

ISSUE

03

MARCH
2015

The Personnel File

Galveston County Human Resources

Heads up...
A look at
things to come

March 5 & 12

Benefits Assistance Day

March 19 & 20

Mid-year benefits and
wellness fair.

March 26

Advanced Hiring Class

April 3

Good Friday
County Holiday

April

Next Employee
Engagement Survey



1st Annual County Benefits & Wellness Fair

Galveston County Human Resources is proud to announce another fun and exciting opportunity for employees and their families. The Benefits & Wellness Fair is geared towards employees and their family members focus on their health and well-being.

Employees will benefit in many ways from the fair.

- Visit will all of our invited attendees
- Pick up some free goodies
- Gain some useful information regarding health and well-being
- Update your beneficiaries on your retirement accounts and life insurance
- Get a free introductory massage from a licensed massage therapist
- Check your blood pressure

All of this can be done at the Benefits & Wellness Fair!

**Galveston County Courthouse
Commissioners Courtroom, 1st Floor
722 Moody Avenue (21st Street)
Galveston, TX 77550**

You will have two opportunities to come out and enjoy the festivities
Thursday, March 19 **Friday, March 20**
1:00pm - 7:00pm **10:00am - 1:00pm**

Thursday's hours will be extended all the way until 7:00pm to allow employees and family members to attend after work and even bring their children after school. Fridays hours will be shorter but held during lunch to allow attendees to stop by during their lunch break if needed.

Invited attendees include: *Aflac, Amoco FCU, Boon-Chapman, CareHere, First Financial Group, Galveston County HR, Galveston County Veterans Services, Galveston County Clerk's Office - Thank A Vet Program, Galveston County Sheriff's Office, 1D Life, Jillian Bain - Licensed Massage Therapist & Board Certified Reflexologist, LegalShield & Texas A&M AgriLife Office.*



COLOR UP 5K GALVESTON COUNTY

The Galveston County Deputy Sheriff's Association will be putting together a team for the Texas City ISD Foundation for the Future Color UP 5k. Please join the team and bring spouses, friends & family.

March 28th at 9am

Rotary Pavilion
2010 5th Avenue North, Texas City, TX 77590

To register and pay for yourself and/or friend, family member, spouse or significant other please visit:

<http://www.colorup5k.com/galveston-county>
\$5 Discount Code: COLORPARTY

If you would like to request for the GCDSA to sponsor your entry fee please contact Margo Ihde and let her know you are interested. Last year Galveston County had 20 plus Sheriff Office team members. This is for a GREAT cause.

Parking is free for the Color Up 5k – Galveston County and will be located at City Hall, Nessler Center, Texas City High School, and St. Mary of the Miraculous Medal Catholic Church. Please be sure to carpool and arrive 30-45 minutes prior to your wave.

For more information contact:
Margo Ihde
Margo.Ihde@co.galveston.tx.us

Amanda Shirey Officially Takes the Reigns of Galveston County Recruitment



Meet the new Human Resources Recruiter; Amanda Shirey.

Amanda has been promoted from her role as the Chief Friendly Officer (Reception) to the Employee Wrangler (Recruiter) of Galveston County.

Amanda received her Bachelors of Science degree in Education from Northeastern State University in Oklahoma. Amanda joined Galveston County as the administrative clerk for County Judge Mark Henry's office in March 2014. She is very excited to embark on the journey towards finding the best candidates for future positions here at Galveston County.

What can the HR Recruiter do for the County?

The HR Recruiter is here to help! Amanda will be able to save hiring managers time by sorting through all the candidates that have applied for the open positions available at Galveston County. She has been highly trained to pre-screen candidates so that hiring managers receive only the top candidates who meet the basic criteria for the position. The recruiter can do phone interviews and IF the candidate does well, the hiring manager will receive detailed notes on why we recommend the candidate, red flags to consider and helpful interview tips. Amanda will be able to save time and give a hiring expert's opinion on the candidates. Managers can interview four or five prescreened people and make an excellent hire, versus sorting through stacks of resumes while their regular duties pile up around them. We can also have candidates go through their testing process beforehand. This hiring process will produce better candidates, lessen liability, save money and allow our managers to focus on their core duties. These are just some of the great features that Amanda will be able to do for all hiring managers.

If you have any questions on the recruiting process, feel free to contact Amanda or Peri in Human Resources!

Join us in congratulating Amanda!

Power to Wow Customer Service Class Testimonial

"What a powerful class it was! I felt like standing in front of a life size mirror that I could see everything about me and learned so much to improve myself."

- Sue Richardson

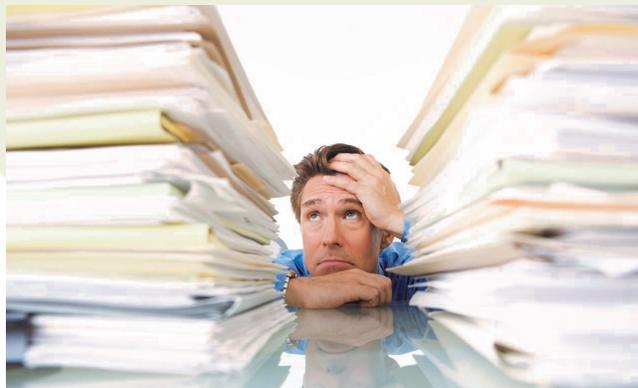
HR Introduces "Benefits Assistance Day"

Last month Human Resources proudly rolled out yet another convenient tool for Galveston County Employees. The core purpose in Galveston County HR is "we want to be the best we can be in making people's lives' easier." We understand that a lot of our employees simply do not have the ability to take additional time away from work to come to the HR office in the county courthouse in Galveston when they have a question or need help. With this in mind we have decided to just come to you! HR will dedicate a couple of days every few months to travel to different county facilities to help with any issues or answer any questions you may have about your benefits.

Whether you just have general questions, need help planning for the future or have a medical claim you just cannot figure out... we've got you covered! Come see your dedicated benefits advocate, Corey Jannett, with whatever you need. No appointment needed. Just stop by with your questions.

Justice Center Annex
600 59th Street, 2nd Fl. Conf. Room 2300
Galveston, Texas 77551
March 5th, 8:30am - 4:30pm

League City Annex
174 Calder Road, Room 118
League City, Texas 77573
March 12th, 8:30am - 4:30pm



Corey is also available most workdays at 722 Moody.

Something's fishy in Galveston County!

Betsy Thomas, Grants Manager, had no idea what she started when she bought a fish for her office. Bud, short for Budget, joined the staff of Galveston County in summer of 2014. Shortly thereafter, Benny (short for Benefits) arrived in Human Resources. Then, Parks and Cultural Services hired Petey the fish.

Alas, Bud passed away but was replaced with Grant (for the grants Betsy does every day). Petey also passed away and HR is actually on Benny 3.0. Now a new arrival, Fin, for Finance, joined Professional Services in mid-January.

Sawyer joined Galveston County too. He was named after Tom Sawyer who is depicted as an orphan in the film, Tom and Huck. Sawyer was originally homed in Child Welfare on the 5th floor of the courthouse but made the journey to Professional Services to expand his resume. He enjoys munching on roots and swimming. He spends the day monitoring the desk of McKayla Powell. He has perfect attendance at work.

Does your department want to join the Fish Family? Send HR a picture of your Fish!



Sneak a Peek in the File of...

Name: **Rose Tijerina**

Department: **Sheriff's Office**

How long have you been with the County? **I have been with the County since October 5, 1995. I am classified as a Deputy V assigned to the Office of Professional Standards (formerly Internal Affairs).**

What is your favorite pastime or hobby and why? **I love reading mysteries, scrapbooking and making greeting cards. All are very relaxing activities for me, but as for the scrapbooking and cards, it a way to show your creativity without actually having talent as an artist or designer.**

Yes, I confess, my nickname was/is: **Not sure, but for some reason Rose is too simple, depending on who is talking to me, I am Rosie Jack, Rosarita, Rosey Posey, Rosa, or just Rosie.**

What is something that everyone may not know about your department? **We have so many of our employees who are community service oriented, giving, especially with their time, in such organizations as the Ronald McDonald House, Resource Crisis Center, Light House Charities, Boys and Girls Club, and so many others.**

Best memory working for the county? **Being so proud of the way that our employees served the citizens of Galveston County during Ike, even though some of them were experiencing their own great losses.**



Name: **Joanie LeBoeuf**

Department: **Galveston County Indigent Health Care**

How long have you been with the County? **December 2, will be 16 years**

What is your favorite pastime or hobby? **Sewing, home decorating & graft enhancing gardening**

Yes, I confess, my nickname was/is: **Gidget and Flipper**

Care to elaborate? **My brother's surfboard was taller than me so Gidget it was - hey I could hang ten pretty good. Gymnastics was my life (floor ex , uneven bars, balance beam, etc.)**

What is something that everyone may not know about your department? **Indigent Health care has been built on honesty and hard work. Recognizing a need in our community and county , reinforcing we are to here to help either it to be health care or just since of direction where to start with educational health care programs. Providing a service to keep our community and county healthy.**

What is your personal motto or what would you like it to be? **My personal motto is so simple - Being thankful for what you have, having a heartfelt desire to help others, respect and kindness - Only cost you a smile. (told you free and painless)**

Best memory working for the county? **In my world I deal with peoples that are scared, heartbroken, just have no direction of what to do or how to ask for help. After they have been passed around from person to person they are pretty beat down. Therefore my best memory are every day, I get to hear thank you for your help; will keep in touch with you, and for the most part they do call to let me know they are healthy. Even a hug in the groceries store from a patient saying thank you.**



March 2015 Employee Birthdays

1 Dickson, Hayley K	12 Isaacks, Darrell C	23 Allen, Sheniqua S
2 Cavazos, Monica L	12 Mckee, Joanne	23 Branch, Katherine A
2 Daitz, Jennifer S	12 Thomas, Elizabeth A	23 Fields, Kenneth D
2 Paniagua, Arturo	13 Booth, Brandy M	23 Malone, Darryl D
3 Michaels, Lauren E	13 Sheppard, Daniel L	23 Martinez, Omar A
3 Ordaz, William H	14 Delac, David M	23 Pride, Kaycee L
4 Gamble, Jacqueline	14 Gerami, John T	23 Vance, Kymebrly J
4 Helton, James E	14 Lara, Alexander	24 Brown, Raymond L
4 Herrera, Daniel	15 Howard, Alanna S	24 Miller, Jarvis D
4 Lopez, Raymond	16 Bell, Michael S	25 Comeaux, Chelsea N
4 Mccarvell, Samuel C	16 Pettye, Stephen E	25 Stovich, Gregory A
5 Hunter, Christina J	16 Whitaker, Alfreda M	26 Cook, Charles B
5 Lambert, Michael W	16 Yarbrough, Ashley R	26 Gilliam, Cindy A
5 Lamm, Christopher A	17 Amaro, Vincent	26 Lemire, Robert D
5 Mull, Carla R	17 Johnson, William M	26 Lina, Ronald E
5 Temple, Aundrea N	17 O'Neil, Stephenie K	26 Romero, Rolando
6 Partain, John P	18 Alfred, Marcus J	26 Rosser, Richard A
7 Dominick, Latonya R	18 Bozant, Anthony	26 Rowlands, Seth R
7 Herrin, Johnna K	18 Massey, Julie K	26 Shaw Jr, William H
7 Jordan, Denise J	18 Pruitt, Merlinda A	26 Trigo, Jennifer A
7 Ornelas, Kristin R	18 Williams, Ronald J	27 Badger, Joseph C
8 Evans Sr, Vearly C	19 Castro, Jose R	28 Dennard, Ryan
8 Gavion, Brian A	19 Charlot, Quenton E	29 Daigle, Amanda R
8 Reed, William D	19 Druilhet-Lundy, Dianne D	29 Fowler, Brittney M
9 Patel, Nina G	19 Fite, Lacey D	29 Hightower, Kenneth W
11 Beshears, Vickie J	19 Loftin, Richard D	29 Kaplan, David R
11 Chatterton, Amanda C	19 Matlage, Jennifer D	29 Karakaris, Tracy A
11 Hall, Kimberly R	20 Cruz, Roseann G	30 Boysen, Shereen
11 Hernandez, Johnny	20 Montez, Michael C	30 Deleon, Ana D
11 Massa, Holly J	20 Porter, Joey D	30 Delmonico, Jennifer M
11 Peterson, Katherine E	21 Barrow, Reuben H	31 Alcala, David M
11 Tumicki, Denise A	21 Cloud, Robert A	31 Castano, Julie M
12 Bush, Katherine E	21 Daily, Charissa A	31 Jones, Charlotte M
	22 Macik, Dennis R	31 Lewis, Patrick D

Manager Tip of the Month

Breaks, Meal Times and the FLSA... Here are the most asked questions and the answers regarding non-exempt employees.

Q. Must my employee be compensated for a break?

A. Yes, breaks are compensated as work time (typically 10 minutes).

Q. Should my employee take their meal period at their desk?

A. No, employees must be completely relieved from all duties. The meal period is typically 30-60 minutes and not compensated as work time.

Q. Am I obligated to provide additional breaks to employees who are smokers?

A. No.

Q. If my employee arrived 10 minutes late for work and requests to work through a break to make up the time, is this acceptable?

A. No, the break may not be deducted from the beginning or end of the work period.

Q. If my employee requests to work through the meal period to leave 30 minutes early, may I allow that?

A. No, meal periods may not be deducted from the beginning or end of the work period.

Special Notes: According to the FLSA no breaks may be docked from a non-exempt employee's pay unless they are over 30 minutes. A 29 minute break cannot be deducted from pay, but can lead to a write up for misuse of time. (No time can be docked from an exempt employee's pay.)

An Elected Official/Department Head may use their discretion on the use of flex time.

The Last Word...

Spring

Spring is upon us and **Spring** is a time for renewal and growth! That got me thinking about our Employee Engagement program. The push toward Employee Engagement is to **renew** and **grow** our commitments to each other, our satisfaction in our jobs and the level of service to our residents. By now I hope that you read through the results of the first Engagement Survey and the responses by various members of management. (If you haven't seen them, ask your manager or HR for a copy!) The persons who participated in the focus groups took their time to meet with HR and share their ideas, solutions to issues, kudos and questions. It wasn't always an easy process, but they met the challenge of trying to fix things instead of complaining. We are very appreciative for the work they did on behalf of all employees.

Next Steps

Now all of you can hold the County accountable to the responses. There was a great deal of thought and input into the responses and I thank the Managers & the Elected Officials who dedicated the time to think outside the box, to really listen to the concerns and to craft the responses, now we must back them up with actions. Many of the ideas that resulted from cooperation of the focus groups, the survey results and managerial input have already come to pass! The next survey will be in April and the process starts all over again!

Doubts & Doubters

Let's be real here. I know that some of you may be saying to yourself that the surveys and the focus groups are a waste of time. You may be asking, "Why in the world are we dedicated to this process?"



I have an answer. **CIVICPLUS** is a company that creates websites and resources for governments. They sent a flyer to me recently saying that state and local government employees identify themselves as being 18% less engaged than their private sector counterparts. They identified engagement as "...the extent to which employees feel passionate about their jobs, are committed to their organization and put discretionary effort into their work." I don't think that this is something we should just accept. Should we shrug our shoulders and say, "That's fine, no way to change that." The Commissioners and the County Judge don't feel that way. We spent a great deal of time during my interview talking about how they wanted to do more for employees and to increase our passion. So, we are dedicated to doing that.

Hard Work?

Patrick Lencioni is known for his books on business management, particularly in relation to team management. A CEO of a Fortune 500 company was telling Patrick about all of the success he had had and the great changes that occurred in his company since he began focusing on Patrick's consulting on engagement. Patrick asked him why he thought that more CEOs and managers didn't get that. Why do they just focus on numbers, processes, outcomes and not the people? The man's answer was simple. "It's hard work." How terrifying is that? They just don't want to do the hard work that comes with focusing on their people.

Worth It!

So, it DOES take a lot of time. It DOES take a lot of dedication to the process. But YOU are worth the effort. I hope you will join in the efforts to make our culture better, to focus more on people and not to be part of a statistic that indicates that we aren't as passionate about our jobs as people are in the private sector.

BE the change you want to see in others,

Peri Bluemer

CHRO

Please know that we are very open to suggestions and article ideas, so send them to me at peri.bluemer@co.galveston.tx.us!