



## Administrator's Message

**G**REETINGS EVERYONE! It is nearing the end of the year and we are continuing contract negotiations and awaiting the Board of Commissioner's decision on the 2012/2013 budget. I will keep you posted on the Board of Commissioner's decision on the budget. If you're unable to attend the Board meetings, I invite you to view the live or archived webcasts posted on the [eWashtenaw](#) website. There are only five Board meetings remaining this year; they are listed below. The meetings begin at 6:30pm in the Public Board Room at the County Administration Building and [agendas](#) are available online via the eWashtenaw website.

- 11/16 *Ways & Means Committee*
- 11/16 *Board of Commissioners*
- 11/17 *Board Working Session*
- 12/7 *Ways & Means Committee*
- 12/7 *Board of Commissioners*

### Group of 180

I enjoy the Group of 180 meetings because they allow me to converse with key people from across the organization on a quarterly basis and discuss new challenges, shifting priorities and new initiatives. I especially enjoyed the October Group of 180 because it was dedicated to honoring employees for their excellent work and service to the county and Washtenaw community. Check out the [article](#) on eCentral for the 2011 Employee and Team Award winners. Take a look inside this issue to find out who was named employee of the year.



News from the \_\_\_\_\_  
*Administrator*

### Inside This Issue

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# Update on Changes in Administration

***FICTION: CLT received an 8% increase***

***FACT: CLT didn't receive any additional compensation***



**M**y proposed Cross Lateral Team (CLT) has been a hot topic of conversation ever since I introduced a resolution to the Board of Commissioners back in September. This resolution was pulled from the agenda, and has not yet been resubmitted to the Board. To get people that may be out of the loop caught up on this matter...I am proposing the

formation of a CLT in lieu of hiring a Deputy County Administrator. Under my proposal, the CLT will assist with managing the day to day operations of various County departments. Each team member will be responsible for a specific Priority Area (you probably know these areas as the former Communities of Interest). There has been no decision made with regards to the potential for additional compensation.

Over the last week, a rumor has surfaced at both the staff level and during public comment at the most recent Board of Commissioners meeting indicating that individuals on this team are receiving an 8% increase on their current salaries. I want to say unequivocally that this rumor is 100% false. Although this was floated as one of several potential ideas, nothing has been decided and no action has been taken. When and if an action is taken to make this team permanent, you will hear about it. As always, if you hear a rumor, feel free to contact myself or anyone in County Administration,

**M**etings that have taken place in the past month have acted as a conduit for the development of tighter security measures within County Administration. After site reviews were performed, Facilities staff made the following recommendations:

- Due to the ability to access Administration easily through the main suite entrance, we are recommending that the inner lobby door be locked, requiring guests to stop at the reception counter for entry.
- Facilities staff was able to access to the Administration suite easily via the BOC meeting room through the IT storage closet.
- We are recommending that the BOC meeting room be secured when not in use (manual lock mechanism) and that the access point from the IT closet to the Administrator hallway be secured by a badge access point.
- Finally we are recommending a change to door hardware on the Administrators hallway door to improve security and safe room capability.



These changes will put the Administration Office on par with others in the building and will require a badge to enter the office area. If you have badge access, these changes will not impact you. In addition, our intern will be on standby to open the door when a familiar face comes through the lobby area.

We strive to be one of the most accessible offices in County Government, and do not feel this will change with the new protocol. Please let us know if you have any thoughts or concerns.

# A Moment of Thanks



The 2012/13 budget process is nearing completion, and I wanted to be sure to include a piece that puts a focus on thanking employees for their sacrifices in the coming years. Labor negotiations have been more trying than in previous years for representatives on both sides of the table. The fact is that I think the world of Washtenaw County employees, but

prudence at this time dictated an approach that featured another scaling back with regards to pay and benefits. Bargaining has taken place with all of our labor partners and most groups have reached an agreement with the County. I want to take a moment to acknowledge all employees of the following groups for stepping up to the plate when needed:

- AFSCME Local #2733-Units A, B, C, Juvenile Division, Juvenile Detention
- AFSCME Local #3052-Juvenile Division Supervisors
- Police Officers Association of Michigan
- Command Officers Association of Michigan
- Michigan Nurses Association- Units I & II
- T-POAM-Units I & II
- Non-Union Employees

The poise and sacrifice employees have put on display will allow for the continued provision of vital services in this community. We are hopeful that work with remaining bargaining units will be completed prior to the current contract expiration on December 31, 2011.



Our 2011 United Way campaign kicked off on September 12th and was extended through October 28<sup>th</sup>. Many employees participated in the online auction, with the Administrative Days Off proving to be the hot ticket. United Way accepts property and goods, as well as your volunteer time. So if you were not able to donate time as a volunteer or give supplies it is important to remember that there are still opportunities to give!

**Thank you** to everyone who participated in this year's United Way Campaign. Your donations, whether it's your time or a monetary gift, makes a huge difference to our com-

**Congratulations** to all of the online auction winners!

**Week 1:** Jennifer Brassow, John Schiel, Barb Kelly, Angela Parsons

**Week 2:** Judith Thurman, Bonnie Neal, Cindra James, Diane Heidt

**Week 3:** John Schiel, Patty Painter, Anthony Wayne Kendrick, Dave Egeler

**Week 4:** Mary Beth Lampe, Latitia Lamelle, Dawn Fyr-ciak, Judy Gentz

**Week 5:** Susan Sweet Scott, Barb Kelly, Don King, Lisa Fusik, Judy Gardner, Deb Owen, Simone Mack, Jason Brooks

## 2011 Total Campaign Detail

Source of Contribution	Number of Contributors	Total Dollars Raised
County Employees	120	38,314.00
Online Auctions	24	1881.00
Retirees	13	1809.00
Stuff the Bus	N/A	8,500.00
<b>TOTAL</b>		<b>\$50,504</b>

# Retirements



As of the end of October, I would like to report that 74 employees are in the process of retiring from the County this year. The average number of retirements normally experienced during any given year is around 30. Employees that are retiring have made a contribution to the community that will not be forgotten, and we sincerely wish them the best in their future endeavors.

While taking time to remember the contributions many have made over the years, it is necessary to plan for the future. This type of organizational shift will certainly result in a large scale change for the organization. We are keeping in mind that these types of transitions often create stress, but there are also opportunities for efficiencies and service improvements. As employees leave the organization, we will continue to look for service improvements, and will be engaging the Board of Commissioners when developing long-term strategies.



Individuals planning to retire on 12/31/2011, must submit their application form no later than 12/1/2011. The Ordinance requires that the notice be at least 30 days prior to retirement. If submitted on 12/1/2011, it would be reviewed for approval by the WCERS Board at their December meeting.

# Employee of the Year



**D**uring the Group of 180 meeting in October we honored staff who were nominated for their excellent work and contributions to the county and in the community. Stefan Allen was nominated by his coworker, Carla Wilson, as Washtenaw County "Employee of the Year" for his outstanding achievement as a Correction Officer. Congratulations Stefan on a job well done!

## Here's what Carla had to say about Stefan

Officer Allen is known for his high standard of work performance and efforts. He is also known as a man who treasures his family, which speaks volumes about his character as a leader and role model. Officer Allen's skill sets are vast, but not limited to: attendance, productivity, organizational commitment, judgment, decisiveness, sensitivity and leadership.

Officer Allen was instrumental in the training of new officers in the ITR area of the new jail. Stefan not only trained officers, he also created new strategies for the primary transition of services. Officer Allen quickly demonstrated that he is an exceptional leader. He was recently recognized for his administrative skills at the 2011 Washtenaw County Sheriff Office award ceremony. Officer Allen has mastered a variety of skills since being hired as Correction Deputy. He is known throughout the Correction division for his compassion and energy. He is always courteous and helpful to others. He is a natural teacher who leads by example. He is respected by his peers and exhibits a "win-win" philosophy. The combination of his ethical standards and vast experience enable him to be an excellent mentor to newer employees.

Officer Allen represents the Sheriff's Office "Mission Statement" well, as he continues to strive for excellence in problem solving and inmate care. Officer Allen's involvement with the implementation of training and the new policies and procedures of the ITR are a testimony to his quest for excellence within our agency. He shows great concern for the welfare of others and is actively involved in finding solutions to difficult challenges. Officer Allen goes the extra step to make sure his superior officers have the information and strategies they need for implementation for new policies and procedures. Anytime an order is given, Officer Allen delivers with professionalism and tact. He is known for commitment to the improvement of services, he emulates warmth, humility and professionalism, all while expressing his appreciation to others for their efforts.

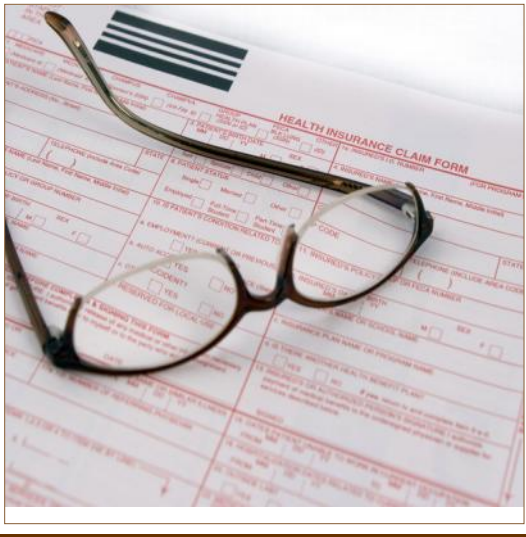
Officer Allen never sees his work as a one person mission, since the day he arrived he has continuously gone beyond what is expected, a quality that emanates pride and honor. Officer Allen's persistence and determination have set him apart from his peers; his mild mannered ways allow him to maneuver through his difficult surroundings with ease and tenacity. Officer Allen's interpersonal skills have created a level of mastery that is extremely vital when dealing with new arrests and other agencies that transport them. His professionalism allows our agency to create and build relationships with other officers who rely on his expertise. Although much of Allen's work takes place "behind the scenes," it is his skill sets that allow our division to carry out its mission each day. It has been Officer Allen's ongoing vision and collaboration of efforts that has enabled the Washtenaw County Jail to keep pace with the expectations of our industry.

It may be difficult for many individuals to view our job as a "Service," but it is! It takes officers like Stefan Allen who understand the principles and philosophies of customer service; which continually promote the change that sets our agency apart from many others. Officer Allen represents the "True Professional" behind the badge we call, "Corrections".



# Don't Forget These Events

## OPEN ENROLLMENT



Open Enrollment is your **annual** opportunity to review and update your benefits to ensure that they meet your needs. New choices that you make during Open Enrollment become effective January 1, 2012. New deductions will be reflected on your January 20, 2012 paycheck.

This year, Open Enrollment is **October 31, 2011 - November 15, 2011** for employees with the exception of the employees in 3052, APA & PDA\*.

Open enrollment is the only time during the year, excluding mid-year family status changes, that employees may:

- Cancel coverage for a currently enrolled family member
- Change dental plan coverage
- Change or waive medical plan coverage
- Decrease life insurance or long-term disability
- Enroll eligible family members in medical, dental and/or vision plans
- Enroll or disenroll in vision coverage
- Increase coverage level for life insurance and/or long-term disability
- Set up or re-enroll in the Health Care or Dependent Care Flexible Spending Account

Please visit the website below for information on Presentations and Drop-In Sessions: <https://employee.ewashtenaw.org/news/open-enrollment-for-2012-benefits>

## December Blood Drives



Thanks to everyone who participated in the October round of American Red Cross blood drives. If you've never donated blood but thought you'd might like to, below are a few facts to encourage you to join us in December.

- One out of 10 people admitted to the hospital needs blood.
- All blood types are needed, but type O negative and B negative are in high demand.
- Type O negative can be given to anyone with any blood type and is used in most emergencies when a patient's blood type is unknown.
- Type O positive can be given to anyone with any positive blood type—or eight out of 10 people.
- A single whole blood donation may help save the lives of up to three people.
- Red blood cells have a shelf life of 42 days, and are typically available within 48 hours of donation.
- Steady and consistent donations are key to a strong blood supply.

If you missed the opportunity to donate during the October blood drive, join us for the next round of blood drives on **December 19<sup>th</sup> at the Annex Building, 110 North Fourth St. and the LRC, 4135 Washtenaw Ave.** Questions? Contact Administration's [Cheryl Perry](#) at 222-6784.



**Remaining 2011 Holidays/Furlough Days**

Thanksgiving Day, Thursday -- November 24, 2011

Day after Thanksgiving, Friday -- November 25, 2011

Designated Furlough Day, Friday -- December 23, 2011

Christmas, Monday -- December 26, 2011