

Sheboygan County News

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Knop's Connection with Polka Dots

by Dione Knop, Victim/Witness Program Supervisor

I'm pleased to have been selected as the featured employee for the October newsletter. I have worked in the District Attorney's office Victim Witness Services for 22 years.

I graduated from the University of Wisconsin-Milwaukee with a degree in Social Welfare and later went back to school while working full time to complete my Master's degree. My education has helped prepare me for the many challenges we face. My job is to assist crime victims and witnesses throughout the criminal court process. This includes accompanying victims to court, helping to explain the proceedings, keeping them informed of court dates and advocating on their behalf. Some people we work with may have been victims of domestic violence, sexual assault, property crimes, identify theft, violent crimes or may be the loved ones of homicide victims. We try to help victims make sense out of the court process and enforce their rights. It is very rewarding and challenging work and we are able to partner with many great agencies in our community to meet the needs of the people we serve.

On a more personal note, I have been married to Michael for over twenty years, and our child is Maggie, a golden retriever. In 2007, my maternal aunt was diagnosed with breast cancer. I attended a program sponsored by Sheboygan County to learn more about breast cancer and what she could expect. I learned about a cancer-causing gene identified as a BRCA mutation. It raised my awareness

so much that I scheduled my first mammogram at an earlier than recommended age. I, too, was diagnosed with breast cancer in January of 2008. Even though I was scared and overwhelmed, I pursued the genetic testing to confirm my suspicions and I also tested positive for a BRCA gene, which had been carried on my father's side of the family.

Being diagnosed with cancer was terrifying and treatment was very difficult, but I had great support of family and friends. During the tough times of chemo I bought a polka dot dress that gave me hope of the chance to wear it when I was well again. Shortly after my treatments ended that summer, I planned the first ever "My Polka Dot Dress Party" as a celebration of life and friendship. It was so much fun I've been having the party every year since! In 2009, we began fundraising for Project Angel Hugs www.projectangelhugs.com.

Project Angel Hugs supports the emotional needs of children, and their families, as they go through cancer treatment and for years thereafter. The program serves children in Wisconsin and across the nation. Over the last five years we have raised over \$14,000 and donated numerous gift items to this organization. The Polka Dot Dress Party, held annually in July, has grown from 60 to over 200 attendees and relies on the support of good people



who continue to help make the magic happen, many of them County employees.

The party features a silent auction, bucket raffles, pick a duck for prizes, and the live

band "Chain Reaction" (the band that has played at the County Picnic the last two years) has played and donated their time the past four years. Please consider joining us next year, July 12, 2014 at 7 p.m. at Lakeshore Lanes. Details can be found on the website at www.mypolkadotparty.com.

Last October, I had the honor of being named the Honorary Chair Survivor of the American Cancer Society Road America Walk/Run. I had the privilege of riding in the pace car, but also wanted to run the event with my teammates. The pace car delivered me to the start of the race where I then ran with "Team Super Heroes." We were easily identified by our red capes! It was a great opportunity to raise money for a good cause while having a great time with friends. This year we will run/walk in memory of Sandy Prah, who was a team member last year. Her daughter, Sam Prah, is one of our Assistant District Attorneys.

Thank you for all that you do to help people in need.

4th Quarter, 2013

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Inside this issue:

Human Resources Moving Forward on Operational Review Recommendations	2
Attention Employees: HR & Payroll New Email Addresses	2
5th Annual "March of the Pink Brigade" Walk/Run	2
United Way Needs Your Help to Help Those in Need	3
Annual Flu Vaccinations Available at the InHealth Clinic	3
2014 Benefit Plan Design Refinements	3
HR Welcomes Senior Generalist	3
Employee & Customer Safety	4
Participation Continues to Increase at Annual All Employee Appreciation Picnic	4



HR Moving Forward on Operational Review Recommendations

by Jean Gallimore, Human Resources Director

As most of you are aware, late in 2012, the service of an outside consultant was retained to conduct an Operational Review of the County's Human Resources Department. The purpose of this Review was to identify strengths, weaknesses and opportunities for improvement. The process consisted of a review of HR practices, an all employee survey, interviews of the HR staff, Department Heads and other leaders. Areas of focus included: Communication, Efficiency, Respect, Confidentiality, and Professional Development. At the conclusion, the Consultant provided specific recommendations to enhance provision of HR Services.

The following is a summary of improvements that have been made in response to the study recommendations:

- *Staffing changes.
- *New employee Orientation and process redesigned and implemented.
- *HR and Finance/IT working more closely together to integrate services for employees.
- *Regular HR Staff meetings to ensure timely communication.
- *FMLA outsourced to improve administration.
- *Streamlined the Employee Performance Appraisal form and process.
- *Remodeled to accommodate additional private office space for confidential conversations.
- *Enhanced opportunities for Professional Development Training.

*Updated safety policies and procedures.

I appreciate your feedback as we continue to improve our services and strive for HR EXCELLENCE for Sheboygan County.



Attention employees:

Human Resources and Finance/Payroll staff welcome your questions, concerns & feedback with our new email addresses:

For HR: hr.help@sheboygancounty.com

For Finance/Payroll: finance.payroll@sheboygancounty.com

5th Annual "March of the Pink Brigade" Walk/Run

by Kortnei Ames, Human Resources Coordinator

Sheboygan County, the City of Sheboygan & the Sheboygan Area School District invite you to participate in the 5th annual "March of the Pink Brigade". This 2 mile/5k fun walk/run will take place on Saturday, October 19th at the Y.M.C.A starting at 7:00 a.m. and ending at approximately 10:00 a.m. The event increases breast cancer awareness and all proceeds will benefit the Sheboygan County Cancer Care Fund.

Plan to walk anytime between 7:00 a.m. and 10:00 a.m. by yourself or invite your family & friends to join you. There will be a large group walk starting at 9:00 a.m. The group with the most participants will win the "Biggest Brigade" award. Basket raffles will be drawn at 10:00 a.m. You do not have to be present to win.

Register by Saturday, October 5th for a discount on t-shirts and to ensure

your team entry into the Biggest Brigade Award.

Registration forms will be available by contacting the Human Resources Department at (920) 459-3105 or by emailing

Kortnei.Ames@SheboyganCounty.com.



United Way Needs Your Help to Help Those in Need

by Adam Payne, County Administrator

We all have an important role in making our community a great place to live, work, and raise a family. Sheboygan County Employees lead by example. I'm proud that Sheboygan County generously donated \$29,791 last year, and we have increased our overall contribution six of the last seven years! Thank you for your generosity, and I respectfully ask that you consider a similar or even more generous contribution for 2013.

If you haven't made a donation to the United Way of Sheboygan County in the past, please consider doing so this year. In fact, if every county employee who has never participated before contributed \$1 from each of their respective 26 paychecks through our payroll deduction option, that would generate another

\$15,000! When we all pull together, good things happen.

Your contributions help fund 58 programs provided by 23 non-profit affiliated agencies. As you know, government can't be all things to all people, and the amazing people working at these non-profit organizations need our help. Please rest assured the donation you make will help your Sheboygan County neighbors in need; 99% of every dollar stays right here in Sheboygan County.

The donation forms will be distributed in early October, and, if you prefer, you may designate a specific non-profit organization that is or is not an affiliated United Way agency. You may choose to give either a one-time

donation or request a payroll deduction plan to deduct your donation directly from your paycheck.



In appreciation for your participation, you will be entered in a random drawing to win prizes generously donated by members of the County's United Way Campaign Ad Hoc Committee.

The United Way of Sheboygan County is critically important, and we all can make a difference. I sincerely encourage and appreciate your participation. Let's keep our trend going and top \$30,000. Thank you for your consideration!

Annual Flu Vaccinations—Available at the InHealth Clinic

by Julie Kinney, Senior Human Resources Generalist

Remember to take care of YOU!

As we enjoy the colorful leaves and brisk fresh air of autumn, the chill of winter is just around the corner, and,

unfortunately, so is the cold and flu season. Take time to protect yourself and your family from the influenza virus. **Free Flu vaccinations will be available to all employees and**

dependents covered on the health plan in mid October. Please contact the InHealth Clinic at 547-4210 to schedule your appointment.

2014 Benefit Plan Design Refinements

by Julie Kinney, Senior Human Resources Generalist

As we approach Annual Enrollment for the 2014 Employee Benefits, the following is an overview of the upcoming expectations:

ENROLLMENT PERIOD: November 4 – December 6, 2013.

If you plan to make changes to your current 2013 Benefits, or are a new eligible enrollee, please watch for enrollment details.

The County will remain with UMR and Delta Dental coverage for the

plan year 2014, with a few plan design changes, including:

- Offering voluntary employee paid vision plan
- Removing the fourth quarter deductible carry-over provision
- Redefining emergency room coverage to eliminate the \$3,000 1st dollar benefit
- Implementing a \$10 chiropractic office visit copay under the medi-

cal plan and at the InHealth Clinic

- Adopting a Specialty Drug program as part of the prescription drug benefits

We look forward to assisting you with your 2014 Benefit Plan decisions. For more information, or if you have questions, please call us at (920) 459-0390.

HR Welcomes Senior Generalist

by Jean Gallimore, Human Resources Director

Please join us in welcoming Julie Kinney to the HR Team!

Julie began employment with the County in July of 2013 as an LTE in

the Human Resources Department.

In the Senior Generalist role, Julie will add value to our overall Human Resources Department, as her

background consists of extensive HR knowledge and competencies.



Employee & Customer Safety

by Jean Gallimore, Human Resources Director

Over the past several months an Ad Hoc Safety Committee convened by the County Administrator has re-designed the department safety manuals to include up-to-date procedures encompassing overall emergency action planning. The revised manuals are in draft form and will be shared with all employees in late November.

In addition, our first Annual All Employee "Working Safely" training will include Workplace Safety, General Emergency, Hazardous Communications, MSDS, Blood Borne Pathogens, Employee/Guest Incident Management, and Emergency Evacuation – Tornado, Fire, Threats, etc. Safety is the responsibility of all of us, and all employees are expected to attend one of these upcoming sessions all held

at the **UW—Sheboygan Theatre:**

*November 11—Department Heads,
Managers & Supervisors only
1:30 p.m.—4:30 p.m.*

*November 12
8:30 a.m.—11:30 a.m.
1:30 p.m.—4:30 p.m.*

*November 14
8:30 a.m.—11:30 a.m.
1:30 p.m.—4:30 p.m.*

*November 19
8:30 a.m.—11:30 a.m.*

*November 20
1:30 p.m.—4:30 p.m.*

If you have any questions regarding this training or the overall county safety initiatives, please contact

a member of the Ad Hoc Safety Committee: Steve Steinhart Co-Chair, Jean

Gallimore Co-Chair, Julie Kinney, Kay Lorenz, Jim TeBeest, Al Nelson, Tim Chisholm, Marty Bonk, Tom Boyer, Mark Leibham, Jon Dolson, Aaron Brault, Susan Schaubel, Laura Henning-Lorenz, Charlene Cobb, Bernie Rammer, Ellen Schleicher, Jim Graf, Josh McDermott, Carla Kovalaske, or Cindy Fale.

Thank you!



Participation Continues to Increase at Annual All Employee Appreciation Picnic

by Adam Payne, County Administrator

Another outstanding event!! We set a new record this year with 282 employees participating in our All Employee Appreciation Picnic on Thursday, August 8th at Three Guys & a Pizza Pie in Elkhart Lake. I hope all those who attended had

an enjoyable evening, and THANK YOU for all that you do.

The All Employee Appreciation Picnic is for YOU. If you weren't able to attend this year, we hope to see you next year. If you attended and have any suggestions or comments,

please send an email to me or my assistant, Kay Lorenz, or call (920) 459-3103.

My sincere thanks and appreciation for all the good things you help make happen.