foley, management analyst

VEHICLE SERVICES

William Gann, senior motor mechanic supervisor
Dave Gantt, mechanic

TEAM EXCELLENCE AWARDS

SIGNALIZATION SYSTEM

IMPLEMENTATION TEAM

The original concept for the Signalization System dates back to post-storm lessons learned from Hurricane Isabel in September 2003. At that time,

PUBLIC SAFETY COMMUNICATIONS

Candy Arthur, public safety communicator
Joseph Bui, quality assurance manager

PUBLIC WORKS AND ENVIRONMENTAL SERVICES

Capital Facilities

Randall Flowers, engineer
Magdi Imbabi, engineer
Ellen vanHully-Bronson, engineer
Kenneth Lim, senior engineer
Jessie Steiger, senior engineer
Lee Maye, administrative assistant
Babak (Bobby) Zaeni, network/telecom analyst

Land Development Services

Janet Leavitt, engineer

concerns were raised about the safety of facility-monitoring staff during high wind situations. By 2005, a funded project had emerged. The team then managed the design and installation of the system, which provides real-time water level and rainfall data at the monitoring sites throughout the county. Each gage location transmits data back to the Government Center, where it is conveyed to the county's information system for Department of Public Works and Environmental Services and Office of Emergency Management staff use. This enables county staff to improve resource management during storm events.

Public Works and Environmental Services

Steve Aitcheson, senior engineer
 Lisa Colvard, network/telecom analyst
 Don Demetrius, engineer
 Dipmani Kumar, senior engineer
 Don Lacquement, engineer
 Paul Shirey, engineer

Information Technology

Aubrey Kenney, IT systems architect
 James Stoneback, network/telecom analyst

Purchasing and Supply Management

Kevin Sheehan, purchasing supervisor

Emergency Management

Elizabeth McKinney, security analyst

Fairfax Water Authority

Joe Darby, transmission manager



The Signalization System Implementation Team.

LOGISTICS REDESIGN TEAM

This team worked together with the goal of improving the overall efficiency of the logistics support for the Department of Family Services Office for Children School Age Child Care, the Park Authority RecPac and the Department of Community and Recreation Services Therapeutic Recreation Services programs.

As part of a cost-saving work redesign, the team streamlined the process of delivery and subsequent pickup of the program materials to a combined 212 sites resulting in a cost savings to the county of \$6,000 annually.

Purchasing and Supply Management

Brenda Allen, warehouse supervisor
 James Knupp, warehouse worker-driver
 Jason Reinsburrow, warehouse worker-driver
 Lavanda Sykes, warehouse worker-driver
 Sylvia Yon, warehouse supervisor

Administration for Human Services

Rose Mary Harris, accountant
 Vibha Kapani, administrative assistant
 Terry Reid, administrative assistant

Family Services - Office for Children

Timothy Bratcher, center supervisor
 Trevor Crabtree, center supervisor
 Jonathan Murchison, day care center teacher
 Karen Waller, administrative assistant



► For more information on the Outstanding Performance Awards and other employee awards, go to <http://infoweb/hr/Relate/awards.htm>.

► A photo gallery of the award winners may be found at <http://infoweb/courier>. Look under Photo Galleries.

The Logistics Redesign Team.

Focus on Benefits

Remember to Check Your 2009 Benefit Deductions in January

2009 Health and Dental Deductions

Employees who are enrolled in health and dental benefits for 2009, should note to check the Jan. 2 paycheck deductions to ensure that they are correct for the 2009 plan year. The 2009 biweekly deductions for health and dental insurance are listed below. In reviewing your payroll deductions, also keep in mind:

- ▶ The Davis Vision benefit is included in the biweekly health deductions.
- ▶ Flexible spending account deductions are taken during 24 pay periods and also should be checked.
- ▶ If your deductions are incorrect, 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.

Optional Life Insurance/Long-Term Disability Salary Insurance Deductions

- ▶ Your bi-weekly payroll deductions for optional life insurance and/or long-term disability salary insurance programs may increase during the year if the age you attain this year puts you into an age band with a higher deduction amount.
- ▶ Optional life insurance and long-term disability salary insurance age bands and deduction amounts can be found in the Benefits Handbook at <http://infoweb/hr/benefits/2009benefitshandbook.pdf>.

Deduction Changes Due to Qualifying Changes in Status

- ▶ If you experience a qualifying change in status during the year, such as a marriage, birth or adoption of a

HR Central

HR Central has benefit information.

- ▶ Call 703-324-3311
- TTY 703-222-7314
- ▶ Visit <http://infoweb/hr/benefits>

child, or divorce and want to change your health and/or dental elections due to this change, the Benefits Division must receive your completed/signed change form within 60 days of the change in status.

- ▶ If you fail to submit your change form within 60 days following the change in status, you cannot make changes to your health and/or dental elections until the benefit open enrollment period in the fall and your changes will not take effect until Jan. 1, 2010.

- ▶ Enrollment change forms can be accessed on the Infoweb at http://infoweb/hr/benefits/benelogic_2008_worksheet.pdf. ■

Fairfax County Government Health, Vision and Dental Insurance Premiums for Employees Jan. 1, 2009 – Dec. 31, 2009

	Total Premium Cost	County Share	Employee Monthly Share	Employee Biweekly Share
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BlueChoice POS + Davis Vision				
Individual	\$452.20	\$384.38	\$67.82	\$33.91
2 Party	\$888.66	\$666.50	\$222.16	\$111.08
Family	\$1,306.94	\$980.20	\$326.74	\$163.37

BluePreferred PPO + Davis Vision				
Individual	\$528.86	\$449.54	\$79.32	\$39.66
2 Party	\$1,039.33	\$779.49	\$259.84	\$129.92
Family	\$1,528.55	\$1,146.41	\$382.14	\$191.07

Kaiser HMO + Davis Vision				
Individual	\$440.17	\$374.15	\$66.02	\$33.01
2 Party	\$857.78	\$643.34	\$214.44	\$107.22
Family	\$1,276.22	\$957.16	\$319.06	\$159.53

CIGNA OAP + Davis Vision				
Individual	\$375.48	\$319.16	\$56.32	\$28.16
2 Party	\$732.21	\$549.15	\$183.06	\$91.53
Family	\$1,092.63	\$819.47	\$273.16	\$136.58

Delta Dental				
Individual	\$36.02	\$18.02	\$18.00	\$9.00
2 Party	\$68.06	\$34.04	\$34.02	\$17.01
Family	\$112.16	\$56.08	\$56.08	\$28.04

Briefs

Parking Garages – Inclement Weather Advisory

For safety purposes, employees and visitors should be advised that during inclement weather the top decks of the parking garages at the Pennino, Herrity and Massey buildings will be closed.

Direct questions to the Facilities Management Department at 703-324-2055, Option 1.

GIS Day Wrap-Up

More than 200 registrants participated in the Department of Information Technology Geographic Information Systems (GIS) and Mapping Services Branch's 10th annual GIS Day Celebration at the Government Center. During the event, 19 county agencies demonstrated various uses of GIS technology.

The event also included the GIS Excellence Awards ceremony, which honored individual and agency award winners in seven categories from more than 50 submissions.

Santa's Ride Is Dec. 9

The 21st Annual Santa's Ride for Children will visit the Government Center on Tuesday, Dec. 9, at noon with a special visit by Santa and his elves.

This toy and book drive event is conducted by the Police Department Motor Squad with the cooperation of the Fairfax County Sheriff's Office, Virginia State Police and police from local jurisdictions. Toys, books and games were collected in late November through this week at police stations and the Government Center for children at Fairfax Hospital and children in the community who might not otherwise have a cheerful holiday season.

Holiday Out-of-Office Reminder

Before leaving for the upcoming holidays, 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 county policy that if you will be away from the office for one or more business days for any reason, you must indicate this on your voice mail and e-mail. The Fairfax County Communication Strategy provides procedures and sample voice and e-mail messages for holidays or leave time. To find out more visit <http://infoweb/cex/commstrategy>.

Microsoft Office Communicator

Most county employees have access on their computer to a communication tool called Microsoft Office Communicator. Similar to instant messaging, this tool should be used for brief informal messages between co-workers with real-time (instant) delivery. Office Communicator features a contacts list with the names of people you collaborate with frequently. Employees should note that although your Office Communicator "chats" can be copied and pasted into other documents, once the "chat" windows are closed by everyone in the session there is no record of the communication, unlike Outlook e-mail, which can be saved, archived or forwarded. For more information about Office Communicator, call 703-324-HELP (4357), or e-mail ITservicedesk@fairfaxcounty.gov.

Day Off for Grandparents and Other Relatives Raising Children – Dec. 13

Fairfax County is sponsoring a "Grandparents Day Off" on Saturday, Dec. 13, from 9 a.m.-6 p.m. at James Lee Community Center, Falls Church,

for children ages 3-15. Transportation will be provided for the children to and from Gum Springs Community Center, Alexandria; Mott Community Center, Fairfax; and Southgate Community Center, Reston. The day provides grandparents and other relatives raising children a respite day while providing a fun day of planned activities for the children. Food and activities are free. Pre-registration is required and spaces are limited. To register or for more information, call the Department of Family Services Fairfax Area Agency on Aging, 703-324-3517, TTY 703-222-9693. The departments of Community and Recreation Services, Family Services, Systems Management for Human Services and the Fairfax County Public Schools are sponsoring the event.

For reasonable ADA accommodations, contact **Nancy Coffey**, Department of Family Services, at 703-324-7723, TTY 703-222-0452.

Winter Coat Closet

Hunter Mill District Supervisor **Catherine Hudgins** and Reston Interfaith are sponsoring the seventh annual Hunter Mill District Winter Coat Closet through March 14 in the Community Room, North County Governmental Center, Reston.

Donate new and "gently used" child and adult-size (XL and XXL are especially appreciated) winter coats, hats, gloves and scarves. All donations are tax deductible. The hours are Tuesdays, 10 a.m.-noon; Thursdays, 5:30-8 p.m.; and Saturdays, 10 a.m.-1 p.m. For more information and reasonable ADA accommodations, contact **Martin Taylor** at 703-478-0283.

Tech Tip

Prevent Excel from Turning Fractions Into Dates in Five Easy Steps

If you do not apply a fraction format to a cell before you enter a fraction into it, Excel will convert the fraction into a date.

For example, if you enter 1/50 into a cell, Excel immediately converts it to Jan-50. If you want Excel to recognize your cell entries as fractions, you must apply the appropriate fraction format to the cell before you enter the data.

Follow these steps:

1. Select the cell that will contain the fractional data.

2. Right click the selection.

3. Select Format Cells.

4. In the Number tab, under Category, select Fraction.

5. Under Type, select "Up To Two Digits" (Example: 21/25), then click OK.

When you enter the data to that cell, Excel will now format the entry as a fraction. Keep in mind that if the data contained fractions such as 30/750, you would need to select the "Up To Three Digits" option in Step 5.

Mark Your Calendar P2P7 Conference Is Dec. 11

Registration is underway for the seventh annual Procurement to Payment (P2P7) Conference on Thursday, Dec. 11. All staff involved in procurement or payment processes are encouraged to attend. Join the Department of Finance and Department of Purchasing and Supply Management for opportunities to enhance your procurement to payment knowledge.

To register for this conference, contact your agency training coordinator.

For questions about the conference, contact the Department of Finance hot line at 703-324-4363. For reasonable accommodations, contact **Terry Ty** at 703-324-3140. ■

2009 Courier News

This is the last issue of Courier for 2008. The first issue in 2009 will be distributed on Jan. 5, since Jan. 2 is the furlough day. The deadline for the Jan. 5 Courier is Dec. 12.

The 2009 Courier schedule is available at <http://infoweb/courier> on the top right corner. Keep in mind that although the deadline is two weeks prior to publication, many issues throughout the year fill up prior to the deadline.

Thank you to everyone who contributed news, photos, story ideas and participated in a Courier contest this year. Special thanks also to the Print Shop and Mailroom employees for their work on Courier, as well as my colleagues in the Office of Public Affairs for their help and support. Please continue to send comments, ideas and suggestions to me at lisa.connors@fairfaxcounty.gov or call 703-324-3197.

Best wishes for a happy and healthy holiday season!

– **Lisa Connors**, Courier editor ■

IT Service Desk

- ▶ Call 703-324-HELP (4357), Option 1
- ▶ E-Mail ITservicedesk@fairfaxcounty.gov
- ▶ Online at <http://ITSD>

if you won't be using the fractions in calculations, you can prevent Excel from changing your entries to dates by applying the Text format to the cell before you enter the data. ■

Courier is a Fairfax County publication distributed most payday Fridays. The deadline for articles and information, space permitting, is two weeks before publication.



Lisa Connors, editor
703-324-3197
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
Fax: 703-324-2010



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All phone numbers listed in Courier are TTY 711, unless otherwise noted.

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