



To view past issues of *The Pen*, visit [www.pinellascounty.org/hr/publications.htm](http://www.pinellascounty.org/hr/publications.htm).

## ***Your Employee Benefits ... What Might Surprise You!***

As a dedicated Pinellas County employee you work hard, day in and day



**YouDecide**, our discount program. YouDecide offers savings on local

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## In case you missed it!

And learn about the “Learning Roadmap” tool in the February **Management & Supervisory Notes**.

So, there certainly is a lot to your Pinellas County employee benefits. All of these help preserve the quality of life for you and generations to come.



# NEW! Employee Spotlight

## Justin Gross

Jury Coordinator  
Office of Ken Burke  
Clerk of the Circuit Court &  
Comptroller



### What is your job in 25 words or less?

To summon approximately 1,200 jurors weekly upon estimating the daily number needed by the court, and to tactfully orient and assist jurors.

### What aspect of your job do you enjoy the most? Why?

Definitely turning around citizens' negative perceptions of jury service.

Many express concerns prior to and upon reporting about work, childcare, and other obligations that may be disrupted. The court has made service very reasonable by reducing it to one day or the length of a trial and by allowing deferral up to six months.

These simple accommodations have reassured many citizens and even invited willingness and appreciation.

### What are some upcoming trends or challenges that you see in your field?

Not to be cliché but technological change. We are constantly streamlining and are presently studying systems that may increase the speed of juror check-in, gathering and transmittal of juror information to the court, and other efficiencies.

One example: within the past couple of years cash payment has been made available to eligible jurors. We are the only county in Florida to offer cash payment and this joint venture between the Jury Services Dept., Clerk's Accounting, and our various counter services areas is rightly a point of pride for Mr. Burke as it represents a significant convenience to jurors and savings (in check processing) to taxpayers.

### What are your career aspirations? How are you planning on accomplishing them?

My father retired from the County, and my parents always instilled in me the importance of integrity and public mindedness. In my youth I always saw myself serving in public service.

I would definitely like to rise within the Clerk's Office. My sharpened ability to tread the fine line between compassionately helping citizens navigate our processes without becoming their advocate is what allows me to excel at my job.

### How do you help make Pinellas a great place to live, work, and play?

My department and the court do an outstanding job of balancing compassion for individual citizens' circumstances with the collective need for citizen juries. I understand the obligations that pull a person in a variety of directions, but also appreciate the essentiality of citizens' participation.

Nothing protects the freedoms we all enjoy and that are guaranteed by our state and federal constitutions better than participation by jurors who are as representative a sample of the population as possible.

*The Employee Spotlight is a new feature focusing on you. If you would like to nominate a fellow employee, please send his or her name, position, and why you are nominating them to [employee.communications@pinellascounty.org](mailto:employee.communications@pinellascounty.org).*

## OurSpace

Don't forget to check the employee blog – [Our Space](#) – regularly.

Bookmark it. There is news every day!

YOU can post to the blog. It's easier than you might think – give it a try! Share your photos, celebrations, upcoming events and check for the latest news from the County.

If you have questions, please contact Mary Sault at 464-5098 or [employee.communications@pinellascounty.org](mailto:employee.communications@pinellascounty.org).

## The Pen

PUBLISHER: Peggy Rowe

EDITOR: Laura Berkowitz

ASSISTANT EDITOR: Mary L. Sault

A monthly publication by the  
Pinellas County Human Resources Department

### How to Participate:

It's easy to get involved in *The Pen*. You can contribute by informing us of noteworthy news or sending us story ideas. You can also ask about writing a guest column or submit photos of co-workers at work in your department.

PHONE: (727) 464-5098

FAX: (727) 453-3660

E-mail: [employee.communications@pinellascounty.org](mailto:employee.communications@pinellascounty.org)



**BLOOD  
DRIVE**

## Mark Your Calendars

Clearwater Courthouse

315 Court Street

West Parking Lot

Thursday, April 2, 2015

*Every donor is three more lives saved!*

# ASK PEGGY



Peggy Rowe  
Director of Human Resources

**Q.** Given that every employee is expected to work 40 hours a week, can I get in trouble for taking too much “approved time off”?

**A.** The supervisor is under no obligation to grant leave just because it has been accrued. If your supervisor has granted approved leave and the business needs of your department can be accommodated, taking scheduled leave is fine.

**Q.** Who can I call to help me with my login to the employment applications? I

have forgotten what email I use and the password.

**A.** You are always welcome to call our main number – 464-3367. In addition, I encourage you to visit our website for useful information including the [HR contact page](#).

**Q.** Someone from HR came to my department a few months ago and talked about the new performance management system. I haven’t heard anything since. When is it starting?

**A.** The new [FACE of Performance](#) has been in place since October and supervisors should be talking to their employees about how they’re doing. As discussed at the meetings with HR, if these conversations are not taking place, I encourage you to mention FACE to your supervisor or manager. The idea is to move away from annual evaluations and toward regular employee engagement.

## FACE

FACE of Performance:  
Tips

Thinking about where you are going? Well, where are you now?

Take some time this month to think about where you want your career to go. The [Learning Roadmap](#) is a tool that employees can use to think about where they are, where they want to go, and what they need to do to get there.

Answer a few questions and then have a conversation with your supervisor and together you can plan the experiences that you need to achieve your results. No need to go to a class, you can do this right at your desk.

This is a great resource in supporting your ongoing conversations about professional development.

For more tips, visit the [FACE web page](#).

## Training & Development Upcoming Classes

Some classes fill up quickly so request enrollment early through [OPUS Learning Management \(OLM\)](#).

### Getting Ready for Retirement (4 hours) - March 4

A retirement benefit is part of your total compensation package. Come learn how you can combine this benefit with Social Security and your personal savings to create a comfortable retirement.

To view a complete list of all courses, along with descriptions, go to the [Consortium Training Catalog](#). Need assistance? Contact Training and Development at 464-3796 or email them at [training@pinellascounty.org](mailto:training@pinellascounty.org).

### What To Do When Conflict Happens – March 5

This introductory workshop is designed to address “people problems” which confront workers every day. Upon completion, you will be able to identify sources of conflicts and follow procedures to resolve conflicts and interaction problems.

### Dealing with Difficult People - March 10

How can you keep your cool while others are losing theirs? This seminar offers techniques for a practical approach to dealing with anyone who expresses anger or aggressiveness.

### Problem Solving / Decision Making - March 10

This course is designed to help participants explore best practices for problem solving and decision making. The class illustrates how to define problems, how problem solving and decision making work together, and how to use six essential steps to make the best decisions and evaluate solutions.

## Promotions

Promotions listed are for January 2015.

### Board of County Commissioners

#### Building Services

Jeffrey Gibbud ..... BDRS Code Enf Supv  
Lynne Nelson ..... Sec  
Dale Owens ..... BDRS Code Enf Supv

#### Convention & Visitors Bureau

David Downing ..... Bur Dir Conven & Vis Bur

#### Safety & Emergency Services

Barbara Fore ..... Ani Svcs Rep  
Catherine McKillips ..... Exec Admin Spec

#### Engineering & Technical Support

Lucille Farrugia ..... Admin Supt Spec

#### Management & Budget

Heather Hodgdon ..... Fin & Acctg Analyst

#### Planning

Carol "Renea" Vincent ..... Plan Div Mgr

#### Public Works

James Bath ..... Spray Tech Sr  
Melbourne Edwards ..... Traf Sig Tech Ld  
Casey Morse ..... Eng Svcs Tech 2  
Lynn Smith ..... Spray Tech Sr

#### Purchasing

James Just ..... Procurement Analyst Coord

#### Real Estate Management

Robin Giove ..... Real Prop Spec Sr

#### Utilities

James Cline ..... Fld Insp 2  
Theodore Dallas ..... Util Maint Spec 3  
Leamon Davis, Jr ..... Util Maint Spec 3  
James Kubek ..... Elec/Mech Tech Sr  
Connie Malasics ..... Eng Svcs Tech 2  
Antonio Wilson ..... Util Maint Spec 2

### Business Technology Services

Trudy Futch ..... Exec Admin Sec  
Belinda Huggins ..... BTS Dir  
Neil Morrison ..... Info Tech Analyst  
Joseph Passaretti ..... Info Tech Spec  
Marie Wilson ..... Mgr BTS

Promotions continued page 6.

## Open Up for Good Heart Health



February is American Heart Month, a month of education to prevent and recognize the signs of heart disease. Evidence suggests heart disease is linked to gum disease. Gum disease is common among adults; there are steps you can take to prevent gum disease.

- Brush your teeth twice a day, in the morning and before bedtime, with fluoride toothpaste.
- Floss once each day.
- Visit your dentist for regular checkups and cleaning.
- Don't use tobacco products.

Both the Cigna Reimbursement and MetLife (Safe-guard) dental plans offer us the opportunity to practice good dental hygiene. Review your plan benefits at [www.pinellascounty.org/hr/benefits/dental\\_plans.htm](http://www.pinellascounty.org/hr/benefits/dental_plans.htm). Not sure which plan you elected? Log into OPUS Employee Self Service and select Benefits to view your dental plan.

## Homeless **POINT IN TIME** Survey Highlights That What We Do ... Matters

Contributed by Jane Muhrlin, Human Services

In Pinellas County, on any given night there are approximately 5,800 homeless adults and children. Each January, communities throughout the U.S. count the number of homeless during a particular "Point in Time." The experience proved to be beneficial for the dozens of Human Services staff, and all were grateful for the opportunity.

The many causes of homelessness include family issues, loss of employment, medical issues and alcohol or drug abuse. These are people from all backgrounds, races, genders and ages. Some served their country in the armed forces and exhibited a proud stance when asked about their service and appreciation when we thanked them for their contribution.

Participating in the Point in Time Survey emphasized that what we do matters. The issues of homelessness are complex, and there are no easy one size fits all solutions. But for the individuals who avail themselves to the programs and services we provide ... rest assured, what we do matters!



PIT Survey crew from 440 Bldg., bottom row: Tash Andriese, Christine Colabella. Top row: Abigail Stanton, Jane Muhrlin, Jadonn Sowell, Jennifer Wright

This story may be found in its entirety on the [Our Space](#) employee blog.

## SERVICE ANNIVERSARIES

### 35 YEARS



Peter Hessling  
*Parks & Conservation Resources*

### 30 YEARS



Sherman Giles  
*Real Estate Management*



Charles "Skip" Clementson, *Building Services*,  
Ophelia Ballard *Safety & Emergency Services*,  
Leonard Quarterman, *Real Estate Management*

### 25 YEARS



Pennie Hill, *Business Technology Services*, Sally  
Martin, *Clerk of the Circuit Court*, Donna Bignotti,  
*Clerk of the Circuit Court*, Louis Dondero, *Safety &  
Emergency Services*, Christopher Capobianco, *Safety  
& Emergency Services*



Raymond Evans  
*Public Works*



Jeffrey Sibbach  
*Real Estate Management*



Shirley Wood  
*Clerk of the Circuit Court*

### Unavailable for Photo 30 YEARS

Jeffery Carlson, *Utilities*

### 20 YEARS

Rachelle Wiggins, *Tax Collector's Office*

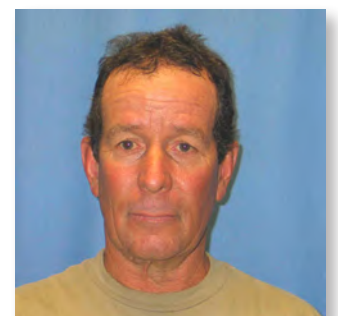
### 20 YEARS



Van Cobb  
*Real Estate Management*



Shelly Demillion  
*Tax Collector's Office*



Les Winters  
*Utilities*

# RETIREMENTS

## 35 YEARS



Thomas Funk  
BDRS Code Enforcement Supervisor  
Development Review Services

## 22 YEARS



Paul Sobkowiak  
Spray Technician, Sr  
Mosquito Control

## OVER 18 YEARS



Michael Evans  
Director of Personal Exemptions  
Property Appraiser's Office

## 13 YEARS



Robert Hauser  
Division Director 1  
Solid Waste

## REPCO News

**REPCO's March meeting will be held at 12:00 noon on March 9** at Applebee's, 5110 East Bay Drive, Clearwater. The speaker will be Rex Henderson, CFA, from Edward Jones. His topic will be "Making Sense of Investing." For more information contact Rudy at (813) 855-3466 or [rdgarcia@verizon.net](mailto:rdgarcia@verizon.net).

You don't have to be a Pinellas County retiree to attend. Current employees and family members are also welcome.

## RETIREEES UNAVAILABLE FOR PHOTO

- OVER 27 YEARS** Kenneth Holderness, *Work Planning Coordinator, Solid Waste*  
Nancy Gibson, *Building Services Specialist, Building Services*
- OVER 25 YEARS** Sandra Sims, *Information Technology Analyst, Business Technology Services*
- 15 YEARS** Virgil Hubbard, *Information Technology Analyst, Business Technology Services*
- 11 YEARS** Susan Kinney-Lowell, *Building Services Specialist, Building Services*

## Promotions, continued

### Clerk of the Circuit Court

Natalia Arcila.....	Crt Rec Spec 2
Cathryn Basile .....	Crt Rec Spec 2
Mona Lisa Budaszewski .....	Crt Rec Spec 2
Jill Cicero .....	Deptl Trng Spec
Joanna Clark.....	Crt Rec Spec 2
Michelle Coates.....	Crt Rec Spec 2
Charles Frye.....	Crt Rec Spec 2
Victoria Martin .....	Crt Rec Spec 2
Ruth O'Bier .....	Crt Rec Spec 2
Reina Zayas .....	Cust Info Ctr Spec 2

### Property Appraiser

Linda Belinske.....	PAO Appraiser 3
Kalani Cooner .....	PAO Appraiser 2
Darlene Davis.....	Prop Rclds Tech
Kathleen Dennehy .....	PAO Appraiser 3
Charles Flowers.....	Dir Pers Exempt
Andrea Oliver .....	PAO Appraiser 3
Lisa Wright.....	PAO Appraiser 2

## Tax Collector Announces New Fast-Track Concealed Weapons License Application Processing Service

By Laurel Whitney, Deputy, Tax Operations

The driving force behind the Tax Collector's office is customer service, and there is no better example of this than the newest service offered by Tax Collector Diane Nelson: concealed weapon licenses (CWL) fast-track application processing. With the ability to offer vehicle registrations and titles, driver licenses, hunting and fishing licenses and a variety of other state services, CWL application processing is a natural fit for the Tax Collector's office.

Originally, CWL applications were only accepted through the mail or at eight regional Department of Agriculture offices located throughout the state. The process was inconvenient for many residents who did not live near one of the regional offices.

Pinellas was one of five pilot counties to begin the program at the tax collector level in 2014. The program opened in Pinellas on September 30, 2014. The Tax Collector's office assists customers with applications, fingerprints and photographs applicants, and electronically submits the information to the Florida Department of Law Enforcement and the Department of Agriculture in Tallahassee. There, applicable background checks and other processes are performed before a license is issued. With the Tax Collector's fast track processing, most customers are receiving their licenses within a few weeks.



Carlos Thomas, Laurel Whitney and Diane Nelson

"I am so excited to see this idea come to fruition," Diane Nelson said. "It's rewarding to hear the positive comments from customers about the efficiency of the application process and the quick turnaround of license issuance."

Between September 30<sup>th</sup> and December 31<sup>st</sup>, the Tax Collector's office served 894 customers and processed 805 CWL applications, more than any of the other four pilot programs around the state. Staff report a large number of women applicants and a wide range of ages, anywhere from 21 all the way to 95 years old!

To qualify for a license, applicants must be 21 or older and a lawful citizen or permanent resident of the U.S. Applicants must also prove competency with a firearm by providing a certificate of completion from an approved firearm or hunter safety class, copies of military orders for active-duty military personnel or a DD-214 reflecting an honorable discharge for former military personnel. The fee is \$134 which includes a \$22 convenience fee. Some exceptions apply for the law enforcement community. For more information, visit [www.taxcollect.com/cwp](http://www.taxcollect.com/cwp).

At this time, CWL processing is only available at the Clearwater courthouse. Walk-ins are welcome although appointments are preferred. You can schedule an appointment any time by visiting [www.taxcollect.com](http://www.taxcollect.com) and clicking on Appointments, or by calling (727) 464-7777 Monday through Friday from 8 AM to 5 PM.

## Notice of Annual Credit Union Membership Meeting

### You are invited!

Each year, Pinellas Federal Credit Union's Board of Directors, Supervisory Committee, Executive Management Team, employees and members gather to reflect on the previous year's successes and events, as well as to review the financial state of the Credit Union.

### Exercise your rights as a credit union member-owner.

Please join us and hear reports from our Board Chairman, Board Treasurer, Supervisory Committee Chairperson and President/CEO. We will have **dinner and door prizes**, and you will have **an opportunity to get to know our Board Members, Executive Management Team and employees** of Pinellas Federal Credit Union.

**Where:** Largo Cultural Center  
105 Central Park Drive  
Largo 33771

**When:** Wednesday, March 18, 2015

**Time:** 5:30 p.m.

*We hope to see you there!*



[www.pinellasfcu.org](http://www.pinellasfcu.org)  
**727.586.4422**



Federally insured by NCUA  
Equal Housing Lender

Pinellas County Connection Television has changed channels on Bright House Networks cable packages. **As of Monday, Feb. 9 the**

**channel number, 622, has changed to 637.** Customers of Verizon channel 44 and WOW! channel 18 will not be affected.



BRIGHT HOUSE 637 • WOW! 18 • VERIZON 44

Meetings can also be watched live at [www.pinellascounty.org/tv](http://www.pinellascounty.org/tv).

# Welcome Aboard!

## Board of County Commissioners

### Airport

John Scozzafava ..... Airpt Traf Asst  
Alice Sullivan ..... Airpt Traf Asst

### Business Support

Maria Dooley-Hickox..... Dept Comp Supt Spec Sr

### Communications

Bruno Rivera ..... Video Spec

### Convention & Visitors Bureau

Andrea Gabel ..... CVB Sales Rep  
Luiana Hostalacio Porto Postorino.... CVB Sales Rep

### Engineering & Technical Support

Janice Bennett ..... Eng Supt Svcs Supv-PE  
James Jordan..... Field Insp 1

### Human Services

Michael Swonger ..... Vet Svc Off  
Nicholas Eddy ..... Vet Svc Off  
Lourdes Benedict ..... Dir Human Svcs

### Parks & Conservation Resources

Hugo Sanchez ..... Park/Prsve Maint Wkr

### Public Works

Contina Porter..... Maint 2  
David Brown ..... Env Prog Mgr  
Kenneth Smith..... Crew Chief 2

### Purchasing

Suzanne Otock-Pascarella..... Office Spec

### Real Estate Management

William Williams ..... Electrician

### Safety & Emergency Services

Robbie Asher..... Vet  
Danielle Holland ..... Admin Supt Supv

### Utilities

Adam Kiehn ..... Wtr Qual Mgmt Spec 1



New employee orientation class, January 26, 2015!

Welcome Aboard continued.

## Business Technology Services

William Anderson ..... Info Tech SME  
Rafal Dziokan..... Info Tech Analyst  
Dawn Estes ..... Exec Admin Sec  
Paul Fry ..... Info Tech Spec  
Timothy Staney ..... Spec Proj Asst "C"

## Clerk of the Circuit Court

Ronald Baker ..... Prntg Equip Oper 1  
Katiah Fitzpatrick ..... Fis Rec Spec  
Tina Kunst..... Fin Oper Tech

## Property Appraiser's Office

Tina Marsh ..... Acctg 1

## Tax Collector's Office

Samantha Ashley..... Cust Svc Tech 1  
Dan Robinson ..... Cust Svc Tech 1  
Wendy Stapleton ..... Cust Svc Tech 1  
Sabrina Swoy..... Cust Svc Tech 1

## Pinellas Clerk Waives Collection Fees During "Wipe It Clean in 2015" Initiative

The Clerk's office has dedicated one week in February to help you start the New Year with a clean slate. The Pinellas County Clerk of the Circuit Court and Comptroller will waive your collection fees for a limited time only when you visit any of the locations below to pay your outstanding fines and fees in full. Anyone with a ticket or court fine in collections can visit any of the locations below during the week of **Tuesday, February 24, 2015 - Saturday, February 28, 2015** to avoid paying the collection fee.

Please note the locations below will be open during regular hours of operation. **Exclusive hours on Saturday, February 28th, will take place at the Tyrone and PCJC location only and will be from 9:00am - 2:00pm:**

- **North County Branch** -  
29582 U.S. 19 N., Clearwater
- **Clerk's Tyrone Branch** -  
1800 66<sup>th</sup> St. N., St. Petersburg
- **Pinellas County Justice Center (PCJC)** -  
14250 49<sup>th</sup> St. N., Clearwater

If you have any questions or would like more information, please call (727) 464-7000.

## An Invitation from Animal Services

Jan Sebald, Adoption Coordinator, ARF Program  
(Adoptions, Rescues, and Foster Care)

I recently had the opportunity to talk to a fellow employee and asked if she had ever visited the County animal shelter. To my surprise, she said no. So now I wonder how many employees have never been to the County shelter? If you have never been here, I invite you to come visit us. We are a GREAT shelter with WONDERFUL adoptable animals. Our mission is to ensure animal related health, welfare and safety for the citizens and animals of Pinellas County.

**Did you know** (and this is just a short list):

- 🐾 We are an open admission shelter that accepts all dogs and cats regardless of health, temperament, breed, size, age, etc.
- 🐾 We can house up to 292 dogs and 600 cats.
- 🐾 In 2014 we took in 12,908 animals.
- 🐾 All cats and dogs are behaviorally and medically examined prior to going into adoptions.
- 🐾 We have no time limits in adoptions.
- 🐾 We have volunteers who walk our dogs and cuddle with our cats.
- 🐾 We have a volunteer of 24 years who grooms our animals.
- 🐾 We have super pictures/videos of our animals taken by volunteers.

Stop by and visit us! I would love to give you a tour.

[www.pinellascounty.org/animalservices](http://www.pinellascounty.org/animalservices)

## BREAKFAST BYTES



Business Technology Services (BTS), in partnership with Human Resources (HR) recently completed the first two sessions of the Breakfast Bytes series. This series is focused on enhancing user productivity through the use of technology. Each session is an hour long from 8:00 to 9:00 a.m. every Tuesday morning in February and March.

Anyone interested in attending will need to register through OPUS. There are still available seats for the upcoming sessions. Documentation regarding each session and other technical training resources can also be found on the [BTS Enterprise Technical Training SharePoint](#) site.

Contact the series facilitators for additional information:

**Kat Black** – [kblack@pinellascounty.org](mailto:kblack@pinellascounty.org) or  
**Kevin Connolly** – [kconnelly@pinellascounty.org](mailto:kconnelly@pinellascounty.org)

### Future Sessions:

- Tuesday, February 24<sup>th</sup>, Microsoft Outlook: Time Saving Ideas to Help Create Order
- Tuesday, March 3<sup>rd</sup>, Internet Search Tips and Safety: Fact vs. Fiction
- Tuesday, March 10<sup>th</sup>, Password Tips: Demystify the Password Portal
- Tuesday, March 17<sup>th</sup>, Greenshot: Capture Screenshots & Make Everyone Green (With Envy)
- Tuesday, March 24<sup>th</sup>, GCF Learn Free: Supplemental Self-Paced Online Tutorials

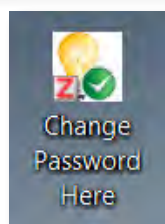
## NEW Change Password Icon on Your Desktop

By Heather Smith, BTS

The **Change Password Here** desktop icon now has a new look and easier to use features. When you click on your Change Password Here desktop icon you will be directed to a new, user-friendly login screen. After entering your username and current password select "Login." This will take you to the **Main Menu** screen where you will select the "Change Password" button. On the Change Password screen you will enter and confirm your new password then click the "Change Password" button.

**Note: For Windows 7 or Windows 8 computers:**

You will now need to lock your computer and then unlock. By logging back in, your passwords will sync across all the systems except FACE. **For Windows XP computers:** You will need to log off and log back in to sync your passwords across all the systems except FACE.



For security purposes,  
you should change your  
password every 90 days.

Please Log In  
NetIQ Self Service Password Reset

Username

Current Password

Login Clear Cancel

Forgotten Password Regain access to your account if you have forgotten your password.

New login screen



## Create Sustainable Solutions

Vision • Innovation • Collaboration

Want to be green?  
There's an App for that!

### Florida Friendly Landscape Apps

Urban turf app:

<http://smartirrigationapps.org/>

Landscape pest app:

<https://itunes.apple.com/us/app/landscape-pests/id898898477?mt=8>

**LIVING GREEN**

### Want more information?

UF/IFAS Extension Pinellas County has Green Solutions

- [Sustainable Living](#)
- [Classes](#)
- [Blogs](#)

Meet Your  
Extension Agent  
**Theresa Badurek,**  
[Urban Horticulture](#)



**UF** IFAS Extension  
UNIVERSITY OF FLORIDA

## FROM THE RECORD KEEPER



### Returning Records to the Records Center (Re-files)

Records being returned to the Records Center for re-filing should be sent via interoffice mail after a re-file request is submitted in the Records Management System. When records are sent to you, a plastic sleeve is attached to the box or envelope with your address. Our return address is printed on the reverse side, and you can simply attach it to the item being returned. The courier does not see any special instructions that are entered into the Records Management System.

If you have any questions about re-files, please contact Michele Koehler in Records & Information Management at (727) 453-3038.

## Consumer Corner

### NATIONAL CONSUMER PROTECTION WEEK 2015

Your Information Destination • March 1-7

Justice and Consumer Services is preparing for the 17<sup>th</sup> annual **National Consumer Protection Week**, which

takes place March 1-7, 2015. National Consumer Protection Week (NCPW) is a coordinated campaign that encourages consumers nationwide to learn more about the rights, responsibilities and resources available to them as consumers. Pinellas County's Justice & Consumer Services, Office of Consumer Protection joins federal, state and local government agencies nationwide to celebrate NCPW. Consumer Protection has planned several events, including public presentations and information booths, to provide free resources to help the citizens of Pinellas County make smart decisions about protecting their privacy, managing money and debt, avoiding identity theft, understanding credit and steering clear of frauds and scams.

For more information and a list of the planned events visit Pinellas County Consumer Protection at [www.pinellascounty.org/consumer/tips.htm](http://www.pinellascounty.org/consumer/tips.htm).

### Attention hiring supervisors and managers....



Want your new employees to contribute and add value on day one? A few extra minutes and your due diligence in the new employee on-boarding process can make a real difference.

The sooner new hire information is entered in OPUS, the better it is for all stakeholders. It is imperative to enter new hire information at a minimum of one week before a new employee's start date. Delaying this process has a domino effect and negatively impacts the set up of all IT needs such as computer, telephone, email, OPUS access, and FACE access. The delay also affects the HR New Employee Orientation Program.

Supervisors/Managers: Help us help you make your new employees' experience a positive one.

## PET OF THE MONTH



Sweet **Toffee** needs to find her forever home. She has been at the shelter since December. She is 5 years old and is very sociable with people and other dogs. She would do best in a home without cats. All she wants is to find her forever home and be happy again.

Check out Pinellas County Animal Services for specials during the month of February. Every one of the pets offered for adoption at Animal Services are spayed or neutered and have all of their required shots. Visit Toffee and the other dogs and cats up for adoption at 12450 Ulmerton Road in Largo, or see them online at [www.pinellascounty.org/animalservices/petfind.htm](http://www.pinellascounty.org/animalservices/petfind.htm). To learn more about Animal Services, stop by the shelter, call (727) 582-2600 or visit [www.pinellascounty.org/animalservices](http://www.pinellascounty.org/animalservices).