



Team Chesapeake

Employee Newsletter

March 2018

A SPECIAL MESSAGE FROM THE CITY MANAGER

Teammates,

I want to ask you a question this month: who were the greatest “teachers” you ever encountered in your life? I put the word teachers in quotes specifically, because I want you to think about those you met in and outside the school classroom. We’ve all had people who have taught us things that we carry with us today. Some teach us what to do and, quite frankly, some teach us things we need to avoid doing. It’s up to us, though, to take those lessons to heart and put them to work.



No matter if you call them teachers, mentors, role models, or some similar term, they all have one thing in common. Each of these individuals, by their words, actions, or both, make an impact on those with whom they come in contact. In many cases, though, the teacher never even knows the impact they make upon the “student,” they just do their normal things in their normal way. It’s these people who put the “model” in role model.

So let me ask you this: are you being a teacher? Are you exhibiting traits and actions that others might want to mirror? Are your conversations and interactions with colleagues and the public handled in a manner that is worthy of duplication? Do you take the time to show other, perhaps younger or newer colleagues the best practices for your job, or share with them the challenges and how to overcome them? If not, then my last question to you is simple: Why Not?

No one can be expected to be an ideal role model every day, in every way. But we can all strive to be a worker, a friend, a parent, or a person that others look to and say, “that’s how I want to be.” We can learn from each other and teach each other, and we can do both at the same time with equal success. My challenge to you for the Spring of 2018 is to look for ways you can be a teacher, and look for people whom you want to teach you. Doing so will enrich your life, personally and professionally, and just might make a huge impact on someone you’ve never even met.

Keep up the great work!

JAMES E. BAKER

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CITY STAFF SPOTLIGHT

In each issue, Team Chesapeake highlights two of our fellow City employees. If you are interested in being "spotlighted" in our employee newsletter, email us at pubcomm@cityofchesapeake.net.

NAME: Mary Lynn Pinkerton

DEPARTMENT: General Registrar

JOB TITLE: General Registrar's Office



How long have you worked for the City? 18 years. I began working as an Assistant Registrar in October 1999.

What is one interesting thing about your job? The changes I have seen in voting equipment seems to have come full circle over the past 18 years. When I began in 1999, Chesapeake had a paper-based Punch Card voting system. Following the problems Florida had in the 2000 Presidential election and Congress passing the Help America Vote Act in 2002, the Punch Card voting system was eliminated in Virginia. Chesapeake began using Direct-Recording Electronic Voting Equipment (DRE) in 2005. Now we are back to a paper-based system with the

Optical Scan Voting Equipment.

Name one thing that has been a highlight or something positive that has happened during your career with the City so far. One highlight in my career with the City has been that I have become a Certified Elections/Registration Administrator (CERA) after completing the certification program offered through The Election Center located in Houston, Texas with academic instruction by Auburn University. However, each day seems to be a positive event working with the incredible staff I get to work with here in the City!

What is one unique fun fact about YOU in general that others may not know? I went away to school at Virginia Tech at the age of 16, graduated at the age of 20, and continue to be a Virginia Tech football and basketball fanatic!

NAME: Michael Andruczyk

DEPARTMENT: Agriculture

JOB TITLE: Virginia Cooperative Extension Horticulture Agent for the City of Chesapeake



How long have you worked for the City? Since January 25, 2005.

What is one interesting thing about your job? I get to work with different people in different parts of the city and different ages every day. Always sharing information on how people can be healthier, save money and enjoy plants and the environment around them.

Name one thing that has been a highlight or something positive that has happened during your career with the City so far. I really like partnering with schools and other City departments on projects to help improve the City reducing air, water and sight pollution. Plus, saving people money and teaching them new facts about different plants!

What is one unique fun fact about YOU in general that others may not know? I love to travel and have been to over 40 states and over 40 different countries. Always like seeing new places, gardens, plants, foods, and craft beers!

MAYOR'S OFFICE NEWS

STUDENTS TAKE OVER CITY HALL FOR A DAY

Mayor's Youth Day is an annual event that allows local high schoolers to change places with City staff and elected officials for a day. This year's event was held on Wednesday, February 28. The students, from both private and public high schools, got to run their own mock City Council and School Board meetings. Mentors were able to provide the students with a bird's eye view of the many roles and responsibilities City employees and City officials handle on a daily basis.



Mayor West addressed students at the beginning of the day.



John Coggins and City Manager James Baker.



Deputy City Manager Laura Fitzpatrick, Hailey Smith, and Deputy City Manager Dr. Wanda Barnard-Bailey.



Tim Cassidy and Deputy City Manager Bob Geis.



Eli Hoar, Grace Karol, Public Works Assistant Director Earl Sorey, and Public Works Director Eric Martin.



George Yates and Kyle Hebert anchored a mock newscast.

CITY CLERK'S OFFICE

ANNUAL FOOD DRIVE SUCCESSFUL

The City Clerk's Office began the new year by holding their "Can Do" Food Drive from January 9 through February 9 to help support the programs of the Foodbank of Southeastern Virginia. The annual event collected 1,095 pounds of non-perishable food donations to benefit the foodbank and other local food pantries. "People helping people" is the fundamental principle that guides this program. Each City department filled collection bags with nonperishable items and/or canned goods and dropped them off to the City Clerk's Office located in City Hall.



The department who donated the most bags of non-perishable items and canned goods, received citywide recognition and a certificate of participation from Mayor West. This year, the City Attorney's Office donated the most bags.



Members of the City Attorney's Office from left to right (back row): Dana Sanford, Jennifer Plude, Jamie Berardi, Cielo Watson, Melissa Hamann, Lauren Allerton, Susan Rowling, and Kelly Lackey, (front row): Meredith Jacobi, Jan Proctor, Tyra Robinson, Mayor Rick West, and Chanel Gray.

DEPARTMENTS TRAIN FOR ACTIVE THREAT

As part of the City's preparedness for active threat situations, the Police and Fire Departments have been training together, exercising newly developed response policies for such events. On January 26, the top leadership of the Police and Fire Departments drilled together on a functional exercise, "The Big Game", involving a mass casualty incident staged in a local restaurant on Super Bowl Sunday.

Besides leading by example, this exercise allowed the Command Staff of both Public Safety departments to experience a very realistic environment, similar to what the police officers and firefighters on the street would be operating in. Wearing ballistic protection and other safety equipment, the Police and Fire Commanders formed Rescue Task Force Teams to make entry into a potentially hostile environment to triage, treat, and extricate about 26 "victims", which were volunteers moulded with an assortment of realistic wounds and other injuries.



HUMAN SERVICES NEWS

DEPARTMENT GOES RED FOR HEART MONTH

Chesapeake Division of Social Services went “Go Red” for women on February 2, as a kick-off to National American Heart Month. Heart balloons were placed in each unit of the building to keep the event ever-present. The department’s newsletter featured an new article each week on keeping the heart healthy. Healthy eating flyers were displayed throughout the building. Know your numbers, a heart healthy diet, and exercise are the keys to keep the “beat” going on.

Go Red For Women encourages awareness of the issue of women and heart disease, and also action to save more lives.



Employee Alert Hotline

(757) 382-6550

When inclement weather or other conditions cause changes to City operating schedules, the Hotline has the news you need.

LIBRARY NEWS

LIBRARY TO CLOSE FOR RENOVATIONS

Russell Memorial Library will be closed March 12-13 for installation of new carpet and new doors. If you need to find another library, please visit Infopeake.org/location.

Computer Classes

Free noncredit computer courses are offered on an ongoing basis covering various topics including basic keyboard and mouse use, Internet and email as well as Microsoft Office Word, PowerPoint and Excel.

These courses are offered in single sessions. Students should check current course schedules for listings of available courses, specific times, dates and locations. Registration is required and opens a week prior to class. Students may register for classes on the Library's website or by calling the respective branch; students who are uncertain of which course to register for should check with library staff before registering.

Chesapeake Genealogy Enthusiasts

Dig into your family history with other historians in the Chesapeake Genealogy Enthusiasts. Share techniques and resources with other family historians. Explore monthly topics with the Library's resident expert. The next meeting is on Tuesday, March 13, from 10:30 a.m. - 12:00 p.m at the South Norfolk Memorial Library.

Hot Topics

Are your friends afraid to bring up current events with you in the room? Do strangers walk away while you're explaining your take on this crazy world? It's time to be heard! Participants are encouraged to bring a cup of coffee and engage in conversation with other interested people. Join in on the discussion on Wednesday, March 21 at Russell Memorial Library from 10:00 a.m. - 12:00 p.m. For Adults (18 & up).

**The Chesapeake Public Library
offers free Notary Public services to Library
customers.**

Customers must bring current, unexpired photo identification with a signature. For more information and to see when a notary is available, call 757-410-7100.

SAFETY CORNER

LOCK OUT/TAG OUT- LOTO

Lock Out/Tag Out was the **FIFTH MOST VIOLATED OSHA PROGRAM IN 2016**. OSHA standard 1910.147 governs employer responsibility to eliminate the release of stored energy (electric, hydraulic, pneumatic, static loads, etc.) during equipment servicing and/or maintenance operations. The standard covers the servicing and maintenance of machines and equipment in which the unexpected energization or start-up of the machines or equipment, or release of stored energy, could harm employees. The standard establishes minimum performance requirements for the control of such hazardous energy.



Compliance with the lock out/tag out standard prevents an estimated 120 fatalities and 50,000 injuries each year. Workers injured on the job from exposure to hazardous energy lose an average of 24 workdays for recuperation. Procedures have been developed, documented, and utilized for the control of potentially hazardous energy when employees are engaged in servicing or maintenance activities. Locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware are provided by the employer for isolating, securing, or blocking of equipment from energy sources.

What do employees need to know? Employees need to be trained to ensure that they know, understand, and follow the applicable provisions of the hazardous energy control procedures. The training must cover at least three areas: aspects of the employer's energy control program; elements of the energy control procedure relevant to the employee's duties or assignment; and the various requirements of the OSHA standards related to lockout/tagout.

Sample Lock Out/Tag Out devices:



Whether you are an Affected Employee whose job duties are affected by the application of lock out/tag out devices or if you are an Authorized Employee who's authorized to install/remove LOTO devices, if you have questions about the LOTO process, ask your supervisor!

For additional information or materials, please contact Mark Butler, Safety Officer, at 757-382-6445.

EMPLOYEE BENEFIT UPDATES

SAVING IS EASIER FOR HYBRID RETIREMENT PLAN MEMBERS

VRS and ICMA-RC have introduced a new SmartStep feature to make savings easier for Hybrid Retirement Plan members. SmartStep helps members save more for retirement with automatic, annual increases to their voluntary contributions.

How does it work?

The member chooses an annual increase amount, from 0.5 percent to 3.5 percent, and which month the increase will occur: January, April, July or October. The member's voluntary contribution will increase each year until it reaches the maximum of 4 percent.

How does a member start SmartStep?

Members should log into Account Access and select their Hybrid 457 plan account. From the Contributions page, the member will enter an amount for SmartStep. Members also can use the [Hybrid Member Paycheck Calculator](#) to see the impact of contributions and other deductions on their paychecks.

Important Updates Regarding Express Scripts

Medication Pricing

The feature to price a medication on Express Scripts' website and mobile device is working. If you experience difficulties pricing a medication, please contact Express Scripts at (877) 476-9269 or Express-Scripts.com.

Mail Order Program

If you previously utilized the mail order program to refill your medications, you should see your prescriptions in the Prescriptions section (if using Express Scripts' website) or Refills & Renewals section (if using the mobile application) of your Express Scripts account. If you do not see the medication, please contact your physician for a new prescription. Controlled substances and some other medications will require a new prescription. In accordance with Drug Enforcement Administration regulations, controlled substances cannot be transferred because the filling pharmacy must have the actual prescription. Mail order forms can be retrieved on the Express Scripts' website under Benefits, then Forms & Cards.

2017 Wellness Incentive Reimbursement Deadline

If you participated in the 2017 Wellness Incentive and received \$300, you have until March 31, 2018, to apply for reimbursement for any 2017 medical-related expenses. Instructions on how to apply for reimbursement can be found [here](#). If you have any questions about your account balance or how to apply, please contact Kayla Sikes at kasikes@cityofchesapeake.net.

Preventative Care Screenings

If you are on the City's Health Plan, you are eligible to receive your annual physical every 325 days, and your annual eye exam every calendar year at a \$0 copay. Although many employees may have Optima and Davis Vision, it is best to use your Optima card when receiving your annual eye exam because the exam will be free to you. This is only valid for routine exams, not for follow-up appointments.

Free Optima Resources

Did someone say "free"? Optima provides free resources to all employees, including those who are not on the City's Health Plan. The resources include Smoking Cessation, Yoga and Tai Chi DVDs, Guided Meditation, and even free pedometers that link up to your smart phone! Visit wellnessforme.com to order as many kits as you would like.

NEWS OF NOTE

EMPLOYEE EVENT COMING UP!



The 2018 Employee
CARE & Wellness Expo
is in the works!

Stay tuned for more information including date and time,
vendor information, department exhibits, food trucks and more!

Walking Wednesdays

Take part of your lunch break to get outside and get some extra steps into your day. Employees working at City Hall can join Walking Wednesdays by meeting at noon in the main lobby of the first floor. Employees at other locations are encouraged to walk too!

Email Kayla Sikes at kasikes@cityofchesapeake.net
if you would like to receive reminders.

